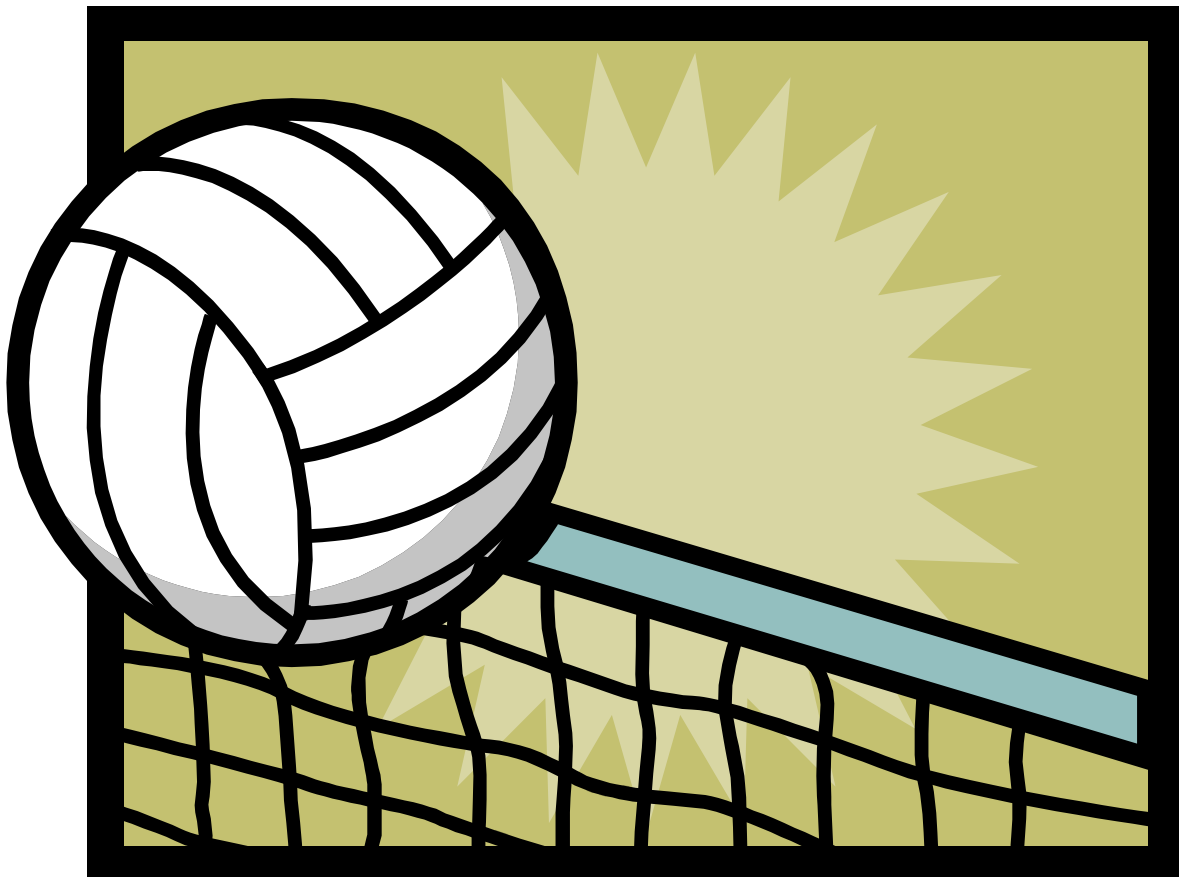




# Volleyball Rulebook

---



*Revised June 2016*

## NORDC Volleyball Rules Committee

Kim C. Young-Industry Expert, Vice Chair  
Charelle Mack-Uptown Site Facilitator  
Diyawn Lewis-Lakeshore Site Facilitator,  
Keva Jasmin-Downtown District, Chair  
Shine Hill-Algiers District

Peter Hickman-Industry Expert  
Michael Vail-Lakeshore District  
Yolanda Brown-Uptown District Manager  
Angelle Simms, Ex-Officio

## NORDC Administration

Victor Richard, NORDC Chief Executive Officer  
Maya Wyche, NORDC Chief Operating Officer  
Shonnda R. Smith, NORDC Chief Programming Officer  
Steven B. Martin, NORDC Athletic Director

## NORDC Athletics Team

Steve Martin, Athletic Director  
Steve George, District Manager, Downtown  
Anthony L. Roman, Sr., District Manager, Lakeshore  
David Jenkins, District Manager, Westbank  
Yolanda Brown, District Manager, Uptown  
Molly Pucillo, FitNOLA Coordinator  
Sam Cook, Recreation Activities Coordinator  
Vianca McDonald, Athletics Administrative Assistant

## NORDC Board of Commissioners

Mayor Mitchell J. Landrieu  
Andy Kopplin - Chief Administrative Officer  
Ava Rogers - Deputy CAO of Operations  
James Austin Gray II - New Orleans City Councilmember  
Kelly Brown - New Orleans City Planning Commission  
Louis Lauricella - New Orleans Recreation Development Foundation  
Nolan Marshall Jr. - Orleans Parish School Board  
Dana Peterson - Recovery School District  
Corinne "Rini" Marcus, NORDC Vice-Chair - City Council District A  
Bivian "Sonny" Lee. III - City Council District B  
Theodore Sanders - City Council District C  
Judge Byron C. Williams - City Council District D (Chairperson)  
Brian Egana - City Council District E

## NORDC Contact Information

5420 Franklin Ave.  
New Orleans, Louisiana 70122  
504-658-3052 – Main Office  
504-658-3050 – Fax  
[www.nola.gov/nordc](http://www.nola.gov/nordc)





Enclosed are the official rules and regulations for the 2016 New Orleans Recreation Development Commission (NORDC) Volleyball season. Any and all volleyball programming conducted at NORDC playgrounds is required to comply with these rules and regulations.

These rules and regulations are intended to enhance a competitive balance between playgrounds, minimize risks to participants, and promote enjoyable participation and sportsmanship. Any activities conducted outside the scope of these rules and regulations will not be considered to be part of the authorized NORDC athletic program that entitles players, coaches, and sponsors to certain rights and privileges.

The rules and regulations adopted herein have taken into consideration various sporting authorities with rule governing power not provided by NORDC. However, the NORDC rules and regulations outlined herein will supersede any others when applicable.

Our Site Facilitators are the NORDC officials most closely connected to our athletic programming and will be most informed on matters regarding the playgrounds and applicable athletic leagues. We strongly suggest that parents, coaches, and players contact their playground Site Facilitator for any assistance needed.

---

## **Purpose of the Rules and Eligibility Committee**

The purpose of the NORDC Rules and Eligibility Committee is to determine the rules and regulations pertaining to the playing of games and environment as well as regulations pertaining to the eligibility of players.

The Committee shall consist of one (1) coach from each of the (4) districts , three (3) NORDC Site Facilitators, one (1) industry expert, and one (1) official.

The NORDC Rules and Eligibility Committee, at the request of the Athletic Director, will provide recommendations on rules and eligibility interpretations.

NORDC Rules and Eligibility Committee members shall serve no more than a two (2) year term.

