



## **Coastal Volleyball Academy 2020-21 Parent & Player Handbook**

**The purpose of this document is to inform Coastal Volleyball Academy Families of our club policies, rules and regulations to which all Families must adhere. This includes Travel Teams at all levels and ages, Training Programs, Future Phenoms, Summer Camps, Clinics, Private and Group Trainings, Beach Teams, Beach Clinics, Beach Camps and any other division of Bay Area Juniors Alliance Incorporated.**

### **Coastal Volleyball Academy's Mission Statement**

Our staff consists of a carefully selected group of qualified coaches that will emphasize the same set of fundamentals as well as advanced skills. Our staff consists of coaches from some of the best HS programs in the Tampa Bay area. We commit to helping our athletes build a strong work ethic, leadership skills and life lessons that will carry far beyond the volleyball court.

### **Club Costs & Payment Obligations**

A schedule for season fees for all teams is posted on our website and can be downloaded and printed for your convenience. You can also view the schedule via your online Bay Area Juniors account. By committing to CVA via email, verbally and/or by signing the contract posted at the end of this document, you are entering a financial contract with the club. One that must be upheld entirely or further participation will not be allowed. In addition, failure to complete payments, resulting in a breach of contract, will force the club to take legal action.

### **Payment Schedule**

- Payments are to be paid on time and in full by the dates posted on our website.
- Account delinquency of 1-week/7 days will result in player ineligibility, and a parent meeting with the Coastal Directorial Staff. Delinquencies of any length longer than 1 week will result in player ineligibility at practices and tournaments as well as the account being send to Collections and our Lawyer.
- Questions regarding payment should be directed, in writing, to the following CVA Staff Members: Director Stephen Shepherd, Director Morgan Toney and Accounts Manager Trista Shepherd.

- If you are interested in possible scholarship opportunities, advertising and/or fundraising, contact Director Stephen Shepherd.

### **Refund Policy**

It is an understood commitment with Bay Area Juniors Alliance/Coastal Volleyball Academy that agreeing to participate in the club includes fulfillment of financial responsibility for the entire season. Therefore, with a possible medical exception, NO refunds will be given. Athletes with an outstanding balance will not be released to another club.

### **Player Participation, Responsibilities and Family Obligations**

- Players will not tryout, commit, or participate with another club volleyball team in any capacity, including AAU, USAV, beach teams, and indoor teams.
- Players will attend every practice and tournament on time unless given permission from club director to miss or arrive late. I understand that I have been given a position on my team that someone else tried out for; therefore, I will appreciate my opportunity and make the most of my time with Coastal Volleyball Academy.
  - All practice and tournament schedules will be posted at least one month in advance. Uncontrollable last minute changes may occur and CVA will do everything possible to relay information in a timely manner.
  - It is the player and family's responsibility to manage school work, tests, extra-curricular activities as well as all CVA commitments. Missing CVA events for any reason is not acceptable. Please help teach our athletes the value and importance of time-management.
  - In the event of an emergency, it is the players' responsibility to contact Coastal's director and her coaches with as much advance notice as possible. Missing practices WILL affect playing time.
- I have reviewed the Tournament Schedule and will attend every tournament, even if there are unforeseen last minute changes.
  - ALL Regional and Elite Teams will participate in AAU Nationals in June and athletes are required to attend. CVA reserves the right to add additional players and make roster changes as the clubs sees fit.
  - Unless previously cleared by a Club Director, in writing, failure to attend a tournament could result in immediate dismissal from the club. Failure to attend a National Qualifier Tournament is grounds from immediate dismissal from the club.
  - If you foresee a possible conflict, you must receive permission in writing from the director at least 1 month ahead of time.

