

PARTICIPANTS' HANDBOOK

and Operating Code

2009-2010



Updated July 2009

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I. WELCOME

Welcome to USA Volleyball. The information in this handbook will help you understand the scope of the United States Volleyball Association (USAV), which is the corporate name for USA Volleyball. It will also give you a brief history of the Association and specific guidelines and requirements for involvement with the Evergreen Region of USA Volleyball.

II. U.S.A. VOLLEYBALL - A BRIEF HISTORY

The story of USA Volleyball cannot be told without first looking at the history of the sport itself. Volleyball was created in Holyoke, Massachusetts by William G. Morgan, a YMCA physical education director, in 1895. It became popular immediately and by 1900 the rules of play had evolved where it required a special ball. The "Y" movement took the sport around the world, and in 1913 it was included in the Far East Games in Manila.

The American Expeditionary Force brought the sport to Europe during World War I, and is credited for distributing over 1,600 volleyballs throughout the European theater. The first U.S. National Championship (for men only) was played in 1922 at the Pittsburgh, Pennsylvania YMCA and was won by the Brooklyn "Y".

USA Volleyball was founded in 1928 at the Yale Club in New York City for the purpose of representing the sport both nationally and internationally, and for conducting an annual national open championship. It has fulfilled this purpose ever since, and today includes among its member organizations the National Collegiate Athletic Association (NCAA), the National Junior College Athletic Association (NJCA), the Young Men's Christian Association (YMCA), the National Federation of State High School Associations, the National Jewish Welfare Board (NJWB), the Catholic Youth Organization (CYO), the Armed Forces, the Explorer Division of the Boy Scouts of America, and other groups, including the Regional Volleyball Associations.

In 1949, USA Volleyball added a Women's Open National Championship, and since then both the Men's and Women's Opens have been conducted concurrently each year. USA Volleyball also annually conducts the National Championships for Senior Men, Masters Men, Silver Masters Men, Golden Masters Men, National Senior Women, Masters Women, Mixed Sixes, and Reverse, AA, A, BB, B Club, Outdoor and Sand, and the USAV Junior National Volleyball Championships for youth 18 and under for Junior. Additionally, USAV has also established its Beach venue (Adults, Junior Girls and Boys) along with Paralympics venue which Teams have represented the United States in the past Olympics.

USA Volleyball (USAV) ranks as one of the leading amateur sport bodies in the nation. It has been innovative in programming, aggressive in the pursuit of improved benefits for its athletes, and dedicated to bringing world excellence in volleyball to America.

USAV is the nation's volleyball leader, recognized by the United States Olympic Committee (the USOC) as the National Governing Body for the sport. It is the exclusive representative of the Nation to the International Volleyball Federation (FIVB) and to a number of other international sport bodies.

In recent years, the USAV has gained recognition through the performance of both its USA men and women's indoor teams, men and women's beach teams, and the men's and women's sitting teams. These teams are only the tip of the iceberg for an organization that is over seventy years old and that involves itself in all levels of volleyball throughout the nation.

In 1975, a full-time national team training center was founded by the USAV, an American amateur sports innovation. It was followed in 1977 by a similar program for men, which also included a first-ever jobs program that successfully placed over a dozen athletes.

In 1996, the US National Teams (Men, Women, and Juniors) moved their training site to the Olympic Training Center located in Colorado Springs, Colorado. Such a move allowed each team to take maximum advantage of all the resources the USOC could provide. Since then, and most recently in 2008 and 2009, both the US National Men's and Women's indoor teams have relocated to a training center in Anaheim, CA. in order to better prepare them for competition at sea level.

With the success of the Men's and Women's National Indoor Teams and Men's and Women's Beach teams in recent Olympic and International events, and the Men's and Women's sitting teams in Paralympics, the USAV is now poised to take this American sport to the top of domestic popularity and international success. The men's and women's teams' efforts versus the world's top competition, and their unprecedented success at the 2008 Beijing Olympics provides ample proof that USA Volleyball is headed in the right direction.

Recently, USA Volleyball has initiated its "pipeline" to success. Junior Development Programs have been initiated to identify 14 year old young men and women who excel in the sport and introduce them to a higher level of competition. Likewise USAV has developed both youth and junior national teams for young junior men and women 18 years and under and have provided international competition for each level. USA Volleyball has also begun to identify young junior men and women beach competitors and have hosted the USA Volleyball Beach Open.

The future of volleyball certainly lies in the hands of USA Volleyball.

USAV has divided the nation into 40 geographic regions. Within each region there are a number of programs conducted, including regular competitions organized by age and/or ability, summer instructional camps, and clinics for the development of coaches, players, referees, and scorekeepers. Each region's goal is to offer the USAV experience

International competition involving the USA National Teams and foreign opponents are also regular features in many of these regions.

Nature of the Organizations: MISSION STATEMENT

USA Volleyball and the Evergreen Region are organizations whose primary function is to promote growth of volleyball in number of players, ages, gender, and coaches, and to improve and maintain the quality of play, coaching and officiating. A myriad of disciplines are involved in this including marketing, technical development, rules commission, communications, etc.

III. EVERGREEN REGION

A. Geographical Boundaries:

The Evergreen Region is comprised of the geographic area of Eastern Washington all counties east of the Cascade Mt. range), Northern Idaho, and the state of Montana.

B. Participants' Handbook/Operating Code:

The Evergreen Region Participants' Handbook/Operating Code is intended to serve as a starting point for the Evergreen Region's activities. The Handbook will be an accumulation of rules, regulations, policy and facts at the time of its latest revision. It is intended to be revised or updated at least every three (3) years. The Participants' Handbook/Operating Code is intended to be used in conjunction with the USAV Domestic Competition Regulations, USAV Guide Book (available online), and the Evergreen Region website to assure that current and useful volleyball information is being distributed.

The Participants' Handbook/Operating Code and rules, regulations and policies herein shall apply to all participants of USA Volleyball in the Evergreen Region, regardless of capacity, whether coach, player, official, team or club director or representative, supporter, parent, booster or other designation. It is further intended to serve in part as the Evergreen Region's (ERVA) Operating Code.

C. Tournament Procedures Handbook:

In addition to the Participants' Handbook/Operating Code, the region has developed a Tournament Procedures Handbook to act as a guide to all tournament hosts and participants. All persons involved in Evergreen Region Volleyball, should familiarize themselves with the Tournament Procedures Handbook/Operating Code and the USA Official Volleyball DCR. USA Volleyball has authorized each RVA (Regional Volleyball Association) to adopt minor variations of the rules for teams participating within its regional borders. Teams participating in other regions should familiarize themselves with the local regional rules of those regions, as well as the rules set forth in the USA Official Volleyball DCR.

D. Volunteer Assistance:

All board positions in the Evergreen Region, (ERVA) - USA Volleyball are held by volunteers, with the exception of the office manager. The work that is accomplished is a function of the talents and time available as well as how efficiently and accurately new information is communicated between affected people and groups. The ERVA is open to volunteers wishing to assist the elected board of directors or advisory committee. Volunteers should contact any member of the executive board.

This handbook/operating code will provide an overview of the services within the Evergreen Region, as well as the way the services are organized. If you have time and a desire to improve the service capability of the region, please contact the appropriate person in charge of your particular area of interest, or the commissioner. Please also appreciate the fact that when requesting services from these volunteers that you may not be the top item on their list of things to do. Try to help these people by taking as much responsibility upon yourself as you can; read the handbooks, DCR, guidebook, and consult the region website. If possible, e-mail, fax, or write the region office and state what you want in as clear and concise a manner as possible. Allow yourself and the staff as much lead time as possible and, lastly, please be patient.

The regional officers have a desire to be useful to you, but remember that a time that is convenient for you may not be convenient for them. Most importantly, do not assume that these volunteers have all the answers. It is possible that they, too, will need to consult the handbook, Guidebook, DCR, or even laws or minutes. We all need to work together to make things run smoothly.

E. Access/Contact Points:

The Evergreen Region has attempted to assist each of you in reaching the region office. The following are means and ways to obtain region information:

- a. E-mail address: april@evergreenregion.org
- b. Office phone: 509-235-6285 Fax: 509-235-3424
- c. Office address: P.O. Box 159, Cheney, WA 99004
- d. Website: www.evergreenregion.org

IV. EVERGREEN REGION ADMINISTRATION

A. Executive Board

The Executive Board consists of both elected and appointed positions. The Executive Board positions are as follows: Commissioner, Commissioner Emeritus/At Large Director, Assistant

Commissioner, Treasurer, Junior Program Director, Officials Director, Junior Player Rep., and Adult Player Rep.

B. Advisory Committee

The Advisory Committee consists of the following:

- Junior Program Committee: (Chaired by Junior Program Director)
- Officials Committee (chaired by the Officials Director)
 - Referees Chair
 - Scorekeepers Chair.
- Communications Chair.
- Elections Chair
 - Elections Committee (Chaired by Elections Chair)
- Budget and Finance Committee (Chaired by Treasurer)

Elected positions and appointed positions are distinguished in our bylaws. Our bylaws are posted on the region website. Elections are generally held in the spring, and information concerning elections will be on the region website. Term lengths and duties can be found in the bylaws.

Please check the Evergreen Region bylaws for election year information. The Evergreen Region Executive Board/Committee meets generally four times a year. New board members begin their terms with the fall board meeting.

The current Bylaws were adopted by the Evergreen Board. See the most current version on the ERVA website.

C. Role of Club Director

The club director is the individual on each team/club who is responsible for ALL aspects of club management. The club director's responsibilities include: meeting all state and local government requirements; compliance with IRS non-profit requirements; managing the club; budgeting; hiring of coaches and staff; procuring facilities for practice and tournaments; obtaining appropriate insurance for the club; communicating with parents, participants, and coaches; assuring compliance with all ERVA and USAV policies and regulations concerning participation and officiating; being accountable for all matters relating to registration, fees, entry of team(s) into tournaments, eligibility for Regionals, accuracy of rosters, identification, and age qualifications, etc. The club director is also responsible for being familiar with state and local laws and statutes and is responsible for assuring compliance by the club, team and persons acting on behalf of the club/team.

The club director is considered the contact for information between the club or teams and the Evergreen Region. It is the responsibility of the club director to ensure that all information and documents sent by the region to the club are distributed to the proper members. Likewise, it is the club director's responsibility to assure that all necessary information, documentation, monies, accuracy of rosters, identification, and age qualifications are forwarded to the region office in an accurate and timely manner. The club director should also advise the region office of any needed corrections or errors, and provide completed rosters to tournament hosts according to stated deadlines. Any change in club director during the season shall be indicated in writing and sent to the region office immediately.