## Table of Contents

Volleyball Rulebook .....	1
<i>Program Focus &amp; Overview</i> .....	6
CODE OF CONDUCT .....	7
SUBSTANCE USE.....	7
INAPPROPRIATE BEHAVIOR.....	7
NOTICE OF CRIMINAL PROCEEDINGS .....	7
GOOD SPORTSMANSHIP .....	7
COMMUNITY RELATIONS .....	7
ORGANIZATION .....	8
New Orleans Recreation Development Commission .....	9
Coaches Code of Conduct.....	9
New Orleans Recreation Development Commission .....	10
Coaches Code of Conduct.....	10
Results of Violations.....	10
<i>2016 Season Timeline</i> .....	11
<i>Programmatic Philosophy, Objectives and Eligibility</i> .....	13
SECTION 1: AGE RESTRICTIONS .....	14
SECTION 2: NORDC VOLLEYBALL & ATHLETIC DISTRICTS .....	14
2.1 NORDC Volleyball Districts .....	14
2.2 NORDC Athletic Districts Boundaries.....	14
SECTION 3: RESIDENCY & DUAL PARTICIPATION.....	15
3.1 Residency Exceptions .....	15
SECTION 4: PLAYER ELIGIBILITY VIOLATIONS .....	15
<i>Safety Policies</i> .....	16
SECTION 5: FLEXIBILITY & STRETCHING .....	17
5.1 Dynamic stretching (PRE -EVENT).....	17
5.2 Static stretching (Post-Event) .....	17
5.3 Ballistic Stretching.....	17
5.4 Stretching Recommendations .....	17
SECTION 6: CONDITIONING & PRACTICES.....	17
6.1 Preparation .....	17
6.2 Conditioning .....	17
6.3 Practice Structure/Scheduling.....	18
<i>First Aid &amp; Emergency Policies</i> .....	19
SECTION 7: FIRST AID.....	20
SECTION 8: EMERGENCIES.....	20
8.1 Heat Related Illnesses .....	20

8.2 Physical Injuries .....	21
8.3 General Muscles, Bone & Joint Care.....	22
8.4 Safety Precautions.....	23
<i>Concussion Protocol</i> .....	24
SECTION 9: SIGNS AND SYMPTOMS .....	25
SECTION 10: ACTION PLAN.....	25
<i>Game Policies &amp; Procedures</i> .....	26
SECTION 11: SCHEDULES, PROTESTS, FORFEITURES & SUSPENSIONS .....	27
11.1 Scheduling.....	27
11.2 Protests .....	27
11.3 Team Rosters .....	27
11.4 Coaching Staff Roles & Responsibilities.....	27
12.1 Players.....	28
12.2 Substitution .....	28
12.3 The Match .....	29
13.1 Court .....	30
13.2 Net.....	31
13.3 Ball.....	31
<i>Appendices</i> .....	32
APPENDIX 1: Bounceball Rules .....	33
APPENDIX 2: Battery of A School or Recreation Athletic Contest Official Law .....	35
APPENDIX 3: Post Concussion Medical Clearance Form .....	36
APPENDIX 4: Playground Transfer Form.....	37
APPENDIX 5: NORDC Volleyball Glossary.....	38
APPENDIX 6: Athletic Protest Form .....	39

# *Program Focus & Overview*

---

## **CODE OF CONDUCT**

The New Orleans Recreation Development Commission (NORDC) encourages people in the New Orleans community to become volunteers on playgrounds and in all of our recreational programs. The safety and security of our participants is our foremost concern. It is the responsibility of NORDC to ensure that our facilities are safe play areas for children and completely free from any form of abuse or inappropriate behavior. We encourage good sportsmanship, fun, and personal improvement over an atmosphere of fierce competition.

For the above stated reasons, all volunteers must comply with appropriate Codes of Conduct as described below. All volunteers must submit a background check from the New Orleans Police Department. Background checks will be valid for a period of one (1) year and will need to be resubmitted following that period. All applications are subject to screening by the New Orleans Police Department.

## **SUBSTANCE USE**

Substance use is strictly prohibited on all NORDC facilities and during the management of any NORDC programs. Any volunteers who participate in the unlawful manufacturing, use, sale, purchase, transfer or possession of illegal substances while involved with NORDC will be turned in to the police department and prosecuted to the fullest extent of the law. NORDC volunteers are not allowed to drink alcohol at any NORDC facilities while volunteering.

## **INAPPROPRIATE BEHAVIOR**

All volunteers are strictly prohibited from any inappropriate behavior, including but not limited to that which could be construed as physical (paddling), emotional (name calling), verbal (profanity) or sexual abuse/harassment (inappropriate touching).

## **NOTICE OF CRIMINAL PROCEEDINGS**

Any volunteer who is arrested or otherwise charged with committing a criminal offense, other than a minor traffic violation, must notify their NORDC supervisor immediately. Failure to give prompt and proper notice will constitute grounds for dismissal.

## **GOOD SPORTSMANSHIP**

Volunteers will promote good sportsmanship, team play, personal improvement, leadership skills and ongoing involvement in recreational activities. Any volunteer that does not display good sportsmanship will be dismissed from all NORDC programs and relieved of all volunteer coaching duties. Examples of poor sportsmanship include, but are not limited to, ridiculing of officials, opposing teams or coaches, and use of profanity.

## **COMMUNITY RELATIONS**

Volunteers will display a positive image of NORDC at all times. All interactions with NORDC staff, participants, other volunteers, parents, the media, and members of the community should be based on mutual respect.

## ORGANIZATION

- All teams and coaches participating in sanctioned NORDC Volleyball Leagues will be under the supervision of NORDC and its staff.
- All playing rules will be National Federation of State High School Associations playing rules for this program except where changed within this handbook.
- All coaches are required to complete all NORDC designated clinics, which are Volleyball Coaches clinic and Darkness to Light: Sexual Abuse prevention.
- All coaches must complete a background check.
- All participants must present a valid NORDC-issued identification (ID) card. These I.D. cards must be shown at all pre-game warm ups. Any and all players that do not present the NORDC ID at the time of pre-game warm up will be dropped from the roster and not allowed to play in that particular game.
- All home game sites will be responsible for having a first aid kit and AED on the premises.
- Each team is responsible for having water available to their team players at all times.
- It is the Site Facilitator's responsibility to see that the above rules are **STRICTLY** enforced.

# New Orleans Recreation Development Commission

## Coaches Code of Conduct

- I understand that my responsibilities as a youth coach are of great importance and that my actions have the potential to significantly influence the young athletes whom I coach;
- I understand that many children participate in sports for numerous different reasons, and that the number one reason is to have fun;
- I understand that as a youth coach I am obligated to honor the games rules, opponents, officials, teammates and self, and to teach players to do the same.

**Therefore, by participating as a youth sports volunteer, I will adhere to the following codes:**

**A. I will create an appropriate environment for our children that:**

- Focuses on safety, fun, skill development and education;
- Has a positive lasting impact on the children of our community;
- Promotes building character and learning life skills;
- De-emphasizes a 'win-at-all-costs' attitude;
- Is fair, consistent and best meets the emotional and physical needs of all children;
- Builds a culture where winning is not defined by outcome of competition, but by the individual needs of all the children.

