

**2024-2025 Player/Parent Handbook**

Table of Contents

Mission and Philosophy 3

Core Values 3

Club History 5

Board of Directors 5

Commitment 6

Team levels 8

Success Begins With a Positive Attitude 9

Required Paperwork 10

Fundraising 13

Financial Aid 14

Invalid Credit Cards and Returned Checks Policy 14

Players Rules and Policies 15

Tournament Policies 16

Practice Policy 17

Harassment 16

Parents Policy 17

Travel Policy 18

Minor Abuse Prevention Policy 25

Grievance Policy 46

Club Release Policy 47

Helpful Hints 48

Parent Acknowledgement Sign off 51

**Mission & Philosophy**

Mission Statement

Cape Coral Volleyball Academy aims to provide athletes with high-level technical and tactical instruction and a positive learning environment that fosters personal growth and development through a passion for the game of volleyball.

Vision Statement

To become the largest most competitive volleyball club in Lee county, by providing a positive learning experience through the best coaches, inspiring maximum effort and competing in top flight tournaments. Ensuring our athletes have not only the tools to compete on the court, but the rest of their lives.

Cape Coral Volleyball Academy’s Core Values

* Purpose
* Respect
* Integrity
* personal courage
* Sportsmanship
* Academy Philosophy

We are committed to ensuring that every Cape Coral Volleyball Academy athlete has a positive experience that fuels their love of volleyball and competition. We focus on the process over outcomes and developing a growth mindset; in other words, our top priority is always striving to improve and give each athlete the feedback and tools they need to help them improve as a volleyball athlete and person every day. While we do provide our athletes with the highest caliber of volleyball training, it is equally important that athletes learn life lessons that will stay with them long after their volleyball career comes to an end. Our coaches are mentors, role models and above all teachers.

We teach our athletes the game of volleyball including all aspects of skills training, tactical knowledge, and match strategies. Additionally, we teach our athletes to be disciplined, compete and train at full effort, be a positive and supportive teammate, be a problem solver, push beyond their comfort zone, and compete with confidence and enthusiasm. Above all we teach and expect all of our athletes and coaches to conduct themselves with the highest level of integrity and character with a focus on diversity and inclusion. Winning matches is far less important than competing with character, honesty, ethics and effort. All while respecting everyone and everything we encounter along with this wonderful sport we all love. That is the ultimate win.

We expect both our athletes and our coaches to constantly find ways to improve and grow. Our coaches are trained, certified and experienced and meet regularly together to discuss training methods and techniques. These are shared with their teams so that we can learn from one another. The CCVA directors and coaches work together to ensure that each team is receiving the same high-level coaching and to create continuity between all our teams and age groups.

Cape Coral Volleyball Academy is a family. Our older athletes work with and get to know the younger athletes and our teams support and cheer each other whenever we can. We will host club-wide events and fun activities throughout the season to give the athletes and families the chance to get to know each other. Cape Coral Volleyball Academy teams are formed with the goal of creating competitive teams at every age group. We expect a high level of commitment from everyone involved with Cape Coral VA and seek athletes who want to put in the time and work necessary to be the best volleyball player they can be. Our Directors and Coaches share that commitment and work tirelessly to build successful teams and athletes.

WE ARE CAPE CORAL

# CLUB HISTORY

CCVA was formed locally in Cape Coral by a group of hard working and dedicated men that have similar beliefs and passion for the game of volleyball. Jason and Nick were involved with a local club and John was the director of another local club, Jim was the one who brought us all together. One Saturday morning at House of Omelets, CCVA was born and with the four of us working together, there is no obstacle that we cannot overcome.

# BOARD OF DIRECTORS

As of August 2024:

Jason Odebralski, President, Co-Director

Nick Trapani, Vice President, C0- Director, Director of coaches

# CONTACT INFORMATION

Jason Odebralski – 239.209.8809

Nick Trapani – 772.631.6726

Club Address:

2249 Cape Heather Circle

Cape Coral, Fl. 33991

# COMMITMENT

Congratulations! You have been selected to play on one of Cape Coral Volleyball Academy’s (CCVA) travel teams. We want to make sure you are aware of the responsibilities that come with this honor and what CCVA will provide in return.

CCVA is committed to offering volleyball programs to all ages and levels. It is our intention to give each player the chance to work with and be mentored by high quality coaches, to learn valuable life lessons, and to develop lifelong friendships.

I. Your Commitment

1. Non-Refundable Financial Commitment
2. Signed Commitment form

II. What is Included in Club Fees?

1. High Quality Coaching
   1. Coaching Registrations
   2. Coaching Fees

1. Administration Fees, Facility Costs, Insurance, General Liability, Website Fees, etc.

1. Equipment: Volleyballs, Ball Carts, Net Systems, Sport Court, etc.

1. Gym Practice Time

2 to 3 Practices a week and conditioning.

1. Uniforms
   1. 2 Jerseys (2) extra for libero and (1) extra for back-up libero
   2. Practice T-Shirts = 2
   3. ¾ zip up for over jerseys.

4. backpack

D. Tournament Entry Fees

III. Additional Expenses (not included in returning player club fee)

1. Replacement Uniforms (as needed)

1. Travel to Tournaments (including airfare, gasoline, and hotel) and Food – Parents are responsible for their child's travel and eating arrangements

1. Optional Private Instruction/Lessons

1. Camps and Clinics

F. All Expenses **AFTER** the Regional Tournament (if your child's team goes to national tournaments)

\*\*\* AAU Nationals in June will be an option for each team, but this is not part of our main club season. We try to give families the choice to play or not since it is over summer break. Please discuss this option with your team coaches later in the season. \*\*\*

# TEAM LEVELS

1. Red Teams – National team – out of state travel with more college exposure and higher profile tournaments.

1. Black Teams – Regional in state events – Same level of coaching and development without the travel. Lower level of college exposure, but still opportunities to compete in regional – national tournaments.

1. White Teams – Local development level with one- and two-day tournaments. The same level of coaching is provided with a focus on learning the skills to develop into a higherlevel team.

# SUCCESS BEGINS WITH A POSITIVE ATTITUDE

Cape Coral Volleyball Academy is a program you can be proud of, and we work hard to maintain and continue this tradition. In order to make this happen, a positive commitment from administrators, coaches, players, and parents is required.

Our **COACHING STAFF** must be committed to be informed of the latest techniques, strategies, and fundamentals of the game. They must have the ability to motivate our players to their maximum level of performance, patience, and the ability to communicate with positive reinforcement. The coaching staff must assist each player to achieve the goals established by the player.

**PLAYERS** must be committed to the program as established by the coaching staff and to practice. They must play with a competitive attitude and maintain good sportsmanship at all times.

**PARENTS** must be committed to the program as established by the coaching staff and to practice. Parents must **maintain a positive attitude** toward the program a**nd good sportsmanship at all times**. Parents should become knowledgeable of the game, so they can understand how the sport is played and appreciate the efforts of ALL the players.

It is extremely important to our program goals that coaches, players, and parents maintain a positive attitude. We can accomplish our goals if all of us believe in and are committed to the same system.

Some of the most common questions we get from parents are:

My child is on the wrong team -- This generally means that the player is not on what is considered the "number one" team. Methods used to assign players to teams are based on an evaluation conducted in a professional manner, consensus of three or more qualified individuals, and needs of a team. If you think a mistake has been made, please discuss with Director and Head Coach. Please do not involve the player.

My child is not playing the right position -- Often, a player is the shining star on a high school or middle school team at a particular position and is not playing that position at CCVA. There are several reasons for this.

