

# PARD#1 YOUTH VOLLEYBALL HANDBOOK



## **PARD#1 Sports Recreation Supervisor**

DeMarquis Burise  
dburise@pard1.com

## **PARD#1 Sports Recreation Coordinator**

Christa Stewart  
christas@pard1.com



## **Table of Contents:**

- ★ Letter to Coaches – PAGE 3
- ★ General Information – PAGE 4
- ★ Volleyball Coach On-Court/Practice Advice – PAGE 5
- ★ Coaches Expectations – PAGE 6
- ★ Coaches Code of Ethics – PAGE 7
- ★ Coaches Code of Ethics Continued – PAGE 8
- ★ Volleyball Penalty Cards for Coaches & Players – PAGE 9
- ★ Section A: Basic Volleyball Rules – PAGE 10
- ★ Basic Volleyball Rules Continued – PAGE 11
- ★ Playoff Seedings – PAGE 11
- ★ Section B: Age Division Rules – PAGE 11 &12
- ★ Additional PARD#1 Volleyball Rules – PAGE 13
- ★ Official's Signals – PAGE 14
- ★ League Officer's – PAGE 15

## Dear Coaches:

Welcome to PARD#1 Summer Volleyball Season. We greatly appreciate the dedication of your time and energy to make this season a success. The role of a youth sports coach can be a very rewarding experience. There are some very important issues to address that will make your experience more enjoyable. This handbook will serve as a guide to help you navigate throughout the season.

**Communication:** You must communicate regularly with the parents/guardians of your team members. Putting information into writing and distributing this to your players/parents helps tremendously. Also, it is imperative that your players know your name and phone number in the event of an emergency.

**Preparation:** It is just as important to be prepared for the task at hand, whether it is practice or getting ready for a game. Being prepared covers a wide variety of fundamental issues such as practice organization, proper equipment, rule knowledge, and an understanding of the program.

Above all REMEMBER, you are dealing with children in a child's game where the best form of motivation is enthusiasm and positive reinforcement. If the experience is FUN for you, it will also be fun for the players on your team.

Thank you for volunteering your time and have a great season.

## General Information

**\*\*No outside balls allowed in the gym. ONLY PARD Volleyballs permitted\*\***

### Practices:

Before the games start, each team will practice twice a week on Monday-Thursday. When scrimmages begin each team will practice on either Mondays or Wednesdays. Times and days for practice will be determined by the coaches at the drafts. If a practice day or time does not work for you, it will be your responsibility as a coach to see if another coach will be willing to trade days or times with you. Please inform your division officer if you or your assistant will not be able to do the practice. They will see what they can do to help with the practice.

**Note:** It is possible that PARD will not schedule any practices, scrimmages or games on Memorial Day or Fourth of July.

### Scrimmages:

Before the regular season games begin, 7/8 & 9/10 division will have (1) 30-minute scrimmage on Tuesday & Thursday. 11/12 & 13-17 division will have (1) 45-minute scrimmage on Tuesday & Thursday. Board Members & PARD#1 Staff will be at scrimmage games if you have questions about the game or the rules, this will be the time to ask. The scoreboard and the time clock WILL NOT be used but available for a volunteer if wanted. The scrimmage games will not count toward the stats for the teams.

### Games:

Regular season games will be played every Tuesday and Thursday night starting in June. During playoff/championship week, teams **CANNOT** pick up other players from other teams/divisions. All rules apply for regular season and playoff/championship week.

### Dress Code:

Shorts must be at least 5 inch in seam. Players are NOT allowed to tuck their shirts under any under garments. We will try to have team shirts ready for the week of the scrimmage games. Coaches will be contacted when shirts are ready for pickup. All team members AND coaches must wear their team shirts to be permitted to play in the game and be on the court during games. If a player or any coach is not in uniform, they will not be allowed to be on the floor! **THERE WILL BE NO EXCEPTION TO THIS RULE.**

