



# FALL 2023



# REC. VOLLEYBALL COACHING HANDBOOK

[AJAAONLINE.ORG](http://AJAAONLINE.ORG) | 866 S. CO. RD. 625 E. AVON, IN 46123 | 317.839.5480

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# EXECUTIVE DIRECTOR MESSAGE



**Justin Thompson**

Avon Junior Athletic Association

Thank you to all the coaches, coordinators, commissioners and other volunteers that make volleyball a wonderful experience for our youth! The difference you make and the impact you have is critical in the development of these young athletes. You are greatly appreciated!

Sincerely,

A handwritten signature in black ink, appearing to be 'JAT' followed by a horizontal line.

# AJAA AT A GLANCE

## 1. History

AJAA has created childhood memories for youth athletes since 1963! The organization started as a baseball organization and has grown to offer our community 21 sports programs, making it the largest youth sports organization in Hendricks County. Our members and partners have grown to approximately 20% of the Avon community. Join us in celebrating 60 years of growth and we look forward to what the future holds for this amazing organization!

## 2. Mission

At the Avon Junior Athletic Association, there's a sport for everyone. AJAA provides outstanding opportunities for Avon community youth to develop physically while encouraging growth in teamwork, effort, sportsmanship, and character by offering diverse and high-quality athletic programming and instruction through a single organization.

Do  
WHAT IS  
*Right,*  
NOT WHAT IS  
*Easy.*

It's  
*ALL*  
about the  
KIDS!

Put the  
**FUN**  
back in  
**FUNDAMENTALS!**

## MEET THE TEAM!



**JUSTIN THOMPSON**

**EXECUTIVE DIRECTOR**

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**CHAD FERMAN**

**VOLLEYBALL COMMISSIONER**

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# CHAIN OF COMMUNICATION

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AJAA serves over 3700 participants each year. In order to best serve all of our AJAA members (players, parents, coaches, and volunteers), please utilize the following chain of command for any questions or concerns.

**01**

## **Coach**

Parents should first communicate directly with their child's coach.

**02**

## **League Coordinator**

If a concern needs escalated, contact the player's League Coordinator.

**03**

## **League Commissioner**

If the concern still needs escalated, please contact the appropriate League Commissioner.

**04**

## **AJAA Staff**

If assistance is still needed, please contact AJAA Staff at [admin@ajaaonline.org](mailto:admin@ajaaonline.org). We're here to help!

You may also reference the particular sport program page on [www.ajaaonline.org](http://www.ajaaonline.org), which will have a current list of Committee Members with corresponding contact information.



# VOLLEYBALL **TIMELINE**

<b>August 1, 2023</b>	<b>Volleyball Registration closes.</b>
<b>July 31, 2023</b>	<b>Coaches Meeting for 3rd/4th Grade and 5th/6th Grade Divisions.</b>
<b>August 2, 2023</b>	<b>Mandatory Evaluations at Avon Intermediate School West for all divisions.</b>
<b>August 7, 2023</b>	<b>Practices for 3rd/4th Grade and 5th/6th Grade Divisions begin. Coaches Meeting for 7th-12th Grade Division.</b>
<b>August 14, 2023</b>	<b>Practices for 7th-12th Grade Division begins.</b>
<b>August 22, 2023</b>	<b>Scrimmages/games tentatively scheduled to start.</b>
<b>October 6, 2023</b>	<b>Tentative end of season.</b>
<b>October 7, 2023</b>	<b>AJAA will send out participant surveys via email, requesting feedback.</b>

# ATHLETIC SCHOLARSHIPS FOR KIDS



**The power of sport is transformative. But what happens when financial obstacles become a barrier to participation? AJAA's ASK program was born out of the notion that everyone deserves the opportunity to engage in athletic activities. It exists to remove financial obstacles that would otherwise prevent individuals and teams from participating in the noble pursuit of sport.**

## **Qualifications for a Scholarship**

In order to qualify for a scholarship, applicants must have an award letter from Avon Community School Corporation for Free/Reduced Lunch, be under assistance from Family Promise of Hendricks County, be under assistance from Sheltering Wings, or present a hardship case that is short-term. Applicants must live in Washington Township.

