

VALLEY ATHLETIC ASSOCIATION POLICIES AND PROCEDURES

Number	Date	Title
PP-0001	Feb 1996	Post Season Program Evaluation Process
PP-0002	May 1995	Drug and Alcohol Policy
PP-0003	March 2011	Tobacco Policy
PP-0004	pending	Coach of the Year Nomination
PP-0005	Apr 1996	Coaches Code of Ethics
PP-0006	pending	Poor Sportsmanship
PP-0007	March 2011	Fundraising Approval Procedures
PP-0008	Sep 1996	Traveling Coach Selection Process
PP-0009	Aug 1996	Community Coach Selection Process
PP-0010	Sep 1996	Approval Process for VAA Policies and Procedures
PP-0011	May 2009	Check Request Process
PP-0012	Jan 2005	Privacy Statement and Policy
PP-0013	Apr 1996	Registration Policy
PP-0014	Sep 1996	Entering New Sports to the VAA Program
PP-0015	Apr 1996	Players Code of Behavior
PP-0016	May 1995	Suspension of Coaches Policy
PP-0017	June 2011	Refund Policy
PP-0018	Apr 1996	Two-Sport Policy
PP-0019	Apr 1996	Parents Code of Ethics
PP-0020	Apr 1996	Problem Resolution Guidelines
PP-0021	Apr 1997	Replacement of Board Members
PP-0022	Mar 1999	Replacement of Traveling Players
PP-0023	Jun 1999	Notifying Players Who Tryout for Traveling Teams
PP-0024	Dec 1998	VAA Post High School Scholarship Program
PP-0025	Dec 1998	Guidelines for Providing Reasonable Accommodations to Sports Participants
PP-0026	Sep 1999	Procedure to Add Players for State/National Tournament
PP-0027	Apr 2000	Guideline for Out of State Tournaments and Proper Use of Chaperones
PP-0028	Feb 2009	Sports Participant Financial Assistance Policy
PP-0029	March 2011	No Pay, No Play Policy
PP-0030	May 2009	Waiver of Registration Fees Policy
PP-0034	May 2009	Board Approvals via Email Policy
PP-0035	May 2009	Procedure for Annual Clean-up of VAA Website
PP-0036	May 2009	Procedure for Using SurveyMokney.com
PP-0037	pending	Purchasing Process

POST SEASON PROGRAM EVALUATION PROCESS

1. Purpose: The purpose of the Post Season Evaluation is to obtain feedback from players, parents and coaches necessary for continuous improvement in the program. For example, the feedback is used when rewriting rules, selecting coaches, buying new equipment, etc.
2. The following identifies the individuals involved in the evaluation process.
 - a. Board of Directors
 - b. Sports Liaison
 - c. Sports Commissioner
 - d. Parents/Players
3. The responsibilities of each are as follows:
 - a. Board of Directors:
 - (1) Develop an evaluation form, which can be used for all sports offered by VAA, and ensure that adequate copies are available at all times.
 - (2) Schedule time for a presentation of the feedback information by the sports liaison at a monthly Board of Directors meeting. Presentations will generally be scheduled at the same meeting that the commissioner provides the post-season recap.
 - (3) Establish policy when necessary to make improvements in the sports program as a result of feedback.
 - b. Sports Liaison:
 - (1) Provide the applicable sports commissioner with an adequate number of evaluation forms for each player registered for the sport and their parents.
 - (2) Collect all evaluations forms for the applicable sport.
 - (3) Review the completed evaluation forms and determine if any actions are required based on the feedback data.
 - (4) Make personal contact with those individuals requesting to be contacted by a board member.
 - (5) Review the feedback information with the sports commissioner.

(6) Document the feedback for a presentation to the Board of Directors as scheduled by the president of VAA.

(7) Retain the evaluation forms for community sports in a secure area for a period of one year. The Sports Commissioner and Sports Liaison shall determine retention of evaluation forms for traveling sports.

(8) Ensure the confidentiality of individuals completing the evaluation forms.

c. Sports Commissioner:

(1) Provide each coach with an adequate number of evaluation forms for each parent and player on their team.

(2) Provide instructions to the coaches on when to distribute the forms, when the forms should be completed and how they should be returned.

(3) Ensure the Confidentiality of individuals completing the evaluation forms.

(4) Get feedback from the sports liaison.

(5) Provide feedback to the coaches.

(6) Work with the sports liaison, coaches, parents and Board of Directors to improve the program based on the feedback..

(7) Use the feedback information during the coaches interview process.

(8) Follow up with coaches to assure that forms were distributed.

d. Coaches:

(1) Distribute a copy of the evaluation form to each player and parent assigned to their team.

(2) Encourage both players and parents to complete the form.

(3) Provide instructions on how the forms should be returned. All coaches should discourage the forms being turned in directly to them. When this does occur, the coach is responsible for delivering the forms to the sports commissioner or mailing directly to VAA.

e. Players and Parents:

(1) Complete and return the form as requested. Parents and players are asked to make comments on coaches, assistant coaches and the overall program.

DRUG AND ALCOHOL POLICY

1. The Valley Athletic Association believes that all players/coaches participating in a VAA youth activity should refrain from the use of alcohol and/or a controlled substance.
2. It shall be a violation of this policy for a player/coach participating in a VAA youth activity to use a beverage containing alcohol or use or consume, have in possession, buy, sell or give away any controlled substance.
3. Once a violation has been brought to the Boards attention and a decision has been made by the VAA Board, the player/coach will be informed of their ineligibility in the VAA by a written letter from the VAA Board of Directors.

a. First Violation:

Upon notification by the Board, the player/coach shall lose eligibility for the next two consecutive games or two weeks of a sport season in which the player/coach is participating, whichever is greater. No exception is permitted.

b. Second Violation:

The player/coach shall lose eligibility in the VAA for that sport season. No exception is permitted.

c. Accumulative Penalties:

Penalties shall be accumulative beginning with and continuing throughout the players/coaches participation in the VAA.

TOBACCO POLICY

1. The Valley Athletic Association (VAA) does not condone the use of tobacco by players under the legal tobacco age.
2. It shall be a violation of this policy for a player participating in a VAA activity to use tobacco.
3. Once a violation has been brought to the Board's attention, the player will be informed of their ineligibility. Ineligibilities will be the same as for the Drug, Alcohol Policy (See PP-0002).
4. The VAA asks that coaches, parents, visitors, volunteers, and others refrain from the use of any tobacco during a VAA youth sport activity.
5. VAA uses the facilities of Independent School District 196. All VAA activities taking place at any District facility must adhere to the District's Tobacco-Free Environment policy, series number 406.5AR, and VAA agrees to follow such policy when using District facilities.
6. VAA uses the facilities of the City of Apple Valley and any other local City's facilities. All VAA activities taking place at any city owned facility must adhere to that City's Tobacco-Free Environment policy, and VAA agrees to follow such policy when using these City facilities.
7. In any event, any person not adhering to the Tobacco Free policies will be asked to leave the premises where they are at the time of the infraction.