**B. I will act responsibly and do my best to assure that:**

- I provide playing time for every child that is consistent with the rules of NORDC;
- I properly educate players on the importance of teamwork, effort, having fun and playing fair while properly instructing age appropriate fundamentals and skills;
- I provide players with the best education, instruction and organization possible by attending required meetings, clinics and certifications;
- I am familiar with the objectives of the youth sports program. I strive to achieve these objectives and communicate them to my players and their parents;
- I cooperate with the administrator of our organization in the enforcement of rules and I will report irregularities that violate sound competitive practices;
- I provide a healthy and safe environment for my players, which are in accordance with my leagues' safety procedures and provide safe instruction and use of equipment.

**C. I will display appropriate behavior - I understand that violation of the following will jeopardize my privilege to coach.**

- I will treat each player, opposing coach, official, parent or administrator with respect and dignity, and refrain from using profanity, intimidations tactics and inappropriate language;
- I will uphold the authority of officials who are assigned to the contest in which I coach, and I will assist them in every way to conduct fair and impartial competitive contests.

**D. Terminal behavior - I understand that violation of the following codes will result in immediate termination of my privilege to coach with NORDC.**

- I will never coach under the influence of drugs or alcohol.
- I will never initiate or participate in any form of verbal or physical assault on staff, volunteer, official, parent or child.

The New Orleans Recreation Development Commission reserves the right to take appropriate disciplinary action involving any coach in violation of the code of conduct.

With my signature, which I voluntarily affix to this contract, I acknowledge that I have read, understood and will do my best to fulfill the promises made herein.

\_\_\_\_\_  
Coach Name (Print)

\_\_\_\_\_  
Coach Signature

\_\_\_\_\_  
Date

## New Orleans Recreation Development Commission

### Coaches Code of Conduct

#### Results of Violations

Violations of the ***Coaches Code of Conduct*** will result in written documentation, advisory consultation and possible disciplinary action. The following data outline the disciplinary procedures of the New Orleans Recreation Development Commission. Failure to fully understand the NORDC Code of Conduct policy does not exempt one from the ramifications if such rules are violated whether intentionally or unintentionally.

- **Conduct Codes A and B**
  - Any violation under codes A and/or B will result in verbal consultation by the NORDC Recreation Activities Coordinator and/or Athletic Director;
  - A second violation under codes A and/or B will result in a sit-down consultation between the NORDC Recreation Activities Coordinator and/or the Athletic Director and the coach. Suspension of the coach's privilege to manage/coach NORDC youth sports programs for, at minimum, 1 game will accompany;
  - A third violation under codes A and/or B will result in termination of the coach's privilege to manage/coach NORDC youth sports programs.
- **Conduct Code C**
  - Any violation under Code C will result in a sit-down consultation between the NORDC Disciplinary Committee and/or Athletic Director. Suspension of the coach's privilege to manage/coach and attend NORDC youth sports programs for, at minimum, 2 games, will accompany;
  - A second violation under Code C will result in termination of the coach's privilege to manage/coach NORDC youth sports programs.
- **Conduct Code D**
  - Any violation under Code D will result in termination of the coach's privilege to manage/coach NORDC youth sports programs.

Anyone with knowledge of a violation of the rules listed in NORDC Code of Conduct who fails to report them to the NORDC Athletic Department will result in disciplinary action.

## *2016 Season Timeline*

---

## 2016 SEASON TIMELINE

May 30 <sup>th</sup> , 2016	Registration Begins
June 25, 2016	Rules & Skills Clinic
June 20 <sup>th</sup> , 2016	Practice Begins
June 27 <sup>th</sup> , 2016	Registration Ends
July 12 <sup>th</sup> , 2016: 7pm to 8pm	East Bank Parent Meeting at Lyons Rec Center
July 13 <sup>th</sup> , 2016: 7pm to 8pm	Westbank Parent Meeting at Cut Off Rec Center
July 16 <sup>th</sup> , 2016	Regular Season Begins
July 25 <sup>th</sup> , 2016	Last day for roster add ons
August 15 <sup>th</sup> , 2016	Regular Season Ends
August 16 <sup>th</sup> -August 19 <sup>th</sup> , 2016	Post Season Begins
August 20 <sup>th</sup> , 2016	Championship Saturday
August 23 <sup>rd</sup> , 2016	Season Wrap Up Meeting

# *Programmatic Philosophy, Objectives and Eligibility*

---

The competitive balance and integrity of the NORDC Volleyball program are maintained by strict adherence to the following eligibility criteria. Coaches and supervisory personnel must make every effort to assure that players and their parents are aware of and are in compliance with these criteria. Failure to do so may result in teammates being exposed to games lost due to forfeiture.

## SECTION 1: AGE RESTRICTIONS

Participants must play in their correct age classification as specified within the rules and regulations below. Additionally, **the players cannot reach 9, 13, and 16 years of age by October 1<sup>st</sup> of the current calendar year.**

Participants can only play up one (1) age division. For example, a Sophomore can't play in the Varsity age group; they can either play amongst other sophomores or on a Jr. Varsity team. A participant cannot play in more than one age group.

The NORDC Volleyball Program shall also be divided into three (3) separate age Divisions. The Divisions are as follows:

- Sophomore – 9-10
- Jr. Varsity – 11-12
- Varsity – 13-15

## SECTION 2: NORDC VOLLEYBALL & ATHLETIC DISTRICTS

### 2.1 NORDC Volleyball Districts

The NORDC volleyball districts shall be divided as follows:

- EAST – NORDC Lakeshore District & Downtown District
- WEST-NORDC Uptown District & Algiers District

### 2.2 NORDC Athletic Districts Boundaries

#### *Lakeshore District*

Beginning at Lake Pontchartrain and the Jefferson Parish Line, South on the Jefferson Parish Line to the Southern Railroad tracks north of Marguerite Street. East along the Southern Railroad tracks to the Pontchartrain Expressway. South along the Pontchartrain Expressway to City Park Avenue. East along City Park Avenue to Wisner Boulevard. North along Wisner Boulevard to Interstate 610. East along I-610 and I-10 to the Industrial Canal. South along the Industrial Canal to the Mississippi River Gulf outlet. East along the Mississippi River Gulf outlet to the St. Bernard Parish line. East along the St. Bernard Parish line to the Rigolets. West through the Rigolets and Lake Pontchartrain to the Jefferson Parish line.

#### *Downtown District*

Beginning at the Mississippi River and Pontchartrain Expressway, North along the Pontchartrain Expressway to City Park Avenue. East along City Park Avenue to Wisner Boulevard. North along Wisner Boulevard to I-610. East along I-610 and I-10 to the Industrial Canal. South along the Industrial Canal to the Mississippi River Gulf outlet. East along the Mississippi River Gulf outlet to the St. Bernard Parish line. West along the St. Bernard Parish line to the Mississippi River. West along the Mississippi River to the Pontchartrain Expressway.

### *Uptown District*

Beginning at the Mississippi River and the Jefferson Parish line, north along the Jefferson Parish line to the Southern Railroad tracks, north of Marguerite Street. East along the Southern Railroad tracks to the Pontchartrain Expressway. South along the Pontchartrain Expressway to the Mississippi River to the Jefferson Parish line.

### *Algiers District*

All of Orleans Parish on the westbank of the Mississippi River.

## **SECTION 3: RESIDENCY & DUAL PARTICIPATION**

All participating players shall reside within Orleans Parish and also in the NORDC Athletic district within which they compete.

