

2021



MANUAL



To Our Coaches:

We want to take the opportunity to thank all of you fine coaches for the many hours you work with our youth. Without you, the volleyball program could not possibly function so successfully.

We appreciate that you are helping to build good character traits in the children you coach. Thank you for being patient and considerate with the players, while at the same time maintaining control of your team.

We hope at the end of the season, you may evaluate your work by answering, "Yes" to the following question: "Did I build good character in the players on my team?"

This manual should be a tool to help you in the quest to build good character. We hope you will find the information helpful.

Thank you,

Parks and Recreation Administration

PURPOSE

This program is designed to give children an opportunity to play volleyball under good adult supervision. The primary goal of the program is the molding of good character; winning and attainment of exceptional athletic skills are secondary.

ADMINISTRATIVE ORGANIZATION

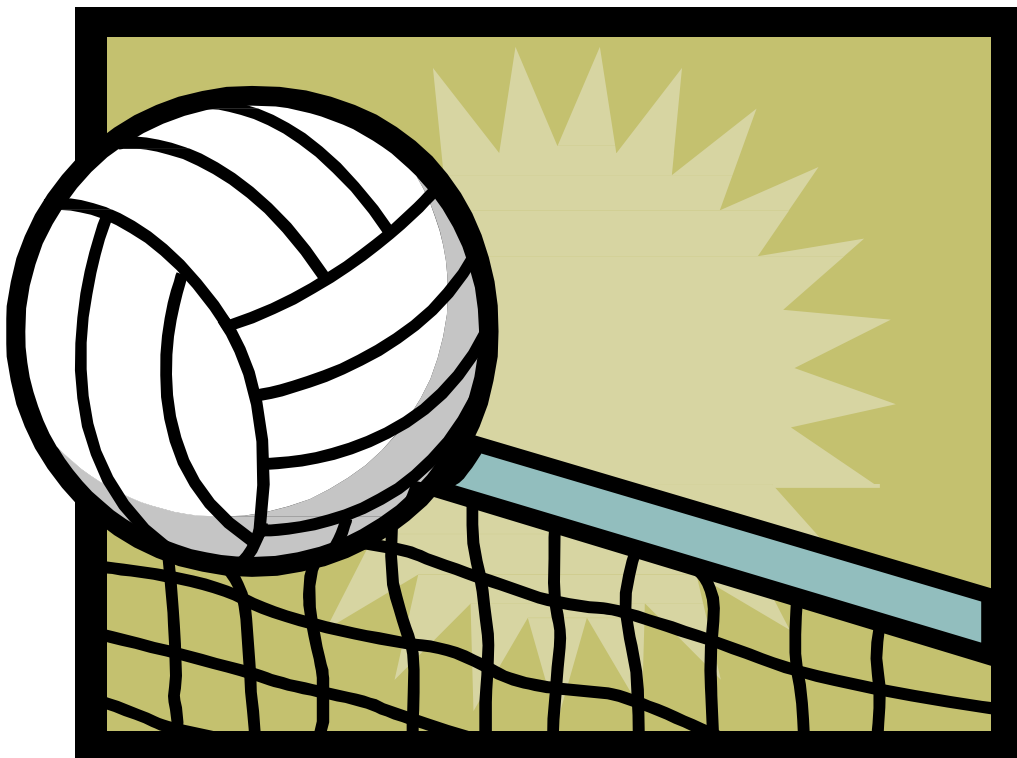
Every team in the program should designate a volunteer coordinator who serves as an organizer and contact person for that team. Their primary responsibility is to obtain competent coaches. The athletic coordinator's name will be given to the Sports Division during or before registration begins.

All persons accepting responsibility in this program must strive to teach good sportsmanship, good health habits, and good citizenship. They should exercise the type of behavior that will set a good example for players and follow the rules and regulations. Embarrassment of any player or team must be avoided. Abuse of players will not be tolerated. All coaches should strive to practice and play all players on their team. The participants should be exposed to all game conditions, regardless of wins or losses.

Teams that fold, drop or do not make **BEFORE August 31, 2021** may arrange for refund of entry fee through the registrar's Office.

Teams that fold, drop or do not make **AFTER August 31, 2021** will forfeit their Entry Fee. If a league does not make the team's entry fee will be refunded. A league must have four (4) teams to make.

