

# Player/Parent Handbook

Revision 2014



# MAVA

**Mahtomedi Area Volleyball Association**

# Table of Contents

Introduction.....	1
MAVA History .....	2
MAVA Mission Statement .....	2
MAVA Philosophy .....	2
MAVA Expectations .....	3
Player Expectations .....	4
Parent Expectations.....	5
Coach Expectations.....	7
Team Composition and Playing Time .....	8
Registration .....	9
Tryouts and Team Selection .....	9
Fees .....	10
Payment Schedule .....	11
Scholarships.....	11
Refund Policy.....	11
Quitting Policy .....	12
Sanctions .....	12
Weather Policy .....	12
Fundraising .....	12
MAVA Website .....	13
MAVA Board .....	13
Board of Directors Responsibilities.....	14
Board Meetings .....	16
MAVA Junior Olympic Volleyball Player Oath .....	17

## **Introduction**

CONGRATULATIONS! You have been selected to play on one of the Mahtomedi Area Volleyball Association (MAVA) Junior Olympic Volleyball teams. Through this handbook, we want to make sure you are aware that with this honor, comes responsibilities. We know that your commitment to your volleyball team will expose you to competitive, quality volleyball, provide you with a positive, rewarding experience, and allow you to develop lifelong friendships.

MAVA Junior Olympic Volleyball is a positive, hardworking environment where girls learn about volleyball, sportsmanship, teamwork, discipline, responsibility, and develop their volleyball skills to become better player, while at the same time having fun. Junior Olympic Volleyball is a competitive sports organization designed for the development of the young athlete through a multi-faceted approach of practices, scrimmages and competition within a team framework. This is not an intramural or non-competitive exercise group.

Volleyball is an ultimate team sport and is one of, if not the fastest growing sports in the United States. It is a lifetime sport that people can play at any age.

The purpose of this document is to provide players and their families with an understanding of the mission, purpose, and operating philosophy of the Mahtomedi Area Volleyball Association (MAVA). While significant effort has gone into the creation of this document, with the intent to provide answers to the questions you may have about the program, it is inevitable that it will come up short. Please do not hesitate to contact a member of the MAVA Board of Directors should an issue or question arise that is not addressed in this handbook. The Board members and their contact information can be found on the MAVA website at [www.mahtomedivolleyball.com](http://www.mahtomedivolleyball.com)

## **MAVA History**

MAVA was formed in 1996 as a way to increase the skill level of the volleyball teams in the Mahtomedi school district. Since its inception, MAVA has been a volunteer led organization. Interest in the program has steadily increased since its humble beginnings. For the 2009/2010 season, participation is at an all-time high with 110 girls participating on 11 different teams.

MAVA attained its 501c3 non-profit status in 2010 and is governed by a Board of Directors. The Board is led by a President. The following individuals have served as MAVA Presidents:

Delores Hedrick	1996 - 2003
Andrea Connelly	2003 - 2008
Ross Anderson	2008 - 2011
Jody Eick	2011 - 2013
Cathy Bohnen	2013 - present

## **MAVA Mission Statement**

The mission of the Mahtomedi Area Volleyball Association (MAVA) is to increase the skill level and competitiveness of the Mahtomedi High School Varsity Volleyball program. This means providing the highest level of coaching, instruction and completion possible. The success of the varsity program begins with the development of even the youngest teams (11's).

## **MAVA Philosophy**

MAVA strives to give each girl that participates in the program an opportunity to develop heightened volleyball skills through coaching, practice and competition. As part of a team, players learn the value of a good work ethic, sportsmanship, communication, responsibility and teamwork.

## **MAVA Philosophy (Continued)**

MAVA promotes evenly distributed court time for the developmental younger teams (14 and under) during the regular season power league matches. Players on the competitive, older teams (15 and older) will experience court time based on their practice performance, work ethic, attitude and skills. For all teams, the court time for tournaments may be geared toward the best possible lineup. However, players who are present for tournaments should receive some play time during the event.

Players will have the opportunity to learn sound fundamentals, competitive skills and game strategies.

At the beginning of the season, player development is stressed and coaches will strive for equal playing time, however, as the season progresses, a regular starting lineup may be established with alternates rotated in according to their positions/strengths.

