

CHELA & CHAMO VERTICAL VOLLEYBALL

PLAYER & PARENT/GUARDIAN HANDBOOK



CHELA & CHAMO

CCVW

VERTICAL



VOLLEYBALL



About Us

Chela & Chamo, are two former members of the National team of Venezuela. We have traveled in the national and professional level in different countries. Together we have participated in tournaments worldwide as players of different volleyball leagues. In the beginning we started directing 10u through 20u categories in Puerto Rico in the city of Mayaguez (2001). We began teaching what the experience as players has brought us. After three years living in Florida, we formed our Chela & Chamo Vertical Volleyball Academy (CCVV).

Our VISION is to continue to educate and teach those that are passionate about developing the skills and love for Volleyball.

CCVV Academy Mission

Our volleyball academy works with athletes and families who want to maximize their skill and personal development on and off the court.

As a team, we strive to bring out the best in each player on and off the court, promoting integrity, respect, and discipline at all times.

Our Goals

- Build a strong culture of growth, teach about the value of competition.
- Create an atmosphere that fosters respect, unity, and competitive togetherness.
- Emphasize teamwork, skill development, leadership, and personal growth.
- Promote transparency and communication with coaches, parents, players.
- Have fun and respect one another while maintaining a competitive, winning environment.



Club Contact Information

Website: WWW.CHELACHAMOVERTICALVOLLEYBALL.COM

EMAIL: ccvvverticalvolleyball@gmail.com

Jose Alvarado

Owner/Club Director

ccvvdirector@gmail.com

Ph. (407)922-7388

Graciela Marquez

Co-owner/Managing Director

ccvvverticalvolleyball@gmail.com

Ph. (407)705-4025

Mail address: 5637 Gingham Drive, Kissimmee FL, 34758

Facility address:

Main Location:

Horizon Middle School

2020 Ham Brown Road, Kissimmee FL, 34746

Knights K-8 School

4890 Golden Knight Blvd, Kissimmee, FL, 34746

Social Media:

Facebook: @ccvvvertical

Instagram: @ccvvvolleyball



About USA Volleyball & Safe Sport

USA Volleyball (USAV) is the National Governing Body (NGB) for the sport of volleyball in the United States and is recognized by the Federation International de Volleyball (FIVB) and the United States Olympic Committee (USOC). The vision of USAV is to be acknowledged as the world leader in volleyball. To accomplish this mission, goals are to be achieved, including the following:

- Competitive Success: To win gold medals in every international competition.
- Sport Growth: To achieve full participation in volleyball at all levels and geographical areas.
- Sports Enhancement: To improve support services necessary for the quality and conduct of programs to ensure recognition as the authority and expert for volleyball.
- Administration: To develop and maintain a structure which will effectively and efficiently assist in achieving the vision and mission of the Corporation

USAV is committed to and works toward the opportunity for all to participate. It is an advocate for all Americans – endeavoring to assure universal access to opportunities at all levels of the game.

USA Volleyball believes that volleyball has so many positive things to offer those who participate. First, and most importantly, whether one is a gifted athlete or recreational player, volleyball is FUN! It is a lifetime sport enjoyed by players from 5-80+. Participation in volleyball is not only good exercise, but also involves team cooperation and spirit. We are committed to introducing our sport to all of America.

USA Volleyball is committed to creating safe and fun environments for youth.

Therefore, it requires the reporting of abuse of any kind (sexual, physical, emotional, bullying, etc.) through the SafeSport program. USA Volleyball has developed a handbook intended to be a central location for all the policies and procedures that are designed to protect youth participants from all types of misconduct. That information is shared with all coaches as part of IMPACT training or can be done online if a coach was IMPACT certified prior to 2014.



Welcome to Chela & Chamo Vertical Volleyball

This handbook contains information for both players and parents/guardians. It is imperative that both players and parents/guardians read the document in full and understand its contents. Your understanding and acceptance of this information will ensure your success as part of CCVV Academy.

CCVV Academy Club Policies & Important Information

Code of Conduct

Player Code of Conduct

- Each player will be expected to comply with the rules and regulations outlined in this handbook. Players will conduct themselves in such a manner that they bring credit and respect to their families, teammates, and the CCVV Academy. Anyone who willfully performs any act that is detrimental to themselves, their school, or the CCVV, shall be subject to discipline, suspension, or expulsion from the program.
- **DISCIPLINE:** Will mean any form of corrective action deemed necessary to correct the problem. Each player will be told what needs to be corrected and given a specific time frame in which to accomplish it. The player will be expected to participate in practices and travel to tournaments even though they may not play. If a player makes no attempt to correct a specific problem in the specific time frame, he/she may be suspended or expelled from the club.
- **SUSPENSION:** Will mean a suspension from participation in any team related activity for a specific number of days. A suspension is usually a last chance result of a disciplinary problem.
- **EXPULSION:** Will mean that the player will be denied the right to any future participation or privilege of the CCVV Academy. No refunds of any kind will be given in the case of an expulsion.