## **Application Process**

Applicants should send an email with the player's first & last name, the program they want to sign them up for (for example: Basketball, Cheer, Baseball), the season and the league (for example: 8U, 3rd/4th grade, etc.) to [askajaa@ajaaonline.org](mailto:askajaa@ajaaonline.org).

## **Fundraising**

AJAA dedicates up to 50% of all sponsorship dollars to the ASK Fund for recreational program offerings, holds an annual Special Event to raise program awareness, accepts donations that directly support this program, and applies for grants from corporate entities.

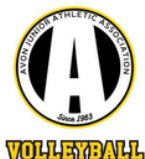
## **Recipients**

Scholarship recipients are considered AJAA members and must adhere to all AJAA rules and policies, including paying the \$50 annual Family Fee. Violation of AJAA policies may result in the removal of players and families from the program, and may impact future eligibility.

Additional information can be found at [ajaaonline.org](http://ajaaonline.org).



# VOLLEYBALL RULES



## 2023 RULES

The AJAA Volleyball Program strives to:

- Teach our players important volleyball skills while building a passion for the sport
- Place importance on teamwork and how to work well with others
- Master fundamental skills of volleyball and see improvement from the beginning to the end of the season
- **ALWAYS HAVE FUN!!**

### Games and Tournaments

- Every effort will be made to keep teams to the maximum of 10 players and minimum of 8.
- Each team will be allowed 2 timeouts per game, 6 per match.
- Volleyball will conclude with an end of the season tournament. Teams will be seeded according to regular season records. Regular season rules will apply.

### Referees, Umpires and Line Judges

- It will be necessary for coaches and assistants to referee a game. Two line judges will be supplied by the officiating team and will change sides of the court after each game.
- Coaches are not allowed to referee their own games.
- Maximum of 2 coaches on the bench at a time.

### Rule Enforcement

- Coaches, at the beginning of the season, speak with your parents and ask them to utilize the 24-hour rule if they have a complaint. The best way to explain this to your parents is that if they have a complaint or concern, take some time to decide if it's just your emotions talking or if you have a valid complaint. Please wait 24 hours to discuss a game, play, or strategy with a coach that may have been of concern.
- Failure of players to follow rules may result in punitive action. Said action may include, but not limited to, the following:
  - Warning from Volleyball Commissioner
  - Reprimand from Volleyball Commissioner
  - Suspension of Coach, Parent, or Player
  - Termination of Coach

# VOLLEYBALL RULES

## (CONTINUED)



### Specifics

- **Net Height**
  - 80" for 3<sup>rd</sup> & 4<sup>th</sup> Grade Division
  - 84" for 5<sup>th</sup> & 6<sup>th</sup> Grade Division
  - 88" for 7<sup>th</sup>- 12<sup>th</sup> Grade Division
- **Ball**
  - The ball shall be regulation size and construction. The NFHS authenticating mark is not required. 3<sup>rd</sup> -6<sup>th</sup> Grade teams will use the VB lite balls. All other grades will use a regular weighted ball.
- **Make-Up Games**
  - Cancelled games may be rescheduled by the Volleyball Commissioner
  - Family members and players
    - All siblings and friends of players must stay seated during games. Siblings and friends are not permitted on the team bench nor can they sit at the score table. Spectators and players are expected to respect school property and facilities. Failure to do so will result in being asked to leave the premises. Only AJAA players and coaches should handle AJAA issued volleyballs and equipment.
- **Age Divisions**
  - Athletes will not be able to "play up" in the league. Each player must play with their current age group. No exceptions.
- **Player Attire and Jewelry**
  - All players are required to wear the AJAA issued team uniform. There will be no alternation of the team uniform allowed. The only exception to this rule is that names may be placed on the back of the jersey or another symbol, wording, etc. paying respect to a player / family member. Uniforms which have been altered must be replaced at the athlete's expense prior to the player participating in an AJAA game.
  - For the safety of the athletes, jewelry is NOT permitted.
  - This includes but not limited to:
    - Earrings
    - Bracelets
    - Metal hair pins

# VOLLEYBALL RULES

## (CONTINUED)



- Metal barrettes
- Religious or medical alert jewelry is allowed, and this must be taped to the body.

