



U. S. JUNIOR RACQUETBALL TEAM

PROCEDURES & PROTOCOL

HANDBOOK

Updated June 2016



Member

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Dear United States Junior National Team Member,

Congratulations on your recent selection to the United States Junior Racquetball Team! The United States Racquetball Association is proud to have you represent the nation's entire racquetball community in both national and international competition.

This next year will be both exciting and demanding for you in your role as a racquetball ambassador. As our sport enters a new era of growth, you will play an integral part in molding future development.

This guide should be carefully reviewed, and if you have any questions, please contact either your coaching staff or USA Racquetball liaison.

Again, congratulations on joining the World's Number One Junior Racquetball Team.

Sincerely,



Steve Czarnecki
Executive Director
USA Racquetball



Cheryl Gudinas
Head Coach
U.S. National Junior Team



QUALIFYING FOR THE TEAM

The United States Junior National Racquetball Team is comprised of individuals who have qualified by virtue of their finish at the National Junior Olympic Championships, according to the following:

- Finalists in the Boys and Girls 18s, 16s, 14s Singles Gold divisions
- Champions in the Boys and Girls 18s, 16s, 14s Doubles Gold divisions

The Champions from the National High School Championships #1 Singles Gold divisions also qualify for the Team.

Qualifying for Junior World Championships in Two Singles Divisions

In the event that a player qualifies for Junior World Championships in two Singles divisions, the U.S. Junior National Team Head Coach will select the division or divisions in which that player participates, based on the best interests of the Team.

If qualifiers from the National Junior Olympic Championships are unable to fulfill their position on the U.S. Junior Racquetball Team, the Team will be comprised according to the following priority order:

Singles:

- The National High School Champion if not otherwise competing in Singles and age eligible
- 3rd place at Junior Olympics in the division from which a vacancy occurred
- 4th place at Junior Olympics in the division from which a vacancy occurred
- Quarterfinalists (by order of seed) at Junior Olympics in the division from which a vacancy occurred
- Coaches choice

Doubles:

If one member of a Doubles team elects to not compete at the Junior World Championships, the U.S. Junior National Team Coach, based upon his/her assessment in pursuit of forming the strongest team relative to player strengths and weaknesses, will replace that player with:

- a player from the runner-up team at the National Junior Olympics Championships, or
- a player that qualified as a Singles quarterfinalist in the age division

If both players of a Doubles team elect to not compete at the Junior World Championships, the runner-up team will be invited. If one member of the runner-up Doubles team elects not to compete at the Junior World Championships, the other position will be filled per the one-player replacement process described immediately above.

Should a Doubles team not be identified through the above processes, the U.S. Junior National Team Coach will assemble a team using his/her personal judgement and experience.

Those individuals joining the U.S. Junior National Team are required to attend the Junior Team Training Camp and Junior World Championships. Failure to attend either, without express written consent from the Head Coach, will result in removal from the Team.

If a player attends the U.S. Junior Team Training Camp and then fails to attend the Junior World Championships for any reason other than documented injury or approved immediate family emergency, that player will be denied entry into ANY USA Racquetball National Championship for a period of one year, beginning with the last day of the Junior World Championships.

Confirmation of attendance at the Junior Team Training Camp and Junior World Championships must be made by the date(s) communicated at the National Junior Olympic Championships.

Any player who signs a U.S. Junior National Team contract and then resigns or is suspended, will be restricted from participating in Team qualifying events for one year from the date on which the athlete resigns or until the date the suspension ends.

UNITED STATES RACQUETBALL ASSOCIATION

U.S. JUNIOR RACQUETBALL TEAM

Code of Conduct

A. Basic Principle of Conduct

Conduct oneself in such a manner to bring credit and honor to yourself, your teammates, USA Racquetball, and the United States of America.