## VOLLEYBALL COACH ON-COURT/PRACTICE ADVICE

- ★ The #1 Rule is..... We are here to have FUN and learn volleyball
- ★ Don't just tell them, show them
- ★ Young people need models, not critics
- ★ Conduct yourself professionally—don't do anything you wouldn't approve of from them
- ★ Mention the goal or focus of the drill, if needed
- ★ Always end the drill on a positive note
- ★ Build on strengths, rather than focus on weaknesses
- ★ Use positive, motivating words
- ★ Give them PLENTY of water, Fatigue is detrimental to learning
- ★ Refrain from using the word “don't”
- ★ Practice is for trying new things!
- ★ Create an environment where there is no fear of making a mistake
- ★ Speak to each player at least once every day, not just the superstar
- ★ Never set limits on your players
- ★ Ask questions instead of dictating to enhance learning
- ★ Teach the players something beyond them—life lessons

## COACHES EXPECTATIONS

- Establish clear communication with parents and players. It is important to keep them informed of schedules and any changes made to schedules.
- Be on time and reliable.
- Ensure that players receive fair playing time.
- Provide a safe and fun environment for the participants.
- Make sure all injury reports are filled out and turned in immediately.
- Communicate positively.
- You are responsible for the players until they are turned over to the parents or guardians before leaving the park. **DO NOT** leave till ALL players have been picked up by the parents/guardian.
- Adhere to policies and rules of the league and PARD#1.
- **Wear your coaches' shirts at all scrimmages & games.** This not only identifies that you are the coach but shows your players that you are part of the team and support them.
- You are responsible for maintaining equipment during your practice time.
- Keep practice and game areas clean. Make sure players have picked up their trash and placed it in the trash receptacles located throughout the park.
- At no time are you to get into an altercation in front of the players with parents, officials, or fans.
- Encourage good sportsmanship, fair play, and ethical conduct.
- Emphasize skill development and practices and how they benefit all players over winning.

## COACHES' CODE OF ETHICS

- Always remember that kids participate for pleasure, enjoyment and winning is only part of the fun.
- Never use negative ridicule or yell at children for making a mistake or not winning.
- Be considerate and reasonable in your demands on kid's time, energy and enthusiasm. Kid's sports are only one part of their busy lives.
- Always operate within the code of conduct, rules and fair spirit of your sport and instruct the kids to do the same.
- Always ensure that the time kids spend with you as a coach is a positive experience. All kids deserve equal attention and opportunities.
- **Try to avoid overplaying the talented more skillful kids.**
- Display control, respect, and professionalism to all involved within the sport. This includes opponents, coaches, officials, administrators, the media, parents, and other spectators. Encourage players to do the same, be a great role model.
- Always show concern toward sick and injured players. Follow the advice of a trained medical trainer when determining whether an injured child is ready to recommence training and competition.
- Keep up to date with the latest coaching practices and the latest principles of growth and development of children.
- Any physical contact with a child should be appropriate to the situation and necessary for the player's skill development or medical care.
- Respect the rights of all participants regardless of their gender, ability, cultural background, or religion.

## COACHES' CODE OF ETHICS CONTINUED

### **Coach Conduct:**

All coaches are expected to follow the code of conduct that is included in this handbook. Please have a brief meeting with your parents at the start of the season to let them know what to expect and what is expected of them. There will be a zero-tolerance policy for disrespect, harassment, intimidation and abuse to coaches, officials, players, parents, fans, league officers or PARD staff verbally or physically at any time during the Volleyball season.

- No alcohol, drug, or tobacco usage.
- No use of foul or abusive language.
- No violent play or physical abuse.
- No unsportsmanlike conduct.

### **Disciplinary Action**

Coaches must sign a Code of Conduct at drafts or before their 1<sup>st</sup> practice. The PARD Board of Directors will take disciplinary action regarding any infraction. Before any action can be taken, PARD must receive a written complaint. Depending on the severity of the infraction, a coach may receive a warning, suspension or expulsion from the league and possibly other PARD Youth Sports programs.

Each coach is expected to demonstrate good sportsmanship and set the tone for parent and player attitude and behavior. Persistent arguing with and badgering the referees is unacceptable behavior and carries significant consequences:

- Any coach, player, or spectator ejected from the game must leave the gym completely.
- Any ejected coach, player, or spectator is suspended for the next game as well.
- Any coach or player ejected from multiple games will be suspended for the remainder of the season.
- Coaches are responsible for their fans and can be penalized for their behavior.