- **Coach's Refusal to play a player; Late & Leaving Players**

- Any coach who wishes to refuse a player the right to play in a game must notify the Commissioner at least 48 hours prior to the scheduled start of the game. The coach must have tried all possible methods of resolving the problem before contacting the Commissioner.
- If a player leaves prior to the end of the game, the coach will inform the other team's coach of the player that has left the game and she will be skipped in the serving order. Players may not enter a game if they were not present for the start, but may play in a subsequent game.

### GAME PLAY

- **Match and Game Definition**

- A match shall consist of the best two-out-of-three games. The first team to win two games shall be declared the winner of the match. The third game shall not be played unless it's necessary to determine the winner of the match. If a third game is necessary, a coin toss shall be conducted prior to the game. The first two games shall be 25 points (no cap) and a team must win by 2. The third and deciding game shall be 15 points no cap and a team must win by 2. Rally scoring will be used for all grades.
- Line judges will be put on opposite corners of the court. Any ball landing on or inside the lines is considered IN. Balls landing completely outside the line or outside the antenna are considered OUT. The referee at the net reserves the right at any time to overrule a line judge's call if they feel like it was an incorrect call.
- The ball will enter into play from position 1 by the player serving the ball. The ball can touch the net as it travels to the opposite court. Servers will be allowed one re-toss per serving turn. Players need to be aware that they are not to touch the ball and need to let it drop if they are not attempting that serve. Any part of the foot touching the end line during the serve will result in a foot fault and an automatic side-out.
- Substitutions will be made across the sideline inside of 10' line. Players will stand across from each other at the out of bounds line and wait until it has been noted by referee/adult keeping the book. These substitution rules are according to standard IHSAA guidelines.

# VOLLEYBALL RULES

## (CONTINUED)



### LINE-UP EXAMPLES

- Draw a line up so players can see where they are to start on the court and who they are going to be substituting with.

4	3	2
5	6	1

Left front	Middle front	Right front
Left Back	Middle Back	Right Back

- League Line-ups**
  - Players will sub in always at position 6 and every time you switch servers, players will rotate and a new player will come in giving every player equal playing time. For example: after the player at position 1 serves, the next time they rotate, that player goes to bench and the next player comes in at position 6.

### FUNDAMENTAL SKILLS

- SERVING**
  - Serving Line**
    - During regular season play for the 3<sup>rd</sup> & 4<sup>th</sup> grade Division, there will be an alternate boundary line of 8' from the normal back court.
    - For 5<sup>th</sup>/6<sup>th</sup> and 7<sup>th</sup>-12<sup>th</sup> Grade Divisions, they will use the regular boundary line.
  - 5 Points In a Row**
    - For 5<sup>th</sup>/6<sup>th</sup> and 7<sup>th</sup>-12<sup>th</sup> Grade Divisions, once a player has served 5 points in row, the team will rotate, retain the serve, and the next player can get up to 5 serves for points until a side-out.

# VOLLEYBALL RULES

## (CONTINUED)



### ○ Goals

- 3<sup>rd</sup>/4<sup>th</sup> Grade
  - Serve over hand
  - In game play, players must attempt an overhand serve first try.
  - If they do not get the ball over, the second attempt can be under hand.
  - Player will attempt 2 serves. Upon completion of the players 2 attempts to serve, the serve then rotates to the other team (alternating turns at serving) regardless if the point is awarded or not.
- 5<sup>th</sup>/6<sup>th</sup> Grade
  - Serve from the end line over the net.
  - Players get 2 attempts at a serve (the first one should be overhand).
- 7<sup>th</sup>-12<sup>th</sup> Grade: Players should start to recognize zones and make an effort to serve to them. Players get 2 attempts at a serve (the first one should be overhand).
- All Divisions
  - When serving, if they have a bad toss, let it drop to the ground without touching it so it doesn't count as an attempt.