- Prior to the implementation of the above sanctions, a conference with the player will be conducted to ensure the player's understanding of the problem and its actions.
- The following acts shall constitute sufficient cause for implementing disciplinary actions. (List is not all-inclusive)
 - Disruptive or unsportsmanlike conduct
 - Excessive tardiness or unexcused absences
 - Disobedience or display of bad attitude towards coach.
 - Excessive late payments
 - Not maintaining a grade point average above 2.5/4.0 scale during competition. (Team average)
 - Illegal transport, illegal possession, or use of illegal drugs or other substances banned by the CCVV, AAU or USAV.
 - Use of a recognized identification card by anyone other than the individual described on the card.
 - Physical damage to a facility or theft of items from a room, dormitory, residence, or other person
 - Possession of fireworks, ammunition, firearms, or other weapons or any item or material which by commonly accepted practices and principles would be a hazard or harmful to other persons, state, or local ordinances.
 - Violation of the specific policies, regulations, and/or procedures of the USA, AAU or USAV or the facility used in conjunction with a sanctioned event.
 - Conduct which is inappropriate as determined by comparison to normally accepted behavior Physical or verbal intimidation of any individual.
 - **During the active volleyball season, it is strictly prohibited for players to receive private lessons from CCVV Academy coaches outside the official premises of the institution. This policy is part of the program's internal regulations, and any violation may result in administrative sanctions.**

Facilities and Holiday Schedule

Practice and Tournaments dates and hours schedule are always subject to change. Our scheduling will follow the official calendar of Osceola County schools. The holidays observed for teachers and students will also be designated as holidays for CCVV Academy. If a tournament is scheduled during a week when the academy is closed, efforts will be made to arrange a scrimmage or practice at an alternate location, subject to changes and availability.



Regulations Regarding Private Lessons

During the official volleyball season, players are strictly prohibited from receiving private lessons from CCVV Academy coaches outside the authorized premises of the institution. This regulation forms part of the program's internal code, and any violation may result in administrative sanctions.

Attendance Policies

- All players are expected to attend all practices. Players must inform the coach if they need to miss a practice due to an illness, injury, family emergency, etc. Regardless of the reason, if a player misses practices, playing time may decrease and roles may be reviewed. Club dues will not be refunded for missed practices.
- Due to our schedule and the program's commitment towards the technical, tactical, and physical development process, attendance and promptness are essential.
- Each player is expected to arrive at least 10 minutes early. Every athlete must be dressed, warmed up, and ready to go at the practice time listed.
- It is also the responsibility of the player to confirm the time and location for the practices or tournaments.
- Coaches/ Team parent will notify parents/guardians if a practice is canceled for any reason.
- The Coach and Director will evaluate all absences from practices and tournaments on a case-by-case basis. Attendance at practices and tournaments may affect playing time.
- If the player misses a tournament, the coach may reduce the playing time at the next tournament.
- Attendance at National Qualifiers, and Regionals is mandatory.

Practice Rules

Note: Fortuitous events, Act of God, unforeseen occurrence, or circumstances beyond the control of the CCVV may occur and the Club may need to cancel, reschedule, or postpone practices, scrimmages and/or tournaments. As such, CCVV reserves the right to alter or modify the practices, scrimmages and/or tournament schedule if necessary. Any changes to the practices and/or tournaments schedule will be updated on our team parents as soon as possible. Practices are ALWAYS subject to change, in regard to; time, days, and location for CCVV. Any changes regarding times days and location of the practices will be available in the team parents.

- Players will place their belongings in the specified location for their team on their court.
- **Players will place their cell phones in their bags prior to the beginning of practice.**
- **Live streaming during practice is prohibited.**



- **Video recordings during practice is prohibited.**
- Players will be required to wear the CCVV practice T-shirts for their practice day. **(There will be a shirt for sale if the player does not wear the practice shirt)**
- **Players are expected to wear CCVV gear at practice sessions, which includes Hoodie, jacket, etc. School attire, tournament attire, etc... Will not be acceptable.**
- Players must report any and all injuries or illnesses to their coach immediately.
- If a player is injured, we feel she should attend all practices. You may not be able to participate, but every practice gives you the opportunity to learn valuable lessons. Your team and coach will appreciate your support.
- If a player must miss a practice for any reason, he/she must notify the coach or assistant coach prior to their practice time. It is the responsibility of the athlete or parent to notify the coach of any scheduled team event that the athlete will be missing with at least one week notice for practices and two weeks' notice for tournaments.
- Players shouldn't enter the court space unless instructed to do so by the coach.
- Practice will start on time and end when all the equipment is returned to its place.
- If you must leave the practice site or the practice itself for any reason, you must notify the coach.
- Players should remain alert and immediately report to the coach when a huddle/meeting is called. Players should listen to all instructions given by the coach even if they don't directly apply to the player.
- Players and parents/guardians should not use any profanity at any time.