First, you must remember that the competition within CCVA is a lot stronger than on school teams; therefore, the competition for each position is more intense than in a school environment where the number of skilled players is limited.

SUCCESS BEGINS WITH A POSITIVE ATTITUDE cont'd.

Second, the coach may have a particular need at a certain position and the player is the only one with the requisite skills to fill that need. In any event, talk to the coach first about any concern you may have and then support the coach’s decision.

**NOTE:**  Do not, under any circumstance, corner the coach at a tournament. A meeting time should be scheduled to discuss such a matter. CCVA requires a “24-hour rule” for parents to talk to coaches about issues with his/her child’s playing time, team, etc.

My child is not playing enough – This can be a common question. When playing for CCVA at the elite level, players will not always play the same amount of time, and we cannot provide a guarantee of playing time. CCVA does provide a guarantee of the right to practice with players of equal or better ability and, through hard work, to improve skill levels and to compete for the opportunity to play. **Playing time is earned, not awarded. Negative comments directed to other parents, coaches, and players concerning offensive schemes, defensive schemes, players’ positions, who is playing, etc. or providing excuses to players for poor performances have no place in our program. Help maintain an excellent program by supporting coaches and players with a positive attitude.**

**NOTE: Repetitive complaining to the athlete(s) or to a third party that interferes with the club’s efforts to pursue its’ stated mission and purpose may be a cause, in the sole determination of the club, to ask the member to resign.**

# REQUIRED PAPERWORK

Most forms will be found soon if not already on our website[. WWW.CCVAvolleyball.com](http://www.ccvavolleyball.com/) and can be filled out on your computer then printed. Online registration is also available on the Tryout Info page.

Before Tryouts:

 Make copy of your birth certificate

 Register online (renew or join) and print out two (2) copies of *Membership Card*...one for you and one for the club...for:

1. AAU at [www.aausports.org](http://www.aausports.org/)  (All participants)
2. USAV Florida a[t www.floridavolleyball.org](http://www.floridavolleyball.org/) if requested

Bring to Tryouts (unless you registered online):

 Completed *Player Information Sheet***\***

 Completed *USAV Medical Release Form* (notarized form)

 Copy of *AAU Membership Card*

 *Copy of USAV Membership Card*

 Copy of *Birth Certificate*

 Signed *Waiver/Liability Release***\***

 *Tryout Fee* (Cash, Check, Money Order)

To Accept a Team Position:

 Once you accept a team position at CCVA, you must provide a credit card to be placed on file and pay a deposit (cash, check, money order, or credit card). Our website can handle all your account needs.

 Sign the current *Participation and Payment Contract*

 Signed *Athletic Code***\***

 Sign the *USAV Commitment Form* (available beginning October 1st), if applicable.

 Sign *Disney Waiver*, if applicable

 Login to USAV Florida a[t www.floridavolleyball.org](http://www.floridavolleyball.org/) and choose Cape Coral Volleyball

Academy as your club of choice beginning October 1st. **THIS IS VERY IMPORTANT!**

 Read this *Handbook* in its entirety and sign the *Parent/Player Handbook* *Acknowledgment* form**\***.

**\*This form can be completed with Online Registration.**

# FUNDRAISING

Cape Coral Volleyball Academy is committed to giving everyone the opportunity to excel in the sport of volleyball. A quality program is expensive, in terms of commitment, time, and money. The directors and staff are committed to the goal that no deserving athlete shall be deprived of the benefits of CCVA for lack of funds. CCVA already has a monthly payment schedule but, if adjustments need to be made on an individual basis, we are more than willing to work with parents on an adjusted payment plan or on different fundraising ideas to make the club charges more manageable. There are various options for making money to offset some of the annual club fees.

Cape Coral Volleyball Academy, Inc. is a non-profit, 501(c)(3) organization; therefore, all donations are tax deductible. However, funds raised under the name of CCVA cannot be returned to the athlete at any time. Fundraising money is to be used strictly for expenses incurred by the individual athlete, not the athlete’s family. If funds remain in an athlete’s account at the conclusion of the season, they will be transferred to the next year. If a player graduates or does not return, the funds remaining in the account are transferred to a general operational account for use at the staff’s discretion.

CCVA’s fundraising is not a “team” effort. Only those who participate and work for the money will benefit from the funds raised. ALL fundraising ideas for each season will first go thru the Directors. If you have any questions on fundraising or have ideas on fundraising opportunities, please contact Club Director via e-mail.

Help us support our scholarship fund and give athletes the opportunity to play at the collegiate level!

# FINANCIAL AID

We know that financial assistance is necessary for some families in order to have your son/daughter participate in our club program. Please understand that our process is limited to a budget that is projected based on club fundraisers and grants, so Financial Aid may not be available each year. We ask for your help in actively seeking donations through sponsorships.

Our process also has to remain fair and equitable to all youth. We do not want to jeopardize any prospective student athlete’s future eligibility at a collegiate institution by providing him/her with financial assistance based on athletic ability. NCAA and most other collegiate governing bodies for athletics require that an amateur athlete not be compensated for athletic ability from a sport organization. Therefore, our process has to be open to all members and subject to financial need which protects the amateur status of our volleyball club players. We use government poverty thresholds as a baseline, but also take into consideration number of

FINANCIAL AID cont’d.

CCVA players registered from a single family and extenuating hardship circumstances that impact a family’s ability to pay for club fees.

**If financial aid is available, the deadline for Financial Aid Applications is two (2) weeks prior to the first practice of the respective player. There is NO 100% financial aid. CCVA requires all applicants to pay at least the tryout fee and the Uniform Package Fee (since players keep their uniforms). CCVA also requires each financial recipient to send out sponsorship letters and try to raise part of their club fees.** The application will be forwarded to the Board of Directors, and all Tryout/Registration Forms must have been completed. If the application is denied in full or part, then the payment plan information detailed in the Financial Aid Application will be reviewed and discussed with the family.

# INVALID CREDIT CARD & RETURNED CHECKS

In the event that a credit card needs to be charged and is later found to be invalid, an additional $35.00 fee will be added to the bill. If the payment is NOT made in full within ten (10) days, your child will be ineligible to practice or play until the payment is settled with the CCVA President or Club Director.

Returned checks will be charged a $35.00 reprocessing fee. Once again, if not paid in full within ten (10) days of the returned check notice, your child will be ineligible until the full payment is settled with the CCVA President or Club Director.

All payments should be sent to: Cape Coral Volleyball Academy

Attn: Jason Odebralski

913 E. Industrial Circle unit # 1

Cape Coral, FL 33909

Payment questions can be directed to Jason Odebralski, coachjason.ccva@gmail.com or 239.209.8809.

# PLAYER'S RULES AND POLICIES

CCVA is an AAU and USAV program. We expect our athletes to act in a courteous manner throughout the season both locally and as they travel. Athletes disobeying either Club or USAV/AAU rules or acting in a manner deemed inappropriate by the staff, may be disciplined or expelled from CCVA by the staff. If expulsion from the program is required, there will be no financial compensation, and future Club fees will no longer be due.

**PLAYING TIME:** Every member of CCVA will be offered training through practice. Playing time is based on practice and event performance of the athlete as viewed by the team coach and the CCVA coaching staff. Court time at major competitions (such as Regionals, National Qualifiers, and/or Nationals) will be geared toward the best lineup. Local court time will be more evenly distributed. Equal playing time is NOT guaranteed.

**DRUGS & ALCOHOL:** Any member found to be in the possession of alcohol, tobacco, or illegal drugs on the premises of any practice or tournament facility will be immediately expelled from the program.