B. Specific Principles of Conduct

1. All players must attend all scheduled practices and competitions. Any exceptions to this rule must be approved in advance by the head coach or coaching staff.
2. All players are required to pursue all physical-conditioning activities as designated by the coaching staff, unless medically excused.
3. Players who require medical attention, physiotherapy, or any special conditioning or rehabilitation program must do so without exception. Schedules should be worked out with the coach and the medical staff.
4. All players must follow the rules established by USA Racquetball, various venues and organizations (clubs, Olympic Training Center, medical facilities, gyms, etc.) when using/dealing with their facilities.
5. The Team shall select two captains—one for the boys and one for the girls. The captains are the official liaison between the team and the coaching staff. The captains have the responsibility of ensuring that all team members follow the disciplinary standards as established by USA Racquetball for the team.
6. The Team will be assigned a national staff liaison and/or Team Leader. The staff liaison or Team Leader is the official liaison between the team members and coaches with USA Racquetball. Any questions regarding travel, USA RACQUETBALL policies and procedures, etc., should be directed to the staff liaison or Team Leader.

C. Practice, Clinics, and Conditioning Training

1. Every team member must be ready to practice according to the coaching staff's schedule. If a player is late to practice, it is up to the coaching staff to determine if the player is allowed to practice or not.
2. Any taping or stretching must be completed prior to the start of practice.
3. Any overt display of displeasure or frustration during practice will not be tolerated. If such a display occurs, the player will be asked to sit down or be dismissed from practice. Emotional control is an important part of practice.
4. Notify the coaching staff prior to practice if you must leave early for personal matters (medical/dental appointments, etc.).
5. Players must report injuries or sickness to the coach immediately after the occurrence or prior to the beginning of practice.
6. Players, at times, will be required to participate in clinics, exhibitions, or demonstrations. Players will have at least fourteen (14) day notice prior to each session.
7. Each team member will be required to participate in and support the procedures of all training programs developed by the coaching staff.

8. Players must wear only authorized equipment and team clothing in any photographs or news releases published in relation to official U.S. Team functions.
9. No part of any uniform or equipment may be altered (normal alterations for length, waist, etc., are permitted).
10. You are responsible for maintaining practice uniforms and equipment in good repair. Notify the coaching staff if a problem arises.
11. Attendance at all individual and team meetings called by the coaching staff is mandatory.

D. Competitive Rules

1. Standing at attention for national anthems of all countries is a must. Be respectful – NO TALKING.
2. Everyone must follow the specific protocols determined prior to competition.
3. Team members are responsible for bringing all their team uniforms and equipment, including three or four (3 or 4) strung, ready-to-play racquets.
4. Current team uniforms and clothing may not be given, traded or exchanged with other countries. In certain instances, special arrangements may be made to allow trading of T-shirts. The head coach will inform players if such a policy is in effect. Under NO circumstances may any equipment be sold to individuals, clubs, or organizations, or may individuals participate in promotion of racquets, camps, clinics, etc., unless cleared in advance by USA Racquetball.
5. During a match (either as a player or spectator), everyone must follow the rules of the game and any conduct or behavior deviating from those rules will be subject to disciplinary review. No coaching against the U.S. Team will be allowed in any direct or indirect form.
6. In a match situation, only words of encouragement are allowed. Any disagreement among players and/or coaches must be worked out during timeouts or at the end of the game.
7. Players are responsible for refereeing according to the format of the event. In certain situations, the coaching staff may find alternates, but it is the player's responsibility to discuss the situation with the coaching staff and immediately inform the tournament director of the decision.
8. Good sportsmanship is required during all competitions.

E. Parent Coaching

No parent coaching will be allowed during U.S. Junior National Team player matches at the World Championships. A U.S. Team Coach or designee will be assigned to each match and will be in charge of coaching during the match. Any information parents want to convey to the coach or designee should be provided before or after the match in a respectful and constructive way. Please refer to the Parents Code of Conduct for additional details.

F. Ceremonies, Award Presentations, and News Conferences

1. All team members will attend opening and closing ceremonies as well as award presentations.
2. Proper uniforms, as designated by the head coach, must be worn.
3. All protocol and conduct requirements of the local organizing committee must be followed.