### PASSING

- Goals
  - 3<sup>rd</sup>/4<sup>th</sup> Grade Division
    - Hand position and contacting ball on platform
  - 5<sup>th</sup>/6<sup>th</sup> Grade Division
    - Move to the ball and angle platform to the target
  - 7<sup>th</sup>-12<sup>th</sup> Grade Division
    - Move freely from base
    - Serve receive and defense
    - Pass consistently to target/setter

### SETTING

- Goals
  - 3<sup>rd</sup>/4<sup>th</sup> Grade Division
    - Set the ball to hitting position with coach tossing

# VOLLEYBALL RULES

## (CONTINUED)



- 5<sup>th</sup>/6<sup>th</sup> Grade Division
  - Set the ball from live pass
  - Work towards utilizing a set in live play
- 7<sup>th</sup>-12<sup>th</sup> Grade Division
  - Utilize set in live play
  - Introduce jump set and back set

### HITTING (5<sup>th</sup>-12<sup>th</sup> Grades only)

- **Footwork**
  - 3 step approach into the ball. Left, right/left (right hand dominant players)
  - Arms should swing forward with first step, then backwards to maximize jump height
  - Arms should open into “trophy stance” at the top of the players jump
  - Locate ball with non-dominant hand, and then swing through ball with dominant hand toward the ground.
  - Teach players how to tip

### BLOCKING (7<sup>th</sup>-12<sup>th</sup> Grade Division ONLY)

- **Goals**
  - Understand drop step and moving along net
  - Be able to block an overpass
  - Set double blocks

### DEFENSE

- **Goals**
  - Position and stance when defending ball from opponent
  - Free ball defense
    - Getting players to move into free ball position when passed from opponent
- Move from base to defensive position

### IHSAA RULES

- All situations will be governed by IHSAA Volleyball Rules.

# ATHLETIC CODE OF CONDUCT

**AJAA Mission:** To provide high quality athletic programming and instruction for youth athletes to develop physically and mentally by encouraging growth in teamwork, effort, skill, sportsmanship, and character.

This AJAA Athletic Code of Conduct has been prepared as a guide to the expectations of AJAA. This policy applies to all parties involved or present at AJAA events, regardless of their role or affiliation. The Code of Conduct is to be read and understood by all coaches, assistant coaches, managers, players, and parents.

The Avon Junior Athletic Association supports youth sport activity that is governed by a strong sense of individual and team sportsmanship. Value and emphasis on sportsmanship, character building, and positive conduct are a requirement of our athletic participants. Persons unwilling to abide by this code should reconsider their involvement in AJAA activities.

## **Principles and Expectations:**

- AJAA believes in the principles of fair play, ethical behavior, and the right of every individual to fully enjoy sport without undue interference from others.
- AJAA recognizes competitive sport activities are a source of strong feelings which may lead to misunderstandings, disagreements, and other related conflicts.
- AJAA believes that every participant has a requirement to respect the right of competitors to hold conflicting points of view or opinions.
- AJAA expects its coaches, players, referees, families, and spectators to deal with conflicts in a positive and respectful manner, with focus on good sportsmanship.
- AJAA expects its coaches, players, referees, families, and spectators to cooperate in promoting the enjoyment of sports over the victory of any game, to the greatest extent possible for the development of the player.
- AJAA expects adherence to both the spirit and the letter of its rules of the Game. Illegal, unfair, rowdy, violent, dangerous, and unsportsmanlike behavior will not be tolerated, whether on the field of play, over social media, or any place away from the playing area.
- AJAA expects all participants to show respect for players and opponents, regardless of their skill.
- AJAA expects most activities to involve children from a very young age. Children are influenced by the behavior of adults, so adult participants will be held to the very highest standards of conduct.
- AJAA discourages demonstrations and protests which may disrupt or disturb other members or delay the start of organized play.
- AJAA will not permit any player or volunteer registered for a program to play with pending or previous criminal charges. Releasing a player during a program season due to pending charges will forfeit any refunds.



