

REVISED ON MAY, 2026

# PARENT / ATHLETE HANDBOOK

## 2026 - 2027 CLUB SEASON

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CONTACT

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2656 LAKE ST. ORLANDO, FL 32818 / (787) 501 - 3837 / HUNTERSVOLLEYACADEMY@GMAIL.COM

# INTRODUCTION

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Hunter's Volleyball Academy (HVA) offers training programs for every age and level of athlete including: club teams, mini club teams, skills clinics, camps, lessons and more. Directed by Mr. Enrique Adorno, with more than 35 years of experience coaching at all levels, Coach Adorno has a mission of create a family friendly environment where the players and their families can enjoy the sport and develop competitive players who strive to achieve both personal and team goals.

## 1.0 ADMISSIONS

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### **1.1 Admissions Policy**

Athletes are evaluated based on skills, fundamentals, teamwork, communication, attitude, discipline, and leadership for team placement. Athletes are also placed based on available space, their character and a genuine desire by the parents to have their child / children in HVA, a club focused on both the athletic and personal growth of its athletes. Only those athletes whom we feel will thrive in our program and whose parents agree to cooperate with the club policy will be admitted. HVA has the right to cancel any camp, clinic, lesson, or club team due to a lack of enrollment.

### **1.2 Sign up Procedures**

Each prospective athlete and his parents / legal guardians must do the following prior to tryouts:

1. Pay the try-out fee.
2. Obtain an AAU Membership Card.
3. Fill out the Florida AAU Volleyball Program Medical History and Release Form. This form needs to be notarized before the first practice day.
4. Fill out the HVA Player Information Sheet.

5. Sign the HVA Waiver, Liability Release Form & the Photo / Video Release Form.
6. Check Age Definition to determine the player's age group. Playing age is defined as the athlete's age as of July 1st. You are responsible to verify your child's playing age. To determine age group please contact us for more information.
7. Make a copy of your athlete's birth certificate to bring with you for the parents meeting day.
8. Upon acceptance, both athletes and parents / legal guardians must sign the HVA Club Release Policies.

### **1.3 Re-sign up Procedures**

Current athletes must follow the regular sign up procedures mention in 1.2 section. The payment for try-outs fee will be the standard fee. HVA reserves the right to refuse re-enrollment to athletes with poor discipline, attendance records or conduct detrimental to the team. Re-enrollment may also be refused to athletes or parents / legal guardians who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules or regulations of the club. In addition, athletes will not be re-enrolled until all financial obligations are brought current. Any athlete who left a previous season without completing their financial obligations will have to pay at least half of the upcoming club season's fees in order to be re-signed.

## **2.0 TRYOUTS**

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### **2.1 Tryouts Registration**

Each participant of the try-outs must submit the following forms the day of the try-outs:

1. Submit the HVA Player Information Sheet.
2. Submit the HVA Waiver and Liability Release and Photo or Video Release Form.
3. Pay the appropriate try-outs fee.

## **2.2 Tryouts Evaluations**

HVA coaching staff will be evaluating skills, fundamentals, teamwork, communication, attitude, discipline, leadership, and others.

## **2.3 Team Assignments**

HVA will be posting the athletes names that were selected to participate in the club teams at the end of the last try-out. We will post the tentative tournament schedule, coach, and club payment package for your athlete's team. All parents / legal guardians of athletes who have been selected must pay the down payment by the designated due date in order to confirm their commitment to HVA.

# **3.0 FINANCIAL POLICIES**

## **3.1 Payment Policy**

Tuition payments may be made in cash, through money transfer (Zelle), or with debit/credit cards. A 3% of each transaction will be charged to cards payments through the Square system at the club. Accounts delinquent after 20 days pass the payment day, will subject the athlete to removal from team practice and tournament(s) until payment is received. All parents / legal guardians will receive an invoice with a final total cost to be signed with their commitment papers. If at any time the set payment schedule can't be followed please contact our Administrator and we will be happy to work out a new payment schedule with you.

