

STANDARD OPERATING PROCEDURES

OF THE

FAIRFAX VOLLEYBALL CLUB



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Purpose

The Fairfax Volleyball Club (FVC) Standard Operating Procedures document the intended procedures of how the club conducts its day to day business. The intended audience includes the club's council and general members.

Code of Conduct

FVC endeavors to promote volleyball programs which foster, promote and emphasize a positive, safe, and rewarding environment for all of its participants. In support of this mission, FVC has adopted a policy on code of conduct and disciplinary procedures for individuals/teams participating in FVC programs. This policy sets minimum standards and expectations for the conduct of everyone, including, but not limited to, administrators, participants, coaches, referees, officials, spectators, attendees, parents and guardians.

When participating in FVC programs, everyone is responsible for:

- Conducting themselves in a proper and socially acceptable manner.
- Exhibiting behavior that supports the health, safety and well-being of others.
- Providing a drug- and alcohol-free environment.
- Refraining from the use of profanity or offensive language and ethnic slurs.
- Abiding by all applicable laws, rules, regulations and ordinances.
- Abiding by all referee rulings as they are the ultimate authority while presiding over any match.
- Refraining from physical violence or threats.
- Refraining from any type of conduct intended to humiliate or intimidate others.
- Refraining from discrimination based on race, religion, color, gender, national origin, age, disability or any other basis prohibited by state or federal law.

Complaints

A complaint regarding a Code of Conduct violation shall be submitted to the Administrator, President or Secretary no later than 10 days after the date of the alleged violation giving rise to the complaint or the date of discovery of the alleged violation giving rise to the complaint, whichever is later.

In order to be considered and acted upon, a complaint must contain, at a minimum, the following information:

- The name and contact information of the person making the complaint and the name of his or her team.
- The date the alleged violation occurred.
- The policy, rule or regulation that was allegedly violated.

- A clear and complete statement of the facts and circumstances relevant to the complaint.
- Sufficient information to accurately identify all individuals or teams involved in any aspect of the complaint, including witnesses.
- The resolution being sought.

The burden of demonstrating that a complaint was delivered rests with the person filing it.

Addressing Complaints

The Council Member who receives a complaint should within 7 days of receipt, assure that a copy of the complaint has been sent to the FVC Council. The FVC Council will assign the complaint to a Council Member, referred to as the Disciplinary Committee Chair (DCC), who should within 7 days contact all named parties. The subsequent investigation may include interviews with those involved and any witnesses to the incident. The DCC shall present all pertinent details to the FVC Council. Based on this information the FVC Council will decide what, if any, disciplinary action is appropriate.

In the event of reported physical violence, the accused individual(s) will be immediately suspended from all FVC events pending an expedited investigation.

Disciplinary Action

In the event that disciplinary action of an individual is agreed upon by a simple majority vote of FVC Council, the DCC shall notify the individual of said disciplinary action. Documentation of all disciplinary actions shall be made and may be referenced in any future actions against that party. Said disciplinary action may include any of the following:

- Verbal Warning - FVC may issue a verbal warning to an offending party if the action is a first time offense or of a minor nature.
- Written Warning - FVC may issue a written warning to an offending party if the action is of a more serious nature.
- Suspension From Participation - FVC may suspend an offending party from participation in FVC events. Suspensions may begin with the next scheduled game to be played after FVC communicates its decision to the offending party. Any team that does not comply with the suspension of a player will be required to forfeit all remaining games in that given season and/or games that have already been played in that given season.
- Mandatory Suspension - Any individual who strikes another individual will be suspended from participation in all FVC events.

Complaint Appeal Process

Any individual shall have the right to clarify their position and/or appeal the decision of FVC. This must be done in writing to the DCC within 7 days of being notified of the disciplinary action and shall include the following:

- The name and signature of the appellant and the name of his or her team if the person is a player or coach.
- A statement indicating that an appeal is requested. Additional supporting facts may be submitted for consideration.
- The resolution being sought.

FVC will evaluate the appeal within 7 days of receipt. A hearing may be requested by the complainant or any party affected by the disciplinary action. A ruling on an appeal by FVC is final. Further appeal is not allowed and will not be considered by FVC.

PROTESTS

Any Team Representative may contact the Administrator or a League Director if a referee was unable to resolve any issue arising from interpretation of an FVC or USAV rule. In the event that a rule was misrepresented and the mistake is proven to have had a direct impact on final league standings, the Administrator may schedule a rematch for the protested game(s). The Administrator and League Directors may consult the FVC Council to discuss such occurrences so that the Council may take action to ensure the occurrence is not repeated.

Tournament Directors (TDs) will be solely responsible for resolution of any protest/grievance arising during any FVC tournament. In the interest of completing all tournaments as scheduled, all TD decisions will be final and the Council will not hear any protest/grievance brought by tournament participants.

Protest Appeal Procedures

The Protest Appeal Procedures follow the Complaint Appeal Procedures.

Eligibility

Players under the age of 14 are not eligible. Players under the age of 18 are required to submit the league participation forms for juniors. These forms and the associated procedures can be found on the Fairfax Volleyball Club website. Players under the age of 18 that have not submitted the appropriate forms are not eligible. Playing with an ineligible player will result in forfeiture of all games in which the player has participated.

FEES

Returned Checks

Checks returned for any reason must be replaced by certified funds for the original amount plus any incurred expenses, including late fees.

Late Enrollment

A Late Registration Fee of \$25 is assessed when a team registers after the application deadline and prior to the closing date, which is typically two weeks prior to the start of the session, not the start date of the individual league. While it is not a normal practice for FVC to accept teams after the closing date for a session, there are times when exceptions can be made at the discretion of the Administrator. Should a team be accepted after the closing date for a session (usually 2 weeks before the start of the session) that team will incur a Rescheduling Fee of \$25. This Rescheduling Fee is in addition to the \$25 Late Registration Fee.

ALL FEES ARE REQUIRED TO BE PAID WITHIN THE TIMEFRAME GIVEN BY THE ADMINISTRATOR OR THE TEAM WILL NOT BE SCHEDULED!

Cancellation/Team Withdrawal

In the event a division that a Team Representative has signed up for is cancelled due to lack of participation, all fees will be refunded. Should a Team Representative withdraw their team from a league after they have enrolled and prior to the closing date, a refund will be issued to the team with a \$15 Cancellation Fee deducted from the amount due. Any fees assessed during Registration, Late Registration or Rescheduling, will not be refunded.

Should a Team Representative withdraw their team after the closing date for a session (usually 2 weeks before the tentative start of play) a refund will be issued to the team with a Cancellation Fee plus a Rescheduling Fee deducted from the amount due. Any fees assessed during Registration, Late Registration or Rescheduling will not be refunded. Should a Team Representative withdraw their team after schedules have been posted for the division they have registered for (usually 1 week prior to start of play) a refund of 50% of the base registration fee will be issued. Should a Team Representative withdraw their team from the division they have registered for after play has already begun, no monies will be refunded.

Team Participation

The success of each league is based on participation from all teams. On occasion, a team will not have enough players to participate on a given league night. When a team needs to forfeit, they are to notify the opposing Team Captain, Division Representative, work team and the League Administrator. For failure to comply the first time, the offending team will be issued a warning. Upon a second forfeit in a given season the League Administrator has the right to remove the team from the league with no monies being refunded. In addition, the Team Representative will not be allowed to be a Team Representative in any league for a period of up to one year.