# ATHLETIC CODE OF CONDUCT (CONTINUED)

## Unacceptable Conduct (Not All-Inclusive):

- **Vulgarity by coaches, players, or spectators**
- **Harassment of referees, coaches, and/or spectators (Verbal or Physical)**
- **Verbal or physical Assault/Violence or Threat of Violence**
  - **Physical assault is defined as the initiation of any physical contact.**
- **Consumption of alcohol, tobacco, or use of illegal drugs at AJAA or any facility used to host AJAA activities.**
- **Obscene gestures**
  - **Gestures may include or indicate the threat of physical violence (e.g. Punching gesture; neck slit gesture)**
- **Angry tone of voice with elevated volume.**
  - **May include continued yelling or raised voice towards coach, player, parent, or umpire.**
- **Negative coaching style**
  - **Intentionally or repeatedly ignoring AJAA rules**
  - **Sacrificing player development for victory**
- **Any type of bullying behavior**
  - **Examples of bullying include:**
    - **Physical- hitting, pushing, punching, biting, striking, kicking, spitting, slapping, and/or throwing objects.**
    - **Verbal- ridiculing, taunting, name calling, intimidating, or threatening to cause someone harm.**
    - **Social- Use of rumors or false statements about someone to diminish their reputation; using electronic communications or other social media platform technology to harass, frighten, intimidate, or humiliate someone.**
    - **Sexual- ridiculing or taunting based on gender or sexual orientation (real or perceived), gender traits or behavior, or teasing someone about their looks.**

## Code of Conduct Violation:

**1st Offense:** 1st offenses may be subject to a verbal and/or written reminder of expectations and agreement related to the Code of Conduct.

**2nd Offense:** 2nd offenses may be subject to a written warning of violation to the Code of Conduct and resolution plan put in place to avoid future incidents.

**3rd Offense:** 3rd offense may be subject to removal of AJAA sports programs for a one calendar year period.

**4th Offense:** 4th Offenses may be subject to permanent removal of all AJAA sporting events and activities.

# ATHLETIC CODE OF CONDUCT (CONTINUED)

**Please Note:** Any violation may be subject to escalation and omission of violation resolution steps depending on review of reporting, witnesses, and severity of the offense. This is up to the discretion of AJAA leadership.

I do hereby affirm and acknowledge that I have been fully informed of the AJAA Athletic Code of Conduct associated with Avon Junior Athletic Association ("AJAA") and agree to abide by all policy obligations and requirements.

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# SAFE PLAY POLICY

AJAA desires safe play for all athletes on and off the field. Below, you will find a list of protocols concerning injury and illness. It is the parent's/guardian's responsibility to adhere to these guidelines to keep his or her player, and the player's family safe.

## Illness

- If your player is showing any symptoms of illness, they should be excluded from play and stay home.
- If someone in your household is sick, it is best that you do not send your player to practice or games if the ill person is contagious.
- If anyone in your household has been diagnosed with a communicable disease, you should contact the Hendricks County Health Department on guidance for quarantine.
- Any communicable illness, such as COVID-19, that is diagnosed in an AJAA household should be reported to the AJAA office for keeping records and possible contact tracing.
- Any player suspected of being symptomatic without a report may be subject to removal for the season.
- Any communicable illness, such as COVID-19 that has not been reported to the AJAA office that is subject to contact tracing may be considered grounds for removal for the season.
- Player roster information may be shared with Hendricks County Health Department, upon request, for contact tracing.
- Parents should communicate with the head coach of the player's team, as well as the AJAA office if there are reasons listed above for exclusion from play.
- If a player is symptomatic during a season, they must self-quarantine based on Health Department guidelines or produce a negative test result prior to return to play.

## Injuries

- Injuries should be reported to the head coach immediately, as well as the AJAA office.
- A player who suffers an injury will need a full medical release before returning to play.
- Any release containing limitations on practice or play must be followed by a full release to eliminate the restrictions laid out in the original release.
- In the event of a head injury, it is preferred that a sports medicine doctor with specialty in head injuries treat the player to reduce the risk of re-injury.
- All releases are subject to review and verification by the AJAA office.
- Players participating in collision sports must sign a waiver for treatment, and a consent to treat form by athletic trainers with our partners at Hendricks Regional Health.
- Any physical limitations or pre-existing conditions should be reported to the head coach and the AJAA office.
- Certain limitations may prevent players from participating in programming without express written consent from a physician.
- If players have allergies to environmental risks that require emergency therapeutics, the player or parent are required to bring the therapeutics to practice and games (Including, but not limited to: rescue inhaler, EpiPen, etc.).



# SOCIAL MEDIA POLICY

## POLICY

This policy provides guidelines for Employees, members of the Board of Directors, Commissioners, Coordinators, Coaches, Parents, Players, Members, Volunteers & Contractors ("AJAA Employees and Volunteers") use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

## PROCEDURE

The following principles apply to professional and personal use of social media on behalf of AJAA or when referencing AJAA.