## **3.2 Travel, Hotels & Transportation (Elite teams)**

HVA will NOT pay for travel fees for athletes. Hotels are also the responsibilities of the parents / legal guardians. Transportation to all practices and competitions is the responsibility of the athletes and their parents / legal guardians.

# 4.0 REFUND POLICY

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## **4.1 Try-out Fee**

Try-out fee is non-refundable.

## **4.2 Private and Semi- Private lessons**

Private and semi private lessons are not a requirement but can benefit your athlete and their volleyball skills. However, taking private and semi private lessons will not guarantee playing time.

**4.2.1 Cancellation Policy:** In order to cancel or reschedule a lesson, HVA MUST be notified 24 hours in advance. If notified 24 hours in advance, HVA will gladly reschedule your lesson or refund your payment. If HVA has not received notice 24 hours in advance, the full cost of the lesson will not be refunded nor will the lesson be rescheduled. We must schedule and pay our coaches for their time and cannot rebook that time slot for that coach if given less than 24 hours notice. We appreciate your understanding and attention to this matter.

## **4.3 Club Season and Mini Club Season**

HVA teams practice and play several times during the entire length of the volleyball season. Attendance on these days is extremely important. If an athlete does not notify the administrative staff prior to an absence it will be considered a cut. Cuts may result in dismissal from the program without refund. All athletes must follow the Attendance Policy. There will be NO REFUNDS after Volleyball Season has started due to violation of the Attendance Policy. Therefore, HVA defines the start of the season as the team's first practice and not the team's first tournament. There will be NO REFUNDS if an athlete or parent / legal guardian seeks to question a coaching decision. For purposes of this provision, a coaching decision includes, but is not limited to, competitive team selection, playing time, position assignments, starting assignments, rotations and strategy. Any violations of the playing time policy can result in dismissal from the team with NO REFUND. The season ends with the last team's tournament.

**4.3.1** Refunds will be provided as per the following provisions: HVA has the right to cancel any camp, clinic, lesson, or club team due to a lack of enrollment. A full refund will be provided.

**4.3.2** Withdrawal two weeks prior to the start of the volleyball season: a full refund will be provided (less administration fees and uniform cost if ordered). The beginning of the volleyball season is the first day of practice.

**4.3.3** Withdrawal from the volleyball season within the first five months of the season due to personal injury incurred while playing or practicing with HVA: may receive a prorated refund based on review from HVA Administration. Refunds will be based on total paid to club less uniform fee, tournaments entered, equipment, gym rental, administration fees, coach's salary, and other expenses incurred by the club to the date HVA receives a physician's orders. HVA must receive a physician's note specifying the injury and limitations given to the athlete by their physician. Club fees necessary to cover uniform fee, tournaments entered, equipment, gym rental, administration fees, coach's salary, and other expenses incurred by the club to the date HVA receives a physician's orders will still be owed.

#### **4.3.4 Disciplinary**

Refunds will not be given for athletes or parents / legal guardians discharged from the club for disciplinary reasons or any other actions that the HVA Administration understands is unacceptable.

#### **4.3.5 Code of Conduct and Policies**

Any violation of the Parent / Athlete Handbook, Code of Conduct and/or written policies by parents / legal guardian or athletes can result in dismissal from HVA with NO REFUND.

#### **4.3.6 Withdrawal from Club**

Withdrawals from the club team must be made by the parent or legal guardian through the Administrator. A withdrawal letter to HVA must be completed and signed by the parent or legal guardian. If an athlete is withdrawn to play for another club, they may request a release. All club fees from the current and any previous seasons must be paid in order to be considered for a release. If an athlete is withdrawn due to a dispute about playing time, the parent / legal guardian is still responsible to pay the remainder of the club fees owed. There will be NO REFUNDS if the athlete is withdrawn to play for another

club. If an athlete is withdrawn due to a dispute about playing time NO REFUND will be provide.

## **5.0 ATTENDANCE**

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### **5.1 Attendance Regulations / Team Player's Commitment to the Team**

Being a member of HVA requires a commitment to being the very best person I can be on and off the court. In order to establish strong team ties with my respective teammates and coaches, I must realize the importance of regular attendance. Attendance is critical as volleyball is a pure team sport, and teams cannot function well without all their members. HVA teams practice and play several times a week during the entire length of the volleyball season. Attendance on these days is extremely important.

