



**Toppers abides by the bylaws and policies of Volleyball Canada,
Sask Volleyball and the Sask Volleyball club guide**

volleyball.ca/en/about/governance/policies

saskvolleyball.ca/governance/#bylaws

[2024-2025-Club-Guide-oct9.24.pdf \(saskvolleyball.ca\)](#)

POLICIES AND PROCEDURES MANUAL

1.0 Preamble

- 1.1 The Toppers Policies and Procedures Manual is designed to be a guide for all athletes, coaches, parents and caregivers.
- 1.2 It is to be used as a reference document for the Executive Committee, athletes, coaches, parents and caregivers.

2.0 Tryouts and Teams

- 2.1 The Toppers club season, tryouts are held in compliance with rules set in place by Sask Volleyball. Typically, tryouts are held in October. Tryout registration is done via TeamLinkt. A tryout fee of \$40 is charged and payable via credit card. Pre-registration is mandatory. There is not registration available the day of tryouts.
- 2.2 Players will be offered spots on teams based on age and ability. The number of teams fostered by Toppers will vary from year to year depending on number of available players, coach availability, and other factors. In a typical club season, we will have teams competing in levels from 13-under through 18-under levels.
- 2.3 All teams will play in 2-3 Sask Cup sanctioned competitions depending on age group and one home tournament, some teams will play in other club sanctioned tournaments- these competitions are not funded by Toppers but are an additional cost to each individual team.
- 2.4 Topper's registration will cover the cost of two uniform tops/ athlete, Sask Cup Tournaments and Provincials registration, practice facility rental, equipment such as balls, med kits and coach expenses to these stated competitions. The cost is based on 12 players per team. All Athletes will be required to register with Saskvolley on their own and pay their fee, this is no longer included in your registration fee. This fee must be paid for athlete to play in sanctioned competitions.



3.0 Travel

3.1 Travel to and from tournaments and practice is the responsibility of players and their parents/caregivers. Car-pooling to practices and tournaments is encouraged. Hotel expenses are not included in the registration fee and are also the responsibility of each family.

4.0 Uniforms

4.1 Each athlete will receive 2 jerseys, these are paid for with registration fees. The sizing is done at tryouts and if there are sizing errors deemed the responsibility of the Toppers executive or that of our supplier we will cover the cost of the replacement, all other reorders will only be reordered at the expense of each athlete.

4.2 Each athlete is responsible for the purchase of Black 4" shorts, non marking court shoes and knee pads.

4.3 Each athlete will also come to practice wearing appropriate athletic clothing.

5.0 Multi sport athletes

5.1 Athletes who participate in school sports or other sports and who also wish to play club volleyball have an added challenge of balancing these activities. It requires a special person to be organized and committed to these activities, but it can be done. Coaches expect that the athlete be honest and open about school sport/activity conflicts so the coaches can plan accordingly. A coach may be able to handle missing one or two athletes during a winter or spring sport season for some tournaments and practices but will need to be informed of the conflicts at tryout time so she/he can make necessary adjustments.

6.0 Officiating

6.1 Officiating is the shared responsibility of the entire team. All Toppers caregivers are required to help with either line judging, scorekeeping, score flipping. Traditionally the team's manager will make a schedule for tournament weekends, and everyone shares the tasks. Toppers strongly encourages parents/caregivers to learn the score sheet. It is intimidating but better to know than not when you get to a tournament. We suggest sitting with a parent who is confident with the paper and keeping score while they assist. Learn by doing. There is also a YouTube tutorial available.