COACHES CODE OF ETHICS

All coaches are expected to sign the Coaches Code of Ethics at the beginning of each season. It is the responsibilities of the sports commissioners to have the coaches of their sport read and sign the statement as noted below.

I hereby pledge to live up to the VAA coaching guideline by following the listed Code of Ethics:

- I will place the emotional and physical well being of my players ahead of any personal desire to win.
- I will remember to treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.
- I will do my very best to provide a safe playing situation for my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I promise to review and practice the necessary first-aid principles needed to treat injuries to my players.
- I will lead, by example, in demonstrating fair play and sportsmanship to all my players.
- I will ensure that I am knowledgeable in the rules of each sport that I coach, and that I will teach these rules to my players.
- I will use those coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth coach, and that the game is for children and not adults.
- I will demand a drug, alcohol and tobacco –free sports environment for my team and agree to assist by refraining from their use at all games and practices.

COACH'S SIGNATURE

DATE

FUNDRAISING APPROVAL

All sports have the ability to do fundraising for their sport. On Community teams, all fundraising monies go directly to support that particular sport. Traveling teams generally have both league and individual team fundraising opportunities available.

A fundraising activity is one in which there is an organized effort to raise money for any particular segment of any sport within VAA, by selling goods or services within the community. A legitimate fundraising activity is one in which the fundraiser is approved by the Commissioner of the sport and brought to the Board's attention through the VAA Board Liaison for that sport and/or the full Board of Directors.

It is up to each Commissioner to determine if a specific team or age group should raise money. Fundraising should be used to raise funds for specific uses and done as a cooperative, either at a team level, age group level or league level. The Commissioner shall have the right to determine whether or not any team, group or age shall not be able to fundraise and/or the type of fundraising that will be done.

All monies raised during a fundraising activity must be accounted for within the VAA Financial System and recapped and given to the VAA Treasurer to be deposited into that sport's account. Fundraising needs to be accounted for in the Sports Budget proposal, which is then approved by the Board.

TRAVELING COACH SELECTION PROCESS

Sports Commissioners shall use the following guidelines for the selection of all traveling coaches.

1. Advertising must be accomplished in a manner that provides all VAA members equal access to information on coaching vacancies and how to apply. As a minimum an article shall be placed in one of the local newspapers, which identifies the name and phone number of a point of contact.
2. All individuals interested in coaching a traveling team will be asked to complete an application or submit a resume, which provides basic information about their coaching experience. The application must be received by a predetermined date established by the Sports Commissioner. **NO INDIVIDUAL WILL BE AUTOMATICALLY ACCEPTED AS A COACH BECAUSE THEY COACHED PREVIOUS YEARS.**
3. The Sports Commissioner will establish a Coaches Selection Committee consisting of 3-5 individuals. One Board member should serve on the selection committee. The Sports Commissioner may be a member of the selection committee. **THE SPORTS COMMISSIONER MAY NOT APPLY AS OR BE SELECTED AS A HEAD COACH IN ANY SPORT WHILE THEY ARE SERVING AS THE COMMISSIONER FOR THAT SPORT.**
4. The committee will schedule an interview with all applicants. Members of the committee shall be provided with copies of the coaches' applications/resumes and afforded opportunity to review them prior to interview.
5. No selections will be made until all candidates have been interviewed. The full selection committee must then meet to discuss the interviews and make the selection as a group.
6. The Commissioner or other members of the committee are responsible for contacting those individuals selected for the position as well as those not selected.

APPROVAL PROCESS FOR VAA POLICIES AND PROCEDURES

The following procedures shall be followed before ideas or suggestions become VAA official policy.

1. All members of the organization are encouraged to suggest to the Board of Directors any ideas, which they believe, will improve the organization. The Board will review the suggestion and make a decision as to the need if an official policy or procedure should be written.
2. When the Board decides that an official policy should be written, the idea is turned over to the Board member responsible for maintaining policies and procedures. The board member will then prepare a draft rewrite of the policy/procedure, assign a control number and submit it to Board for approval.
3. After approval by the Board, the document will be considered an official VAA policy and placed in the three ring binder titled VAA Plans and Policies. The binder is maintained at the VAA field house.
4. During January of each year all VAA Board members will be asked to review all plans and policies and make suggestions for any improvements to the documents. The changes will be made when approved and all Board members will be asked to sign a review sheet to indicate that they approve of all plans and policies in effect.

CHECK REQUEST

All check requests shall be done by providing an original receipt and/or order invoice and filling out a check request form. Upon completion of the paperwork, all requests need to be placed in the black box attached to the VAA office door in the field house for the administrative assistant. A check will then be cut and presented for signing to the President and Treasurer of the Board. Once completed the check will be mailed to you or put in your VAA mailbox.

Privacy Statement and Policy

The Valley Athletic Association (VAA) does not sell or distribute any personal information collected by the web site. Any information collected by the web site is used only for VAA business.

For users who have elected to join a mailing list specifically created for advertising purposes, you may periodically receive e-mails with commercial information. These e-mails will be distributed by VAA. Your e-mail address will not be given to the vendor.

VAA Website Media Policy

On its website VAA will publish the following information unless a parent or guardian explicitly requests that the information not be displayed.

- Pictures of children will only be displayed on the website without names. This allows team pictures or photos from the season to be posted to the web site.
- With their permission pictures of adults may be published on this website with their names. This would allow coaches, Board members, etc. pictures to appear.
- Articles about VAA events may include names of children only if a picture identifying the child is not published on the same webpage.
- Personal information, besides a name, is not permitted in the public area of the web site. Directory type information may be published to areas of the web site that are restricted to a small group of people. For example, team rosters may be put on the web site, provided access to that roster is restricted to members of that team.

REGISTRATION POLICY

1. All applications accepted after the first three sign-up sessions of a particular registration must be accompanied by the \$5.00 late fee.
2. Coaches, Sports Directors and Sports Commissioners do not have the authority to waive the late fee. The only exception to this policy is for families who are new to the organization and not familiar with the registration process.
3. The late fee is split 50/50 between the sport and the General fund.
4. Late Registration
 - a. A charge of \$5.00 will be assessed for registrations after the regular registration is completed. This is a per household charge.
 - b. Late registrations of people who move into District #196 after the close of registrations will be permitted, providing there is room available on team rosters. The Sport Commissioner must approve all late registrations.
 - c. No late registrations will be accepted after a period of 14 days from the first regularly scheduled registration.
 - d. Exceptions to the above late registrations rules may be handled at the discretion of the Sport Commissioner.

ENTERING NEW SPORTS TO THE VAA PROGRAM

1. Any individual or group wishing to enter a new sport in the VAA program must receive prior approval from the Board of Directors. The following task must be accomplished before the Board will meet to vote on any new sport.

a. A written request to enter the new sport must be presented to the Board of Directors a minimum of six months prior to the start of the sport season. The request shall include the following:

- (1) Brief description of the sport.
- (2) Gender, age groups and number of athletes that this program will serve.
- (3) A budget.
- (4) Analysis of the availability of fields, gyms, etc.
- (5) Time frame for sport to be played.
- (6) Analysis of any overlap with other school or VAA sports that may cause

conflicts.