**ATTENDANCE:** **Players** must call their coach at least one (1) hour before practice if they will not be in attendance. Athletes who miss practice are missing valuable information and training time and, potentially, may have their playing time decreased. To emphasize player responsibility, **we ask that parents DO NOT call on behalf of their child** (with the exception of the 10 and under parents/players) unless the player is unable to.

**UNIFORMS:** To promote team and program unity, all athletes are required to wear practice uniforms at all practices and full game uniforms at all tournaments. Team uniforms do NOT include jewelry, wristbands, or headbands. Pants or shorts are to be worn over spandex outside of the gym. Shoes are to be worn at all times.

**SAFETY:** To ensure the safety of fans and spectators and to prevent damage at playing sites, ball handling will only be done in the gymnasium.

**TRANSPORTATION:** Transportation to all practices and competitions is the responsibility of the players and their parents.

**TOURNAMENT POLICIES:**

 Teams will arrive at the playing site one (1) hour prior to playing the first match and fortyfive (45) minutes for refereeing.

 All players are required to wear CCVA issued attire upon entering and leaving the gym.

 All players must wear practice t-shirts at tournaments or any other volleyball related function.

 No food or drinks (other than water or sports drinks) are allowed in most gyms. Florida Region rules allow a tournament director to penalize teams if parents and/or supporters ignore this rule.

 All athletes are expected to attend every tournament. If an athlete cannot be at a tournament, your child must inform the coach as soon as she/he knows they will be absent, so that the coach can make appropriate changes to practices or lineups. It is the athlete’s (not the parent’s) responsibility to make arrangements with the coach.

 Athletes may NOT leave a tournament site until excused by the coach.

**OFFICIATING**: To ensure fairness in distributing officiating duties, every player will complete all "USAV Juniors" officiating and scoring courses online. Required courses are:

* Line Judge
* Scorer
* 2nd Referee
* Libero Control

In addition, players may leave a tournament only after all refereeing duties have been completed and permission has been obtained from the team coach. Instructions for Referee Training can be found on our website under the VB Info tab.

**TRAVEL:** When teams travel, players will stay with their parents and/or teammates. It is the responsibility of the parents and players to make travel and hotel arrangements. CCVA will block rooms at hotels to insure rooms are available. Players are expected to arrive the night before a tournament to ensure safe arrival, on-time arrival, and proper rest for the athletes. **FOR SELECT TOURNAMENTS (STAY AND PLAY), PARENTS AND PLAYERS MUST STAY AT REQUIRED TOURNAMENT HOTELS OR THE TEAM CAN BE DROPPED OUT OF THE TOURNAMENT.**

We encourage parents to travel with the team to different events; however, we understand that this is an extra expense to the family. If attending, please remember the team is at the event to **PLAY VOLLEYBALL** not vacation.

See ***Travel Policy – for CCVA Teams***.

**PRACTICE POLICIES:**

 Always be on “Lombardi Time” for practice (at least 15 minutes early). We have limited gym space and to avoid another team’s practice starting late or your practice running short, every athlete must be dressed, warmed up, and ready to go at the scheduled practice time.

 Volleyball shoes should be carried into practice and tournament venues and only worn for practice and games to ensure that the shoes last longer and our practice facilities remain clean.

 All athletes are required to wear CCVA practice apparel to practice. If your team has more than one color shirt, make sure that everyone knows which color to wear on each practice day. Each team is required to wear the same practice t-shirt at practice.

 If an athlete is late arriving to a practice, your child must change into her/his practice gear, report to her/his coach, and explain why she/he is late. Your child's coach, in his/her sole discretion, will determine any corrective action to be taken.

 An injured athlete who attends school is expected to attend CCVA

 practice, even if your child cannot physically participate in practice. This policy is to offer support to your child's team, assist the coach if needed, and be knowledgeable of all team information.

 Transportation to practice is your responsibility. If your child has to wait after practice for someone to pick her/him up, your child's coach is required to stay with her/him. In this situation, the coach has the authority to charge a Twenty-Five Dollar ($25) fee for each half hour. Coaches are not babysitters. Please do not take advantage of the fact that he/she is required to stay with your child if you are late.

 Practices are for the athlete to improve skills. They will get out of it what they put into it.

Players should always give 100% of the energy they have at that moment in practice. Remember…You play how you practice!

# HARRASSMENT POLICY from USAV PARENT INFORMATION GUIDE

**Unwanted Contact or Harassment of Players:**

(See Section III. Literature used for the Recruiting of Players) Any player or parent has the right to stop the recruiting process at any time. The decision to do this does not need to be based on harassment alone.

If a player or parent has made the decision to play for a particular club long before the beginning of the season and wishes not to be contacted by other clubs, they should convey that to any person contacting them about joining another club -- preferably in writing. At that time, the party who contacted the player is obligated to cease all contact.

If the contact continues, by any agent of the club, the player or parent should contact the Executive Director or the Commissioner. The Florida Region will gladly step in to protect its members from unwanted contact or harassment. However, the family or player must come forward with a written, formal complaint on which the region can take action. Verbal complaints are not sufficient to take any punitive action.

# PARENT'S RULES AND POLICIES

CCVA is an experienced club and we are working to develop a reputation of quality and class. Just as we expect certain actions of our players, we also ask the same courteousness and politeness from our players’ parents.

 Parents should refrain from any unsportsmanlike conduct that could embarrass the club or penalize a team.

 Parents disobeying Club or USAV/AAU rules or acting in a manner deemed inappropriate by the staff may be expelled from CCVA by the Staff.

 Parents will not be permitted to discuss the coaching philosophies with the coaches at a tournament. **If a parent is upset about something with a team, he/she will abide by the “24 Hour Rule” and wait 24 hours before discussing the matter with the coach.** If further problems arise, please contact the Club Director(s) who may schedule a meeting with the Coach, Directors, and parents all together. (Please see Grievance Policy & Procedures.)

**OPPORTUNITIES TO HELP (suggestions, not requirements):**

 **Team Parent:** Basically, a team representative...will make sure the coach has everything needed from the team’s parents and organize a schedule for nourishment at tournaments. The coach will determine the preferred method (i.e., packing food, going out as a team, or eating at the hotel or venue). Please note that the food parent is an organizer not the financier.

 **Travel Parent:** In charge of helping the coach when traveling in whatever way they can.

 **Telephone Parent:** In charge of making sure each member of the team has a list of everyone’s contact information. In addition, this parent will be in charge of contacting all the parents if the coach needs information to the team spread quickly.

 **Club Volunteer:** Help CCVA while hosting tournaments, events, etc.

 **Video Parent:** Generally, for 15 and older teams. A parent that will tape matches for the team. Someone that the team can count on to get game footage of the entire team for parents to make individual recruiting tapes and/or to be utilized for training purposes by the coach.

# TRAVEL POLICY - for NATIONAL ORGANIZATIONS

As part of USAV’s commitment to participant safety, USAV requires its clubs to have published practices for team travel. Team Travel is defined as overnight travel to a team activity that is planned and supervised by CCVA. CCVA’s travel policies must be signed and agreed to by all athletes, parents, coaches, and other adults traveling with the club.

As part of USAV’s commitment to safety, it requires clubs to publish practices for travel. Clubs must include the following in their Travel Policy:

Club travel policies must be signed and agreed to by all athletes, parents, coaches, and other adults traveling with the club.

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete).

When only one athlete and one coach travel to a competition, the athlete must have his or her parents’ (or legal guardian’s) written permission in advance to travel alone with the coach.