4. For award banquets, receptions, team dinners, and other occasions, appropriate clothing must be worn. Local customs may dictate more formal attire. Final decisions regarding dress standards will be the responsibility of the head coach or staff liaison.
5. Designated players and coaches are required to attend news conferences.

G. Alcohol, Drug Policy, and Drug Testing

1. USA Racquetball follows the guidelines as set forth in the USOC Drug Control Program as administered by the United States Anti-Doping Agency (USADA). Every Team member will receive all the appropriate literature from USADA as it relates to doping and all current USADA/International Olympic Committee banned substances.
2. Consumption of alcohol or illegal drugs by U.S. team members is expressly prohibited at any official U.S. Team function and certain unofficial racquetball functions-
3. USA Racquetball, USOC, and USADA may drug test any athlete at random, during a competitive event, or at a training camp. The World Anti-Doping Agency (WADA) or any other doping agency affiliated with the IOC may also test athletes. Tests may come with advanced notification or be of the No-Advanced-Notice (NAN) variety in accordance with USADA protocols and with adherence to athlete rights.
4. Further information, including a complete list of USADA protocols, forms and a list of banned substances may be obtained at the USADA's website: www.usantidoping.org
5. Absolutely no ALCOHOL or illegal drugs may be possessed or consumed any time during any official team function (Junior Olympics, team trips, Junior Worlds, etc.), regardless of the amount consumed. Player agrees to submit to testing for the presence of such substances and understands that a refusal to be tested is an automatic assumption of guilt.
6. Player agrees to immediately depart from any place where either alcohol or illegal drugs is either possessed or being consumed in violation of these rules by a fellow team member.
7. Absolutely no alcohol or illegal drugs may be possessed or consumed any time at unofficial racquetball events. Any racquetball tournament or function you attend is covered by this prohibition. As a U.S. Junior National Team member, you will be representing your sport and country wherever you go, not just at official Team functions. Therefore, the Code of Conduct rules apply at every event dealing with racquetball and the general public.
8. During the tenure on the Team, the player must act as a responsible and respectful athlete at any racquetball-related function and always display proper sportsmanship and respect to the people in the event as well. Player agrees to not act in any way that would negatively represent the sport or country. (This includes swearing, abuse of racquetball equipment, abusing the referee, coaching against U.S. Team in any form, directly or indirectly, etc.)
9. Player agrees to submit all required reports to the coaches by the specified due dates. Player also agrees to follow through on discussions with the coaches and complete tasks agreed upon by the coaches and athlete.

H. Travel Rules

1. Whenever necessary, players will assist the coach and staff during, to, and from designated locations. Assignments will be given by the coach.
2. The team will travel in designated team attire, when required.
3. Whenever possible, the team will travel as a group.
4. Punctuality is required.
5. No one will leave a designated meeting place until the coaching staff confirms that everybody is present (e.g. when boarding planes, trains, buses, etc.).
6. Whenever you wish to depart from the group, in an airport, hotel, bus terminal, etc., you must notify a staff member where you will be and how long you will be gone.
7. Every player is responsible for loading their own gear at airports, train stations, buses, hotels, etc.
8. All members of the team are required to obtain personal passports. Roommates will be assigned by the coaching staff. No one who is not a member of the team is allowed to stay in a Team room. This includes parents, siblings, spouses, and friends.
9. As a member of the junior team, each player (family) will have a financial requirement to cover expenses for their participation in the Junior Worlds, details to be provided at the meeting at the by National Junior Olympic Championships.
10. Every night, the “in your assigned room” curfew is 10:00 P.M. and the “lights-out” time is 11:00 P.M. Coaches will strictly enforce these times. Any variance requires the written approval from a U.S. Team coach that must be carried during the variance and displayed if requested if questioned. If it is a full team exclusion, then the written approval will be given to the captain. Violation of these times will be penalized in accordance with established rules.
11. Each athlete is required to complete any event evaluation within the timeframe permitted .