The club director is responsible also to assure that coaches meet USAV and ERVA coaching requirements, including age, background screening, and obtaining IMPACT Clinic training/certification, and training and skills commensurate with the age level of the participants.

D. Financial Information:

The most current 990 Tax Statement is available to any Evergreen Region member. Requests for this form stating "a purpose for inspection reasonably related to membership interests" must be made in writing to the region office, with a self-addressed, stamped envelope. The region also provides financial information to the USA Volleyball office. The ERVA also employs a certified public accountant to prepare ERVA financial and tax records. The ERVA Budget and Finance Committee oversees ERVA expenditures and budget issues.

E. Membership History:

Membership information is available from the region office and USA Volleyball. Requests for this information should be made in writing. However, the person requesting information should keep in mind that all addresses and phone numbers are confidential and will not be released absent a written waiver of each member. Requests for Webpoint login information can only be given to the individual or his/her parent/guardian.

The ERVA membership information shall not be marketed by the ERVA or anyone for financial gain.

F. Board Minutes:

Approved minutes are posted on the ERVA Web page and also available to the general membership by written request to the regional office.

v. Registration Requirements:

A. Residency Requirements:

All players, coaches, chaperones, team/club directors and officials, residing within the Evergreen Region borders, are required to register with the Evergreen Region through the USAV Webpoint registration system. Teams whose center of activities is closer to adjacent regions may petition the region office for authorization to be serviced by the adjacent region. Such authorization shall be with written approval of each region's commissioner and should state the specific basis for the request. If authorization is denied, the teams/club shall still be able to participate in tournaments of adjacent regions but shall be registered with the ERVA.

B. Background Investigation:

All persons involved with juniors in USA Volleyball are required to submit to a background screening. Each region may elect to expand the scope of the list of those who are required to be screened. Screening shall be conducted through an organization contracted by USA Volleyball at the applicant's expense. All regions may also collect a handling/administration fee.

In the Evergreen Region, all coaches, board members, team representatives, club directors and personnel, trainers, managers, tournament directors, chaperones, officials, and persons otherwise involved with junior players, shall be required to submit to a USA Volleyball-required background check every two years. Cost shall be born by the applicant or club.

All persons whose background check reveals matters, which restrict membership, shall appeal solely to the background screening company and not to the region or USA Volleyball.

Any person who fails to clear the background check shall not be permitted USA Volleyball membership in the ERVA region nor be authorized to be associated with a junior club or team.

Any club or team who hires, otherwise authorizes a person who has failed to submit to such mandatory screening, or who hires or otherwise authorizes a person who has failed to clear such screening, shall be solely responsible for all liabilities of whatever nature that may arise from such hiring or authorizing, and shall hold the region harmless from any liability arising as result of the behavior or conduct by such individual. Additionally, any club or team hiring an individual who fails to submit or pass a background screen, will be sanctioned by the ERVA, which sanctions may include a monetary fine, and termination from USAV and ERVA involvement.

C. Team/Player Registration:

All players, coaches, club representatives and personnel, team representatives, managers, trainers, chaperones, tournament site managers, and participants must be registered in the proper classification prior to entering any sanctioned competition. Each junior team shall have a coach who is IMPACT certified and background screened courtside at all times.

Players and coaches must be registered with a specific club. Once the player has registered with the region (membership fees are non-refundable), and signed the Letter of Intent, the player shall be considered rostered for that team and subject to the Evergreen Region transfer policy. A coach is considered part of a club when his/her registration is received from the club in the region office, and has successfully passed a background screening and is IMPACT certified. The ERVA transfer policy does not apply to coaches. However, a club/team hiring a coach may provide for such a provision in their employment contract.

D. Declaration Date (Adult Team Requirement):

By February 1, each team must declare the classification at which they will play (upward movement is permitted, meaning that a team/player can move up in skill level, but not down). This can be done by notifying the Regional office, or will be done automatically when you enter a tournament after February 1st. After February 1st, the level you play is the level you stay.

E. Multiple Team Identification: Adult Teams

Organizations of two or more teams (of either the same or different skill levels) in the Men's, Women's, or Junior Divisions who register as a club must clearly indicate a distinguishing identification of each team. Each team in a club must pay a team registration fee.

F. Multiple Team Roster Setting:

Clubs with multiple teams may move individual players within the club freely between skill levels and teams of that club until February 1 for Adults and the **second Monday in April** for junior members. On the second Monday in April, all players in a club must be placed on a specific team roster, and no additional player movement will be allowed, except as detailed herein.

(**However, teams which qualify for Junior National Championships or who participate in a National Qualifier Tournament and who qualify for Nationals prior to the second Monday in April deadline, shall have their roster frozen at the time the team qualifies for Junior Nationals.) At that time the rosters shall be frozen. Junior players playing in differing age brackets may only play in their own age bracket or in a higher age bracket.

Prior to the second Monday in April, a roster is considered "set" when play begins at a tournament. No roster changes may be made once play commences.

VI. THE EVERGREEN REGION SEASON

A. *The Season:*

The Evergreen Region regular season begins the date of registration (after October 31) and ends after the Regional Championships. Post-season begins after the Regional Championships are completed and ends after the National Tournaments are completed.

B. *REGION TRYOUT POLICY:*

1. *Tryout Fees:*

Each organization offering a tryout shall collect a \$5.00 (per day) tryout fee from each unregistered player and obtain a completed tryout form. These forms and fees must be sent to the region office within one week of the tryout(s). All clubs must notify the region office of their tryout times, and if they wish for this information to be posted on the region website (this is optional).

****NOTE:** The tryout fee is set by USA Volleyball and is commensurate with the cost of liability insurance and a 1-day secondary medical insurance, and may be adjusted annually.

A tryout fee is separate from a registration fee and no credit shall be provided to any application for membership. An unregistered player who elects to tryout with multiple organizations shall pay a tryout fee and complete the application form with each tryout.

*For more information concerning tryouts, download the Tryout Information document on the Forms page of the ERVA website.

2. *Site Fees:*

Any club or organization wishing to assess a site fee to satisfy expenses for tryouts may assess a site fee, separate from the \$5.00 tryout fee, of no more than \$10.00 per player (per day).

C. *Pre-Registration:*

A player who properly pre-registers as an at-large member, without committing to any one team may tryout with several organizations/clubs without payment of a separate tryout fee at

each site. A pre-registered player may still be assessed up to a \$10 site fee by each club or organization for which the player tries out.

For information about pre-registration, please refer to the region website and registration procedure noted herein.

D. Junior Tryout Dates/Information:

****Please refer to the region website for the current season's tryout dates and commit dates.****

- Incumbents may sign a Letter of Intent to play with the same club on or after the incumbent signing date-- non-incumbents cannot sign a letter of intent to play until the non-incumbent signing date.
- No team/club representative may contact the player more than **two** times prior to the commit date following a tryout.
- A player may contact a team/club representative as often as needed to answer questions.
- A player may not "commit" to more than one club.
- A player may not "commit" before their age group can officially conduct tryouts.

The ERVA deems a player to be "committed" to a junior club when the following actions have been completed:

- A player has submitted the USAV Individual Membership Form to a club representative
- A player has accepted an offer to play for a team and has submitted the ERVA Letter of Intent to a club representative.
- A player has submitted the USAV current season's membership fee to a club representative

Contact Rules During/Following Tryouts

1. Once a player has gone through a tryout for a team during the tryout period, team/club representatives shall not contact that player or their family for reasons of recruitment to their club or team more than two times prior to commitment day.
2. Once a player has signed a Letter of Intent for a team during the ERVA sanctioned season, club affiliates from other ERVA clubs shall not contact that player or their family for reasons of recruitment to their club or team.
3. Examples of violations include contacting a player MORE than two times during the tryout period, contacting a player after being notified of a commitment to another club, and pressuring a player to commit to a club PRIOR to commitment day with threats of losing a position if no agreement is made. Club-initiated violations are subject to a minimum \$100 fine to the club and possible suspension.

****If you feel a club is violating these rules, please e-mail the region office.****

4. If the committed player or parent/guardian makes the initial contact, a club director or coach may inform the player or parent/guardian, without fear of committing a recruiting violation, about the specific program. It is strongly recommended that all club directors and coaches refrain from making slanderous comments concerning other clubs or their staff. Any reported violations may result in suspension or fines to the offending party.

E. Recruiting Statement:

The Evergreen Region supports high school athletes and coaches during their sanctioned season and strongly discourages any conduct that would cause distraction to an athlete during her high school season.

F. Liability Waiver Requirement and Code of Conduct Agreement:

During the registration process (on Webpoint), each member applicant shall read and agree to a USAV waiver and release of liability statement, the USAV participation code of conduct statement, and a use agreement before competing in any sanctioned event. Once the registration process has been completed, the participant must pay the required membership fee either online or to the club prior to participation in any sanctioned event.

G. No Transfer Rule:

Once a player has committed to a team, is registered, and has signed the Evergreen Region Letter of Intent, the player shall not be able to transfer to another team or club during the season, except as described in sections H and I.

H. Termination of Season/Effect on Player Participation:

When a team completes its volleyball season, club representatives must inform the office it has completed its season and no longer intends to participate in any USA Volleyball event, whether in or out of the region. Such closure shall be deemed a disbandment. Notice to the region office shall be in writing (e-mail or "snail mail").

If a team has completed its season and disbanded, as described above, and advises the region office that the team no longer intends to participate in any further volleyball in or outside the region, individual players from the terminated team wishing to enroll with another team may be permitted enrollment provided that the terminated team or club provides written authorization. This authorization must inform the region that the releasing team's season has ended, the player(s) is/are released, and the new team provides the region with an acceptance letter and any costs for insurance and liability insurance is accepted by the accepting club. A terminated team may withhold such authorization if the player is not in good standing with the

club. A player without authorization may not join another team without approval by the region's Executive Board.

In addition, no junior player(s) shall be allowed to be added for the Pacific NW Qualifier, Evergreen Regional Championships, or Junior National Championships. If a player on a team transfers without regional Executive Board/Committee approval, the individual player, coaches, teams and club shall be sanctioned.

I. Release of a Player:

If a player who is registered with a club and has signed a Letter of Intent requests a release from that team, the player may, for good cause shown, as determined by the Executive Board of Directors of the Evergreen Region, be authorized to transfer to another team. This player must be in good standing, and receive a written release from the present club. Good cause shall be determined on a case-by-case basis. No transfer shall be allowed after the second Monday in April.

If a player who is registered with a club and has signed a Letter of Intent requests a release or transfer from the club as a result of code of conduct violations by persons in the present club, which is supported by an investigation made by the Ethics/Compliance Committee of the Evergreen Region or a person designated by the Commissioner acting in that capacity, the player may be granted a transfer.