# TRAVEL POLICY - for CCVA TEAMS

Travel will be a standard aspect of our competitive season and CCVA has established policies to guide our travel, minimize one-on-one interactions, and reduce the risk of misconduct. Adherence to these travel guidelines will increase athlete safety and improve the competitive experience while keeping travel a fun and enjoyable experience.

**LOCAL AND TEAM TRAVEL**

We distinguish between travel to training, practice, and local competition (“local travel”) and team travel involving a coordinated overnight stay (“team travel”).

**Local Travel**

Local travel occurs when CCVA does not sponsor, coordinate, or arrange for travel. For local travel, athletes or their parents/guardians (for minor athletes) are responsible for making all travel arrangements. In these instances, it is the responsibility of the athlete or their parents/guardians (for minor athletes) to ensure the person transporting the athlete maintains all safety and legal requirements, including, but not limited to, a valid driver’s license, proper insurance, well maintained vehicle, and compliance with all state laws.

In an effort to minimize one-on-one interactions, CCVA staff members, coaches, and/or volunteers, who are not also acting as a parent, should not drive alone with an unrelated athlete and should only drive with at least two (2) other athletes or another adult at all times, unless otherwise agreed to in writing by the athlete’s parent or guardian in advance of travel. In any case where a staff member and/or volunteer is involved in the athlete’s local travel, a parental release is required in advance. Efforts must be made to ensure that staff and/or volunteers are not alone with an athlete or participant, by, for example, picking the athletes up in groups.

Coaches, staff members, and volunteers who are also an athlete’s guardian may provide shared transportation for any athlete(s). We encourage guardians to pick up their athlete first and drop off their athlete last in any shared or carpool travel arrangement. We also recommend completing a shared travel declaration form signed by the parents/guardians of any minor athlete who is being transported as part of such a carpool arrangement.

**Team Travel**

Team travel is overnight travel that occurs when CCVA sponsors, coordinates, or arranges for travel so that our teams can compete locally, regionally, nationally, or internationally. Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the athletes. However, no coach, staff member, or volunteer will engage in team travel without the proper safety requirements in place, including valid drivers’ licenses, proper insurance, wellmaintained vehicles, and compliance with all state laws.

CCVA makes efforts to provide adequate supervision through coaches and other adult chaperones.

TRAVEL POLICY - for CCVA TEAMS cont’d.

Appropriate adult-to-athlete ratios will depend on the age of your athletes and other participants. CCVA recommends one (1) adult for every three (3) players.

For team travel, athletes or their parents/guardians (for minor athletes) are responsible for making all travel arrangements. In these instances, it is the responsibility of the athlete or their parents/guardians (for minor athletes) to ensure the person transporting the athlete maintains all safety and legal requirements, including, but not limited to, a valid driver’s license, proper insurance, well maintained vehicle, and compliance with all state laws. CCVA will block hotel rooms for the club; however, it is the responsibility of the athlete or their parents/guardians (for minor athletes) to book their own rooms.

CCVA will also notify hotel management should any special arrangements be warranted. For instance, we will request an additional large room or suite so that our members and athletes may socialize as a group. Meetings do not occur in hotel rooms, and we will reserve a separate space for adults and athletes to socialize.

We encourage family members who wish to stay in the team hotel to do so. If family members do not stay in the team hotel, we encourage all athletes to call parents and guardians regularly and allow for any unscheduled calls by either the athlete or parent/guardian.

**TRAVEL NOTIFICATION**

When possible, CCVA will provide reasonable advance notice before team travel. Notice will include the dates, location, and duration of competition. Travel notice will also include designated team hotels for overnight stays as well as a contact person within CCVA. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

If applicable, CCVA will post specific travel itineraries when they become available. These will include a more detailed, hour-by-hour itinerary as well as contact information for team travel chaperones.

**MIXED-GENDER AND MIXED-AGE TRAVEL**

CCVA has the possibility of being made up of male and female athletes across various ages. Athletes will only share a room with other athletes of the same sex and age group. Athletes will also be grouped by age and sex for the purposes of assigning an appropriate chaperone. We will make every effort to provide these groups at least one (1) chaperone of the same sex. However, we rely on parents to serve as chaperones and may be limited in providing this match.

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). Where an adult is registered both as a coach and an athlete member of CCVA and is functioning primarily as a coach, he or she may share sleeping arrangements with another registered coach.

TRAVEL POLICY - for CCVA TEAMS cont’d.

**COACH AND STAFF RESPONSIBILITIES**

During team travel, coaches and staff members will help athletes, fellow coaches, and staff members adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Rooms and Changing Areas Policy, and Reporting Policy.

If a coach or staff member transports an athlete or other organization member in their private car for team travel, a copy of the coach’s or staff member’s valid driver’s license is required.

When not practicing, training, competing, or preparing for competition, coaches and staff will monitor the activities of athletes, fellow coaches, and staff during team travel. Coaches and staff will:

1. Prepare athletes for team travel and make athletes aware of all expectations. Supplemental information will be given to parents/guardians of athletes who are considered inexperienced travelers, new or relatively new to team travel, or who are under the age of 14.
2. Familiarize themselves with all travel itineraries and schedules before the initiation of team travel.
3. Conform to, and monitor for others’ adherence, the Athlete Protection Policy and all policies during team travel.
4. Encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians.
5. Help athletes be on time for all team commitments (as possible).
6. Assist with team travel logistical needs (as possible).
7. Support chaperones and/or participate in the monitoring of athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary.
8. Ensure athletes are complying with hotel room restrictions based on gender or age bracket requirements.
9. Make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones.
10. Not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their coaching duties.
11. Immediately report any concerns about physical or sexual abuse, misconduct, or policy violations.
12. Notify parents before taking any disciplinary action against a minor athlete if the athlete is traveling without his or her parents.

TRAVEL POLICY - for CCVA TEAMS cont’d.

**CHAPERONE RESPONSIBILITIES**

Chaperones accompany team travel to ensure that the athletes, coaches, staff, and volunteers adhere to CCVA’s policy guidelines. While these include the travel policy, it also includes all other relevant policies contained in CCVA’s Handbook.

If a chaperone has not undergone a criminal background check and CCVA’s awareness training, the chaperone will not be permitted to have any one-on-one interactions with athletes or other youth participants. If a chaperone has undergone a criminal background check and awareness training, he or she may have appropriate one-on-one interactions as outlined in CCVA’s Handbook.

If a chaperone will be operating a private car for team travel, a copy of the chaperone’s valid driver’s license is required.

Chaperones will monitor the activities of all coaches, staff members, volunteers, and athletes during team travel. Specifically, chaperones will:

1. Familiarize themselves with all travel itineraries and schedules before team travel.
2. Monitor for adherences to club policies during team travel.
3. Encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians.
4. Help athletes be on time for all team commitments (as possible).
5. Assist coaches, staff, and other volunteers with team travel logistical needs (as possible);
6. Monitor athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary.
7. Ensure athletes comply with hotel room restrictions based on gender or age bracket requirements.
8. Not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their chaperone duties.
9. Make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones.
10. Immediately report any concerns about sexual and physical abuse, misconduct, or policy violations to an CCVA Board Member.



**Cape Coral Volleyball Academy**

**John Gardener**

**Minor Athlete Abuse Prevention Policies (MAAP)**

Covered Organizations/LAOs are required to implement the following athlete abuse prevention policies to satisfy these requirements, USA Volleyball provides these policies to USAV member clubs. Clubs may choose to implement stricter standards.