The Parks & Recreation Department charges a team fee of \$25 per player (\$30 per player for late registration). Boosters clubs and team organizers pay a team fee per player when registering their team. When requested, individual player refunds are refunded by the booster club or team organizer based on their organizational policies and/or procedures.



COACHING GUIDELINES

I agree as coach or assistant coach to comply at all times with the provisions listed below:

1. **To read the “2021 Volleyball Manual” that pertains to the sport that I am coaching and will comply with these rules.**
2. To never make abusive or insulting remarks to or about officials of the game, officials of the programs, or opposing coaches and players.
3. To hold regularly scheduled practices and that my assistants or I will be there on time.
4. **Not to use profanity** around players or consume alcoholic beverages before or during any meeting with the players.
5. At all times I will set a good example of sportsmanship for my players, keeping in mind that the primary goal in this program is to build character and not winning. I will make maximum effort to keep my spectators, parents and fans from razzing the game officials. As the losing coach, I will congratulate the opponents and have my players do the same.
6. I will play all players who practice regularly and with maximum effort, as the situation permits.
7. I will never take my team off the court until the game is finished.
8. Reasons for Ejection:
 - Using profanity, insulting or vulgar language or gestures;
 - Attempting to influence a decision by an official;
 - Disrespectfully addressing an official;
 - Indicating objections to an Official’s decision;
 - Using a mechanical device to coach or to attract attention;
 - Holding an unauthorized conference;
 - The use of mechanical visual-aid equipment, including computers, television, video tape, smart phone and any other electronic device for monitoring, replay, or coaching purposes during the game including intermissions;
 - Failure of a team to be ready to play;
 - Failure of the head coach, following verification, to have his player(s) wear legal and/or required equipment;
 - Be on the court except as a substitute or replaced player;
 - Be outside the designated area (i.e., team/coaches box, bench or dugout);

I understand that the penalty for violation of any of the above is automatic suspension from coaching until reinstated.

GAME DISMISSAL/EJECTION

- When a coach or assistant coach is dismissed or ejected from a game; said coach must contact the Sports office to schedule a reinstatement meeting with the Recreation Services Administrator before being permitted to participate further in the youth sports program. It is the coach’s responsibility to contact the Sports office and set the meeting. A coach dismissed from a game, may be penalized, by sitting out the next game, suspended for the remainder of the season or may not be reinstated to coach in the Parks & Recreation youth sports program. Coaches and assistant coaches may be put on probation by the Parks & Recreation Commission until the end of the sports season, at which time a decision will be made as to whether the coach may continue to coach in the Parks & Recreation youth sports program. **If a player or coach is playing (coaching) in two different age divisions and is suspended for multiple games in one age division; the player or coach cannot play (coach) games in the second age division due to being on suspension. While on suspension a player cannot participate in scheduled Parks & Recreation activities until the suspension has been served and the player is reinstated.**

USING AN ILLEGAL PLAYER

- Any coach found using illegal players on their team will be automatically suspended from coaching the remainder of the volleyball season. If the infraction accrues and/or is discovered at the end of the regular season or playoffs; the suspension will carry to the next coached sport. In addition to being suspended the coach may also be placed on probation by the Parks & Recreation Commission until the end of the athletic season, at which time a decision will be made as to whether the coach may continue to coach in the Parks & Recreation youth sports program. Any game an illegal player participates in will be a forfeit.

REINSTATEMENT

- Coaches must be reinstated by the Recreation Services Administrator before being permitted to participate further in the youth sports program. It is the coach's responsibility to contact the Sports office and set the meeting.

APPEAL

- Coach may appeal decision to the Parks & Recreation Commission.

COACHES ON THE SIDELINE

- A maximum of **two (2)** coaches are allowed on the sideline

LINE-UP CARD

- Each coach will be furnished with line-up cards at the field. Coaches must fill out line-up cards and return cards to the umpire.