2. The Board will vote to conditionally approve, disapprove or request additional information within a two-month period and provide a written response to the requesters.

3. If the Board votes to conditionally approve, the requester will be asked to develop a draft handbook for the sport and advertise for a Sports Commissioner. Both the handbook and applications for Sports Commissioner must be submitted to the Board for final approval.

4. No sport will be sponsored or supported by VAA until Board of Directors has given final approval.

5. No sport will be allowed to start a season if Board approval is not accomplished in sufficient time to include the sport at one of the pre-scheduled sign-up dates.

PLAYERS CODE OF BEHAVIOR

All players are asked to sign the Players Code of Behavior Policy at the beginning of each season. It is the responsibilities of the coaches to have the athletes participating on their teams read and sign the statement as noted below.

I hereby pledge to live up to the VAA Players' Guideline by following the listed Code of Ethics:

- I will do my best at all practices and during all games.
- I will listen to my coaches when at practices and at games.
- I will practice good sportsmanship by treating all players, coaches, parents and officials with respect.
- I will do my best to help my parents get me to games and practices on time.
- I will keep my equipment and the equipment of the team in good condition by not throwing or using it improperly.
- I will play and practice the game to have fun and not be concerned about winning or losing.
- I understand that improvement comes from practice and sometimes I may decide to practice on my own, away from scheduled practices and games.
- I agree to use safety equipment when instructed to do so and pay attention to other safe play ideas provided by coaches, players, and parents.

Player's Signature

Date

SUSPENSION OF COACHES POLICY

1. Each VAA Sports Commissioner has the authority to suspend a coach in their sport.
2. Prior to suspension, the commissioner must notify the sport liaison in writing of their intention.
3. Upon suspension, the commissioner is required to brief the VAA Board of Directors.
4. If a suspended coach applies for a subsequent coaching position in the VAA, the sport commissioner must approve and/or receive approval from the VAA Board of Directors.
5. The names of all suspended and reinstated coaches will be printed in the VAA minutes.

REFUND POLICY

Withdrawals must be communicated to the Sports Commissioner and the VAA Administrative Personnel. All withdrawals should be communicated in a written format either electronically (e-mail) or written to the Commissioner. It is the policy of VAA to grant refunds under the following circumstances: *Note: For VUSC Refunds, please refer to the VUSC Refund Policy)*

FULL REFUNDS WILL BE ISSUED FOR:

- Participant tries out for a traveling team and does not make a team.
- There are not enough participants to form full teams and excess participants cannot be added to other rosters. Those that signed up last will be dropped.

REFUND LESS \$14.00 ADMIN FEE WILL BE ISSUED FOR:

- Participant withdrawal is communicated to the commissioner prior to the formation of teams.
- Late fees and tryout fees will not be refunded.
- Participant changes sports prior to formation of teams for either sport. AMOUNT OF REFUND: Full amount transferred to new sport, If the transferred to sport has a cost less than the transferred from sport, the difference will be refunded less a \$14 administrative fee. If the transferred to sport has a cost greater than the transferred from sport, the participant will need to provide payment (via check or cash) prior to formation of teams. If payment is not received, participant will not be added.
- VAA makes a decision to change the format of a sport and participants are given the option of the alternative or refund (for example: if a sport does not have enough players to field a grade 9-12 team as planned and then decided to combine grades 7-12 on a team, those affected are notified and are given the option of playing on the 7-12 teams and they opt to not play.)

REFUNDS WILL NOT BE ISSUED FOR THE FOLLOWING CIRCUMSTANCES:

- Communication is not made to the Sports Commissioner of withdrawals.
- Season has ended
- The teams have been formed and Commissioner has not granted an exception. If the participant withdrawal is communicated to the commissioner after the formation of teams the commissioner may grant an exception based upon the rationale for the withdrawal (e.g. doctor indicates participant can't play.)
- AMOUNT OF REFUND: It is at the Commissioner's discretion as to whether a refund will be issued and what % refunded based upon cash outlay and when in the season the withdrawal has happened. The refund (if any) will have a \$14 administrative fee, late fee, and tryout fee are deducted.
- The sport was unable to grant teammate requests. The Commissioners attempt to honor requests but are not always able to do so. There are no guarantees that those requests will be granted.

TWO-SPORT POLICY

1. No VAA member will be allowed to play in two VAA sponsored sports during the same season.
2. This policy does not exempt a member from signing up for two overlapping sports. For example, a member may sign up for track in February and baseball in March. Although the member is signed up for two sports, track will be almost finished when baseball has started.
3. If at any point a member is reported to be playing two sports simultaneously, the applicable sports commissioners will give the parents a choice as to the sport they wish to complete. Refund will be provided only if authorized in VAA Policy PP-0017, Refund Policy. Any other request for refund will require Board of Directors approval.

PARENTS CODE OF ETHICS

All parents are asked to sign the Parents Code of Ethics at the beginning of each season. It is the responsibilities of the coaches to have the parents of athletes participating on their teams read and sign the statement as noted below.

I hereby pledge to live up to the VAA Parents' Guidelines by following the listed code of ethics:

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sports event.
- I will place the emotional and physical well being of my child ahead of any personal desire to win.
- I will insist that my child play in safe and healthy environment.
- I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.
- I will demand a drug, alcohol and tobacco-free sports environment for my child and agree to assist by refraining from their use at all youth sports events.
- I will remember that the game is for children and not for adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I will promise to help my child enjoy the youth sports experience within my personal constraints by assisting with coaching, being a respectful fan, providing transportation or whatever I am capable of doing.

Parent Signature

Parent Signature

Date

PROBLEM RESOLUTION GUIDELINES

These guidelines are to be followed whenever there may be concerns or questions regarding the policies and programs of Valley Athletic Association.

1. When a player or parent has a concern regarding the policies or procedures of a sport, they should bring those concerns to the attention of the coach.
2. If the problem persists or is unable to be resolved between the player/parent and the coach, it should be brought to the attention of the Sports Commissioner and/or League Director.
3. At this time the Sports Commissioner or League Director shall act as a mediator between the parent/player and coach. All parties involved will meet to discuss the situation and find a solution.
4. The Sports Commissioner or League Director shall communicate with their Board Liaison any necessary mediation and the outcome of that mediation.
5. If necessary, the parties involved should contact the Board Liaison to help with mediating the dispute. The Board Liaison will meet with all parties to discuss the situation and find a solution.
6. The Board Liaison will communicate with the VAA Board of Directors any situations that are being mediated in their sport.
7. If mediation is unable to resolve the issues and all the above-mentioned steps have been followed, a letter stating the issues in question should be written to the Executive Committee. The Executive Committee consists of the President, Vice-President, Treasurer, and Secretary of the VAA Board of Directors. The Executive Committee will consult with the Board Liaison on the issue. At this time the Executive Committee may make a decision on the issue or refer the issue to the full Board of Directors.
8. The decisions of either the Executive Committee or the full Board of Directors will be final.