### **5.2 Planned Absences**

The following absences are excused only if the athlete or parent / legal guardian notifies the administrator and coach, two weeks prior to the practice or tournament to be missed. Our planned absence policy includes:

- Family wedding or other important family activity.
- Religious activity.
- Scheduled school activity.
- One planned absence per club season due to vacation or trip, not to exceed 3 consecutive practice days.

### **5.3 Excused Absences**

The only absences that are considered excused without a 2 week prior notification will be personal illness, death in the immediate family or any unforeseen circumstance, provided that a parent / legal guardian contacts the administrator prior to the practice or tournament within a 24 hour period. Excessive excused absences will be discussed with the athlete and parent / legal guardian to determine commitment to the program. Poor attendance may result in decreased playing time to include limited to no playing time for

one or more tournaments. Final decisions on specific consequences will be decided by the coach and Director on a case by case situation.

### **5.4 Unexcused Absences**

Unexcused absences are to include any situation that has not been given prior approval or falls into examples given in 5.3. In the event of weather, HVA will notify all athletes and parents / legal guardian if any practice must be cancelled due to weather. If HVA does not cancel due to weather, it is not an excused absence. Any athlete with over 3 unexcused absences can be dismissed with NO REFUND.

### **5.5 Tardiness**

Athletes who arrive tardy need to be ready with shoes, kneepads, etc. to begin practice immediately upon arrival.

### **5.6 Withdrawal from Club**

Withdrawals from the club team must be made by the parent or legal guardian through the Administrator. A withdrawal letter to HVA must be completed and signed by the parent or legal guardian. If an athlete is withdrawn to play for another club, they may request a release. All club fees from the current season and any owed for previous seasons must be paid in order to be considered for a release. If an athlete is withdrawn due to a dispute about playing time, the parent / legal guardian is still responsible to pay the remainder of the club fees owed.

## **6.0 COMMUNICATION**

### **6.1 Official Communications from HVA**

All communications will be official if they come from HVA Administration. NO PARENTS OR COACH will send any official communications for HVA.

#### **6.1.1 Written Communication**

HVA will send all written communication in the form of an email or newsletter to each parent.

### **6.1.2. WhatsApp**

WhatsApp provides an easier way to stay informed outside of the gym. Parents / legal guardians can download the app to receive message faster with push notifications, so you will never miss a beat. WhatsApp offers a mobile messaging product that is free and simple.

### **6.2 Tournament Schedules**

Most of the tournament schedules are available the Wednesday before the tournament. With other tournaments, like one day tournaments it could take until the day before. HVA Administration will be sending the respective schedule as soon as they have the information. Once you have the schedule these are subject to change. Sometimes as close as the night before the tournament. Any changes will be communicated by HVA Administration via WhatsApp.

## **7.0 TECHNOLOGY**

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### **7.1 Email and Similar Electronic Communications**

Athletes and parents/guardians of HVA may NOT exchange emails and communicate directly via email, etc with coaches. All HVA related emails from coaches or to coaches will come through our HVA administration. If a coach needs to communicate with a parent/guardian or athlete for any purpose they may contact the HVA administration and the HVA administration will forward the message on to its intended receiver. If a parent/guardian or athlete needs to contact a coach they may contact the HVA administration and the administration will forward the message on to the coach.

### **7.2 Texting and Similar Electronic Communications**

Texting is NOT allowed between coaches and HVA athletes/parents. All text messaging will occur through the club administrator. This policy only pertains to communication between HVA coaches and HVA members. HVA athletes, parents/guardians may text one another directly.

## **7.3 Violations**

Violations to HVA's Electronic Communications Policy should be reported to the HVA director. Complaints and allegations will be addressed under the HVA Disciplinary Rules and Procedures and can result in immediate disciplinary action up to and including suspension or expulsion from the club or participation in any tournament.