Practice Policy: To optimize practice scheduling and ensure adequate space for all teams, it has been established that certain teams will share the court. Each team is scheduled for at **least Two (2) mandatory practices per week** and this approach allows all teams to be included within the overall schedule while providing additional benefits, such as the opportunity to compete against another team, fostering interaction among players of varying skill levels, and enabling coaches to work with different groups effectively.

Uniforms Policies- New process

New*- Beginning with the 2026-2027 season, uniforms will no longer be included in the tryout fee. Each Family will purchase the required uniform directly from the designated vendor after team selections. The uniform package is mandatory for all athletes' participation in the season. All players must complete their order by the provided/CCVV deadline. Failure to purchase the required uniform package by the deadline may result in delays in participation.



Once player is accepted into the Academy and has purchased the required uniform package, the player will receive the corresponding items from the Blue package or Fuchsia package depending on her team assignment.

Uniforms are to be worn only on tournament days and only by team members. Uniforms should not be worn for practices. Uniform maintenance is the responsibility of the player. Lost or misplaced uniform items will not be replaced by the Academy.

Uniform Store – Official Apparel Requirement

All official uniform items must be purchased exclusively through the Academy's authorized online store. This ensures consistency in team appearance and compliance with tournament regulations. Families may also purchase optional or replacement items through the same store if needed.

Tournaments

CCVV will work to make the most competitive schedule possible with the players on each team. Tournament schedules for each team may differ and will be distributed to each team as soon as they are finalized.

Please reference the 'Travel' section of this document for tournament transportation/travel guidelines.

Tournament Rules

- **Players are expected to arrive 1hrs prior to their session start time.** Per coach's discretion, players may be asked to be earlier.
- All players are expected to be in full uniform each time the team competes at a tournament. If a player forgets their shorts or jersey, they will NOT be able to participate.
- **The players are required to wear uniform pants or track shorts before, during and after games.**
- Plan on being at the tournament early in the morning and remaining there all day long. Teams do one of three things at a tournament: play, officiate, and sit out (there is also time to eat).
- Tournaments can run ahead of schedule or (more often) behind schedule. Please be prepared.
- **NO PLAYER IS EXEMPT FROM OFFICIATING DUTIES!**

It is also important to note that oftentimes when you lose your last match of the day, you will be expected to officiate the next match.

- **NO PLAYER MAY LEAVE THE TOURNAMENT IN ADVANCE OF THE ENTIRE TEAM, REGARDLESS OF WHETHER THEY ARE ASSIGNED AN**



OFFICIATING DUTY OR NOT. Under certain circumstances, permission may be granted by the coach for a player to leave early.

- **The use of cell phones or electronic devices is NOT permitted on the scoring tables or in refereeing assignments and during the tournament.** If devices become a problem during a refereeing task, the device will be confiscated and returned at the end of the refereeing task.

Tournament Policy

- Each tournament format is determined by the organization hosting the event. Tournament hosts will provide actual day-of scheduling details ideally no later than the Wednesday prior to the tournament date. This will be either emailed out or posted on their website. Your coach or team parents, will send you this information as soon as we receive it.
- **Wearing the CCVV Long sleeve cover shirt is required for all tournaments.**
- **It is the responsibility of the player to wear the uniforms to each tournament that the team participates.**
- **Players will only wear CCVV gear at tournaments, including when they're referring or off the court. School attire, tournament attire, etc... Will not be acceptable.**

Hotel and Travel Policies

Many tournaments require travel time. It is the responsibility of the family to get the player to the tournament on time. This may mean traveling as a family or planning for your child. **Wearing the CCVV Long sleeve cover shirt is required when traveling out of state.**

Parents/guardians must understand and agree that when the team is traveling to tournaments, CCVV will not act in place of a parent/guardian or assume any duty of supervision including at hotels or in the course of transportation to or from the event.

Players are required to stay with a parent/guardian or other designated adult. Any flights will be the sole responsibility of the individual. CCVV Academy will provide a set of travel parameters specific to each event, including earliest and latest time of arrival, hotel check-in procedures (stay and play event), event site locations and restrictions, departure times and schedules.

Hotel reservations -CCVV will provide reasonable advance notice before team travel which will include information on hotels which will be posted on our website. We do send



out emails, but it is essential that you look for information on the website for hotel information as they have deadlines.