J. Replacement of Player:

A team/club whose roster is depleted due to player injury or termination, may be able to sign new USAV members to the roster. Such new members shall be defined as persons who have not registered to play with any other club or team in the same season, or who have not previously been a ERVA member.

K. Playing Up:

Junior teams are allowed to play up in age brackets until two weeks prior to Regionals but must play in their own divisions for Regionals if there is a sufficient amount of teams in their age bracket to hold competitions at that age level. The Regional Championships director shall determine if there are sufficient teams in a given age bracket to hold competition at that level. If there is an insufficient number of teams in a certain age division for Regional Championship purposes, the teams shall play at the next higher age bracket.

L. Player Practice Restrictions

Because of the geographical size of our region, there are instances where a player may request to practice with a team other than the one with which she/he is registered. If this becomes necessary, both club/team directors must grant approval, and a written notice of this approval must be on file with the region office. Please contact the region office for more information.

VII. COACHING

A. Regional Coaching Qualifications:

All coaches in the Evergreen Region shall:

- Be at least twenty (20) years of age at the time he/she begins coaching;
- Be registered with the Evergreen Region as a member/coach;
- Have attended and completed an IMPACT Clinic and be so certified;
- Attend a referee/scorekeeper clinic annually; and
- Have satisfactorily passed a background check performed by SSCI

****NOTE: Each team that registers a coach affirms and certifies that the coach meets these five (5) requirements.**

Clubs offering a "coach mentee" program for prospective underage coaches (under 20 years of age), shall certify that the coach mentee meets all other regionally imposed coaching qualifications, and shall have a coach who meets all qualifications present at all practices, and on the bench at all tournament events. A coach mentee shall not be left to coach a team without a qualified coach being present. Violation of this policy will subject the club and team to sanctions, along with the qualified rostered coach and mentee. Sanctions may include fines, suspensions or disqualifications.

B. Coaching Restrictions:

High school competition in sports shall be favored over club volleyball participation where there is conflict with Evergreen Region functions. No coach, team, club, or club representative shall restrict a junior player from competing in other high school sports during the school year.

C. Coaches' Code of Conduct:

All coaches shall execute and abide by the Coaches Code of Ethics (see Forms page on website), and have one on file with the region office.

D. Chaperone Requirement:

All teams shall have a chaperone listed on the roster. The chaperone shall be separate from and not be a coach. The main chaperone listed on a team's roster must be unique to that team and cannot be the sole chaperone on any other team. If a chaperone is listed on multiple rosters, he/she can only chaperone one team per tournament and must be crossed off of all rosters but that one.

******All chaperones must sign the roster, along with the coach, at the coaches' meetings that are held before play begins. The day official and the tournament director will be responsible for obtaining signatures. The chaperone's duties shall be solely to supervise and chaperone the players outside of competition, as safety of the players is a prime concern. All chaperones must sign the Chaperone Responsibilities Form upon registering. The chaperone registration fee will be \$15, plus the background screening fee. Chaperones will not be allowed to be on the team bench or coach a team.

VIII.REGISTRATION PROCEDURES

All registration will be done via Webpoint. Club directors/representatives will be responsible for making sure all members of their club/team complete the process properly and for sending the appropriate forms and fees to the region office. The process for sending in registration forms/fees is outlined in section **A. Registration Process**, and also in the Registration Process document available on the region website. All required forms are available on the region website. Registration shall not be complete until all forms are completed and all fees paid. No person improperly registered will be authorized to participate in the capacity he/she is registering unless done properly. Accordingly, if an applicant submits information and registers in another region, or fails to meet appropriate registration procedures, the applicant will not be able to participate until and unless the information is properly registered and all fees received by the ERVA.

All registration must be complete and fees received AT LEAST 10 WORKING DAYS prior to participation by the member(s).

A. Registration Process

Because of liability issues, ALL registration on Webpoint must be properly entered and completed by the individual or her parent/guardian. A club representative is NOT authorized to register or renew players. A parent's driver's license number serves as a signature and consent in Webpoint. If an individual has problems with the registration process, a hard copy of the Individual Membership Form can be mailed to the region office and completed from there.

After all members of a team/club have completed their registration on Webpoint, **the Club Director/Representative** is responsible for sending the following items to the Region office:

****TEAM REGISTRATION FORM (available on the Forms page of the website)**

****COACHES' CODES OF ETHICS - for all coaches (available on the Forms page of the website)**

****CHAPERONE RESPONSIBILITIES FORM – for all chaperones (available on the Forms page of the website)**

****PAYMENT - for individual membership, team fees, background checks (ONE CHECK PER TEAM!)**

****UNPAID MEMBERSHIPS PRINTOUT from Webpoint showing which members are being paid for AND to which teams they are assigned (please cross out any members for whom YOU ARE NOT sending payment!)**

****NOTE:** The region office is operated by limited staff members. Once membership forms begin to come into the office, the region office will be inundated by applications, and other registration documents. In order to expedite all registration, the office needs assistance by club representatives to review and assure that all registrations are completed properly.

One check per team should be issued by each club, and sent with the Team Registration Form clipped with Webpoint printout for the appropriate teams. All registration material and fees must be received by the region office and numbers must be issued prior to participation in any region-sanctioned tournaments.

Incomplete or illegible forms will be returned to sender. Registration packets using improper forms shall be returned to sender, causing a delay in membership. **Applicants will not be permitted to participate in any practice or play until properly registered. This includes coaches and player participants.**

B. Use of Credit Card

A credit card payment may be made through the Webpoint system for USAV registration. The ERVA will be providing credit card payment service.

C. Regional Check Policy:

Checks shall be made payable to: Evergreen Region Volleyball. All correspondence should be mailed to: Evergreen Region Volleyball, P.O. Box 159, Cheney, WA 99004.

NO PERSONAL CHECKS WILL BE ACCEPTED FOR PLAYER OR TEAM REGISTRATION!! One check per team is the accepted method.

All checks issued to the region office, to any tournament host, or for a regional tournament registration, which are returned to the region office for insufficient funds or "stop payments" will result in the player/coach/team being restricted or barred from participation in any tournaments sanctioned by the Region until the endorser, team, or club pays the amount of the check AND a Washington State statutory NSF or collection fee. If such check fee and collection fee is not paid within fifteen (15) days of written notice by the Region, the endorser and team will be subject to sanctions for the remainder of the season or next season, where appropriate. If any check is returned or dishonored, the drawer, the player, and/or the team shall be responsible for all costs and attorney fees incurred in collecting the same.

D. Proof of Membership: Verification Requirement

It is each members' responsibility to prove their membership and coaches qualifications by bringing photo identification or documentation confirming his/her identification and qualification to tournaments. Tournament hosts and day officials shall have the responsibility of checking rosters and confirming individual and team membership, and coaches' compliance. Rosters will be posted at or near the tournament host's or manager's station/desk.

Any player or team participating with an unregistered player, unqualified coach, team representative, or team referee shall be subject to sanction and penalty, including immediate forfeiture of games played and suspension or expulsion of the team and individual from the event. The ERVA may also assess a monetary fine as an additional sanction.

CURRENT ROSTERS ARE AVAILABLE ONLINE AT ALL TIMES. OUTDATED ROSTERS WILL NOT BE ACCEPTED! It is the responsibility of each club to e-mail/mail a CURRENT roster to each tournament director PRIOR to participation in tournaments. In addition, ALL COACHES should be carrying a copy of a CURRENT roster as a back-up.

E. Adding Players (7 day rule):

When adding players after the initial registration, send all pertinent, properly completed information and a CLUB-ISSUED check for the proper amount to the region office if not paying online. All information must be completed online AND fees must be received (7) days prior to participating in a tournament.

IX. Membership and Classification Definitions:

A. Membership:

Adult Member -The adult membership fee provides for a subscription to the Volleyball USA

Magazine, secondary sports and accident insurance, allows for participation in USA Volleyball events, and a copy of the USAV DCR.

Junior Member-The Junior membership fee provides for a subscription to the USA Volleyball Magazine, allows for participation in USA Volleyball events, and secondary sports accident insurance. A junior member is defined by the age categories set forth by USA Volleyball.

Other Member-A category, by special written request to the National office, which can include various categories such as recreational, high school coach, etc. This category must be requested on a yearly basis.

Other Adult/Chaperone - The chaperone fee provides secondary sports and accident insurance and allows for participation in USA Volleyball events. Chaperones may not be on the bench during tournament play.

U12 Youth/Other Junior - This fee provides secondary sports and accident insurance and allows for participation in practices and scrimmages only. Tournament play is not covered.

Adult Practice - This membership fee provides secondary sports and accident insurance only. This DOES NOT allow tournament play.

X. ADULT CLASSIFICATION

AA Division - Teams in this classification should be the best talent in the Evergreen Region. They should have the competency to play high level inter-regional competition.

A Division - Teams with players capable of advanced level play, but not yet of the AA Division caliber.

BB Division --Teams of players with an intermediate skill level, not of A Division caliber, but more than a B Division player.

B Division - Teams of players who are either advanced beginners or experienced players either not capable or not preferring the faster, more highly skilled play required for A Division should be classified in this Division.

****NOTE:** Teams should be gender specific. Only men can play on men's teams and only women can play on women's teams in all of the divisions.

Junior Volleyball Division - Teams composed entirely of junior members who meet the age group classification requirements set forth by USA Volleyball. Junior Members may play up (in an older age bracket) but not in lesser (younger) age groups.

Mixed Six Division - Teams composed of a combination of men and women. All competitions in the Six Divisions will be between mixed six teams according to USAV (and reverse mixed six) rules. Mixed Six teams may play in the AA/A/BB/B Divisions during the season but may not compete in the AA/A/BB/B Regional Championships.

XI. REGISTRATION FEES (2009-2010)

Regular Adult (coach/club director)	\$50.00
Regular Junior (all players EXCEPT U12 Youth)	\$50.00
Other Adult/Chaperone	\$15.00
Other Junior/U12 Youth (no tournament play)	\$15.00
Team Fee (all regular junior and adult teams)	\$45.00
Multi-Day Event Individual Fee (adult/junior)	\$15.00
Multi-Day Event Team Fee (adult/junior)	\$15.00
One-Day Event Individual Fee (adult/junior)	\$5.00
One-Day Event Team Fee (adult/junior)	\$5.00
Adult Practice League/Insurance Fee	\$25.00
Background Check Fee (good for 2 yrs.)	\$20.00

**NOTE: \$3.00 military discount on individual fee with proper ID.

**** NOTE: A \$10 Administrative Fee increase was approved for the 2010-2011 season by the USA Volleyball Board on October 30, 2009. This fee will be added to any membership fee noted above beginning 2010.**

Registration fees are not refundable.