MAVA will give priority to Mahtomedi ISD #832 families for positions on teams when players have equal skill.

## **MAVA Expectations**

In order to participate in the MAVA program, certain expectations are in place for players, parents, and coaches. As a general rule, all players, parents and coaches are expected to demonstrate and represent our community values through good sportsmanship toward opponents, officials and each other at all times. Violation of this expectation could result in reduced playing time for the player or removal from the program.

## **MAVA Expectations (Continued)**

### ***Player Expectations***

1. Be responsible in attending all scheduled events (practices, league play, tournaments, etc.)
2. Arrive 20 minutes early to all practices. Players need to assist with setting the nets, be dressed, and complete warm-ups.
3. If you are unable to attend a MAVA scheduled event (practice, play date, or tournament), notify the coach at least one day in advance. Keep the coaches contact information close at hand.
4. Excessive absences may affect playing time and participation. Practice is mandatory unless the practice conflicts with a school event.
5. Players who skip school events for volleyball without proper authorization will not be allowed to play.
6. Players who miss school due to illness may not attend practice that day.
7. Work hard, learn, and have fun!
8. Demonstrate team concept – recognize and value everyone’s strengths and contributions.
9. Be coachable. Learn to accept criticism without alibi and do your best to improve. Talk to your coach if you have questions or concerns.
10. Be supportive of teammates, coaches, and officials.
11. Remain mentally “into” the game whether you are playing or not.
12. Motivate yourself and teammates. Strive for excellence and work for the success of the team.

## **MAVA Expectations (Continued)**

### ***Player Expectations (Continued)***

13. Remain together as a team for the duration of each team event.
14. As a MAVA player, you must follow the Code of Conduct Policy of NCR and USAV. MAVA has a very low tolerance for any misconduct and will apply sanctions such as dismissal of a player from the club as early as the first occurrence.
15. Participate in MAVA fundraising activities.
16. Attend an officiating/score keeping clinic each year.

### ***Parent Expectations***

1. Encourage your daughter and give positive statements about her play.
2. Speak positively about the team and other team members.
3. Speak respectfully of, and to, the coaches and officials.
4. If a problem or concern arises, notify the coach or the MAVA Team Director on the MAVA Board. Do not approach a coach during competition or when other players are present. Please contact the coach by phone or email and make an appointment with the coach to discuss the situation. If the concern or issue is not resolved, contact the MAVA Board Team Director.
5. Model community values.
6. Assist with team activities including driving, fundraising, and practices. Each team needs a parent representative to assist the coach and the MAVA Board – this is an excellent way to get involved with your daughter's team.
7. Ensure that players arrive 20 minutes early for team activities and are picked up on time.

## **MAVA Expectations (Continued)**

### ***Parent Expectations (Continued)***

8. Attend the team's competitive events.
9. As a MAVA parent, you must follow the Code of Conduct Policy of NCR and USAV. MAVA has a very low tolerance for any misconduct and will apply sanctions such as dismissal of the player from the club as early as the first occurrence.
10. One parent from each team should volunteer to be the Parent Representative for the team. The Parent Representative will assist MAVA and the Coach with the following:
  - Distribute team information as needed (schedules, tournament information, practice information, etc.).
  - Contact person for the team.
  - Phone calls, schedule changes, miscellaneous communication needs, etc.
  - Assist coaches as needed
  - Submit publications/information and team photos
  - Work with the MAVA Fundraising Director for the team
11. Attend the Parent/Player Information Meeting.

**\*\*Positive adult role models allow athletes to grow and accept challenges\*\***



## **MAVA Expectations (Continued)**

### ***Coach Expectations***

1. Show concern for player safety and well-being.
2. Be consistent and establish trust.
3. Be organized by having player and parent contact information with you at all times.
4. Model behavior that is consistent with MAVA mission, philosophy, and values.
5. Teach and provide volleyball knowledge to the best of your ability.
6. Encourage the players to increase their knowledge and skills through clinics and other resources.
7. Attend periodic coaches meetings.
8. Adhere to the direction of the MAVA Board.
9. Encourage open, two-way communication with parents and players.
10. All coaches are encouraged to increase their knowledge and skills through clinics and other resources.
11. First year coaches are required to attend a USA Volleyball Clinic.
12. All coaches must attend an officiating/score keeping clinic each year.