# **8.0 BULLYING**

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Bullying has become a major challenge for youth across the country. There are laws against bullying in each state and even on a federal level. Bullying will not be tolerated at HVA. Any form of bullying will be considered in direct disobedience to this ruling and will be subject to immediate disciplinary action.

# **9.0 DISCIPLINE SYSTEM**

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## **9.1 Coaching Staff Authority**

All HVA coaching staff have the authority to administer appropriate disciplinary actions during all HVA activities in response to any actions taken by athletes and/or parents/legal guardians that HVA finds inappropriate. The Director will be notified by the coaching staff of any disciplinary actions that have been taken. The Director then has the final decision on any further disciplinary action needed.

## **9.2 Philosophy of Discipline**

Discipline is often confused with punishment. However, it is a key aspect in the education and formation of every human being. We found a relationship between discipline and disciple, one guides the other. Discipline is instruction and direction, a disciple is one who receives instruction and direction. Our philosophy is to educate and promote respect in every situation. It is disciplining our disciples in order to help them achieve a healthy balance in their life both on and off the court.

### **9.3 Parental Involvement and Support**

Each year, athletes and parents / legal guardians must sign a Statement of Cooperation. This agreement states that parents / legal guardians will support the discipline and regulations of the club. In the case of a disagreement, parents / legal guardians are expected to contact the Director with any concerns so as not to undermine the authority of the club. This may result in disciplinary action for the conduct of the athlete and parent / legal guardian. Parents / legal guardians and athletes must wait 24 hours after disciplinary action has been taken to contact the Director and schedule an appointment.

### **9.4 Response to Discipline**

When athletes are disciplined, they should never confront the coach in front of other athletes. If the athlete feels a misunderstanding exists, he / she should obey the coach without protest and take the following steps to satisfy the matter:

1. Discuss the problem with parents / legal guardians and ask the parent / legal guardian to contact the Director for discussion and clarification. Parents / legal guardians and athletes must wait 24 hours after disciplinary action has been taken to contact the Director and schedule an appointment.
2. Any direct confrontation or disrespect will be sent to the Director and the Director will have the final decision.

### **9.5 Prohibited Articles**

Cigarettes, lighters, alcoholic beverages, narcotics, knives, guns, explosives of any kind.

# **10.0 APPEARANCE AND DRESS STANDARDS / PRACTICE AND TOURNAMENT POLICIES**

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## **10.1 Practice Dress Code**

At the beginning of the season, HVA will provide each athlete with a HVA practice shirt. This shirt will be their practice uniform. It is required that all athletes wear this practice uniform shirt to all team practices. If an athlete shows up for team practice without their HVA practice uniform shirt they will be asked to either purchase a practice uniform shirt for practice or they must sit and watch practice from the stands. Athletes may not alter their practice shirt in any way. Athletes are expected to wear their shirt as designed and not cut or roll sleeves or the shirt in any way. Athletes must wear their hair up for practice. Athletes may not wear "scrunch butt" style leggings to practice. Athletes may not wear jewelry to practice due to safety concerns. Athletes must have short, natural length nails for practice. Athletes must be wearing appropriate athletic shoes to practice. Converse and Vans are not appropriate athletic shoes for volleyball practice.

## **10.2 Practice Policies**

Athletes may NOT bring or use any style of cup at practice. Athletes may only use water bottles for practice. Only athletes and coaches may enter the gym during practice time due to limitations on space and school policies. Vehicles may not park in the lane in front of the gym at any time. The lane in front of the gym may only be used to drop off and pick up only. Vehicles must be parked in the designated parking lot. Weather Related Impacts on Practice: Please note that any practices that are canceled due to weather related impacts will not be rescheduled.