- Employees, members of the Board of Directors, Commissioners, Coordinators, Coaches, Parents, Players, Members & Contractors ("AJAA Employees and Volunteers") need to know and must adhere to the AJAA Code of Conduct, Employee Handbook, and other company policies when using social media in reference to AJAA as a condition of their involvement with AJAA.
- AJAA Employees and Volunteers should be aware of the effect their actions may have on their images, as well as AJAA's image. The information that employees post or publish is public information forever.
- AJAA Employees and Volunteers should be aware that AJAA may observe content and information made available through social media. AJAA Employees and Volunteers should use their best judgment in posting material that is neither inappropriate nor harmful to AJAA, its employees, its volunteers, or its members as that term is defined in the Bylaws as adopted April 22, 2016.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, material that can create a hostile work environment, or which may be characterized as a personal attack on employees, volunteers or members.
- AJAA Employees and Volunteers are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, AJAA Employees and Volunteers should check with the AJAA Executive Director
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. AJAA Employees and Volunteers should refer these inquiries to authorized AJAA spokespersons, such as the Executive Director or the President of the Board of Directors, or another member of the Board of Directors, if he/she is unavailable.
- If AJAA Employees and Volunteers find or encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of the Executive Director or member of the Board of Directors.
- AJAA Employees and Volunteers should get appropriate permission before they refer to or post images of current or former employees, members, vendors, suppliers, volunteers, and the like. Additionally, AJAA Employees and Volunteers should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

## SOCIAL MEDIA **POLICY** (CONTINUED)

- If AJAA Employees and Volunteers publish content after-hours that involves work or subjects associated with AJAA, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent AJAA's positions, strategies or opinions."
- It is highly recommended that AJAA Employees and Volunteers keep AJAA related social media accounts separate from personal accounts.
- AJAA Employees and Volunteers may not advertise for fundraisers or other AJAA related events unless the fundraiser or event has been approved by the Executive Director and is in compliance with the AJAA Travel and All-Star Financial Policy.
- Any and all websites and other web content, brand names and intellectual property belonging to AJAA, whether on AJAA's individual website, its main Facebook page, or any page it manages, including but not limited to Avon Youth Basketball Club, Avon Youth Baseball Club, Avon Jr. Orioles Football Club, Avon Softball Club, etc. shall remain the sole property of and under the sole direction and management of AJAA. Employees and Volunteers who are granted access to provide content do not, under any circumstances, receive any ownership interest in said content or ownership of AJAA managed pages.
- All AJAA associated individual pages are the property of AJAA. Admin rights will be given to AJAA staff and social media management team. All approved commissioners, coaches and volunteers will be granted access at an editor level.

The AJAA Board of Directors and Staff shall have the authority to monitor and enforce this Social Media Policy. The AJAA Board of Directors, Staff, and any individual appointed by the Board of Directors, shall have the authority to remove any inappropriate or offensive comments from official AJAA sites and to block any individual or organization from posting on any official AJAA social media platform if they determine, in their sole discretion, that such removal or block is in the best interests of AJAA.

The failure of any AJAA Member to adhere to this Social Media Policy shall be considered a violation of the AJAA Code of Conduct, and any AJAA Member who fails to adhere to this Social Media Policy shall be subject to disciplinary action, up to and including termination of such individual's involvement in AJAA, in accordance with the AJAA Disciplinary Procedures.

I agree to comply with the terms of the AJAA Social Media Policy and understand that my participation in AJAA is conditioned thereon.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_