## **Team Composition and Playing Time**

Team composition is very important to ensure that girls are playing on a team that is challenging for them and one that will also increase the skill set of the other players on the team. The following guidelines will apply to team composition and will be used when establishing teams at Tryouts:

11s & 12s – Teams will consist of no more than 12 players. Every attempt will be made to evenly divide the players according to skill set. At this age level, skill development is critical. Even playing time will be emphasized at league play dates. Coaches have discretion during tournaments regarding playing time for each player.

13s – Teams will consist of no more than 12 players. Teams will be set according to skill set. Skill development and team play are a critical emphasis. Even playing time will be emphasized at league play dates. Coaches have discretion during tournaments regarding playing time for each player.

14s – Teams will consist of no more than 12 players and teams will be set based on skill. A higher level of play is expected at this level. Even playing time will be given to all girls for league play dates. Tournament playing time is at the coach's discretion.

15s – Teams will consist of no more than 10 players and will be selected based on skill. Basic skills should be in place at this level and the focus will be on playing as a team and playing at a high level. Playing time is based on coach's discretion for all matches.

16s – Similar to the 15s, teams will consist of no more than 10 players and will be selected based on skill. Basic skills should be in place at this level and the focus will be on playing as a team and playing at a high level. Playing time is based on coach's discretion for all matches.

17s – These teams will have no more than 10 players per team. Team selection is based on skill, attitude, competitiveness, and desire. These players are playing at the highest level and should have a reasonable chance of playing on the Mahtomedi High School Varsity Volleyball team. Playing time in all matches will be based on coach's discretion.

## **Team Composition and Playing Time (Continued)**

18s – Team will consist of no more than 12 players. Members of this team should be completed with their high school varsity program and are playing to keep their skills sharp. At this level, a significant portion of the team may be from outside the Mahtomedi School District.

## **Registration**

MAVA will include all girls who live within or service ISD#832.

Each girl wishing to play MAVA Junior Olympic Volleyball must complete a MAVA registration form, a medical form, a North Country Region registration form, and the player oath form prior to tryouts. Failure to complete any of the forms will result in the inability to participate in tryouts.

## **Tryouts and Team Selection**

There is only one try-out date. The tryouts typically occur within one week of the completion of the Minnesota State High School League Volleyball tournament. Special arrangements can be made in order to accommodate your child during or before that day, should the time for her age group not work with her schedule. This should be the exception and only under extenuating circumstances. All try-out fees will be cashed before the try-out and there are no refunds after the tryout date. Tryout fees are non-refundable.

Team selections will be made by the team's coaches and the MAVA Team Director Board member after evaluating the skills of the girls during the tryout session. All decisions are final. Players will not be added to teams after the teams have been selected unless extenuating circumstances exist and the team has not yet reached the maximum number of players. Adding players must be approved by the MAVA Board after conferring with the coach of the team that will be adding the player.

## **Tryouts and Team Selection (Continued)**

Guidelines for Playing Up - North Country Region (NCR) rules allow girls to play with girls in older age groups. This is known as playing up. MAVA uses the following guidelines to determine under what conditions girls may play up:

In the event we do not have enough girls in an age group the club may choose to combine the age group with the next age group up. This is common with the very youngest and oldest teams.

If a coach determines that a player has skills beyond those of her age group and believes the player has sufficient maturity to play with an older team, the parents of the player will be given the option to have their daughter play up. It has generally been our policy to have developmental team members play with their age group regardless of skill level.

If a player would like to play up, they should indicate that information at try-outs.

## **Fees**

The fees are determined each year by the MAVA Board of Directors. The Board attempts to ensure that each player and family has a positive experience in a competitive environment while maintaining fees similar to those of surrounding area Junior Olympic Volleyball clubs. The fees charged for participation are used to pay for the costs of the program including gym rental, equipment, tournaments, league play, coaches, insurance, and other costs necessary to provide a competitive volleyball experience.