7.0 Player Expectations for Practice

7.1 Arrive to practice ON TIME (preferable 5-10 minutes early) help set up the net.

7.2 Remain at practice for the entire practice time.

7.3 Dress appropriately (athletic shorts, shirt, shoes and knee pads).



- 7.4 Refrain from drug, alcohol, or vaping use during sporting activities.
- 7.5 Focus solely on volleyball during practices and games - put away cell phones.
- 7.6 Positively encourage their teammates during drills throughout practice.
- 7.7 Bring a positive, respectful, and dedicated attitude to every session.
- 7.8 Treat their coaches and teammates with courtesy and respect at all times.
- 7.9 Talk to their coaches if there are problems or concerns such as playing time, teammate relationships, coaching style or any other issues.
- 7.10 All communication will be done through the Sask Volleyball approved app if you are not able to make practice for any reason.
- 7.11 If situations arise that interfere with a player's ability to attend practices or tournaments, the entire team will feel the effects of an absent teammate. Unforeseen school-activity conflicts, family issues, and other personal issues will occasionally occur that affect a player's attendance. If a situation exists that will affect your ability to consistently attend team activities, please contact your coach to try to work out a resolution that is acceptable to both sides. If necessary, Toppers' directors will become involved to facilitate a remedy.

8.0 Playing Time

- 8.1 Toppers supports its coaches and the determination of fair play. Fair play time is different than EQUAL playing time. Fair play is deemed to be between 40-60 percent of court time during regular season. This may be modified depending on factors such as attendance at practice, attitude, injuries, and team composition and needs. During the Provincial and National championships, the amount of playing time that each player will receive will be at the coach's discretion.

9.0 Equipment

- 9.1 Each year Toppers budgets for equipment upgrades and anticipates the needs for the upcoming season. If there are any issues with the equipment, the coach should contact the Toppers equipment coordinator immediately to have the issue resolved. E-mail can be sent to executive@patoppers.com. It is the head coach's responsibility to maintain all equipment throughout the season.
- 9.2 Each Toppers team will be provided:
 - 9.2.1 12 regulation balls
 - 9.2.2 1 ball pump
 - 9.2.3 1 ball bag
 - 9.2.4 1 first aid kit



- 9.3 At the end of the club season, all equipment must be returned to the Toppers equipment coordinator. A date, time and location will be set up and all equipment must be returned during this time.
- 10.0 Club Player Fees
- 10.1 Toppers will provide a breakdown of the player registration fees for the club season based on age category and each season.
- 10.2 Player fees are based on 12 athletes per team. If less than 12 athletes are chosen to a team, the team will be charged the necessary fees only for the missing non-rostered spots. For injury sustained to players which removes them from the remaining season, those additional costs will not be the responsibility of the team. Player deposit will be paid at registration. If you are using third party funding, please have funding in place in time for registration. If an athlete is not rostered to a team, they will receive season fee refund minus the try out fee. Once a player is rostered to a team there will be no refunds to athletes deciding to withdraw from the Toppers club.
- 11.0 Club Refund Policy
- 11.1 Once an athlete roster to a team, Toppers will not refund fees for any reason.
- 12.0 Injured Athletes
- 12.1 If an athlete is injured and returning no refund or proration of fees will be issued:
- 12.1.1 Doctor's certificate will be required to return to the court when there is notification of ability to returning.
- 12.2 Players are encouraged to attend practice to observe and sit on the bench during competition.
- 13.0 Supervision
- 13.1 An approved person in authority such as a coach or assistant coach must be present in the gym before players are able to practice or compete.
- 13.2 It is required that coaches have another adult present during all practices and competitions (assistant coach), following The Rule of Two.
- 14.0 Out of town conduct
- 14.1 When travelling and attending out of town competition, teams must remember that they are representing Toppers, and the Prince Albert community and it is expected that they will conduct themselves both on and off the court in a manner that is consistent with the Parent/Player and Coach Code of Conduct.



15.0 Registration

15.1 The Club expects that all Toppers teams attend the tournaments indicated in the players fees.

15.2 Players fees include the cost of entry fees for Toppers teams to attend the SVA Sask Cups and Provincial competition.

15.3 Toppers Registrar will register all Toppers teams accordingly:

15.3.1 All teams will be automatically registered for SVA Sask Cups

15.3.2 All teams will be automatically registered for Provincial Championships

16.0 Fundraising

16.1 There are many fundraising options Toppers supports these are a few ideas:

16.1.1 Tournament canteens on an application/approval basis

16.1.2 Raffles and/or 50/50's at tournaments with proper lotto licences

16.1.3 Bottle Drives

16.1.4 Co-op Gift Cards

16.1.5 Steak/Pasta/Burger Nights

16.2 The Toppers executive does ask that all fundraising ventures are sent in writing to the Toppers executive for approval. Toppers does not approve of any fundraising ventures that are alcohol related. Fundraising is intended to help off set additional cost the team may incur such as attending Nationals and/pr additional tournaments.