- Should a team qualify for USAV Nationals ALL team members are REQUIRED to attend. An additional payment and participation commitment will be added to the original schedule.
- I understand the coaches are in charge of the team, and will not question their decisions, even if I do not agree. Parents will not question playing time or personnel decisions made by coaches, AT ANY TIME. Parents will NEVER approach a coach during a match, tournament duration, practice, team meeting, or any other time. The ONLY appropriate way to discuss playing time or any issues occurring with an athlete is by requesting a meeting with the CVA Directorial Staff. Failure to adhere to this process will result in immediate dismissal by the club.
  - If a PLAYER has a question, CVA encourages respectful, player/coach communication, and PLAYERS may be given an answer from the coach, should the coach decide to do so.
  - After a player has spoken with her coaches, if the issue is not resolved, we can set up a meeting with the parents, player, coaches and directors.
- I understand that I am a direct representation of Bay Area Juniors Alliance/Coastal Volleyball Academy and will conduct myself in a way that will bring POSITIVE recognition to my team and club. Poor behavior, attitude, language, work ethic, character, or decision-making will not be accepted at ANY TIME. If I choose to violate any of these things, I am at risk for IMMEDIATE dismissal from BAJA. This includes players, parents and family members.

## **Tournaments, Travel and Hotels**

The tournament schedule is posted well in advance to allow families to make necessary travel arrangements. All questions regarding tournaments should be directed to Stephen Shepherd at bayareajuniors@gmail.com. Questions regarding hotels and travel should be directed to Morgan Toney at MTbayareajuniors@gmail.com.

- Players will stay with their families. A list of the coaches' hotels will be available, should you choose to stay at the same location.
- Many tournaments mandate that ALL participating clubs coordinate hotel arrangements through required housing organizations. Failure to abide by their rule will result in the club/team being dropped from the tournament without a refund. We appreciate your participation in helping us abide by these strict rules. Failure to stay at the designated hotels may result in dismissal from Coastal Volleyball Academy.
- All costs incurred while traveling will be paid for by families.
- In the event of last-minute changes to tournament schedules, CVA will make every effort possible to relay efficient communication. We appreciate your flexibility as changes are uncontrollable.

- CVA-appointed Team Parents will help with coordination of travel, team events and communication with coaches and Directors. **Dispute Policy** If you would like to dispute a decision or rule, direct all questions/comments in writing, via email to Coastal Volleyball Academy at bayarea juniors@gmail.com. Our Directorial Staff and Board of Directors will then review the dispute separately and collectively, responding with a decision. It is always our intention to resolve issues amicably and will do our best to come up with solutions that provide a positive outcome for both the club and families involved.

### **Family Participation Contract**

**By signing this contract, our family (player, parents, and guardian) have read the information above in its entirety and fully commit to Coastal Volleyball Academy. All payments will be made on time and in full. Failure to do so will effect further participation. If I have any questions, I will contact a Director in writing to express my concerns.**

Player Name: \_\_\_\_\_

Player Signature: \_\_\_\_\_

Team Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

**This form is to be signed and turned in to BAJA/Coastal Volleyball Academy upon commitment for the 2020–21 season. Participation is not allowed until this document is signed and turned into the club.**

**As one of the newest clubs in Tampa Bay, we continue our long running camps motto of “Dedication to Excellence” and strive to improve in all facets each year, adhering closely to our Mission Statement. We appreciate your trust in us as we embark on our 1st year for the 2020-21 club season!**

**Thank you, Your Coastal Volleyball Academy Staff**

**Coastal Volleyball Academy**  
**Director Stephen Shepherd / Director Morgan Toney**

## **MINOR ATHLETE ABUSE PREVENTION POLICIES**

### **POLICY 1 - ONE-ON-ONE INTERACTIONS**

#### **Observable and interruptible**

One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) at a facility partially or fully under the jurisdiction of a **FLORIDA REGION CLUB** are permitted if they occur at an observable and interruptible distance by another adult.

One-on-one interactions between minor athletes and an Applicable Adult (who is not the minor's legal guardian) at a facility partially or fully under the jurisdiction of a Covered Organization/LAO are prohibited, except in the circumstances described in meetings with mental health care professionals and health care providers of this section and under emergency circumstances.

Meetings between Applicable Adults and minor athletes at a facility partially or fully under the jurisdiction of a **FLORIDA REGION CLUB** may only occur if another adult is present, except under emergency circumstances. Such meetings must occur where interactions can be easily observed and at an interruptible distance from another adult.