# COACHES CODE OF CONDUCT

- Coaches have the knowledge and preparation to lead their teams.
- Coaches are to conform to the spirit and intent of applicable rules at all times.
- Coaches are responsible for their own conduct as well as the conduct of their assistant coaches, players and spectators.
- Coaches are responsible to ensure that the health, well-being and development of athletes take precedence over the win/loss record.
- Coaches accept that they do serve as role models and there must be congruency between their actions and words.
- Coaches provide a physically and emotionally safe environment for practices and competition.
- Coaches exemplify honesty, integrity, fair play, and sportsmanship regardless of the impact that might have upon the outcome of the competition.
- Coaches maintain a professional demeanor in their relationships with athletes, officials, colleagues, administrators and the public and treat them with respect and dignity.
- Coaches maintain confidentiality when appropriate and avoid situations that would potentially create a conflict of interest or exploit the athlete.
- Coaches are committed to the education of their athletes and should encourage academic achievement.
- Coaches are committed to the safety and well-being of each athlete.
- Coaches discourage the use of performance enhancing substances and dietary Supplements.
- Coaches prohibit the use of any illegal or recreational drugs.
- Coaches follow current safe training and conditioning techniques.
- Coaches exhibit sound injury and risk management practices.
- Coaches demonstrate an understanding of growth and developmental stages of their Athletes.
- Coaches place the athlete's needs and interests before their own.
- Coaches remember that competition should be healthy and enjoyable for all.

## Coaches Code of Conduct Form

I understand that I represent not only my team, but also Avon Junior Athletic Association (AJAA).

I will conduct myself according to the standards presented in the AJAA code of conduct.

I understand that the other coaches, players, parents and AJAA will hold me accountable for the actions and behavior of myself, as well as my players, parents, and assistants. I acknowledge that I am held accountable to the AJAA code of conduct, that failure to abide by the AJAA code of conduct could result in disciplinary actions.



# PARENT/PLAYER CODE OF CONDUCT

Parents and players are expected to conduct themselves according to the highest standards of social and ethical behavior.

By agreeing to participate, I acknowledge that I will:

1. Encourage and participate in fair play
2. Cheer in a positive manner for all participants
3. Avoid negative or harsh criticism of any player or team performance
4. Show respect for all players, coaches and referees
5. Display good sportsmanship at all times
6. Abstain from criticizing opponents
7. Contribute to a positive environment where kids can play, learn and have fun

I understand that I represent not only my team but AJAA. I will conduct myself according to the standards presented in the AJAA code of conduct. I understand that the coach, other players, parents and AJAA will hold me accountable for my actions and behavior. I acknowledge that I am held accountable to the AJAA code of conduct, that failure to abide by the AJAA code of conduct could result in disciplinary actions.



# EMERGENCIES

## **Emergencies Requiring First Aid: How to Respond**

During sporting events, the coaching staff is responsible for administering first aid to any ill or injured AJAA athlete, unless an AJAA affiliated athletic trainer is present. If an AJAA affiliated athletic trainer is present, they will assume responsibility for care and for all return to play decisions. The coach must follow the training protocols they have been instructed on.

The first responder to the situation needs to be the highest certified and trained person on site where the injury occurs. The first responder will most often be the specific team Head Coach, although other personnel may fill this role if their certification and training is greater than that of the Head Coach (i.e. if the bystander is a Certified Nurse, Emergency Medical Technician, Doctor). It is vital that first responders keep the environment calm so that athletes don't panic. Coaches should also make sure they complete all the steps on the First Aid Checklist below. By following this procedure, coaches allow medical personnel to easily respond to the scene and help care for the athlete.

### **First Aid Checklist**

- 1. Check the surroundings for safety hazards and stop all activity near the emergency**
- 2. Check the injured athlete's injury and determine a plan of action**
- 3. Do not move the athlete if there is a possibility of head or neck injury or if the athlete is unconscious.**
- 4. Have someone contact a parent/guardian. Some cases may also require 911 to be contacted. Coaches should use their training to properly judge the severity of the situation.**
- 5. If EMS responders determine that the athlete is in an emergency, a coach can transport the injured athlete.**

**Emergency Phone Number: Mike Clark, AJAA Facilities Director | (317)460-6453**

*Please utilize this number only in the case of an emergency.*

### **Incident Reports**

In the case of any incident requiring first aid, an incident form must be completed within 24 hours. This incident form is available on the AJAA website and included in your coaching handbook. Incident reports need to be completed by a person who witnesses the situation unfold and not by someone who arrived after the incident occurred. If no witness is available to provide a detailed account of the situation, then AJAA will allow the individual who experienced the situation to complete the incident report and will allow a time extension on a case-by-case basis.