REPLACEMENT OF BOARD MEMBERS

1. Upon becoming a member of the Board of Directors, a member assumes certain responsibilities. Among those is the responsibility to attend the monthly Board meetings. If a Director misses three meetings he/she will be asked to step down.
2. When the circumstances arise that a member of the Board of Directors has resigned or been asked to step down, the Board of Directors have the right to appoint a temporary member to serve until the next election. At that time, the seat held by the temporary member would be included in the general election.

REPLACEMENT OF TRAVELING PLAYERS

The following procedures shall be used to replace a player who is injured or quits any VAA sanctioned traveling sport before the end of the season.

1. The coach of the given sport has the ultimate decision as to the need for replacing a player who is unable or unwilling to finish a season.
2. When a coach determines that he needs to replace a player, he must notify the Commissioner of the specific sport.
3. The Commissioner will review the tryout records and provide the names of the next three highest ranked players who were not selected for a team. If more than one player had the same rating, all players with that rating will be referred to the coach for selection.
4. The coach will be free to select a replacement player from the list provided to him. He will notify the selected player and determine if they will accept an offer to fill the vacancy.
5. Once a player accepts, they will be required to complete the VAA registration form and will be charged a fee prorated over the remainder of the season. A Coach or Sports Commissioner cannot waive this fee.
6. If the selected player declines to fill the vacancy, the coach will continue to go down the list until a replacement player has been found.
7. The coach will notify the Sports Commissioner of his decision and provide a brief explanation for his choice.
8. If the Commissioner confirms to the coach that there were no players trying out who did not make a team, the coach is free to find an eligible player who had not tried out for the sport. This process is allowed only after all steps noted above have been taken.

NOTIFYING PLAYERS WHO TRYOUT FOR TRAVELING TEAMS

The following procedures shall be used to notify all players who tryout to be a member on any VAA sanctioned traveling team.

1. The applicable Sports Commissioner has the ultimate decision as to which one of the following methods to use when notifying participants of the selection results:

a. All tryout participants will be notified in writing. Letters will be mailed through the US Postal Service.

b. All tryout participants will be notified by telephone.

c. All tryout participants will be notified using a method known as " Drive Thru". As such, a tryout participant's parent will drive to a designated place, receive an envelope with the selection decision, and immediately leave the area. All selected players will receive a follow up phone call from that team's coach.

2. Regardless of the method of notification used, all players will be provided a phone number to call if there are questions regarding the tryout process and it's outcome. Players selected for a traveling team will also receive the name of the coach if known and the name of the team they have been placed on. Players not selected for a traveling team will be notified that their name will be turned over to the corresponding community sport. All funds previously paid will be transferred to the community sport or refunded as applicable.

POST-SECONDARY SCHOLARSHIP

VAA recognizes the value of community involvement that has made VAA an excellent organization by awarding post-secondary scholarships.

A Scholarship Committee will be established every September to include no less than four (4) active Board Members. At such time, the current sitting Board of Directors will determine how many scholarships and the dollar amount of these scholarships to be awarded for that year.

Applications will be updated as the Board and Scholarship Committee see necessary, including dates, etc. and to include what criteria the applicant needs to provide with the application and the essay questions that are asked, and the Administrative Assistant will submit the updated Scholarship Application to ISD 196 high schools, and the Application will also be posted on the VAA website for downloading at www.vaasports.org.

Scholarship Application Procedures & Requirements:

All Applicants must be a past VAA participant, a graduating high school student **or in** the first two years of post secondary education. Previous winners are ineligible for a scholarship. All Scholarship Applications must be postmarked by March 31st of each year to be eligible. Any incomplete or late applications will not be accepted.

Along with the application, applicant should provide a recent high school or college transcript including GPA, all answers to essay questions should be typed, and a personal recommendation from a Coach, Teacher or Volunteer coordinator. Applications need to be mailed to:

Valley Athletic Association
Attn: Scholarship Committee
PO Box 240462
Apple Valley, MN 55124

Scholarship Funds are to be used for tuition and books. VAA will present funds directly to the recipient when proof of registration and payment is provided. Proof of registration and payment must be submitted to VAA by February 1st of the following year.

Scholarship Committee:

After the Scholarship has closed on March 31st, the committee will receive copies of all scholarships received for review and determination of winners. The Scholarship Committee will receive a points scale to independently score each applicant on several different criteria.

GUIDELINES FOR PROVIDING REASONABLE ACCOMMODATIONS TO SPORTS PARTICIPANTS

GUIDELINE

Valley Athletic Association will provide reasonable accommodations to sports participants who have special needs. Special needs are physical, mental, psychological, and sensory disabilities that are sufficiently severe to interfere with a child's daily life. Reasonable accommodations are actions, which can be taken that will not place an undue hardship on the Association and its members. No accommodations will be granted which will expose any VAA participant to an undue risk of harm.

PROCEDURE

When a child who is eligible to participate in a Valley Athletic Association activity, as defined by its Bylaws, has special needs and seeks accommodations so that he or she can participate in a VAA activity the following procedures will be used. It is expected that the child's parents or guardians will participate and cooperate fully in the process:

1. A written request, including the child's name, parent's names, sport, diagnosis and its affect on the child's ability to participate in the sport, as well as the type of accommodation requested is presented to a member of the Board of Directors or the Sport Commissioner. No request for accommodation will be considered if these procedures are not followed. The names of the members of the Board of Directors and the Sports Commissioner are available from the Valley Athletic Association.

2. Upon receipt of a written request, a committee made up of a member of the Executive Committee, Sport Liaison, and the Sports Commissioner will meet with the child's parent(s) to discuss the accommodation request. The discussion should include, at a minimum, the nature of the special need, the impact of the special need on the child's ability to participate in the particular sport, any risks involved to the child and/or others, what alternative accommodations are possible, and what role the parents and others will play in the accommodation. Medical documentation or a physical or mental evaluation may be required to verify the nature of the special need and its impact on the child's ability to participate in the sport. The committee will keep a written record of the meeting, and any agreements on accommodation will be submitted to the child's parents and the members of the Board.

3. If no agreement is reached and the parent(s) or child wishes to pursue the matter, the accommodation request and relevant documentation will be presented at the next regularly scheduled Board meeting. The Board will determine what action, if any, is appropriate and will convey that information in writing to the parent(s).

PROCEDURE TO ADD PLAYERS FOR STATE/NATIONAL TOURNAMENT

Occasionally, it may be necessary to add players to a team in order to participate in a State/National Tournament. These procedures should act as a guide:

1. When a team feels that there is a need to add players for an upcoming tournament, as determined by a 2/3-majority vote, they should contact the sport Commissioner and discuss that need.