- All travel for single day tournaments are not coordinated by CCVV Academy.
- CCVV will be booking coaches rooms, this will not be a task required of the parents.
- CCVV will offer a selection of hotel options to the families, which will be communicated by the team parent. Parents are then able to choose to stay in the selected hotels or book elsewhere.

Stay -and- Play Policies

- **Many of the tournaments that require an overnight stay have a “Stay and Play” Policy which requires ALL players on the team roster to stay at the hotel assigned to the Academy and must be listed on the hotel room listing or they will be disqualified from playing in the tournament.**

CCVV Stay as Team Policy

- **In addition to the “Stay and Play” tournament policies stated above, all athletes are REQUIRED to stay at the hotel assigned to the Academy. Families must both reserve and stay at the assigned hotel, and athletes must appear on the official rooming list. Failure to do so will result in the athlete being disqualified from participating in the tournament.**
- Families with multiple kids playing on different teams at the same tournament will be addressed on a case-by-case basis by the Academy.
- Room blocks have a firm cut off point to secure your room and it is the responsibility of the athlete’s parent to make the reservations before the deadline.
- Reservations must be made on the provided links on the team page.
- **For qualifiers and national events, it is mandatory by USA Volleyball that we select a club hotel and register together. There will be NO exceptions to this USA Volleyball “Stay and Play”.**

Transportation

- CCVV coaches are not responsible for transportation of players to tournaments; parents/guardians and players are responsible for their own transportation to and from tournaments, practices, and any other CCVV Academy related event.



Carpooling is recommended in these situations. This includes transportation from the airport to the hotel.

- Airfare (if necessary) – CCVV Academy does not book players or parents/guardians airfare. Parents/guardians will book their own and their players airfare for any tournament requiring a flight.
- Parents/guardians may elect to rent cars for their families or rent vans for the team. This decision is to be made by the team. The costs will not be covered by Chela & Chamo Vertical Volleyball.

Team Contact List, Website and Other Communications

Once the club's teams are formed, team contact lists will be assembled. Each list will consist of all team members' names, parents/guardian's names, email addresses and phone numbers. This list will be distributed to all coaches by the club Director. The club Director will then distribute to each team. Corrections can be made directly to the club Director as soon as they are noticed.

CCVV Academy urges players and parents/guardians to regularly check their email as information will primarily be communicated this way.

We will utilize our CCVV Academy social media pages; however, official communication and information will be via email.

We welcome Phone calls, Txt, emails, and personal communication during office hours.

PARENT RULES AND POLICIES

Chela & Chamo Vertical Volleyball aspires to be highly regarded for its professionalism and values that exist on it. That is why just as we expect certain actions of our players, we also ask the same courteousness and politeness from our players' parents.

- Live streaming during practice is prohibited.
- Video recordings during practice is prohibited.
- The legal consumption of alcohol by parents, team chaperones, coaches and tournament officials should be done in a responsible manner at all times, and only once tournament play for that day has concluded and also is in adherence to all local, state and federal laws.
- Parents should refrain from any unsportsmanlike conduct that could embarrass the club or penalize a team. Parents disobeying CCVV, AAU or USAV rules, or acting in a manner deemed inappropriate by the staff, may cause the player to be suspended or expelled from CCVV.



- CCVV and its staff are not responsible to manage matters that are not related to the volleyball training services it provides. Personal issues between players and/or parents should be discussed and resolved between parties involved outside CCVV premises and activities (practices, games, tournaments, meetings, team dinners, etc.).
- As a safety measure, parents are not allowed inside the volleyball area during practice to ensure the well-being of players and avoid distractions. CCVV cannot be held responsible for any incidents or injuries that may occur to parents who violate this rule. Prioritizing safety and maintaining an optimal practice environment is essential.
- **Parents will not be permitted to discuss coaching philosophies with the coaches at practices OR tournaments. CCVV asks that, if a parent is concerned about something with a team/player/coach, he/she will wait 24 hours after the end of the practice or tournament before discussing the matter with the coach. If further problems arise, please contact the Director of the club who may schedule a meeting with the Coach, Directors, player and parents all together.** (Please see Grievance Policy & Procedures).

Team Parent

The CCVV Academy requests one Team Chaperone for each team. (volunteer)

Once teams are selected, we will be choosing a parent from each team to assist as a team chaperone who will work hand in hand with the coach. This person will assist the coaches during our travel and assign duties to other parents to make sure the team has all of its needs met. We prefer this person to be a parent that attends most practices and tournaments as we will also use him or her to pass information on to the other families on your team. The team Chaperone will also need to get an AAU and an USAV membership. In return they will be able to enter with the team at no cost to MOST major tournaments. We welcome and appreciate any support you can give us to make this the best year possible for our players, families, and coaches.