I. Athlete’s Bill of Rights and Due Process

Every member of the U.S. Junior Racquetball Team should become familiar with the "Players Bill of Rights" as included in the By-laws of USA Racquetball. ~~Basically,~~ The Bill of Rights guarantees an equal opportunity to all amateur athletes to participate in amateur athletic competition. Every athlete is guaranteed due process with fair notice and an opportunity for a hearing before being declared ineligible for competition.

Acknowledgement of the 2016 USA Racquetball Junior National Team Handbook and Code of Conduct:

As a U.S. Junior National Team Member, I consent to abide by the described in the Junior National Team Handbook and rules within the Code of Conduct for all Team Members, and understand that violations may result in full or partial forfeitures of my privileges and standing as a U.S. Junior Racquetball Team Member.

I, _____, agree to the above conditions and Code of Conduct and hereby understand that disciplinary action may be taken if a violation occurs.

Signature of Athlete

Date

Signature of Parent or Legal Guardian (if Athlete is under 18)

Date

APPENDICES

Player Responsibilities

Team Penalties

Important Dates

Player Information Form

USA RACQUETBALL Code of Conduct Form (Athlete's Copy)

USA RACQUETBALL Code of Conduct Form (USAR Copy)

USA RACQUETBALL Agreement

PLAYER RESPONSIBILITIES

1. Fill out and submit quarterly reports to Head Coach. Information includes training, injuries, clinics, and a copy of grades each quarter.
2. Notify team liaison of all public relations appearances and press releases.
3. Fulfill all training requirements as designed by the coaching staff.
4. Communicate regularly with the team coaches.
5. Wear proper U.S. Junior National Team attire when representing the Team in photographs, public appearances, interviews, etc.
6. Complete and mail to USA Racquetball the general information and uniform size requirement forms by the date provided at National Junior Olympic Championships.
7. Complete Contract must be completed by the date provided at the National Junior Olympic Championships.
8. Failure to complete any of the above responsibilities may result in a penalty.
9. Raise funds for trip to Junior World Championships.

TEAM PENALTIES

Athletes will be given due process as required by USA Racquetball player's bill of rights in all disciplinary actions. The U.S. Team Committee will have the final decision on all assigned penalties and in certain cases may increase or reduce the penalty dependent on extenuating circumstances.

*TEAM PENALTIES

	<u>I</u>	<u>II</u>
1. Unsportsmanlike conduct during match *	X	X
2. Giving/selling/trading current uniforms or equipment while at an official function.		X
3. Wearing of unauthorized clothing	X	
4. Unauthorized alteration of official clothing/equipment	X	
5. Failure to attend practice meeting	X	
6. Drinking of alcohol		X
7. Leaving practice, meeting, competition without notifying coaches	X	
8. Refusal to attend camp, clinic, exhibition, or event		X
9. Failure to follow proper protocol	X	
10. Failure to bring proper equipment/clothing	X	
11. Failure to referee	X	
12. Illegal drug usage:		
a) inadvertent	X	
b) advertent		X
13. Failure to obtain proper documentation	X	
14. Failure to remain in assigned room	X	
15. Unauthorized people staying in room	X	
16. Misrepresentation of USA RACQUETBALL		X

	<u>I</u>	<u>II</u>
17. Disrespect for coaches or teammates	X	
18. Criminal action by courts	X	X
19. Sexual misconduct		X

* Examples of unsportsmanlike conduct

Level I Infraction

- swearing on court
- any unsportsmanlike conduct that results in a technical foul

Level II Infraction

- aggressive behavior toward official or opposing player
- any disqualification from match

LEVEL I

- Harmful to administration of U.S. Junior Racquetball Team, team discipline, and USA RACQUETBALL reputation.
- Each level one infraction results in two demerits
- Each level one infraction may result in probation for up to 6 months or missing one international competition
- Cannot be selected as male or female junior athlete of the year
- Subsistence payments may be withheld until probation or suspension is completed.
- Three level I infractions would accumulate six demerits meaning that Level II penalties apply.