# INCIDENT REPORTING PROCEDURE

AJAA's Incident Report Form is used to properly record any incident that occurs when utilizing the AJAA property, during games/practices, and/or any other reporting that should be noted to the organization's administration. It is extremely important to report any and all incidents, so that proper documentation and details may be recorded promptly. This is helpful to report accidents to our insurance carrier for liability purposes, to accurately document any incidents with all witness details, to watch for any future occurrences, and to know when management needs to help facilitate an issue, etc.

Examples of when to use this form:

- When a player is injured during practice or games
- When an altercation happens between players, parents, coaches, umpires, or any event that should be documented for witness purposes.

Please know that all documentation is extremely important to ensure that all details can be recorded accurately and helps for our leadership to continue to be in the know during all activities.

Upon completion of the form, please immediately take to the AJAA office or email [admin@ajaaonline.org](mailto:admin@ajaaonline.org).

## Avon Junior Athletic Association Incident Reporting Form



IDENTIFICATION INFORMATION	
Name :	
Date of Hire:	
Address :	
Date of Birth :	
Telephone :	
Name of Physician :	
Name of Hospital, if hospitalized :	

INCIDENT REPORTING INFORMATION	
Date of Incident:	
Location:	
Time:	
Type of Incident:	
Equipment Involved:	
Event or Task:	
If Injured, what injury:	
Part of Body Affected:	

# Avon Junior Athletic Association Incident Reporting Form



## MACHINERY/EQUIPMENT INVOLVED (IF APPLICABLE)

<b>Manufacturer :</b>	
<b>Equipment Age :</b>	
<b>Serial Number :</b>	
<b>Model :</b>	
<b>Any Modification to Equipment :</b>	
<b>Machine Guarding in Place :</b>	

## REPORTING MEMBER STATEMENT

<b>Description of Accident/Incident:</b>  <b>Include Factors that Led to Incident:</b>  <b>Include Any Equipment Involved:</b>	
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# Avon Junior Athletic Association Incident Reporting Form



## WITNESS STATEMENT, IF APPLICABLE

Witness  
Description of  
Accident/Incident:

Include Factors  
that Led to  
Incident:

Include Any  
Equipment  
Involved:

## AJAA EMPLOYER REVIEW AND STATEMENT

AJAA Description  
of  
Accident/Incident:

Include Factors  
that Led to  
Incident:

Include Any  
Equipment  
Involved:

## Avon Junior Athletic Association Incident Reporting Form



For any additional documentation, photos, or statements, please attach separately to this form or utilize the space below.

Reporting Signature and Date : \_\_\_\_\_

Witness Signature and Date : \_\_\_\_\_

Employer Signature and Date : \_\_\_\_\_





# COACHING RESOURCES



# VOLLEYBALL RESOURCES



## AJAA REC. VOLLEYBALL SCORESHEET

Team: \_\_\_\_\_ vs. Team: \_\_\_\_\_

Game Location: \_\_\_\_\_ Date: \_\_\_\_\_ League: 3/4 5/6 7/8 HS

NO	Name	NO	Name
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	
12		12	
13		13	
14		14	
15		15	
16		16	

Team	Set	Points Won Rally Scoring: Circle the sideout points.	Time Outs	Sets Won
Coach:	1	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	1 2	
	2	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	1 2	
	3	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	1 2	
Coach:	1	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	1 2	
	2	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	1 2	
	3	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	1 2	

Results	Team Name	Total Points	Notes:
1st Set			
2nd Set			
3rd Set			

# VOLLEYBALL RESOURCES

## Indiana High School Athletic Association, Inc. Volleyball Team Lineup Sheet



<b>Set 1</b>	Team:	
	Libero:                      Check One:    Serve <input type="checkbox"/> Receive <input type="checkbox"/>	
	Serving Order	Player No.
	I	
	II	
	III	
	IV	
	V	
VI		

<b>Set 2</b>	Team:	
	Libero:                      Check One:    Serve <input type="checkbox"/> Receive <input type="checkbox"/>	
	Serving Order	Player No.
	I	
	II	
	III	
	IV	
	V	
VI		

<b>Set 3</b>	Team:	
	Libero:                      Check One:    Serve <input type="checkbox"/> Receive <input type="checkbox"/>	
	Serving Order	Player No.
	I	
	II	
	III	
	IV	
	V	
VI		