PLAYER ELIGIBILITY

PLAYER CARD

- Each player must have a player card, signed by a parent and/or legal guardian on file in the Sports Office prior to participating in any schedule league games.
- Any player without a player card on file in the sports office **is an illegal player. All games an illegal player participates in will be forfeited. Players may play for one team in the same age group and/or division.**
- Coaches and/or team representatives are responsible for ensuring each player has a player card prior to participating in league games and the correct information is on each player's card.
- Players are not allowed to play until a player card is on file at the Sports Office at 1405 SW 11th St.
- **After a game is played, no player may move up or down or change teams during that season.**

10U DIVISION

- 10 years of age or less on September 1st of each year
- Minimum age is 8 – Must be 8 on or before September 1st of each year
(It is the team organization/coach's responsibility to ensure players meet the age cut off)

12U DIVISION

- 12 years of age or less on September 1st of each year
- Players in the Sixth (6th) grade must play for the elementary school in the area of their home residence or the school they attended in fifth grade. Sixth grade players may also submit a placement form for assistance in finding a team.
- Players 10 years of age have the option of playing in the 10U or 12U Division.

PLAYER MOVE UP

- A 10U age player may move up to play in the 12U Division. The parents or legal guardian must submit a move-up form for approval prior to participating in any league games.

PLAYER PLACEMENT

- Players must play for the school they attend. Any player wishing to play for a school for which they do not attend, must complete a **placement request form** to be reviewed and approved by the Recreation Supervisor. The **requestor will be officially notified of the decision by phone** and/or by e-mail. Players attending a school without a team can submit a player placement form. No player can be added to the roster after **October 4th**. Players in the Sixth (6th) grader must play for the elementary school in the area of their home residence or the school they attended in fifth grade.



Placement Request: A placement request is for players who attend schools that do not have teams. The Parks & Recreation Department will place players on teams that accept players and/or in need of players for their team.

Hardship Placement Request: A hardship placement is for players who attend a school that has a team. **Players must play for the school they attend.** This request is for parents who believe there is a hardship and is requesting to play for another school. The request will be reviewed by the Parks and Recreation Commission. If approved, players will be placed on teams that accept players and/or in need of players for their team.

TEAM ROSTER

- Each team must submit a team roster online at www.teamsideline.com/lawton during the registration period. Team rosters should list all coaches' names and player's name. Coaches and/or team representatives are responsible for ensuring the correct information for each player on the roster. Rosters are due during team registration. No player can be added to the roster after **October 4th**. Each player added must have a player card on file before playing any league scheduled games.

PLAYER PARTICIPATION

- It is recommended that all team players that attend the game will play in the game under game conditions; provided the player has regularly attended practice. Enforcement of player participation is the responsibility of the coach, booster club and/or team organizer.

ILLEGAL PLAYER

- Any coach found using illegal players on their team will either be suspended and/or placed on probation by the Parks & Recreation Sports Rule Committee until the end of the athletic season (**July 1, 2020**), at which time a decision will be made as to whether the coach may continue another season.

PROTESTING AN ILLEGAL PLAYER

- The head coach of a team may protest the eligibility of any player on an opposing team any time during the season. A completed protest form along with a \$50 protest fee, per player and/or incident, must be filed with the Sports Office. If the protest is deemed valid, the protest fee will be returned. The Sports Division may, at any time during the season, protest any player's eligibility. All games that an illegal player participated in will be counted as forfeit by loss to the offending team. It is the coach's responsibility to ensure that all players on their team are properly registered. **Properly registered means each player has their physical, players card, move up form, placement form and any required documentation on file at the Sports Office prior to playing in any games.** Birth Certificates may be required for players who are larger or have exceptional ability. Birth Certificates made from affidavits are not acceptable unless approved by the Recreation Commission; Birth Certificates may be required on protest of eligibility.

COMBINATION OF SCHOOLS

- On their own school teams will not be allowed to combine. The Recreation Services Administrator must first approve any combination of teams/schools. A letter, signed by representatives of both schools, detailing why combination is desirable should be submitted to the Recreation Services Administrator. When two schools combine, the team resulting will be made exclusively of players from the combined schools (no transfers/releases allowed).

COACH REGISTRATION

STEPS TO BECOMING A COACH

- All coaches must complete the National Alliance for Youth Sports (NAYS) training for coaches

Step 1: Get Started. You must first complete the registration process which includes providing your contact information and submitting payment. The cost of the Initial Level membership is **\$20**. Once you have completed the registration process, you will be notified of your login information to access the Online Clinic.

Step 2: View the Coaching Youth Sports Video. After you have logged into the Online Clinic, you will begin the course by viewing each section of the Coaching Youth Sports video.