The Commissioner will determine need based on some of the following factors:

- a. An unusual number of games in a short period of time
- b. A need for more specialty players (i.e. goalies, pitchers)
- c. Knowledge of existing team members who are unable to participate

2. Once the decision is made that a need exists, the following procedure should be used:

a. Check with the Tournament Sponsor (MYSA, MHS, AAU, etc.) to determine if they have rules governing a participant's eligibility.

b. Wherever possible, players from VAA should be used to fill out teams in tournaments. Players from existing traveling teams should be utilized first.

c. If no player is found within VAA (or when otherwise necessary) a player from outside VAA may be asked to participate.

(1) Any player from outside of VAA that agrees to participate in a tournament on a VAA team needs to sign a release form (registration form).

(2) Any expenses related to allowing a new participant should be covered by the participant and made payable to VAA.

GUIDELINES FOR OUT OF STATE TOURNAMENTS, AND PROPER USE OF CHAPERONES

1. This policy and procedure is effective for all traveling sport teams registered under the VAA that choose to participate in any local or out of state tournaments that requires an overnight stay.

2. There should be one "chaperone" for every two sports participants per team. A chaperone can consist of a parent'(s) of the player(s) or any legal guardian of a sport participant. A coach, including all assistants cannot be designated as one of the "chaperones."

A legal guardian can be defined as:

- a. One who guards, protects, or defends.
- b. Law- A person who is legally responsible for the care of and management of the person or property of the one who is considered by law to be incompetent to manage his own affairs, as a child during its minority.

3. The age groups affected are 18U, 16U, 14U, & 12U for all traveling sports registered with the VAA.

4. It is the responsibility of the team's head coach to make sure that this policy and procedure is properly administered. It is the head coaches job to make sure that accommodations for adequate number of chaperones will be in place before a decision to participate in an out of state tournament has been made.

**Valley Athletic Association
Sports Participant Financial Assistance Policy**

Background

The Valley Athletic Association (VAA) seeks to provide recreational opportunities for all community and traveling sports participants living in the Independent School District (ISD) 196 area. This policy and procedure establishes a program, which may provide some financial assistance for need-based families.

Policy and Procedure

Published registration fees consist of two components: a VAA participation fee and league fees. A parent or legal guardian of a participant, who is receiving free and/or reduced school lunches or can demonstrate a special hardship case, may apply for financial assistance of league fees by using the Financial Assistance Application Form, but the participation fee must be paid by the applicant. Current participation fee: **\$14.00**.

All information requested in the Financial Assistance Application Form must be submitted along with proof of enrollment in the free/reduced lunch program or proof of income, plus a sports registration form for each child applying for financial assistance. Failure to provide complete information may result in denial of the application. VAA will use reasonable care to keep the information provided confidential, although it cannot guarantee that the information will not become generally known.

All information provided must be true and accurate. Providing false information may result in immediate cancellation of any financial assistance and the immediate suspension from all VAA programs for every member of the participant's family for a period of up to one year.

Completed applications must be submitted to the VAA board (address available on registration form included at end of this document). Applicants may request financial assistance for a maximum of one sport per participant per registration period, for a maximum of two requests per participant per year. Applications are for a designated registration period and must be resubmitted for any subsequent request.

The number and size of financial assistance is limited by the participating sport budget, which is presented and approved by the VAA Board. Financial assistance is awarded on a first come/first serve basis.

The Commissioner overseeing the requested sport has the authority to deny or grant financial assistance based upon the guidelines adopted herein.

All forms plus payment of fees above and beyond the financial assistance is due on or before the registration deadline. A participant is not registered until payment and all completed forms are received. Late or incomplete submissions may result in participants not being placed on a team.

No Pay, No Play

The Board has decided on a "No Pay, No Play" policy. This means that there needs to be a 2-week lull between registration and team formation. Anyone who registered and has not paid within this 2-week lull, will not have their name placed on the final roster/registration list for team formation.

A method for credit card payment only will be established on the website for those that have been notified of unpaid registrations, otherwise payment can also be mailed to VAA.

If payment has been made via check and is returned as NSF to VAA, the player(s) will be removed from the roster and/or play until payment has been received in the form of certified funds such as cash, money order, or cashiers check.

Anyone that is registered and has not paid, but somehow ends up on the roster, the sport is responsible for the \$14.00 Administrative Fee for everyone on the roster regardless of payment or not.

WAIVER OF REGISTRATION FEES

League commissioners may waive the registration fees for any athlete meeting the following qualifications:

- The parent is actively managing the league as a commissioner, league board member, or league age group coordinator during the season for which the waiver is granted.
- The waiver is noted on the registration form.
- The athlete pays all other fees required of all league participants.
- The waiver does not exceed a maximum of one waiver per family per season.

League commissioners may not waive registration fees for any athlete not meeting the above criteria. Waivers may only be granted if the following budgetary requirements are met:

- The waivers are identified as a separate line item in budget proposals submitted to the VAA Board
- Waivers do not exceed \$50 for any one athlete.
- The budget proposal does not project a negative balance at the end of the proposal period
- The line item is approved by the VAA Board during standard budget reviews

The league will be assessed the full VAA administration fee for all athletes who receive waivers. Note that 'financial assistance' is explicitly defined as a separate program and such grants are not governed by this policy.

BOARD APPROVALS VIA EMAIL

Budget approval: all Sports Commissioners must have a budget approved by the Board of Directors before registration can be opened for that sport.

If a Sport Commissioner and/or the sport's Board Liaison are unable to present a budget at a regularly scheduled meeting, the President can determine whether or not the board, via email, can and will approve the sport's budget.

If the President determines that approval can be done via email, the same process will pertain to email approval as it does at the regular Board meeting.

All board members need to be emailed the budget information to be approved, including a brief synopsis about the budget and any changes from the previous budget.

A minimum of a quorum (7) must approve the proposed budget. The Secretary will keep track of the vote and particulars of the budget proposal. The Commissioner needs to be available to answer any Board questions concerning the budget.

If the approval is done prior to the 15th of the month, it will be included in that month's meeting minutes, otherwise it will be included on the following month's minutes.

All efforts will be made to present budgets at a regularly scheduled meeting.

Procedure for Annual Clean-up of VAA Website

Purpose: The VAA website requires annual cleansing of email addresses and user accounts that are no longer required.

Email Addresses

Note: The email addresses are not simply deleted in case VAA members wish to send information to VAA and use an old commissioner's address. The addresses are instead sent to a specific address that is then re-routed to the administrative assistant. Thus, the emails are actually deleted a year later. That is why the process is to delete emails before identifying which ones are not needed for next year.