The fees will vary based on the team your daughter is part of. As the level of competition increases, the number of play dates, practices, and tournaments increases. As a result, the fees are higher as well.

Registration fees are payable when you register and they are non-refundable. If your daughter is placed on a team, the season fees are due once you accept the position.

There is a \$35 additional fee for players that do not attend District 832.

## **Fees (Continued)**

### ***Payment Schedule***

The MAVA Board is fully aware that the cost to play Junior Olympic Volleyball is a significant commitment for a family. Should the family desire to pay the MAVA fees throughout the course of the year, the following option is available:

- One-fourth on December 1<sup>st</sup>
- One-fourth on January 1<sup>st</sup>
- One-fourth on February 1<sup>st</sup>
- One-fourth on March 1<sup>st</sup>

All checks must be presented at the time you accept a position with the second, third, and fourth checks postdated. The MAVA Treasurer will not deposit the second, third, and fourth checks until the stated payment dates.

### ***Scholarships***

MAVA is committed to providing a positive volleyball experience for all District 832 families. Should the family situation be such that the MAVA fees are financially burdensome, scholarships are available for up to 50 percent of the registration fees of the team the player is placed on. To qualify for a scholarship, the family must be on either the reduced or free lunch program. Please contact the Treasurer to discuss scholarships.

Scholarships are not available for non-Mahtomedi district players.

### **Refund Policy**

Refunds will not be given once a player commits to MAVA by accepting a spot/position on a team. A player has given their acceptance when they verbally acknowledge to their coach that they will be part of the team. There will be no exception to this policy except season ending medical injuries validated by a physician.

Players with the medical exception identified above will receive a prorated refund for the number of league play dates remaining in the season.

## **Quitting Policy**

Payment is required at the beginning of the season; no refunds will be given.

If you are on a payment plan, checks/payments will be cashed accordingly to the dates.

If you feel there are extenuating circumstances associated with your decision to quit, a request must be made in writing and will be reviewed by the MAVA Board.

## **Sanctions**

MAVA expects participants to have a high level of commitment. This includes attending practices. Failure to attend practices may result in reduced playing time during power leagues or tournaments, at the discretion of the coach. For participants with poor attendance the coach may elect to ask The Board to dismiss the player from the club. No refunds of club fees will be made for dismissed players.

## **Weather Policy**

We want everyone to attend practices, playdates and tournaments; however, we do not want to endanger our players or coaches lives. Because of this we feel it is your decision, as parents to keep your player home if the weather is not good, all we ask is that you please make contact with your coach. Coaches will be there unless the School District becomes closed. If the School District closes school or classes, we will try and post the cancellation on our website.

## **Fundraising**

Different fundraising opportunities will be provided throughout the year. All players and parents will be required to participate in some way or another. All players benefit from our fundraising.

## **MAVA Website**

Use our website at [www.mahtomedivolleyball.com](http://www.mahtomedivolleyball.com) for:

1. Practice Schedule Updates/Changes
2. Playdate Schedule Information
3. Coaches Contact Information
4. MAVA Board of Directors Information
5. Links to other websites (Ralia, Midwest Sports Center, NCR, USAV, Gopher Volleyball)
6. Directions to playdate locations
7. Updates on Our Teams

## **MAVA Board**

The MAVA Board of Directors is responsible for the governance and oversight of MAVA. The Board is comprised of volunteer adults within the Mahtomedi community. The Board consists of 11 members. The MAVA Board positions and the current incumbents are:

President – Cathy Bohnen

Vice President – Lisa Rowenhorst

Secretary – Lisa Marchant

Treasurer – Linda Welke

Team Director – Sarah Watkins

Equipment Director – Lisa Rowenhorst

Registrar – Ivan Miller

Tournament Director – Cathy Bohnen

Webmaster – Ivan Miller

Fundraising Chair –

MHS Varsity Volleyball Program Representative - Varsity Coach

## **MAVA Board (Continued)**

### ***Board of Directors Responsibilities:***

**President** – The President, who shall be the Chief Executive Officer of the corporation, shall have responsibility for general and overall management of the business of the corporation. The President shall set the agenda and preside at all meetings of the members and directors and see that all orders and resolutions are carried into effect. The President may execute and deliver in the name of the corporation deeds, contracts or other instruments pertaining to the business of the corporation, as may be prescribed from time to time by the Board of Directors. In general, the President shall perform all duties usually incident to the office of President and such other duties as may from time to time be assigned to him or her by the Board of Directors. The President may at his or her discretion, form committees when necessary, and the chairperson of each committee will be appointed by the President to serve at his or her pleasure. The President shall be an ex-official of all committees.