### **Safety**

It is the goal of PARD Youth Sports in conjunction with each team's coach to provide a safe environment to play and enjoy the game of volleyball. If any unsafe act or situation is observed during any practice or game, coaches must report to their league officer(s). Accidents occur most frequently when players are fooling around and not paying attention to your directions. You need to be constantly aware of safety needs and concerns. Thorough knowledge and understanding of good safety procedures will help reduce accidents.

## VOLLEYBALL PENALTY CARDS FOR COACHES AND PLAYERS

### Penalty cards may be issued for the following:

1. Unsportsmanlike conduct or taunting.
2. Vulgar language/gestures or fighting. ZERO TOLERANCE
  - If Officials/Scorekeepers claim the above, 1<sup>st</sup> violation – Ejection from game, 2<sup>nd</sup> violation – Ejection from game, 3<sup>rd</sup> violation - Ejection from league
3. Arguing or aggression with officials, scorekeepers table, line judges or opposing team.
4. Delay of game.
5. Lack of proper communication with officials.
6. Illegal substitutions.

### Order of issuing penalty cards:

1. A yellow card
2. A red card

### **THE YELLOW CARD**

The yellow card serves as a warning for a player or coach.

They will often occur after a team has been given a verbal warning for misconduct earlier in the game. Yellow cards will typically be shown in between points as there is no penalty for a yellow card. If a player or coach has received a yellow card, the referee will blow the whistle and raise a yellow card in the air, indicating who it was given to. Scorekeepers must keep notes of this in the note section of the scoresheet.

### **THE RED CARD**

If a player or coach continues to display unsportsmanlike conduct following the issuance of a yellow card, they will be shown a red card. If an instance is deemed extreme or unnecessary, the referee may issue a red card upon the first violation. If a player or coach receives a red card, the point will immediately end and service and a point will be awarded to the opposing team.

If conduct continues, officials may hold up a second red card for signifying the disqualification of players or coaches. At that time, those who are in violation will be ejected from the game.

## SECTION A: BASIC VOLLEYBALL RULES

1. Six (6) players are allowed on the floor at one time.
  - a. Players are positioned with three (3) in the front row and three (3) in the back row.
  - b. Players are allowed to move to a predetermined position (switching) after the serve. The front players must remain in the front row and the back row players must remain in the back row.
  - c. Kneepads are recommended.
2. **Rally-Point Scoring:** Points are made on every serve for the winning team of a rally no matter which team served the ball.
  - a. After each side out, the serving team must rotate clockwise so there is a new server coming from the right front position.
3. **Matches are played 2 out of 3 sets. Teams will stay on the same sides throughout the whole match.**
  - a. 3-set matches are 2 sets to 25 points and the third set to 15.
  - b. Each set must be won by two points.
  - c. The winner is the first team to win 2 sets.
4. **Timeouts:** Each team is allowed two (2) 30-second timeouts per set.
  - a. A timeout cannot be requested while the ball is in play.
  - b. A timeout cannot be called immediately following a replay.
  - c. You must signal to the head referee by making a “T” shape with both hands.
5. **Violations and Rules:**
  - a. A ball hitting a boundary line is in. Coaches are allowed to call the ball in or out in the middle of a rally.
  - b. The ball may be played off the net during a volley and on a serve.
  - c. Maximum of three (3) hits per side, a block-touch is not included in the touch count.
    - i. A player may not hit the ball twice in succession, except for a block-touch.
  - d. It is **legal** to contact the ball with any part of a player’s body, including the feet.
  - e. It is illegal to block or attack a serve from on or inside the 10-foot line.
    - i. The serve on any team can net serve.
  - f. Jewelry or long nails are not allowed for safety reasons. Studs are permitted.