## **10.3 Uniform Policies for Tournaments**

Every athlete is responsible for all of their gear and uniforms and is expected to care for them properly. Also understand that each athlete must dress appropriately for all tournaments and be in the correct uniform with white athletic shoes and white knee pads. Appropriate dress is defined as the following: upon arrival at a tournament, all athletes

should be wearing no jewelry, short natural length nails and their full uniform with their jacket (fully zipped), uniform shoes (white shoes), socks, and backpack. It is also the responsibility of the athlete to have both uniforms with them at all tournaments and white knee pads. Athletes are expected to have their uniforms nice and clean as well as their tennis shoes. If athletes are found to not be in appropriate dress, to have a dirty uniform, or be missing any part of their uniform it is at the coach's discretion to decide if the athlete can participate in the tournament and/or have playing time decreased. If an athlete loses any gear it is the financial responsibility of the parent / legal guardian and athlete to purchase replacements.

# **11.0 RULES AND CODE OF CONDUCT**

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## **11.1 Director Code of Ethics**

The HVA Director is expected to conduct himself in a respectful and honorable fashion and to enforce the same conduct to HVA coaches, chaperones and volunteers. The Director will follow these 7 principles: Discipline, Leadership, Honesty, Commitment, Dedication, Respect and Teamwork.

### **11.1.1 The Director will follow the following guidelines:**

1. The Director will abide by all local, state and federal laws.
2. The Director will be registered and background screened while representing HVA.
3. The Director will require all adults affiliated with HVA to be registered and background screened prior to participating in any HVA sanctioned activities.
4. The Director will require all coaches to abide by HVA Parent / Athlete Handbook.
5. The Director will only place athletes with coaches whose backgrounds have been previously screened.
6. The Director will provide all athletes, parents, coaches, chaperones and volunteers access to the HVA Parent / Athlete Handbook.

## **11.2 Athletes Code of Conduct**

1. I will conduct myself in a positive manner at all times as I respect the team and club.
2. I will support my teammates and work together with them to be the best we can be.
3. I will continually strive to improve myself and my team's performance with a good and positive attitude.
4. I will not use profanity.
5. I will encourage good sportsmanship by demonstrating positive support for all athletes, coaches, administrators, officials at every moment.
6. I will treat other athletes, coaches, parents, fans and officials with respect regardless of race and gender.
7. I will demand a sport environment that is free from drugs, tobacco, and alcohol.
8. I will do my best to remember that youth sports are supposed to be FUN and that winning and losing are part of everyone's experience.
9. I will respect and adhere to the rules governing eligibility and competition.
10. I will place the emotional and physical well being of my teammates and opponents ahead of my personal desire to win.
11. I will express my concern through the proper channels in a respectful manner.
12. I will complete any required training in a timely manner.
13. I will stay positive and not have emotional outbursts of on the court for this only serves to distract myself, my coach, and my team from our goal.

## **11.3 Athletes' Rules for Practices**

1. I will help with equipment set up and removal at all practices.
2. I will follow Athlete's Code of Conduct and Practice Dress Code.
3. I will follow Attendance Policy. I will be ready for practice with my shoes, HVA practice uniform shirt, knee pads, and hair done by the very minute practice is scheduled to begin.

4. Practice is vital to the success of the team. I will take practice seriously, and conduct myself in a respectful and disciplined manner.

### **11.4 Athletes' Rules for Tournaments**

**During competition we expect the following:**

1. I will play with integrity despite the outcome. I must learn that both winning and losing are part of the game and accept both gracefully. I will be humble in victory; gentle in defeat.

2. I know that playing time is not guaranteed. At the tournament I will understand that the coaches are doing their best to distribute playing time but the main focus is team success.

3. I will be responsible for team and individual equipment at tournaments. I understand that all athletes on the court are required to wear matching uniforms (except the libero jersey). I will be sure to take care of my uniform as we do not have replacements and they are difficult to replace in a timely manner. Loss of a uniform will most likely result in a my inability to play in tournaments.

4. I will treat everyone with respect and dignity. I understand that before a match my coach and the captain will go over and shake hands with the Ref. After a match, win or lose, good or bad officiating, the captains and coaches must go over and shake hands with the UP Ref, it is a sign of good sportsmanship and respect for the officiating staff.

5. I will remain with the entire team when assigned to referee a match. The scorekeepers will be at the table, the line judges will meet with the Ref, and the rest of the team will shag balls for the competing teams as they warm up their hitters. These are small gestures, but they will be noticed and appreciated.