### **3.1 Residency Exceptions**

**\*\*NOTE:** All requests for an exception must be submitted in writing and become effective upon signed approval from the District Manager and Athletic Director.

## **SECTION 4: PLAYER ELIGIBILITY VIOLATIONS**

Any challenges of the eligibility credentials of a participant will be fully investigated by NORDC prior to assessment of penalties. Participants will be required to produce certified affidavits with backup documentation to support their eligibility status.

- Verified violators, identified by means of protest as outlined in these regulations, or any other means of identification, will result in immediate expulsion from the volleyball program.
- Violators are subject to suspension for the remainder of the year plus one (1) additional athletic program calendar year.

When a player is declared ineligible by the NORDC Volleyball Rules Committee or the NORDC Athletic Director, the following actions will occur:

- The ineligible player's team shall forfeit all games in which the ineligible player's name appeared on the team line up sheet.
- The head coach shall also appear before the NORDC Volleyball Rules Committee for a hearing. After the committee determines the coach's involvement, the head coach will be suspended for one (1) year, with no further coaching responsibilities.

# *Safety Policies*

---

## SECTION 5: FLEXIBILITY & STRETCHING

Flexibility exercises are to be incorporated into the conditioning program utilized during preseason and regular season workouts. Increasing the flexibility of an athlete causes players to be less injury prone and more likely to perform with higher ability.

### 5.1 Dynamic stretching (PRE -EVENT)

Putting players through a dynamic warm up involves constant movement of chosen joints and muscles. With this type of warm up, each coach seeks to add flexibility, loosen all muscle groups, and increase the core body temperature of the players. These types of stretches lend to better foot speed, power, range of motion, and explosiveness. The dynamic stretching will help to limit cases of injury among players due to muscles being properly exercised on a regular basis before participation.

### 5.2 Static stretching (Post-Event)

A stretch that is held in a challenging but comfortable position for a period of time, usually somewhere between 10 to 30 seconds is considered a static stretch. Static stretching is the most common form of stretching found in general fitness and is considered safe and effective for improving overall flexibility.

### 5.3 Ballistic Stretching

This form of stretching is **STRICTLY PROHIBITED**. Ballistic stretching is a form of passive stretching or dynamic stretching in a bouncing motion. Ballistic stretches force the limb into an extended range of motion when the muscle has not relaxed enough to enter it. A ballistic stretching example would be a hurdler's stretch where the trunk of the body bounces towards the extended leg to stretch the hamstring.

### 5.4 Stretching Recommendations

- Any and all stretching done by players should NOT involve drastic stretching or stretching to the point of pain.
- All stretches are to be done slowly.
- Neck bridging is NOT recommended. The neck bridge exercise is demanding and requires precise technique and focus. It may be dangerous because it places considerable stress on the cervical spine and may cause neck injury.

## SECTION 6: CONDITIONING & PRACTICES

### 6.1 Preparation

- Each coach is REQUIRED to plan all practices in advance.
- Every practice is required to incorporate proper calisthenics and stretching at the beginning of each practice session.

### 6.2 Conditioning

- Any conditioning exercises are NOT to be used as punishment. Site Facilitators will monitor practices to ensure this practice is adhered to.
- Conditioning of players is to concentrate on building cardiovascular strength by incorporating jogging, sprint drills and callisthenic exercises.
- It is extremely important that Coaches ensure that ALL players are properly hydrated by drinking adequate amounts of water before, during, and after workouts.
- The administration of salt tablets, vitamins, any form of medication or sports enhancing additives, drugs, and/or supplements to players is STRICTLY PROHIBITED.

### 6.3 Practice Structure/Scheduling

- No team will be allowed to practice unless their coach is present.
- Practice sessions are to be limited to thirty (30) minute intervals with a ten (10) minute break between each interval. Overall practice sessions must be limited to two (2) hours per day, including break times.
- All practices must end by 9:00pm.
- Practice is to be authorized by a NORDC Site Facilitator/District Manager at times when the playground or gym will be open, with availability to first aid equipment, water, and telephone.

# *First Aid & Emergency Policies*

---

## SECTION 7: FIRST AID

- Coaches shall always be prepared to seek immediate medical attention for any and all injuries that occur.
- NORDC supervisory personnel are trained in first aid and CPR procedures. In emergency situations, coaches are to seek assistance from NORDC supervisory personnel, as well as a physician, or athletic trainer, nurse or any other emergency medical personnel present at the practice and/or game site.
- Any and all injuries, regardless of severity and site of injury, must be reported to the playground Site Facilitator. All details and information about the injury must be accurately documented on a NORDC injury report and submitted in a timely manner.
- Coaches are required to have their players' phone numbers and emergency contacts on file and readily available for use in the event of an emergency situation. Parents must be immediately advised of all injuries.
- Each NORDC playground and gym maintains first aid supplies in a designated area. Coaches are required to know where these supplies are located at their playground for quick accessibility in the event of an emergency situation.
- Each playground and gym is equipped with a first-aid kit.

## SECTION 8: EMERGENCIES

### 8.1 Heat Related Illnesses

Overexposure to heat causes heat related illness. Thirst is the first signal that the body is having trouble with the heat. Heat-related illnesses, such as heat stroke, occur when your body can't keep itself cool. The body normally cools itself by sweating. As sweat evaporates from the skin, it lowers body temperature. But on hot, humid days, moisture in the air keeps sweat from evaporating fast enough. Once the signs and symptoms of a heat related emergency begin to appear, the player's condition can quickly become life threatening. Recognizing heat related signs and symptoms in its early stages increases the chances of reversing symptoms.

#### *Heat Cramps*

These are short, severe cramps in the muscles of the leg, arm or abdomen that can happen during or after heavy exercise in extreme heat. Heavy sweating uses up the body's supply of salts, which causes the cramps. Heat cramps also may be a symptom of heat exhaustion.

#### Treatment:

- Have the player rest in a cool place.
- Give cool water to drink.
- Lightly stretch the muscle and gently massage the area.
- When the cramps stop completely, the player can usually start activity again under high supervision if there are no other signs or symptoms of illness.
- Encourage the player to continue drinking plenty of fluids.
- Carefully monitor the player for further signs or symptoms of heat-related illness.

#### *Heat Exhaustion*

Heat exhaustion occurs when a person spends time in a hot environment without drinking enough fluids. Symptoms include extreme thirst, fatigue, weakness, clammy skin, nausea or vomiting, and rapid breathing.

#### Treatment:

- Move player to **cooler** environment with circulating air while applying wet towels.

- Loosen or remove clothing.
- If player is conscious, give four (4) ounces of water to drink every fifteen (15) minutes, but do not limit the player's water intake.
- Discontinue player's participation in practice or competition even if symptoms subside.
- Carefully monitor the player for any changes in condition and/or additional signs or symptoms of a more serious condition.

### *Heat Stroke:*

Heat stroke is a **SERIOUS LIFE THREATENING MEDICAL EMERGENCY**. Call 911. The most serious heat-related illness, heat stroke occurs when body temperature rises too rapidly, to as much as 106°F or higher within 10 to 15 minutes. Heat stroke can cause death or permanent disability if emergency treatment is not provided. Symptoms of heat stroke include red, hot and dry skin, no sweating, and rapid, weak pulse.