Other functions of the Chaperone:

- Organize team dinners or meals at tournaments.
- Distribute directions to a site, and site rules (no coolers, etc.)
- Special events (team-bonding on overnight/weekend trips, birthdays, etc.)
- Anything else the coaching staff requires.

Fee & Payment Related Policies and Procedures

Team Placement Fee

All athletes selected for a team must complete the mandatory, **non-refundable** Team Placement Fee as part of the official acceptance process.



- The CCVV **Academy** requires parents/guardians and players to complete all paperwork and remit all required dues/fees before a player receives uniforms and can practice or participate in tournaments.
- If for some reason a player quits or is expelled from CCVV Academy, **all remaining fees are due and must be paid in full immediately**. Any legal fees incurred by the CCVV Academy to collect dues or fees, will be the responsibility of the parents/guardians and the player that has left the club.
- Payments can be made using the online payment system QuickBooks, Zelle, Cash and Check.
 - **Online Payment System**: Quickbook 3.5% **service fee** will be added to any **credit card payment/s through the online system**. These fees are not determined by **CCVV**, they are determined by the provider.
- All checks should be made payable to:
Chela & Chamo Vertical Volleyball
- All dues and fees paid to CCVV Academy are **NON-REFUNDABLE**, without exception.
- Under no circumstances, payment will reimburse. Return Checks will have a \$35 surcharge. After first return check is process, subsequent payments will only be accepted in cash method.
- Parents/guardians, and players must act in accordance with all court, gym, tournament, and CCVV Academy rules of decorum and etiquette.
- If a CCVV Academy director, coach, and/or staff member witnesses a player acting in an unacceptable and/or inappropriate manner, the player may face a penalty including barring them from practices and/or tournaments or immediate dismissal of a player. No refunds will be issued.

Tuition policy- Injuries Outside of CCVV Activities

Tuition payments are based on a full-season financial commitment and are not adjusted, paused, or refunded due to injuries that occur outside of CCVV practices, games, or sanctioned events. If an athlete becomes injured outside of CCVV activities, the family remains responsible for continuing monthly tuition payments, as the Academy is not liable for injuries sustained outside of official CCVV programs.

Refund Policies

- When you accept an offer to participate, you accept the financial obligations for the entire club fee for that season. When teams are composed, payments immediately go directly into uniforms, tournament entry, travel and other fees.



- In the event of a catastrophe (i.e., natural disaster, pandemic, etc...), CCVV Academy will continue to bill through the remainder of the season if necessary and will provide refunds due to lost tournaments and practices upon the cancellation of said tournaments and season.
- In accordance with our financial policies, membership fees are **Non-refundable** under any circumstances, including if a player decides to leave, is subject to suspension, or sustains an injury at any time during the season.
- Past due payments over 30 days or more will be refer to a collection agency and parents will be responsible to pay all collection fees. If on a payment plan contract or agreement and 30 days have passed, we will be entitled to receive the entire financial commitment balance at the specified due dates.

Fees & Payments

CCVV Academy offers programs for many different age and skill levels. CCVV Academy offers programs for girls from ages 10 to 16. A players AGE GROUP is based on how old they are on July 1.

These fees cover:

- Coaches' Salaries
- Tournament entry fees
- Coach travel expenses, including hotel and transportation.
- Practice center facility expenses and Insurance.
- Equipment and administrative fees and supplies.
- **DO NOT INCLUDE:** USAV / AAU players memberships.

ALL SEASON FEES:

- Payment in full at the beginning of the season by through check/cash by August Current year through May of the following year. Pay in full discount available. (5%).
- **Payments season in 10 or 11 installments during the season**
By credit card through the online payment system, QuickBooks, Zelle or check/cash. The Payment schedule is as follows: The August payment for the current year is due on the 15th day of the month, from September of the current year through May of the following year, payments are due on the 2nd day of each month. All player dues must be paid within 5 days of the due date. Any player whose account is not in compliance will be prohibited from participating in practice or games until the account is current. Any payments made more than 5 days past the due date will incur a \$25 late fee. If a late payment is made without the additional late fee, the player will not be the payment to practice or play until the late fee is paid.



- Club dues are not dependent on the number of tournaments or practices a player can make. Each member of the team will pay the same amount for the entire season, regardless of time commitment.
- The club director will not discuss specific arrangements with anyone other than the player and parent/guardian.
- If you are submitting a payment using a check, please place the player's name and team in the memo.

Please make out separate checks for each player participating

Commitment to USAV and AAU

- Your commitment to CCVV Academy and USAV and AAU is very important. Thus, while competing with CCVV Academy, which is associated with USAV and AAU, one may not compete in other organized volleyball programs.

Release Policy

Your accountability to the CCVV organization continues until your team has fulfilled its commitment to the team and organization. CCVV Academy will release players upon completion of the season. Special circumstances may be considered; such circumstances will be reviewed by the staff and final determination will be made by the club directors.