XII. TOURNAMENTS

The Evergreen Region playing season begins in January and continues until after the completion of the National Championships. All tournaments during that time are required to be sanctioned by the region.

All tournaments shall comply with the Evergreen Region's Tournament Procedures Handbook, Participants Handbook and Operating Code. Each tournament host shall be responsible for full knowledge and compliance of tournament procedures and rules as set forth herein and in the tournament procedures handbook. Failure to abide may be grounds for monetary fines, other sanctions, suspension or disqualification from hosting future tournaments. All tournaments within the ERVA shall be sanctioned by the region in order for insurance through USAV to apply.

A. *Member in Good Standing:*

All members are required to be in good standing with the region in order to participate in any USA Volleyball event. Persons not in good standing will not be allowed to participate in any national or regional event. Any violators shall be subject to sanctions by the ERVA.

B. *Regional Tournaments:*

The Evergreen Region encourages all clubs or organizations wishing to host tournaments to do so and obtain proper sanctioning. Likewise, the region will also host tournaments or leagues from time to time to encourage participation. Those wishing to host tournaments should attend the annual meeting held each September/October.

C. *Evergreen Regional Championships:*

The Evergreen Region holds Regional Championships annually in mid/late April and/or early May. To qualify for the Regional Championships, **a team** must have competed in **at least three sanctioned tournaments** during the current sanctioned season, in the Evergreen Region. All **players** must have competed in **at least two** Evergreen Region tournaments.

Registered Junior Boys U-18 teams may compete in the Adult Regionals if space is available. Once a team applies to compete in the Evergreen Region Championships and is accepted, the team is responsible to attend and compete.

A team electing to cancel its application once accepted is responsible for notifying the tournament director immediately. Teams canceling will forfeit fifty percent (50%) of the entry fee, if a replacement team is found. If no replacement team is found, the full tournament entry fee shall be assessed.

Teams failing to appear at the day and time of competition shall automatically forfeit their entry fee and will be subject to further disciplinary action.

Tournament formats for Regional Championships may vary from the Tournament Procedures Handbook. All Regional Championship playoff matches shall be staffed by paid Regional, Junior National, or National referees as first or second referees. Pool play refereeing shall be done by the participating teams.

D. National Qualifier:

The ***Pacific Northwest Qualifier***, one of ten qualifiers that lead to the Junior National Championships is held in the Evergreen Region. Evergreen Region teams may count this tournament as one of their region tournaments to qualify for the Regional Championships.

E. National Championships:

National Championships are held in both the Adult and Junior Divisions for USA Volleyball in a variety of age groups and skill levels. To attend a National Championship, the club representative must present the region office a complete roster with photo identification, playing record for the season, and a check for the entry fee before the designated USA Volleyball deadline for any championship other than the Mixed Six and Outdoor Championships.

****Clubs planning on sending teams to Nationals MUST keep track of playing record to submit to the National Office which includes the following: W/L record, opponents' team names, AND opponents' 11-digit codes.****

Teams, which fail to meet these requirements, will not be allowed to participate at the National Championships. It shall be the club director's responsibility to provide all information in a timely manner with appropriate stamps and fees necessary for getting such information to the USA Volleyball national office.

Teams, which fail to obtain proper approval or play with improper or unqualified players, may be prohibited from participation and sanctioned by the region.

In the Evergreen Region, bids to the National Championships are awarded at the PNQ and at our Regional Championship tournament.

Registration materials for teams qualifying for Nationals should be completed and provided to the region office before the designated USA Volleyball deadline. If our Regional Championships fall after the deadline designated by USA Volleyball, any team interested in representing our region, must still have all registration materials required for Nationals turned in by the deadline. The national office will not cash entry fee checks until the region's representative is known. The region may elect to have a separate tournament for teams seeking to qualify as the region representative, depending on the amount of teams interested in attending the National Championships, and reserves the right to do so.

Teams qualifying for the National Championships should notify the Region Office upon completion of the qualifying event and prior to leaving the playing facility of their intent to accept the region or qualifier bid. Failure to timely advise the Region Office and complete the bid acceptance documentation shall be grounds for forfeiture of the right to compete at the National Championship. Only an authorized club director or representative may acknowledge the bid acceptance and sign the documentation.

F. Zonal Championships:

The Evergreen Region is in the Pacific Zone which includes: Alaska, Aloha (except the Big Island of Hawaii), Columbia Empire, Evergreen, Moku O Keawe (Big Island of Hawaii), Northern California, and Puget Sound, and Intermountain regions.

The Zonal Commissioners are presently seeking to revise the Zonal Championships for teams within the zone. Any zonal championship information will be posted on the ERVA website.

XIII. HOSTING A TOURNAMENT

Those wishing to host a sanctioned USAV tournament should attend the Annual Meeting prior to the season. All procedures are reflected in the Tournament Procedures Handbook.

A. Tournament Schedules:

The Evergreen Region tournament schedule shall be announced through the Evergreen Region website. All teams wishing to participate in any tournaments should follow the procedures outlined on the Schedules page of the website. All tournament sign-up is done via Advanced Event Systems (www.advancedeventsystems.com). Teams/club must have an account on AES prior to tournament sign up day. After a team has signed up, they need to forward the team entry fee to the tournament host. The team's 11-digit codes and its roster must be entered into AES!

A team is considered "accepted" into a tournament when the entry fee has been RECEIVED by the tournament host. **The 11-digit codes are found on the region website OR by contacting the region office.

****All tournaments shall follow the Tournament Procedures Handbook or get prior approval from the tournament coordinator!**

B. Uniform Requirements:

Evergreen Region teams are encouraged to wear uniforms that include identical jerseys and shorts. Any Evergreen Region team playing in out-of-region tournaments, or in any National Championship event should plan on being required to wear identical jerseys and shorts in these competitions. All uniforms for a team shall conform to the current year's DCR, which is established to provide a minimum uniform level for all teams.

For competition in all divisions within the Evergreen Region, similar jerseys with regulation-size numbers on the front (4" minimum) and the back (6" minimum) will be required. It is recommended that the numbers be a minimum of 6" in height on the chest and 8" on the back. Logos are permissible. Numbers must be clearly visible and centered on the chest and back and must be numbered in a permanent manner from 1-99. The color and brightness of the numbers must contrast with the color and brightness of the jerseys. Color combinations such as purple/black, dark green/black, navy/black, white/lt. yellow, or navy/maroon are not distinctive enough to comply with the rules. For more information on uniform number requirements see the USAV DCR's (Rule 4.3.3).

The teams using a libero shall be required to use opposite or contrasting colors, whenever possible, clearly designating the libero. For example, a team using a dark colored jersey with white or light colored numbers shall have a libero using the light colored jersey with dark numbers. Teams should attempt to avoid using colors with little contrast, such as dark green and black, or blue and green.

No jewelry is permitted. No jewelry shall be allowed during any team warm-up or match during a region-sanctioned event. All players with jewelry shall be required to remove it. Any hair ornament or pin shall be removed before entry onto the court. Any decorative jewelry such as pierced earrings, tongue rings, etc. shall be removed.

C. Food and Drink Policy:

All tournament hosts shall designate an area for team food and beverage consumption. All tournament sites and hosts shall prohibit food and drinks in the playing area except for team water bottles. This includes but is not limited to, scoring tables. All teams shall provide a team water bottle container to limit the number of loose bottles on gymnasium floors. **All restrictions or prohibitions regarding food, beverages or containers set by the Facility being used shall be adhered to by all participants. Violators may be subject to sanctions. Teams or hosting clubs are required to adhere to the rules and restrictions of the Facilitator and shall be required to enforce the rules by all in attendance.**

D. Clean-Up Policy:

Incumbent in any gym use process, it is the tournament host's and users' responsibilities to keep all gym sites clean and free of litter and food/drink items. All players, teams, participants, or hosts shall be responsible for cleaning their area during and on completion of play. The tournament host shall be ultimately responsible for final clean-up of any gym facility used for region-sanctioned tournaments/events. ****Tournament hosts are urged to discuss their clean-up policies at the coaches' meetings held prior to tournament play.****

XIV. OFFICIATING

A. General

A necessity for the growth of volleyball is a pool of knowledgeable, qualified officials to assure that games are won or lost on athletic talent. It is equally important that the players, whose court conduct is governed by the rules, have an equal understanding of the rules, so that questions about play can be resolved from a prior knowledge.

To achieve this, USA Volleyball provides training on the knowledge and skills to referee and keep score during sanctioned play. Each team must provide people who have had this training to referee and keep score as assigned during an event. **All coaches** must attend the training clinics every year and a minimum of three players shall receive this training prior to their participation in USAV-sanctioned play. Failure to do so will result in being barred from USAV-sanctioned competition. (Note: It is wise to have more than the minimum trained to allow for absences and/or shared responsibility).

B. Training Sessions/Clinics

The Evergreen Region will conduct region-sponsored referee/scorekeeping clinics. Schedules for the region-sponsored sessions will be posted on the region website, and all training sessions shall be pre-registered by e-mailing the region office.

Clubs with more than 50 members must schedule their own private clinic. It is also suggested that smaller clubs join with other small clubs in their area to host a joint clinic. Club directors are responsible for scheduling their referee/scorekeeping clinic through the Chair of Officials. Current contact information for the Chair of Officials is available on the Referee/Scorekeeping page of the region website, as well as the Board of Directors page. Requirements and costs for the clinics are also available on the region website.

1. **Team Officials** - Each team is to provide players and coaches to meet their team responsibilities to referee & score matches during tournament play. People receiving training will be known as a junior provisional referee or scorekeeper. The region will conduct training

sessions at designated times or by appointment with clubs. All teams and clubs requiring their own clinics should contact the regional designee to make an appointment. All club directors (or their designee) must register their players for the region-sponsored referee/scorekeeping clinics by e-mailing the region office. Please include the players' names and age-division in which they will be playing.

2. **Paid Officials** - For people who wish to act as paid officials at the provisional or regional level, or who wish to advance to the National level competitions as an official, training sessions will be offered. Those interested should contact the Chair of Officials. The following requirements are common to all referees/scorekeepers:

- a. be a registered member of USA Volleyball, in good standing
- b. attend the appropriate yearly training session
- c. successfully complete a rules worksheet
- d. be observed on the job and receive feedback from the observer
- e. submit background check forms and pass background screening
- f. other requirements as per Chair of Officials

There will be different worksheets and observation criteria based on your referee/scorekeeper level. NAGWS referees can transfer their certification. Please check with the Chair of Referees or the USA Volleyball office for more details. Regional and National referees and scorekeepers are required to work at least one Evergreen Regional Championship each year to maintain their good standing. For information regarding becoming a Junior National or National referee and/or scorekeeper, contact the respective Chair.