1. Examine the email list (email manager option on www.vaasports.org/CNC). Delete any email address where the forwarding email is deadbox@vaasports.org.
2. Generate a list of email addresses in Excel. There may be a better way, but this method at least works (I am not aware of a method of exporting a list, thought we might be able to get one from Jeff Thiel). There are two lists that must initially be processed separately)
 - a. Forwarding Aliases (addresses that go to only one forwarding address).
 - i. Highlight the email entries in the main section of table on the webpage. Do a right-click and copy the highlighted text.
 - ii. In a new Word document, Edit -> Paste Special -> Unformatted text
 - iii. Complete a global replace ([Ctrl][H]) where Find What: = 'Forwards To: ' (no quotes, but space before and after) and Replace With:= '^t' (no quotes, no spaces). Hit [Replace All], then [Ok], then [Close].
 - iv. Highlight all of the text ([Ctrl][A]) and copy ([Ctrl][C]).
 - v. In a new Excel spreadsheet, go to the top cell (A1) and paste ([Ctrl][V]). The Word document can be deleted without saving.
 - b. Forwarding Alias Stacks (addresses that go to multiple forwarding addresses).
 - i. Highlight the email entries toward the bottom of the table on the webpage. Do a right-click and copy the highlighted text.
 - ii. In a new Word document, Edit -> Paste Special -> Unformatted text
 - iii. Complete a series of global replacements ([Ctrl][H]) . Hit [Replace All] in each case, then [Ok], then [Close] when done.

Find What	Replace With
^w^p	^p
^p^p	</>
Forwards To:^p	^t
^p	;

</>;	^p
------	----

- iv. Highlight all of the text ([Ctrl][A]) and copy ([Ctrl][C]).
 - v. In the same Excel spreadsheet, go to the bottom of the list already started and paste ([Ctrl][V]) the new entries. The Word document can be deleted without saving.
- c. Complete the processing to the combined list.
- i. Highlight the text ([Ctrl][Home], then [Shift][Ctrl][End]), then Data -> Sort -> Column A (ascending) then hit [Ok]
 - ii. Delete any empty lines above email addresses. You now should have two columns of addresses. The first is incomplete (does not have @vaasports.org) and the second may have entries that are incomplete (too long for display, so show ... at end).
 - iii. Examine the addresses. In column C, label them as one of the following codes:
 1. A = admin, addresses that don't change because they are always used by the league
 2. B = board; a VAA address that may change as the board changes
 3. D = dead; these are addresses we know (or later determine) should be set to deadbox@vaasports.org
 4. L = league; they are league addresses that need to change as the commissioner or other people change
 5. P = personal; email addresses that are for individuals
 6. T = temporary; addresses that are headed for dead, but are useful for a short while longer. Exiting commissioners are best example.
 - iv. Go to the top of the document ([Ctrl][Home]) and highlight all the data ([Shift][Ctrl][End]). Then Data -> Sort, sort by column C (ascending), then by Column A (Ascending), then [Ok].
 - v. Go down the list and place in Column D the instructions for each address:
 1. Keep = recognize it is good address
 2. Fix = know it has to be changed
 3. Dead = needs to be set to deadbox@vaasports.org
 4. Temp = temporarily keep. No need to check these at this point.
 5. Empty = to be determined. Leave most to all of the personal addresses empty. Even the people we know remain in VAA; we should check that they are getting emails, so we will check with them too.
 - vi. Go to the top of the document ([Ctrl][Home]) and highlight all the data ([Shift][Ctrl][End]). Then Data -> Sort, sort by column C (ascending),

then by Column D (Ascending), then by Column A (Ascending), then [Ok].

vii. Complete the VAA address using Excel

1. Go to the top of column E (cell E1). Type the following including the quotes, spaces, and equal sign then hit [Enter]:
=A1 & "@vaasports.org"
2. Go back to cell E1. copy the formula ([Ctrl][C])
3. Hit the down arrow. Then hit the [Shift] key and [down arrow] to highlight multiple cells. Keep hitting the [down arrow] until all the cells in column E are highlighted down to the last row of email addresses.
4. Paste the formula ([Ctrl][V]) and now column E has all the full VAA addresses.

viii. Go to the top of the spreadsheet, then click on the row number for Row 1 (which will highlight the entire row). Insert a new row by Right Click -> Insert

ix. Label the columns: Name, Forwarding, Type, Instruction, Email

x. Save the file File -> Save...

- d. Send an email to each Type = P (personal) email address asking if the person received the email and if they still need it. The experienced Word user will recognize that the spreadsheet is set up for a Mail Merge so the emails can be sent out individually by the computer. Those not familiar with the Mail Merge function will need to generate an email per person. The following is a recommended email:

Subject: Annual VAA Email System Cleaning. Please Respond.

Dear <Name>,

VAA is completing its review of the VAA website. We are contacting each person who has a VAA email address. You currently have the following email address active in the VAA system:

<Email>

Please hit [Reply] to this email and let us know if

- You have use of this email address at this time and wish to leave it active
- You no longer need this email address and it can be deleted

Thanks for your help!

VAA Webmaster

- e. Process the list.

- i. As people respond to the email mark whether the address should be kept or marked dead, or marked temporary
- ii. Process the emails as appropriate

Website User IDs

Goal is to remove user IDs that are no longer needed. In this case, however, the goal is not to necessarily ask the person with the user ID, but the league for which that person is working. Note: Jeff Thiel might be able to provide the same information via a behind-the-scenes data dump.

1. Open an Excel worksheet. This might be a new file or the same file (but new worksheet) in the file for the email project.
2. Go to the User ID Maintenance area of the VAA website:
http://www.vaasports.org/Utilities/Site_Management/VAA_Management/Userids/index.php
3. Select “List Users By Group”
4. Repeat the following for every league. It is not necessary to duplicate for related privileges (e.g., don’t include groups that end with – Survey or – Admin). There are also some misc groups
 - o ignored: Equipment:, OR_ADMIN, SM_CC
 - o Include ProgDir:, SM_BCheck:
 - a. Highlight a group in the list and hit [List Group Members]
 - b. Highlight the name of the group and the top of the list and each of the entries in the list. Copy the list (right click -> copy)
 - c. Go to the spreadsheet. In Column A of the first empty row, paste the list ([Ctrl][V])
 - d. (Optional) with the data still highlighted, goto Format -> Cells... -> Alignment Tab and click on the box before Wrap Text until it is empty. Click [Ok] then widen column to make viewing easy.
 - e. Click on the cell that contains the name of the list. Copy it ([Ctrl][C]).
 - f. Click in column C in the row with the first name from the list. Click and drag down column C until each row with names in the list are highlighted in column C. (Release the mouse button) and paste the name of the list ([Ctrl][V])
 - g. Delete the unneeded rows above the names. This would be the row with the list name, the empty row, then the row with the titles (Name, UserID)
 - h. On the website, click on the “List Users by Group” to get the next list
5. (Optional) To clean up the league names, do a global replace to replace “Members of group “ (do not include quotes, but do include last space) with “” (i.e., nothing). Then select all text ([Ctrl][A]) and set the horizontal alignment to left (see formatting buttons).