**Required Policies:**

* 1. **One-on-one interactions**
  2. **Meetings and training sessions**
  3. **Athletic training modalities, massages, and rubdowns**
  4. **Locker rooms and changing areas**
  5. **Electronic communications**
  6. **Transportation**
  7. **Lodging**

**REQUIRED POLICIES FOR ONE-ON-ONE INTERACTIONS**

The U.S. Center for SafeSport recognizes that youth-adult relationships can be healthy and valuable for development. Policies on one-on-one interactions protect children while allowing for these beneficial relationships. As child sexual abuse is often perpetrated in isolated, one-onone situations, it is critical that organizations limit such interactions between youth and adults and implement programs that reduce the risk of sexual abuse.

## ONE-ON-ONE INTERACTIONS

*USA Volleyball, RVAs and USAV member clubs, as well as all Adult Participants, shall comply with the following one-on-one policy*

## A. Mandatory Components

1. Observable and Interruptible

1. All one-on-one In-Program Contact between an Adult Participant and a Minor Athlete must be observable and interruptible, except in emergency circumstances.
2. The exceptions below may apply to specific policies, and if the exceptions apply, they are listed in the policy. These exceptions also apply to all one-on-one In- Program Contact not specifically addressed in other policies:
   1. When a Dual Relationship exists; or
   2. When the Close-in-Age Exception applies; or
   3. If a Minor Athlete needs an Adult Participant Personal Care Assistant, and:
      1. the Minor Athlete’s parent/guardian has provided written consent to USA Volleyball, the Region or Club for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
      2. the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
      3. the Adult Participant Personal Care Assistant has complied with USA

Volleyball’s screening policy; or

* 1. In other circumstances specifically addressed in this policy that allow for certain one-on-one interactions if USA Volleyball, the Region or Club receives parent/ guardian consent.

## MEETINGS AND TRAINING SESSIONS

*USA Volleyball, RVAs and USAV member clubs, as well as all Adult Participants, shall comply with the following Meetings and Training Sessions Policy*

## A. Mandatory Components

1. Observable and Interruptible

Adult Participants must follow the one-on-one interaction policy in all meetings and training sessions where Minor Athlete(s) are present.

1. Individual Training Sessions
   1. One-on-one, In-Program, individual training sessions must be observable and interruptible except if:
      1. A Dual Relationship exists; or
      2. The Close-in-Age Exception applies; or
      3. A Minor Athlete needs an Adult Participant Personal Care Assistant, and:
         1. the Minor Athlete’s parent/guardian has provided written consent to USA Volleyball, the Region or the Club for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
         2. the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
         3. the Adult Participant Personal Care Assistant has complied with USA Volleyball’s screening policy.
   2. The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete’s parent/guardian at least annually, which can be withdrawn at any time; and
   3. Parents/guardians must be allowed to observe the individual training session.

1. Meetings with licensed mental health care professionals and health care providers

(other than athletic trainers3)

If a licensed mental health care professional or licensed health care provider meets one- on-one with a Minor Athlete at a sanctioned event or a facility, which is partially or fully under USA Volleyball’s jurisdiction, the meeting must be observable and interruptible except:

* 1. If the door remains unlocked; and Another adult is present at the facility and notified that a meeting is occurring, although the Minor Athlete’s identity needs not be disclosed;
  2. USA Volleyball, the Region or Club is notified that the provider will be meeting with a Minor Athlete; and
  3. The provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

3 Athletic trainers who are covered under these policies must follow the “Athletic Training Modalities, Massage

## B. USA Volleyball Recommended Requirements

1. Monitoring

If a permitted meeting or training session takes place between an Adult

Participant(s) and a Minor Athlete(s) at a facility partially or fully under USA Volleyball’s jurisdiction, another Adult Participant will monitor each meeting or training session. Monitoring includes reviewing the parent/guardian consent form, knowing that the meeting or training session is occurring, knowing the approximate planned duration of the meeting or training session, and dropping in on the meeting or training session.

1. Parent Training

Parents/guardians receive the U.S. Center for SafeSport’s education and training on child abuse prevention before providing consent for their Minor Athlete to have a meeting or training session with an Adult Participant subject to these policies.

# **ATHLETIC TRAINING MODALITIES, MASSAGES, AND RUBDOWNS**

*USA Volleyball, RVAs and USAV member clubs, as well as all Adult Participants, shall comply with the following Athletic Training Modalities, Massages, and Rubdown policy*

## A. Mandatory Components

1. Athletic training modality, massage, or rubdown

All In-Program athletic training modalities, massages, or rubdowns of a Minor Athlete must:

* 1. Be observable and interruptible; and
  2. Have another Adult Participant physically present for the athletic training modality, massage, or rubdown; and
  3. Have documented consent as explained in subsection (2) below; and
  4. Be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin, or genitals are always covered; and
  5. Allow parents/guardians in the room as an observer, except for competition or training venues that limit credentialing.
  6. The provider must narrate the steps in the massage, rubdown, or athletic training modality before taking them, seeking assent of the Minor Athlete throughout the process.

1. Consent
   1. Providers of athletic training modalities, massages, and rubdowns or USAV, RVAs or Clubs, when applicable, must obtain consent at least annually from Minor Athletes’ parents/guardians before providing any athletic training modalities, massages, or rubdowns.
   2. When possible, techniques should be used to reduce physical touch of the Minor Athlete.
   3. Only licensed providers can administer a massage, rubdown or athletic training modality.
   4. Coaches, regardless of whether they are licensed massage therapists, cannot massage Minor Athletes
   5. Minor Athletes or their parents/guardians can withdraw consent at any time.

## B. Recommended components

1. Parent Training

Parents/guardians receive the U.S. Center for SafeSport education and training on child abuse prevention before providing consent for their Minor Athlete to receive an athletic training modality, massage, or rubdow

# **LOCKER ROOMS AND CHANGING AREAS**

*USA Volleyball, RVAs and USAV member clubs, as well as all Adult Participants, shall comply with the following Locker Rooms and Changing Areas policy*

## A. Mandatory Components

1. Observable and Interruptible

Adult Participants must ensure that all one-on-one In-Program Contact with Minor Athlete(s) in a locker room, changing area, or similar space where Minor Athlete(s) are present is observable and interruptible, except if:

* 1. A Dual Relationship exists; or
  2. The Close-in-Age Exception applies; or
  3. A Minor Athlete needs a Personal Care Assistant and:
     1. the Minor Athlete’s parent/guardian has provided written consent to USA Volleyball, the Region or the Club for the Adult Participant Personal Care

Assistant to work with the Minor Athlete; and ii. the Adult Participant Personal Care Assistant has complied with the

Education & Training Policy; and iii. the Adult Participant Personal Care Assistant has complied with USA Volleyball’s screening policy.

1. Conduct in Locker Rooms, Changing Areas, and Similar Spaces
   1. No Adult Participant or Minor Athlete can use the photographic or recording capabilities of any device in locker rooms, changing areas, or any other area designated as a place for changing clothes or undressing.
   2. Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes their breasts, buttocks, groins, or genitals to a MinorAthlete.
   3. Adult Participants must not shower with Minor Athletes unless:
      1. The Adult Participant meets the Close-in-Age Exception; or
      2. The shower is part of a pre- or post-activity rinse while wearing swimwear.
   4. Parents/guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participant(s) during In-Program Contact. USA Volleyball and the Adult Participant(s) must abide by this request.