Step 3: Complete the Coaching Youth Sports Exam. This is the first exam to be completed. The exam consists of 15 multiple choice and true/false questions. You will receive immediate notification of your test score.

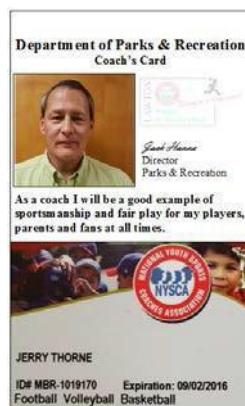
Step 4: Sign the Coaches Code of Ethics Pledge. After your successful completion of the Coaching Youth Sports exam, you will read and acknowledge (electronically agree to) the Coaches Code of Ethics Pledge.

Step 5: View the Sport Specific Video. After you have completed the Coaching Youth Sports Course, Exam and Code of Ethics Pledge, you will return to the Clinic Menu where you will select your sport specific training. The course covers the fundamentals of the game for the sport selected.

Step 6: Complete the Sport Specific Exam. This is the final part of the training. The exam consists of 10 multiple choice and true/false questions. You will receive immediate notification of your test score. Once you have successfully completed this exam, you are a NYSCA member and qualify to receive all membership benefits including access to your personalized Member Area.

Step 7: Visit the Parks & Recreation Department to complete your background check form.

Step 8: Once you complete you online NAYS training you will be mailed a membership card. Bring the membership card to the Parks & Recreation Department; a photo will be taken of you for your coach's ID card.



Coaches must wear ID cards around the neck at the games. If you lose your card contact the Parks & Recreation Department for a replacement card prior to your game and before 4:00 pm. Coaches without their cards will be removed from the sideline. There is a \$5 replacement fee for ID cards.

COACHES ON THE SIDELINE - A maximum of **two (2)** coaches are allowed on the sideline

LEAGUE SCHEDULES

- Schedules will be made out by the Parks and Recreation Sports Office. Each team will be scheduled for 8 league games followed by a post season tournament. Games cancelled due to weather, electrical issues or any other reason are not guaranteed to be made up. Every effort will be made to reschedule a cancelled game.
- Games may be rescheduled because of school functions. A Game Reschedule Request Form, \$50.00 reschedule fee, and a letter of request signed by the principal, the booster club chairman or team organizer **must be in and approved two weeks in advance of the scheduled game. Rescheduled games may be played on other days of the week. Rescheduled request are not guaranteed.**

CODE OF CONDUCT

- Officials, assisted by the coach and athletic coordinator, will keep spectators under control. The razzing of officials, opponents and coaches must be prevented. Insulting remarks made by spectators, coaches or players to any official in the program will be reported to the Recreation Services Administrator. **The Referee or the Field Supervisor has the right to call a game if the coach cannot control his fans.** A game forfeit will be assessed. The coach should address this issue during the Parent/Coaches meeting at the beginning of the season.
- For safety, the Recreation Services Administrator, site supervisor, sports coordinator or officials have the right to remove a coach, player or fan from the sideline of any sport. If the coach, player or fan refuses a game forfeit will be assessed.
- When a coach or assistant coach is dismissed or ejected from a game; said coach must contact the Sports office to schedule a reinstatement meeting with the Recreation Services Administrator before being permitted to participate further in the youth sports program. It is the coach's responsibility to contact the Sports office and set the meeting. A coach dismissed from a game, may be penalized, by sitting out the next game, suspended for the remainder of the season or may not be reinstated to coach in the Parks & Recreation youth sports program. Coaches and assistant coaches may be put on probation by the Parks & Recreation Commission until the end of the season (**July 5, 2019**), at which time a decision will be made as to whether the coach may continue to coach in the Parks & Recreation youth sports program.

ASSAULT ON AN OFFICIAL

Oklahoma Statutes

Title 21. Crimes and Punishments

§21-650.1. Athletic contests - Assault and battery upon referee, umpire, etc.

Universal Citation: [21 OK Stat § 21-650.1 \(2016\)](#)

Every person who, without justifiable or excusable cause and with intent to do bodily harm, commits any assault, battery, assault and battery upon the person of a referee, umpire, timekeeper, coach, official, or any person having authority in connection with any amateur or professional athletic contest is guilty of a misdemeanor and is punishable by imprisonment in the county jail not exceeding one (1) year or by a fine not exceeding One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment.