Junior Olympic referees, Provisional referees, Regional referees, Junior National referees, National referees, and International referees must all complete the necessary certification processes for their respective levels. Consult the Officials Guide regarding each level's certification process.

The certification process for USA Volleyball sanctioned competition scorekeepers is under the jurisdiction of the U.S. Volleyball Association, the Competitions Division, and the Regional Volleyball Associations (RVAs). USAV has established seven classifications of scorekeepers:

Junior Olympic, Provisional, Regional, National Junior Olympic, National, National Retired, and USA International. Junior Olympic level, Provisional, and Regional Scorekeepers will be certified through the Evergreen Region under the supervision of the Regional Chair of Scorekeepers, in cooperation with the Regional Commissioner and according to prescribed criteria. National Junior Olympic and National Scorekeepers will be certified by the Assistant Vice-President, USA - President, USA National Scorekeepers Commission at approved national clinics. International scorekeepers will be certified through the approved process and at times and locations to be determined annually. Please consult the Officials Guide regarding each level's certification process.

C. Policy and Enforcement

ALL coaches and at least three players on the roster must be certified at the referee and scorekeeping clinic to be eligible to compete in USAV tournaments. Canadian teams playing in the Evergreen Region's tournaments may satisfy this requirement by arranging for other qualified people to work in their place through the day official. A fee of \$20.00 per match for the R1 and R2, and \$10 for a scorekeeper must be paid in advance of covering your referee assignments.

Teams failing to meet these requirements will be sanctioned as outlined in this handbook.

XV. JUNIOR VOLLEYBALL PROGRAMS

A. Junior Volleyball

Junior Volleyball is a program of USA Volleyball directed at individuals 18 years or younger. It is beneficial to the society in general to expose young people to a simple, yet potentially sophisticated and wholesome athletic activity such as junior volleyball. All programs should be principally concerned with quality. Junior Volleyball is not directed solely toward elite athletes, or teams and individuals headed for junior national or national team activity. The USAV Junior Volleyball program is intended to capture the interest of the participants for life. Any player wishing to play volleyball, regardless of skill level, should be given the chance.

B. Purpose

The purpose of the USA Volleyball Junior Volleyball program is to offer our youth an opportunity to become involved in a wholesome and beneficial athletic activity, which they can pursue at various skill levels. Youth participants should be introduced to the joys of athletic competition, should learn good lifetime physical activity habits during their formative years, and should be exposed to basic and complex volleyball skills. The Junior Volleyball program should be a bridge between USAV Junior Volleyball (age 18 and under) and USAV Adult Volleyball. The Junior Volleyball program is only a part of the development of our youth. Everyone involved should recognize that family and school issues have priority over this program.

C. Requirements for Junior Volleyball Programs/Clubs:

Mature Leadership - Each Junior volleyball program must have at least two mature adults committed to the team. One should be the coach/club representative or director and the other the chaperone. All adult participants, the coaches, team or club representatives, trainers and chaperones must be registered adult USAV members and have submitted to and passed the background screening. (The background screening is good for two years.) All junior girls' teams

must have one registered female adult present during all practices and tournaments. All coaches must be impact certified and have passed a background screen.

Officials - All junior teams must comply with the Evergreen Region officiating requirements.

Clinicians - The Evergreen Region will provide knowledgeable leadership to conduct coaching and referee/scorekeeping clinics designated for the Junior Volleyball program.

USA Volleyball Registration/Fees - All players, coaches, chaperones, team/club representatives and adult supervisors will be required to pay a USAV registration fee, complete the Individual Membership Form, and sign the Code of Conduct and Waiver of Liability. All adults affiliated with the junior program must fill out a Background Screening form and pay the required fee.

Uniforms - A serious Junior Volleyball Program has all its athletes outfitted in identical uniforms including jerseys and shorts of the same color, style, and trim with the USA Volleyball regulation size numbers on the front and the back of the jerseys. Libero uniforms shall comply with the USA Volleyball guidelines and as noted in this publication.

Open Practices-Each Junior Volleyball Program shall conduct open practices.

Due Process-Each Junior Volleyball Program shall have a written due process procedure providing at least a minimum of one appeal level by an independent body, other than the coach.

D. Age Group Classifications/ Age Falsification:

USA Volleyball adopted certain age group classifications, which have continued through the next quadrennial. Clubs and players should consult the USA Volleyball Guidebook for age group classification definitions. The Evergreen Region has adopted the USAV age falsification policy. See the USAV Guidebook for specific language. (The Guidebook is available for download on the USAV website.)

Regionally waived boys teams in the U-14 and U-12 age groups will be allowed to participate at the USA Volleyball Junior National Championship Tournament using the age/grade-definitions noted in the USA Volleyball Guidebook.

E. Competition:

National USA Volleyball Junior Volleyball is organized for different age groups with the limitation on the upper age, 18 and under. Teams registered as Juniors may compete in the Adult Regionals if the number of adult teams allows for such competition.

Teams that Play "Up" in the Next Division

A team may play any number of tournaments at the higher level until two weeks prior to Regionals Championships.

Team Commitment

A serious Junior Volleyball program must communicate its goals and philosophies to its participants. Once the players have been advised of the requirements, they must communicate those requirements to their parents. The USA Volleyball Junior Volleyball program is not for players only-it is also for parents.

- a. **Adults** - All teams must have adult participation for the program to succeed. Each potential player should take a form with the program's requirements home to his or her parents. It should then be returned with a parent's signature, which indicates that they understand what is expected.
- b. **Coaches** - All teams must have coaches. All coaches for each team must meet the region's coach qualification requirements. The players' parents must be advised of this requirement and the methods by which it can be satisfied. See the coaches' Code of Ethics in this section. Any change in this requirement by USA Volleyball shall be adopted by the region automatically.
- c. **Practices** - A team must commit to a minimum number of hours of practice each week. Practices shall be open to parents. Players will not enjoy an athletic experience when they do not play well. Time must be spent on skill development for each individual. Practice site locations and tournament sites can be named as "additionally insured" through the USA Volleyball insurance policy. Contact the region office for details and necessary forms.
- d. **Club/Team Representation** - Each club/team shall have a Club Director who shall be a registered member of the Evergreen Region and who shall act as a liaison between the region, coach, team, and parents. Each club/team should have a review committee or grievance committee to handle any team-related issues. Each club/team must have a due process procedure to handle grievances, which affords at least one level of appeal.
- e. **Waiver of Liability** - A waiver of liability must be signed by a parent or legal guardian during the registration process before that underage member may play. This is included on the registration form.

- f. **Boys' Policy** - It is the policy of the Evergreen Region to allow all players to participate in the sport of volleyball. Boys teams/clubs shall be promoted whenever possible and tournament participation available where interest prevails.
- g. **Refunds** - Once your registration is sent to the Evergreen Region office, no refunds are made.

F. Starting a Junior Club/Team

For information on starting a USA Volleyball Junior Volleyball program in the Evergreen Region that was not included in this handbook, please contact region office. The region does have access to DVDs and programs through USAV, which will aide in startup of a team or club.

When starting a club, it is recommended that a club apply for non-profit, 501-C3 status with the State of Washington and Internal Revenue Service.

G. Selecting a Team/Club

Each player and parents should be well-informed in selecting a team/club. Each club will have its own philosophies, rules, and expectations that vary from other clubs. Players and parents should make sure that they educate themselves on the ins and outs of the different clubs so that they can find a club that is the best fit for them. Contact information for the current clubs in the Evergreen Region is listed on the Clubs page of the region website. Some clubs in the Spokane area also participate in a Club Open House, offered by the region, in the fall prior to the start of the season.

Parents and participants should also be aware that each team or club has its own autonomy and the ERVA is not involved in the club's finances and management.

XVI. CODE OF CONDUCT/ETHICS

A. All Participants/Persons Affiliated

Every person affiliated with USA Volleyball must sign USAV's Code of Conduct Form (found on the Individual Membership Form and online during the registration process) in order to participate in any USAV-affiliated function. The Code of Conduct contains information on the maximum penalties for violations, unless otherwise approved by the region Board. The following is in addition to those noted on the USAV form:

B. Profanity:

Any person affiliated with a team who directs a profane remark or gesture toward any official, coach, or player on the court, regardless of which team, which remark, or which gesture, and is obvious enough that it is heard or seen by ANY official (first or second referee, scorekeeper or linesman) will automatically be expelled from the game by the first referee. Such behavior should be reported immediately to the first referee. A second similar offense occurring the same day as the first expulsion will result in the person being eliminated and expelled from the tournament and suspended from participation or attendance in all USA Volleyball activities for a period of 30 days. Any further incidents shall be subject for review, and possible further action by the Ethics Committee and/or the Evergreen Board as noted above.

If the offending person is a spectator, the affiliated team will be penalized by a side-out/point or, if the problem persists, the team will be expelled from the tournament. The first referee shall also report the perpetrator to the Day Official who may seek police assistance for the removal of the spectator from the tournament.

C. Assault:

Any player, coach, team representative, or member of USA Volleyball attending a USAV function who physically assaults anyone at any Evergreen-USA sanctioned tournament shall be subject to immediate suspension and automatic expulsion from membership in the region and any further participation in any USAV function or tournament in the region of the rest of the season and the next season. If the person is a spectator, the first referee shall report the incident to the Day Official who shall immediately seek police assistance and assist the victim in initiating charges against the perpetrator.

The incident shall further be reported to the region office and a copy forwarded to the USA Volleyball National Office.

Any person who is suspended or expelled from the region as a result of two or more assaults in their career shall be banned from regional membership and participation in any USA Volleyball sanctioned event for the remainder of the person's life.

D. Drug/Alcohol Use:

At the time a participant signs the Participant Code of Conduct, he/she is considered a member of the Evergreen Region of USA Volleyball. Any violations of the Participant Code of Conduct from that time until the end of the participant's season (24 hours a day, seven days a week) will result in the proper sanctions.

Any person attending an Evergreen Region/USA Volleyball function found to be in their possession, use or sale of any alcohol, controlled substance or illegal drug, or contributing to the use, possession or sale of such alcohol, controlled substance, or illegal drug to a minor, shall be removed from participation and attendance of the function or tournament, and removed from the school building, gymnasium, or facility housing the function or tournament.

In addition, if the that person is a player, coach, official, team representative, or otherwise a participant, he or she shall also be suspended immediately by the day official and a report will be issued to the Regional Representative, or Regional office, and disciplinary processes shall proceed as noted above. During the investigative period, the perpetrator shall remain suspended from any regional or USA Volleyball sanctioned event(s). Disciplinary action for use, possession or sale of any alcohol or other banned substances shall be in accord with the USA Volleyball Drug Policy Program.