**Vice President** - The Vice President shall have such power and shall perform such duties as may be specified in these Bylaws or prescribed by the Board of Directors. In the event of absence or disability of the President, the Vice President shall succeed to his or her powers and duties.

**Secretary** – The Secretary shall be secretary to all membership meetings and record all of the proceedings of such meetings in the minute book of the corporation. She/he shall give proper notice of meetings of directors and members, have charge of all records and papers of the Corporation, and perform such other duties as are incident to his/her office and/or may be prescribed by the Board of Directors from time to time.

**Treasurer** – The Treasurer shall keep accurate accounts of all moneys received or disbursed by maintenance of a detailed check register, reconcile monthly bank statements, prepare a monthly treasurers report detailing deviations from budgeted funds, complete the MAVA tax return, and shall perform such other duties as are incident to his office and/or may be prescribed by the Board of Directors from time to time.



## **MAVA Board (Continued)**

### ***Board of Directors Responsibilities: (Continued)***

**Team Director** – Under the supervision of the Board of Directors, the Team Director shall be responsible for the overall operation of the MAVA Program including but not limited to recruiting and interviewing coaches, registration of MAVA teams in the appropriate leagues, administering tryouts, determining equipment and uniform needs, scheduling, and attending the Board of Directors meetings.

**Equipment Director** – Under supervision of the Board of Directors, the Equipment Manager shall be responsible for the care, procurement, delivery, and storage of all MAVA equipment and uniforms, and attending the Board of Directors meetings.

**Registrar** – Under the supervision of the Board of Directors, the Registrar shall be responsible for the mailing, compilation and record keeping of all participants in the MAVA program, membership/parent communication, and attending the Board of Directors meetings.

**Tournament Director** – Under the supervision of the Board of Directors, the Mahtomedi Tournament Director shall organize and be responsible for any all aspects of conducting tournaments in Mahtomedi each year, and attending the Board of Directors meetings.

**Webmaster** – Under the supervision of the Board of Directors, the Webmaster shall be responsible for maintaining the MAVA website, ensuring the website domain registration does not expire, and attending the Board of Directors meetings.

**Fundraising Director** – Under the supervision of the Board of Directors, the Fundraising Coordinator shall organize and be responsible for any all aspects of conducting fundraising activities on behalf of MAVA, and attending the Board of Directors meetings.

## **MAVA Board (Continued)**

### ***Board of Directors Responsibilities: (Continued)***

**Mahtomedi High School Varsity Volleyball Program Representative** - This non-voting position shall be filled by the Mahtomedi High School Varsity Volleyball Head Coach. The purpose of this position is to ensure the MAVA program is in alignment with the varsity program at Mahtomedi High School.

### ***Board Meetings***

The Board meets monthly (except June and July) at a time and location designated ahead of time by the board. Minutes from the Board meetings are posted on the MAVA website. All Board meetings are open to all interested persons.

## MAVA JUNIOR OLYMPIC VOLLEYBALL PLAYER OATH

I am fortunate to be one of the players selected to represent the MAVA Junior Olympic Volleyball. As a representative of our organization and our community, I will conduct myself appropriately in accordance with the **Player's Code of Conduct** at all times, both on and off the court. I understand that a player whose character and/or conduct violate the **Player's Code of Conduct** is not in good standing and is ineligible for a period of time as determined by the coach. Consequences for actions in violations of the **Player's Code of Conduct** and/or behavior deemed detrimental to the team may include, but not limited to, verbal reprimand, dismissal from practice, less playing time in games/matches, and immediate expulsion from the Association.

---

Player Signature and Date

---

Parent/Guardian Signature and Date