1. Media and Championship Celebrations in Locker Rooms

USA Volleyball may permit recording or photography in locker rooms for the purpose of highlighting a sport or athletic accomplishment if:

* + 1. Parent/legal guardian consent has been obtained; and
    2. USA Volleyball, the Region or Club approves the specific instance of recording or photography; and
    3. Two or more Adult Participants are present; and iv. Everyone is fully clothed.

1. Personal Care Assistants

Adult Participant Personal Care Assistants are permitted to be with and assist Minor

Athlete(s) in locker rooms, changing areas, and similar spaces where other Minor

Athletes are present, if they meet the requirements in subsection (1)(a)(iii) above.

1. Availability and Monitoring of Locker Rooms, Changing Areas, and Similar Spaces
   1. USA Volleyball, the Region or Club must provide a private or semi-private place for Minor Athletes that need to change clothes or undress at sanctioned events or facilities partially or fully under USA Volleyball’s jurisdiction.
   2. USA Volleyball the Region or Club must monitor the use of locker rooms, changing areas, and similar spaces to ensure compliance with these policies at sanctioned events or facilities partially or fully under USA Volleyball’s jurisdiction.

# **ELECTRONIC COMMUNICATIONS[[1]](#footnote-1)**

*USA Volleyball, RVAs and USAV member clubs, as well as all Adult Participants, shall comply with the following Electronic Communications policy*

## A. Mandatory Components

Open and Transparent

1. All one-on-one electronic communications between an Adult Participant and a Minor Athlete must be Open and Transparent except:
   1. When a Dual Relationship exists; or
   2. When the Close-in-Age Exception applies; or
   3. If a Minor Athlete needs a Personal Care Assistant and:
      1. the Minor Athlete’s parent/guardian has provided written consent to USA Volleyball, the Region or Club for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
      2. the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
      3. the Adult Participant Personal Care Assistant has complied with USA Volleyball’s screening policy.
2. Open and Transparent means that the Adult Participant copies or includes the Minor Athlete’s parent/guardian, another adult family member of the Minor Athlete, or another Adult Participant.

• If a Minor Athlete communicates with the Adult Participant first, the Adult Participant must follow this policy if the Adult Participant responds.

1. Only platforms that allow for Open and Transparent communication may be used to communicate with Minor Athletes.
2. Team Communication

When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, the Adult Participant must copy or include another Adult Participant or the Minor Athletes’ parents/guardians.

1. Content

All electronic communication originating from an Adult Participant(s) to a Minor Athlete(s) must be professional in nature unless an exception in (1)(a) exists.

1. Requests to discontinue

Parents/guardians may request in writing that USA Volleyball or an Adult Participant subject to this policy not contact their Minor Athlete through any form of electronic communication. USA Volleyball and the Adult Participant must abide by any request to discontinue, absent emergency circumstances.

1. Hours

Electronic communications must be sent only between the hours of 8:00 a.m. and 8:00 p.m. local time for the location of the Minor Athlete.

1. Social Media Connections

Adult Participants, except those with a Dual Relationship or who meet the Close-in-Age Exception, are not permitted to maintain private social media connections with Minor Athletes and must discontinue existing social media connections with Minor Athletes.

# **TRANSPORTATION**

*USA Volleyball, RVAs and USAV member clubs, as well as all Adult Participants, shall comply with*

*the following Transportation policy*

## A. Mandatory Components

1. Transportation
   1. An Adult Participant cannot transport a Minor Athlete one-on-one during InProgram travel, except if:

i. A Dual Relationship exists; or ii. The Close-in-Age Exception applies; or iii. A Minor Athlete needs a Personal Care Assistant and:

* + 1. the Minor Athlete’s parent/guardian has provided written consent to USA Volleyball, the Region or Club for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
    2. the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
    3. the Adult Participant Personal Care Assistant has complied with USA

Volleyball’s screening policy; or

iv. The Adult Participant has advance, written consent to transport the Minor Athlete one-on-one obtained at least annually from the Minor Athlete’s parent/guardian.

* 1. Minor Athlete(s) or their parent/guardian can withdraw consent at any time.
  2. An Adult Participant meets the In-Program transportation requirements if the Adult Participant is accompanied by another Adult Participant or at least two minors.
  3. Written consent from a Minor Athlete’s parent/guardian is required for all transportation sanctioned by USA Volleyball, the Region, or Club at least annually.

1. Shared or Carpool Travel Arrangement

USA Volleyball mandates parents/guardians to pick up their Minor Athlete first and drop off their Minor Athlete last in any shared or carpool travel arrangement.

# **LODGING**

*USA Volleyball, RVAs and USAV member clubs, as well as all Adult Participants, shall comply with the following Lodging policy.*

## A. Mandatory Components

1. Hotel Rooms and Other Sleeping Arrangements
   1. All In-Program Contact at a hotel or lodging site between an Adult Participant and a Minor Athlete must be observable and interruptible, and an Adult Participant cannot share a hotel room or otherwise sleep in the same room with a Minor Athlete(s), except if:
      1. A Dual Relationship Exists, and the Minor Athlete’s parent/guardian has provided USA Volleyball, the Region or Club with advance, written consent for the lodging arrangement;
      2. The Close-in-Age Exception applies, and the Minor Athlete’s parent/guardian has provided USA Volleyball, the Region or Club with advance, written consent for the lodging arrangement; or
      3. The Minor Athlete needs a Personal Care Assistant, and:
         1. The Minor Athlete’s parent/guardian has provided advance, written consent to USA Volleyball, the Region or Club for the Adult Participant Personal Care Assistant to work with the Minor Athlete and for the lodging arrangement;
         2. The Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
         3. The Adult Participant Personal Care Assistant has complied with USA Volleyball’s screening policy.
   2. Written consent from a Minor Athlete’s parent/guardian must be obtained for all In- Program lodging at least annually.
2. Monitoring or Room Checks During In-Program Travel

If USA Volleyball, the Region or Club performs room checks during In-Program lodging, the one-on- one interaction policy must be followed and at least two adults must be present for the room checks.

1. Additional Requirements for Lodging Authorized or Funded by USA Volleyball, RVAs or Clubs.
   1. Adult Participants traveling with USA Volleyball, the Region or Club must agree to and sign USA Volleyball, the Region or Club ’s lodging policy at least annually.
   2. Adult Participants that travel overnight with Minor Athlete(s) are assumed to have

Authority over Minor Athlete(s) and thus must comply with the Center’s Education & Training Policy.

# **PART IV**

**RECOMMENDED POLICIES FOR KEEPING YOUNG ATHLETES SAFE**

## A. Out-of-Program Contact

Adult Participants, who do not meet the Close-in-Age Exception nor have a Dual

Relationship with a Minor Athlete, should not have out-of-program contact with Minor Athlete(s) without legal/parent guardian consent, even if the out-of-program contact is not one-on-one.

## B. Gifting

1. Adult Participants, who do not meet the Close-in-Age Exception nor have a Dual Relationship with a Minor Athlete, should not give personal gifts to Minor Athlete(s).

1. Gifts that are equally distributed to all athletes and serve a motivational or education purpose are permitted.

## C. Photography/Video

1. Photographs or videos of athletes may only be taken in public view and must observe generally accepted standards of decency.

1. Adult Participants should not publicly share or post photos or videos of Minor Athlete(s) if the Adult Participant has not obtained the Parent/Guardian and Minor Athlete’s consent.