E. Unsportsmanlike Conduct:

Any individual who commits an act or acts which the Regional Representative or Ethics committee determines to be grossly unsportsmanlike may be subject to disciplinary action and sanctions which the Representative or Committee determines is appropriate. Such sanctions and penalties may include immediate suspension and expulsion, suspension and disbarment for one year, or fines, or such other sanctions and penalties the Representative or Committee deems appropriate.

Gross unsportsmanlike conduct shall include physical or verbal intimidation of any participant, coach, or official; physical, verbal, or emotional abuse of any participant, coach or player; damage to the facility or breach of the facilities' rules and regulations; use of an unregistered or improperly registered player; a recognized identification card by anyone other than the individual described in the card; theft or misappropriation of another player's, coach's, or participant's belongings; theft or misappropriation of a team's equipment; violation of any act or offense found in the Revised Code of the State of Washington United States Code.

F. Sexual Harassment:

Any individual who commits an act or acts which the Regional Representative or Ethics Committee determines to fall within the definition of sexual harassment as defined in the Region's Sexual Harassment, Abuse, and Exploitation Policy, shall be gross unsportsmanlike conduct and may subject the perpetrator(s) to sanctions including lifetime suspension or expulsion from USA Volleyball participation.

G. Use of Weapons, Fireworks, or Firearms:

Any person attending an Evergreen Region or USA Volleyball tournament or function found to have in orderly and consistent operation of tournaments within the Region may be deemed a "gross unsportsmanlike conduct".

The disciplinary policy and procedures for the Evergreen Region: persons possessing any weapon, firearm, fireworks, or ammunition, shall be declared ineligible to participate or attend such functions, and shall forfeit the possession, use, and control of any firearm, weapon, ammunition, or fireworks to the day official, immediately upon request.

Failure to surrender such weapons, fireworks, firearms or ammunition immediately to the day official or facilities administrator shall result in immediate expulsion and suspension from the tournament and facility shall be deemed gross unsportsmanlike conduct, subjecting the perpetrator to such sanctions as noted above. The incident shall also be reported by the day official to the local police authorities and the Regional Representative and a report submitted to the Regional office in writing. The Regional Representative should investigate the incident and take what action is deemed appropriate.

Club Personnel Code of Conduct

USAV has approved a club personnel code of conduct. The ERVA may adopt the Club Personnel Code of Conduct. Upon so doing, the Club Personnel Code of Conduct will be incorporated by reference herein. The CPCC approved by USAV may be found on the USAV website.

XVII. DISCIPLINARY ACTIONS AND APPEALS

A. Due Process:

The concept of Due Process involves the right of the accused to confront his/her accusers, to present his/her side of the story, to receive fair consideration, and to have the opportunity to have the Region's decision be reconsidered by a higher and perhaps more objective authority. It is the intent of the Evergreen Region-USVBA to provide a procedure affording any individual or team which is accused of acting in violation of the codes of conduct, violation of sexual harassment policy, violation of ethics, violating substance abuse policies or acting inappropriately within a Regional volleyball context, an opportunity to be heard before any sanction or penalty may be imposed. There are generally three basic types of incidents causing complaints or accusations:

- a. those requiring immediate action (before and without a hearing); these may generally involve inappropriate conduct , consideration safety (child molestation, assault or

violence, property destruction or violation of the code of conduct). Such actions always should be followed by a hearing as soon as possible.

- b. those requiring prompt action (sooner than the next Board meeting); these generally involve such considerations as improper uniforms, violation of tournament procedures or referee assignments, violations of the tournament handbook, registration or coaches certification violations, etc.
- c. those, which can wait until the next Board meeting or appropriate committee meeting. In order to address these various types of complaints or accusations and to reduce the time of delay required in responding to the various types of accusations or complaints, the following procedure has been adopted by the Evergreen Region Board.

B. Procedures

1. A disciplinary action shall be based on a violation of any of the following:
 - a. Ethics (See Evergreen Region Coach's Code of Ethics as well as the Code of Ethics found in USA Volleyball All Regional Volleyball Assn. Impact Manual)
 - b. Code of Conduct (See Code of Conduct noted on the USA Volleyball Membership Form and the Code of Conduct recited in the Evergreen Regional handbook.)
 - c. Eligibility Rules per the USA Volleyball Guide.
 - d. USA Volleyball substance abuse or sexual harassment policy, per the USA Volleyball Guide.
 - e. Actions pertaining to volleyball, which is believed NOT to be in the best interest of the Region or its members; a disciplinary action shall apply to all members of the Region, officials, coaches, team representative, player, team, or any person participating or attending a USVBA function in the Region.
 - f. A recommendation for action by the Region by a USVBA national Event Arbitrator, An Event Ethics and Eligibility Committee or from the USA Volleyball Corporate Ethics and Eligibility Committee.
2. A person having a complaint and wishing to discuss the matter with a Board Member may contact the Region Office or Region's Assistant Commissioner who serves as the ERVA Ethics Compliance Officer (ECO). The complaint shall be in written or email form and should specify the nature of the violation, the person or person's who witnessed the violation, and the name of the perpetrator. Specificity should be a priority. The ECO may investigate the nature of the complaint and attempt to verify the same before determining if there is any merit to the complaint. If the ECO determines in fact the complaint is meritorious, the ECO may act as the accuser on behalf of the person

bringing the complaint forward, especially if the person bringing the complaint is a minor. If the ECO is brings the complaint on behalf of a complainant, the ECO shall not be a member of the Ethics and Eligibility Committee for the purposes of proceeding toward resolution of the complaint.

3. The ECO, in investigating the matter, may contact the alleged perpetrator in ascertaining the merit of the complaint, and determine if further action need be taken on the issue(s) raised. Similarly, the ECO shall have the authority to take any corrective action he/she deems appropriate to assure that the complained of activity ceases or is not duplicated.
4. A complaint or accusation regarding a violation of any of the above shall be reported in writing to the Evergreen Regional office and the Commissioner. Writing may include email communication. Accusations should include the following:
 - a. A complaint or notice of accusation or allegations.
 - b. Specific facts detailing the allegations or accusations of the complaint with specific details as to the name and place of the occurrence.
 - c. The names and addresses of all witnesses and, where possible, their written statements accompanying the complaint or allegation, stating their observations and personal knowledge of the allegations noted in the complaint.
5. Upon receipt of a complaint regarding a violation, the Regional office shall make a record of receipt of the complaint, notify the Commissioner of the receipt of such complaint, and provide a copy to the ECO. The Ethics and Compliance Officer, [ECO] or person(s) designated or appointed by the Commissioner where the regional ECO has a conflict, shall investigate the allegations set forth in the complaint and accompanying witness statements in a timely manner to ascertain the validity of the complaint.
6. The Ethics and Compliance Officer or designated investigator shall ascertain whether the complaint or accusation requires immediate action, prompt action, or is one that may wait to the next Board meeting. He/she shall thereafter cause an investigation to begin to verify the allegations and facts of the complaint and witness statements. Such investigation shall be done expeditiously and handled in a timely manner. Such investigation should be initiated as soon as practicable following the receipt of the complaint or accusation. The ECO or investigator may, after further investigation, reclassify the incident, based on the facts surrounding the complaint or accusation.
7. Upon completion of the investigation, the ECO or investigator shall determine whether a violation has occurred and determine the appropriate sanction. Such sanction shall be conveyed to the violator and to the region office and commissioner. The ECO shall also

confer with the remaining members of the Ethics Committee, appointed by the Commissioner, if any.

8. The ECO or investigator's decision shall be at the discretion of the ECO or investigator.
9. The ECO or investigator may consider any factors he or she believes should impact his/her decision or sanction. This may include the gravity or nature of the violation, whether this is a first offense, or if the individual has been warned or sanctioned previously by the region. The decision may take the form of any of the following or a combination thereof:
 - a. no action - the ECO or investigator may elect to take no further action on this matter
 - b. probation - the ECO or investigator may recommend probation
 - c. fine-the ECO or investigator may recommend a monetary fine
 - d. reprimand - the ECO or investigator may recommend a reprimand and additional sanctions
 - e. suspension - the ECO or investigator may recommend suspension from involvement with a volleyball within the Region.
 - f. Other: - the ECO or investigator may recommend what other sanctions as adopted by the Board in January 1993

C. Right to Appeal

10. The violator shall also be advised of his/her right to appeal the sanction. The ECO or investigator shall advise the violator at the time of presenting the sanction of the right to appeal and direct the violator to the Participant Handbook/Operating Code. The violator shall have twenty (20) days to submit in writing (including email) to the regional office and commissioner his/her intention to appeal.
11. Upon receipt of a request for an appeal, the regional commissioner shall designate an Ethics Appeal Committee (EAC) comprised of three persons, one from the regional executive board, one from the regional advisory board, and another member of the regional officials.
12. The members of the EAC shall be headed by the Region Ethics and Compliance Officer, or designee by the Regional Commissioner. See Bylaws.

13. The Ethics Appeals Committee (EAC) shall:

- a. Contact the ECO or investigator, violator, relied upon by either party, and set a time and place for a hearing. The committee may elect to have the matter heard telephonically.
- b. The ECO or investigator shall act as the regional representative in presenting the complaint, his or her findings and conclusions, specific policies, codes, regulations or handbook provisions violated, and the sanctions rendered. The ECO or investigator shall have 20 minutes to present his/her case. The ECO or investigator shall also provide any known determining factors, which may have affected the sanction imposed.
- c. Following the presentation by the ECO or investigator, the EAC shall hear from the alleged violator who shall have the opportunity to present statements in writing to the EAC panel. The alleged violator shall also have 20 minutes to present his or her case.
- d. All witness statements relied upon by the either the ECO or investigator or the alleged violator shall be in writing and verified as true and correct/ or notarized, and signed by the witness.
- e. No persons other than the ECO or investigator or alleged violator shall be permitted to testify at the Appeals Hearing. All matters intended to be testified to should be presented in writing and provided to the EAC prior to the hearing.
- f. Once each side has had the opportunity to present their case, the EAC shall have additional time to ask any clarifying questions from either presenter.
- g. The EAC shall deliberate and determine from the information presented, whether the findings and conclusions of the ECO or investigator are warranted. The EAC may also determine whether in their assessment there are other violations of the regional or USA Volleyball codes, policies, regulations, or handbooks. The EAC shall also determine whether the sanction is appropriate.
- h. Once the EAC has rendered its decision, the EAC shall set its findings in writing and notify all parties, the regional office and Commissioner. If the circumstances presented are deemed to have implications outside the region, or if the sanctions are such that the membership of the individual is suspended for any duration, the regional office shall notify the USA Volleyball national office and other regions so impacted.
- i. Pending appeal, the decision of the ECO or investigator shall be binding.