### Treatment:

- Move player to **cooler** environment with circulating air while applying wet towels.
- Keep player lying down---if vomiting, place player on their side.
- Remove/loosen any tight clothing.
- Apply cool, wet cloths. Ice packs should be applied on player's wrists and ankles, on the groin, each armpit, and on the neck to cool the large blood vessels. Cool the athlete as quickly as possible by submerging their body in an ice bath, by spraying them with a cold hose, or by covering their core in ice. Apply directly to skin **DO NOT APPLY RUBBING ALCOHOL.**
- If player is conscious, give four (4) ounces of water to drink every fifteen (15) minutes, but do not limit the player's water intake. Call 911 immediately whether the athlete is conscious or not, as this is a life threatening condition.
- 

## **8.2 Physical Injuries**

When a player is injured, be careful and be sure to leave the player lying flat, especially when a head, neck, or spine injury is involved. Leave the athlete in the position that they are found unless the athlete is not breathing or has no pulse and needs CPR/AED response. Do not move the player, get medical treatment right away.

### *Bruises*

The simplest type of closed wound is a bruise. This occurs when an injury causes blood and other fluids to seep into the surrounding tissues, which results in the area swelling and changing color.

### Treatment:

- Elevate injured part as long as **IT DOES NOT CAUSE MORE PAIN.**
- Apply wrap ice with a damp cloth or small bag of ice to the injured area for a period of about 20 minutes. Place a thin cloth barrier between the ice and bare skin. Remove the ice for 1 hour before reapplying.

**\*\*NOTE:** Do not assume that all closed wounds are minor injuries. **Physician or athletic trainer should examine the player to determine whether or not more serious injuries could be present. If physician or athletic trainer is not available the 1<sup>st</sup> responder should proceed within their scope of practice.** Should the player have any of the following signs/symptoms, 911 should be called immediately:

- Player complains of severe pain or cannot move a body part without pain.
- The force that caused the injury was great enough to cause serious damage.
- The injured extremity is blue or extremely pale.

## Fractures

Closed fractures are a complete break, chip or a crack in a bone and the most common type of fracture. Open fractures are more dangerous due to bone breaking the skin, which will cause risk of infection and severe bleeding.

**Always suspect a serious injury when any of the following signals are present:**

- Significant deformity
- Extreme bruising and swelling
- Inability to normally use the affected part
- Bone fragments sticking out of a wound
- Player complains of feeling bones grating
- Player felt or heard a snap or pop at the time of injury
- Injured area is cold to the touch and/or the affected area feels numb
- Cause of the injury suggests that the injury may be severe

**\*\*NOTE:** If the fracture involves a large bone such as the thigh, has severed an artery and/or is affecting breathing, the injury is life threatening and 911 should be called immediately.

## 8.3 General Muscles, Bone & Joint Care

### Remember *RICE!*

- **Rest.** Rest and protect the injured or sore area. Stop, change, or take a break from any activity that may be causing your pain or soreness.
- **Ice.** Cold will reduce pain and swelling. Apply an ice or cold pack right away to prevent or minimize swelling. Apply the ice or cold pack for 15 to 20 minutes, 3 or more times a day. Do not apply ice directly to the [skin](#). Place a towel over the cold pack before applying it to the skin.
- **Compression.** Compression, or wrapping the injured or sore area with an elastic bandage (such as an Ace wrap), will help decrease swelling. Don't wrap it too tightly, because this can cause more swelling below the affected area. Loosen the bandage if it gets too tight. Signs that the bandage is too tight include numbness, tingling, increased pain, coolness, or swelling in the area below the bandage. Talk to your doctor if you think you need to use a wrap for longer than 48 to 72 hours; a more serious problem may be present.
- **Elevation.** Elevate the injured or sore area on pillows while applying ice and anytime you are sitting or lying down. Try to keep the area at or above the level of your [heart](#) to help minimize swelling.

### *Splinting*

- Splint only if the person must be moved or transported by someone other than emergency medical personnel.
- Splint only if you can do so without causing more pain.
- Splint an injury in the position you find it.
- Splint the injured area and the bones or joints above and below the injury.
- Check for circulation (feeling, warmth and color) before and after splinting.

**\*\*NOTE:** HEAD, NECK AND BACK INJURIES MAY CAUSE UNINTENTIONAL DEATH OR LIFELONG NEUROLOGICAL DAMAGE----CONTACT 911!!! **Player should not be moved.**

## 8.4 Safety Precautions

### *Bodily Fluids/Blood*

NORDC employees, league commissioners and volunteer coaches are to be aware of and monitor situations during practice and competitions, when there is an injury that results in blood being present. Good hygiene shall be practiced. Towels, uniforms, cups and water bottles should not be shared. Staff and volunteers must be cognizant that anytime there are blood and body fluids present, there is the possibility that those fluids may transmit infectious disease. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids are considered potentially infectious.

Before competing, all players must cover wounds on their body. Practice or competition must be stopped and any injured player must be immediately attended to.

In the event of injury or sickness involving blood or bodily fluids, the following procedures must be followed:

- If at all possible, the injured person shall render first aid to himself and cover his own wound.
- If blood is visible on an athlete's uniform, athlete must be removed until blood is completely removed. Any wound need to be covered completely before returning to activity.
- When rendering first aid, protective gloves must be worn when it is anticipated blood or bodily fluids are involved.
- Clean gloves must be worn for each individual treated.
- Do not wear the same gloves for multiple injured parties.

# *Concussion Protocol*

---

## SECTION 9: SIGNS AND SYMPTOMS

Players who experience any of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

SIGNS OBSERVED BY COACHING STAFF	SYMPTOMS REPORTED BY PLAYER
Appears dazed or stunned	Headache or “pressure “ in head
Is confused about assignment or position	Nausea or vomiting
Forgets instructions	Balance problems or dizziness
Is unsure of game score or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to sound
Loses consciousness (even briefly)	Feeling sluggish, hazy, foggy, or groggy
Shows, mood, behavior, or personality change	Concentration or memory problems
Can’t recall events prior to hit or fall	Confusion
Can’t recall events after hit or fall	Does not “feel right” or is “feeling down”

## SECTION 10: ACTION PLAN

If you suspect that a player has a concussion, the following four (4) steps should be taken:

1. If an athlete loses consciousness at all, the athlete must be removed and EMS must be called if parent/ guardian is not present.
2. Keep the player out of play the day of the injury and until an appropriate health care professional (Concussion specialist or a neurologist) has provided written clearance to return to practice and play. (*See Post Concussion Medical Clearance Form in the appendix section*)
3. The coach should inform the player’s parents or guardians about the possible concussion and provide the fact sheet on concussion.
4. Keep the player out of play the day of the injury and until an appropriate health care professional has provided written clearance to return to practice and play. (*See Post Concussion Medical Clearance Form in the appendix section*)
5. An official has the authority to remove an athlete if he/she exhibits or suspects a concussion.

***WHEN IN DOUBT, SIT THEM OUT...***

# *Game Policies & Procedures*

---

## SECTION 11: SCHEDULES, PROTESTS, FORFEITURES & SUSPENSIONS

### 11.1 Scheduling

There will be no changes to the regular schedule of games, except for extreme emergencies, weather conditions, or if deemed necessary by the Athletic Director.

