

Spirit Volleyball Club Handbook

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Spirit Volleyball Club**Bonnie Priester****MINOR ATHLETE ABUSE PREVENTION POLICIES**

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.

SafeSport Club Policies

1. One-on-One Interactions, including meetings and individual training sessions (Clubs are required to establish reasonable procedures to limit one-on one interactions, as set forth in federal law)
2. Massages and rubdowns/athletic training modalities Locker rooms and changing areas
3. Social media and electronic communications
4. Local travel
5. Team travel

These policies shall apply to the following:

- 1) Adult members at a facility that is either partially or fully under the jurisdiction of Spirit Volleyball Club
- 2) Adult members who have regular contact with amateur athletes who are minors
- 3) Any adult authorized by Spirit Volleyball Club that may have regular contact with or authority over an amateur athlete who is a minor
- 4) Adult staff and board members of Spirit Volleyball Club

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

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 Spirit Volleyball 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 Spirit Volleyball 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 Spirit Volleyball 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 Spirit Volleyball 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 Spirit Volleyball 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 Spirit Volleyball 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. What are Applicable Adults in categories 1-4? Was that what was referenced in the beginning? If so, they would need to be numbered 1-4 for reference.

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 Spirit Volleyball Club is prohibited. Exceptions may be made for media and championship celebrations, provided that such exceptions are approved by Spirit Volleyball 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 Spirit Volleyball 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 Spirit Volleyball Club, except under emergency circumstances.

If Spirit Volleyball 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

Spirit Volleyball 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 Spirit Volleyball Club's Team join a personal social media page. Athlete members and parents can friend the official Spirit Volleyball 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 should 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 Spirit Volleyball 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 Spirit Volleyball 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 Spirit Volleyball 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 Spirit Volleyball Club's Electronic Communications and Social Media Policy should be reported to your immediate supervisor, Spirit Volleyball Club administrator or a member of Spirit Volleyball Club's Participant Safety Committee for evaluation. Complaints and allegations will be addressed under Spirit Volleyball 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 Spirit Volleyball Club to have regular contact with or authority over an amateur athlete who is a minor – This sentence doesn't necessarily make sense
- 3) Adult staff and board members Spirit Volleyball 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 Spirit Volleyball 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.

Spirit Volleyball Club

Club Release & Transfer Policy

If an athlete/family decides to depart

Spirit Volleyball Club during the respective season, the following steps must take place:

1. **Release Policy:** The athlete/family in question must submit a written request for release to the Club Director, Bonnie Priester, at spiritvolleyballclub@gmail.com and to the Florida Region at registrar@FloridaVolleyball.org stating the reason for the request.
 - e. Spirit Volleyball Club will release the athlete immediately once the following item(s) have been completed:
 - f. Athlete returns all club gear provided to athlete this season.
 - g. Member must remit all financial obligations agreed upon contractually.
Payment Option – Member pays full cost of season.
 - h. **Transfer Policy:** There are no transfers allowed in the Florida Region without extenuating circumstances. 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.
 - i. 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) policy on releases on athletes that participate in regional or national qualifying/bid events. Please refer to the Girls' Junior National Qualifier/Spring Championships/Championships Manual.

Parent Signature:_____

Spirit Volleyball Grievance Policy

Grievance Policy

Using tact when approaching a coach about a grievance is key to arriving at a meaningful solution. Our coaches have been instructed by the directors to have the team as a whole AND every athlete in mind when making the game plan. If at some point you are confused or concerned about a coaching decision we recommend you go through the following steps in order, if the problem is not resolved after trying the first step, progress to the second etc.

1. The athlete should first speak to the coach about the matter.
2. The parents should speak or meet with the coach as early as the day after a tournament.

****A parent should never approach a coach at a tournament.**
Coaches are put under a tremendous amount of stress in their attempt to get all of the girls to the court on time, in their positions, doing their jobs, having good team chemistry, etc. Tournaments are not a good time to discuss playing time with a coach given all they have to juggle on that particular day. The recommended time for a parent to schedule a meeting is usually before or immediately following a scheduled practice. A phone call or email would also suffice.

3. The parent, coach, and athlete will meet with the club director to resolve an issue.

Spirit Volleyball encourages the student athlete to discuss playtime concerns with their coach directly. Coaches will always give advice to the player about the skills they can improve upon so that they can become a bigger contributor come game time. Sometimes parents are unhappy with play time, but this does not reflect the feelings of the athlete. Please be sure to speak with your daughter about play time to make sure you have the same outlook on the matter. Coaches need not defend their "coaching decisions" to parents or athletes. Playtime is very complex and our coaches are always trying to do what is best for the team.