6. While at tournaments and other events, I will stay together as a group with my team and be prepared to play, or perform officiating duties at a moment's notice.

7. I will not use my cell phone during games and refereeing assignments. My cell phones will be left in my bag, out of sight. I may use my phone during breaks in the tournament.

8. I will not use alcohol and drugs. I understand that alcohol use at all tournaments, hotels, or anywhere is both illegal and strictly prohibited while I am representing HVA.

9. I will arrive ONE HOUR prior to their first game or refereeing assignment at all tournaments.

### **11.5 Parents' Code of Ethics**

**Our actions are the reflection of who we are. It is our interest to represent our club with integrity.**

1. I will promise to help my child to enjoy the volleyball experience.

2. I will teach my child to respect the coaches, teammates, away team athletes, referees and fans.

3. I will promote an atmosphere free of drugs and alcohol.

4. I will put my child's physical and emotional well being ahead of personal desire to win.

5. I will encourage great sportsmanship and demonstrate support for the athletes, coaches, parents, and referees.

6. I will emphasize that my child participate in a healthy and safe atmosphere.

7. I will leave the coaching to the coach of my child and not coach my child from the sideline during practice or tournaments.

8. I will ensure that my athlete fulfills their responsibility for all the games in every tournament including the ref game(s). I understand that if my athlete and I leave the tournament before fulfilling their responsibility for all games and ref games, we will be exposed to sanctions that may include expulsion from the club without a release or refund of money.

9. HVA Parents should NOT be standing behind the referee.

10. HVA Parents should NOT be standing behind the athlete's bench.

11. I will be careful to not make negative comments about referees, athletes, coaches, parents, opposing teams, fans, or HVA.

12. I will not use profanity in the presence of any HVA athlete, coach, parents, opposing teams, referees, or fans.

13. I will trust HVA in their coaching decisions and will not undermine this trust in word or action.

14. HVA approves and supports 10 Rules for Parents of Athletes and Spectator / Parent Code of Conduct of The Florida Region of USA Volleyball. Please see attached.

15. I will look at the other team parents, athletes, coaches and staff of HVA as a family to ensure that we all enjoy and live an excellent experience.

## **12.0 PLAYING TIME POLICY**

### **12.1 Playing time is Never a guarantee.**

HVA Volleyball is about playing with integrity despite the outcome. We strive to make our atmosphere organized, respectful and encouraging. Our coaches strive to enjoy their practice, establishing excellence in the quality of teaching and remaining consistent throughout the season. We need the parents / legal guardians support to have a successful season. Playing Time is never a guarantee. Keep in mind that the club season fee provides a learning experience, equipment, practices, excellent training, tournament entry fees, uniforms packages, administrative expenses, coaches registration in both AAU & USAV, coach's travel & lodging and coach's salary. HVA provides each member the opportunity to improve through structured practices. When playing in HVA athletes will not always play the same amount of time. We can NOT guarantee playing time. If an athlete has a minor role in the team, that athlete is still part of the team. The athlete must accept the role and do the best with a positive attitude. Volleyball is a pure team sport. We play for the team and for the benefit of the team. Coaches are under no obligation to play all athletes. Do not attempt to contact the coach to discuss playing time or any concern at a tournament. The coach has the final decision in this matter and HVA will uphold the coach's decision. No grievance will be accepted that seeks to challenge a coaching decision. For purpose of this provision, a coaching decision includes, but is not limited to, competitive team selection, playing time, position assignment, starting assignments, rotation and strategy.

### **12.2 Parent-Coach Conferences**

Parents or guardians wishing to have a conference with a coach and/or Director need to make an appointment. Do not attempt to contact the coach to discuss playing time or any

concern at practices or tournaments. You will need to wait 24 hours after the situation to contact the Director to make an appointment.

## **13.0 TRAVEL POLICIES**

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Travel, whether locally or nationally, is a routine part of our competitive volleyball season. HVA has established the following policies to cultivate a positive travel experience, minimizing one-on-one interactions and reducing the risk of misconduct. Local travel includes travel to training, practice and local tournaments. Team Travel includes a coordinated overnight stay for an out of town tournament.