16.3 Donations from Toppers will come in forms of volleyballs or equipment as no monetary donations will be given.

17.0 Additional Sponsorship

17.1 The Toppers executive does ask that all additional sponsorship ventures are sent in writing to the Toppers executives for approval.

18.0 Athlete Development – Off Court Training

18.1 Throughout the season we will aim to bring in position specific training opportunities. We also try to host a summer volleyball camp.

19.0 Screening Policy

19.1 All persons who volunteer, instruct, coach, or supervise any Toppers Volleyball Club sponsored teams/event are required to adhere to the Toppers Volleyball Clubs Screening Policy. Toppers Volleyball Club requires that all individuals who volunteer, instruct, coach, or supervise any sponsored teams/event must provide a Criminal Record Check with vulnerable sector.

19.2 The reasons for this are as follows:



- 19.2.1 Toppers owes a duty of care to our participating athletes.
- 19.2.2 Volunteers, instructors, coaches, and supervisors serve as role models for and are expected to exercise good judgement on behalf of the participants.
- 19.3 Documents will be kept secure and confidential, and results of the record check are held in strict confidence.
- 19.4 All NEW volunteers, instructors, and coaches over the age of 18 must submit a criminal record check prior to the start date of any given team/event.
- 19.5 Criminal record check must be current, within the last 3 years and are required by SVA every 3 years. In the event that a criminal record is displayed, Toppers reserves the right to inquire with the individual as to the details of the offense. A designated member of Toppers will contact the individual by phone to inquire as to the record displayed. If the individual chooses to disclose the details on his/her record Toppers may allow the individual to serve with Toppers. If the record disclosed is not in the best interest of Toppers the individual will not be permitted to volunteer, instruct, coach, or supervise any Topper's teams/events. In the event that an individual refuses to provide a Criminal Record Check, Toppers reserves the right to refuse the services of that individual.
- 19.6 Criminal Record Check must be current, within the last 2 years to attend Nationals.
- 20.0 Coach Qualifications
 - 20.1 Toppers is committed to building the qualifications and training of all of its coaches and welcomes all requests to attend courses and certifications to further their knowledge. Reference the SVA club guide for coach certification.
 - 20.2 Toppers will fund as many of these courses and training as the budget allows per year. SVA requires all coaches' qualifications to be up to date as referenced in the SVA club guide.
- 21.0 Team Manager
 - 21.1 Each team head coach will appoint a team manager who is responsible for off-court activities, the daily management of the team and to act as a liaison between parents and coaches in the event of questions, issues, or minor conflicts. Team manager will create the schedule for the shared tournament work responsibilities, they will look for team hotel blocks and will be the liaison for fundraiser requests to the executive.



- 21.2 Each athlete and parent are to sign and return the Athlete Code of Conduct and the Parent Code of Conduct to the team manager for safe keeping.
- 22.0 Emergency Procedures
- 22.1 Our registration system collects important medical information from parents/caregivers regarding their child when they register with our club. This information is not easily extracted for our coaches, therefore will not be provided. We recommend you making the head coach aware of any important medical concerns.
- 22.2 All Toppers teams are given a medical kit at the start of each season. It is the coach's responsibility to ensure that the medical kit is well-equipped, and is at all practices, games, and tournaments.
- 22.3 As teams use supplies, it is the coach's responsibility to let the executive delegate know what supplies need to be replenished so that kits are always stocked and ready for any situation/injury.
- 22.4 Coaches are required to return these kits to the Toppers delegate at the conclusion of the season.
- 23.0 Discipline Issues
- 23.1 Coaches, managers, players, and parents/caregivers are expected to follow the Toppers Code of Conduct as signed prior to each club season.
- 23.2 Coaches, managers, and players can be suspended from a team for disciplinary reasons.
- 23.3 Prior to suspending a player, coach or manager, the situation will be reviewed by the Toppers President and recommendation for action will be made.
- 23.4 During out-of-town competition, or when the President is not available, the head coach has the discretion to temporarily suspend a player for a serious violation of the player code of conduct, or to temporarily suspend a parent or manager for violation of the parent code of conduct.
- 23.5 The coach will complete a player incident report and submit it to the President immediately upon returning home.
- 23.6 The President will review the incident in consultation with the coach to determine any ongoing action.
- 23.7 The President is authorized to review parents/caregivers' actions regarding abusive or otherwise unacceptable behavior directed towards coaches, officials, Toppers volunteers, Toppers or opposing players, or other spectators.