# **TERMINOLOGY**

**Adult Participant:** Any adult (18 years of age or older) who is:

1. A member or license holder of USA Volleyball, RVAs or Clubs ;
2. An employee or board member of USA Volleyball, RVAs or Clubs ;
3. Within the governance or disciplinary jurisdiction of USA Volleyball, RVAs or Clubs ;
4. Authorized, approved, or appointed by USA Volleyball, RVAs, or Clubs to have regular contact with or authority over Minor Athletes.5

**Amateur Athlete:** An athlete who meets the eligibility standards established by the National Governing Body or paralympic sports organization for the sport in which the athlete competes.

**Authority:** When one person’s position over another person is such that, based on the totality of the circumstances, they have the power or right to direct, control, give orders to, or make decisions for that person. Also see the Power Imbalance definition in the SafeSport Code. *NOTE: NGBs, PSOs, and the USOPC must submit/include categories of members/individuals that fall under the definition including specific volunteer designations.*

**Close-in-Age Exception:** An exception applicable to certain policies when an Adult Participant does not have authority over a Minor Athlete *and* is not more than four years older than the Minor Athlete (e.g., a 19-year-old and a 16-year-old). Note: this exception *only* applies within the prevention policies and *not* regarding conduct defined in the SafeSport Code.

**Dual Relationships:** An exception applicable to certain policies when an Adult Participant has a dual role or relationship with a Minor Athlete and the Minor Athlete’s parent/guardian has provided written consent at least annually authorizing the exception.

**In-Program Contact:** Any contact (including communications, interactions, or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport.

Examples of In-Program Contact include, but are not limited to: competition, practices, camps/clinics, training/instructional sessions, pre/post game meals or outings, team travel, review of game film, team- or sport-related relationship building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community service, sport education, or competition site visits.

5 This may include volunteers, medical staff, trainers, chaperones, monitors, contract personnel, bus/van drivers, officials, adult athletes, staff, board members, and any other individual who meets the Adult Participant definition

**Local Affiliated Organization (LAO):** A regional, state, or local club or organization that is directly affiliated with an NGB or that is affiliated with an NGB by its direct affiliation with a regional or state affiliate of said NGB. LAO does not include a regional, state, or local club or organization that is only a member of a National Member Organization of an NGB. LAOs of USA Volleyball include all 41 Regional Volleyball Association regions and all volleyball clubs that are a member of those regions.

**Minor Athlete**: An Amateur Athlete under 18 years of age who participates in, or participated within the previous 12 months in, an event, program, activity, or competition that is part of, or partially or fully under the jurisdiction of, an NGB, PSO, USOPC, or LAO.

**Partial or Full Jurisdiction**: Includes any sanctioned event (including all travel and lodging in connection with the event) by the NGB, PSO, USOPC, or LAO, or any facility that the NGB, PSO, USOPC, or LAO owns, leases, or rents for practice, training or competition.

**National Governing Body (NGB):** A U.S. Olympic National Governing Body, Pan American Sport Organization, or Paralympic Sport Organization recognized by the U.S. Olympic & Paralympic Committee pursuant to the Ted Stevens Olympic and Amateur Sports Act, 36 U.S.C.

§§ 220501, et seq. This definition shall also apply to the USOPC, or other sports entity approved by the USOPC, when they have assumed responsibility for the management or governance of a sport included on the program of the Olympic, Paralympic, or Pan-American Games.

**Adult Participant Personal Care Assistant:** An Adult Participant who assists an athlete requiring help with activities of daily living (ADL) and preparation for athletic participation. This support can be provided by a Guide for Blind or visually impaired athletes or can include assistance with transfer, dressing, showering, medication administration, and toileting. Personal Care Assistants are different for every athlete and should be individualized to fit their specific needs. When assisting a Minor Athlete, Adult Participant PCAs must be authorized by the athlete’s parent/guardian.

**Paralympic Sport Organization (PSO)**: an amateur sports organization recognized and certified as an NGB by the USOPC.

**Regular Contact:** Ongoing interactions during a 12-month period wherein an Adult Participant is in a role of direct and active engagement with any Minor Athlete(s). *NOTE: NGBs, PSOs, and the USOPC must submit/include categories of members/individuals that fall under the definition including specific volunteer designations.*

**U.S. Olympic & Paralympic Committee (USOPC):** A federallychartered nonprofit corporation that serves as the National Olympic Committee and National Paralympic Committee for the United States.

## APPENDIX I

CHART OF POSSIBLE ADULT PARTICIPANTS IN USAV:

|  |  |  |
| --- | --- | --- |
| **Adult Participant** | **Regular Contact** | **Authority Over** |
| USAV Staff/Interns | X | X |
| USAV Board Members |  | X |
| Region/Club Staff | X | X |
| Region/Club Board Members |  | X |
| Coaches | X | X |
| Officials | X | X |
| USAV Members 18 years or over on teams with Minors | X |  |
| Chaperones | X | X |
| Club Administrators | X | X |
| Arbitrators | X | X |
| Medical Professionals | X | X |
| Athletic Trainers | X | X |
| Independent Contractors | X |  |

**USAV Members 18 and over who are only participating in Opens (i.e., not also a club coach, chaperone, or board member) with no**



# **Dispute/Grievance Procedure**

**(Cape Coral Volleyball Academy)** fully comprehends the value of parent involvement and encourages our parents to offer feedback whether positive or negative, but to do so in a respectful way. The below procedure is designed to help athletes and parents with questions, concerns, or problems that may occur during the course of the season. It ensures open and honest communication between all parties involved.

1. 24-hour rule: If the athlete or parent has a concern arising from a tournament or practice that needs to be addressed, they must wait at least 24 hours after the conclusion of the event to discuss the issue with the head coach. We trust that parents will be timely in communicating with coaches regarding potential issues that would distract that coach from their primary objective of coaching the team.
2. Don’t approach the coach immediately prior to the start of practice, the coach must focus on the athletes’ and the training required during practice.
3. The athlete must first ask for a meeting with the coach to discuss the issue at hand. In the case of players on 13’s or younger teams, the parents may request the meeting, in which the athlete, parent and coach must be present.
4. If the issue is unresolved, the parents may ask for a meeting between themselves, the athlete, and the coach to discuss the issue. The meeting should take place at a location considered adequate for a private discussion agreed upon by both the parent and coach – NOT at a tournament and/or practice.
5. If the issue is unresolved, the parent may ask for a meeting with the club director, the head coach, and the athlete. The meeting should take place at a location considered adequate for private discussion, agreed upon by the parent, coach, and director and during a scheduled time away from practice or a tournament is appropriate. The decision of the club director at this point is **FINAL**.

It is essential that our parents serve as a support system for our club, players and coaches. To ask this, we, as the club director, staff, and coaches need to be available to empower parents and athletes with information and ensure understanding. When all parties share time together, the potential conflict creates a greater opportunity to learn from each other different strategies in how all parties can communicate effectively and be more congruent in cultivating a positive experience for our athletes.

**GRIEVANCE POLICY & PROCEDURES cont'd.**

**OTHER POLICIES REGARDING GRIEVANCES WITH CCVA:**

1. CCVA will NOT tolerate hostile, aggressive confrontations between a parent and any official, coach, athlete, or another parent, whether the confrontation is within the Club or not. Violation of this policy may result in the athlete(s) being dismissed from CCVA.

1. It is inappropriate for an athlete or parent to approach other CCVA members about a problem the athlete or parent is having with an CCVA coach.

 Asking uninvolved persons to take sides in an issue is unfair to the third party and to the Club. For the psychological health of the teams and the Club as a whole, grievances need to be handled between the parties involved and the decision makers in the situation.

 Remember...Competitive team athletics, by nature alone, create situations where everyone may not be happy all of the time.