Other Policies regarding grievances:

1. Spirit Volleyball 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 being dismissed from club.
2. It is inappropriate for an athlete or parent to approach other parents and athletes about a problem, this just spreads unnecessary negativity.
3. Anyone, parent or player, who witnesses or hears of something inappropriate can always discuss their thoughts with the club directors with a phone call or email.

General Club Policies

Spirit Volleyball Travel Policy

Travel will be a standard aspect of our competitive season and Spirit Volleyball has established policies to guide our travel, minimize one-on-one interactions and reduce the res 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, and team travel involving a coordinated overnight stay.

Local Travel

Local travel occurs when Spirit Volleyball 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 athletes maintains all safety and legal requirements, including but not limits 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, Spirit Volleyball 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 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, e.g. 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 Spirit Volleyball 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 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, well-maintained vehicles and compliance with all state laws.

For team travel, hotels and air travel will be booked in advance by Spirit Volleyball. Athletes will share rooms, with 2-4 athletes assigned per room depending on accommodations. Spirit Volleyball will also notify hotel management should any special arrangements be warranted. For instance, we will ask hotels to block pay per view channels and 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.

The nature of our sport and competitions structure means that individual athletes may sometimes need to travel overnight without other athletes. Under these circumstances, encourage minimizing on-on-one time between a coach and athlete by:

1. Traveling with an additional coach or chaperone
2. Inviting parents/ guardians to travel with their athlete (for athletes under age 18)

For individual travel we attempt to provide alternative guidelines. Depending on the nature of the travel and competition, these guidelines may include:

1. Compressing the travel schedule to reduce the number of nights athletes are away from home
2. Providing regular organizational check-in calls to the traveling athletes and coach
3. encouraging more frequent and unscheduled check0in phone calls initiated by parents/ guardians (for minor athletes)
4. Complying with reasonable parental requests when a child is away from home without a guardian

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

Travel Notification

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

Spirit Volleyball 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.

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 members' valid driver's license is required.

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

- a. 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
- b. familiarize themselves with all travel itineraries and schedules before the initiation of team travel
- c. conform to, and monitor for others' adherences, the Athlete Protection Policy and all policies during team travel
- d. encourage minor athletes to participate in regular, at least daily, scheduled communication with their parents/guardians
- e. help athletes be on time for all team commitments (as possible_
- f. assist with team travel logistical needs (as possible)
- g. 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

- h. ensure athletes are complying with hotel room restrictions based on gender or age bracket requirements
- i. 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
- j. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their coaching duties
- k. immediately report any concerns about physical or sexual abuse, misconduct, or policy violations
- l. notify parents before taking any disciplinary action against a minor athlete if the athlete is traveling without his or her parents.

Chaperon Responsibility

Chaperones accompany team travel to ensure the the athletes, coaches, staff and volunteers adhere to Spirit Volleyball's policy guidelines. While these include the travel policy, it also includes all other relevant policies continued in Spirit Volleyball's participant safety handbook .

If a chaperone has not undergone a criminal background check and Spirit Volleyball's awareness training, the chaperone will not be permitted to have any one-on-one interactions with athletes or other youth participate. 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 Spirit Volleyball's Participant Safety 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, chaperons will:

- m. familiarize themselves with all travel itineraries and schedules before the initiation of team travel
- n. conform to, and monitor for others' adherences, the Athlete Protection Policy and all policies during team travel
- o. encourage minor athletes to participate in regular, at least daily, scheduled communication with their parents/guardians
- p. help athletes be on time for all team commitments (as possible_
- q. assist with team travel logistical needs (as possible)
- r. 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
- s. ensure athletes are complying with hotel room restrictions based on gender or age bracket requirements
- t. 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
- u. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their chaperone duties

Spirit Volleyball Refund Policy

Spirit Volleyball will discuss and honor a refund, or a “stop in payments” due to medical condition/injury or the family relocating to a new area. Refunds of this nature will be awarded on a case by case basis and will not include nonrefundable “Try Out Fee”, “Registration Fee”, or payments for time played.

Spirit Volleyball does not award refunds or “stop in payments” for families who are unhappy with their experience or any other reason than those stated above.

Spirit Volleyball reserves the right to review each case requesting or requiring a refund and make and decisions as the directors see fit. Again, decisions will be made on a case by case basis.