6. Select all text ([Ctrl][A]) and sort by name (Data->Sort->Column A (ascending) then [Ok]). This combines the different records of each individual together. Go through the list and delete rows that don't need to be reviewed by commissioners, including
 - a. People known to be active VAA board members continuing duties that need web access
 - b. People known to be support staff (either VAA or website)
 - c. People known to be old and should be removed (be sure – can have commissioners verify)
 - d. Others are left – commissioners for reference, and all the people so the commissioners get a complete list and don't wonder why new people are not listed.
7. While going through the list (or separately afterwards) look for people who should have the UserID cancelled
 - a. Any who do not have any league in their permission (excluding board members and admin assistance). There should be few to none, but UserID without league access is useless. Mark Delete in column D for that row.
 - b. Old people you know the UserID should be cancelled (e.g., old VAA board members not cancelled last year)

Delete the user ID on the website, the delete the rows for the person in the Excel spreadsheet.

8. Select all text ([Ctrl][A]) and sort by permissions (Data->Sort->Column C (ascending) then [Ok]). Delete the rows for the permissions that must be granted to all people (ProgDir, SiteManagement).
9. Look through the list for any obviously wrong entries. For instance, commissioners should not have access to VAA_Management. If anyone has improper permissions, modify the UserID and remove the permission.
10. Look through the list for anything that obviously does not need verification. For instance, leagues that only have the active commissioner listed. These can be deleted.
11. Go through the list and find the commissioners. Look for their email address in the email list, but it should be first.last@vaasports.org (or there is an error!)
12. Send an email to each of the commissioners. Suggested email:

Subject: Annual VAA Website UserID Cleaning. Please Respond.

Dear <Commissioner>,

VAA is completing its review of the VAA website. The people below have permission to post and alter information on the <league> pages:

<List the name of each person >

Please hit [Reply] to this email and let us know:

- Should we keep or delete the permission to access your league's website?

- Are there other individuals who should be given permission?

Thanks for your help!

VAA Webmaster

13. Process the responses, deleting permissions as instructed, and delete the UserID if the user does not have permission to any league.

Procedure for Using SurveyMonkey.com as VAA Season-End Survey Tool

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Purpose

The VAA website has an online survey option. The tool requires a VAA board member to clean the data and prepare graphs for the commissioners. There have been issues around timeliness of response. VAA is looking at using www.surveymonkey.com as an alternative procedure. It contains several key attributes that fit the VAA survey program:

- An on-line survey tool that allows VAA to send links to league participants for direct on-line survey input.
- A link can be supplied to commissioners so that they can see numeric results as graphs. This gives instant access to data without waiting for VAA board members, but does not provide information that identifies people supplying input.
- A download of data so VAA board member can collect all details, clean spreadsheet as appropriate, and provide results to commissioner without.
- One account that allows generation of surveys for each league, but each survey can be password protected and given to only the commissioner of each league.

IMPORTANT!!!

1. Surveymonkey.com can be set to allow people to return to the survey that they have started from any computer. *If the survey is set up wrong, everyone will be accessing the same response, not providing their own!* This will not be a problem if these instructions are followed, but as a warning:

- Never use the “Email Invite” feature of the website (would be undesirable anyway!)
 - Set the survey to allow multiple responses from same computer (this is included in the instructions below and desirable anyway because of multiple athletes from one family)
2. It is important to follow the step on generating a custom report for the survey (it is real easy!!!) so that confidential information is not given to the commissioner. You may or may not need to edit the reports if any of the questions are changed after the report is prepared.

Accessing SurveyMonkey Account

At the time of preparing this document, the surveys can be found at

www.surveymonkey.com

User ID: pres@vaasports.org

Creating Survey

Note the section below on “Modifying Survey” may be useful if a survey is started but not completed in one sitting.

Finding or generating a survey:

1. Log into account and select the “My Surveys” option.
2. Determine if a survey already exists for the league. If so, there is no need to keep old surveys, so modify the existing survey. However, there may be several reasons to have different surveys for the same sport:
 - a. Different leagues (e.g., age groups) may desire separate surveys
 - b. Different seasons may desire separate surveys
 - c. League may have a mid-year and a season-end survey
3. If modifying an existing survey, review the section below (and return here when instructed for additional details)
4. If a new survey is required, select the option “Create Survey” (option next to “My Surveys”) and either copy an existing survey or start from scratch.
 - a. Be sure to include the league name in the survey name because the survey name appears on the top of each page. The name can be changed after saving if needed.
 - b. There should be a default VAA survey that is used as the start of any season-end survey to ensure uniformity.

Modifying survey questions and settings:

5. Modify the survey questions as needed. Some of the template’s questions (or questions from prior years) will need modification/customization. For example, questions on which age group would ideally be customized to the league so that instead of a generic text box, the input is a multiple choice of specific selections.

IMPORTANT: The survey should include a separate page that includes only the following questions plus any other questions that should not be provided to the

commissioner. This can be the survey introduction page.

- a. (Required) Do you wish to be contacted by a VAA Board Member to discuss these comments? (Yes/No options)
 - b. (Optional) Name
 - c. (Optional) Phone #
 - d. (Optional) Email address
 - e. (Descriptive Question, which is just a way of displaying text) While the VAA Board seeks to monitor survey input, if you wish to be contacted it is suggested that you send an email to surveys@vaasports.org. Simply request that the board review your survey results.
6. Modify any survey options. Items that have been set before include:
- a. Number the questions throughout the survey (i.e., don't start each page with #1)
 - b. Upload VAA logo onto the survey
 - c. NOT USED: Add a progress bar at the top of the survey (e.g., percent complete) – the calculated % is based on pages, and is very poor.
7. When the survey appears ready, select the “collect responses” tab to prepare the Internet link to collect input. Use the “create link” option (which we will include in email to the league distribution list).
- a. After hitting [Next >>>] you will get a link. Copy and paste that in an email to the commissioner for testing. Do not send email yet; there is another link that is generated in a step below.
 - b. The link can be retrieved at any time (instructions included in section below).
8. (Still under the “collect responses” tab) Select the “Change Settings” option (to the left).
- a. Set “Allow Multiple Responses” to “Yes” (might have multiple kids)
 - b. Set “Allow Responses to be Edited?” to “Yes”
 - c. Set “Display a "Thank You" Page?” to “Yes” then add text.
 - d. Set “Survey Completion” to “Loop to start” or “Close”
 - e. Set “Save IP Address in Results?” to “No” (so we do not give ID information to commissioners)
 - f. Click on [Save Settings]
9. (Still under the “collect responses” tab) Select the “Change Restrictions” option (to the left).
- a. Set a cutoff date.
 - b. Do NOT use any of the other options
 - c. Click on [Save Restrictions]

Preparing report for commissioner:

It is important that a report is prepared for the commissioner to protect confidential information. If the commissioner is sent a link to the “Default Report,” then s/he will have access to the names and phone numbers!