Policy 1

Parent Payment Policy for Player Membership Fees To ensure the continued operation of our programs and the fairness to all participants; we have established the following payment policy regarding player membership fees:

1. **Payment Due Date** Player membership fees are due in full by the specified due date each month, as communicated in your payment schedule or financial agreement.

2. **Late Payments** If payment is not received by the due date: A reminder notice will be sent to the parent or guardian. A late fee may be applied to the account after a grace period of 5 calendar days.

3. **Delinquent Accounts** If payment is not received within 15 calendar days after the due date: The player's participation in practices, games, or events may be suspended until payment is made or a revised payment arrangement is approved. Continued failure to pay may result in the termination of membership.

4. **Submission to Collections** If the account remains unpaid 30 days after the due date and no formal payment arrangement has been made: We reserve the right to submit the outstanding balance to a collections agency. All additional costs incurred in the collections process, including administrative or legal fees, will be added to the total amount owed.



5. Communication It is the responsibility of the parent/guardian to communicate any financial difficulties prior to the due date. We are willing to work with families to establish reasonable payment plans if contacted in advance.

Liabilities

In consideration of being allowed to participate in any way in any CCVV Academy program, related events and activities, I undersigned, acknowledge and agree that:

- The risk of injury from activities involved in this program is significant, including the potential for permanent paralysis and death, and while particular rules, equipment and personal discipline may reduce this risk, the risk of serious injury does exist.
- I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the releases of others and assume full responsibility for my participation.
- I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest staff immediately.
- I, for myself and on behalf of my heirs, assignees, personal representatives and next of kin, hereby release, indemnify, and hold harmless Chela & Chamo Vertical Volleyball , CCVV, and their officers, officials, agents, employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event (releases), with respect to any and all injury, disability, death, or loss or damage to person or property, whether arising from the negligence of the releases or otherwise, to the fullest extent permitted by law.

Conflict Resolution Procedure

The following guidelines have been established to protect the players, coaches, and parents/guardians from uncomfortable and inappropriate situations when it comes to the professional discussion and handling of grievances. The coaches within CCVV Academy have been instructed to adhere to these guidelines to better maintain the club/player/parent/guardian relationship.

The procedure to discuss concerns about policies and actions are as follows:

- The player should speak with the coach regarding the matter.
- If the matter remains unresolved and there is a legitimate concern, the parent/guardian and player should request to meet with the coach. Coaches will ONLY meet with parents/guardians when the player is present, and not at a tournament.
 - Please do not confront a coach before, during or after an event. Arrange to meet with your coach at a convenient time for all parties, including before or after practice.
 - If a parent/guardian approaches a coach during a tournament, we have instructed our coaches to refuse to discuss the situation, to refer the parent/guardian to a club director and walk away.
 - We also instruct our coaches not to get involved in a texting conversation.



If the matter remains unresolved, the parent/guardian can request a meeting with the club director, along with the coach and the player. **THE PLAYER MUST BE PRESENT AT THE MEETING.** The decision of the club President at this point is **FINAL.**

It is important that players and parents/guardians alike understand that conversation with a coach is allowed and encouraged at any time throughout the season if it is civil and polite. However, when problems arise, we will all need to be rational and calm before discussion occurs.

Additional Policy Guidelines

- CCVV Academy will not acknowledge or act upon any negative emails. While convenient for conveying details, email can also leave room for interpretation of feelings and misunderstandings. To initiate the grievance process, please schedule an in-person meeting by email **ccvvverticalvolleyball@gmail.com**
- CCVV Academy will require 24 hours from the time of the incident before a meeting is able to be scheduled. Please conduct all scheduling through email.
- All problems or questions should wait until after the tournament or practice is concluded. At this time, our coaches would be more than happy to discuss any concerns you may have. The player must be included in this conversation. No conversations will be held without the player in attendance, to make sure that everyone is getting and giving the same message.

Reporting Inappropriate Behavior of Club Staff

CCVV Academy vigilantly maintains a policy that places the safety of the young players entrusted to our care and instruction as our highest priority. We watch team activities and interactions closely to try to prevent miscommunications that cause discomfort to any of the players or parents/guardians. If you see verbal behavior, it should first be reported to the Club Director.

If you see physical behavior of a CCVV Academy employee that you believe to be inappropriate, it should be reported to the club director, SafeSport, and law enforcement. Any employee found to be in violation of policy would be subject to discipline, which may include dismissal. There will be no retaliation against any complainants and/or witnesses who participate in an investigation. If you have any questions regarding the CCVV Academy's policies or procedures, please do not hesitate to contact the club directors.



Club Communication Policy & Social Media Policies

As part of CCVV Academy's emphasis on athlete safety, all electronic communications between coaches and athletes must include minor athlete's parents/guardian, another adult family member of the Minor Athlete or another Adult Participant and must be professional in nature and for the purpose of communicating information about team activities.