6. **Obstructions:** Any ball touching an obstruction (basketball hoop, poles of the net, antenna, ceiling, referee stands, net or cables outside the antenna, etc.)
- i. Any ball touching an obstruction of the opponent's side is considered out-of-bounds.
  - ii. Any ball touching the ceiling on your playing side is considered playable.
  - iii. Any ball touching the ceiling but returning to the opposite playing side is considered out-of-bounds.
  - iv. Any ball touching the floor completely outside the court, is considered out-of-bounds.
  - v. Any ball touching a basketball goal will be left up to the up referee as to whether it being out of bounds or a replay.
  - vi. Any ball that hits the walking track in Gym 1 will be deemed not playable.

**Playoff Seedings:**

- Head to Head
- THEN
- Set Record between all tied teams
- THEN
- Points Scored Minus Points Allowed = Point Differential

**SECTION B: AGE DIVISION RULES**

**Ages 7/8 year old coed division:**

- A. An automatic side out occurs after a team has scored three (3) consecutive points while serving.
- B. Serving line is closest to the net. If serving overhand, player must serve from the end line. Players allowed 2 drop balls.
- C. Volley lite ball is used.
- D. Net height is 7'.
- E. All participants will be in the age division according to their age. Any move up requests will be decided by the Board & PARD#1.
- F. All volunteers must be 18 & up to Head Coach in this league.
- G. All volunteers must be 17 & up to Assistant Coach in this league.
- H. When needing to pick up players, you must pick up within the 7/8 division.
- I. In order not to forfeit, you must have 4 players to play the game. If any less, the game will still happen but the other team will take the win with 2-0 as the final score.
- J. During playoff/championship week, teams **CANNOT** pick up other players from other teams/divisions. Free subbing every 4 rotations for each set.

### **Ages 9/10 year old coed division:**

- A. An automatic side out occurs after a team has scored three (3) consecutive points while serving.
- B. Serving line is middle line. If serving overhand, player must serve from the end line. Players allowed 2 drop balls.
- C. Volley lite ball is used.
- D. Net height is 7'.
- E. All participants will be in the age division according to their age. Any move up requests will be decided by the Board & PARD#1.
- F. All volunteers must be 18 & up to Head Coach in this league.
- G. All volunteers must be 17 & up to Assistant Coach in this league.
- H. When needing to pick up players, you must pick up within the 7/8 division.
- I. In order not to forfeit, you must have 4 players to play the game. If any less, the game will still happen but the other team will take the win with 2-0 as the final score.
- J. During playoff/championship week, teams **CANNOT** pick up other players from other teams/divisions. Free subbing every 4 rotations for each set.

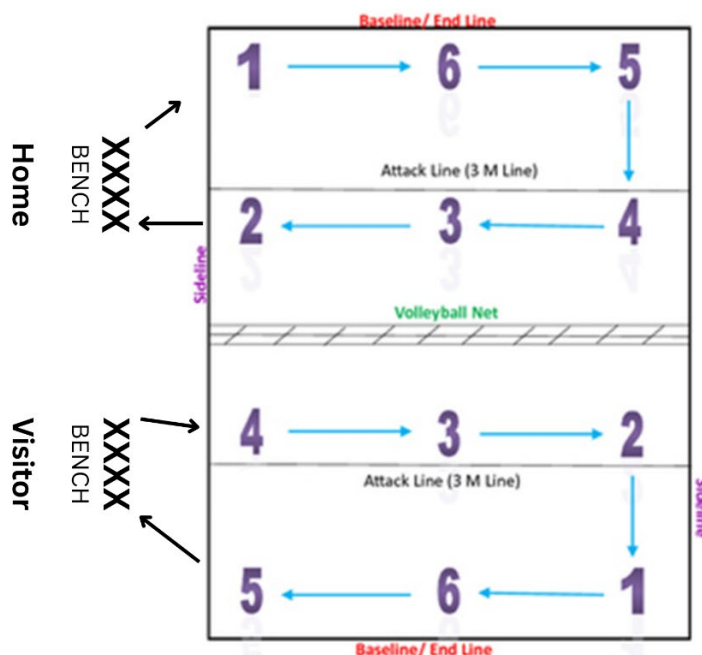
### **Ages 11/12 year old coed division:**