- 23.8 Appropriate action will be taken depending on the severity of the behavior. Toppers reserves the right to deny access to parents/caregivers to the facility in which competitions and practices occur for inappropriate behavior.

24.0 Complaint Procedures

- 24.1 Players are encouraged to communicate directly with their coach.
- 24.2 Parents/caregivers are encouraged to help their children to communicate appropriately with their coach.
- 24.3 If a parent becomes concerned about controversial issues, such as fair playing time, coach actions, etc., the parent is to wait 24 hours before having a discussion with the coach.
- 24.4 If mediation or assistance is required, parents/caregivers are encouraged to seek out the assistance of the Toppers President.
- 24.5 Parents/caregivers should not direct any complaints to the coach during competition.
- 24.6 Parents/caregivers should show respect by not complaining publicly about the coach, particularly during competition.
- 24.7 In the event the parents/caregivers or players have concerns, issues, or complaints, the Toppers complaint procedure is as follows, in written correspondence:
- 24.7.1 Player..... Coach
 - 24.7.2 Parent..... Coach
 - 24.7.3 Parent..... President
- 24.8 Toppers reserves the right to exclude the person from Topper's activities prior to a resolution of the complaint if there is a concern for safety or potential liability. Toppers will assess the situation and will resolve it with any available means (i.e.: coach development, team building, etc.)

25.0 Grievance Procedure Policy

- 25.1 If a player has concerns (e.g., regarding playing time), we ask that parents/caregivers/players wait at least 24 hours before addressing the issue with the coach. After 24 hours, the player should first speak directly to the coach. If necessary, younger players may involve a parent in the discussion. If the issue remains unresolved after meeting with the coach, the player or parent may contact the executive, in writing, to seek feedback or schedule a further meeting.
- 25.2 Our goal is to handle all concerns promptly and respectfully to ensure a positive resolution.



26.0 Social Media Responsibility

26.1 All individuals are responsible for:

26.1.1 Engaging on social media in a positive and respectful manner.

26.1.2 Ensuring that comments, pictures, and videos are free from slurs, demeaning, or inflammatory content.

26.1.3 Complying with all applicable privacy, confidentiality, and intellectual property laws.

26.1.4 Refraining from using social media for fraud or impersonation.

26.1.5 Avoiding the transmission or sharing of:

26.1.5.1 Content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive of privacy, or objectionable.

26.1.5.2 Material intended to cause annoyance, inconvenience, or needless anxiety.

26.1.5.3 Content that infringes on patents, trademarks, trade secrets, copyrights, or other proprietary rights.

26.1.5.4 Unauthorized advertising, spam, chain letters, or solicitations.

26.1.5.5 Software viruses or malicious programs aimed at damaging or limiting functionality of devices or networks.

27.0 Competitions

27.1 Each team participates in 2-3 Sask Cup-sanctioned tournaments, with additional opportunities for some teams to compete in other club-sanctioned events (additional costs may apply). Toppers' registration covers the following:

27.1.1 Two uniform tops per athlete

27.1.2 Sask Cup tournament and Provincial Championship fees

27.1.3 Facility rentals, potentially if we do not meet school requirements

27.1.4 Equipment (e.g., volleyballs, first aid kits)

27.1.5 Coach expenses related to these competitions

27.2 Athletes must register with Sask Volleyball independently and pay their fee to compete in sanctioned events. This fee is not included in Toppers' registration.

27.3 Extra practice space is not paid for by Toppers.

28.0 Approval

28.1 This policy was approved by the Board of Directors.