- j. The appeal to the EAC shall be the **final fact finding** appeal in the Evergreen Region. Any further appeal from the EAC shall be to the Evergreen Region Executive Board. Such appeal shall be done within twenty (20) days from the date of the EAC decision, and shall be in writing or email to the regional office. Such appeal shall be limited in scope to whether the violator was offered due process, if the decision by the EAC was based on sufficient facts, whether the accused received a fair opportunity to be heard, and whether the regional procedure was followed. No additional factual matters should be brought to the Region Board.

Guidelines re Due Process Proceedings

The following shall be guidelines for the ECO and EAC in investigating or verifying a complaint and accompanying statement(s) of a violation:

1. Contact the accused to advise him/her of the complaint and a summary of the same.
2. Forward a written copy of the complaint and any witness statements by certified mail, postage prepaid, to the alleged violator, at the last known address of the alleged violator, as said in the Region's records. Such notice/complaint shall include:
 - a. A statement that the individual has a right to respond accompanied by an explanation of how that person may respond initially (in writing, fax, or email).
 - b. Statement that a penalty or sanction may be imposed as a result of the complaint, if the accused elects not to respond.
 - c. A notice that a written response within twenty (20) days of receipt of the complaint AND a request for a hearing is necessary and required in order for a hearing to be held.
 - d. A notice that a failure on the part of the alleged violator to respond to the complaint within twenty (20) days or his/her waiver of a hearing, or acknowledgement of the violation may be a basis for the ECO or EAC to determine what action should be taken regarding the complaint and the alleged violator.
 - e. If the accused/violator provides a written response and request for hearing, the ECO or EAC shall set a hearing date in order to provide the accused an opportunity to address the committee and the allegations.
 - f. If a hearing is requested, the accuser, the accused, and the committee may meet at a time, date, and location set by the committee.

- g. The Committee shall hear the complaints of the Accuser who shall provide the committee copies of any written statements by persons having personal knowledge of the facts of the violations alleged. Once the accuser has provided the information to the committee, the accused shall provide the committee copies of any written statements by persons having personal knowledge of the facts alleged. The committee may make any further investigation it deems necessary or appropriate, at the time. The hearing may, at the agreement of the alleged violator, accuser and the members of the committee be held by conference call. If by conference call the head of the Ethics Committee must initiate the conference call at a time and date agreed upon with all parties.
- h. In conducting a hearing or conference call, common sense shall prevail. Each such hearing essentially has four parts:
 - i. presentation of accusation and evidence in support of accusation
 - ii. response, defense, or counter argument of accused and presentation of any pertinent and specific responses to the accusation or complaint
 - iii. opportunity for clarification by the committee from either party.
 - iv. ECO or EAC's decision
- i. In order to maintain order during such hearings, the ECO or EAC Committee chair shall have full authority over the process and rules to be followed during the hearing so long as the rules are applied fairly.
- j. Once the ECO or EAC believes he/they has sufficient information to render a decision as to the allegations set forth in the complaint, the ECO or EAC will recommend the following:
 - i. Once a decision is rendered, a copy of the ECO's or EAC's decision shall be provided to the Region Office and Commissioner. At that time, the time for appeal shall begin to toll. Appeals shall be noted as herein provided.
 - ii. At the time the EOC or EAC renders its decision, a copy of the ECO or EAC's decision shall also be provided to the Accused. In addition, the Accused shall be provided a copy of the Appeal procedure as here in noted. If the Accused wishes not to contest the decision of the Committee, the accused must do so in writing and a copy of the waiver to appeal forwarded to the Region office and Commissioner.

- k. If the accused wishes not to contest the complaint or allegations therein, whether or not supported by written witness statements, the ECO or EAC may advise him/her of the recommended sanction. If the violator wishes not to contest the complaint, the accused waives any right to appeal the sanctions imposed. If the violator fails to submit an appeal in writing or email within the twenty (20) day period, the right to appeal is waived.
- l. The ECO and EAC are empowered to enter whatever sanctions it deems appropriate. The determination by the ECO or EAC shall be binding on the accused, pending the next Board meeting.
- m. The ECO or EAC shall submit its recommendations to the Commissioner. A copy shall be submitted to the Regional office and a file maintained as well as any complaint, statements by witnesses and decision of the ECO or EAC.
- n. If the accused is a coach or personnel of a club, it shall be the responsibility of the ECO or EAC to also inform the Club Director/Representative of the fact a complaint has been filed against the coach or club personnel. It will be the responsibility of the coach or club personnel to provide a copy of the complaint and any witness statements to the Club Director/Representative.

The Club Director/Representative may conduct their own investigation and take what action it deems appropriate if the club director deems that the complaint may have validity. The Club may initiate its own due process procedure against the accused. However, the Club Director/Representative and club personnel shall be required to fully cooperate with the investigators, and take no action, which may hinder the investigation, by the region representative, or in any manner embarrass the accuser or take any action which might be considered retribution or retaliation for initiating a complaint.

D. Court Intervention:

Membership in USAV is a privilege and not a right. Consistent with the Amateur Sports Act, and USA Volleyball By-Laws, each region is authorized to set forth rules and regulations governing their program within the geographic region designated by USA Volleyball.

If any member, team, or club seeks judicial intervention regarding any enforcement of Code of Conduct, policies, or sanctions, etc., the member, team, or club shall first exhaust all due process and appeal procedures set forth in this handbook and by Region Bylaws. Venue for all such judicial intervention shall be in Spokane County, Washington. A court intervention shall be limited to whether the member, team, or club was afforded due process. Any court findings and decisions, after full hearing, regarding the process followed by the Evergreen Region shall be binding on the member, team, club, and Region.

XVIII. SANCTIONS

The following are sanctions, which may be imposed, based on certain actions involving participation in the ERVA.

Player/Team Sanctions:

A. Teams that Play "Down" a Division:

- a. first offense - \$50 fine and loss of prize
- b. second offense - team disqualified for the season with appeal process to the Executive Board

B. Teams that Do Not Meet Officiating Obligations:

Teams or Coaches should check with the Day Official to confirm their officiating assignment duties. Teams or Coaches who miss their officiating assignment shall be assessed the following sanction/fine:

- a. first offense: Loss of next match in the current or next tournament the team is to play in the ERVA. If the match missed is the team's last tournament of the year, a fine of \$210.00 to be assessed to the club.
- b. 2nd offense: \$100 fine before the team is able to play in another tournament **and** loss of the next match which the team is to play (current or next tournament). If the missed assignment is the last match of the year for the team, an additional \$210 fine to the club, for a total of \$310.00.
- c. 3rd offense the team is suspended from further play in the Region for one year following the date of its third offense

C. Teams Playing with an Unregistered Player:

- a. first offense - \$250 fine and probation for the year
- b. second offense - season over with right to appeal process with the Executive Board

D. Teams Having a Player Playing Under an Assumed Name or Another Player's Number:

- a. first offense - \$250 fine to the coach and probation until they go before the Board
- b. second offense - season over with right to appeal process to the Executive Board

E. Teams Playing with a Coach/Chaperone Who Does Not Meet All Criteria:

- a. first offense- \$250 fine and probation for the year
- b. second offense - season over with the right of appeal to the Executive Board

F. Teams With Improper Composition:

A team with more than 11 players who enter a tournament as 2 teams shall be deemed 2 teams with one team as an unregistered team and sanctioned accordingly.

G. Teams/Players Playing Out of Uniform as Established by the Region:

- a. first offense - verbal and written sanction and no more tournaments until proof to the Junior Program Director that the situation has been rectified
- b. second offense - \$100 fine
- c. third offense - \$250 fine
- d. fourth offense - season over with the right to appeal process to the Executive Board

XIX. Sanctions Regarding Tournaments

1. Tournament hosts that run a tournament outside the guideline established by the Region and printed in the Tournament Procedure Handbook:

- a. first offense - no refund of fee and must attend tournament director's meeting before hosting another tournament
- b. second offense - no more tournaments for the rest of the year and must attend a tournament director's meeting in order to apply for a sanctioned tournament the next year

2. Team fails to show up for a tournament they have entered or failed to give 5 days notification to tournament director:

- a. first offense - loss of entry fee and \$100 which goes to the tournament host (enforced by Junior Program Director)
- b. second offense - \$250 fine

- c. third offense - season over with the right to appeal process to the Executive Board

3. Team not adhering to the rules, standards, and guidelines by a tournament host will result in the following penalties:

- a. first offense - \$50 fine, revoking and canceling the next scheduled event that is not on the same weekend, and no further tournaments allowed until the fine is paid and the problem corrected
- b. second offense- \$250 fine, cancellation of their next scheduled even that is not on the same weekend, and no further tournaments allowed until fine and day official are paid.
- c. third offense - all remaining sanctioned tournaments canceled with the right of appeal to the Executive Board

4. Penalty for Non-Payment of the Day Official:

- a. first offense - \$50 fine, revoking and canceling the next scheduled event that is not on the same weekend, and no further tournaments allowed until fine and day official are paid
- b. second offense - \$250 fine, cancellation of their next scheduled event that is not on the same weekend, and no further tournaments allowed until fine and day official are paid
- c. third offense - all remaining sanctioned tournaments canceled with the right of appeal to the Executive Board

5. Penalty for Not Returning Tournament Entry Fees: Entry fees must be returned by the tournament host to a Team Rep within 3 days of the tournament:

- a. a. first offense - \$50 fine, revoking and canceling the next scheduled event that is not on the same weekend, and no further tournaments allowed until fine and team representatives are paid
- b. second offense - \$250 fine, cancellation of their next scheduled event that is not on the same weekend, and no further tournaments allowed until fine and team representatives are paid

- c. third offense - all remaining sanctioned tournaments canceled with the right of appeal to the Executive Board

6. Penalty for canceling a sanctioned tournament without proper and timely notification to the tournament coordinator:

- a. a. first offense - \$50 fine, revoking and canceling the next scheduled event that is not on the same weekend, and no further tournaments allowed until fine is paid
- b. second offense - \$250 fine, cancellation of their next scheduled even that is not on the same weekend, and no further tournaments allowed until fine is paid
- c. third offense - all remaining tournaments canceled with the right of appeal to the Executive Board

7. Return of Entry Fees: Entry fees must be returned to teams within 3 days of the completion of the event as follows:

a. Sanctioned Tournaments

- i. the team rep sends a check and team roster to the tournament host requesting spot in a specific tournament
- ii. the tournament host notifies the team of receipt of the check and that the team is accepted in the tournament as a valid entry in the correct division
- iii. Once accepted, the team had made a commitment to play in that tournament and the tournament host has made a commitment and reserved a spot in the tournament for that team. The team cannot get a refund unless:
 - 1. the tournament is cancelled
 - 2. the team representative notifies the tournament host that the team cannot participate, the team representative requests the host to find a replacement team, and a replacement team is found and pays the required entry fee
 - 3. the weather is a problem or is questionable; teams must check with the tournament host the evening before the event or the morning of the event by phone. If a quorum of teams at that level

show up at the site and the host proceeds with the tournament, it will be at the tournament host's discretion to issue a refund. Consistency will be important-if any no-show team receives a refund, then all no-show teams are due a refund.