### 11.2 Protests

Protests for the current season must be submitted in writing by the Head Coach to the Site Facilitator. After review and verification, the Site Facilitator submits the recommended protest in writing to the respective District Manager. The grounds for protest include the following:

- Eligibility
- Residence
- Validity of identification; and
- Dual participation.

**\*\*NOTE:** The burden of proof, once team rosters have been accepted, will be on the protesting party. If proven to have ineligible player(s), appropriate penalty will apply.

All validated protests will be reviewed by the NORDC Volleyball Rules Committee and a decision will be rendered within forty-eight (48) hours of receipt of the protest. Protests made after the regular season is over will not be ruled upon until after the championships.

### 11.3 Team Rosters

The official team roster is a vital document that allows NORDC to verify the credentials of players at game sites. The official team roster will be distributed by NORDC.

- The maximum number of players per roster is twelve (12) players: ABSOLUTELY NO EXCEPTIONS.
- If a player is denied participation because of roster limitations, that player may choose to play at another available park.
- All coaches' names must appear on all rosters. The maximum number of coaches allowed is three (3): one (1) head coach and two (2) assistants.
- The player registration forms and age verification must be submitted in order for players to be eligible.
- Duplicate numbers on player uniforms are STRICTLY PROHIBITED; each player must have a distinct jersey number.
- After NORDC rosters are distributed, transfer from roster to roster will only be allowed if a team folds before the last day of roster add ons. After the last day of roster add ons, transfers from roster to roster is prohibited by rule.

**\*\*NOTE:** In cases of personal emergencies and/or where necessary for maintaining a competitive balance, the NORDC Athletic Director reserves the right to consider roster transfers after the last day of roster add ons deadline set in the timeline.

### 11.4 Coaching Staff Roles & Responsibilities

- Any and all coaching staff is required to give consent for NORDC to conduct a background check. The background check includes but is not limited to sex offender registries maintained by the Louisiana State Police, child abuse and criminal history records. The appointment of a volunteer is conditional upon receiving no inappropriate information on the background check.
- Coaches and Site Facilitators are responsible for knowing and abiding by all the policies, procedures, rules, and regulations outlined in this manual, where applicable.

- Coaches are required to attend the NORDC rules clinic meeting. Any coach failing to attend rules clinic meetings or subsequent make up clinic will not be allowed to coach.
- All coaches are expected to set a positive example, especially in their behavior and sportsmanship, to their team. The use of PROFANITY is **STRICTLY PROHIBITED AT ALL TIMES**.
- Ridicule or harassment of officials by coaches or members of his team, the opposing team, or otherwise, will not be tolerated.
- Coaches are required to keep their respective team on the court during a match. If any coaches remove their team during the match, they will be subject to dismissal by NORDC.
- NORDC coaches are not allowed to serve as officials in matches within the same class or division as their team.
- Coaches ejected from a game are required to immediately leave the facility, are suspended from their team's next game, and may not attend the game from which they are suspended. If a suspended coach returns to the facility after the game and engages in unsportsmanlike conduct such as confronting a game official, the suspended coach shall be subject to further disciplinary action.
- All head coaches are responsible for ensuring that only members of the coaching staff are on the bench. **\*\*REMINDER:** – each team may have one (1) head coach and two (2) assistant coaches, and their names must be listed as such on the team roster.
- Upon request, each team is allowed to have one (1) video camera on the sideline and a safe distance for the court.

## 11.5 Forfeitures

- There will be NO GRACE PERIOD: If a team is late for the first set, it is a forfeit. Ten minutes later will be forfeiture of second and third sets.
- Any park that forfeits more than two (2) matches in the regular season will be ineligible for the playoffs.

## SECTION 12: GENERAL PLAYING RULES

### 12.1 Players

- Each team must list the first and last names of players on the line up sheet.
- A team may not begin with fewer than 6 players at the start of the game. If for any reason a team is reduced to fewer than 6 players before the start of the game, that team shall forfeit. During the match, if a player is injured, a team shall be able to play with less than 6 but no less than 4 players on the court.
- Although NORDC Volleyball is coed, only two (2) boys can be on the court during a set for each team. Boys are also not allowed to spike within the 10 foot line.

### 12.2 Substitution

- A team can request a substitution at the start of a set or during a time-out. You can substitute more than one player at a time. The referee must authorize all substitutions and the scorer must record them. The coach, captain, or incoming substitute may make a request for substitution from the referee only when the ball is dead.
- Players entering or leaving the court during a substitution in the must cross the sideline between the attack line and the scorer's table (Sub Zone). If a player fails to report to the sub zone, he/she is considered legally substituted after the penalty of point or side-out has been

awarded. The incoming player must take the position and place in the serving order of the player for whom he/she is substituting. No change shall be made in order of rotation.

### 12.3 The Match

- Matches shall be 45 minutes in length, except during playoffs and championships where no time limit will be assessed. Allowing for 15 mins of warmup time prior to the start of the match. Rest period between sets shall be 3 minutes. If time runs out and there is still one set to play, then 15 minutes will be added to play.
- Each team is allowed 2 time outs per set; the clock will stop on time outs.
- Matches will be decided by the best two out of three games.
- Sets will consist of 25 point rally score, except the third set which will be 15 point rally score. Teams must win by at least two points; teams will change sides after each set.
  - **EXCEPTIONS:**
    - **Sophomores will play 15 point rally score for all three sets.**
- A coin shall be tossed for the two captains. The winner of the toss may choose to take either the first service during the first game, or his/her choice of own court; the loser then takes whatever choice is left. At the beginning of subsequent games, the team that received first in the previous set shall have first serve in the following set. If a third set is necessary, a tossing of a coin will determine who will serve.
- At the start of each set, the ball shall be put in play by the player in the right back position from within the serving area of his/her own court.
- The serving order must be followed by both teams. All six players must be included in any serving order.
  - Each player has one term of service each time the proper serving order is repeated.
  - Service shall alternate as side-out is called.
  - Whenever a service is interrupted by time out or exchange of courts in the third game, and not ended by side-out, the player is not considered to have completed his/her term of service.
- Rotation does not occur until the first server from both teams has completed his/her first term of service. Thereafter, the team receiving the ball for service shall immediately rotate positions.
- The server may:
  - Hit the ball directly out of the holding hand.
  - Hit the ball after tossing it from the holding hand.
  - Hit the ball with one hand, opened or closed.
  - Hit the ball with the arm.
  - In the sophomore league, one service assist is permitted.
- If a player serves out of turn, side-out shall be called as soon as the mistake is discovered, and any points made on the service before the error was discovered shall give the other team a point. The serving order shall be corrected immediately.
- The ball must be given immediate impetus at contact. A player may not hit the ball twice in succession. In playing the ball, a player may use any part of the body. The ball cannot rest or roll on any part of the body.
- The ball may be contacted a total of three times by a team before it is sent over the net. Block does not count as a contact.
- If two or more players of the same team contact the ball simultaneously, it is considered continued play, and players involved may participate in the next play. The next play should be counted as an additional contact.
- **BALL CROSSING THE NET**
  - Some part of the ball must pass over the net or within the two antennas.