### **13.1 Local Travel**

Transportation to all training, practices, and competitions is the responsibility of the athletes and their parents/legal guardians. HVA will not sponsor, coordinate, arrange for, or pay for travel for athletes' local travel. In an effort to minimize one-on-one interactions, HVA staff members and coaches should not drive alone with an unrelated athlete and should only drive with at least two other athletes or another adult at all times. If an HVA staff member or coach is involved in the athlete's local travel, a parent release is required in advance.

### **13.2 Team Travel**

Team travel is overnight travel that is coordinated by HVA so that our teams can compete regionally, nationally, and internationally. While HVA will coordinate the travel arrangements, HVA will not pay for any travel expenses for athletes. For team travel, HVA will coordinate hotel and flight arrangements, once arrangements have been coordinated, HVA will communicate these arrangements with athletes and parents via email. It will be the responsibility of the athletes and parents/guardians to then finalize the booking of their travel arrangements. HVA will provide a travel itinerary when it becomes available with a detailed schedule and contact person. No coach or staff member of HVA will engage in team travel with unrelated athletes without the proper safety requirements in place including signed travel release forms from all unrelated athletes traveling with a coach or staff member.

**During team travel the following rules are to be adhered to by all athletes, parents/guardians, coaches, and staff:**

- HVA staff members and coaches should not travel alone with an unrelated athlete and should only travel with at least two other athletes or another adult at all times.
- Familiarize oneself with all travel itineraries and schedules before travel and ensure that the athlete and coach are on time to all team commitments.
- Adhere to curfew restrictions set in place by the director.
- Athletes are to not be alone in a hotel room with any adult apart from a family member.
- Athletes are to not be in a room of mixed gender unless with a family member.
- All HVA coaches are expected to follow the law and not use drugs at any time.
- Coaches are not use alcohol in the presence of minors or be under the influence of alcohol while representing HVA.
- Immediately report any concerns about physical or sexual abuse, misconduct, or policy violations to the HVA director.
- All HVA athletes are expected to follow the law and not use alcohol or drugs at any time.

## **14.0 CLUB RELEASE POLICY**

Any athlete who seeks release from HVA before the official end (day of last team tournament) of the 2026-2027 season must remit all financial obligations agreed upon contractually. Member must pay the full cost of the current season and any overdue fees owed from previous seasons with HVA in order to receive a release from HVA. Once all financial obligations are met, HVA will grant a release to the athlete.

# **CLUB RELEASE POLICY FORM**

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Any athlete who seek release from Hunter's Volleyball Academy before the official end of the Volleyball Club Season must remit all financial obligations agreed upon contractually. Member must pay the full cost of the current season and any overdue fees owed from previous seasons with HVA in order to receive a release from HVA. Once all financial obligations are met, HVA will grant a release to the athlete.

I have read and agree to the 2026-2027 HVA Club Release Policy

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Parent/Guardian Signature

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Date

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Parent/Guardian Name

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Athlete Signature

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Date

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Athlete Name

# 15.0 DISPUTE AND GRIEVANCE POLICY

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All athletes and parents / legal guardians in the Hunter's Volleyball Academy programs are expected to behave according to HVA Volleyball Rules and Code of Conduct (all the sections included at the HVA Parent/Athlete Handbook). Furthermore, any conflict that may arise between athletes or/and parents/legal guardians will be resolved by applying the HVA Rules and Code of Conduct.

HVA recognizes that there may be rare instances when these conflicts cannot be resolved directly by the parties or through the informal intervention. For those situations, if any should occur, HVA has instituted a formal Grievance Procedure. All athletes and Parents/legal guardians should be aware that the Grievance Procedure is NOT a substitute for direct conflict resolution between the parties; it is a secondary procedure to be employed only in the unlikely event that the parties cannot amicably and responsibly resolve their dispute through direct communication.