LEVEL II

- Harmful to the U.S. Junior Racquetball Team, the United States of America, USA Racquetball, and the sport of racquetball
- A level II infraction results in six demerits, thus resulting in punishment up to:
 - Suspension from the team for up to one year
 - Loss of all grant funds during the suspension period
 - Cannot be selected as male or female junior athlete of the year

PLAYER INFORMATION FORM

Submit Immediately to Team Liaison

Please type or print

Team Member Name: _____

Address: _____

City: _____ State _____ ZIP _____

Phone / Email	Primary Phone	Secondary Phone	Email
Guardian #1 Name: _____	() - <input type="checkbox"/> M <input type="checkbox"/> H <input type="checkbox"/> W	() - <input type="checkbox"/> M <input type="checkbox"/> H <input type="checkbox"/> W	
Guardian #2 Name: _____	() - <input type="checkbox"/> M <input type="checkbox"/> H <input type="checkbox"/> W	() - <input type="checkbox"/> M <input type="checkbox"/> H <input type="checkbox"/> W	
Player	() - <input type="checkbox"/> M <input type="checkbox"/> H <input type="checkbox"/> W	() - <input type="checkbox"/> M <input type="checkbox"/> H <input type="checkbox"/> W	

Club Affiliation:

Name _____

Address _____

Phone _____ Email: _____

Home Coach Name/Number: _____

Passport Number _____

Passport Expiration Date _____

Person to contact in case of an emergency (likely not traveling with player):

Name _____ Relation _____

Address _____ City _____ State _____ ZIP _____

Phone # _____ Email: _____

Allergies/ Reaction _____

City of Departure for Flights _____

Team Member Name _____

Sponsors

Name	Address	City	State	ZIP	Email

UNIFORM:

Height _____

Weight _____

T-Shirt _____

Short Size _____

Sweat Suit _____

Collar Size _____

Waist _____

Sleeve Length _____

Sport Jacket /Blazer _____

Inseam _____

Signature of Athlete

USA RACQUETBALL AGREEMENT

UNITED STATES JUNIOR RACQUETBALL TEAM

Agreement is entered into this _____ day of _____, 20____, between the USA Racquetball Association of the United States, Inc., a Colorado corporation, having its principal office at 2821 W. Colorado Ave. Ste. 200, Colorado Springs, Colorado 80904, and

_____ (U.S. Junior Racquetball Team Member).

It is agreed:

- 1.0 Responsibilities of the Team Member. The team member, as a racquetball athlete having been selected by USA Racquetball as qualified to serve as a member of the United States Junior Racquetball Team (USJRT), agrees to represent USA Racquetball and serve as a member of the USJRT. The team member shall participate in USJRT activities as determined by the coaching staff including, but not limited to, participating in racquetball tournaments to which the USJRT has been invited. In addition, the member shall at all times:
 - 1.1 Abide by the By-Laws of USA Racquetball.
 - 1.2 Abide by rules of eligibility for the sport of racquetball as may be adopted from time to time by the International Racquetball Federation and USA Racquetball.
 - 1.3 Promote USA Racquetball and the sport of racquetball and participate in promotional efforts as outlined in the USJRT Protocol & Procedures Handbook.
 - 1.4 Perform such other duties as may be required by USA Racquetball, USJRT coach, or team liaison with guidance of the USJRT Advisory Committee.
 - 1.5 Team members shall be required to participate in and support the procedures of training programs and competitions as outlined in the USJRT Protocol and Procedures Handbook.
 - 1.6 As a member of the junior team, each player (family) will have a financial requirement to cover expenses for their participation in the junior worlds. Transportation to the event is the full responsibility of each athlete. Travel dates should be confirmed with the head coach. All participation fees will be due by the dates provided at National Junior Olympic Championships.
- 2.0 Responsibilities of USA Racquetball. USA Racquetball shall:
 - 2.1 Provide opportunities for the team member to demonstrate racquetball skills.
 - 2.2 Provide no payment or benefits that might in any way jeopardize the Olympic eligibility of the team member.