- If the ball touches the net on the return, it must touch the net between the antennas and go over into the opponent's court.
- A ball striking the net and going over is still in play.
- The ball may be played when any part of it has crossed the top of the net. It is not essential for the entire ball to be on a player's side of the net before it is played.
- NET PLAY
  - A ball other than a service may be recovered from the net provided the player avoids touching the net.
  - If two or more players from opposing teams contact the ball simultaneously above the net, any of the players involved are eligible to participate in the next play which shall be considered the first of three contacts allowed to the team.
  - If one or more player(s) is attempting to block and is contacted by the ball, this player is eligible to participate in the next contact, which shall be considered the first contact or that team.
- A ball touching a boundary line is good.
- The ball is dead
  - After an official's decision which temporarily suspends play due to an infringement of a rule.
  - At any time deemed necessary by the referee.
- At the beginning of a new set, the players may be re-arranged in their positions at the beginning of a new set. The scorers and referees shall be notified of change in positions of players and serving order.
  - PLAYERS CANNOT CHANGE POSITIONS AFTER THE GAME STARTS.

## 12.4 Fouls

FOULS: THE PENALTY FOR FOULS IS A SIDEOUT OR POINT.

- Server uses two hands on serve.
- Server steps on serving line while serving.
- The ball touches the net on serve and does not go over.
- Touching the net or reaching over the net to play the ball. However, a follow through over net is legal.
- Failure to rotate.
- Failure to receive acknowledgement from the referee before serving.
- Four or more hits on one side.
- A player plays the ball twice in succession
- Ball caught, pushed, lifted, rolled on body is an illegal hit.
- In a volley players are allowed to play the ball off the net. If the ball is hit into the net on the third hit and does not go over, the point is awarded to the other team.

## SECTION 13: PLAYING AREA AND EQUIPMENT

### 13.1 Court

- The playing surface shall be a rectangular court 60-feet long and 30-feet wide, including outer edge of lines, free from obstructions and having a height of 26 feet or more which is free from apparatus and other obstructions or projections. A height of 30 feet or more is recommended.
- **Ceiling Rule:** On first or second hit, if the ball hits the ceiling or other apparatus on the offensive side, play will continue. If the ball hits the ceiling or other apparatus after any hit on the offensive side before landing on the defensive side of the ball, it will be considered a defensive point and loss of serve.

- **Boundary Lines:** The boundary lines of the court shall be two inches in width. Lines shall be at least six feet from walls or any obstructions, or ground rules must be established. These lines on the short sides of the court shall be termed the end lines; those on the long side, the sidelines.
- **Center Line:** There shall be a center line, parallel to and equal distance from the end lines.
- **Serving Area:** The serving line will extend the entire width of the back end lines. If space behind the end line is less than 6 feet, the serving area shall extend into and be marked on the court at the necessary distance to allow for minimum depth.
  - **Sophomore league players are permitted to serve within 5 feet of the end line.**
- **Ten Foot Line:** There shall be a 10-foot line two inches in width, 10 feet from the center line and parallel to the end lines. Measurement of the 10 foot line shall be from the middle of the center of each 10-foot line.
- **Visible Scoreboard:** A visible scoring device shall be part of the equipment for an official game. The scoreboard shall be in a position which is visible to the teams and spectators.

### 13.2 Net

The net shall be 3 feet wide overall and 32 feet in length when stretched. It shall be made of 4 inch square mesh of black or dark brown No. 3 thread. The net shall be bound top, ends, canvas, two inches wide, shall be sewn to the top of the net, through which shall be run a wire cable ¼ inch in diameter. The net shall be tightly stretched by the four corners between walls or uprights which are entirely outside the court, and it shall cross the court midway between the end lines and parallel to them. The cable shall be drawn tightly. The top to the net shall be level and measure as follows:

Ages		Net Height
9 – 10	Sophomores	6’0” – TO THE GROUND
11 – 12	Juniors	6’6” – TO THE GROUND
13 – 15	Seniors	7’0” – TO THE GROUND

A vertical tape marker shall be placed on the net at a point directly above each sideline. The marker shall be 2 inches in width and shall extend from the top to the bottom of the net.

### 13.3 Ball

- The ball shall be spherical and have molded leather. It shall measure from 26-27 inches in circumference, weigh from 7-9 ounces and shall be inflated with 5-7 pounds of air pressure.

# *Appendices*

---

## APPENDIX 1: Bounceball Rules

The following is a general guide to playing the game of Bounceball. Should a more specific situation arise, the answer may be found in the 2014 Volleyball Rule Book. The National Federation Volleyball Rule Book will determine all legal or illegal hits.

### 1:00 EQUIPMENT:

1:01 A net three (3') feet wide shall be placed such that the net height is:

- ☒ Four (4') from the floor for the 8 and under league
- ☒ Five (5') from the floor for the 9-10 league.

1:01:02 Regulation volleyball will be used.

1:03 OBJECT OF THE GAME: To hit the ball back and forth over the net trying to prevent the ball from becoming dead on your side of the court and at the same time, trying to return the ball in such a manner that the opponents cannot return it.

1:04 Six (6) players compose a team.

☒ Three (3) players on each row (right front, right back, center front, center back, left front, and left back).

1:05 The server may hit the ball directly over the net or may hit the ball so that it bounces once inside his/her own court and is hit over the net by the **center front player only**.

1:06 The ball in play may be volleyed from a bounce or may be hit while in flight (this does not apply to the serve – See rule 12:04). Once the ball bounces outside of the volleyball court, the ball becomes dead.

1:07 The ball, after hitting a player above the waist, will be considered still in play.

1:08 Players are not permitted to catch, scoop or lift the ball. Ball may be played with both hands. The same hits legal in volleyball will be legal in bounceball.

1:09 No more than three (3) players may play the ball on one side of the net. Players may touch the ball twice before it is returned, but not twice in succession.

1:10 **Players will rotate clockwise. Rotation will occur when teams win service.**

1:11 Bounceball will use rally scoring. Rally Scoring Format

## 2:0 RALLY SCORING FORMAT:

- ☑ 2 out of 3 games
- ☑ 21-point games (no cap – must win by 2) for bounceball.
- ☑ 15-point deciding game (no cap – must win by 2)
- ☑ Include let serve (This is when a ball that is served, hits the net without touching the net antenna and continues across the net into the opponent's court.)
- ☑ 2 timeouts per game
  
- ☑ Every service, except replay or re-serve, results in a point.
- ☑ If the serving team wins the rally, it receives a point and continues to serve.
- ☑ If the receiving team wins the rally, it receives a point and the ball for service.
- ☑ If the serving team or player is assessed a penalty; the opponent is awarded a point and the ball for service.
- ☑ It is not necessary for the winning team to be serving at the time the winning point is scored.

## 3:0 FOULS:

3:1 The penalty for the following fouls is loss of serve:

- A. Server using two hands on service.
- B. Server steps on baseline while serving.
- C. Ball touching the net on the serve.
- D. Reaching over or under the net to play the ball. (NOTE: A follow-through is legal.)
- E. Failure to rotate.
- F. Hitting the serve from a bounce (NOTE: Ball must be hit from held position.)

3:2 The penalty for these fouls is a “side out” or point:

- A. Four hits on one side.
- B. Player plays the ball twice in succession.
- C. Ball hits a player below the waist.
- D. Ball is caught, pushed, lifted, kicked or rolled on body (any illegal hit).
- E. Ball bounces more than once inside the court without being played.
- F. Touching the net or reaching over or under the net to play the ball (NOTE: A follow-through is legal.)