## **Grievance Procedure**

1. A grievance may be lodged by parent/legal guardian of the HVA program for any suspected violation of the HVA Rules and/or Code of Conduct, or for any suspected violation of local, state or federal law.
2. A valid grievance must be submitted in writing, and must explain the nature of the grievance, the circumstances surrounding the alleged violation, and the specific provision(s) of the Code of Conduct alleged to have been violated. The person filing the grievance must also identify all witnesses or other persons with knowledge of the alleged violation.
3. A valid grievance must be signed by a parent/legal guardian and submitted to the HVA Director.
4. No grievance will be accepted from any person who fails to file the written grievance within two weeks of the incident in question.

5. No grievance will be accepted from any person who himself or herself has not complied with Code of Conduct, including speaking to a coach about the incident in question, or has engaged in any threatening abusive or harassing conduct, including verbal abuse.
6. No grievance will be accepted that seeks to challenge a coaching decision. For purpose of this provision, a coaching decision includes, but is not limited to, competitive team selection, playing time, position assignments, starting assignments, rotation and strategy.
7. Details of the grievance are not be discussed with anyone other than the party(ies) directly involved with resolving the grievance.
8. Upon receipt, the program director will review the grievance and determine, in consultation with the HVA administration staff whether the grievance will be accepted or rejected. The person filing the grievance will be notified promptly whether the grievance has been accepted or rejected.
9. If the grievance is accepted, the program director will thoroughly investigate the incident and attempt to resolve the grievance with the parties amicably.
10. In the event that the program director is unable to resolve the grievance to the satisfaction of the parties, the grievance will be turned over to the HVA administration staff. The HVA Administration staff will evaluate the facts and circumstances surrounding the alleged Code of Conduct violation, conduct any further investigation he or she may deem necessary, and issue a recommendation to the HVA Director for resolving the grievance.
11. The HVA Director may accept the recommendation of the Administration staff or may decide that it is in the best interests of HVA to resolve the matter in any other manner approved by the Director and Administration staff.
12. Decisions of the Director and Administration staff are final and will be communicated in writing to the grieving party(ies).
13. It is anticipated that the process will take between two to three weeks from the time the grievance is filed to the time a final decision is rendered by the Director, assuming all parties are prompt and forthcoming in providing the necessary information. In the event of concern for physical safety, a more expedited process will be implemented.

# HVA STATEMENT OF COOPERATION

## 2026-2027 CLUB SEASON

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We know from experience that volleyball is in constant growth and today is one of the most exciting sports. A high level of commitment is expected from athletes and parents / legal guardians to make this Hunter's Club Season successful. All athletes and parents must sign this Statement of Cooperation and agree to its terms and content to play with HVA. To be a member of HVA and to participate in all activities the athletes and parents / legal guardians must agree to the following: I have read, understand and agree to abide by the HVA's policies and principles that are set forth in the Parent / Athlete Handbook, fee commitment, and this document. I accept that my commitment with HVA starts the first practice day and ends the last tournament day. I believe that discipline is necessary for the welfare of each athlete and proper conduct of the club. I give my permission for HVA to enforce for my child(ren) those practice, tournament and club regulations in a manner consistent with our principles and discipline. I agree to hold HVA and its agents harmless for liability in case of any actual or alleged injury to my child in case of normal routine club sponsored and supervised activities and for all things which the club has no control. I further agree to pay all legal fees (attorney, court, damages or other cost) incurred by HVA (Hunter's Volleyball Academy INC.) arising from any legal action brought against the club or its agents or employees from which the club is found not to be at fault.

I will fully cooperate with HVA, and adhere to all club plans, policies, and regulations. I will not undermine the club, its employees, or programs and will be careful not to make negative comments. I understand and agree with the Refund Policy and agree that I am responsible for the tuition payments as outlined in my initial invoice. I understand and agree with this Statement of Cooperation. I realize that violation of this Statement of Cooperation and/or the Parent / Athlete Handbook may result in immediate expulsion from my team with no refund of the club dues paid. I will do everything in my power, with God's help, to make this club season fruitful. With my signature, I commit myself for the 2026-2027 Hunter's Volleyball Academy Club Season.

_____	_____	_____
Parent Name	Parent Signature	Player Signature
_____	_____	
Date	Administrator	