If a one-on-one meeting takes place in an office at a facility partially or fully under the jurisdiction of a **FLORIDA REGION CLUB**, the door to the office must remain unlocked and open. If available, it will occur in an office that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.

#### **Meetings with mental health care professionals and health care providers**

If a mental health care professional and/or health care provider meets with minor athletes at a facility partially or fully under the jurisdiction of **FLORIDA REGION CLUB**, a closed-door meeting may be permitted to protect patient privacy provided that:

The door remains unlocked and another adult is present at the facility.

The other adult is advised that a closed-door meeting is occurring written legal guardian consent is obtained in advance by the mental health care professional and/or health care provider, with a copy provided to the organization.

### **Individual training sessions**

Individual training sessions between Applicable Adults and minor athletes are permitted at a facility partially or fully under the jurisdiction of **FLORIDA REGION CLUB** if the training session is observable and interruptible by another adult. It is the responsibility of the Applicable Adult to obtain the written permission of the minor's legal guardian in advance of the individual training session if the individual training session is not observable and interruptible by another adult. Permission for individual training sessions must be obtained at least every six months. Parents, guardians, and other caretakers must be allowed to observe the training session.

### **POLICY 2 - MESSAGES AND RUBDOWNS/ATHLETIC TRAINING MODALITIES**

Any massage or rubdown/athletic training modality performed at a facility or a training or competition venue under the jurisdiction of **FLORIDA REGION CLUB** must be conducted in an open and interruptible location. Any massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the massage or rubdown/athletic training modality in the room.

### **LOCKER ROOMS AND CHANGING AREAS**

#### **Non-exclusive facility**

If **FLORIDA REGION CLUB** uses a facility not fully under their jurisdiction (for, e.g., training or competition or similar events) and the facility is used by multiple constituents, Applicable Adults in categories 1 through 4 are nonetheless required to adhere to the rules set forth herein..

#### **Use of recording devices**

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces at a facility under the jurisdiction of **FLORIDA REGION CLUB** is prohibited. Exceptions may be made for media and championship celebrations, provided that such exceptions are approved by the **FLORIDA REGION CLUB** and two or more Applicable Adults are present.

## **Undress**

Under no circumstances shall an unrelated Applicable Adult at a facility under the jurisdiction of **FLORIDA REGION CLUB** intentionally expose his or her breasts, buttocks, groin, or genitals to a minor athlete.

## **One-on-one interactions**

Except for athletes on the same team, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area when at a facility under the partial or full jurisdiction of **FLORIDA REGION CLUB**, except under emergency circumstances.

If **FLORIDA REGION CLUB** is using a facility that only has a single locker room or changing area, separate times will be designated for use by Applicable Adults, if any.

## **Monitoring**

**FLORIDA REGION CLUB** will regularly and randomly monitor the use of locker rooms and changing areas at facilities under their jurisdiction to ensure compliance with these policies.

## **POLICY 3 - SOCIAL MEDIA & ELECTRONIC COMMUNICATIONS**

As part of **FLORIDA REGION CLUB** emphasis on athlete safety, all electronic communications between a coach and athlete must be professional in nature and for the purpose of communicating information about team activities.

### **Content**

All electronic communication originating from Applicable Adults to minor athletes must be professional in nature.

### **Open and transparent**

Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), another Applicable Adult or the minor athlete's legal guardian will be copied.



If a minor athlete communicates to an Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult should respond to the minor athlete with a copy to another Applicable Adult or the minor athlete's legal guardian.

When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult will copy another adult.

Minor athletes may "friend" the organization's official page.

### **Facebook, Myspace, blogs, and similar sites**

Coaches may not have athletes of **FLORIDA REGION CLUB's** Team join a personal social media page. Athlete members and parents can friend the official **FLORIDA REGION CLUB's** Team page and coaches can communicate to athlete members through the site. All posts, messages, text, or media of any kind between coach and athlete must be professional in nature and for the purpose of communicating information about team activities or for team-oriented motivational purposes.