 **Refunds and Deposits**: Upon making any CCVA team, at a regular or supplemental tryout, there is a **non-refundable deposit** (depending upon the team) due to secure the spot. Subsequent refund of any club fees is based on the number of players per team **and given for medical reasons ONLY**. All refunds are reviewed on a case-by-case basis. All final decisions are determined by the Board of Directors.

**GRIEVANCE POLICY & PROCEDURES cont'd.**

1. Any member who is approached and asked to listen to or to express an opinion about matters between two other parties in the Club is **strongly** encouraged to refer the complaining party to take the matter up with either the coach, Club Director, or Board of Directors.

1. Any member who, as a third party, hears remarks or stories about CCVA, its employees or its policies, that cause the member to be concerned, is encouraged to call the Club Director or Board of Directors immediately to determine the facts or to alert the Club administration to a situation of which it may be unaware.

 By the time the story gets to a third or fourth party, it frequently bears little resemblance to the truth or to the facts of the situation.

 It is also detrimental to the athlete and disruptive to the team to complain to the athlete about the coach,

the coach’s style, or the CCVA policies.

 If you, as a parent, are unhappy or concerned about any matter, address the party in control. If the athlete is unhappy, your child needs to address the appropriate party.



**Club Release Policy**

If an athlete/family decides to depart (**CCVA**) during the respective season, the following steps must take place:

**Release Policy:**

STEP 1 - The athlete/family in question must submit a written request for release to the Club Director, **(Jason**

**Odebralski),** **(at the club’s email address: coachjason.ccva@gmail.com )** and to the Florida Region at membership@FloridaVolleyball.org stating the reason for the request.

Club may deny request for release of the athlete.

STEP 2 – If club approves release of the athlete.

1. All financial obligations agreed upon contractually must be paid in full before the athlete is approved to be released.

2. Payment Option – Cashier’s check or money order

3. Once payment is received by cashier’s check or money order the club will send an

email to the Florida Region at membership@floridavolleyball.org approving release

of the named athlete.

The club may agree to waive the requirements above on a case-by-case basis.

**Transfer Policy:** A player can represent only one club during the Season. A change in geographical location of the family due to a change in job, military, scholastic or inner-collegiate status may receive special consideration. No player may participate in different Qualifying events with different clubs/teams. Proof of residency must be provided by the family at the time of the release/transfer request.

Once an athlete has participated in **a National Qualifier Event (Regional or NQ)** they may not be released for the rest of the season to another club. Please refer to the USA Volleyball (USAV) Championship Manual on releases for athletes that participate in regional or national qualifying/bid events.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name (Print) Parent Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

**HELPFUL TOURNAMENT HINTS FOR NEW VOLLEYBALL PLAYERS**

We are so glad you have chosen to be a part of Cape Coral Volleyball Academy. (CCVA)! town tournaments is a new experience for, here are a few helpful hints and information regarding travel.

**Lodging:** CCVA blocks hotel rooms to ensure they are available for you. However, you are not required to stay at the hotel of our choice or the hotel recommended by the tournament **UNLESS** it is a requirement to enter a tournament.

Players are expected to arrive at their hotel the evening before the tournament, typically a Friday night. However, if your child does not play until the afternoon wave, you may choose to travel in the morning. Please remember that your child MUST ARRIVE at the venue ready to play one (1) hour prior to game or officiating time.

**Traveling:** It is the responsibility of the parent to bring their child to the venue or to make arrangements with another parent. Players are not allowed to drive themselves to out-of-town tournaments.

Carpooling is encouraged to and from the venues as parking can be an issue. Players should travel to and from the venue in the same vehicle all weekend. This helps prevent anyone being left behind.

**Safety:** No player should ever walk around by themselves, hotel included. Safety is a priority for our players, so please help keep our players safe. In addition, to help prevent injury, players should never walk around barefoot at the hotel or venue.

**Tournament Play:** The first day is divided into a morning wave and an afternoon wave. Your child’s coach will let them know what time they need to arrive at the venue; our Club policy is one (1) hour before play time.

The first day of competition will consist of Pool Play. Typically, your child’s team will be in a pool of 4 teams which will play each other for the day. You will play on the same court all day; you will have to referee/officiate at least one match; and you will have a rest period. The rest period is usually a time to eat a meal.

The second day (or last day) of competition is single elimination. The standing of the team on the last day of competition is determined on how well the team does the first day. The team keeps playing until they lose. If the team loses, they must referee/officiate the next match, after which they are free to go home after the coach releases them. **All players must stay to the end even if they are not refereeing/officiating. We always arrive as a team and leave as a team.**

**HELPFUL TOURNAMENT HINTS FOR NEW VOLLEYBALL PLAYERS cont'd.**

**Team Parent:** It can be helpful if each team has a Team Parent or two for overnight tournaments. The Team Parent is typically responsible for the meals at the playing venue and team water. The Team Parent purchases the food and then collects an equal portion from each player to cover the cost. The Team Parent has two (2) options for getting the food to the tournament:

1. Bring a big cooler to the gym loaded with lunch foods, snacks, and water for the day. Set out lunch for the players and coaches, so they can eat during their rest time.

1. Setup lunch foods in a room and let the players make their lunches before leaving the hotel. The players pack a gallon-size Ziploc baggie with their lunches and snacks and keep in their backpacks. Also have the players put several waters (enough for the entire day of pool play) in their backpacks. This option only works if all players are staying at the same hotel.

Most venues do not allow coolers in the gym. Some venues will have designated rooms and/or areas for coolers. Others only have outdoor storage of coolers; therefore, it is always good to bring a few blankets for everyone to sit on if outside.

If your team decides to forego a Team Parent, everyone is responsible for their own food at the venue. Most tournaments will have food to purchase, or you can bring your own.

**Breakfast:** If a hotel serves breakfast, we take advantage of it. If not, you’re on your own or the Team Parent can coordinate this. Eating a meal prior to arriving at the venue is very important and highly recommended.

**Leisure:** If there is time, the team will do a fun activity together. We try to keep these activities inexpensive, so it’s not a financial burden on anyone. The coach and players will decide what to do and have fun as a team. Parents are always welcome to join them; however, it is not necessary, as long as there is enough transportation and supervision.

**Uniforms:**  VERY IMPORTANT! Please make sure your child has her/his entire uniform before leaving home for the tournament. Before getting into the car, ask a few simple questions:

* Do you have your backpack?
* Do you have your jerseys? (If a jersey is forgotten, it may result in your daughter not playing. If items are forgotten, it can be very expensive or impossible to replace.)
* Do you have your spandex?
* Do you have your socks? Knee pads? Warm ups?
* Do you have your volleyball shoes?

**PLAYER/PARENT HANDBOOK ACKNOWLEDGEMENT FORM**

This acknowledges that WE (Parents and Players) have access to a copy of the CCVA Parent/Player Handbook on the CCVA website.

WE understand that it contains important information regarding CCVA’s policies and procedures.

WE acknowledge that we are expected to read, understand, and adhere to the CCVA’s policies.

WE understand that WE should discuss any questions with the Club Director or Board of Directors.

By our signature below, WE acknowledge that both Parents and Players have read and understand the entire Cape Coral Volleyball Academy Parent/Player Handbook.

Dated: Team:

Parent/Guardian Signature Parent/Guardian Signature

Parent/Guardian Printed Name Parent/Guardian Printed Name

Player Signature

Player Printed Name

1. Electronic communications include, but are not limited to: phone calls, videoconferencing, video coaching, texting, and social media [↑](#footnote-ref-1)