8. **Regional Championships:** The same rules apply to the Regional Championships with the Region office acting as the tournament host.

XX. SANCTION PROCESS-Tournament Procedures Violation

Complaints regarding tournament procedures shall be forwarded to the region office and a copy to the Commissioner. The Region Office shall notify the club director or team representative in writing by regular mail.

Within one week, the Junior Program Director, the ECO, or investigator appointed by the Commissioner will interview or investigate-either in person, email or by phone-those involved, question the day official, the tournament host, the team representative, and any other persons or witnesses with personal knowledge of information and facts related to the possible tournament violation. Once those involved have been interviewed and information gathered, all parties concerned will be notified of the Investigator's findings. Upon determination of the findings, Junior Program Director, ECO or investigator selected by the Commissioner shall determine the appropriate sanction and impose the same.

In regards to a team failing to complete its officiating obligation, if one or more of the team members present at the tournament on the day of the violation did, in fact, stay and referee while the rest of the team left the premises, the players who stayed to referee will not be sanctioned. To some degree, they will be penalized in any case, if their team cannot play in future tournaments and they must forfeit a match.

Whenever a sanction is imposed by the Region against a team, player or coach regarding a tournament procedure, a written notice will be sent from the Region office or Commissioner to the Club Director. Any penalties and sanctions will commence from that date. Any questions, disputes, or defense must be made in writing by the Club Director to the Region office within 10 days.

Appeal Process for Tournament imposed Sanctions

Within 10 days of the postmark date of the registered letter from the Region office or Commissioner, the Region office and Commissioner must receive a written notification, either by fax, email or letter requesting an appeal. Once that request for an appeal is received the following steps will occur on a timely basis:

1. The appeal process noted above will be implemented and the appeal shall be direct to the Executive Appeals Committee.
2. If no appeal is made in a timely basis or if the violator acknowledges the procedural violation and indicates no intention to appeal, the imposed sanction will stand and further play shall be suspended until the sanction is satisfied or completed.
3. The sanction imposed shall also be paid to the regional office as a condition of any appeal of such decision.

Player/Team Sanctions and Tournament Sanctions: The player/team sanctions and tournament sanctions adopted January 1993 by the Evergreen Regional Board shall be binding during the sanctioned season only, from the point of registration through the sanctioned events which the team or individual (player, team representative, or coach) participates. The disciplinary policy and procedures for the Evergreen Region are applicable to all members of our region.

Appendix A - PRINCIPLES OF ETHICAL BEHAVIOR AND CONFLICT OF INTEREST POLICY

Those who choose to serve the Evergreen Region Volleyball Region of United States Volleyball Association as volunteers are held to a high standard of conduct. The USAV is the organization designated as the National Governing Body for volleyball by the United States Olympic interests of promotion and development of volleyball. The EV region is the geographic area east of the Cascade Mountains of Washington, Northern Idaho and Montana. What may be considered acceptable conduct in some businesses may be inappropriate in the service of volleyball.

Those who serve the EV Region Executive Board of USAV must do so without personal gain, to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real conflict of interest, as well as to avoid even the appearance of a conflict of interest.

While no set of guidelines can guarantee acceptable behavior, the guiding principles in this area are disclosure, non-participation in the decision-making process where personal or family gain is a possibility and a commitment to honor the confidentiality of organization information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving on the EV region of USAV must also accept the burdens of public disclosure and public scrutiny.

In our complex society, the intermix of volunteer work, business interests, governmental activity and family relationships often create potential conflicting interest. What is required is recognition of these conflicting interests when they arise, followed by a reasoned approach to their resolution.

The following guidelines are not a precise road map to acceptable conduct. They are signposts. Each individual must find his or her own way.

1. The business of the EV region of USAV is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
2. EV region properties, services, opportunities, authority and influence are not to be used for private benefit.
3. All individuals who participate with the EV region of f USVA will disclose the nature and extent of an actual or potential conflict of interest when it occurs and will avoid evaluating or voting on the matter involved by being physically absent during the evaluation and vote. This includes the award of contracts, the purchase of goods and services and the allocation of EV region /USAV resources for personal use.
4. Gifts, cash, travel, hotel accommodations, entertainment or favors are neither to be given nor received, except those of nominal value exchanged in the normal cause of business. The trading of pins and mementos is acceptable conduct. Sports, media, entertainment and other organizations routinely invite EV and USAV personnel to attend sports and social events of more than nominal value. Such invitations may be accepted if they are part of open and generally accepted practices, serve to promote the best interest of the EV region and USAV, would not embarrass the individual or the USAV if publicly disclosed and do not compromise the objectivity and integrity of the recipient or donor. Gifts and favors of more than two hundred fifty dollars (\$250) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told that the gift is being accepted on behalf of , and will be delivered to , the USAV.
5. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with the EV region and USAV and with each other.
6. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

CONFLICT OF INTEREST POLICY

I. INTRODUCTION

It is incumbent upon the EV region of USAV to conduct all of its affairs professionally and with integrity. This includes a commitment to avoid conflicts of interest or apparent conflicts of interest.

In order to assure that such conflicts, or apparent conflicts, are avoided for the benefit of those dealing with the EV region of USAV, as well as for the benefit of those within the EV region of USAV, a conflict of interest policy is herein established.

II. GENERAL DUTY IMPOSED

It is incumbent upon each and every EV Executive board Officer, Director, and Management Employee of the EV region, when acting in their EV-USAV capacity, to act solely for the benefit of the EV and not for personal gain. This is a "fiduciary duty" and is strictly interpreted under the law.

EV region leaders and employees shall, in the fulfillment of their fiduciary duty, exercise the utmost good faith in all EV Regional transactions in which they are involved to avoid any personal gain, financial or otherwise. A person with a fiduciary duty cannot have a "conflict of interest".

III. THE POLICY

- a. It is the policy of the EV region of USAV that the existence of any conflict of interest, or apparent conflict of interest, as a EV region Director, Officer, or Management Employee, shall be disclosed by that EV region Director, Officer, or Management Employee before engaging in any transaction in which the conflict of interest, or apparent conflict of interest, exists. It shall be the continuing responsibility of EV region Directors, Officers, and Management Employees to scrutinize their respective EV region or USAV transaction and personal relationships to determine actual, apparent or potential conflicts of interest and to report immediately any such conflicts or apparent conflicts.
- b. Immediately upon discovery, actual, apparent or potential conflicts of interest shall be reported to the EV Commissioner or Commissioner Emeritus or Executive Board if the Commissioner or Asst. Commissioner is the one reporting. Management Employees (see item IV, below) shall report conflict of interest circumstances to the Commissioner who will, in turn, convey the report and findings to the Executive Board. After full consideration, the Executive Board shall, in turn, report the reported conflict to the USAV National Office along with the action taken by the Executive Board or any recommendations the Executive Board may have for the USAV office.
- c. A person with an established conflict of interest, or potential conflict of interest, must abstain from participating in any way in any situation in which that person has a conflict of interest, including discussion with EV region persons with regard to the conflict situation.

IV. EXPLANATIONS

- a. The following personal are covered: all members of the Executive Board of the EV region including Management Employees of the EV region. The term "Management Employee" refers to those individuals who are employees of the EV region who are in a position to:

- i. Influence the actions of or otherwise commit the EV region, or the respective boards therefore, or make purchasing decisions for the EV region; or
 - ii. have proprietary information about the EV region, USAV or its owned subsidiaries; and
 - iii. have management-level responsibilities within the EV region of USAV.
- b. The following are examples of conflict situations:
 - i. EV region person dealing with a person or organization that supplies goods or services to the EV region, when the EV regional person involved personally deals with the same organization.
 - ii. EV region person accepting favors of any kind and of any value from any person or organization with whom the EV region presently conducts or potentially may conduct business of any kind.
 - iii. EV region person dealing on behalf of the EV region with a person or organization when the EV regional person has, or may have in the foreseeable future, an opportunity to enjoy a personal gain from dealing with that same person or organization.
- c. The following content must be included in a conflict report.
 - i. A report by a EV regional person who has an actual, apparent or potential conflict of interest shall be make verbally immediately to the EV Regional Commissioner, or if the Commissioner is reporting, then to the EV Executive Board, followed within 24 hours by a report in writing. Management Employees must make this report to the Commissioner.
 - ii. The report shall contain the name of the EV regional person reporting, the person or organization with whom there is an actual, apparent or potential conflict of interest, the date and circumstances when the conflict or potential conflict first came to the attention of the EV regional person, and a brief narrative of what the conflict is perceived to be.

(NOTE: The fact that a conflict of interest exists may not mean that it is material enough to be of practical importance, or if material, that upon full disclosure of all relevant information it is adverse to the interests of the USAV or will disqualify the person form involvement.)

APPENDIX B – Contagious Diseases Policy

The issue of contagious diseases and how to deal with this issue has emerged within USA Volleyball. As with all procedures dealing with blood, disease or injuries, the procedures established by the American medical Association should be reviewed and followed.

Blood

Any Player who has an open wound must not be allowed to continue without treatment. Medical procedures are published on the required steps to be taken and no player should be allowed to continue to play until:

- The wound is treated by a trainer or doctor
- The wound is completely covered with no discharge outside the bandage
- Any residue of the blood is cleaned and sterilized

Contagious Diseases

In the event a player is diagnosed and confirmed to have a contagious disease they must be suspended from sanctioned events and team including but not limited to practices, games, and social events. In order for a player to return to sanctioned activities, they must provide to the team manager or person in charge a certified letter from their personal physician stating they no longer are contagious and the individual would pose no medical threat to those they come in contact with. If for any reason a dispute should arise regarding the health status of the individual, an independent doctor should be chosen to provide a second opinion for those concerned.

APPENDIX C – Age Separation for Coaches

It is recommended for coaches who are instructing junior players there be a minimum separation of five (5) years between the coach and the age group they are instructing. Any coach below the age of 20 should be required to have another coach 20 or over present for all practices, games and all sanctioned activities. We would recommend the “555” rule used by some large amateur sports organizations--five “5” years of separation between the coach and the players, “5” years of separation between the underage coach and the head coach, and “5” years of experience required for the head coach who is instructing the junior coach.