PLAYER EJECTION PENALTIES

- Ejection for fighting – one game to lifetime – based on severity of the act.
- Ejection for profanity – two games.
- Ejection for obscene gesture directed at players, fans or officials – two games.
- Ejection for disrespectfully addressing an official – one game.
- Ejection for objecting to an official's decision – one game.
- Ejection for improper contact with an official – one game to lifetime – based on the severity of the act.
- Coaches may appeal decision to the Parks & Recreation Commission.
- All team players who attend the game should play in the game; provided the player has attended practice sessions on a regular basis (enforcement of this rule is the responsibility of the coach and/or booster club).

FILING A GAME SITUATION PROTEST

- Coaches Officials Conference must be called by coach before protest can be logged. Game situation protests may only be heard during the game in reference to playing rules.
- Officials' decisions (judgment calls) are final and are not subject to protest procedures.
- In order to protest a game rule interpretation follow the steps below:
 1. The coach must first call a time out and ask for a coach/officials conference.
 2. At this time the coach may respectfully ask for clarification/interpretation on a rule.
 3. The officials will confer with each other ensure proper rule enforcement is obtained.
 4. **THE DECISION MADE BY THE OFFICIAL IS FINAL AND NOT OPEN TO APPEAL**

FILING A PROTEST

- A protest over a rule may be registered by the head coach or athletic coordinator.
- Officials' decisions (judgment calls) are final and are not subject to protest procedures.
- Protest (if registered) must be brought to the attention of the official. The official shall enter said protest in the official scorebook at that time. A protest that is registered after a contest will not be considered valid.
- A written protest must be filed with the recreation supervisor no later than forty-eight hours after a contest on the official protest form. Protest filed after forty-eight hours will not be considered valid.
- A protest form must be accompanied by the protest fee of \$50. If the ruling is in favor of the protester, the fee will be refunded.
- The written protest shall set forth, but is not limited to the following:
 - Time and place of protest
 - Names of teams involved to include coaches name(s)
 - Name of protester
 - Exact nature of protest
 - Violation as viewed by the protester
 - Action requested by protester
 - Signature of head coach and/or athletic coordinator

PROTEST REVIEW PROCEDURE

- The Parks & Recreation Administration Staff will review the protest and will determine:
 - If the protest is legal
 - If the protest contents are correctly stated
 - What action will be taken
 - If either team is not satisfied with the decision of the Parks & Recreation Administration Staff ruling; either team may file a request for protest review by the Commission Rules Committee.

INCLEMENT WEATHER

In the event of inclement weather, information will be posted at, AND MAY BE CALLED AFTER 3:00 PM, FOR A DECISION. **Information will also be posted at www.teamsideline.com/lawton** The Recreation Services Administrator, Facility Supervisor, Sports Coordinator, and game officials may terminate any game due to inclement weather

VOLLEYBALL OFFICIAL'S AND COACH'S COURT PROTOCOL

- Make sure that the lineup card information is correct: First and Last Names, with Numbers, all players and subs. Numbers only on second and third games.
- Teams at start of game will line up on the back black line.
- Officials will whistle and motion them to shake hands under the net. Players will go to their right.
- After they shake hands Players will go to their positions.
- After Game is won or lost, players will go counter clock wise to the other side of net.
- On the second game or third game players will go to their positions.
- If the teams go to a third game they will stand on the back line, then they will go to the Net to shake hands.



PLAYING RULES

NATIONAL FEDERATION RULES

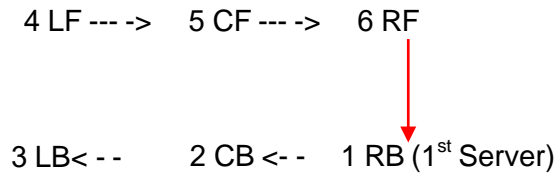
Court Net Height

10U & 12U net height is seven (7) feet

Rotation

10U & 12U

Players (6)