10. If you are not sure whether the survey will collect IP addresses, go to the “collect responses” tab, click on [Change settings] and make sure the option to collect IP addresses is set to “No” (save settings if needed)
11. Go to the “analyze results” tab. Look at the “current report” field above the top of the report. A new report will have “Default Report.” An existing report may have something else.
 - a. Click on the down arrow next to the report name to see the full list of reports. You are looking for a report with the name “Hide Contact Info – [league name]”.
 - i. If the report name exists, select the name and then click on [Edit Report].
 - ii. If the report name does not exist, click on [Add Report] then enter the correct name in the “Name” field at the top of the new report.
 - b. Unclick the box in front of the page that contains the confidential information, then click on [Save Report >>]
12. (still under the “analyze results” tab) Click on “Share Responses.”
 - a. **IMPORTANT – this step must be first because the other steps are specific to each report!** In the “current report” field, select the report for this league (“Hide Contact Info – [league name]”).
 - b. Select “Share Summary of Responses + View and Browse Individual Responses (admin view).” Make sure the two boxes (allow filtering and allow downloading) are checked.
 - c. (If not already checked...) Click on “Password Protect Shared Responses” so that it is checked (may need to wait for the screen to complete an automatic update after selecting the above option.)
 - d. Input a password. Change the password if one already exists from last year)
 - e. Click on [Save Password Changes]
 - f. Copy the link under “Sharing Status” and the password to the email to the commissioner. Explain these may be used to view and download both summaries of the results and actual surveys without confidential information.

Verify the survey and report links are prepared and correct

13. Use the link that should be sent to families to open a survey and complete a survey to ensure the link is correct and all questions response appropriately.
 - a. Be sure to input information into any confidential questions!
14. Use the link that should be sent to commissioner to view results. Click on [Browse Responses >>] and make sure that

- a. The IP address at the top of the survey is blank
- b. The confidential information does not appear
- c. All other questions, including the league-specific questions, do appear

Ask commissioner to verify survey is ready

15. When complete send the email with the links for the survey to the commissioner and request verification that the survey is correct. Emphasize that the links should not be shared with anyone! Ask for any questions that can be customized (e.g., split into specific age groups) and if there are additional league-specific questions to add.
 - a. Note that the survey must be open for the commissioner to use the link. “Open” is the default, but see section on “Opening Survey” below if needed.
 - b. Adjust the survey as needed based on feedback. The report may need to be changed if questions are changed.
16. (Optional) When survey is prepared, close the survey until the league is ready to collect input (see section on “Opening Survey”, but click on the word “Close” in the status column).

Opening survey to families

1. Log into account and select the “My Surveys” option.
2. Click on the name of the survey to open.
3. Click on the “collect responses” tab.
4. If the Status column says “Open,” then the survey is already open. Otherwise, click on “Close”, then “Open Collector Now” on the next screen.
5. Examine the column “# of responses.” If the number is >0, then
 - a. If there is a reason for saving the responses, see section on “Exporting Responses.”
 - b. Click on the image of an eraser in the “Clear” column to remove old or test responses.
6. Check the closing date is correct: On the “collect responses” tab click on the name in the “Collector Name (Method)” column, then on “change restrictions.” Correct if needed and click on [Save Restrictions]

Emailing links to people responsible for advertising survey

The following is a collection of emails that should be sent to various people. The email to the commissioner is redundant to the information sent during testing. However, sending these separately as part of the procedure ensures the commissioner does not send the wrong link to the families. These emails also contain more information and instructions than the testing email. In all cases, log onto the www.surveymonkey.com account and click on “My Surveys” then on the name of the survey of interest

1. Announcement to newsletter: Go to the “collect responses” tab and if necessary click on the name of the collector. Click on “Get Survey Link” and copy the link under “Sending

Survey Link in an Email?” to a new email message. Address the email to the editor of the VAA Happenings... newsletter. Identify the league and request an announcement be included in the next Happenings... newsletter.

2. Announcement to families: Send a copy of the above link to the commissioner. Copy the VAA board member responsible for maintaining the VAA website. Remind the commissioner that the survey is open and to
 - a. Add an announcement to the league homepage stating the survey is open. Inform the commissioner the text of the announcement should end with the following information (copy the link into the position indicated)
[link-window,*place link to survey between commas*, Link to on-line survey.]
 - b. Send an email to the league-specific email distribution list requesting people participate in the survey. The email should include a copy of the link.
3. Announcement to commissioner: This is sent separately to minimize the chances the commissioner sends the wrong results. Send the email to the commissioner and copy the VAA board member who is the league liaison.
 - a. Go to the “analyze results” tab and click on “Share Responses.”
 - b. Click on the down arrow next to the report name to see the full list of reports. You are looking for a report with the name “Hide Contact Info – [league name]”.
 - c. Confirm the report has correct “Sharing Status” and is password protected (remember to click on [Save Password Changes] if password is added/changed).
 - d. Copy the link under “Sharing Status” and the password to an email to the commissioner. Explain these may be used to view and download results and that the links should not be shared!

Monitoring and viewing survey results

There are two primary methods of viewing results:

1. Use the links sent to the commissioner to view the summaries without confidential information
2. Log onto the account, click on “My Surveys” then for the correct survey click on the image in the column “Analyze”. Go to the field “current report” and set to “Default Report” so you see confidential information. You can now select the results desired (e.g., [View Summary] or [Browse Responses]).
3. Glance at the summary view for the head coach. If there are surveys giving low ratings, give a look at the surveys and consider if there is any input that should be communicated to the VAA board member responsible for monitoring member behavior issues.

The VAA board member responsible for surveys will need to periodically (e.g., at a minimum before each VAA board meeting) review the results for any open surveys to determine if there are any surveys where the family requested contact from VAA to address issues.

Sharing info to address issues

If an individual wishes to have issues in a survey discussed with a VAA board member, the best

method may be to export the data for the survey to Excel (.xls), delete all but the one row for the survey of interest, and to email the Excel file to the liaison for the respective league.

Exporting and Storing Survey Results

Exported results including the confidential information must be guarded. Data are downloaded to store for future reference or to supply individual records to league liaisons. Data can be downloaded by the commissioners, so there is no need to provide this service!

1. Log into account and select the “My Surveys” option. For the correct survey, click on the image in the “Analyze” column.
2. Click on [Download Responses]. In the field “current report”, select the correct report that will provide the desired information.
3. Set the download options. “Spreadsheet Format” will give a readable Excel file.

Modifying Existing Survey

1. Log into account and select the “My Surveys” option.
2. Click on the title of the survey to open it in editing mode.
 - a. The “Design Survey” tab should be the same as when editing from scratch
 - b. The “Collect Responses” tab probably gives you a table. Click on the “Collector Name (Method)” link to check/set survey options and restrictions.
3. Edit the survey as described above. Be sure to follow all steps to make sure the survey is correctly set up for this year.

Deleting Existing Survey

The survey can not be open when it is deleted.

1. Log into account, select the “My Surveys” option, and click on the image in the “collect” column for the survey to be deleted.
2. If the status says “Open”, click on “Open” then [Stop Collecting Now]. Click on “My Surveys” to return to the listing of surveys.
3. For the survey to be deleted, click on the image in the “Delete” column then [Yes, Delete Survey].

Viewing Report Passwords

The passwords are visible from the website. Navigate to the password (home -> My Surveys -> Click on survey name -> analyze results -> share responses -> select report title in ‘current report field’) and it will be visible.