### **Twitter, instant messaging and similar media**

Coaches and athletes may "follow" each other. All posts between coach and athlete must be for the purpose of communicating information about team activities.

### **Email and similar/electronic communications**

Athletes and coaches may use email to communicate. All email content between coach and athlete must be professional in nature and for the purpose of communicating information about team activities. Where the coach is a staff member and/or volunteer, email from a coach to any athlete we recommend come from the club website email center (the coach's return email address will contain "@CLUB.com").

### **Texting and similar electronic communications**

Texting is allowed between coaches and athletes. All texts between coach and athlete must be professional and for the purpose of communicating information about team activities.



## **Electronic imagery**

From time to time, digital photos, videos of practice or competition, and other publicly obtainable images of the athlete – individually or in groups – may be taken. These photos and/or videos may be submitted to local, state or national publications, used in club videos, posted on club or club associated websites, or offered to the club families seasonally on disc or other electronic form. It is the default policy of **FLORIDA REGION CLUB** to allow such practices as long as the athlete or athletes are in public view and such imagery is both appropriate and in the best interest of the athlete and the club. Imagery must not be contrary to any rules as outlined in **FLORIDA REGION CLUB's** Participant Safety Handbook.

## **Request to discontinue all electronic communication or imagery**

The parents or guardians of an athlete may request in writing that their child not be contacted by any form of electronic communication by coaches or Applicable Adults subject to this policy. (Photography or videography). The **FLORIDA REGION CLUB** will abide by any such request that their minor athlete not be contacted via electronic communication, absent emergency circumstances.

## **Misconduct**

Social media and electronic communications can also be used to commit misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by coaches, staff, volunteers, administrators, officials, parents or athletes will not be tolerated and are considered violations of our Participant Safety Handbook.

## **Violations**

Violations of **FLORIDA REGION CLUB's** Electronic Communications and Social Media Policy should be reported to your immediate supervisor, a **FLORIDA REGION CLUB** administrator or a member of **FLORIDA REGION CLUB's** Participant Safety Committee for evaluation. Complaints and allegations will be addressed under **FLORIDA REGION CLUB's** Disciplinary Rules and Procedure.

## **LOCAL TRAVEL & TEAM TRAVEL**

This policy shall apply to:

1. Adult members who have regular contact with amateur athletes who are minors
2. Any adult authorized by **FLORIDA REGION CLUB** to have regular contact with or authority over an amateur athlete who is a minor
3. Adult staff and board members of **FLORIDA REGION CLUB**

(Collectively “Applicable Adult” for the purposes of this policy)

#### **POLICY 4 - LOCAL TRAVEL**

Local travel consists of travel to training, practice, and competition that occurs locally and does not include coordinated overnight stay(s).

##### **Transportation**

Applicable Adults who are not also acting as a legal guardian, shall not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must have at least two minor athletes or another adult at all times, unless otherwise agreed to in writing by the minor athlete’s parent/legal guardian in advance of each local travel.

#### **POLICY 5 - TEAM TRAVEL**

Team travel is travel to a competition or other team activity that the organization plans and supervises.

##### **Team/competition travel**

When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete must have his/her legal guardian’s written permission in advance and for each competition to travel alone with said Applicable Adult.

##### **Hotel Room**

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangements with a minor player. (Unless coach is the parent, guardian or sibling of the player) However, a parent/legal guardian may consent to such an arrangement in advance and in writing. Furthermore, a parent/legal guardian may consent in

advance and in writing to the minor athlete sharing a hotel room or other sleeping arrangement with an adult athlete

Coach or his/her designee will establish a curfew by when all players must be in their hotel rooms in a supervised location. Regular monitoring and curfew checks will be made to each room by at least two properly background screened adults. At no time should one adult be present in room with minor players, regardless of gender.

Team personnel should ask hotel to block adult pay per view channels.

### **Meetings**

Meetings shall be conducted consistent with the **FLORIDA REGION CLUB** policy for one-on-one interactions

Individual meetings between coach and player may not occur in hotel sleeping rooms and must be held in public setting or with additional adults present with one of those adults being the same gender as the player.