RALLY SCORING

- The serve is extremely important because we will use **rally scoring** and every serve, except a replay or re-serve results in a point. Rally scoring is a method where points can be won by the serving or receiving team. The match shall include **let serve**. The “let serve” is a ball that when served, hits the net without touching the net antenna and continues across the net into the opponent’s court. The let serve is a playable live ball. The let serve is a strategy used to keep the game moving with fewer interruptions in play. With the “let serve”, there is no longer a need for the official to touch the net when giving the signal to serve.
- If the serving team wins the rally, it receives a point and continues to serve.
- If the receiving team wins the rally, it receives a point and the ball for service. The point is recorded on the line of the NEXT server’s number and a square is drawn around it and the same point on the team’s running score (i.e. Point 3,4,6,etc.).
- If the serving team or player is assessed a penalty, the opponent is awarded a point and the ball for service. The Penalty Point is recorded on the line of the NEXT server’s number and a square is drawn around it and the same point on the team’s running score.
- It is not necessary for the winning team to be serving at the time the winning point is scored.
- The best two of three games will win the match. A game will be 15 points and must win by 2 points with a cap of 20 points. The first team to reach 20 points wins the game.

TIME OUT

- Each team is allowed a maximum of two time-outs per game. A time-out is a maximum of 60 seconds, although play may resume sooner if both teams are ready prior to 60 seconds. Extra time-outs are not granted during rally scoring, nor are time-outs accumulative during a match.

THE OVERHAND SERVE

- This serve is used to accurately place the ball in the opponent’s court with a “floating” or wobbling movement. These strategic movements of the ball place the opponent on the defensive, as she/he must make a quick adjustment to receive the ball.

THE UNDERHAND SERVE

- A good consistent method of a successful serve is getting the ball over the net: however, it does not have the effect of the overhand serve, because it is not a difficult ball for the defense to receive and pass. The underhand serve is easy to learn placement of the ball but seldom puts the opponent on the defensive.

THE FOREARM PASS

- The forearm pass of “bump” is the technique used in passing serves and spikes.

HITTING HINTS

- The forearm pass requires that the ball strike both forearms simultaneously. Swinging the arms to meet the ball will result in an unnecessary high pass, which can hit the ceiling or travel out of bounds. The key to the forearm pass is the use of the legs. Bend at the knees as you strike the ball for a smooth but forceful pass. A less frequently used variation is the one arm pass or “dig” which is used as a desperation measure when the ball is nearly out of reach.

THE SET UP

- This skill is used to take a pass and alter its flight so that the ball will be put into the air at a location where the spiker can drive it down onto the opponent’s court. The cardinal rule for the setter is to get into position under the ball. The head is up, looking at the ball, the elbows are out, the hands are up, the knees are bent and one foot is slightly advanced. The fingers are cupped slightly so that the fingers and thumbs contact the ball at the same time. The ball never touches the palms of the hands during the set. The wrists are laid back with the palms facing upward. Index fingers and thumbs should form a triangular window that the setter can look through to see the incoming ball. The tips of the thumbs are about 6” apart. Setting involves the whole body and as the ball is contacted the ankles, knees, hips, shoulders, elbows and wrist each provide a portion of the effect that is expended on the ball. Recall that a “clean” set cannot be made easily, if the elbows are kept close to the body. The setter should know the spiker’s capabilities and know where to place the ball.

THE SPIKE

- The spike continues to be one of the most difficult acts to coordinate found in any sport. The player must be able to run, jump high, time a moving ball, hit it solidly, and at the same time try to place it in a certain spot. Common faults in spiking are hitting the ball out of bounds or into the net. These faults can be remedied with the development of proper timing, a sufficiently high jump, and proper position of the hand, as contact is made on the ball. A common fault in jumping for the spike is leaving the ground too soon. One must learn to time the jump so that you reach your maximum height at a time when the ball is just beginning its drop. Jumping too early will result in the predicament where the ball continues to move away from the spike and stays just out of reach during ascent as well as descent. Approaching too soon will result in the spiker stopping to wait for the ball to descend to hitting position and therefore losing the momentum of the approach into the jump for the spike.

EQUIPMENT

SHOES

- Black sole shoes **ARE NOT** allowed.

BALLS

- Official game balls will be provided by the Parks and Recreation Department and returned to the official or facility supervisor.

KNEE PADS

- Recommended but not required

COMMUNICABLE DISEASE PROCEDURES

(National Federation Rule)



While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

- The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform it must be changed before the athlete may participate.
- Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
- Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
- Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth- to- mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
- Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
- Contaminated towels should be properly disposed of/disinfected.
- Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards and other articles containing body fluids.

Additional information is available from your state high school association and from the National Federation.