- 3.0 Indemnification.
- 3.1 USA Racquetball shall not be responsible for any losses, claims, damages, or injuries to the team member or the team member's equipment or property, unless those losses, claims, damages, or injuries relate to the negligent acts or omissions or willful misconduct of USA Racquetball.
- 3.2 The team member shall be responsible, liable for, and agrees to indemnify and hold harmless USA Racquetball and its officers, directors, employees, and agents for any and all losses, damages, claims, and injuries arising out of injury or damage to the team member, to other team members, to third persons and to equipment and property of the team member and others which is the result of negligent acts or omissions or willful misconduct of the team member.
- 3.3 USA Racquetball shall give the team members notice of any claims against it.
- 4.0 Term - This agreement shall remain in effect until the first day of the scheduled event in which the athlete qualified in the prior calendar year.
- 5.0 Amendment - This agreement may be altered or amended at any time by the mutual agreement of USA Racquetball and the U.S. Junior Racquetball Team Member.
- 6.0 Non-Exclusivity - This is a non-exclusive agreement and therefore USA Racquetball may enter into similar agreements with other racquetball athletes.
- 7.0 Force Majeure - Both USA Racquetball and the team member shall be relieved of their obligations under this agreement in the event and to the extent that performance of those obligations is unavoidably delayed or prevented by acts of God, public enemy, war, civil disorder, fire, flood, explosion, riot, labor disputes or strike, any act or order of any governmental authority, or any other causes, whether similar or dissimilar, beyond their control.
- 8.0 Assignment - The team member may not assign or otherwise transfer any rights or obligations of the member under this agreement.
- 9.0 Waiver - The right of USA Racquetball or the team member to require strict performance and observance of any obligations under this agreement shall not be affected in any way by any previous waiver, forbearance, or course of dealing.
- 10.0 Governing Law - This agreement and any disputes arising under it shall be governed by the laws of the State of Colorado.

- 11.0 Termination.
- 11.1 USA Racquetball may terminate this agreement and remove the team member from the U.S. Junior Racquetball Team by written notice to the team member upon occurrence of any of the following events:
 - 11.1.1 The team member's breach of any of the terms of this agreement.
 - 11.1.2 The team member's failure to qualify as an eligible competitor under the International Racquetball Federation rules.
 - 11.1.3 The team member's continuous illness or incapacity for a period in excess of 120 days.
 - 11.1.4 The insolvency, dissolution, or termination of existence of USA Racquetball.
 - 11.1.5 A determination by USA Racquetball that the member has failed to perform his or her duties under this agreement with reasonable diligence or, in USA Racquetball's view has acted in a manner contradictory to the best interests of USA Racquetball and the sport of racquetball.
- 11.2 The team member is guaranteed due process as outlined in the Players Bill of Rights of the By Laws of USA Racquetball.
- 11.3 The team member may terminate this agreement by the giving of 30 days written notice to USA Racquetball.
- 11.4 If this agreement is terminated by the team member of USA Racquetball in compliance with sections 11.1 or 11.3, all products and materials supplied to the athlete during the agreement period must be surrendered to USA Racquetball within 2 weeks of official notice.

- 12.0 Headings - The headings and numbers appearing in this agreement have been inserted as a matter of convenience, and this agreement is not to be construed with reference thereto. If there is any conflict between such numbers and headings and the text of this agreement, the text will control.

- 13.0 Entire Agreement - This agreement contains all of the terms agreed upon by the parties with respect to the subject matter of this agreement and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter, whether oral or written.

IN WITNESS THEREOF, the parties to this agreement have entered into it on the day and date written above.

FOR THE UNITED STATES RACQUETBALL ASSOCIATION

Executive Director, USA Racquetball _____ Date _____

U.S. Junior National Team Member _____ Date _____

Parent or Legal Guardian _____ Date _____
 (if U.S. Junior National Team Member is under 18 years of age)