Playing Time Policy

What determines playing time?

Playing time is very important to us. It is important to apply the skills and fundamentals taught in practice in a match situation – only then can a coach and player truly realize which skills the player is proficient at and which skills require more training. Your club membership fees go toward practice time and instruction by qualified experienced coaches, NOT playing time in tournaments. Playing time for any individual is not guaranteed, but the potential to earn playing time is always granted and that is determined by the coach.

More playing time can be earned by being at practice and working hard to improve, as well as executing the skills when given the opportunity to play. **THE AMOUNT OF PLAYING TIME FOR ALL PLAYERS IS AT THE DISCRETION OF THE COACH AND MAY NOT BE EQUAL FOR ALL PLAYERS.**

Attitude toward teammates and coaches, willingness to learn and apply, communication and comprehension also all go into playing time considerations.



Spectator / Parent/Guardian Code of Conduct

IMPORTANT NOTICE – YOU AGREE TO ABIDE BY THE FOLLOWING CODE OF CONDUCT GUIDELINES:

I WILL:

- I WILL abide by the official rules of USAV and AAU.
- I WILL always display good sportsmanship.
- I WILL encourage my child and his/her team, regardless of the outcome on the court.
- I WILL educate myself on the unique rules of this facility.
- I WILL honor the rules of the host and the host facility.
- I WILL generate goodwill by being polite and respectful to those around me at this event.
- I WILL direct my child to speak directly with his/her coach when coaching decisions are made that may be confusing or unclear.
- I WILL immediately notify the Event Director and/or Program Administrator if I witness any illegal activity.
- I WILL support the policies and guidelines of the team/club that I represent.
- I WILL acknowledge effort and good performance, remembering that all the players in this event are amateur players.
- I WILL model exemplary spectator behavior while attending this event.
- I WILL respect the history and tradition of the sport of volleyball by being a good ambassador.

I WILL NOT:

- I WILL NOT harass or intimidate the officials.
- I WILL NOT coach my child from the bleachers and/or sidelines.
- I WILL NOT criticize my child's coach or his/her teammates.
- I WILL NOT bring and/or carry any firearms at any event.
- I WILL NOT bring, purchase, or consume alcohol at any Youth/Junior Volleyball event.

JUNIOR CLUB PERSONNEL CODE OF ETHICS

It is the duty and obligation of USA Volleyball affiliated Junior Club Program administrators, directors, coaches and other club personnel to assure the following Code of Ethics is followed and adhered to by all individuals who have an active role in a USA Volleyball Junior Club Program in any Region of USA Volleyball.

In a continuing effort to promote safe, healthy and ethical communication, relationships and treatment of all USA Volleyball players and personnel, all adults associated with a



junior club program must read, accept and submit this Code of Ethics before they are eligible to actively participate in a junior club program associated, affiliated, or participating in USA Volleyball.

1. All adult club personnel affiliated with a junior program must be a registered member with a Region of USA Volleyball and USA Volleyball.

2. All adult club personnel including coaches, chaperones, assistant coaches, trainers, etc. affiliated with a junior program intending to participate in USA Volleyball must have an approved and current background screen on file as per USA Volleyball policy. It is intended that the term "all adult club personnel" be all inclusive and not limited to only those categories identified herein.

3. A head coach or assistant coach affiliated with a junior program must also: be an adult (see Region definition of an adult) and be IMPACT certified according to USA Volleyball and Region policies.

4. If allowed by Region rules, an assistant coach who has not yet met the age of majority in the state of residence must be supervised by a head coach recognized by the Region and must meet all applicable Region and USA Volleyball requirements. Individuals who are registered as junior players and also have an interest in coaching should contact their region regarding coaching eligibility.

5. Responsibilities:

A. A head coach or other equally qualified club personnel must be present at all practices and competitions. A head coach, adult club representative personnel or registered chaperone must be present during team-supervised travel. This individual shall be responsible for the moral, legal and ethical well-being for each participant during team/club activities.

B. Coaches shall understand the unique power of a coach-athlete relationship. Coaches and all other club personnel shall not exploit athletes and shall avoid any relationships which could compromise the integrity of the learning and participation process, impair their professional judgment and/or take advantage of a situation for their own personal gain or gratification.

C. All club personnel must understand that all forms of sexual abuse, assault or harassment of a current or former athlete are unethical and illegal even when an athlete invites or consents to such behavior or involvement. Club personnel shall not engage in sexual/romantic relationships with current athletes or other participants over whom there is/was authority. See B above.



D. All club personnel shall insure that all individuals have met all Regional Volleyball Association and USA Volleyball membership requirements prior to participation in any club, team and/or Region/National USA Volleyball activity.