3:3 Legal hit must bounce inside of the court dimension.

3:4 Officials, due to the structural differences of our facilities, should define non-playable areas before the start of the game.

3:5 If the server hits the ball so that it bounces once inside his/her own court and is hit by center front player and the ball hits the net; it is a loss of serve.

3:6 If server directly hits the ball over the net, and the ball hits the net, it is a legal serve.

## APPENDIX 2: Battery of A School or Recreation Athletic Contest Official Law

LSA-R.S. 14:34.4

A.(1) Battery of a school or recreation athletic contest official is a battery committed without the consent of the victim when the offender has reasonable grounds to believe the victim is a school athletic or recreation contest official.

(2) For purposes of this Section, "school athletic contest official" means any referee, umpire, coach, instructor, administrator, staff person, or school or school board employee of any public or private elementary and secondary school while actively engaged in the conducting, supervising, refereeing, or officiating of a school sanctioned interscholastic athletic contest.

(3) For purposes of this Section, "recreation athletic contest official" means any referee, umpire, coach, instructor, administrator, staff person, or recreation employee of any public or quasi-public recreation program while actively engaged in the conducting, supervising, refereeing, or officiating of a sanctioned recreation athletic contest.

B.(1) Whoever commits the crime of battery of a school or recreation athletic contest official shall be fined not more than five hundred dollars and imprisoned not less than forty-eight hours nor more than six months without benefit of suspension of sentence, except as provided in Paragraph (2).

(2) The court, in its discretion, may suspend the imposition of the sentence and place the offender on probation with the condition that he shall perform five days of community service work. Failure to successfully complete the community service work, as determined by the supervisor of the program to which he is assigned, may result in revocation of probation

## APPENDIX 3: Post Concussion Medical Clearance Form



### POST-CONCUSSION MEDICAL CLEARANCE FORM

NORDC rules require a written statement from a physician that authorizes and clears a player to return to competition after being diagnosed with a concussion.

*"If a competitor is determined to have a concussion, he/she shall not be permitted to continue practice or competition the same day. Written approval of a physician shall be required for the player to return to competition. If a physician recommends a player not continue, he/she shall not be overruled".*

The undersigned physician has examined the student player identified below and authorizes/provides clearance for the student player to return to competition on the date and in the event specified below.

**PLAYER:** \_\_\_\_\_

**PLAYGROUND:** \_\_\_\_\_

**SPORT:** \_\_\_\_\_ **RETURN DATE:** \_\_\_\_\_

\_\_\_\_\_  
PHYSICIAN SIGNATURE (MUST BE M.D. or D.O.)

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

**New Orleans Recreation Development Commission**  
5420 Franklin Avenue New Orleans, Louisiana 70122 (phone) 504-658-3052 (fax) 504-658-3050  
www.nordc.org |     NORDCCommission

## APPENDIX 4: Playground Transfer Form



### PLAYGROUND TRANSFER FORM

Pursuant to the policies and procedures in place for all NORDC Athletic participants involved with active sports and the rule established by NORDC, please complete this form accordingly.

#### SECTION I

I \_\_\_\_\_ and Parent \_\_\_\_\_ on \_\_\_\_\_  
(Participant) (Name of participant's Parent) (Date)

\_\_\_\_\_  
Street, City, State & Zip Code

\_\_\_\_\_  
Telephone / Email address

Petition to NORDC to transfer

Temporary

Permanent

from \_\_\_\_\_ to \_\_\_\_\_ for the reason(s) outlined below.

#### SECTION II: REASON FOR TRANSFER REQUEST

---

---

---

---

---

---

---

---

---

---

#### TO BE COMPLETED BY NORDC STAFF ONLY

\_\_\_\_\_  
Parent Signature (Date)

\_\_\_\_\_  
Site Facilitator Signature (Date)

\_\_\_\_\_  
District Manager Signature (Date)

Approve  Disapprove

\_\_\_\_\_  
Athletic Director Signature (Date)

Approve  Disapprove

**Instructions:** Complete all sections where applicable. Submit form and attachments, if any, to the Site Facilitator for signature and submission to the Athletic Director. Maintain the last copy with the Site Facilitator's signature for your records. Once reviewed, a decision will be made and a written response will be forwarded accordingly.

## APPENDIX 5: NORDC Volleyball Glossary



### NORDC VOLLEYBALL GLOSSARY

- 1) **BLOCK** – A defensive play in which player(s) at the net attempt to interfere with the flight of the ball which is being returned by opponents.
- 2) **BODY FOUL** – Ball may touch any part of player on first point of contact, however if it hits another body part of the same player it is considered a body foul.
- 3) **DEAD BALL** – Ball that is temporarily out of play.
- 4) **DOUBLE** – Two consecutive offensive contacts made on the ball.
- 5) **FOOT FAULT** – Server steps on or over the end line at the moment he/she contacts the ball.
- 6) **FOUL** – A fault for which a point of side-out is awarded.
- 7) **ILLEGAL HIT** – Ball visibly comes to rest momentarily on any part of the body which includes foot to top of head. This applies to all techniques used in playing the ball.
- 8) **LEGAL HIT** – Ball that is given immediate impetus with any part of the body which included foot to top of head.
- 9) **LEGAL SERVE** – Putting ball into play over the net into the opponents' court by a player positioned within the serving area.
- 10) **MATCH** – contest between two teams in which the team first winning two games is declared the winner.
- 11) **OUT OF BOUNDS** – Any surface or object outside the court except a player in the act of playing the ball.
- 12) **ROTATION** – Act of shifting positions in a clockwise position starting at the right back position after a side out or change in possession.
- 13) **SERVING ORDER** – Sequence of service of a team's players which coincides with the official method of rotation.
- 14) **SIDE OUT** – Decision following the infringement of the rule by the serving team at which time service is awarded to the opposing team.
- 15) **SPIKE** – A ball (other than a serve) which is hit forcibly from a height greater than the top of the net.

## APPENDIX 6: Athletic Protest Form



### ATHLETIC PROTEST FORM

Pursuant to the policies and procedures in place for all NORDC Athletic participants involved with active sports and the rule established by NORDC, please complete this form accordingly.

#### SECTION I

\_\_\_\_\_ vs \_\_\_\_\_  
(HOME TEAM) (VISITOR TEAM) (DATE OF GAME)

Head Coach Contact Information: \_\_\_\_\_ / \_\_\_\_\_  
Name, Street Address, City, State & Zip Code / Contact Number

#### SECTION II: Complaint Details

---

---

---

---

---

---

\_\_\_\_\_  
Head Coach's Signature

\_\_\_\_\_  
(Date)

#### TO BE COMPLETED BY NORDC STAFF ONLY

\_\_\_\_\_  
Site Facilitator's Signature

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Time received)

\_\_\_\_\_  
District Manager Signature

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Time received)

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Time received)

\_\_\_\_\_  
Football Rules Committee Representative

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Time received)

**Decision:** \_\_\_\_\_

**Instructions:** Complete all required information with specificity, citing rules where applicable. Submit form to the Site Facilitator for review by the District Manager and maintain last copy for your records. Once reviewed by the NORDC Football Rules Committee, the final decision will be provided in writing.