- A. An automatic side out occurs after a team has scored five (5) consecutive points while serving.
- B. Serving line is end line. Players allowed 1 drop ball.
- C. Volley lite ball is used.
- D. Net height is 7'.
- E. All participants will be in the age division according to their age. Any move up requests will be decided by the Board & PARD#1.
- F. All volunteers must be 18 & up to Head Coach in this league.
- G. All volunteers must be 17 & up to Assistant Coach in this league.
- H. When needing to pick up players, you must pick up from the 9/10 division.
- I. In order not to forfeit, you must have 4 players to play the game. If any less, the game will still happen but the other team will take the win with 2-0 as the final score.
- J. During playoff/championship week, teams **CANNOT** pick up other players from other teams/divisions. Free subbing every 4 rotations for each set.

### **Ages 13 – 17 year old coed(up to age 14) division:**

- A. An automatic side out occurs after a team has scored seven (7) consecutive points while serving.
- B. Serving line is end line. Players allowed 1 drop ball.
- C. Official Volleyball is used.
- D. Net height is 7'4."
- E. All participants will be in the age division according to their age.
- F. All volunteers must be 21 & up to Head Coach in this league.
- G. All volunteers must be 18 & up to Assistant Coach in this league.
- H. When needing to pick up players, you must pick up from the 11/12 division.
- I. In order not to forfeit, you must have 4 players to play the game. If any less, the game will still happen but the other team will take the win with 2-0 as the final score.
- J. During playoff/championship week, teams **CANNOT** pick up other players from other teams/divisions. Free subbing every 4 rotations for each set.

## ADDITIONAL PARD VOLLEYBALL RULES



### SUBSTITUTIONS:

- Each team will substitute as shown in the diagram above. For 7-10 year old divisions - 1 continuous rotation for the first 2 sets. 3<sup>rd</sup> set, rotation will be reset. For the 11-17 year old divisions – 1<sup>st</sup> set will be continuous rotation, 2<sup>nd</sup> set will be continuous rotation, 3<sup>rd</sup> set will be sub if you would like, no continuous rotation.
- If a player has to come out of the game that spot will be replaced by the next person coming off of the bench. If that player returns to the game, then that player goes back in the spot they were in.
- **EVERY** player must get playing time on the court as equal as possible.
- Players rotate before each new server on their team.
- Decisions based on the referees/official's judgments are not to be protested by players, parents or fans. This can result in game forfeiture, or a player being ejected or suspended from the games. However, a coach can get their team captain to discuss with the official.
- **Referee/Official will have the final call on plays. Questionable calls can result in a replay with no points added.**
- All concerns or issues during play should be addressed with officials immediately during the game.

## OFFICIAL'S SIGNALS

**Foot Fault:** Called when the server steps over the end line before contacting the ball.

**Signal:** Line Judge waves arm/flag to notify Referee.

**In:** Called when the ball lands on or inside the court lines.

**Signal:** Line Judge holds both hands down towards the ground.

**Out:** Called when the ball lands outside the court lines.

**Signal:** Line Judge holds both hands upwards towards face.

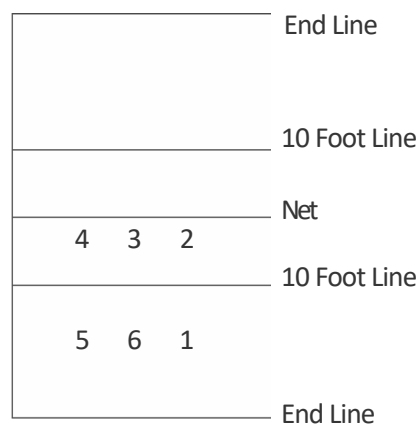
**Touch:** Called when the ball touches a player before going out of bounds.

**Signal:** Line Judge holds one arm upwards towards the face and swipes the other hand towards the ceiling.

**Four Hits:** Called when a team uses more than 3 contacts to send the ball over.

**Signal:** Referee holds up 4 fingers.

“Doubles” and “lifts” will not be called.



# LEAGUE OFFICERS

7/8 – Al Hebert

9/10 – Amanda Merritt

11/12 – Adam Lloyd

13-17 – Nikki Trapani

League Director – Cassandra Klein