E. All club personnel must inform the players and their parent(s)/guardian(s) about any Region and/or USA Volleyball transfer policy. This policy may restrict or prohibit a participant from transferring to another club or team if specified criteria have been met. Likewise, all club personnel must inform the players and

their parent(s)/guardian(s) of any rules or policies regarding coaching transfers during a particular season.

F. All club personnel shall abide by and inform the players and their parent(s)/guardian(s) of applicable regional recruiting policies.

G. All club personnel may not participate in, require another individual to participate in, or condone any act considered to be illegal under federal, state or local laws and/or ordinances.

H. All club personnel shall strive to educate their athletes and personnel to respect, honor and adhere to the rules of the facility being used during practices, tournaments or events. In this regard, the rules of the facility shall have priority over the rules of the Regional Volleyball Association.

I. All club personnel shall ensure that all activities are suitable for the age, experience and ability of their athletes.

J. All club personnel shall seek professional medical advice when making decisions regarding an injured athlete's ability to continue training or playing.

K. All club personnel shall, while serving in a professional capacity, avoid any drug, tobacco or alcohol use while in the presence of athletes.

L. All club personnel shall not supply or condone the use of drugs, alcohol, tobacco, fireworks, ammunition, firearms, knives or any item or material that can be used as a weapon, to any of the participants or athletes and shall report any athlete using or in the possession of the same.

M. All club personnel shall not allow, encourage, condone or require any behavior that threatens an athlete's amateur status or Regional, USA Volleyball, school and/or collegiate eligibility.

N. All club personnel shall maintain all relationships with other club personnel on a professional and confidential basis.



O. All club personnel must be positive role models. This includes being courteous, respectful and polite to players, parents, other coaches, club directors, event personnel, and officials.

P. All club personnel will not engage in any physical, verbal or emotional harassment, abusive words or actions, or coercion of current and/or former athletes.

Q. All club personnel will immediately report any suspected case of illegal activity, abuse, assault, harassment, or ethical violations of this club personnel code of ethics to the appropriate authorities, including Regional Volleyball Administrators.

Note: Any violation of this Code of Conduct will result in you being asked to leave the site/facility and may result in you possibly being banned from attending future sanctioned events. The Event Director has the final say regarding their individual event. Local law enforcement will be contacted, if necessary, to resolve any disputes or altercations.

Notice of Disclaimer.

Every effort is made to treat members of the CCVV Academy Volleyball community with respect and fundamental fairness. The CCVV Academy Handbook cannot, obviously, cover every possible situation. Other special rules and regulations are applicable and enforced in specific areas as needed. The administration has the right to amend the CCVV Academy Handbook at any time. The administration reserves the right to waive and/or deviate from all disciplinary regulations for just cause at their discretion.

Contents of this document are subject to the interpretation of the CCVV Academy Volleyball administration. All decisions made by the CCVV Academy Volleyball administration regarding this handbook, its contents and its enforcement will be considered final. The rules specified in this handbook are applicable to all players in attendance at CCVV Academy.



Chela & Chamo Vertical Volleyball

Release Policy

Your accountability to the CCVV organization continues until your team has fulfilled its commitment to the team and organization. CCVV Academy will release players upon completion of the season. Special circumstances may be considered; such circumstances will be reviewed by the staff and final determination will be made by the club directions.

If you are offered a position on a team with CCVV Academy, and player accepts the position, player is committed to CCVV Academy for the entire season. A player commits to a team and completes registration with Chela & Chamo Vertical Volleyball (CCVV), the player is considered registered to the Club. Each player is bound to the Club for the entire seasonal year for competitive teams and full year registrations, which runs from December 1 of one year through July 31 of the following year. Accepts position is defined as one or more of the following; completing AAU & USAV club memberships selecting Chela & Chamo Vertical Volleyball as club, attending training sessions, participating in tournaments representing CCVV Academy.

Chela & Chamo Vertical Volleyball (CCVV) will not consider a request for a release from the program during the volleyball year until that player has paid his/her entire financial obligations to the Club for the year. If approved, all fees for the entire seasonal year must be paid in full before the release can be authorized. This will include a reasonable estimate for coach travel expenses, any other fees that might be due after the player has transferred from the teams as well as a \$100 club processing fee. Players receiving financial assistance will not be released during the seasonal years unless they pay the full expenses associated with the year, including any portion of granted assistance. Each family is obligated to the full financial commitment.

At no time, a player will be release from Chela & Chamo Vertical Volleyball (CCVV) if the integrity of his/her team is affected for the volleyball year. At no time, a player will be release from Chela & Chamo Vertical Volleyball (CCVV) or participate with another volleyball club without a written consent of release from CCVV Academy's President.

Parent Name (Print)

Parent Signature

Date: