

CAROLINA REGION  
USA VOLLEYBALL



**USA**Volleyball

*Junior Club Handbook*

**2023/2024 SEASON**

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## **HANDBOOK INTRODUCTION**

This handbook should be your source for answers to most questions about Carolina Region Volleyball. In it you will find most of our Regional rules, regulations, and requirements. Pay particular attention to the Operating Code. There are many requirements listed there that each team must meet to be eligible for competition in the Region. Come to this book first if you have a question; chances are you'll find the answer here. You will also find a list of the volunteers who have agreed to serve and have been elected or appointed to the Board of Directors. If you still have a question or a problem, contact the Region Office first. We are all working together to make playing volleyball in North Carolina the best experience possible. With your cooperation, we can do it.

Another good source for information on the Carolina Region is our website. Please add our site to your Bookmarks section and visit us often for updates - <https://www.carolinaregionvb.org/>. There you will find all our schedules, results, clinic information, directions, tournament information, and Frequently Asked Questions (FAQ). The sections of particular interest for the Junior Program are: Info Tab; Programs (Juniors); Programs (Clubs & Teams); Clinics Tab; Tournaments Tab. Each section will have additional menu items related to the Main category.

This handbook is designed to be a source book on Regional affairs for an extended period. By necessity, it contains dated material. Each year, supplements will be published on our website to update any obsolete entries, and additional information may be passed along through emails to Team Reps and Club Administrators. But the basic meat of the handbook, the Bylaws, the Operating Code, and the Tournament Guidelines will remain essentially unchanged. Keep this where you can refer to it often.

**WELCOME TO USA VOLLEYBALL!**

As President of the Carolina Region of USA Volleyball, I'd like to take this opportunity to explain just what you can get by joining the Carolina Region. First, you get to meet and associate with a great bunch of people who share a love for volleyball. The primary purpose of USA Volleyball is to promote volleyball. USA Volleyball is the National Governing Body (NGB) for volleyball on all levels, from the national teams down through recreational players like you. Here in the Carolina Region, you will see players of many different skill levels, but we are all here for the pleasure of playing volleyball. So, come out and join us! The more concrete benefits you receive are the following:

1. A digital subscription to national e-newsletters published frequently by USA Volleyball.
2. Access to online newsletters and social media content published throughout the season.
3. The USA Volleyball Rule Book is available free for download at the USA Volleyball website and will also be available in an app for phones and tablets. Rule books will only be produced every two seasons. The 2023-2025 version is the current edition of the Rules.
4. A regional team of volunteers who are dedicated to providing the membership with a structured, safe, regulated opportunity to play volleyball against teams and players of their own caliber.
5. A tournament schedule of regulated events that will give every member plenty of opportunity to play the sport we all love, insured by up to \$2 million of liability insurance.
6. A \$25,000 supplemental medical insurance policy covering accidents during sanctioned play.
7. Trained officials to ensure strict adherence to the rules for equal, fair play.
8. A staff of one full-time and two part-time professionals to facilitate the administration of events, provide service to the membership, develop programs, and support and promote the sport of volleyball in North Carolina.

Please note that most of these services are provided by volunteers, people like you who have seen a need to provide opportunities for playing volleyball to their fellow North Carolinians and have accepted the responsibility. Please feel free to join us and contribute your time and energy. You will find a list of these people elsewhere. Don't hesitate to contact any of them for information or help. We are all happy to welcome new players to Carolina Region Volleyball.

One other item of note for this season – the Carolina Region is working with a consultant to develop a current Strategic Plan for our organization. We hope to use the information gathered during this process to guide our service offerings for the seasons to come. If you have an opportunity to complete a survey, we do hope you'll take the time to provide your feedback. Thank you in advance for your participation.

Jim Ross  
President  
Carolina Region, USAV

## **MISSION OF THE CAROLINA REGION OF USA VOLLEYBALL**

The Carolina Region, a 501 (c)(3) non-profit, is dedicated to developing and improving the sport of volleyball throughout the state of North Carolina from grassroots programs to elite by utilizing:

- Coaching Education
- Player clinics/development
- Facility improvements and development
- Quality tournaments and playing opportunities
- Information services

The Carolina Region is a proud member Region of USA Volleyball, the National Governing Body for the sport of volleyball in the United States.



## JUNIOR TEAM REGISTRATION INFORMATION:

1. All information in this packet has been summarized to aid in Season Registration. Refer to the 2024 Operating Code for the approved Carolina Region policies and procedures.
2. All Clubs will need to register their CLUB with the Carolina Region each season. Clubs may consist of any number of teams from the same area that have been formed under one organization to participate in Carolina Region activities. A one-team club is permissible. The designated club director should go to [this registration link](#) to register the club for the 2024 season. Information received at that registration link will be used to create the club's new Club HQ account in the USAV MMS (existing clubs will continue to use their previously established Club HQ). Please allow up to 48 hours for the Club HQ section to be created by SportsEngine. Once the Club HQ is created, club directors will be able to assign additional adults in their club to have access to their Club HQ. All adults assigned as an Org Admin in the MMS will need to meet minimum safety requirements (SafeSport, Background Screen, waivers) before they will be granted access to the USAV Governing Season section.
3. There **IS NOT** a paper Team Registration form this season. Rosters will be submitted online in the Club HQ and additional team information will be submitted through an [online form](#) on the region Tournament System. All individual registrations will be handled online this season by the individual requesting membership (and parent/guardian for junior members). Please read this packet carefully and follow the enclosed Checklist. Please contact the Region Office if you have other questions.
4. ALL teams must have a UNIQUE Team Rep (however, one person may still handle all your administrative duties internally within your club). Your coach may act as your unique team rep if you wish. Remember that coaches and team reps must register as members of the team, as do any other individuals wishing insurance coverage. All adults affiliating with a junior club must pass the USAV background screen and complete the SafeSport course.
5. **No** Junior team will be legal until six players and one adult coach have fully registered and been added to the team's roster. To add a player/coach to a team after a team has been uploaded into the USAV Governing Season, the player/coach must obtain their USAV membership and accept the invitation into the Club for the season. Once all membership requirements are met, the club admin can add the individual to a roster in their HQ. All adults will need to clear their USAV background screen and complete SafeSport before they will show as eligible on a roster. Teams should register in the Age Division of their oldest junior player (teams will have to play in that division regardless of whether the oldest player(s) attend a particular event or not). Teams will sign up for either the EAST or WEST Geographic area (a North/South line through Greensboro is the approximate split of East/West in the Region for scheduling purposes) and an initial starting Group (Labeled 1-5 and corresponds to whether team thinks they are 1-top 20% of all teams in age group; 2-next 20%; 3-next 20%; 4-next 20%; and 5-bottom 20% of all teams in age group. After the initial selection, teams will move up/down the ranking system strictly on results of their matches during CR one-day tournaments and select CR multi-day tournaments.
6. Multi-team clubs may qualify for a team fee discount by submitting their team registrations by December 1. **All teams in a club must be submitted online at the same time and before Dec. 1 to receive the team fee discount.** Clubs may add teams to the club after December 1 at the regular team fee of \$85 each.
7. Select a team name when registering and use that name when entering and competing in tournaments. Be aware that there may be other teams from your area that may choose the same name if you are not original. Durham I or Raleigh II may get you registered, but can be easily confused. Seeding and classification, as well as eligibility depend on tournament directors reporting your team's results accurately. Please limit team names to a maximum of 20 letters. Teams choosing names already selected will have their registration delayed. Each team in a club must have a unique name to distinguish it from the other teams in the club. Each team should include an abbreviated form of the club name in its name and should use that form in all tournament entries and Region correspondence (i.e. PVC-Spike It). The Region reserves the right to edit and/or reject any team name. In case of duplicate team names, first priority will be given to the team that has used that given team name in the past and then based on when registration was received.
8. All individual and team registrations must be completed not less than seven (7) days prior to the intended date of participation in a USAV-sanctioned event by the team or individual player. Special request for registration less than seven days prior to participation will require payment of a late fee of ten dollars (\$10.00) for a team registration and five (\$5.00) for an individual. This late registration must be completed no later than **Thursday** prior to participation on that upcoming weekend. NO telephone registrations can be accepted by the Office. All team fee and late fee payments will now be invoiced directly to the Club or individual through the USAV MMS and payment must be received before participation is allowed.
9. A classification schedule with the appropriate fee indicated is attached for your reference only. **All team fees due will be by invoice only this season so do not submit any payments until invoiced.**
10. A service charge of twenty dollars (\$20.00) will be charged for all checks returned for non-payment by the bank. No team or individual is eligible for competition until all fees and sanctions are paid.

## ADDITIONAL REGISTRATION INFORMATION:

1. To register, have your players and coaches go to the Registration section of our website. All individuals registering with the Carolina Region are required to accept and acknowledge a current USAV Waiver and Release of Liability and USAV Participant Code of Conduct policy. This requirement is handled automatically during the online application process. A copy of both documents is available for download on our Forms section and can be kept for reference. The USAV disciplinary policy is listed on the Participant Code of Conduct form. No individual will be permitted to participate in USAV competition without a current USAV membership with an “Eligible” status. Sorry, but that's the only way to keep the USAV insurance in force. Both the Adult and Junior registration fees provide each member with liability and secondary health/accident insurance. See the Team Handbook online for a description of the coverage.
2. USAV is no longer requiring the Medical Release Form at any of its National-sanctioned events. This form will no longer be included in the annual season documents provided on our Forms page. If a club still wants to have a Medical Release form for its own internal use, contact the Region office and we can send you a generic form to adapt for your uses.
3. All adults affiliating with a Junior Club this season must agree to USAV Code of Ethics and an Acknowledgement of SafeSport and MAAPP form (these will be processed during the online application process). **All adults registering with a Junior team (as coach, team rep, club rep, chaperone, etc) must pass the USAV Background screen in order to be rostered on a Junior team!** The online system handles the Background Screen automatically and can be signed electronically. The Background Screen fee of \$14.00 will be collected separately during the application process. It takes up to 5 business days for the Vendor to process, so the Region recommends adults apply at least 7 business days before their first sanctioned event. The individual's account will be updated when the screen is passed (or failed). Coaches must be IMPACT certified and keep their Coaching Eligibility status current. All Coaches must have a current SafeSport certification in their account also. Coaches needing their SafeSport certification will automatically be registered for their applicable course when they apply for the Junior Coach membership. Coaches that have not been IMPACT/SafeSport certified will not be eligible to be added to a team's tournament roster until they attain their certifications.
4. **Support the Carolina Region with a Donation:** The Carolina Region is a 501 (c)(3) North Carolina nonprofit dedicated to supporting the sport of volleyball in our state. We do accept tax-deductible donations of any amount to support our mission. Please consider showing your support for North Carolina Volleyball by making a generous donation. Contact the [Region Office](#) for more information.
5. **Email:** The majority of the communication from the Carolina Region is done by email. All members will provide a current email address when registering. Those members providing email may receive email directly from USAV concerning their programs. Members can choose to opt out of this service online or on their member form and they may unsubscribe at any time by following the directions at bottom of each email. We will also be providing the Carolina Region's newsletter, *Carolina Volleyball Review*, online only this season to help us keep our costs down and conserve resources.
6. **Online Registration:** USA Volleyball has worked extensively with SportsEngine to improve and enhance the Member Management System (MMS) implemented in 2021. Enhancements are ongoing, and we are hopeful that this season's enhancements will improve the process even more. Members have access to their personal accounts to update their personal information, view their team affiliations, and provide digital membership cards. Each Club (whether one team only or multiple teams) will have someone designated as a Club Administrator on the system and that person will have the ability to print their teams' tournament rosters, email all the members in their club, and many more capabilities. All Club activities are handled in their Club HQ section. **NOTE: All USAV clubs will have a free version of the HQ that will allow them to do everything needed to affiliate with USAV and submit rosters. SportsEngine has a paid/premium HQ that clubs may choose to upgrade to in order to perform additional functions to run your club. The paid/premium HQ is NOT required to register with USAV. It is an optional add-on only.** Additional details and information on the MMS are available on our website.

## SUMMARY:

All individual and team registrations will be handled online this season. Comprehensive help documents and videos are available for the USAV MMS on our website and inside the MMS system. If you have questions on Carolina Region registration procedures, please see our website at <https://www.carolinaregionvb.org/registration/> or email our office at [office@carolinaregionvb.org](mailto:office@carolinaregionvb.org)

## ***SPECIAL INFORMATION***

**A. Tournament Registration:** The Region will use centralized tournament registration again this year. All tournament entry forms/payments must be submitted to the Region Office for our sanctioned one-day tournaments. A blank tournament entry form is available for download at the website that can be used to enter tournaments until your teams are formed in the online system. **NOTE: Individuals will not receive USAV membership cards this season.** All members will have a digital USAV membership card in the MMS. The Club Administrator will also be able to view membership information for their club members once they have accepted their invite into the club. All tournaments (with the exception of special events including Kickoff Classic, MAPL, Jr Hi Neighbor, Quest & any other multi-day events on our schedule, which have entry direct to the tournament) will accept entries only through the Region Office. Regular season Junior tournament entry fees are \$200. Regional Championship tournament entries will be \$225. **The Two-week entry deadline before tournaments will be strictly enforced. Late entries may be accepted on a space available basis with a \$25 surcharge BUT spaces will be EXTREMELY limited due to the process used to assign tournament sites (see Section E for more info).** Check the schedule (our web page lists the weekends and days each age group plays – sites won't show in the tournament system until after the entry deadline closes). **NOTE:** We are changing the primary tournament entry process this season, so please check the [Tournament Entry Information page](#) on the website in September for the updated instructions. Returned checks are subject to a \$20 service charge and no team with outstanding fines is eligible to play.

**B. All-Tournament Teams and Junior Regional Officials:** We will only name an All-Tournament Team (ATT) at the overall Carolina Regional Championship tournaments where the top teams from the East and West come together to decide the Regional Champions. The ATT will consist of three players off the Championship team, two players off the Finalist team, one player each from the losing semi-finalist teams, and an MVP (does not have to come from the champion team). The coaches of the participating semi-finals/finals teams will nominate their players to the ATT. An ATT team will not be named at the individual East and West Championship sites, but we will award an MVP for each of those sites in 2024. The top two finishing teams will receive individual awards at all Regional Championships Events. The Officials' Division has implemented a Junior Regional Referee and Scorer rating system to identify the next generation of officials! Outstanding Junior Officials may ask to be rated by National and Junior National Referees in order to receive a Junior Regional Rating. Referees that attain this certification will be receive a patch and CR branded referee gear and be recognized on the Carolina Region website! We have also created a Junior Referee College Scholarship opportunity for Junior referees ages 16-18 to join our Professional Officials cadre and work CR Junior tournaments. See our website for more information, and please help us promote this opportunity to your older players.

**C. Officiating:** At a minimum and from among the junior players on the team roster, all Junior teams must have two USAV certified referees and one (different) USAV certified scorer on their roster. In addition, Junior teams must have one USAV certified adult (Coach, Chaperone, or Team Rep) Referee on their roster. Junior teams will not be permitted to participate in a sanctioned Carolina Region tournament until they meet the minimum officiating requirements. Only those individuals that have completed their certification may perform the duties of first referee, second referee, or scorer at sanctioned events (there are penalties for not using certified officials this season). When assigned to work as an officiating team for a match, only the certified junior players may work as R1, R2, or Scorer. **The certified adult must physically supervise their team while in the vicinity of the score table at all times during the team's officiating assignment.** Incomplete work teams (including the certified adult that is not supervising their team in the vicinity of the score table) may be penalized one point per-minute that they are incomplete to a maximum of 25 points off their next match.

All referees & scorers must attend a clinic each season to renew their certification. Both the Referee and Scorer clinics will be available online again this season in the USAV Learning Management System. EVERYONE is eligible to take the clinics online this season. Clinics taken online will have their results flow automatically into their member account, so their status is updated automatically.

Clubs may choose to host an in-person Ref/Scorer clinic to reinforce the materials they are presented online. However, all certifications will only be obtained through the online clinics. The Region will not hold any Region-sponsored clinics this season. The Carolina Region Officials Program Department will be developing the 2-3 hour Ref/Scorer Review clinics, and the clubs will set the start time based on the day and facility used. All major and mid-size clubs/teams are encouraged to host a review clinic for your less experienced referees and scorers. The Region will publish a listing of approved clinicians that clubs may use. Clinics do not need to be approved in advance by the Region. Send your clinic details to the Region office for posting on our website, if you want to open it up to other clubs. *See the "Host Your Own Clinic" information sheet at our Officials section of website for more information on setting up your clinics!*

**NOTE TO REFEREES & SCOREKEEPERS:** All officials (adult and junior) must attend a clinic each season, even if your certification has not expired (to take the annual exam).

**D. Uniform Rule:** During the indoor sanctioned season, all teams must abide by the uniform rule that requires team uniforms to be identical in color and design and conform to USA Volleyball regulations regarding jersey numbers. For the 2022/2023 season, USA Volleyball rules recommend that the numbers on the front of uniforms to be at least 6 inches in height and at least 8 inches on the back with a minimum width of 3/4". Numbers must be centered on the front and back. It is permissible for shorts to have a minor difference in style and trim. Teams may petition in writing to the Region to receive waivers on the uniform requirements. Teams may be subject to more stringent uniform requirements (consult rule book) when playing at the Quest, MAPL, Carolina Classic (or other sanctioned inter-Regional tournament), in other Regions, or at the USAV National Championships. Players are forbidden to wear any article - pins, glitter, etc. - which may cause injury during the play of the game. **Casts are no longer permitted to be worn during play, even if padded.**



**D. Uniform Rule:** During the indoor sanctioned season, all teams must abide by the uniform rule that requires team uniforms to be identical in color and design and conform to USA Volleyball regulations regarding jersey numbers. For the 2023/2024 season, USA Volleyball rules recommend that the numbers on the front of uniforms to be at least 6 inches in height and at least 8 inches on the back with a minimum width of 3/4". Numbers must be centered on the front and back. It is permissible for shorts to have a minor difference in style and trim. Teams may petition in writing to the Region to receive waivers on the uniform requirements. Teams may be subject to more stringent uniform requirements (consult rule book) when playing at the Quest, MAPL, Carolina Classic (or other sanctioned inter-Regional tournament), in other Regions, or at the USAV National Championships. Players are forbidden to wear any article - pins, glitter, etc. - which may cause injury during the play of the game. **Casts are no longer permitted to be worn during play, even if padded.**

**E. Junior Volleyball Info:** All teams must play in **three** regular season tournaments to be eligible for a Regional Championship Event. At least one of those tournaments must have been a Carolina Region one-day tournament. The other two events may consist of any two of the following if held BEFORE the Regional Championships: (a) One or Two Carolina Region one-day tournaments; (b) Any two-day Carolina Region sanctioned event whose only criteria is date of entry (examples: Quest tournament and the Carolina Classic); (c) Only ONE of the following tournaments: a National Qualifier or any other Carolina Region sanctioned event with a restricted access entry criteria (example: MAPL Raleigh). All individual players must play in **two** tournaments to be eligible for a Regional Championship Event. The process of awarding our Region's bids to the USAV Junior Girl's National Championships will be determined by the Carolina Regional Bid Ranking System. Complete details of the process have been posted on the Region website. Only teams that confirm they will accept the Region's bid should they receive a bid **should apply to be considered for a bid**. All teams will be split into EAST and WEST geographic areas (a North/South line through **Greensboro** area will be the beginning of the EAST area). Teams should select among five (5) categories when initially registering their team with the Carolina Region. The FIVE categories correspond with: 1-top 20% of teams in age group; 2-next 21-40% of teams; 3-41-60%; 4-61-80%; 5-bottom 20% of all teams. The Region will use these self-selections to determine the initial starting point's value for all teams in the Region Tournament System. These categories will not be displayed on the Tournament System and teams will move up and down the rankings based on results. Teams will be assigned into tournaments after the entry deadline in multiples of four based on their rankings (so the majority of tournaments will play 4-team pools!). **We will discuss this season's plans in detail in our Online Junior Club webinar (see below).** *Remember: Any Coach of a Junior team must be at least two years older than the age level of the team they are coaching, and a minimum of 18 years of age (Exception - individuals who have reached their 16th birthday may serve as a rostered Assistant Coach for teams that are a minimum of three age groups younger than the coach. Teams utilizing these junior coaches must register a Chaperone 25 or older also to be on the roster and sit on the bench in the event that the Head Coach is not able to finish a match on the bench. In addition, the Head Coach must be 25 or older and must be on the bench to start all matches. These Junior coaches must comply with all coaching prerequisites (IMPACT/SafeSport) before they can be added to the roster. In the event, the coach turns 18 during the season, they must clear the USAV Background Screen policy and would be governed by the current Coaches' policy as found in the 2024 Operating Code. All adults affiliated with a Junior team (including, but not limited to, the team rep, club rep, coach, chaperone, and trainer) MUST pass the USAV Background Screen in order to be registered with the team.*

**Coaching Clinics:** IMPACT certification is required for all coaches who have not previously attended an IMPACT clinic. There will not be an in-person IMPACT Coaches' clinic offered in the Region this season. USAV offers an on-demand IMPACT clinic online for FREE. All coaches that need IMPACT will be registered for it AUTOMATICALLY when they register with a Junior Coach membership.

**Informational Meetings:** This year the Region will offer an on-demand webinar presentation for Junior Clubs, coaches, and other interested individuals to discuss the upcoming season and any changes in store. Please go to our [Junior Clubs](#) section for more information and to view. **All clubs are encouraged to have a representative review the webinar before the season.**

**F. Background Screens:** All Regions of USA Volleyball have adopted the USA Volleyball Background Screening Policy. All adults affiliating with a junior club including but not limited to team reps, club reps, coaches, assistant coaches, chaperones, and trainers must pass the USAV background screen. Junior Tournament Directors have been added to the list of individuals to be screened (the Region will pay the screen fee for our TD's). The online registration system handles the background screening automatically for all adults affiliating with a Junior club that need the screening including electronic signatures of the consent form this season). No adult will be registered with a junior team until they pass the Background Screen. The cost of the Background Screen is \$14.00 and is in addition to the adult membership fee. The MMS will now direct applicants to the Background Screen vendor to complete the screen application and pay the fee.

**G. Tournaments:** The lifeblood of the Carolina Region and USA Volleyball is the dedicated people who spend the time and energy to host tournaments. You too can be one of these special people!! Just complete a Tournament Sanction Request Form and return it to the Region Office. If your tournament is sanctioned, you will receive a Handbook and assistance to guide you in making your tournament a success. Contact the Office or see our Tournament Director section on the website for more information.

**H. Player Movement Within Club:** All multi-team Junior clubs will be able to have Player movement in 2024 (no fee required). Player movement (either Temporary or Permanent) in a club is restricted based on the policies outlined below. All player movement must be recorded by a club officer and submitted to all affected tournament hosts before the start of competition (with the roster at Coaches' Meeting). Again for 2024: All Boys' teams will be considered part of the same club. Boys' teams are still restricted to the procedures below when utilizing Player Movement.

Player Movement Restrictions:

- Players being moved to a team in a lower age group must meet the birthdate requirements for the age group they are being moved to.
- An individual player may only be used TWICE for temporary moves during the indoor season. After a player has participated with another club team TWO times, the player shall be frozen to the roster of their original team unless a permanent roster move is reported to the Region Office.
- Players registered on a club team and participating in sanctioned competition within the jurisdiction of the Carolina Region may participate with another team from the same club having a higher ranking a maximum of two (2) times (within their individual limit) before rosters are frozen ONE week prior to their age group's first Regional Championship Event.
- Players may participate with a team having a lower ranking than the one with who the player is registered a maximum of one (1) time (within their individual limit) before rosters are frozen ONE weeks prior to their age group's first Regional Championship Event.
- Players may participate with two teams on a given weekend provided: (a) the age groups are playing on different days (i.e. 12's team plays on Saturday and 13's team plays on Sunday); (b) all other Player Movement Requirements described here are followed (limit of 2 moves per season, Movement Form filled out, etc.); (c) for clubs with combined adult and junior teams, a junior player MUST play with his/her junior team if that team is playing on the same day as an adult tournament. If the adult division is playing on a different day, then the junior player may move under the provisions of the Club Movement Policy.
- Any registered Club player may continue participation with another team in the same club upon notifying the Office of a permanent roster change before rosters are frozen ONE weeks prior to their age group's first Regional Championship Event. Once a permanent move is made, no other moves (temporary or permanent) are allowed for that player.
- Players registered as unaffiliated (member of the club but not on a team) must still appear on a Club Movement Form if desiring to play on a team within their club and are still limited by the restrictions above.
- Registered unaffiliated members in the Region (not on any team) must first join a club before they can play in a tournament.

Team Movement Restrictions:

- Teams may add a maximum of two (2) Club players not on their roster in any given tournament.
- Teams may add a maximum of one (1) player not on their roster from a higher ranked team in their club in any given tournament.
- Teams may add a maximum of two (2) players not on their roster from a higher ranked team in their club per season.
- Teams are limited to accepting up to two (2) permanent moves per season. If a permanent move is made with the intent to play in a Regional Championship Event, then ideally the player being moved should have played at least once with that team during the regular season under a normal player movement. The Region will hear petitions for extenuating circumstances.

Clubs failing to comply with the reporting requirements will have the player movement privilege suspended. Report forms are available on the Forms section of our website.

**I. Price Discount for Youth & Boy's & 8-and-unders:** As an incentive for clubs/teams to provide training and programs in developmental age groups (they do not have to form teams to play in tournaments but you are providing the opportunity to grow a love for the sport for players at younger ages), the Region is offering two membership categories this season: Youth (all girls born on/after July 1, 2012) will have a fee of \$15 and all Boys (18 and younger) will have a fee of \$25. **The Carolina Region is also encouraging all of our larger clubs to try to form at least one 18 and under Boys team and a 14 and under Boys team.** Brothers of your existing players are a good source to recruit to form these teams! The play/practice structure of these teams do not have to be the same format as your girls teams. Contact the Region Office for more details! **NOTE:** For girls clubs – if a player will be playing on a team playing in a National Qualifier or the Junior Olympic Volleyball Championships, USA Volleyball requires all participants to be FULL members (the Youth and multi-day, one-event categories are not a full membership by USAV definition). Those players will need to join as a Junior member in order to play in those events. USA Volleyball has created an 8-and-under membership category (born on or after July 1, 2015). The fee for this category is \$0!! (USAV is paying the insurance costs for this category). Players in the 8-and-under category can participate with your older teams but USAV is also hoping clubs will form their own low-cost training and developmental opportunities specifically for this youngest age group. Help us hook the next generation of volleyball players on this sport!

**J. Junior Boys Information:** If competitive opportunities for the Boys' **12's** (or under) do not meet their needs, they will be permitted to enter appropriate level girls' 12's to 18's tournaments if there is room in the tournament (girls' teams will receive priority if they enter by the deadline). In such a situation, games against boys' teams will count in pool standings, and the boys' teams WILL be able to advance to playoffs if they qualify (however, if a boys' team makes the playoffs of a girl's tournament they will automatically be moved to a higher age and/or division their next tournament). For the Girl's 13-and-under age groups, teams will be allowed to add a maximum of TWO boys to the roster in order to encourage participation for boys and girls at these age groups. The Region will work with these teams to find an appropriate Girl's division to play in. In an effort to further promote the growth of Boys volleyball in North Carolina, the region is publishing a Boys' 2024 Tournament schedule. See the Tournament menu of our website, to view the scheduled dates.

**K. One-Event Registrations:** The Carolina Region and USA Volleyball also offers a one-event registration category for new players that want to experience Carolina Region tournaments to see what it is like or as an option when a team needs to pick up a player in order to play in a tournament. The one-event membership will cover one-day and multi-day tournaments as it is good for 5 days from the start date indicated during the registration process. Players using this category must still register online, indicate the start date of the event they are participating in during the application process, pay the one-event fee of \$10 (\$5 Region; \$5 to USAV), and submit the membership application and fee at least one week before the tournament. A one-event can also be added as late as Thursday before the tournament with the \$5 late fee (i.e. same registration requirements as regular members). Players may only play as a one-event registration twice during the indoor season and then must upgrade to a full registration (individuals will receive credit for the one-event member fee when upgrading). The Region will allow a team to be formed in the one-event category once per season. Each player would pay \$10 and the one-event team fee would be \$10. The deadline for receipt of registrations remains the same as above (one week before). If the team wanted to do the one-event category again, no more than three of the original players can be on the second team's roster. USA Volleyball has created a Tryout membership that players may choose if unsure they will make a team and want to attend any sanctioned tryouts between July 6 and Dec. 31. The cost for the Tryout membership will be \$11 (\$6 Region; \$5 to USAV). If the player makes a team, they can later upgrade to a full membership and will receive partial credit for their prior payment (upgrade required before they can be added to a roster).

**L. Sanctioning Events:** One of the benefits of membership in the Carolina Region/USA Volleyball is coverage under the USAV Insurance Policy at all **SANCTIONED** USAV events. **NOTE:** CR/USAV Sanctioning **REQUIRES** all participants to be CURRENT members of USA Volleyball (and all adults affiliating with Junior teams need to have cleared the USAV Background Screen before participation). Teams and Clubs can request to have their practices, clinics, developmental leagues, or other volleyball-related event sanctioned by the Carolina Region in order to be covered under the USAV Insurance Program. Please go to our Forms (Insurance) section of our website for more information about the USAV Insurance Program and to electronically submit the Event Sanction Request Form (required in order to receive sanctioning of any event).

**M. Faxed Information/Copies and Credit Cards:** All individual and team registrations will now only be accepted online. The Region will accept Tournament Sanction Request forms by fax or email. We do not require the originals of those documents to be mailed in (unless the fax is unreadable). The Region has a PayPal account to accept credit cards. If you would like to pay your tournament entries by credit card, go to our Online Payments page linked from our website and find the appropriate box to submit a PayPal payment to the Region (NOTE: this process may change for 2024 so see the [tournament entry information page](#) before submitting entries this season). You can also go to [www.paypal.com](http://www.paypal.com), click on the "Send Money" tab at the top, use [office@CarolinaRegionVB.org](mailto:office@CarolinaRegionVB.org) as the email to send to, and be sure to include in the note the team name and any other pertinent details (tournament date, division, number of players/teams registering, etc). **NOTE: You DO NOT need to be a member or open an account with PayPal in order to send money. You can make a one-time credit/debit card payment through PayPal without opening a PayPal account!** All team fees will be invoiced by the Region to the Club Admin in the MMS for payment. You do not need to submit team fees on our Online Payments page any longer.

**N. ADDITIONAL FORMS/INFORMATION:**

Please go to [CarolinaRegionVB.org](http://CarolinaRegionVB.org) and visit the Juniors section, the General Information section, the Clubs section, and the Tournament Director section to download additional forms that you may need for Registration/Tournaments:

- (a) 2024 Online [Team Registration Form](#) (Clubs)
- (b) 2023/2024 [Event/Practice Sanction Request Form](#) (not for tournament requests) (Forms)
- (c) Club Player Movement Form (Clubs)
- (d) Blank Tournament Entry Form (Clubs)
- (e) USAV Participant Code of Conduct (Forms)
- (f) Host Your Own Clinic Information (Clinics & Forms)
- (g) Insurance Forms and Information (Forms)
- (h) 2024 Junior Team Handbook (Clubs)
- (i) Tournament Sanction Request Form (Forms)

Plus, even more information on Carolina Region volleyball. Have a great season!

<b>INTERACT WITH THE CAROLINA REGION ON OUR SOCIAL MEDIA PLATFORMS!</b>		
		
<a href="http://www.facebook.com/#!/CarolinaRegionVB">www.facebook.com/#!/CarolinaRegionVB</a>	<a href="http://twitter.com/#!/CarolinaRegion">twitter.com/#!/CarolinaRegion</a>	<a href="http://www.youtube.com/user/CarolinaRegion1">www.youtube.com/user/CarolinaRegion1</a>
"Like" us today for news updates, photos, and updates from other CR members	"Follow" us today for updates and information from the Region.	"Subscribe" to our channel for How-To, Introductory, and more

<b>Classification and Fee Schedule</b>			
<b>INDIVIDUAL REGISTRATION</b>			
<b>Classification</b>	<b>Description</b>	<b>Regular Fee</b>	
Junior (players only; NOT adults affiliated with Junior teams)	18 and under - Players who were born on or after July 1, 2005 or Players who were born on or after July 1, 2004 AND a high school student in the twelfth (12 <sup>th</sup> ) grade or below during some part of the current academic year. 17 and under - Players who were born on or after July 1, 2006. 16 and under - Players who were born on or after July 1, 2007. 15 and under - Players who were born on or after July 1, 2008. 14 and under - Players who were born on or after July 1, 2009. 13 and under - Players who were born on or after July 1, 2010. 12 and under - Players who were born on or after July 1, 2011.	\$55 (\$30 Region fee; \$25 USAV fee)	
Adult	Amateur playing status for men and women (18 or older) who are registered on adult teams; adult players, team reps, coaches and officials. 18-year-old players on a Junior team will register with the junior membership above.	\$50 (\$25 Region fee; \$25 USAV)	
Other	Youth (born on or after July 1, 2012)	\$15 (\$8 Region fee; \$7 USAV fee)	
	8 and under Member Category (born on or after July 1, 2015)	Free!	
	Boys (ages 18 and younger)	\$25 \$0 Region fee; \$25 USAV fee)	
	Outdoor	\$22 (\$5.85 Region fee; \$16.15 USAV fee)	
	One-Event (Limit two per season)	\$10 good for 5 consecutive days (\$5 Region fee; \$5 USAV fee)	
	Facility/League	Please inquire	
Patron	Groups or organizations desiring to support or participate in Carolina Region volleyball.	\$50 minimum donation	
<b>TEAM REGISTRATION</b>			
<b>Classification</b>	<b>Description</b>	<b>Regular Fee</b>	<b>Early Fee</b>
Junior	All players must qualify as Junior members of USA Volleyball	\$85 (after 12/1)	\$65 (before 12/1)
Regular/Adult	All teams not qualifying for the above classifications.	waived	waived
<b>CLUB REGISTRATION (EARLY REGISTRATION ONLY BY DEC 1, 2022)</b>			
Club fee	Club fee has been eliminated for all clubs. All clubs have privilege of player movement this season!		
If 1-10 teams	JUNIORS - All teams pay \$65 each		
If Club has > 10 teams	JUNIORS - teams 1-10 pay \$65 each first; then teams 11+ pay \$55 each		
<p>The above Club structure team fees applies to <b>JUNIOR Early Group Registration only</b>. The president of any club will submit the Club Registration form online which includes all officer's addresses, phone numbers and other information on the club. Clubs may register individuals with the Region as club members who are not assigned to a particular team. Such individuals are eligible to participate with any team in the club at their level, subject to the Region's player movement regulations. Teams may be added to a club after the Early Bird deadline (Dec 1), but will pay the regular team fee of \$85 for each team thereafter. The Region will now invoice all clubs for their team fees after the club has uploaded their team rosters into the USAV Governing Season and completed the online Team Registration form.</p>			

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## 2024 CAROLINA REGION OPERATING CODE

**NOTE:** Unless otherwise specifically stated, the following regulations and requirements refer to the full Adult or Junior membership categories which runs from September 1, 2023 through August 31, 2024. All references, unless otherwise specifically stated, refer to the normal indoor six-person sanctioned season. Changes from season to season are highlighted in **YELLOW**.

### I. NATIONAL ORGANIZATION

**A. Non-Profit Organization:** USA Volleyball (formerly the United States Volleyball Association) is incorporated in Colorado as a non-profit organization.

**B. Voting Membership:** Voting rights shall be vested exclusively in the member organizations and shall be exercised by the individuals named by each organization to represent them as delegates.

**C. Board of Directors:** All corporate powers and affairs of the corporation are exercised and controlled by a Board of Directors appointed according to Article III of the USVBA Bylaws.

**D. Executive Director:** The Executive Director serves as chief administrative officer and shall be selected by the Board of Directors for a term set by the Board. The administrative offices of USA Volleyball are located at 4065 Sinton Rd, STE 200, Colorado Springs CO 80907-5096.

### II. REGIONAL ORGANIZATION

**A. Membership:** Regional officers of the Board of Directors are elected by the Carolina Region membership for three-year terms as provided for in the Bylaws. Other members of the Board are elected from their Advisory Boards as provided in the Operating Code. The President is empowered to promote, arrange, and conduct volleyball competition and is authorized to enforce all policies, rules, and guidelines of USA Volleyball. The Regional Commissioner shall be appointed by the Board of Directors as provided in the Bylaws and shall serve as the principal representative of the Carolina Region to USA Volleyball.

**B. Non-Profit Organization:** The Carolina Regional Volleyball Association is incorporated in North Carolina as a 501 (c)(3) non-profit organization.

**C. Board of Directors:** All corporate powers and affairs of the corporation are exercised and controlled by a Board of Directors selected according to Article IV of the Carolina Region Bylaws.

**D. President:** The President serves as chief administrative officer and shall be selected according to Article IV of the Carolina Region Bylaws. The administrative offices of the Carolina Region are located at 3770 Clemmons Road, Suite C, Clemmons, NC, 27012.

### III GOVERNANCE

#### A. Board of Directors.

1. **Authority:** Refer to Bylaws, Article IV.

2. **Accountability:** The Board of Directors is the highest authority of the Corporation.

3. **Mission/Responsibilities:** Refer to Bylaws, Article III.

4. **Other Policies:**

a) All members of the Board of Directors shall register annually with the Carolina Regional Volleyball Association in whose geographical area they must reside.

b) Vacancies in the Board of Directors shall be filled as stated in Bylaws, Article V Section 3.

#### B. Officers.

1. **Authority:** Refer to Bylaws, Article VI.

2. **Accountability:** The officers shall be accountable to the Board of Directors, as specified in Bylaws, Article VI and may be removed as specified in Bylaws, Article IV.

3. **Responsibilities:**
  - a) President:
    - (i) Primary: Refer to Bylaws, Article VI.
    - (ii) Others: Refer to Bylaws, Article VI.
      - (a) Shall supervise the Staff, Divisions, Executive Committee, Personnel Committee, and other such committees as authorized by the Board of Directors.
      - (b) Shall approve all appointments made by other elected and appointed officers.
  - b) Past President:
    - (i) Primary: Refer to Bylaws, Article VI.
    - (ii) Others: Refer to Bylaws, Article VI.
      - (a) Shall supervise and chair the Corporation Ethics and Eligibility Committee.
      - (b) Shall maintain the Policies and Procedures Manual with the aid of staff.
  - c) Secretary:
    - (i) Primary: Refer to Bylaws, Article VI.
    - (ii) Others: Refer to Bylaws, Article VI.
      - (a) Shall supervise the Archives and Structure and Function Committees and shall verify the presence of a quorum at meetings of the Board of Directors, Executive Committee and Personnel Committees
      - (b) Shall chair the Directors' Nominating Committees, in a non-voting ex-officio capacity.
  - d) Treasurer:
    - (i) Primary: Refer to Bylaws, Article VI.
    - (ii) Others: Refer to Bylaws, Article VI.
      - (a) Shall ensure publication of all fiscal policies of the Corporation in the Policies and Procedures Manual.
      - (b) Shall supervise and chair the Finance and Budget Committee

**C. Executive Committee.**

1. Authority: Refer to Bylaws, Article XVI Section 1.
2. Accountability: The Executive Committee shall be accountable to the Board of Directors.
3. Responsibilities:
  - a) Primary: Refer to Bylaws, Article XVI Section 1.
  - b) Others:
    - (i) Shall act on behalf of the Board of Directors between meetings of the Board of Directors.
    - (ii) Shall have general supervisory responsibility for financial development of the Corporation, including the investment portfolio.

**D. Committees and Commissions of the Board of Directors.**

1. Authority: Refer to Bylaws, Article XVI Section 2-3.
2. Accountability:
  - a) All Committees and/or Commissions established by the Board of Directors shall report to the Board of Directors.
  - b) In consultation with the President, an elected or appointed officer or an Executive Committee liaison shall appoint chairs of each committee and commission, with the approval of the Board of Directors.
  - c) Chairs of committees and commissions may appoint members with the approval of the responsible supervisor.
  - d) If at all possible, Committees and Commissions should share their reports and recommendations with the Executive Committee prior to discussion by the Board of Directors.
3. Committees and Commissions:
  - a) Officers' Nominating Committees.
    - (i) Authority: Refer to Bylaws, Article XVI Section 2.
    - (ii) Accountability: The Secretary shall chair and supervise the Directors' Nominating Committees, as an ex-officio, non-voting member.
    - (iii) Mission/Responsibilities: Identify and recruit Carolina Region members for possible service on the Board of Directors.

**E. Division Advisory Boards**

The Board of Directors may create Division Advisory Boards to represent membership constituencies, govern the operations and address division related issues within the guidelines set in the Carolina Region Operating Code Article III.

**1. Adult Division Advisory Board**

The Adult Division Advisory Board will be comprised of a team representative from each team in the active playing divisions. Any adult player member may participate in the activities of the Adult Division Board with voice but no vote.

The Adult Division Advisory Board shall meet as needed to plan and promote events targeted to adult participants.

**2. Youth & Junior Division Advisory Board**

The Youth & Junior Division Advisory Board will be comprised of a team representative from each team in the active playing divisions (Boy's and Girl's). Any member involved with a Youth & Junior team may participate in the activities of the Youth & Junior Advisory Board with voice but no vote.

The team representatives from the girls' teams shall elect from among their membership the Youth & Junior Girl's Representative, the Youth & Junior Girl's Representative – East, and the Youth & Girl's Representative – West to the Board of Directors. The team representatives from the boys' teams shall elect the Youth & Junior Boy's Representative to the Board of Directors. The Youth & Junior Representatives must each have a strong interest in promoting Youth & Junior-level volleyball and sufficient experience in organizing and/or coaching Youth & Junior-level volleyball to be able to help coordinate the Region's Youth & Junior activities as well as related coaching development programs. The Girl's East Representative shall be elected by team representatives that have designated themselves as playing in the East realm. The Girl's West Representative shall be elected by team representatives that have designated themselves as playing in the West realm. All girls' team representatives will elect the Youth & Girl's Representative position. The Youth & Junior Representatives will be voting members of the Board of Directors and shall serve for a three-year term. The Youth & Junior Representative elections will be held by August 15<sup>th</sup> at a called Junior Advisory Board meeting. If nominees for the Boy's or Girl's Representative positions are known before the called Junior Advisory Board meeting, an online vendor will be selected to hold the elections. Team Representatives will be able to place their votes through the approved online vendor or during the Advisory Board meeting. Proxies are not allowed for any Carolina Region Advisory Board meetings.

**3. Officials Division Advisory Board**

The Official's Division Advisory Board will be comprised of all certified officials (national, junior national, regional, provisional, and team) in the Carolina Region. An administrative Advisory Council shall be established within the Advisory Board and shall include:

- a) The Regional Referees' Chair appointed annually by the President. They must be a regular member of the Carolina Region and have been a Regional Referee for at least two years, or a National or Junior National Referee.
- b) The Regional Scorers' Chair appointed annually by the President. They must be a regular member of the Carolina Region and have been a Regional Scorer for at least two years, or a National Scorer.
- c) The Regional Beach Referees' Chair appointed annually by the President. They must be a regular member of the Carolina Region and have been certified as a Beach Referee for at least one year.
- d) Associate Referee Chairs (2) appointed annually by the Regional Referee's Chair.
- e) Associate Scorer Chair appointed annually by the Regional Scorer's Chair.
- f) Lead Clinician – This person works with the Officials Program Director to develop the annual clinic materials each year and train the clinicians. The Lead Clinician is appointed by the Officials Program Director with the approval of the CEO.

The Official's Division Advisory Board shall elect from among their membership the Official's Division Representative to the Board of Directors. The Official's Division Representative is a voting member of the Board of Directors and shall serve a three-year term. The Official's Representative election will be held by August 31st at a called Officials Advisory Board meeting. All candidates for the Officials' Division Representative must be in Good Standing with the Region and must have been a current Adult Professional referee in the Carolina Region for the past two seasons. If nominees for the Officials' Representative position are known before the called Officials Advisory Board meeting, an online vendor will be selected to hold the elections. Officials Advisory Board members will be able to place their votes through the approved online vendor or during the Advisory Board meeting. Proxies are not allowed for any Carolina Region Advisory Board meetings.

**4. Beach/Outdoor Advisory Board**

The Beach/Outdoor Advisory Board will be comprised of one representative from each adult and junior club that conducts Beach/Outdoor events (including but not limited to training, clinics, leagues, or tournaments). Any member involved with a Beach/Outdoor club may participate in the activities of the Beach/Outdoor Advisory Board with voice but no vote.

The Beach/Outdoor Advisory Board shall elect from among their membership the Beach/Outdoor Representative to the Board of Directors. The Beach/Outdoor Representative must have a strong interest in promoting Beach volleyball and sufficient experience in all aspects of Beach volleyball to be able to aid in the Region's development of Beach volleyball programs. The Beach/Outdoor Representative will be a voting member of the Carolina Region Board of Directors and shall serve for a one-year term. The Beach/Outdoor Representative election will be held by September 15th at a called Beach/Outdoor Advisory Board meeting. If nominees for the Beach/Outdoor Representative position are known before the scheduled Beach/Outdoor Advisory Board meeting, an online vendor will be selected to hold the election. Club Representatives will be able to place their votes through the approved online vendor or during the Advisory Board meeting. Proxies are not allowed for any Carolina Region Advisory Board meetings.

**IV. PLAYER AND TEAM ELIGIBILITY**

**A. Player Eligibility:** Each player engaged in USA Volleyball sanctioned play is required to register with USA Volleyball through their local Regional Volleyball Association as an athlete in the current season. The player must conform to the definition of an eligible athlete as stated by the International Olympic Committee and must comply with the Rules and Regulations of said body. Players and organizations desiring to participate in USA Volleyball sanctioned tournaments must support the purposes and policies of USA Volleyball as stated in the Articles of Incorporation; Bylaws; and Operating Code.

**B. Player Classification:**

1. A Junior Member is a player who has not participated in a club or varsity volleyball program for a university, college, community college or junior college who is

- a. 18 years of age or younger on July 1 of the current season or
- b. 19 years of age or younger on July 1 of the current season and meets all requirements outlined in the USA Volleyball Age Definition policy.

2. A Regular Member includes all other adult persons who wish to participate in USA Volleyball sanctioned events including but not limited to players, coaches, officials, and administrators.

3. A Youth Participant includes all individuals 11 and under (on July 1 of the current season) who are participating in an approved Regional youth volleyball program.

4. Other - Additional categories of registration approved either by the USAV Board of Directors or RVA Assembly. These categories may grant full or limited participation rights. Some examples are:

- a. Collegiate/Military: available to current college students and military personnel who can provide proof of insurance;
- b. One Event (multi-day): registration limited to a single event conducted 1 – 5 days in total;
- c. Tryout: participation limited to USAV sanctioned tryouts only;
- d. Outdoor: registration limited to sanctioned outdoor events only;
- e. 8 and under – those players 8 and under the entire season.



- C. Policy on Foreign Individual Participation:** A "Foreign Participant" shall be defined as a participant who is not a citizen of the United States OR a citizen residing in a U.S. territory having its own National Volleyball Federation to which the participant is affiliated.

**Concurrent registration with more than one National Volleyball Federation is prohibited.**

A. **Resident Foreign Participant**, who has competed in international competition representing his/her country/federation of origin (i.e. Youth National Team, Junior National Team, Senior National Team, or other "elite" team that has represented that country in international competition) is required to have a written release from that volleyball federation of origin before he/she can become a registered member of a Regional Volleyball Association.

B. This would not apply to a participant who has been in continuous legal residence in the United States and unaffiliated with a foreign national volleyball federation for greater than two years.

**Participation in Regional Association Programs and Events:**

Subject to above regarding concurrent registrations with multiple National Federations, a **Resident Foreign Participant** (residing legally in the United States, e. g. exchange student) may participate if he/she is a duly registered member of a USA Volleyball Regional Volleyball Association (RVA).

USA Volleyball has additional policies, procedures, and requirements for participation by Non-Resident Foreign Individuals and Teams. This information is published on the Carolina Region and USA Volleyball websites. Please contact the Office for more information.

**D. Team Classification:** A Junior Team is composed entirely of players who are Junior or Youth Members and will be classified in accordance with USA Volleyball's Junior player definitions based on the birth date of the oldest junior member on that team's roster (whether that player plays in a particular event or not). A Regular Team may be composed entirely of Regular (adult) members or a combination of Regular and Junior members.

**E. Registration Requirements:** In order to be eligible for sanctioned Regional and National play, teams and players must be properly registered with the Region, which includes paying appropriate fees and signing (either electronically or using paper form) the Waiver and Release of Liability and Code of Conduct form. Upon receipt of payment and reported to USA Volleyball in their online database, requests for refunds will only be processed based on the Carolina Region Refund Policy.

**F. Violations:** Violations of eligibility by teams or individuals are subject to a \$200 or higher fine and appropriate discipline from the Carolina Region. Individuals or teams that have been fined or sanctioned will not be eligible to participate in Region events until all sanctions and fines are satisfied or under appeal. If a team commits a violation, all members of the team will be held accountable for the resolution of the sanction.

**V. REGISTRATION OF INDIVIDUALS AND TEAMS**

**A. Team Registration:** Each team participating in USA Volleyball sanctioned events must be registered pursuant to the rules established by the USA Volleyball Committee on Player and Team Eligibility. When registering each season with the Carolina Region, each team must identify and register a Team Representative that is not the representative for any other team. The **Team Representative** will be the primary contact person with the Carolina Region through which all information from the Region will flow. The registered Team Representative will be the only individual from that team that may vote in any Carolina Region elections that are elected by Team Representatives. Teams not properly registered or using illegal players (not registered or members of another non-Club team) are subject to a \$200 or higher fine and possible other sanctions including suspension. Once a team has registered for the season and submitted their applicable team fee to the Region Office, requests for refunds will only be processed based on the Carolina Region Refund Policy.

**B. Individual Registration:** All individuals must be registered with the Region to participate in USA Volleyball sanctioned events. An individual may not be rostered as a player on more than one team during the same season. Adults affiliating with a Juniors team are required to clear the USAV Background Screen and complete the online SafeSport course. Adults affiliating with a Juniors team must submit their application at least seven business days before their first sanctioned event as it takes up to five business days for the approved background screen vendor to process the background screen. Each registered individual will receive a USAV membership number (proof of membership which is available online within each member's record in the Carolina Region/USAV Member Management System).

**C. Player and Team Registration Deadlines:** Team and player registration must be completed no later than seven (7) days prior to participation in sanctioned tournament play. Special requests for registration less than seven (7) days prior to participation will require payment of a late fee of ten dollars (\$10.00) for a team registration and five dollars (\$5.00) for each individual. This late registration must be completed no later than Thursday prior to competition on that upcoming weekend (late registrations may be accepted at other times for extenuating and special circumstances).

**D. Clubs:** The Carolina Region's registration system requires all indoor teams to be a part of a club. A club shall consist of one or more teams that choose to register as one organization within the Carolina Region. An individual player may only affiliate and participate with ONE indoor club each USAV indoor season (the USAV indoor season begins on September 1 and concludes at the end of the USA Junior National Championships (**indoor**)). Petitions to move to a different indoor club during the indoor season will **only** be considered for:

- (a) movement before the first tournament of the season and at agreement of both clubs (if Athlete Letter of Commitment Form signed);
- (b) a club totally disbands before February 1; or
- (c) the athlete moves to a different part of the state than their original club.

If none of the above situations apply, then a player who has played with his or her registered team in USAV-sanctioned junior volleyball season competition is forbidden from transferring to another indoor club. The Carolina Region retains the right to approve or deny a petition for club transfers.

**JUNIOR CLUBS:** All Junior teams in the SAME club will have Player Movement Privileges within the guidelines of the Club Player Movement Policy – see Section IX. F. There will not be a Club Fee. Each team in a club must have a unique name to distinguish it from other teams in the club. For administrative purposes, each team must include an abbreviated form of the club's name in its name and must use that form in all tournament entries and Region correspondence. Example: GVC - Pounders, GVC - Hitmen, etc.

**ADULT CLUBS:** Each team will be set up as a unique CLUB in the USAV Member Management System. See Section IX for the Club Player Movement Policy for Adults.

**E. Team Rosters/Tournament Exceptions:** Each team must submit a roster of players upon registering. Per USA Volleyball rules, rosters for RVA competition are limited to 15 players and up to 5 others who are coaches, chaperones, or medical staff. All persons on the roster should have their proof of USAV membership and be able to show proof of identity at all sanctioned events (junior players without photo ID's may be verified by their parent/legal guardian). For multi-team Junior clubs, Club Player Movement is restricted as described in the Operating Code under Section IX, paragraph F.

For Adult Competition ONLY:

- a. the Region will maintain a list of registered unaffiliated adult players that adult teams may borrow as needed for a regular season competition. The unaffiliated player must be added to the roster by the captain at the tournament and reported to the Region with the post-tournament reports (see section F below for additional info/policies on the Unaffiliated players list);
- b. an adult team that arrives at a competition with only FOUR players (this is only exception – cannot borrow with THREE or less) may borrow up to two players from any other team in the tournament to give them six players to start/play the tournament. If the team's fifth/sixth player(s) arrive then the borrowed player(s) may go back to the team with which they are registered or stay with their temporary team under the Club Player Movement Policy. The borrowed player(s) must be written on the roster and reported to the Region with the post-tournament reports. An adult team may only use option (b) ONCE during the season (subsequent instances of only having four/five players at the start of the tournament would be handled under normal policy of dropping from the tournament if six players not present by the 2<sup>nd</sup> set of the 1<sup>st</sup> match).

All adult and junior teams' rosters are frozen ONE week before their Division's Regional or East/West Championships. After this date, players may play only with the team with which they have been frozen (and picking up unaffiliated players or borrowing players will not be allowed, so those unaffiliated players wishing to play a Regional Championship Event must be added to a roster permanently prior to 7 days before the Championships). Players may only play in ONE indoor Regional Championship tournament. Junior clubs with only one team in their club may not borrow or move players from teams from other clubs (within the Region or any other USAV RVA).

**F. Unaffiliated Player List (Adults):** In the Adult Division ONLY, the Carolina Region will allow those players not affiliated with a registered team to register and be added to a contact list (name, gender, phone, email, level) which the Region will publish on its website for use by the Adult Teams. If any adult teams are in need of a player(s) for a specific Regular season tournament (since rosters are frozen one week before Regionals the unaffiliated list applies only to regular season tournaments), then they can contact players on the list to pick them up for the tournament. Teams and Individuals taking advantage of the Unaffiliated Player list are restricted by the following policies: (1) Teams picking up unaffiliated players must have at least FOUR of their registered players at the tournament; (2) Teams using the list may pick up a maximum of THREE players for a tournament; (3) Individuals on the list may only play as an unaffiliated player in TWO events. After the third event played by the unaffiliated player, they will automatically be added to the roster of the THIRD TEAM they participated with. At that time, that player is governed by the normal Player Movement policy. An individual on the list may be added to a team permanently at any time up to the one week before Regional Championships when rosters are frozen; (4) All teams utilizing the Unaffiliated list must WRITE the Players names on their roster at the tournament and mark them as from the UNAFFILIATED LIST. This roster must be turned into the Tournament Director at the tournament who will forward to the Region at the end of the event. Failure to follow these procedures will cause a team to be ineligible to use the unaffiliated list in future events.

## VI. REGION TOURNAMENTS/EVENTS

**A. Sanctioned Season:** The adult indoor six-person sanctioned season begins on September 1 and ends on June 15 of the current season. During this season, all tournaments must be sanctioned by the Region and conducted according to USA Volleyball and Regional Guidelines. The sanctioned season for indoor Junior competition begins on December 1 and ends at the conclusion of the indoor USAV Junior National Championships. All Junior tournaments desiring coverage under the USAV Insurance Program must be sanctioned by the Region and conducted according to USA Volleyball and Regional Guidelines. The sanctioned season for Beach events begins on March 1 and ends on October 31. Other specialized sanctioned seasons may be established as required.

**B. Sanctioned Tournaments:** Tournament Directors must submit a Tournament Sanction Request Form to the Region Office four weeks before a tournament and must submit the Tournament Results immediately after the completion of the tournament. There is a \$25 Tournament Sanction Fee for all sanctioned indoor tournaments (in addition to other administration/sanction fees as established in the Tournament Director's Handbook). Tournament Directors must identify the gym sites they will be using at least four weeks before their tournament or risk losing some or all of their divisions to other identified sites. The Region has established and approved formats and policies for the administration of Carolina Region sanctioned regular season one-day tournaments and Regional Championship Events that are found in the Carolina Region Tournament Director Handbook. The Carolina Region may sanction approved multi-day tournaments in the Region during the indoor season. At a minimum, the hosts of multi-day tournaments must provide a minimum match guarantee of FIVE matches for two-day events and SEVEN matches for three-day events. Tournament Directors may not waive Carolina Region/USA Volleyball regulations and are expected to conduct all tournaments in accordance with Carolina Region/USA Volleyball guidelines found in the Tournament Directors Handbook and the Operating Code. USA Volleyball requires all Junior Tournament Directors and event workers to have current USAV membership and to clear the USAV/RVA Background Screen. The Carolina Region will pay the background screen fee for our Junior Tournament Directors. The Region will not sanction other tournaments in the same division on the same date as a Regional Championship Event in that division.

**C. Sanctioned Practices/Events:** In order to be covered by USA Volleyball's Insurance policy (Liability insurance and Secondary Health policy), all practices/events must be sanctioned by the Carolina Region. To be sanctioned, all active participants must be a current member of the Carolina Region (or other USA Volleyball Region) and all adults affiliating with a Junior Club must complete SafeSport and pass the required USAV Background Screen BEFORE participating in any sanctioned event. One-event memberships may be offered to participants in order to meet the membership requirements (contact Office for more information). To sanction an event (camp, clinic, practice, scrimmage, fundraiser, etc), an electronic Application for Event Sanction Form must be completed and submitted to the Region office at least one week before the event. All events other than indoor USAV club/team practices require a \$15 Sanction fee to be submitted with the sanction request form.

**D. Divisions:** The Carolina Region will offer play in various divisions each season based on demand. Examples are: ADULT - Gold (highest skill level), Silver, and Bronze; JUNIOR –See page 3-18 for more information about the Junior team structure. The Adult & Junior Competition Committees reserve the right to add or subtract divisions as needed to maintain a sufficient number of teams or competitive balance in their respective divisions. With their initial team registration, Adult teams may select the division they will start playing. Division reassignments will be made by the appropriate Competition Committees based on the Reassignment policy in Section VIII. M. In addition, the Region will sanction Co-ed (minimum 3 males and 3 females on roster) and U-Volley (height restricted tournaments) tournaments for those tournament hosts that wish to hold these special tournaments. Contact the Region Office for additional information if you wish to host a Co-ed or U-Volley tournament.

**E. Uniform Rule:** During the indoor sanctioned season, all teams must abide by the uniform rule that requires team uniforms to be similar, clean and of the same color and conform to USA Volleyball regulations regarding jersey numbers. For the current season, USA Volleyball rules require that the number must be placed on the center of the front and back. Each jersey must use the same color and number height for all players except the Libero. The number is recommended to be a minimum of 6" in height on the chest and 8" on the back, but they can be 4" on front and 6" on back for younger junior teams. The stripe forming the numbers shall have a minimum width of 2 cm (3/4 ") and must clearly contrast with the color of the jersey irrespective of any border around the number. In addition, for those teams utilizing the Libero rule, the Libero must wear a uniform (or jacket/bib for the re-designated Libero) whose jersey contrasts in color with that of the predominant colors of the jerseys of the other team members (Color combinations such as purple/black, dark green/black, navy/maroon, and white/light yellow are not distinctive enough to comply with the rule). The Libero uniform may have a different design, but it must be numbered like the rest of the team members. If a jacket or bib is worn by the re-designated Libero (only), the uniform number must be visible. The Libero's uniform number must be recorded on the scoresheet before each set in the special box on the line-up sheet. Consult the rule book for the entire uniform rule. For Region play, it is permissible for shorts to have a minor difference in style and trim. Teams may petition in writing to the Region to receive waivers on the uniform requirements (both regular and Libero). Teams may be subject to more stringent uniform requirements (consult the rule book) when playing in other Regions, playing in CR-sanctioned two-day special Tournaments (inter-Regional competitions) or at the USAV National Events. Players are forbidden to wear any article which may cause injury during the play of the game.

**F. Officiating Responsibilities:** Since six people are needed to officiate a match, it is a team responsibility. It is important that each team have on its roster persons that are qualified officials. Each team playing in indoor sanctioned Regional tournaments is required to comply with the officiating rules described in Section IX D. of this Operating Code. Failure to comply with these responsibilities will result in the assessment of a \$200 or higher fine and possible ineligibility for a Regional Championship Event. Teams that deliberately leave a regular season tournament without officiating a scheduled match (pool or playoffs) will be subject to a \$200 or higher fine. In addition, those teams that deliberately leave without officiating will be notified of a Code of Conduct Violation and will be subject to further sanctions which may include suspension of playing privileges for the team and individual members. Teams that leave a tournament without fulfilling their officiating requirements more than once will be subject to review by the appropriate Eligibility Committee for possible sanction/suspension. Teams that leave a Regional Championship Event without officiating a scheduled match (pool or playoffs) will be subject to a minimum \$200 fine and no member of the team listed on the roster will be eligible to register with the Carolina Region in subsequent seasons until the fine is paid.

**G. Regional Championships/Tournament System for the Indoor Season:** Indoor Teams in each division shall earn points while playing in Carolina Region tournaments in order to be ranked in the Carolina Region Tournament System. The Adult & Junior Standings will be used for seeding purposes and to aid in putting together tournament pools. In the event that there are not enough courts for all teams submitting entries, then teams (adult & junior) will be accepted into any Regional Championship Event based on the Standings (Priority to the higher ranked teams that enter by the deadline).

Adult & Juniors one-day tournaments during the regular season will automatically be designated as Points tournaments and count towards Regional Championship Qualification. Any Carolina Region sanctioned multi-day tournament held before a Regional Championship Event whose only entry criteria is date of entry may also count towards one of the required tournaments to be eligible for the Regional Championships. If acceptable results can be received from the hosts of Carolina Region sanctioned multi-day tournaments, then match results between Carolina Region teams will be entered into the Tournament System.

**H. Tournament Guidelines:** All sanctioned regional tournaments must be conducted in accordance with USA Volleyball and Carolina Region policies and formats. These policies and formats appear in the Tournament Director's Handbook and are reproduced in the online Team Handbook (a printed copy is available through the Region Office for a printing fee). A Tournament Director's Handbook is provided to each tournament host. Tournament directors and hosts are expected to enforce all USA Volleyball and Carolina Region policies. Where discrepancies are found between Carolina Region and USA Volleyball policies/guidelines, then Carolina Region policies found in the Operating Code and Tournament Directors' Handbooks will supersede any of those published by USA Volleyball.

**I. Tournament Entry Deadlines:**

1. **Adult Tournaments:** The Tournament Entry deadline for all indoor Regular Season tournaments administered by the Carolina Region shall be 10 days before the weekend the tournament is scheduled. Since tournaments may be scheduled on either a Saturday or Sunday, the entry deadline will be the Wednesday of the prior week before the event. The Tournament Entry deadline for the Adult Regional Championships shall be 14 days before the weekend the tournament is scheduled. Tournaments not administered by the Carolina Region may set their own Entry deadline and Entry Fees.
2. **Junior Tournaments:** The Tournament Entry deadline for all Regular Season and the Junior Regional Championship Events shall be 14 days before the weekend the tournament is scheduled.
3. Tournament entries will not be processed into the Region Tournament System until the team has COMPLETED all club and team registration requirements for the season. These requirements include: Season club registration, team creation in the USAV Member Management System with a minimum of 6 players and 1 coach on the roster, and team fee invoice has been paid.
4. **Late Entries:** All entries received with full entry fee payment (by mail or through the online payments page) on the deadline day will meet the deadline. Entries received AFTER the deadline day require a \$25 late fee in addition to the entry fee to be considered for entry.
5. **Beach Tournaments:** The Tournament host for each sanctioned Beach event may set their own tournament entry guidelines and procedures.

**J. Tournament Entry Priority:** The Region's policy regarding how the Region Office assigns teams to tournament sites is as follows (except the Junior Hi Neighbor, MAPL, Quest tournaments, and/or any other special two-day sanctioned events which sets and administers their own criteria): if a Carolina Region team was closed out of the previous tournament, the team will be guaranteed a spot in the next possible tournament on the schedule if its entry to that tournament is complete and is received by the next tournament's entry deadline. The remaining slots will be filled in the order in which the complete and timely entry forms of Carolina Region teams within their assigned "age group/realm" are received by the Region Office. Teams may play in two different age group tournaments on a given weekend if the schedule allows it. **NOTE: Teams are NOT GUARANTEED entry into any tournament even if their entry is received before the Entry Deadline. The number of teams accepted into tournaments will still be determined based on the total number of courts available for hosting within the approved tournament formats.** Regarding out-of-region teams and Carolina Region teams both from the same division and with complete and timely entries, Carolina Region teams will always receive priority over out-of-region teams in registering for sanctioned tournaments if entered by the entry deadline (except for any sanctioned multi-day tournaments that accept their own entries). After the Entry deadline passes, the following priority applies based on the date the entry is received: Carolina Region girls' teams; Out-of-region teams within the same Division whose entries are complete and timely would have priority over any out-of-division teams. If there are still slots remaining to be filled after this priority scheme, the order of acceptance of late team entries that are valid and include a \$25 surcharge is as follows: 1) Carolina Region Girls' teams within the division, 2) out-of-region Girls' teams within the division, and 3) out-of-division Girls' teams on a first come, first serve basis.

**K. Withdrawing from Tournaments:** Teams MUST notify the Region Office if they are withdrawing from a tournament. Failure to notify the Office (or Tournament Director/Contact if withdrawing on Friday before a weekend tournament) will result in a \$50 or higher fine. JUNIORS - *To receive a full refund of the Tournament Entry Fee only (late entry fees are non-refundable), you must notify the Office and cancel at least two weeks before the tournament date.* Withdrawal one to two weeks before the tournament date forfeits all entry fees unless the Region can replace the team in the tournament. If a replacement is found, 50% of the entry fee will be refunded. Withdrawal one week or less before the tournament date will result in no refunds as the Region is committed to paying the Tournament host that fee. ADULTS - If you withdraw by the tournament entry deadline (10 days in advance), then you will receive a full refund. Withdrawals after the tournament entry deadline cannot be refunded as the Region is committed to paying the Tournament Director that fee at that time. Forfeited entry fees may be appealed in writing to the Board of Directors.

**L. Intentional Forfeits:** A few teams in the past that qualified for playoffs early in Pool Play have voluntarily forfeited their last match of pool play to "rest up" for the playoffs. By forfeiting a pool play match, these teams are taking a playing opportunity away from another team that has paid their entry fee in the expectation of playing volleyball. An important objective for the Region in sponsoring volleyball competition is for teams to have fun and enjoy the sport of volleyball. An Intentional forfeit in pool play causes at least one team to lose a playing opportunity and thus reduces their enjoyment of the event. For that reason, the Carolina Region Board of Directors has decided that intentional forfeits in pool play other than due to injury may be treated as a Code of Conduct Violation. Specifically, this is "conduct which is inappropriate as determined by comparison to normally accepted behavior". Teams reported to the Carolina Region as intentionally forfeiting pool play matches are subject to penalties ranging from a minimum \$200 fines to suspension of memberships.

**M. Adult All-Region Voting:** Based on prior seasons' participation and feedback from the Adult Team Reps, the Adult division will not select an All-Region team this season. Juniors - see Section XIII for information on All-Tournament teams.

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VII. REGIONAL CHAMPIONSHIP EVENTS

**A. Definition:** The Carolina Region sanctions four types of Regional Championship Events. (1) Junior East/West Championships – teams that meet the qualification requirements to compete in this event will play against other teams from their same geographic area (as chosen when registering each season). Teams in the East area will have their own Championship and teams in the West will also have their own Championship; (2) Junior Regional Championships – the top four teams at each age group in the Standings in each geographic area (East and West) that qualify to enter a Regional Championship event and have submitted an entry to participate in a Regional Championship Event will be entered automatically into the Junior Regional Championships for that age group. Those teams will play an 8-team tournament to decide the overall Regional Champion at each age group; (3) Adult Regional Championships – Adult teams that meet the qualification requirement to compete in this event will play against other teams of their same gender and playing level to decide the Region Champions in each division. (4) Beach Regional Championships – bids to the Junior Regional Championships are earned through high finishes during Junior Beach Tour events.

**B. Tournament Site/Entry Fee:** The location of all indoor Regional Championship Events will be selected upon the basis of suitability and availability of appropriate facilities. Requests to host an indoor Regional Championship event must be submitted to the Region Office no later than February 1. The Entry Fee may be higher than Regular season tournaments and will be set once various costs and expenses for the tournaments are established. Requests to host a Beach Regional Championship event will be sent to the Carolina Regional Beach Director by February 1.

**C. Tournament Director:** The Executive Director will appoint a Tournament Director for all Regional Championship Events and, with the assistance of the Board of Directors, shall plan and conduct Regional Championship Events. Generally speaking, the tournament host that requests to host a Regional Championship Event will be appointed as the Tournament Director for the Regional Championship Event they are hosting.

**D. Player and Team Eligibility:** For the Adult Program - A player must participate in at least **ONE** sanctioned Carolina Region tournament before participating in the Regional Championships. For the Junior Program – A player must participate in at least **TWO** sanctioned Carolina Region tournaments before participating in a Regional Championship Event. An adult team must participate in at least **ONE** sanctioned Carolina Region tournaments to be eligible to participate in the Regional Championships. A Junior team must participate in at least **THREE** Carolina Region sanctioned tournaments before the East/West Regional Championships to be eligible to compete at the Regional Championships. At least one of those events must have been a Carolina Region one-day tournament. The other two events may consist of any two of the following if held BEFORE the Regional Championship Event: (a) One or Two Carolina Region one-day tournaments; (b) Any two-day Carolina Region sanctioned event whose only criteria is date of entry (examples: Quest tournament, **City of Oaks**, the Carolina Classic, Junior Hi Neighbor); (c) Only ONE of the following tournaments: a National Qualifier or any other Carolina Region sanctioned event with a restricted access entry criteria (example: MAPL Raleigh). If a sanctioned Carolina Region regular season, one-day tournament is cancelled then the teams entered in that tournament will have their requirement to be eligible to participate in the Regional Championships reduced by one. If a team withdraws from a tournament due to inclement weather but the tournament is still held, then that team may appeal to the Region to have their minimum requirement lowered by one. For the Junior Beach Regional Championships, both participants on the team must be current Carolina Region members.

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**VIII. PROTESTS**

**A.** Protests arising in a specific tournament with respect to eligibility, interpretation of playing rules, or decisions of the officials must be handled by a Tournament Protest Committee assigned by the Tournament Director and must be made in writing in accordance with current USA Volleyball rules. Tournament Directors may call the Region Executive Director for clarifications on Regional policies. Any ruling issued by the Executive Director shall be final.

**B.** Protests other than those above involving USAV should be directed to the Regional Office.

**C.** A Grievance Committee also exists to redress problems/grievances lodged IN WRITING by a region team or player about policies, procedures, violations, and/or competitions in the Region. The committee consists of the Secretary, Official's Rep, and the Rep of the division (Boys', East or West) from where the complaint is coming. A decision by the committee is final. The aggrieved team/player may appeal the decision to the President who then may affirm, modify, or reverse the decision of the committee. A full Due Process statement can be found in the General Forms section of the Carolina Region website.

**IX. ADMINISTRATIVE RULES**

**A. Annual Registration:** All players participating in sanctioned competitions within the jurisdiction of the Carolina Region must be registered with USA Volleyball for the current membership season (September 1-August 31 of the following year). No team will be registered unless the team roster contains the names and required information for at least six (6) players (and an adult coach who has passed the USAV background screen and SafeSport course for junior teams). Completed online registration and membership fees must be received by the Region Office a minimum of seven (7) days before participation by an individual or team in a tournament. Registrations less than seven (7) days before participation (Late) in a sanctioned event will require payment of a late fee of ten dollars (\$10.00) for each team registration and five dollars (\$5.00) for each individual being registered. Late Registrations must be received by the Office no later than Thursday before competition on that weekend (other late registrations may be considered for special or extenuating circumstances). Payment for late fees will be made payable to the "Carolina Region" and must be attached to the registration request in addition to normal Carolina Region and USA Volleyball registration fees. **NO REGISTRATIONS WILL BE CURRENT UNTIL THE APPROPRIATE SIGNED WAIVERS AND FEES HAVE BEEN RECEIVED BY THE OFFICE OR IN THE MEMBER MANAGEMENT SYSTEM.** In no case will a team be given permission to participate on the basis of a telephone registration. Original signatures on the waiver and release are required for our files so any faxed forms must have the original submitted to the Region Office within one week. Failure of a team to comply with player registration or movement policies will result in a \$200 fine. A second occurrence of an illegal player or illegal club player movement will result in a \$300 fine and the team will be ineligible to advance to playoffs in future tournaments. A third occurrence will be handled by the Board on a case-by-case basis.

**B. One-Event Registrations:** The Carolina Region also offers a one-event membership category for new players that want to experience Carolina Region tournaments to see what it is like or as an option when a team needs to pick up a player in order to play in a tournament. The one-event fee is \$10 (\$5 Region; \$5 to USAV) and the membership will be valid for five consecutive days beginning on the start date the applicant enters during the registration process. Players using this category must still register using the same procedures as a full member, indicate the event date they are participating in during the application process, pay the one-event fee of \$10, and complete the purchase process at least one week before the tournament. A one-event can also be added as late as Thursday before the tournament with the \$5 late fee (i.e. same registration requirements as regular members). Indoor Players may only play as a one-event registration twice during the season and then must upgrade to a full registration (at the normal membership fee). The Region will allow a team to be formed in the one-event category once per season. Each player would pay \$10 and the one-event team fee would be \$10. The deadline for receipt of registrations remains the same as above (one week before). If the team wanted to do the one-event category again, no more than three of the original players can be on the second team's roster. In addition to the one-event membership option, the Region also offers a Tryout membership for \$11 (\$6 Region; \$5 USAV). The Tryout membership will allow an individual to participate in any USAV-sanctioned tryout. The Tryout membership may not be used for any other USAV-sanctioned event and is not eligible to be added to a roster. Members may upgrade the Tryout membership to another Carolina Region membership and credit will be received for their prior purchase. The Tryout membership will be valid from **July 7** – December 31, but additional tryout period options may be offered as well in the summer.



**C. Support the Carolina Region with a Donation:** The Carolina Region is a 501 (c)(3) North Carolina nonprofit dedicated to supporting the sport of volleyball in our state. We do accept tax-deductible donations of any amount to support our mission. Please consider showing your support for North Carolina Volleyball by making a generous donation. Contact the [Region Office](#) for more information.

**D. Officiating Requirements:** Each Junior team is required to have a minimum of THREE certified officials on their roster. It is recommended that each Adult team have a minimum of THREE certified officials on their roster. The following policies apply for each Division:

- **ADULT TEAMS** – The Region would like each adult team to have at least two “trained” (attend clinic, pass tests, and modified rating) referees (R1, R2) and one (different) certified scorer. The certification process begins with an officiating/scoring clinic. Officiating clinics will be offered online only for adult officials this season.
- **JUNIOR TEAMS** - For Junior Teams, the team must have at least TWO certified Referees, ONE certified scorer, and one certified Adult (Coach, Chaperone, or Team Rep) on the roster BEFORE the team will be allowed to play in a Sanctioned tournament. See Section XIII. G. for more Junior Team Officiating information.

**Once officials have completed their certification, only those individuals listed as certified on the roster should be refereeing or keeping score for their adult or junior team!** Teams discovered in violation of not using certified referees, second referees, or scorers at sanctioned junior events will be placed on probation for the first offense, be fined \$200 for a second offense, and not permitted to participate in sanctioned events after the third offense. If an out-of-Region team enters a Carolina Region tournament and does not have two certified referees and/or a certified scorer in attendance at the tournament, they will be required to hire the required number of officials to meet the minimum at the rate of \$15 each for all matches that they are scheduled to work as the referee team.

ANNUAL OFFICIALS TESTING REQUIREMENTS:

- Certification of all officials shall begin each season with an on-line clinic. USA Volleyball will have all certification clinics available online.
- All officials must take the approved Referee and Scorekeeper Tests annually (during the clinic).

Each candidate for certification as a Provisional or Regional (1 or 2) Referee must be rated by an approved Regional or higher rater and receive a satisfactory rating to be certified. The Carolina Region shall pay a designated fee to a Regional Rater for attending a tournament to do ratings. Certification will be valid through the sanctioned season. A portion of each team fee is designated to cover the costs of ratings. Officials wishing to attain a Regional (1 or 2) rating will need to submit an application by January 15 of each season to be considered. Information on upgrading a referee certification can be found at the Officiating Section of the Region’s web site or by contacting the Referee or Scorer Chair.

Officials wishing to be considered for advancement to USA Junior National or National status may obtain a copy of the Requirements and an application form by visiting the Officiating Section of the Region’s web site, contacting the Region office, or contacting the Referee or Scorer Chair.

<b>OFFICIAL'S CERTIFICATION REQUIREMENTS</b>					
Level	Referee Clinic	Scorekeeper Clinic	Ref Test	Scoring Test	Practical Rating
Trained Ref	yes	yes	Pass	Pass	Short form
Provisional 1	yes	yes	Pass	Pass	1
Provisional 2	yes	yes	Pass	Pass	2 R1, 1 R2**
Regional 1	yes	yes	Pass	Pass	2 R1, 2 R2**
Regional 2	yes	yes	Pass	Pass	2 R1, 2 R2**
Scorer	no	yes*	no	Pass	1

\*For regional scorers, the clinic requirement may be waived.  
 \*\*At the discretion of the Regional Referee's Chair, the required number of ratings may be raised or reduced.

Officials Accelerated Advancement Program (OAAP) – the Carolina Region has created this program to provide an avenue for officials to receive enhanced training to advance their skills in a shorter amount of time. The cost of the program is \$150 for three years of training. This program is the designated route for Carolina Region officials to advance to obtain their Junior National and National certifications. Priority for recommendations to USA Volleyball on Carolina Region National rating candidates will be given to officials in the OAAP. Referees in the OAAP will be ranked based on evaluations performed by region raters and trainers.

**E. Past Due Fees and Fines:** No team or individual will be registered until all fees and fines due the Region from current or previous seasons have been received by the Carolina Region. All team members listed on the roster as submitted to the Carolina Region that has been sanctioned will be considered to be responsible for the sanctions placed on that team. As a matter of policy, all sanction fees and fines received by the Carolina Region will be designated to the Junior Referee College Scholarship Budget.

**F. Player Movement Within Multi-Team Clubs:**

ADULTS - For Regular Season Tournaments, the Region has eliminated the Club Player Movement Policy for adults to promote ease of play. Adult teams will be able to pick up any current member up to the max roster size as needed in order to play in a regular season Carolina Region tournament. All such player movements **must still be recorded** by a team rep in writing on the Club Player Movement Form and submitted to all affected tournament hosts before the start of competition (with roster at Captain’s Meeting). Player Movement Forms do not need to be sent to the Region before a tournament if the move is only Temporary. Permanent Team Movements should be sent to the Region Office **directly** and REQUIRE the written approval of both affected team reps before it can be approved by the Region. **Regional Championships Player Movements:** Rosters still FREEZE (no changes allowed) ONE week before the Regional Championships. Team Reps need to submit all Roster updates (with a Club Player Movement Form) to the Region Office at least one week before the scheduled Adult Regional Championships in order for the affected players to be eligible for the Regional Championships.

JUNIOR BOYS – All Carolina Region Boys teams will be considered part of the same Club. Boys’ teams are still restricted to the procedures below when utilizing Player Movement.

JUNIOR GIRLS – All multi-team Junior Girls Clubs will be able to utilize the Player Movement Policy within their respective club only during the season without paying a club fee.

Player movement (either Temporary or Permanent) in a club is restricted based on the policies outlined below.

All player movement must be recorded by a club officer and submitted to all affected tournament hosts before the start of competition (with roster at Captains'/Coaches' Meeting). Temporary Club Movements **do not** have to be sent to the Region Office before the competition (only permanent moves) – the Region will receive the form after the tournament with the rosters. The Carolina Region will use the current Standings of all teams as found at the Carolina Region Tournament System when processing all club movements per the policies below.

**Player Movement Restrictions-Junior Program:**

- Players being moved to a team in a lower age group must meet the birthdate requirements for the age group they are being moved to.
- An individual player may only be used TWICE for temporary moves during the indoor season. After a player has participated with another club team TWO times, the player shall be frozen to the roster of their original team unless a permanent roster move is reported to the Region Office.
- Players registered on a club team and participating in sanctioned competition within the jurisdiction of the Carolina Region may participate with another team from the same club having a **higher** ranking a maximum of **two (2)** times (within their individual limit) before rosters are frozen one week prior to their age group's first Regional Championship Event.
- Players may participate with a team having a **lower** ranking than the one with who the player is registered a maximum of **one (1)** time (within their individual limit) before rosters are frozen one week prior to their age group's first Regional Championship Event.
- Players may participate with two teams on a given weekend provided: (a) the age groups are playing on different days (i.e. 12's team plays on Saturday and 13's team plays on Sunday); (b) all other Player Movement Requirements described here are followed (limit of 2 moves per season, Movement Form filled out, etc.); (c) for clubs with combined adult and junior teams, a junior player MUST play with his/her junior team if that team is playing on the same day as an adult tournament. If the adult division is playing on a different day, then the junior player may move under the provisions of the Club Movement Policy.
- Any registered Club player may continue participation with another team in the same club upon notifying the Office of a permanent roster change before rosters are frozen one week prior to their age group's first Regional Championship Event. Once a permanent move is made, no other moves (temporary or permanent) are allowed for that player.
- Players registered as unaffiliated (member of the club but not on a team) must still appear on a Club Movement Form if desiring to play on a team within their club and are still limited by the restrictions above.
- Registered unaffiliated members in the Region (not on any team) must first join a club before they can play in a tournament.

**Team Movement Restrictions:**

- Teams may add a maximum of two (2) Club players not on their roster in any given tournament.
- Teams may add a maximum of one (1) player not on their roster from a higher ranked team in their club in any given tournament.
- Teams may add a maximum of two (2) players not on their roster from a higher ranked team in their club per season.
- Teams are limited to accepting up to two (2) permanent moves per season. If a permanent move is made with the intent to play in a Regional Championship Event, then ideally the player being moved should have played at least once with that team during the regular season under a normal player movement. The Region will hear petitions for extenuating circumstances.

Clubs failing to comply with the reporting requirements will have the player movement privilege suspended. Report forms are available on the Forms section of the Region web site or by contacting the Region Office.

**G. Registration of Player Movement Within Club:** Requests by a team for the permanent change of a player to a different classification (other than required by the provisions of Section F above) must be submitted in writing on the Club Movement Form so that it is received by the Office no less than seven (7) days before the participation of the player(s) in any sanctioned event within the jurisdiction of the Carolina Region. Request for change of classification less than seven days in advance must be accompanied by a late fee of five dollars (\$5.00) per player payable to the Carolina Region.

**H. Player Movement Before Regional Championship Event:** No Club movements will be approved, and no new players may be registered or added to the roster of any adult or junior team within 7 days of that team's Regional Championship Event unless required due to verifiable injuries (see paragraph L below).

**I. Player Movement for Non-Region Tournaments:** There is no restriction on the number of times players registered to a club may participate with another team from the same club having a higher classification than the one to which registered during competition OUTSIDE of the Carolina Region (except for USAV Junior Qualifiers which have roster regulations as a Qualifier for the USAV Junior National Championships).

**J. One-team Club Roster Changes (Junior Girls only):** Players in clubs with only one team will not be permitted to participate with other teams/clubs. Requests for movement of a player from one club to another club will not be considered by the Region Office unless the requirements outlined on page 6 Section V. D. are met. All requested roster change requests must be made in writing to the Region Office at least one week before they are to become effective. All rosters are frozen one week before a Division's Regional Championship Event.

**K. Masters Competition:** Conglomerate Masters (adult age-group teams) teams preparing for National competition may be formed at any time. Masters teams will be permitted to participate in tournaments in both pool play and playoffs. The teams must play at least at the "Silver" level (subject to the discretion of the Commissioner), and they will be treated like out-of-region teams when it comes to entry priority in tournaments. They will not receive participation/playing points. All team members must be Carolina Region and/or USA Volleyball members.

**L. Injuries Requiring Player Movement:** In the event that injuries to players within 7 days of a team's Regional Championship Event would reduce a team to less than eight (8) players on the roster for the Championships, players from within a club may be moved to a higher classification if approved by the Eligibility Committee. Injuries causing the shortage of players must be verified and reported to the Region Office for consideration and necessary action. Players whose injuries create the necessity for movement of a player(s) from a higher classification to a lower classification for the Regional Championships shall not be eligible to participate in the tournament unless approved by the Eligibility Committee. Junior Girls clubs with only one team in the club that have an injury that reduces them to less than eight players may petition the Board to add an unaffiliated player to their roster.

**M. Team Division Assignment Policy:** The Region encourages all teams to participate in the Division appropriate to their skills:

**ADULT PROGRAM:** Occasionally, an adjustment in a team's participation level is necessary. All teams are subject to review of their Division assignments by Region Staff. The Adult Competition Committee will move adult teams among their divisions based on the Points Standings. Efforts will be made to keep the divisions in the Adult Program equal in number of teams as the competitive level allows. Matters pertaining to the movement of teams or individual players to a higher classification of competition must be submitted to the Competition Committee through the Region Office for consideration and appropriate action. Written appeal of the Committee's decision for division assignments may be made to the full Board of Directors. No team will be moved without the team rep's agreement to a higher classification of competition with fewer than one scheduled tournament remaining in that higher classification before the Regional Championships.

**JUNIOR PROGRAM:** At registration, teams will select from among five (5) categories when initially registering their team with the Carolina Region. The FIVE categories correspond with: 1-top 20% of teams in age group; 2-next 21-40% of teams; 3-41-60%; 4-61-80%; 5- bottom 20% of all teams. The Region will use these self-selections to determine the initial starting point's value for all teams in the Region Tournament System. As teams play in Carolina Region one-day tournaments against other teams in the system, teams will move up and down the Standings strictly by their results of each match they play. Junior teams will be assigned to the next tournament site based on where they are in the overall Standings. Teams may petition the Carolina Region for an adjustment to their initial point's value that will adjust their next tournaments division by one level up/down depending on their request. All petitions must be received in writing by the Region office by Monday noon of the business week following the second Regular season tournament of their age group. CR Staff will evaluate their request and results and may adjust their starting point's value accordingly. There will be no NAMED divisions for the Junior tournaments this season – each site will be numbered 1 to N (where N is the total number of tournaments being held in that age group and geographic area).

**N. Officials Good Standing Policy:** In order to be in good standing in the Carolina Region, ALL officials (National, Junior National, Regional, Provisional, and Junior) must fulfill the requirements as stipulated by USA Volleyball and the applicable Carolina Region Good Standing Policy to maintain their certification. The National Good Standing Policy and the Carolina Region Good Standing Policy for Regional and below officials is published on the Officials Section of the Region website. The deadline for all National and Junior National Officials to take their scorekeeper test will be the same as the national deadline for the referee tests.

**O. Eligibility Violations Procedure:** All eligibility matters, including violations of eligibility, will be submitted through the Region Office to the Eligibility Committee for investigation and recommendation of appropriate disciplinary action. All eligibility matters of any nature, or written requests or suggestions of disciplinary actions for teams and/or individuals received by the Commissioner will be referred to the Eligibility Committee for consideration and recommendations. Recommendations made by the Committee will be taken as final unless evidence can be submitted to verify that the action is either too severe or is unfair. Members are subject to penalties ranging from fines to suspension of membership.

**P. Participant/Spectator Behavior Policy:** The Carolina Region has adopted a Participant/Spectator Behavior Policy outlining the type of behavior that will not be tolerated at any USAV sanctioned event. Tournament Directors have the authority to ban participants and spectators from a facility if they violate the good sportsmanship principles that the Carolina Region supports. Individuals that are banned from a facility will be reported to the Region Office for possible further sanction. A copy of the Participant/Spectator Behavior Policy is available on the Carolina Region website. The Carolina Region has also instituted a Purple Card Program to enhance the Spectator Behavior Policy and give another tool for Officials to control inappropriate behavior without the removal of the spectator from the facility. Each Professional Official in the Carolina Region will be provided with a PURPLE card to be carried along with their standard Red and Yellow cards. A professional official may use the PURPLE card to WARN (held with Yellow card) or PENALIZE (held with Red card) inappropriate behavior by spectators. If a spectator receives a PENALTY card, then the opposing team will be awarded a penalty point. Future misbehavior by that spectator would be governed by the Participant/Spectator Behavior Policy.

**Q. Tournament Admissions Policy:** Sanctioned one-day tournaments may charge an admission fee up to a maximum of \$5 for all spectators 11 and older. Children of the age 10 and below will be free. All event participants (including but not limited to players, coaches, and officials) may not be charged an admission. Sanctioned multi-day tournaments may set their own admission policy to cover the increased costs for their facilities. Tournament Directors may request a waiver to the admissions policy on their Tournament Sanction Request form. All waivers must be approved by the Carolina Region in advance of the event date.

**R. Alcohol Policy:** The sale and/or consumption of alcoholic beverages is prohibited at all Carolina Region events unless specifically permitted by the facility and a Tournament Sanction exception is granted. Most facilities used by the Region do not permit the consumption of alcoholic beverages on site. An individual in violation of this rule is considered in violation of the Code of Conduct and is subject to a fine and/or suspension. See also XIII, M. page 23.

## **X. APPEALS**

**A.** An individual to whom an amateur certification of membership is refused or who has an amateur certification revoked, or who has a membership suspended in whole or part, or a team that has a registration refused or suspended in whole or part, may appeal for a review of that action by following the procedure outlined in the Carolina Region Due Process policy. A decision made by the Carolina Region may not be appealed to USA Volleyball. If contacted, USA Volleyball's Ethics and Eligibility Committee will only rule on whether Due Process was afforded to the complainant.

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**XI. NATIONAL CHAMPIONSHIP AND ATLANTIC ZONAL CHAMPIONSHIP**

**A. Tournament Site:** The location of the National Championships and Atlantic Zonal Championship shall be determined by USA Volleyball's Board of Directors and the Atlantic Zone Commissioners respectively on the basis of bids submitted. Contact the Region Office for information on these Championships.

**B. Regional Qualification:**

ADULTS - Qualification for play in the Adult USA Volleyball Championships and Atlantic Zonal Championships shall be on an open basis for duly registered teams in the respective Divisions contested. Should USA Volleyball have to institute a limit to the number of teams coming from a Region in a particular division, then the Region's bid(s) will be awarded to the highest finisher at the Adult Regional Championships and then by date of receipt of National entry paperwork and fees. Adult teams can download the Entry Booklet from USA Volleyball's web site - [www.usavolleyball.org](http://www.usavolleyball.org) (usually available in December/January).

JUNIORS - the Region is eligible to be allocated one bid in each age division to USA Volleyball's Junior Girls' National Volleyball Championships (we usually get one bid each in the National, American, and Freedom Divisions **in the 13-18 age groups** but must wait each year for the allocation formulas to be published by USA Volleyball to confirm our actual bids). Junior teams wanting to earn a bid in the Open or USA divisions must attend a Qualifier Tournament. The Region will award **all its available** bids to the USAV Junior **Girls' National Championship Events** based on a ranking system **where points are awarded based on a team's results at USAV-sanctioned events during the current season**. A complete description of the Regional Bid Ranking system can be found at the Junior Club Director Forms section on the Region website. All teams wishing to be considered for a Region bid must submit an online application by their applicable deadline: (a) 18's teams by **March 18, 2024**; (b) 12's – 17's teams by **April 8, 2024**. **Should a team be offered a Region bid based on their placement in the Region Bid Ranking system and choose not to accept the bid, the club will need to pay a sanction fee of \$500 to be eligible to participate in the Region Bid Ranking System in a future season.** Teams may also try to qualify for a Bid at a National Qualifier. For the National Qualifying Tournament Schedule or further information about the Junior National Championships contact the Region Office or visit the web page for a link to the inter-Regional Schedule.

All Adult & Junior teams planning to attend a National Championship should not plan for any reimbursement from the Region on National Entry Fees.

**XII. DUES**

Annual Membership Dues in the Carolina Regional Volleyball Association shall be established yearly by the Board of Directors in conjunction with the approval of the annual budget. Individual and Team registration fees will be published on the Carolina Region website and in its annual registration materials. As a matter of policy, individual dues for the Board of Directors, Staff, and NC Volleyball individual Hall of Fame honorees will be paid by the Region.

### **XIII. ADDITIONAL JUNIOR INFORMATION**

#### **A. Recruiting Issues:**

##### Guiding Principle:

Clubs/Teams/Coaches need to understand that they do not own the rights to players. Players (with help from their parents/guardians) have the right to choose where they want to get their club volleyball experience. Each membership year, each family (which includes the individual player and his/her parents/guardians) has the right to choose to play for a different club/team than the year before without repercussions from their previous club. A club is defined as one or more teams registering with the Carolina Region and club representatives include but are not limited to official club reps, team reps, coaches, assistant coaches, chaperones, parents of players in the club, and players in the club (all of which may represent the club to others in some capacity).

##### Promoting a Club:

Clubs have the right to promote their club and tryout information. They may do this in a variety of ways including but not limited to newspaper ads, direct mail, flyers, brochures, and websites. Clubs may mail/email general information on their tryouts/club to anyone. Clubs may approach players to inquire as to their club affiliation status and to promote their own club.

##### Recruiting a Player:

Clubs and individuals are permitted to attempt to recruit a player to play with their club at any time. Once a player has committed to a particular club in a specific season, any recruitment can only be for a future season. Players and families have the right to inform other clubs that they have signed a *Letter of Commitment* with a club and request not to be contacted in the future. Other clubs must respect and honor this request and may not denigrate other clubs while promoting their own club. The Carolina Region expects all coaches and club representatives to honor the Participant Code of Conduct that they agree to uphold each season which addresses appropriate behavior towards athletes and their families.

The Carolina Region/USAV encourages all clubs to adopt these philosophies/principles as policies within their club at a minimum for the benefit of all junior players in our Region.

#### **B. Junior Tryout & Commitment Date Policy:**

- Tryouts for Girls' youth and junior athletes for the next USAV season may take place at any time after the completion of the prior season's Girls' USAV Junior National Championships.
- Athletes may officially select and commit to a USAV club in the Carolina Region beginning on September 1st of each year.
- Athletes must sign a Carolina Region Letter of Commitment form on or after Sept 1st to affirm their club of choice. The form will reside with the club and must be made available within 3 business days upon request by the Carolina Region. Note: Only current year Letter of Commitment forms issued by the Carolina Region will be considered valid. Prior year forms will be invalid.
- Players may only affiliate with one club during the USAV indoor club season which ends at the completion of the USAV Girls' Junior National Championships.
- Requests for transfers to another club will be handled by the Carolina Region Club Transfer Policy.
- All personal business/legal commitments made between the club and a player's family will remain the responsibility of the related parties. The Carolina Region will not be responsible for enforcing private agreements. Contracts between a club and family are independent of any region obligations and policies.

The Carolina Region Board of Directors endorses the Athlete and Club Bill of Rights, the Club Fair Tryout Pledge, and the importance of all school volleyball programs. Families are encouraged to support clubs that enact policies and procedures that also support those ideals.

**C. Indoor Junior Division Structure:** The Junior division will be broken into East and West geographic areas (a North/South line through the Greensboro area will be the approximate dividing line with the Greensboro clubs and tournament sites going into the East). Teams will indicate to the Region when they register where they think their team fits among all the other teams (top 20%, next 20%, and so on). CLUB teams will be entered in the Tournament System's initial Standings based on which percentage group they choose. Teams will be assigned to tournament sites in groups of FOUR (4) based on their position in the Standings (this will occur for ALL tournaments). Points will be calculated and updated in the system based on a team's results in each match. The tournament entry deadline for Junior Tournaments will be TWO weeks before a tournament since the Region will not be able to assign teams to tournament sites until AFTER the results of the prior tournament are calculated. The majority of sites will now have all four-team pool play so LATE entries or requests to play at another site/age group will not be allowed (unless it allows us to have another 4-team pool at a lower site). Teams may request to play at a higher Age bracket and in a different geographic area if their competitive level warrants it. However, these requests will only be allowed if REQUESTED BEFORE the entry deadline for that specific tournament. Requests to play in a higher age group/different geographic area should be submitted to the Region Office by email at least one week before the entry deadline.

**D. Junior Boys Information:** In the interest of promoting and growing boys' volleyball in North Carolina, the membership fee for Boys 18 and younger will be \$25 (representing the USAV admin fees only-the Region portion will be \$0). All applicable registration deadlines and late fees still apply (See Section IX. A.) If competitive opportunities for Boys' 12 & Under teams do not meet their needs, they will be permitted to enter appropriate level girls' 13's or 14's tournaments if there is room after the entry deadline. In such a situation, results against boys' teams will count in pool standings, and they will be eligible for playoffs should they qualify. If a boy's team makes the playoffs in a girl's tournament one week, they will automatically be moved to a higher age and/or site with the next tournament they play in. For in-Region play, all boys' teams will be considered part of the same club and permitted to borrow players under the current Club Player Movement Policy (a boy's unaffiliated Player list will also be provided on the Carolina Region website if there is interest). For the Girls' 13-and-under age group, teams will be allowed to form coed rosters in order to encourage participation for boys and girls in these age groups. There will be a limit of TWO boys on a Girls' coed roster. The Region will work with these teams to find an appropriate Girl's division to play in, and a Girls' coed team will be treated as a Girl's team for tournament entry priority purposes. Coed teams will only be eligible to play in Carolina Region-sanctioned one-day events including Regional Championship Events. A coed team will need permission by the applicable Tournament Host to participate in any CR-sanctioned multi-day tournaments and out-of-Region events (since they are more likely to be inter-regional events). To further promote the growth of Boys' volleyball, the Carolina Region will publish a 2024 Boys Tournament Schedule to provide more tournament opportunities for boys in North Carolina. This schedule is available on the Carolina Region website.

**E. Junior Team Sportsmanship, Junior All-Tournament Teams, and Officiating Awards:** The Junior Division will continue to recognize the positive Team aspects of the sport of volleyball by identifying teams with Good Sportsmanship and Good Officiating teams. The Adult Officials will have the opportunity to vote/recognize teams at each tournament that exhibit Good Sportsmanship, both on and off the court (honor calls, cleaning up their benches and team area, etc). Teams with the most votes will be recognized with a Team Sportsmanship Award at the end of the season. There is no longer a limit of one winner per division, but teams must receive multiple votes in order to be considered and there is no requirement that all divisions have a winner. Teams that take their officiating duties seriously and professionally and are recommended by the Adult Officials as deserving recognition will be recognized by the Carolina Region. The Carolina Region will honor an All-Tournament Team at the Carolina Regional Championships for each age group. The All-Tournament Team will consist of eight players: three from the tournament champion team; two from the runner-up team; one each from the other semi-finalist teams; and an MVP that does not have to come from the Champion team. The coaches of those respective teams will choose the All-Tournament Player(s) from their team after their playoff matches (there is no vote involved for participating teams). The MVP will be selected by a committee made up of the Tournament Director, the paid officials working the championship match, and the Head Coaches from the two finalist teams. The tournament director will chair the committee and break any tie. An ATT team will not be named at the individual East and West Regional Championship sites; however, we will announce an MVP at each East/West Regional Championships site (to be selected as outlined above). The top two finishing teams will receive individual awards at all Regional Championships.



**F. National Team Development Program:** USA Volleyball has instituted a National Team Development Program (NTDP) to replace the High Performance Program. Programming details for the NTDP are still being developed by USA Volleyball. They do anticipate having Regional programming options available. The Carolina Region will be evaluating the new program and will look to implement any programming offerings that we can. More information on the 2024 NTDP program will be posted to our web site as details are developed.

**G. Special Rules for Junior Competition:**

- All Junior teams must have two certified referees, one certified scorer, and one certified coach or adult on the roster before being allowed to participate in a tournament. Coaches are not allowed to officiate Junior play. Players must handle these roles [EXCEPTION: Adult Professional Officials will work as R1 for all 12's and 13's tournaments for all matches. With the approval of the head coach and supervising official, a certified player referee may work the second set as R1 during pool play.] Per above, at least one registered adult on the roster must attend a junior clinic and be on the roster as certified so they know the materials the officials are taught and can help their junior officials during the tournaments. The certified coach/adult must physically supervise (i.e. keep outside distractions like food, phones, MP3 players, parents, and other non-working teammates away from the work team) their team while in the vicinity of the score table at all times during the team's officiating assignment. Incomplete work teams (including the certified coach/adult that is not supervising their team in the vicinity of the score table) may be penalized one point per-minute that they are incomplete to a maximum of 25 points in the first set of their next match. The paid official shall monitor the work team and assess the penalty points as needed.
- Coaches Education Policy - The Carolina Region believes that every player deserves a coach trained in the current techniques and safety issues of the sport. All Head and Assistant Coaches are required to have at a minimum, current IMPACT and SafeSport certifications in order to coach in the Region. An IMPACT certification now grants **three seasons** of coaching eligibility in the Carolina Region. Although USAV IMPACT certification does not expire, the Region believes it is important for coaches to stay current in the field. Attending an IMPACT clinic or other approved Coaching Development Clinic at any time will extend a coach's eligibility for another three seasons.
- All Junior coaches must be at least 18 years of age and at least two years older than the team they coach. However, individuals who have reached their 16th birthday may serve as a rostered Assistant Coach for teams that are a minimum of three age groups younger than the coach. Teams utilizing these junior coaches must register a Chaperone 25 or older also to be on the roster and sit on the bench in the event that the Head Coach is not able to finish a match on the bench. In addition, the Head Coach must be 25 or older and must be on the bench to start all matches. These Junior coaches must comply with all coaching prerequisites (IMPACT/SafeSport) before they can be added to the roster. In the event, the coach turns 18 during the season, they must clear the USAV Background Screen policy and would be governed by the current Coaches' policy as found below.
- All adults affiliating with a Junior Club are required to agree to the USAV Code of Ethics and an Acknowledgement of SafeSport and MAAPP statement and submit a USAV Background Screen during the registration process. Any individual that does not pass the Background Screen will be prohibited from participating in all USAV-sanctioned Junior events and activities.
- All adults affiliating with a Club must have a current SafeSport certification in their USAV member record. Individuals will automatically be enrolled in an applicable SafeSport course whenever they purchase a membership affiliated with participation in a Junior program. SafeSport certification must be renewed once it expires to remain eligible to participate in USAV-sanctioned Junior activities.
- Tournament entry registrations are due **two** weeks before each tournament and must be sent to the Region Office (except for the sanctioned special multi-day tournaments like the Jr Hi Neighbor/Quest/MAPL that go directly to their attention).
- Teams may participate in two different tournaments on one weekend if the age groups and schedule allows it.

**H. Coaches' Meetings:** All teams must have a representative (coach, parent, coach from same club, or player all acceptable) at the mandatory 8:30 am Coaches' Meeting. This is so that the Tournament Director can verify all teams are in attendance, go over the pool and playoff formats, and distribute other information that all teams need to hear. If a team is not represented and they later show (existing guidelines in the Tournament Director's Handbook for when to drop a team is still in place) without a reasonable excuse, and they have not called indicating they would be late, then they may forfeit their first set as penalty for missing the Coaches' Meeting (Tournament Director's Discretion).

**I. Serving Rule for 12-and-under tournaments:** (a) For the first regular season tournament of the sanctioned season, all 12's divisions will establish service lines 6 feet (2 meters) and 3 feet (1 meter) inside of the normal service line. Players will be allowed the OPTION to serve from the 6-foot line on their first serve during each term of service. If the team wins the point, they must move back to the 3-foot line. If they win that point, they must serve from normal service line for the remainder of that term of service. (b) Beginning with the second tournaments of the sanctioned season and continuing to the end of the regular season, the 12's Division 1 site will play using the normal service line in the USAV Rule book; all other 12's sites will play using the modified service lines described above in (a). (c) For all Regional Championship Events and National bid tournaments, all 12's divisions will play using the normal service line in the USAV Rule book.

**J. Guidelines for Junior Tournament Awards:** The North Carolina High School Athletic Association (NCHSAA) requires that awards earned by high school athletes have a limited value. Acceptable awards include medals, trophies, plaques, ribbons, or similar items with no intrinsic value. T-shirts, bags, water bottles, hats, or clothing are just some examples of awards that are NOT permitted under NCHSAA rules. If in doubt, contact the Region Office or the NCHSAA office (919.962.2345).

**K. Player Movement Before Regionals:** No Club Player Movement will be allowed and no new players may be registered or added to the roster of any Junior team within 7 days of that team's Regional Championship Event unless required due to verifiable injuries (see Section IX, paragraph H and L, page 16).

**L. Out-of-Region teams:** All out-of-Region teams will be assigned to sites with the TOP teams grouping (or next highest) of the age group of the oldest player on their team in all regular Carolina Region sanctioned tournaments (Jr Hi Neighbor, Quest, and other multi-day tournaments may have their own team acceptance policies). Teams will be allowed to play in lower groupings with confirmation of their team's level of play from their Region's Commissioner or Junior Coordinator. Out-of-Region teams will only be assigned if it allows additional sites to have a 4-team pool format.

**M. Alcoholic Beverage Policy:** The Carolina Region supports the following Resolution adopted by USA Volleyball:

WHEREAS, the U.S. Volleyball Association (USVBA), is the National Governing Body for the sport of volleyball in the United States of America, as authorized by the U.S. Olympic Committee consistent with the Amateur Sports Act of 1978, and

WHEREAS, it is a purpose of the USVBA to conduct national championships and open competitions, and also to establish standards for Group D Member Organizations (regional volleyball associations), and

WHEREAS, it is deemed inappropriate to conduct activities for participants registered as Junior Olympic Volleyball athletes, and others deemed minors by State and National Statutes in locations distributing alcoholic beverages,

BE IT RESOLVED that the USVBA Executive Committee establish policy that reads: "That the sale and/or distribution of alcoholic beverage at a site conducting Junior Olympic Volleyball activities be strictly controlled in accordance with the local, state, and national laws, and that the coaches be charged with maintaining the ethical responsibility for standards regarding alcohol consumption.

AND BE IT FURTHER RESOLVED that this resolution be formally stated as USVBA policy for all events in this category, and included in its policy statements in the Administrative Manual.

#### **XIV. PRIVACY POLICY**

The Carolina Region's policy is to respect and protect the privacy of our members. The Carolina Region Board of Directors has adopted a Privacy Policy outlining the type of information (both online and off) we collect from members and visitors to our web page and how we use it. To receive a copy of the Privacy Policy, contact the Region Office or view it online at: <http://www.carolinaregionvb.org/privacy-policy/>

**RESTATED BYLAWS  
OF  
CAROLINA REGIONAL  
VOLLEYBALL ASSOCIATION**

**Article I: Name**

The name of the Corporation shall be the CAROLINA REGIONAL VOLLEYBALL ASSOCIATION.

**Article II: Offices**

The principal office of the Corporation within the State of North Carolina shall be 3770 Clemmons Road, Suite C, Clemmons, North Carolina, 27012 or such other place as the Board of Directors may from time to time determine. The Corporation may have such other offices, either within or outside the State of North Carolina, as the Board of Directors may from time to time designate, or as the business of the Corporation may require from time to time.

**Article III: Mission**

The primary purposes for which this Corporation is organized are to foster national and international amateur volleyball competition for the benefit of children and adults in the State of North Carolina. In furtherance of these primary purposes, the following objectives and guiding principles are set forth:

1. To teach the sport of volleyball to children and adults by holding clinics conducted by qualified instructors in schools, playgrounds and parks;
2. To provide practice volleyball sessions, classroom lectures, seminars and panel discussions through which selected trainees may be schooled in competitive coaching, playing, officiating and scouting techniques;
3. To foster and conduct local, regional, state and national amateur volleyball competitions;
4. To act as the official representative of the United States Volleyball Association within an area designated as the Carolina Region;
5. To select and train suitable candidates in the techniques of volleyball in national and international competition and thereby improve the caliber of candidates representing the United States in Olympic, Pan American and World Games competitions;
6. To foster and conduct amateur volleyball programs between the United States and foreign nations for the exchange and training of suitable candidates in the techniques and practices of volleyball in countries other than their own.

To carry out the purposes of this Corporation, the Corporation shall have the power to receive and hold money or other property, tangible or intangible, real or personal, for any of the purposes of the Corporation, from whatever (lawful) source(s) derived.

The Corporation shall also have the power to borrow money and to mortgage or pledge real or personal property as security therefore to use, borrow, or expend the funds and property of the Corporation and do all things necessary or convenient to carry out the powers and objectives expressly granted, or reasonably implied therefrom.

**Article IV. Composition of the Board of Directors**

**Section 1: Qualifications.** Membership on the Board of Directors shall be open to all members of the Carolina Regional Volleyball Association who are interested in furthering the purposes and objectives of the Corporation as expressed in Article III of these Bylaws.

**Section 2: Officers and Representatives.** The Board of Directors of the Carolina Regional Volleyball Association will be made up of a minimum of the following voting members:

1. President.
2. Treasurer.
3. Secretary.
4. Immediate Past President.
5. Youth & Junior Girl's Representative.
6. Youth & Junior Girl's Representative – East.
7. Youth & Junior Girl's Representative - West.
8. Youth & Junior Boy's Representative.
9. Officials' Representative.
10. Outdoor Representative.

**Section 3: Selection of Board Members.** The President, Treasurer and Secretary shall be nominated and elected pursuant to the rules set forth in Article IV, Sections 7 and 8.

The Youth & Junior Girl's Representatives and the Youth & Junior Boy's Representative must each have a strong interest in promoting Youth & Junior-level volleyball and sufficient experience in organizing and or coaching Youth & Junior-level volleyball to be able to help coordinate the Region's Youth & Junior activities as well as related coaching development programs. These representatives shall be nominated and elected pursuant to the rules set forth in Article IV, Section 8.

The Officials' Representative shall be nominated and elected pursuant to the rules set forth in Article IV, Section 8.

The Outdoor Representative shall be nominated and elected pursuant to the rules set forth in Article IV, Section 8.

**Section 4: Commissioner.** The Board of Directors will appoint a Commissioner who shall be the principal representative to USA Volleyball (reference USA Volleyball Bylaws Article IV 4.01.D.1. and Operating Code VII.D, as same may from time to time be amended) and carry out such other duties as may be directed by the Board of Directors. Such person shall be appointed for a term as approved by the board and may serve as many successive terms as the Board of Directors determines is in the best interest of the organization. The Commissioner shall be a member of the Board with voice but without vote (unless said person separately has been elected to a separate voting position on the Board of Directors). Carolina Region staff members are eligible for the position of Commissioner.

**Section 5: Appointed Board Members.** At the discretion of the Board of Directors, additional At-Large members of the Board of Directors may be appointed for a term not to exceed three (3) years, subject to approval by a majority of the Board of Directors. The term of appointment shall be identified at the time of appointment, with the option to extend the term at the discretion of the Board of Directors and by approval of a majority of the Board of Directors.

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by appointment by the President and approval of the Board of Directors until the next election. At the next election, a replacement will be nominated and elected to fill the unexpired portion of the term.

**Section 6: Term of Office.** The term of office for elected Directors shall be as follows:

President, Treasurer, and Secretary shall be elected for a three-year term.

Youth & Junior Boy's Representative, Youth & Junior Girl's Representatives, Official's Division Representative and Outdoor Representative serve a minimum of one year to a maximum of three years as agreed upon by their constituent Advisory Board.

The offices of President, Treasurer and Secretary are subject to a two consecutive term limit. Individuals who have served two consecutive terms in one office are eligible for election to another office. By two-thirds majority vote of the Board of Directors, these term limits may be set aside one time for any one individual in any one office. That is, with the approval of two-thirds of the voting power (i.e., 6 of 8; 7 of 9, etc.) of the Board, any individual may serve an additional three-year term in any one office after serving two consecutive terms.

**Section 7: Officer Nominations.** Nominations shall be announced at least one month prior to the annual meeting. The Nominating Committee shall consist of the Junior Girl's and Junior Boy's representatives and the Official's representative; the Nominating Committee will make nominations for the offices of President, Secretary and Treasurer. Nominations will also be accepted from the floor or as write-in candidates at the time of the election. All nominees must meet the requisite qualifications (set forth below) for the position on the Board that they seek.

**Section 8: Election.** The President, Secretary and Treasurer of the Board of Directors shall be elected by a majority vote of the team representatives.

At the beginning of each season, each team must register and identify one adult (1) team representative with the Carolina Regional Volleyball Association. Each team representative shall be entitled to one (1) vote for each Board position being voted upon. Each election cycle, the Organization will select a vendor to conduct the election with a secure online voting system. Each team representative will receive an email with voting instructions at least twenty-one days before the Annual Meeting. Any team representative that has not cast a valid vote through the approved online election vendor may submit their vote in-person at the Annual Meeting. Proxy votes will not be allowed.

The Youth & Junior Girl's and Boy's Representatives, the Officials' Representative and Outdoor Representative shall be elected using the procedure set forth in Section E of the Operating Code, as defined in Article XIX of these bylaws.

Newly elected Carolina Region Directors will take office immediately upon confirmation of their election results.

**Section 9: Timing.** Officer elections shall be held during the Carolina Regional Volleyball Association Annual Meeting.

**Section 10: Removal.** Any current member of the Carolina Regional Volleyball Association, upon ten (10) days notification in writing to the President, copied to the Secretary, and accompanied by a petition signed by fifty (50) current Carolina Regional Volleyball Association regular members, may appear on the agenda of the next regular Board of Directors meeting and, in a presentation not to exceed ten (10) minutes, state his or her case for removal of a Director.

Any Director, upon ten (10) days notification in writing to the President, copied to the Secretary, may appear on the agenda of the next regular Board of Directors meeting and, in a presentation not to exceed ten (10) minutes, state his or her case for removal of any other Director.

The President will notify any challenged Board Member in writing of the upcoming notice of removal. The challenged Board Member will also be given time, not to exceed ten (10) minutes, for rebuttal. At the discretion of the then-current President, equal amounts of additional time, not to exceed an additional ten minutes each, may be allotted to the involved parties where necessary to more fully develop the relevant issues. The matter will then be tabled until the next meeting of the Board of Directors, which must take place within thirty (30) days, at which time discussion and vote will be taken. The vote for removal of a Director must be by at least two-thirds (2/3) of the full voting power of the Board of Directors.

## **Article V. Board of Directors**

**General Statement:** The Carolina Regional Volleyball Association Board of Directors, in furtherance of the specific and primary purposes of this nonprofit corporation as expressed in its Articles of Incorporation, may perform such acts as are reasonably necessary or convenient to exercise the powers of this nonprofit corporation as enumerated and stated in its Articles of Incorporation, and generally may do or perform, or cause to be done or performed, any act which the Corporation lawfully may do or perform in the furtherance of its specific and primary purposes as stated in its Articles of Incorporation.

**Policy Governing the Exercise of Power by the Board of Directors:** It shall be the policy of this Corporation to budget and disburse each year substantially all of its ordinary net income in the furtherance of its primary and specific purposes as stated in its Articles of Incorporation. Budgeted items that meet the above criteria may include deferred or long-term projects that extend beyond the current year. It also shall be the policy of this Corporation that this Corporation shall not engage in any of the following transactions:

1. Lending any part of its income or principal to any member, employee, officer or board member, or to donors, members of the families of donors, or corporations controlled by donors or members of donors' families;
2. Making any part of this Corporation's services available, on a preferential basis, to any member, employee, officer or board member, or to donors, or to members of donors' families, or to corporations controlled by donors or members of donors' families;
3. Making any substantial purchase of securities or other property from any member, employee, officer or board member, or from donors, members of donors' families, or corporations controlled by donors or members of donors' families, for more than adequate consideration;
4. Selling any substantial part of the property of this Corporation to any member, employee, officer or board member, or to donors, members of donors' families, or corporations controlled by donors or members of donors' families for less than adequate consideration;
5. Engaging in any transaction that results in a substantial diversion of the income or corpus of this Corporation to any member, employee, officer or board member, or to donors, members of donors' families, or corporations controlled by donors or members of donors' families.

**Section 1:** The business, property and affairs of this Corporation shall be managed by the Carolina Regional Volleyball Association Board of Directors; as is described in Article IV above.

**Section 2:** The directors, other than the first Board of Directors, shall be elected as specified in Article IV above. The first Board of Directors consisted of Frederick N. Wendelboe, Teresa K. Dail, and Richard Bardolph, Jr.

**Section 3:** A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by simple majority vote of the then-remaining members of the Board of Directors for the unexpired portion of the term.

**Section 4:** The President of the Corporation shall appoint the chair of all standing or special Committees with the approval of the Board of Directors.

**Section 5:** Regular or special meetings of the Board of Directors may be held at a set time as published in the Regional Newsletter or website at such times and at such places as shall from time to time be determined by the Board, or as determined by the President. The Board of Directors may hold conference calls, online meetings, or electronic votes in order to conduct business between regularly scheduled board meetings.

**Section 6:** Each Director shall hold only one (1) Board position and be entitled to only one (1) vote. The Organization may utilize electronic voting through email, website polls, or other electronic means as long as the vote can be positively attributed to a Board member. Proxy votes will not be allowed.

**Section 7:** Directors shall serve without compensation. No person who now is, or who later becomes, a Director of this nonprofit Corporation or its Divisions shall be personally liable to its creditors for any indebtedness or liability, and any and all creditors of this nonprofit Corporation shall look only to the assets of this nonprofit Corporation for payment.

The Board Members may be reimbursed their reasonable, actually incurred costs and expenses for attending meetings and other USA Volleyball meetings, if and to the extent budgeted and authorized, in advance, by the Board of Directors.

The Corporation Directors' and Officers', Committee Chairs', Committee Members' and Advisory Board Members' activities on behalf of the organization shall be specifically indemnified by the Organization.

**Section 8:** The Executive Committee of the Board of Directors shall consist of the Officers of the Corporation (listed in Article VI, below) as well as other Directors elected to the Executive Committee as described in Article XVI, Section 1 below.

## **Article VI. Officers**

**Section 1:** The Officers of this Corporation shall be those listed below. The term of office for the Officers shall coincide with their respective terms as Directors. Each Officer shall hold office until his/her successor shall have been duly elected and qualified, or until his/her death, or until he/she shall resign or shall have been removed in the manner provided in Article IV Section 10.

**Section 2:** The Board of Directors as specified in Article IV, Section 2, may remove with a two-thirds majority vote of the full voting power of the Board of Directors, any Officer elected or appointed by the Board of Directors whenever, in its judgment, the best interest of the Corporation would be served thereby.

**Section 3:** A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by simple majority vote of the then-current members of the Board of Directors for the unexpired portion of the term.

### The President

1. Shall be a director of the Corporation.
2. Shall, in general, supervise and control the business and affairs of the Corporation.
3. Shall be principally responsible for the oversight of the staff and other such persons the Corporation may employ.
4. Shall, when present, preside at all meetings of the Board of Directors.
5. May sign, with the Secretary or any other proper Officer of the Corporation thereunto authorized by the Board of Directors, any deeds, mortgages, bonds, contracts or any other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws to some other officer or agent of the Corporation, or shall be required by law to be otherwise signed or executed. The President shall notify the Board in writing within 10 business days of any such activities.
6. Shall prepare or cause to be prepared a budget to be submitted to the Board of Directors for its approval at its last regular meeting prior to the start of the fiscal year.
7. Shall, in general, perform all duties incident to the office of President, and such other duties as may be prescribed by the Board of Directors from time to time, or be reasonably incidental thereto.

### The Secretary

1. Shall keep or cause to be kept the Minutes of the Directors' meetings in one or more books provided for that purpose.
2. Shall see that all notices are published as provided for in these Bylaws or as required by law.
3. Shall be responsible for maintaining and safe keeping the corporate records, other than the financial records that shall be maintained by the Treasurer.
4. Shall, in general, perform all of the duties incident to the office of Secretary, and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

The Treasurer

1. Shall be responsible for the oversight of the Corporation's financial operations; oversee receipts and disbursements for moneys due and payable to the Corporation from any source whatsoever and cause the deposit of all such moneys in the name of the Corporation in such bank, trust companies or other depositories as shall be selected in accordance with the provisions of these Bylaws.
2. Shall, in general, perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.
3. Shall, by the close of the fiscal year, place or cause to be placed, all bank records and corporate records with the Regional Office.

The Immediate Past President

1. Shall be the individual whom most recently served as President whose term has expired.
2. Shall be a Director and Officer of the Corporation.
3. Shall retain full Director privileges including, but not limited to, introducing motions and voting.
4. Shall serve on the Executive and Personnel Committees.
5. Shall perform such other duties as from time to time may be assigned by the President or the Board of Directors.
6. Shall become interim President in the event and for any time period that the President is unable to serve. The Immediate Past President shall serve until the sitting President is replaced by a new President, either by election or appointment. A President who is removed from office is not eligible to serve as Immediate Past President.
7. If the position of Immediate Past President is vacant, the Board of Directors shall, at the next meeting following the election appoint a Vice President to serve during the term of the President.

Special Qualifications for Officers: The Board of Directors may waive or otherwise set aside these special Qualifications for good cause or need shown, by a two-thirds majority vote of the full voting power of the Board.

**The President** must have been 1) a Director of the Corporation for at least two of the four years preceding the election and 2) a regular member of the Carolina Regional Volleyball Association for at least two years preceding the election. A person must meet the qualifications stated in the preceding sentence in order to petition or be nominated for or elected to the position of President.

**The Secretary** must 1) be a regular member of the Carolina Regional Volleyball Association, and 2) have served as a Voting Member of the Carolina Region Board of Directors or one of its Divisions for at least one of the three years preceding the election. A person must meet the qualifications stated in the preceding sentence in order to petition or be nominated for or elected to the position of Secretary.

**The Treasurer** must 1) be a regular member of the Carolina Regional Volleyball Association, and 2) have served as a Voting Member of the Carolina Region Board of Directors or one of its Divisions for at least one of the three years preceding the election. A person must meet the qualifications stated in the preceding sentence in order to petition or be nominated or elected to the position of Treasurer. The experience and knowledge of financial matters of the nominee or petitioner should be considered.

**The Immediate Past President** must 1) be a regular member of the Carolina Regional Volleyball Association, and 2) have served at least one full term as Carolina Regional Volleyball Association President.

Any regular member of the Carolina Regional Volleyball Association may become eligible for any officer position other than Past President without meeting the Director's service requirement upon presentation of a written petition signed by 10% of current regular members of the Region, membership to be verified by the Region office staff. The petition must list the current membership number of all signatories.



**Article VII. Staff**

The Corporation may employ such staff as may from time to time be necessary for the fulfillment of its goals. The Board of Directors shall employ a **Chief Executive Officer (CEO)**. The CEO:

1. Shall in general supervise and control all of the business and affairs of the Corporation.
2. Shall be principally responsible for the hiring and oversight of any staff and other such persons the Corporation may employ for compensation.

The President as well as the Executive Committee in its role as Personnel Committee will be responsible for managing the activities of staff. Staff may, with the approval of the Board of Directors, serve as an ex-officio member of the Board of Directors.

**Article VIII. Division Advisory Boards**

The Board of Directors may create Division Advisory Boards to represent membership divisions, govern the operations and address issues related to their division within the guidelines set by the Carolina Regional Volleyball Association Operating Code.

**Article IX. Assets**

**Section 1:** No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors.

**Section 2:** Deeds, mortgages, leases and contracts approved by the Board of Directors may be signed by both the President and the Secretary or by such other person or persons as the Board of Directors may authorize.

**Section 3:** All bank checks drawn against the Corporation's checking accounts shall be signed by the President, Treasurer, Executive Director, or by such other person or persons as the Board of Directors may from time to time determine.

**Section 4:** All funds of the Corporation not otherwise employed shall be deposited as received in the Corporation's checking account or in a savings account or investment vehicle with such bank or banks or other depositories as the Board of Directors may select.

**Section 5:** Dues, annual or otherwise, shall be set by the Board of Directors and specified in the operating code.

**Article X. Fiscal Year**

The fiscal year of this Corporation shall begin October 1 and end on September 30.

**Article XI. Meetings**

The corporation shall hold an Annual Meeting each year at a time and place determined by the Board with at least 30 days notice to the membership.

**Article XII. Seal**

A corporate seal is not required.

**Article XIII. Waiver of Notice**

The transactions of any meeting of the Board of Directors, however called and noticed or wherever held, shall be as valid as though taken at a meeting duly held after regular call and notice, if 1) a quorum is present, and 2) either before or after the meeting, each of the directors not present signs a written waiver of notice, a consent to holding the meeting, or an approval of minutes. The waiver of notice or consent need not specify the purpose of the meeting. All waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Notice of a meeting shall also be deemed given to any director who attends the meeting without protesting before or at its commencement about the lack of adequate notice.

**Article XIV. Proxies**

Proxies will not be allowed for any Board of Director or Advisory Board meetings or elections.

**Article XV. Quorum**

One-half (1/2) of the members of the Board of Directors shall constitute a quorum for the transaction of non-financial business.

Two-thirds (2/3) of the members of the Board of Directors shall constitute a quorum for the transaction of financial business and approval of Bylaws amendments.

A quorum is not required in order for an Advisory Board to meet and discuss issues within their divisions. All action items passed by Advisory Boards must be ratified by the Carolina Region Board of Directors.

**Article XVI. Committees**

**Section 1: Executive Committee**

There shall be an Executive Committee of the Board of Directors of this Corporation, which shall consist of the Officers and one representative from the remaining members of the Board of Directors, elected annually at the first meeting of the Board of Directors following the Annual Meeting of the Corporation. The Executive Committee shall serve as the Personnel Committee for the Corporation, and may conduct the affairs and business of the Corporation, as directed by the Board of Directors, except for those matters which may only be conducted by the Board of Directors or by the membership of the Corporation, or both.

- a) Vacancies in the membership of the Executive Committee shall be filled by the Board of Directors at a regular meeting, or at a Special meeting called for that purpose;
- b) A majority of the members of the Executive Committee may fix its rules of procedure;
- c) All actions taken by the Executive Committee shall be by a majority of those serving on the Committee if taken at a meeting or by unanimous written approval if taken without a meeting;
- d) Meetings of the Executive Committee may be called, from time to time, at the direction and upon the request of the President;
- e) Notice of such meetings, unless waived, shall in each instance be given verbally or by other means to each member of the Executive Committee at least three (3) days before the meeting;
- f) The Executive Committee shall keep records of its activities and proceedings, as it may deem appropriate;
- g) All actions by the Executive Committee shall be reported to the Board of Directors at the meeting succeeding such action and shall be subject to revision, alteration, and approval by the Board of Directors; provided, however, that no rights or acts of third parties shall be affected by such revision, alteration and approval.

**Section 2: Standing Committees**

The Board of Directors may create Standing Committees within the Guidelines set by the Carolina Regional Volleyball Association Operating Code. This shall include, but not be limited to, a standing Nominating Committee.

**Section 3: Ad Hoc Committees**

The President, with the approval of the Board of Directors, shall have the authority to appoint, for a limited and defined term, such other committees, as deemed appropriate, within the Guidelines set by the Carolina Regional Volleyball Association Operating Code.

**Article XVII. Amendments**

These Bylaws may be amended, altered, or repealed and new Bylaws may be adopted by a two-thirds (2/3) vote of the Board of Directors present at any regular or special meeting; provided however, notice of the proposed amendment had been submitted to the President and Secretary in writing at least ten (10) days prior to said meeting.

**Article XVIII. Rules of Procedure**

In all cases not otherwise provided for by these Bylaws, this Corporation shall be governed by Robert's Rules of Order Newly Revised. The President or any individual acting as the leader of a meeting may elect to operate in a more relaxed manner but any Director has the right at any time to ask to resume conduct of the meeting by Robert's Rules of Order Newly Revised, and upon any such request, further proceedings must be so conducted.

**Article XIX. Operating Code**

The Board of Directors is authorized to adopt an Operating Code by which volleyball activity in the Carolina Regional Volleyball Association shall be governed. The USA Volleyball Operating Code pertaining to Regional Volleyball Associations shall be construed to be an integral part of the Operating Code of the Carolina Region.

**Article XX. Net Earnings**

No part of the net earnings of the Corporation shall inure to the benefit of any of its officers, directors or members or any other private individual. No dividend shall be paid and no part of the net earnings of the Corporation shall be distributed to its members, directors or officers.

**Article XXI. Dissolution**

**Section 1:** The Corporation shall have the right to dissolve and discontinue its affairs pursuant to and in accordance with the provisions set forth in Section 55A-44 of the North Carolina General Statutes, as that Section may be amended from time to time, and in accordance with applicable provisions of the then current United States Tax Code and related rules and regulations.

**Section 2:** In the event of dissolution, the assets of the Corporation shall be applied and distributed as follows:

1. All then-known liabilities and obligations of the Corporation shall be paid, satisfied, and discharged, or adequate provision be made therefore;
2. Assets held by the Corporation upon condition requiring return, transfer or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred or conveyed in accordance with such requirements;
3. Assets received and held by the Corporation subject to limitations permitting their use only for charitable, benevolent, educational or similar purposes, but not held upon a condition requiring return, transfer or conveyance by reason of the dissolution, shall be transferred or conveyed to one or more domestic or foreign corporations, societies, or organizations engaged in activities substantially similar to those of the Corporation pursuant to a plan of distribution adopted as provided in these Bylaws;
4. All remaining assets shall revert to the then-existing national USA Volleyball organization, or successor organization thereto, to be used in the same geographic area as the Corporation.

**Section 3:** A plan providing for the distribution of assets, not inconsistent with these Bylaws or with the provisions of the North Carolina NONPROFIT CORPORATION ACT (as amended from time to time), may be adopted by the Corporation when in the process of dissolution and shall be adopted by the Corporation for the purpose of authorizing any transfer or conveyance of assets for which these Bylaws or the North Carolina NONPROFIT CORPORATION ACT requires a plan of distribution, in the manner set forth in Section 55A-40 of the North Carolina General Statutes (as the same may be amended from time to time).

**Section 4:** It is intended that the provisions of this Article XXIII shall be and remain consistent with the provisions of the North Carolina NONPROFIT CORPORATION ACT pertaining to the dissolution and liquidation of a nonprofit corporation. Any inconsistency between the provisions of this Article XX and the said provisions of the North Carolina NONPROFIT CORPORATION ACT (as amended from time to time) shall be resolved in favor of the latter.

The purpose of this restatement of the Bylaws of the Carolina Regional Volleyball Association is to codify and combine into this one instrument the original Bylaws of the corporation and all amendments thereto, which have been adopted prior to this date. This document is intended to replace the original Bylaws of the corporation and any and all amendments thereto adopted prior to the date hereof.

IN WITNESS WHEREOF, the corporation has caused this document to be executed in its name by its President and attested by Secretary, pursuant to authority duly given, this the 23rd day of July, 2019.

ATTEST: CAROLINA REGIONAL VOLLEYBALL ASSOCIATION

## **INTRODUCTION TO JUNIOR TOURNAMENT DIRECTOR'S HANDBOOK**

The Carolina Region is always looking for safe, well-maintained facilities in which camps, tournaments and clinics can be conducted for its members. These sites may be a public or private school, a YMCA, a Park & Recreation Center, a college or other indoor location.

The purpose of obtaining these sites is to benefit the members of the Carolina Region in some manner and to further the purpose for which the Region has been organized, namely, the promotion of the sport of volleyball.

The Tournament Director assumes responsibility for conducting the tournament, enforcing the rules of the facility, posting and reporting results, purchasing of awards, and bearing the cost of conducting the tournament. The Region, through USA Volleyball (USAV), provides liability, health and accident insurance coverage for REGISTERED participants, REGISTERED hosts and the facility. The Region determines the tournament format, collects tournament entry fees, contacts teams in the tournament concerning information regarding tournaments and retains an administration fee for each entered team.

This handbook covers the conduct of the most popular of all sanctioned events, the tournament, and is part of the sanction contract. It also includes information to help the host organize the tournament, and it spells out the tournament director's responsibilities.

The members of the Carolina Region (through its Board of Directors) and USA Volleyball (through the Regional Commissioner and the printed GUIDE) establish these tournament guidelines. The Tournament Director may submit a request for a waiver of specific rules and/or regulations by completing the designated portion of the Tournament Sanction Request Form. Complete details of the requested waiver are to be written on the form prior to issuance of a sanction to conduct the tournament. In no event is the Tournament Director to deviate from these guidelines without the express permission from the Executive Director or the applicable Junior Representative. All participants in a tournament have the right to examine the sanction document to verify compliance.

This Junior Tournament Director's Handbook supersedes all previously published Tournament Director's Handbooks in the Carolina Region. If there is a conflict between this handbook and another USAV or Carolina Region publication, this handbook is to be followed and the discrepancies forwarded to the Region Office.

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## TOURNAMENT SANCTION PROCESS

Carolina Region Junior Volleyball tournament scheduling will begin in conjunction with the Carolina Region Board of Directors summer retreat. All requests for tournament dates and divisions should be made to the Region Office using the current season's Tournament Sanction Request form beginning September 1<sup>st</sup> for the following season. The form should be filled out and sent to the Region Office as soon as possible, stating the desired tournament date. The tournament requests are taken on a first-come, first-serve basis but additional factors are considered before a specific division is assigned. You may contact the Region Office to find out if the date requested is available. **Note:** We have eliminated "divisions", so teams will just be assigned to sites based on their rankings in the Tournament System. For this reason, we will not be able to tell you a "division" you are hosting. After each tournament entry deadline (2 weeks before the event), we will post the site assignments and TD's will be able to confirm the age group and teams they are hosting. Please indicate how many courts you have available, what club/team you are affiliated with (or "any" if flexible), and the exact location of your tournament. Do not send any money with your Tournament Sanction Request Form. All requests received prior to November 1st will receive higher priority. All Tournament Sanction Request forms should be received by the Region Office at least eight weeks prior to the scheduled tournament date. In the case of conflicting sanction requests, the tournament directors involved will be contacted and a compromise will be negotiated.

### TOURNAMENT SANCTION REQUEST FORMS:

Tournament Sanction Request Forms may be obtained by contacting the Region Office and it is available at the Region's web site (<https://www.carolinaregionvb.org/forms/#tournament-directors>). This form must be completed and sent back to the Region Office at least eight weeks prior to the tournament date providing complete details regarding facilities, location, format (including multi-site playoffs) and classification of teams. Approved formats are detailed later in this handbook. Upon receipt of this form, you may be contacted by the Region Office for evaluation of each facility as discussed later in this section. Tournament Directors anticipating any deviation from Tournament Guidelines must also file a request for waiver with the **REGION OFFICE**.

### SANCTION AGREEMENT:

If a Sanction Request is received at least eight weeks in advance of the tournament date and a sanction is later granted for that tournament, then the Region will guarantee to the Tournament Director:

- (1) that all efforts will be made to use the Tournament Director's facilities to their maximum;
- (2) that by the Monday after the tournament's entry deadline (TWO weeks before the tournament), the Carolina Region will guarantee the number of courts to be used for the tournament, and;
- (3) that the Tournament Director will receive payment for at least four (4) teams per guaranteed court (on average for the entire tournament including Saturday-Sunday tournaments).

No guarantees will be given for sanction requests submitted within eight weeks of the tournament. The above policy may be amended upon mutual agreement by the Carolina Region and the independent Tournament Director.

The Carolina Region office will attempt to send electronic sanction agreements out this season once a tournament is assigned in the system. Once received, please keep your signed Tournament Sanction Agreement Form at the Tournament Director's table for possible review by players and team personnel.

## **SANCTION FEES:**

The Carolina Region Office will receive all tournament entry fees from teams wishing to enter a tournament (except Quest/Carolina Kick Off/City of Oaks/Carolina Classic/MAPL/Carolina Locomotive Challenge/Asheville Junior Hi Neighbor or other special one or two-day sanctioned Events that may be approved after the official Regular season schedule is set). Once all tournament reporting requirements have been met as outlined in the POST TOURNAMENT DUTIES, the Carolina Region Office will mail or send electronically the tournament director their share of the entry fees for regular season tournaments only **LESS** the Region Expenses below:

If request received by December 1:

1. \$10.00 per team administrative fee
2. \$65.00 per team for Officials
3. \$25.00 sanction fee

If request received after December 1, but eight weeks in advance of tournament:

1. \$15.00 per team administrative fee
2. \$65.00 per team for Officials
3. \$25.00 sanction fee

**A \$100.00 sanction penalty may also be deducted if the tournament reporting requirements are not met.**

Tournament Hosts for the Regional Championships sites will receive a flat \$125 per team payment once all tournament reporting requirements are met.

Due to unforeseen tournament entry withdrawals, the balance of the entry fees forwarded could be adjusted as follows: If a team withdraws from the tournament prior to the day of the tournament and the Carolina Region replaces that team, the Tournament Director will receive the entry for the replacement team only. If a team withdraws after the Region Office sends the established pools to the Tournament Director, then the Tournament Director and the Carolina Region will split the entry fee less the appropriate sanction fees. If a team does not show the day of the tournament, then the Tournament Director is awarded the team entry fee.

## **FACILITY EVALUATION PROCESS:**

To ensure a safe and adequate environment for competition, Region Staff (or their approved designee) will evaluate every playing site that may be utilized for all tournaments. A list of all sites must be submitted to the Region Office at least eight weeks prior to the tournament for evaluation. The condition of equipment, court clearances, and court obstructions will be evaluated to set ground rules during the visit. You will be notified immediately if a site is considered unsuitable. If the size of a tournament is reduced due to unsuitable sites, then some divisions may be awarded to another facility. See the enclosed Tournament Evaluation Form to review the issues that will be addressed during the evaluation (The form is for your information only. Do not fill out or return. This form must be completed by a Region Board member or staff).

Before the tournament, it is the Tournament Director's responsibility to examine the facility (including floors/tape damage, equipment, hallways, parking lots, etc.) for damage in existence **BEFORE** a sanctioned volleyball event. Any prior damage should be brought to the facility owner/director's attention and documented in writing to protect the tournament director and the Region from damages claims that were not associated with the sanctioned volleyball event.



## **NOTIFICATION OF ACCEPTANCE (REJECTION):**

The Tournament Director will be notified of a rejection of the Tournament Sanction Request by email or phone as soon as possible. However, under our current Site Assignment process, Tournament Sanctions cannot be approved or rejected until after the tournament entry deadline for a specific tournament date. Once we know how many total entries we have for the tournament at the deadline, we will know how many courts/sites we will need to accommodate those teams. If accepted, the tournament will be included on the tournament schedule and a Tournament Sanction Agreement may be emailed to the Tournament Director for review to complete the Sanctioning process. A Tournament Packet which will include the following will be posted to web site or emailed from the office at the following timelines (tournament entry deadline is two weeks before the tournament date):

1. Current Tournament Schedule (posted online)
2. Current Region Team Standings (posted online)
3. List of teams in the tournament in their assigned pools (posted Monday after entry deadline)
4. List of ineligible teams and players unable to play due to Regional sanctions (if applicable)
5. Official Carolina Region team rosters (emailed 2-3 days before tournament)

The Region Office will announce all information needed (directions, pools, etc.) to those teams entered in your tournament on the Tournament System or by email, if necessary. The following forms are included with this Handbook for your convenience:

1. Official Tournament Entry Form (teams will have their own copies)
2. Facility Evaluation Form (for review only. Do not fill out or return to Region)
3. Score sheets and Lineup Sheet (**NOTE:** use 2024 forms. Please copy and use these!)
4. Blank team roster (suitable for copying if needed)
5. Insurance Forms (have copies available at each site)
6. Official's Pay Report (to verify the adult officials at your tournament)
7. Regional Policy Violation Form
8. Various Playing Format Guidelines

## **EXCEPTIONS:**

Once a Tournament Sanction Form has been approved and the tournament is placed on the schedule, there cannot be any exceptions to format, number of teams per court, or awards offered without the approval of Region Staff. Tournament Sanction Forms should reflect what is happening in the tournament. Changes can only be made before the tournament with approval from Carolina Region staff. In the interest of creating opportunities for play, the Region staff is authorized to waive the sanction and tournament entry deadlines as needed.

## **WAIVERS:**

Waivers or exceptions to normal Carolina Region Guidelines may be requested by the Tournament Director at the time of the Tournament Sanction Form or at any point thereafter. Requests for waivers should be made to the Region Office. Examples of waivers include, but are not limited to, the following:

1. Deadline for requesting tournament sanctions eight weeks in advance
2. Amount of team entry fees because of special circumstances
3. Any variation to standard pool playing format
4. Double/single elimination playing format
5. Multi-site playoff format
6. Starting play at time other than 9:00 am
7. Non-wood/non-abrasive playing surfaces

## TOURNAMENT ENTRY CLARIFICATION

A sanction issued to conduct a tournament is strictly for the age group(s) for which it is issued and covers the conditions outlined in the application and the sanction. Based on the availability of facilities, the Region will attempt to sanction a tournament to accommodate all the teams that enter by the entry deadline. Divisions will be split geographically into East and West realms with the approximate North/South dividing line going through Greensboro (Greensboro will be in the East). For more information on how clubs are split across the Region and how teams are assigned out to the sites, please see this document on our website: <https://www.carolinaregionvb.org/wp-content/uploads/2023/08/2024JuniorGirlsFormatsfinal.pdf>

### ENTRY FEES:

The Carolina Region limits regular season one-day tournament entry fees to \$200.00. The Carolina Region may sanction other one- or two-day events that appear on our Schedule (they will be marked/indicated as “special” events). These special events will set their own entry fees and collect entries directly per their own policies and procedures. The 2024 Regional Championships entry fee for all age groups and divisions will be \$225.

### ACCEPTING ENTRIES:

All regular season and Regional Championship tournament entries should be received by the Carolina Region Office at least TWO weeks prior to the tournament scheduled date (See above about Special Event tournament entries). Entries will be accepted based on the date received in the office within the guidelines for order of acceptance detailed below. If a team is closed out of the previous tournament, the team will be guaranteed a spot in the next possible tournament on the schedule if its’ next entry is valid and arrives before the next tournament’s deadline. If there is an opening, teams may be allowed to enter after the registration deadline with a \$25.00 surcharge. If several entries are received on the same day and cause the team quota established for the tournament to be exceeded, entries will be accepted by random choice. Rejected tournament entry fees can be applied to the next tournament. **No entries will be accepted without a properly completed Carolina Region entry form and fee.**

### ORDER OF ACCEPTANCE (valid and on time):

1. Carolina Region Junior Girls teams bumped from previous tournament in same division
2. Carolina Region Junior Girls teams entered within the division
3. Carolina Region Junior Boys’ u12 teams (in appropriate age/skill division)
4. Out-of-Region Junior teams within the division
5. Junior out-of-division teams if approved by the Region Office

### LATE ENTRIES ORDER OF ACCEPTANCE (as received with \$25.00 surcharge):

1. Carolina Region Junior teams within the division
2. Out-of-Region Junior teams within the division
3. Junior out-of-division teams if approved by the Region

### REFUNDS:

The Carolina Region Office must be notified immediately of any teams withdrawing from the tournament. Failure to notify the Region Office or Tournament Director of a withdrawal will result in a \$50 or higher fine. Teams that have been accepted into a tournament shall receive a full refund if they cancel at least two weeks prior to the tournament date. Teams withdrawing 1 to 2 weeks before the tournament shall forfeit all entry fees unless the Region Office is able to replace the team in the tournament. If a replacement is found, only 50% of the entry fee will be refunded. The entry fee will not be refunded for withdrawals within seven days of the tournament playing date, for whatever reason. Teams may petition the Board at any time for refunds.

## **STATUS OF ENTRY:**

Teams that send entries in for specific tournaments shall assume they are in the tournament unless they hear otherwise. If a team is not accepted in any tournament entered, the team representative will be notified immediately by email or phone. Teams should also check their acceptance into tournaments on the Region Web page at our Tournament System site (<https://tournaments.carolinaregionvb.org/>). Site Assignments and Pool information will be updated on the Tournament System after the entry deadline closes and prior tournament results are uploaded.

## **TOURNAMENT INCLEMENT WEATHER POLICY:**

This policy outlines the rights and responsibilities for the Region, individuals, teams, and Tournament Directors involved with sanctioned tournaments when weather conditions become a concern. **All of the above listed entities must realize that they bear a monetary risk of hosting and/or entering tournaments during the winter months.**

In the event of inclement weather, each individual and team must make the decision whether or not to attend a tournament. This decision must be made regardless of the decisions of other local teams and/or the Carolina Region. Should inclement weather cause a team to decide not to attend a tournament, the team captain or other team representative must notify the Tournament Director and the Region Office immediately. Failure to notify may cause the team to be sanctioned in accordance with the tournament entry/withdrawal policy. If a team has decided to attend but is concerned of the status of the tournament, a team representative should see the Region's Tournament System page with that specific tournament's information first, as we will always keep that up-to-date. If tournaments are cancelled, we will also update our phone answering machine if possible. However, generally speaking, the Region will make every effort to hold a tournament. The Region will almost NEVER cancel a tournament based on "predicted" weather. For bad weather that strikes one to two days before the tournament, the **tournament WILL BE HELD** unless teams are otherwise notified (cancelled tournament information will be on our tournament system website and answering machine [after 5 pm please] and an attempt will be made to notify all teams. Please check these sources before contacting the Region Office. If you must contact the Office, please have only the club/team rep contact the office so duplicate inquiries from the same club/team can be avoided). For inclement weather the day of the tournament, it is unlikely that a tournament director could contact all teams beforehand, so the tournament will be held for all teams that are able to make it (unless severe weather conditions restrict tournament director from facilities).

The Tournament Director is responsible to provide a safe playing environment. If local conditions warrant canceling the tournament or changing a playing site, the Tournament Director must consult with the Region Office immediately. The Region reserves the right to cancel a tournament after consultation with the Tournament Director. The President, Board Rep of the affected division (adult or junior), or Region Staff (in that order) will be charged with deciding whether to cancel a tournament on behalf of the Region. Once a decision has been made, the Tournament Director should also call each team representative notifying of the cancellation or site change. The Tournament Director may also enlist a team representative to help call other teams from the same area.

If at all possible, the Region Office will record a message on the answering machine about the tournament cancellation or site change and update the Tournament System as quickly as possible after consultation with the Tournament Director (of course power outages, bad traveling conditions, or current staff travel plans may affect staff's opportunities to update the answering machine and/or website). If a team does not attend a tournament due to inclement weather but notifies either the Tournament Director or the Region Office, the Region Board of Directors will automatically decide if the team's entry fee will be allocated to another tournament or if the fee will be forfeited based on each team's unique situation. If the team does not notify the Tournament Director or Region Office of their withdrawal from the tournament, then they must submit a written petition to the Board to try to recover their entry fee. If a tournament is canceled by the Region, each team's entry fee will be allocated to the next tournament the team wishes to enter. Teams still must submit a tournament entry by the appropriate deadline for the tournament they wish to use their credit. If a tournament is canceled, the Tournament Director may request reimbursement from the Region for any documented expenses not to exceed 75% of the amount they would have received.

## **TOURNAMENT ADMINISTRATION**

### **SITE MANAGER:**

Tournaments are required to have a non-playing Site Manager whose sole responsibility is to keep the tournament on schedule and accurately record the results for each facility. Tournament Directors and Site Managers (can be same as Tournament Director) must be Carolina Region members, clear the USAV background screen, and complete the online SafeSport course.

### **COURT MANAGER:**

A playing or non-playing Court Manager is recommended for each court whose sole responsibility is to keep the court on schedule.

### **FACILITY ADMISSIONS:**

Tournament hosts of our one-day sanctioned tournaments may charge a maximum of \$5 admission charge for non-participant attendees that are age 11 or older. All children 10 and under and all event participants (to include officials, rostered coaches/staff and players) shall not be charged an admission. Sanctioned multi-day tournaments may also charge an admission fee and may develop their own admission fee policy to meet the needs of the event. Tournament Directors should also make all efforts to provide a welcoming environment for all attendees. A contactless admissions collections process is recommended for the safety of all. Tournament Directors should provide hand sanitizer stations throughout the facility for use by participants and spectators. If appropriate seating is not available for spectators with verified disabilities, then tournament directors are required to allow those participants to bring their own seating into the facility with them.

### **AWARDS:**

The Tournament Director is required as a minimum to supply awards for the first and second place team. The awards must be individual awards for the first-place team, and it is highly recommended that individual awards be provided for the second-place team in multi-court tournaments. The awards for Junior competitions may **only** include plaques, trophies, medals, etc. There can be no awards which have any intrinsic value such as t-shirts, socks, bags, water bottles, shorts, etc. This is a NC High School Athletic Association (NCHSAA) requirement to maintain scholastic eligibility. If there are any questions whether an award is suitable, contact the Region Office or NCHSAA (919.240.7401).

### **REFEREES:**

The Officials Program Director (or their designee) will assign all adult referees for Junior tournaments (as available). Efforts will be made to staff the younger age groups first. The Tournament Director should meet with the Head Referee before the Coaches' Meeting to coordinate schedules and activities. All Junior teams must provide a certified first referee, second referee, scorer, Libero Tracker, and line judges for all pool play matches. Adult Professional Officials will work as R1 for all 12's and 13's tournaments for all matches. With the approval of the head coach and supervising official, a certified player referee may work the second set as R1 during pool play at 12's and 13's tournaments. The Professional Referee should work any third set tie-breaker sets. **NOTE:** Each Junior team must also have an Adult on their roster that has been certified as an official. The certified Adult may not officiate for the team but is to physically supervise their team while in the vicinity of the score table at all times during their team's officiating assignments to assist the paid official. Incomplete work teams (including the certified adult that is not present near the score table) may be penalized one point per-minute that they are incomplete to a maximum of 25 points off their next match. The paid official shall monitor the work team and assess the penalty points as needed. Where available, paid adult officials will work all play-off matches (including matches/sets to break ties if needed [rare]). The Tournament Director should report to the Region office any inappropriate or unprofessional behavior exhibited by Professional officials that are assigned to their tournament.

## **TRAINERS:**

The Carolina Region highly recommends all tournaments to have a certified trainer at each site of their event for the safety and protection of all participants. Contact local colleges and high schools to identify potential trainers as well as professional organizations that provide trainers to athletic events. Trainers should be non-participating, i.e. a coach of a participating team should not be the tournament's trainer. **The U.S. Center for SafeSport and USA Volleyball now require that all trainers be USAV members, clear the USAV Background screen, and complete the online SafeSport course, since trainers have direct contact with minors.** Have trainers contact the Region directly before registering for membership so we can direct them to a low-cost option and complimentary background screen. Tournament Directors must make it clear to any trainers used that they are being hired as independent contractors by the Tournament Director (not the Region) for the tournament. In addition, Tournament Directors should post throughout the facility the phone number and location of the closest EMT/Ambulance service. If a defibrillator is on site, signs should direct participants to its location and use. If available, ice should be on available on site to be used for injuries or injury prevention (a small charge is permissible to any athletes using training supplies).

## **RECYCLABLE RECEPTACLES:**

Tournament Directors need to be aware of, and prepared for, the tremendous volume of trash that will accumulate during a day of play. Everything from drink cans, bottles, and newspapers to discarded ankle tape will be left strewn about the gyms. Providing receptacles for this trash will greatly aid in your clean-up efforts. We urge tournament directors to install well-marked "Glass" and Aluminum Cans" bins (at the very least) in each gym. Local recycling centers should be contacted for suitable bins. If given the opportunity, people are very willing to place their recyclable trash in the appropriate bins.

## **EQUIPMENT/SUPPLIES CHECKLIST:**

1. Awards for 1<sup>st</sup> place and 2<sup>nd</sup> place winners
2. Tournament Director's table
3. Master pool play and playoff poster including officiating assignments
4. Marking pens to be used to record results on pool play and playoff posters
5. Current USAV rule book and current TD Handbook for the Tournament Director's table
6. Several trash cans strategically located
7. Suitable bins for recyclable trash
8. Posters indicating location of eating area
9. First aid kit (including ice)
10. Miscellaneous-Masking tape, measuring tape for checking net height, tape and staples, paper clips, and boxes to keep completed score sheets and team rosters in order
11. Forms: Insurance forms (Incident Report form, Medical Claim form)

## **PER COURT SUPPLIES**

12. Two standards, net, two antennas, one referee's stand
13. Padding for standards, ref stand, exposed cables, or other hard surfaces
14. One Scorer's table and two chairs
15. One new or nearly new USAV approved game ball (see TD section at web site for list)
16. Officiating supplies:
  - a. USAV score sheets and lineup sheets (Use updated 2024 sheets)
  - b. Pencils and Black/blue pen (score sheets use pencils now)
  - c. Visible scoreboard
  - d. Coin for coin toss
  - e. Small pool play schedule taped to each scorekeeping table showing match numbers, teams playing and officiating assignments

## **REGION EQUIPMENT & SUPPLIES:**

The Carolina Region has purchased for the use by its members the following equipment:

1. Two (2) pairs of net antennae
2. Four (4) flip score boards

The Tournament Director should submit to the Carolina Region Office all equipment and supply requests in writing at least two weeks before the tournament. The Tournament Director will be responsible for pick-up/delivery and all stolen or damaged equipment.

FLOOR TAPE – Some facilities are having problems with temporary floor tape that is put down for tournaments. USA Volleyball recommends Tournament Directors use Shurtape floor tape #724 which has a quick release adhesive designed to minimize, if not eliminate, damage to floors. You can place orders for this tape by calling Harrison Brothers, Inc at 877-863-6150. If you use any other type of tape, you will be subject to a \$5000 deductible on any claims made for damage caused by other types of tape. Please see the Floor Tape memo in back of this handbook for more options and information.

## **ROSTER CHECK:**

Once a tournament has been filled, the Carolina Region Office will supply the Tournament Director with valid rosters to verify that all teams accepted into the tournament have been properly registered. These rosters should be distributed at the Coaches' Meeting, verified/signed by the Coach, and displayed at the Scorer's Table during the tournament. **It is the responsibility of the Tournament Director (as well as site/court managers) to ensure that only eligible players compete.** Only those players listed on the rosters received from the office (or phoned/emailed to Tournament Director by Office) are eligible to play, unless the team is a member of a club and they have a completed Club Movement Form from the club to attach to the roster. ALL Junior Clubs may utilize the Club Player Movement policy but may only borrow players from within their own club. All Boys teams in the Carolina Region are considered part of the same Club and may borrow players under the Club Player Movement Policy from any other Boys team in the Region. NOTE: Coed rosters are also allowed at the U13 age groups in the Carolina Region with a limit of TWO boys on a girl's team. When there is no official roster form available for a team (rare), court managers should verify eligibility by checking USAV membership cards (individuals have access to a digital card with the USAV MMS) and photo IDs. In the event of any further problems involving team rosters or any other eligibility questions, the Executive Director may be reached on his cell phone. A message can be left if no one answers. The Executive Director will get back with you as soon as possible, but be aware that he may be involved with a junior tournament elsewhere or traveling. All efforts will be made to return calls as soon as possible. In the event the Executive Director cannot be reached in a timely manner, the TD will make the final decision based on the policies written in this TD Handbook.

## **SEEDING AND ARRANGING POOLS:**

Once a tournament has been assigned, the Carolina Region will then determine how teams will be divided between pools and the seeding of teams within those pools. The Team Standings will be utilized again this season for juniors for the sole purpose of seeding tournaments and arranging pools. Generally, the seeded teams in pools will be placed in the following pool placements: (1) 4-team pool – all teams seeded in spots 1-4. (2) 3-team pool – all teams seeded 1-3. Teams will be placed in pools based on a “snake” process. Our spreadsheet has a tab that shows how the teams are placed into the pools based on their overall seedings. At some tournaments, a 5-team stand-alone tournament may be required. The 5-team tournament format will be a full, round-robin play with the top two seeded teams in the #2 and #4 spot in the pool listings. The Tournament Director/Site Manager is required to abide by the pool seeds and placements as sent through the Region Office. In the event a team does not show the day of the tournament and the tournament director cannot reach a Region staff member, the TD may need to adjust the pools and results spreadsheet. The TD should make every effort to maintain the overall tournament seeding as outlined above and in the spreadsheet example.

## COACHES' MEETING:

The Tournament Director/Site Manager must conduct a Coaches' Meeting thirty minutes prior to the start of play. **AGAIN FOR 2024:** Each team must have a rep at this meeting (coach, player, parent, coach from another team in SAME club, etc. are all OK). If a team is not represented and does not make an effort to notify the Tournament Director why they are late, but later shows (use normal procedure – page 12 – before dropping from tournament), then the Tournament Director has the option of forfeiting that team's first game of the day. Tournament directors are requested to provide a cell phone number or gym phone number, so team reps may contact them if they have travel issues the day of the event. The day of tournament contact number will be added to the facility information on our Tournament System where teams receive their site assignments. During the Coaches' Meeting:

1. All teams should update and sign rosters prior to the first match of the day. Players listed who are not in attendance should be crossed out. New players (that are authorized by Region Office) not listed on the roster should be added, their registration numbers listed, and their membership cards checked. Uniform numbers for each player listed must be provided by each team representative. **Tournament Directors are responsible for verifying the accuracy of rosters.**
2. The Region has instituted a check out policy – all teams must check out of the tournament with the Tournament Director before leaving. This should ensure that teams don't leave without fulfilling their officiating duties (\$200 fine!). Teams that leave without checking out may be subject to sanctions and should be reported with the Regional Policy Violation Form.
3. Lunch break (if applicable) should be reviewed.
4. Policies pertaining to the host facility such as food, drink, etc. should be discussed. Remind the Reps to RESPECT the facility and property (no writing on score tables, don't ball handle in halls, common areas, etc).
5. Recognize available Referee Raters (if available).
6. Identify Trainer, location of emergency equipment (defibrillators) and emergency numbers.
7. Sanction waivers granted should be discussed.
8. Ground rules should be reviewed.
9. Inform all Team Reps that intentional forfeits except by injury may be treated as a Code of Conduct violation by the Region and offending teams may be subject to sanction.
10. Review the Purple Card and Participant/Spectator Behavior Policies with the Reps. Ask that they make sure all their fans understand these policies before play begins.
11. Semi-finals and finals officiating duties should be established. Notify teams that leaving without fulfilling an officiating duty is an automatic \$200 fine and leaving after being specifically told by the Tournament Director their team is officiating will be reported to the Region as a Code of Conduct violation which carries additional penalties which may include suspension of the team from future competitions.
12. Pool play format, playoff format, and officiating assignment should be discussed. See page 13 for updated playoff discussion.
13. Designate a protest committee which shall consist of the Tournament Director and two other persons, preferably regional officers or officials. If Region Staff are on site, they should be included among any protest situations.

## **STARTING ON TIME/WARM UPS:**

All tournament play will begin at 9:00 am with the Coaches' Meeting taking place at 8:30 am. Timed warmups for the first match should begin at 8:50 am, so play begins at 9:00 am. Playing teams will be allowed ten minutes of warm-up for their first match of the day (two minutes warm-up on court, 4 minutes on court for each team). After every team has played at least one match, the warm-up will be eight minutes long (4-4 with serving within the team's time on court). **There will be no Shared Hitting for warm-ups. Playoff Warm-ups (4-team pool tournaments):** For a team's first match of the playoffs, the warm-ups will be ten minutes (2-4-4). Subsequent rounds of playoffs will be 4-4. Tournaments will conclude at a reasonable hour when excessive delays between matches and/or games are eliminated.

## **TOURNAMENT VENDOR POLICY:**

Vendors are strictly prohibited from displaying and/or selling their merchandise at sanctioned tournaments without the expressed consent of the Carolina Region. Vendors that are not associated with the facility or tournament host must purchase a vendor's license in order to sell food or merchandise at Region sanctioned events. The vendor fee for tournament hosts only has been eliminated! The Tournament Sanction Agreement will have an area for the Tournament Director to fill out indicating what will be sold at the tournament (food, drinks, t-shirts, etc.). Vending licenses for outside vendors will still be \$5 per court (maximum of \$20) per tournament or a season license may be purchased for \$100. Direct all vendors to the Region Office to purchase their license BEFORE the event. The regular season license excludes the Regional Championships, which must be negotiated separately with the Region. Season vendor license holders would still have to contact and negotiate with individual Tournament Directors for the right to set up at any sanctioned tournament. The Region should always be notified when vendors are selling at tournaments (even if it's an approved vendor).

## **COURT USAGE:**

Tournament Directors are prohibited from allowing outside groups to use courts/space (even if not in use by the tournament) in the same gym space as a sanctioned tournament without the expressed written consent of Region Staff. Two or more separate gyms at the same campus/facility would not be governed by this policy.

## **REPORTING ACCIDENTS:**

Each Tournament Director should have two types of report forms ON SITE during the event, a USAV Incident Report form and a Medical Claim form. Copies are included. It is important that any injuries or accidents that occur during a sanctioned event or during travel to or from a sanctioned event be documented on the Incident Report form. The insurance company uses the data collected from forms submitted from across the country to document what types of injuries and accidents are occurring at tournaments and to set insurance rates for USA Volleyball. Please fill out the form completely and accurately giving as much detail to the explanation of the incident as possible (i.e. "sprained ankle" doesn't tell much about how the incident occurred). The form should be filled out by the Tournament Director, Club Director, Coach, or an attending USA Volleyball representative (Carolina Region Board member or staff). The original Incident Report form should immediately be sent directly to the Carolina Region Office. The Medical Claim Form should be given to the family of the injured participant. Please inform the injured party to not submit that form until AFTER treatment and primary insurance has handled all their claims.

## **FORMS/MATERIALS:**

All the forms and materials you should need for hosting a successful volleyball event will follow in the pages to come. We have created a section of our web site devoted just for Tournament Directors. If you lose any of these forms, you can download replacement forms at this section. You will need to download Adobe Acrobat Reader (free download from adobe.com) to view and print these documents. We hope you will find this section useful. Please let the Region Office know if there are forms you would like added to the section. The Tournament Director Section can be found at: <https://www.carolinaregionvb.org/td-information-resources/>



## **ALCOHOL POLICY/PARTICIPANT/SPECTATOR/PURPLE CARD BEHAVIOR POLICIES:**

The sale and/or consumption of alcoholic beverages is prohibited at all Carolina Region events unless specifically permitted by the facility and a Tournament Sanction exception is granted. Most facilities used by the Region do not permit the consumption of alcoholic beverages on site. An individual in violation of this rule is considered in violation of the Code of Conduct and is subject to a fine and/or suspension. Tournament Directors have the right to immediately remove an individual(s) from the tournament for violating this policy, and the incident should be reported in detail on the Region Violation Form.

Similarly, the Carolina Region has implemented a Participant/Spectator Behavior Policy to be in effect at all sanctioned events. The full policy is in this Handbook. Please be sure to review the policy completely and be prepared to enforce it. All incidents should be reported to the Region Office within 48 hours of the event on the included Report form (please distribute additional report forms to any witnesses also).

The Carolina Region has also implemented a Purple Card Sanction Policy. This policy gives our Professional Referees more tools to control inappropriate spectator behavior as well. The full policy can be found in the forms section at the end of this book. Tournament Directors should familiarize themselves with this policy and discuss with their professional officials how to use both the Purple Card and Participant/Spectator Behavior Policies to control spectator behavior. Hopefully, the use of purple cards will help prevent TD's from having to enforce the removal of attendees from the facility. Tournament Directors have the responsibility to provide a safe and fun environment for all participants, so please help us keep our events enjoyable for all.

## **INTENTIONAL FORFEITS:**

A few teams in the past that qualify for playoffs early in Pool Play have voluntarily forfeited their last match of pool play to "rest up" for the playoffs. By forfeiting pool play matches, these teams are taking a playing opportunity away from another team that has paid their entry fee in the expectation of playing volleyball. An important objective for the Region in sponsoring volleyball competition is for teams to have fun and enjoy the sport of volleyball. Intentional forfeits in pool play cause at least one team to lose a playing opportunity, and thus, reduces their enjoyment of the event. For that reason, the Carolina Region Board of Directors has decided that intentional forfeits in pool play other than due to injury (in which case they probably should not be playing in playoffs as they did not have a valid sub) may be treated as a Code of Conduct Violation. Specifically, this is "conduct which is inappropriate as determined by comparison to normally accepted behavior". If this situation arises in your tournament, inform the Coach/Rep again (should inform at Coaches' meeting also) that the Carolina Region may treat intentional forfeits as a Code of Conduct violation with penalties ranging from \$50 fines to suspension of memberships. If the team still elects to forfeit even if they later make the playoffs, let them play. After the tournament, please fill out a Region Violation Form completely with all the details and send to the Region Office. The Region will handle it from there. Hopefully, this situation will not arise, and everyone will enjoy the sport for the right reasons.

## **OFFICIATING ASSIGNMENT AND TOURNAMENT FORMAT CLARIFICATIONS:**

A working schedule, including playoff games, should be posted prior to the first match so that teams will be properly informed as to their respective responsibilities. The Carolina Region has adopted standard pool play schedules for our one-day tournaments that tournament directors must follow (schedules found in forms section of this Handbook and are programmed automatically in the tournament spreadsheet). Carolina Region sanctioned multi-day tournaments may utilize different pool play schedules based on the number of teams entered and their published guidelines, but all two-day events must guarantee teams five matches and three-day tournaments must guarantee seven matches. Teams finishing in **LAST** place in pool play competition will be responsible for officiating the first level of playoff competition. The losing teams of the playoff matches will share responsibility for officiating the next level of competition. Factors that should be considered in deciding which team officiates would include distance to travel and which semifinal match is completed first. The Tournament Director will have final authority in this area and should establish this in the Coaches' Meeting. Any teams not fulfilling these assignments will be subject to Carolina Region sanctions. **The paid adult officials should be working as First referee for all playoff matches (including to break ties at end of pool play if applicable [this would be rare under current procedures]).**

## **EMERGENCY SITUATIONS:**

All Tournament Directors should be prepared in the event of accidents and emergencies (such as medical emergencies, fires, hazardous material incidents, bomb threats, suspicious packages or individuals). If you are renting a facility to hold the event, see if the facility has its own emergency procedures or information that you should follow. The Carolina Region has a sample Emergency Response Document available for download at the TD Resources page - <https://www.carolinaregionvb.org/td-information-resources/>

## **TEAM WITHDRAWALS:**

**Before the day of the tournament**, when a team drops out of the tournament, the Region will 1) replace the team dropping out with a team from the waiting list or 2) change to another tournament format if pools or seeding cannot be redrawn.

**The day of the tournament**, when a team does not have a representative at the Coaches' Meeting and has not contacted the Tournament Director, pools should be adjusted (switch late team with another team not scheduled to play first) to meet approved formats in respect to number of teams per pool, playing format, and seeding. If the team arrives before the start of play for the second match, pools and formats will be readjusted to accommodate the late arriving team (NOTE: TD may forfeit one set for the late arriving team if they did not notify of their status – see page “Coaches Meeting” on page 9). Once the second match begins, no further adjustments will be made. Teams delayed past the start of the second match will not be permitted to play. Entry fees for teams in these circumstances will not be refunded. Teams delayed by extenuating circumstances may appeal the forfeiture of fees in writing to the Region Office.

In the event a team withdraws from a tournament once it has begun, all games won by team are to be counted. All remaining games will be forfeited 25-0.

## **APPROVED PLAYING FORMATS:**

The following formats are approved for the indicated pool or tournament size:

- Tournaments that have all FOUR-team pools will be played as we have in the past: round-robin pool play, two of three set matches to 25 in pool play starting at ZERO (deciding game to 15, coin flip before set); and top two to playoffs.
- If there is a THREE-team pool at a tournament site with other 4-team pools, the 3-team pool will play a double round-robin schedule to keep it on the same time schedule as the 4-team pools.
- FIVE-team tournaments (may occur at last site assigned after entry deadline) will play a full, round-robin schedule. Matches will be two sets ONLY (no tie-breaker sets) to 25 starting at 0-0. The top two teams by set record will advance to the Finals at the end of the day.
- Tournaments that have SIX teams only will have two THREE-team pools scheduled. They will play a round-robin schedule. All teams will then be seeded into a 6-team playoff.

**Tournament Directors will be required to have a laptop or desktop on site that can run an Excel (latest version preferred) spreadsheet!** The spreadsheet will allow a TD to enter teams into their pool positions, then enter in the winner of the match and it will automatically tell you who plays the following matches.

In the event teams withdraw from the tournament on the day of the tournament, then the Tournament Director will be able to easily switch to the format with the new number of teams in attendance at the tournament. If the number of teams becomes evenly divisible by 4, then they would switch to the standard 4-team pool tournament.

## **OFFICIATING POOL PLAY AND PLAYOFFS:**

All teams scheduled to officiate must be ready to do so. **Once officials have completed their certification, only those individuals listed as certified on the roster should be refereeing or keeping score for their team!** Teams discovered in violation of not using certified referees, second referees, or scorekeepers at sanctioned adult events will be placed on probation for the first offense, be fined \$50 for a second offense, and not permitted to participate in sanctioned events after the third offense. Tournament Director/Site Managers should be active throughout the day of the tournament ensuring that officiating teams are ready to carry out their responsibilities. Teams which leave after pool play has been completed without fulfilling their officiating assignments shall be reported to the Region Office. These teams will be subject to a \$200.00 fine. A second occurrence during the season will result in review of their eligibility by the Competition Committee, in addition to the fine. Teams leaving after specifically being told they must officiate should be reported to the Carolina Region as a Code of Conduct Violation. These teams will be subject to further sanctions including suspension.

## **RULES MODIFICATIONS (for in-region tournaments only):**

**Serving Rule for 12 and under tournaments:** (a) For the first regular season tournament of the sanctioned season, all 12's divisions will establish service lines 6 feet (2 meters) and 3 feet 1 meter inside of the normal service line. Players will be allowed the OPTION to serve from the 6-foot line on their first serve during each term of service. If the team wins the point, they must move back to the 3-foot line. If they win that point, they must serve from normal service line for the remainder of that term of service. (b) Beginning with the second tournaments of the sanctioned season and continuing to the end of the regular season, the TOP 12's SITE (top 8 or 12-teams from the rankings that were assigned out that weekend to SITE 1) will play using the normal service line in the USAV Rule book; the other 12's sites will play using the modified service lines described above in (a). (c) For all Regional Championship Events and National bid tournaments, all 12's divisions will play using the normal service line in the USAV Rule book.

## **DETERMINATION OF PLAYOFF TEAMS:**

**NOTE:** There are differences between determining playoff teams depending on how many teams are in the pool and/or tournament. Be sure you are referring to correct pool/tournament size when reading the descriptions!

At the completion of pool play, the tournament spreadsheet will indicate all the playoff teams and officiating teams using the following criteria. All coaches should be brought together for a brief meeting to outline the playoff schedules and procedures, so all teams are notified.

- In four-team pools (and three-team pools when playing with another pool(s) that has 4-teams in it), the top TWO teams with the best MATCH won-loss record (by Winning Percentage) will advance to the playoffs.
- In five team TOURNAMENTS, the top TWO teams with the best SET won-loss record (by Winning Percentage) will advance to the playoffs.
- In six-team TOURNAMENTS, all six teams will advance to the playoffs after the single, round-robin pool play.

All tie-breaker sets have been eliminated for both Regular season and all Regional Championship events [Exception: the rare instance where three teams are still tied at the point differential level as outlined below]. The tournament spreadsheet will determine all teams advancing to the playoffs automatically from the pool play results using the following criteria:

Regular Season AND all Regional Championship Events Tournament Tie-Breaker Procedures:

- Tie-breaker sets **WILL NOT** be played to break ties between teams.
- Ties will be broken based on Head-to-Head results (if between two tied teams); win percentage for the total sets played during pool play; and then total point differential between tied teams.
- After the above criteria is applied, if there are still two teams tied in point differential for the remaining playoff spot, then the match results between the two tied teams will break the tie.
- In the rare event that three teams are tied in point differential, or two tied teams split their match/sets during pool play, then there will be 15-point tie-breaker set(s) to break the tie(s). In this situation, there would be one 15-point set for two tied teams and two 15-point sets for three tied teams.
- We have programmed the spreadsheet to handle the tie-breaking process automatically, so TD's should not have to do anything manually in the spreadsheet (unless there is the odd tie situation mentioned above. In that case, call the Executive Director to discuss how to handle it-see page 8).

**SEEDING THE PLAYOFFS:**

After pool positions have been established for playoffs (this is applicable for both Regular Season and Regional Championship Events), the Tournament Director will seed the teams as follows:

1. All first-place pool teams will be seeded higher than any second-place team regardless of pool play records.
2. Teams are seeded into their initial pools based on the Carolina Region Rankings. The Carolina Region has established that the highest INITIAL seed in the tournament will go into Pool 1, the second highest seed will be in Pool 2 and the third highest seed will be in Pool 3 (if there are 3 pools). The POOLS will maintain their overall seeding spot in the event there are TWO or MORE UNDEFEATED teams advancing to the Playoffs. Thus, an undefeated team from Pool 1 will be seeded into the Playoffs HIGHER than an undefeated team in Pool 2 and an undefeated team in Pool 2 will be seeded higher than an undefeated team from Pool 3 (if applicable). Undefeated is defined as no match OR set losses (so a 3-0 match and 6-1 set record is NOT undefeated for these seeding purposes).
3. If first place teams have a loss during pool play, the first-place pool teams will be seeded by: (a) match win percentage, or (b) set win percentage (number of set wins divided by number of sets), and (c) then by Total Pool Point Differential (total points won minus total points given up in pool). The Tournament Director should rearrange, where possible, the second-place seeds so teams from the same pool will not meet until the championship match.
4. For six-team tournaments, all six teams will advance to the playoffs. The teams will be seeded into the playoffs per above: (a) the two first place teams in each pool get the top 2 seeds. The other four teams are seeded based on their set win percentage, overall point differential, and TD may adjust so teams from same pool don't play each other in first round.

### **OFFICIATING THE PLAYOFFS (6-team pool formats only):**

1. The top two teams will have byes and will serve as work team for the Quarter-final matches.
2. The teams that lose the quarter-final matches will provide the work team for the semi-finals.
3. The Finals shall be officiated by one of the losing teams of the semifinals. Factors that should be considered in deciding which team officiates should include distance to travel and which semifinal match is completed first (these factors should be discussed at the Coaches Meeting before the Playoffs begin). Ultimately, the TD decides the process used to determine which team will ref the Finals. The decision of the TD is final.

### **APPROVED PLAYOFF FORMATS:**

1. Tournament Directors should discuss the Playoff format at the Coaches' Meeting and again before the Playoffs begin. If time will be a factor, the Tournament Director should notify the Coaches at the morning meeting at what time pool play must be finished to have full match quarter-finals and/or semi-finals. All Finals must be 2-out-of-3 sets to 25 unless both Coaches agree before the Finals to alter the format. The Region recommends the following time guidelines: If semi-finals start by 6:30 pm then they should be 2-out-of-3 sets to 25. If they start after 6:30 pm, then semi-finals "can" be 2-out-of-3 to 25 starting at 5-5 (20-point games). If a specific facility cannot use the 6:30 pm guideline, then Coaches should be informed of an alternate time for full playoffs. If time is not a factor, then the playoff formats below should be followed.
2. For 6 and 8 team playoffs, all playoff matches through the semi-finals will be either 2 out of 3 sets to 25, or if time is a factor, one set to 25 (rally, switch at 13, no cap). **Every match in a specific round of the playoffs must be played with the same format** (i.e., one semi- can not play one set to 25 and the other semi- 2-out-of-3). The Finals will be 2-out-of-3 sets to 25 (3<sup>rd</sup> set to 15). This should be outlined at Coaches' Meeting.
3. For 2, 3, and 4 team playoffs, all playoff matches will be 2-out-of-3 sets to 25 (3<sup>rd</sup> set to 15). Semi-finals may be 1 set to 25 (rally, switch at 13, no cap) if time is a factor. **All semi-final matches must be played with the same format** (i.e., one semi- can not play one set to 25 and the other 2-out-of-3). The Finals must be 2-out-of-3 sets to 25 (3<sup>rd</sup> set to 15).
4. Note – the spreadsheet is only set up to accept match play results for playoffs. If teams decide to alter and only play one set for any round of playoffs, then the TD must still enter a second set score to have the spreadsheet show a match winner and loser. The TD should use the same set score for set 2 to report the results. Teams should be notified that this will be incorporated into the rankings calculation when results are uploaded into our Tournament System. The Region cannot take that set away before uploading. Teams should be made aware of this before the decision to change to one set is made.

## POST TOURNAMENT DUTIES

### THE TOURNAMENT RESULTS:

The Tournament Director should email the completed spreadsheet of the tournament results to the Carolina Region Office within twenty-four hours after the tournament has been completed. Complete results are needed – pool play results with match/set records for each team and playoff results with scores! Please double-check your results and make sure a match winner and loser show on all rows!

The following Tournament Forms and Reports must be sent to the appropriate Carolina Region representative after completion of the tournament:

1. SCORE SHEETS: To be forwarded to the Carolina Region Office within TWO WEEKS of the end of the tournament. These can be mailed or scanned/emailed (**DO NOT** fax please).
2. ROSTERS: Team rosters are to be submitted to the Carolina Region Office within TWO WEEKS of the end of the tournament. These can be mailed or scanned/emailed (no fax).
3. MATCH RESULTS: All tournament results which would enable the Region to tally points earned and to maintain current points standings for each division (i.e., show tie-breaking procedures, etc. for first-third place finishes in pool play) shall be forwarded to the Carolina Region Office within twenty-four hours after the tournament. **Please include the results (scores) of each match during the tournament (pool play and playoffs) on the Tournament Result Form. All results of matches between teams will be needed to calculate the Rankings.** Generally, forwarding the Tournament Spreadsheet will handle this requirement, but if there are ties within the pool, they may need to be reported separately in an email (until we include this on the spreadsheet).
4. The Officials Pay Report, any Incident Report Forms, Regional Violation Forms, or any other General Report forms concerning the operation of the tournament should be sent to the Region Office by Monday, noon following the tournament (fax or scan/email).

**Failure to comply with reporting schedule as outlined above shall result in a \$100.00 sanction penalty.**

### REGIONAL POLICY VIOLATION FORM:

Should a team violate the policies of the Carolina Region, then the Regional Policy Violation Form should be submitted to the Region Office by Monday, noon after the tournament. Examples of typical Region violations in regard to tournament play are use of ineligible player during tournament (not on roster, not registered; no club movement form submitted); failure to show on day of tournament and did not call to withdraw beforehand; failure to fulfill officiating duties; inappropriate behavior as outlined in Code of Conduct; intentional forfeits.

## CAROLINA REGION JUNIOR MAILING LIST

President (2024): Jim Ross  
Wilmington, NC  
president@CarolinaRegionVb.org

Junior Girl's Rep (2026): Bruce Cao  
Morrisville, NC  
girlsrep@carolinaregionvb.org

Junior Boy's Rep (2025): Sarah Conklin  
Charlotte, NC  
boysrep@CarolinaRegionVB.org

CR Tournament  
Administrator Wade Brence  
3770 Clemmons Rd STE C  
Clemmons, NC 27012-  
336.766.3581  
trnadmin@carolinaregionvb.org

Assigner:  
Officials Program Director Callie Davis  
Efland, NC  
919.475.7675 (10 am – 5 pm only)  
officials@CarolinaRegionVB.org

Referee's Chair: Stephen Shepherd  
Walkertown, NC  
336.341.9513 (10 am – 5 pm only)  
refchair@CarolinaRegionVB.org

Carolina Region Office: Carolina Region, USAV  
P.O. Box 1757  
3770 Clemmons Road, Suite C  
Clemmons, NC 27012  
336.766.3581 (Phone)  
336.766.3501 (Fax)  
E-mail: office@CarolinaRegionVB.org  
<https://www.CarolinaRegionVB.org/>

# JUNIOR POOL PLAYING/OFFICIATING SCHEDULES

## THREE TEAM POOL

<u>Play</u>	<u>Ref</u>
1-3	2
2-3	1
1-2	3
30 minute lunch break	
1-3	2
2-3	1
1-2	3

## FOUR TEAM POOL

<u>Play</u>	<u>Ref</u>
1-3	2
2-4	1
1-4	3
30 minute lunch break	
2-3	1
3-4	2
1-2	4

**3- and 4-team pools:** Teams will play one match of 2 of 3 sets to 25 starting at zero (deciding set to 15 switch at 8). Will hold a coin flip before deciding set if teams split sets. Playoff matches should be 2-out-of-3 matches if begin by 6:30 pm (if facility allows). Each unique round of the playoffs must play by the same format (i.e. both semi-finals must play same format).

NOTE: The 30 Minute lunch break is REQUIRED!

Exceptions to the above schedules and pool formats must be requested to and sanctioned in writing by the Carolina Region before the event.



# JUNIOR POOL PLAYING/OFFICIATING SCHEDULES

## FIVE TEAM TOURNAMENT (ONLY)

Play	Ref
1-2	3
3-4	5
1-5	4
2-3	1
4-5	2
1-3	4
2-5	3
1-4	2
3-5	1
2-4	5

### FINALS

Top two teams after pool play

## SIX TEAM TOURNAMENT (Only)

Two 3-team pools (P1/P2)  
Round-Robin Pool Play Schedule

<u>Play</u>	<u>Ref</u>
1-3	2
2-3	1
1-2	3

30 minute lunch break

Playoffs Begin

QF1	P2-2 <sup>nd</sup> vs P1-3 <sup>rd</sup>	P2-1 <sup>st</sup>
QF2	P1-2 <sup>nd</sup> vs P2-3 <sup>rd</sup>	P1-1 <sup>st</sup>
SF1	P1-1 <sup>st</sup> vs WQF1	LQF1
SF2	P2-1 <sup>st</sup> vs WQF2	LQF2
Finals	WSF1 vs WSF2	LSF

### **5-Team Pool/Tournament (Some tournaments may need this format):**

The last site assigned in an age group/realm (i.e. 15 East) “may” utilize a 5-team pool format if there are only 5 teams left in that age/realm. If we have a 5-team tournament, we will play a full round-robin pool play schedule. Teams will play TWO sets to 25 starting at 0-0. The top two teams by SET record will advance to the FINALS to be held after pool play ends. The last place team in the pool will ref the Finals.

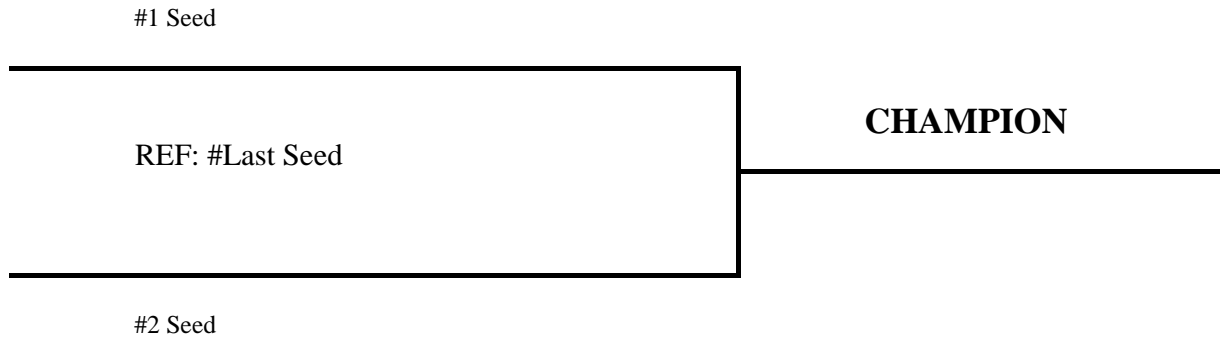
### **6-Team Tournament (Some tournaments may need this format):**

If we have 6 teams total at a tournament site, we will seed the teams into TWO three-team pools. They will play a round-robin schedule in pool play. Then all six teams will advance to the playoffs. The teams will be seeded into a six-team playoff format to determine the overall champion.

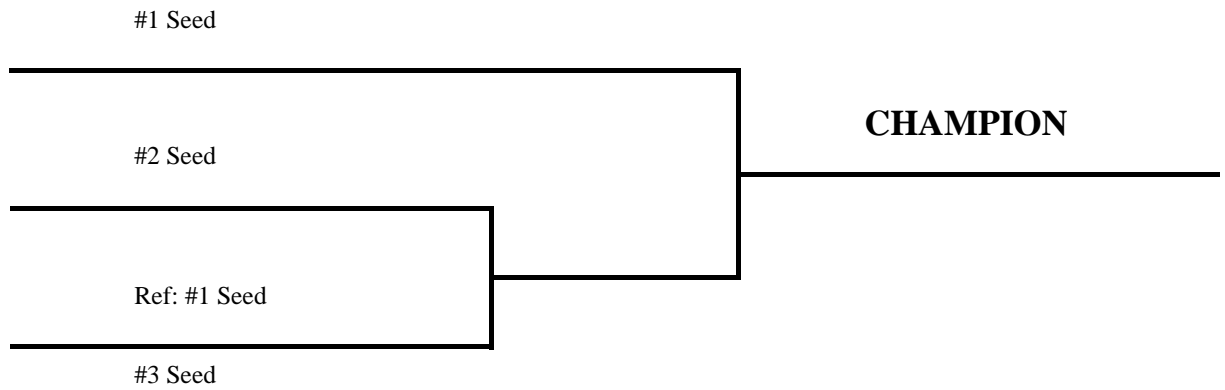
Exceptions to the above schedules and pool formats must be requested to and sanctioned in writing by the Carolina Region before the event.

# PLAYOFF SCHEDULES

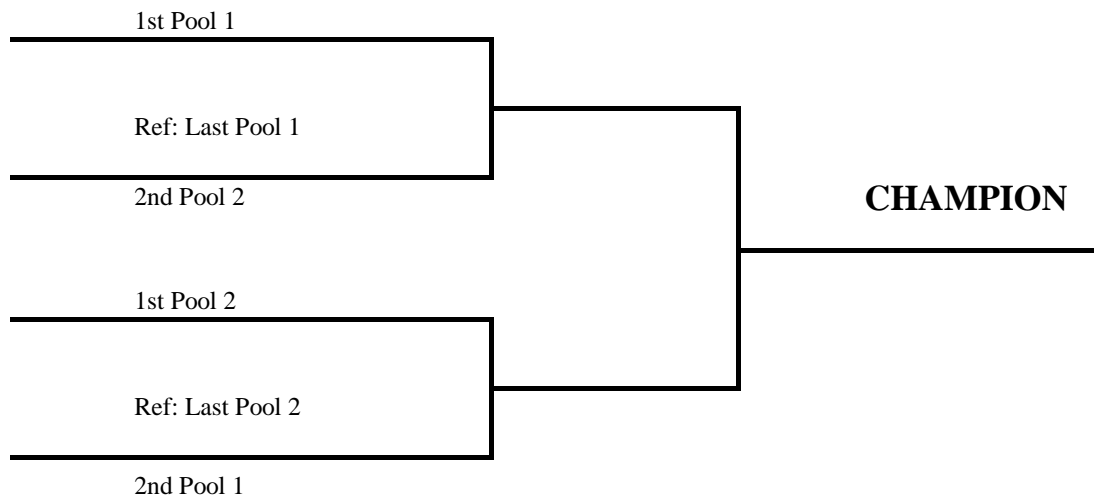
## 2-Team Playoff (One 4-Team pool)



## 3-Team Playoff (Reference only, generally not used)

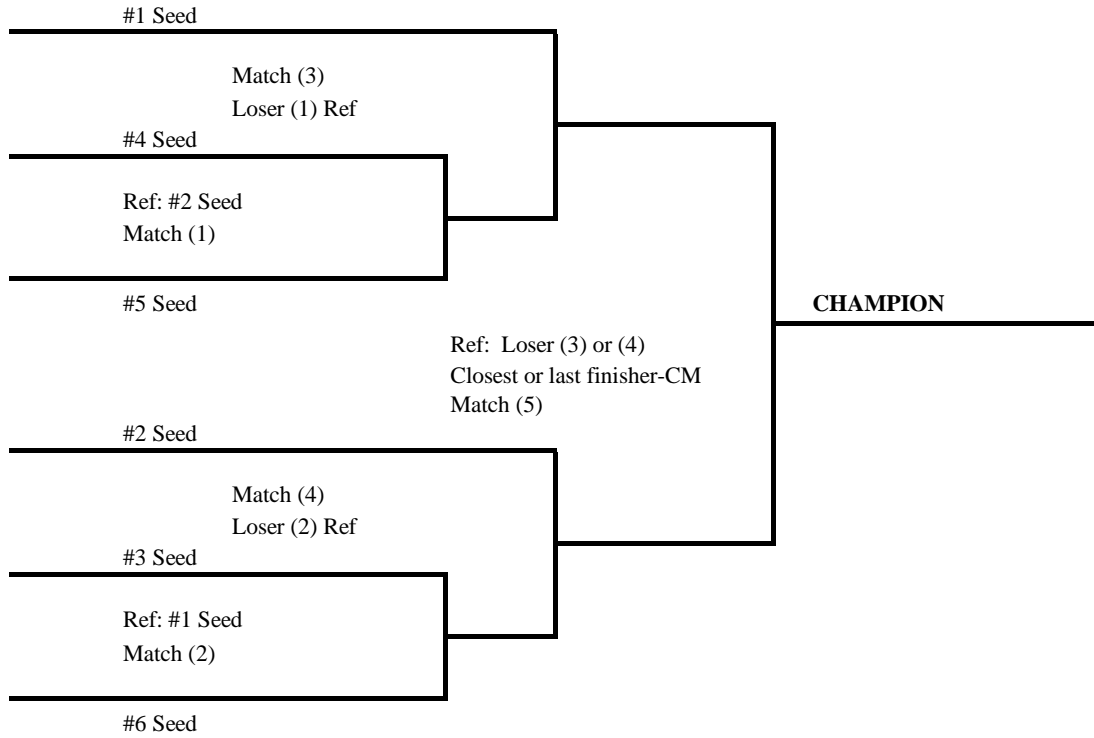


## 4-Team Playoff (Two 4-Team pools)

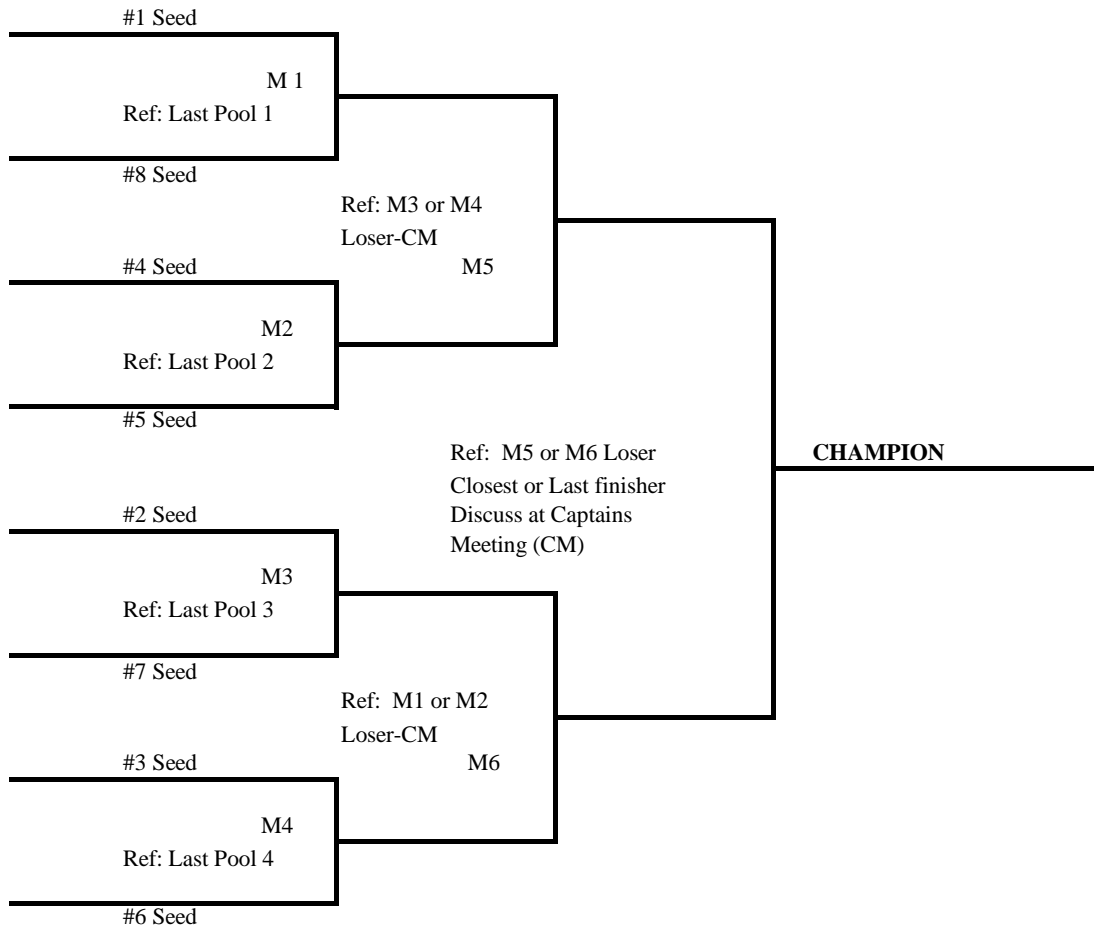


# PLAYOFF SCHEDULES

## 6-Team Playoff (Three 4-Team pools)



## 8-Team Playoff (Four 4-Team pools)



## **BOARD OF DIRECTORS**

The Carolina Region is governed by a group of volunteer Board of Directors dedicated to supporting and improving the sport of volleyball in North Carolina. These volunteers come from diverse backgrounds, each interested in different aspects of the sport. Board members are elected directly out of the Adult and Junior Advisory Boards, the Officials Advisory Board, and the Officers (President, Treasurer, and Secretary) are elected by the Team Reps. The Carolina Region Board of Directors is continuously looking to provide more representation to its various members. We invite anyone interested in serving volleyball at the Board level to contact the President of the Board or Region Office to volunteer.

The following pages of this section contain the Due Process procedure an individual or team must follow to file a grievance or appeal with the Board. It also contains a current list of Board of Directors and several forms that each Board member must fill out. This will give you an idea of the duties and guidelines expected of the Board.

## 2023-2024 CAROLINA REGION BOARD OF DIRECTORS

Position	Name	Address	City ST Zip	Phone (H) or (C)	Phone(W)	FAX #
<b>ELECTED POSITIONS</b>						
President (2024)	Jim Ross	225 Wendover Ln	Wilmington, NC 28411	910.686.5333		
Vice-President (2024)	Steve Ellis	146 Zemery Lane	Waynesville NC 28786	828.734.3605		
Secretary (2024)	Chuck Morris	410 Old Cadle Ford Rd.	Mount Airy, NC 27030	336.215.88548		
Treasurer (2024)	Doug Balsler	3421 Hunting Creek Dr	Pfafftown, NC 27040	336.624.2740		
Youth & Jrs Girls Rep (2026)	Bruce Cao	1000 Alemany Street	Morrisville NC 27560	919.448.1250		
Youth & Jrs Boys Rep (2025)	Sarah Conklin	7816 Clovervale Dr	Waxhaw NC 28173	704.905.9079		
Youth & Jr Girls East Rep (26)	Steve McKeon	1536 Castle Hayne Rd	Wilmington NC 28403	910.512.2744		
Youth & Jr Girls West Rep (25)	Kenneth Kelly	199 Hall Avenue	Hudson, NC 28638	828.729.1211		
Officials Rep (2024)	Tony Hill	129 Carolina Pines Drive	West End, NC 27376	910.639.5408		

<b>APPOINTED POSITIONS</b>						
At-Large (2024)	Fred Wendelboe	4240 Briar Creek Rd	Clemmons NC 27012	336.766.5075		
At-Large (2024)	Tina Readling	6446 Burlington Rd	Whitsett, NC 27377	336.516.1348		
At-Large (2024)	Krista McGivern	700 Streamwood Dr	Holly Springs, NC 27540	919.607.3515		
Special Advisor	Karl Owen	160 Tramore Dr	Chapel Hill NC 27516	919.523.1206		
Indoor Referee Chair	Stephen Shepherd	4580 Pine Hall Rd	Walkertown, NC 27051	336.341.9513		
Beach Referee Chair	Ronnie Mutter	1210 Snapper Ln	Carolina Beach, NC 28428	919.607-4115		
Scorer's Chair	Amber Fulk	3129 Shady Grove Church Rd	Est Bend, NC 27018	336.462.5987		

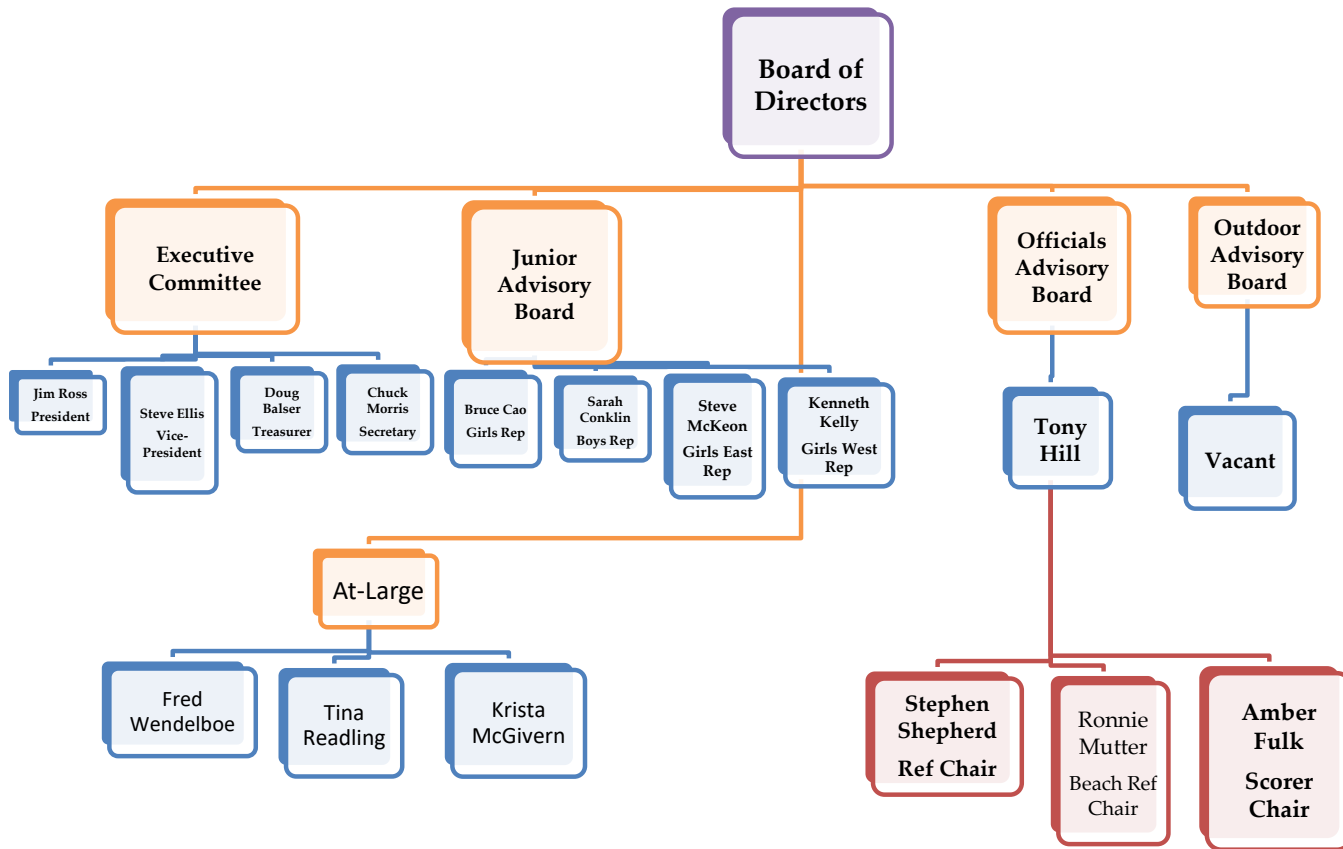
<b>REGION STAFF</b>						
CEO/Executive Director	Kevin Wendelboe	3770 Clemmons Rd, Suite C	Clemmons, NC 27012		(336) 766.3581	766.3501
Officials Program Director	Callie Davis	8008 Dory Drive	Efland NC 27243	919.475.7675 (c)		
Programs Director	Wade Brencce	3770 Clemmons Rd, Suite C	Clemmons, NC 27012		(336) 766-3581	

Mailing Address: PO Box 1757, Clemmons NC 27012-1757  
 E-mail: [office@carolinaregionvb.org](mailto:office@carolinaregionvb.org)  
 Home Page: <https://www.CarolinaRegionVB.org>

**EMAIL:** See our Board Directory on our website for link to send an email to individual Board members (click their name). @carolinaregionvb.org emails are a forwarding email only. They forward to the personal emails on file for each individual and can be updated by request.  
<https://www.carolinaregionvb.org/board-and-staff-directory/>

General questions about Region Operations should be directed to the Region Office at all times. Please only phone Board members for important issues and at an appropriate time of day. Most issues should be directed to the Region office initially.

**CAROLINA REGION/USA VOLLEYBALL**  
**2023/2024 Board of Directors**



# **CAROLINA REGION/USAV**

## **DISCIPLINARY ACTIONS AND DUE PROCESS PROCEDURES**

### **I. INTRODUCTION:**

It is the responsibility of the Carolina Regional Volleyball Association Board of Directors to administer volleyball within the Carolina Region. On occasion, Region members may violate, or be accused of violating, Region policies as spelled out in the Operating Code, Team Handbooks, USA Volleyball (USAV) policies as described in its Guidebook, or the USAV Code of Conduct for members or coaches. Such alleged violations may require action by the Carolina Region. These due process procedures are hereby established to protect the due process rights of any accused member of the Carolina Region, the safety of Carolina Region members, and the integrity of the organization.

### **II. VIOLATION OF THE OPERATING CODE (Automatic Sanctions):**

Some actions or alleged actions by individuals or teams result in automatic sanctions in accordance with sections of the Carolina Region Team Handbooks. Failure to have certified officials by specified dates, failure to appear at an event for which a team is pre-registered, untimely withdrawal from a tournament, and failure to fulfill work (officiating) obligations are just some examples of violations that have automatic sanctions associated with them. After considering the evidence of wrongdoing, the appropriate member of the Region Board, the Executive Director, or the President of the Board of Directors may administer such automatic sanctions. For example, the Referee Chair may prohibit an individual from officiating if he/she has not been certified as an official or is not in the process of certification; or the Men's or Women's Player Representatives (in matters concerning Adult Division play) or the Youth & Juniors Girls or Boys Representatives (in matters concerning Youth & Junior Girls or Boys Division Play) may impose appropriate automatic sanctions. If there is no clearly appropriate Board Rep, the President (or his/her appointee) shall administer the automatic sanction. Automatic Sanctions are levied through the Region Office.

### **III. VIOLATION OF THE CODE OF CONDUCT/OTHER VIOLATIONS:**

The following procedure is to be followed when a complaint is lodged against a Carolina Region member for violation of the RVA/USAV Code of Conduct, Coaches Code of Ethics, Officials Code of Conduct, or other serious policy violations not covered by the Team Handbooks.

The Executive Director shall gather all pertinent information on the matter and make a ruling. The ruling may range from no action, a monetary fine, to suspension of membership. The ruling must be issued within fourteen (14) days of the receipt of the written complaint. If a sanction is imposed, notice of the sanction must be sent to the sanctioned member or team (through the team rep) by certified mail (return receipt requested) or overnight delivery with adult signature required.

In all cases, unless the safety of Carolina Region members is at risk, physical or other substantial injury has resulted, or the accused was clearly caught in the act of a serious wrongdoing relevant to volleyball, no penalty, sanction, or fine that has been appealed shall be imposed against the accused until a hearing is held by the Carolina Region Ethics and Eligibility Committee. In the instances cited, however, a temporary sanction may be imposed by the Executive Director after careful consideration of the evidence and situation; any such action shall be stated in writing and delivered to the accused.

## **IV. APPEAL PROCEDURE:**

The first level of appeal for sanctions for violations of the Operating Code (Section I.) shall be to the President and such request for appeal shall be in writing and received by the Region Office within ten (10) days following receipt of the notice of sanction. The President may either rule on the appeal or delegate the appeal to the Ethics and Eligibility Committee (described below) for more formal consideration. If the President rules on the appeal and the relevant person or team wishes to appeal further, such appeal shall be to the Ethics and Eligibility Committee.

For Code of Conduct Violations (Section II.), the sanctioned member may appeal the ruling to an Ethics and Eligibility Committee. Such an appeal must be made in writing within ten (10) days following receipt of the notice of sanction. The sanction will be enforced until notice of appeal has been received. When notice of appeal is received, the sanction is set aside until a hearing is held.

An appeal must be based on one or more of the following criteria:

- A. A dispute of the facts of the event.
- B. Improper application of the due process policy.
- C. A dispute of the severity of the sanction.

The Ethics and Eligibility Committee shall consist of one member from each of the following Groups:

1. The Executive Committee.
2. A Board of Directors member not in Group 1.
3. A Division representative.

The Committee shall be named by a member of Group 1 above who did not make the initial ruling. Factors to be considered when assembling the Committee are conflict of interest, availability, and appropriateness.

The Ethics and Eligibility Committee shall be constituted, and the hearing shall be scheduled in consultation with the sanctioned member and other interested parties. The hearing shall be held no later than at the first regularly scheduled Board of Directors meeting following receipt of the appeal. In the event of a major code of conduct violation that may result in suspension of playing/coaching privileges, all efforts will be made to schedule the hearing before the next competitive event. If all parties agree, the Ethics and Eligibility Committee may convene the appeal hearing with a conference call of all involved parties. All appeal hearings shall be at a minimum digitally recorded and may also be video recorded.

In the event the hearing is held before a regularly scheduled Board of Directors meeting, the accused may make a final appeal to the full Board of Directors at the above-mentioned meeting or at the next scheduled meeting.

## **V. MISCELLANEOUS**

The Region Board is not a court of law but, rather, a non-profit, private group of volleyball players, coaches, and organizers elected by the Region membership to administer volleyball within the Region. It is the duty of the Region Board to strive to obtain just and fair results when a Region member or team is accused of wrongdoing relevant to volleyball within the Region. As a private body, the Region Board does not follow the Federal Rules of Evidence but shall accord weight to evidence based on its substance and on common sense.

Note that the Carolina Region has the authority to suspend Carolina Region membership privileges for more than one year.

USA Volleyball's policy is that the only appeal from a decision of the Carolina Region Board shall be to the USAV National Ethics and Eligibility committee and only for a determination of whether the accused received Due Process in the Regions.

If an individual moves into the Region or a team attempts to register in the Region and is currently under sanction(s) by another Region which has afforded the individual or team Due Process, the Carolina Region shall respect and observe the other Region's sanction for the balance of its term (regardless of whether the individual or team exercised such appeal process).

Additionally, the Carolina Region will recognize and adopt (for purposes of RVA activities and privileges) any penalties imposed by the USA Volleyball Ethics & Eligibility Committee.





## **CAROLINA REGION/USAV 2023-2024 BOD MEETING SCHEDULE**

<b><u>DATE</u></b>	<b><u>DAY</u></b>	<b><u>SITE</u></b>	<b><u>TIME</u></b>
December 11, 2024	Monday	Online	7:00 pm
March 11, 2024	Monday	Online	7:00 pm
May 13, 2024	Monday	Online	7:00 pm
June 7-8, 2024	Friday-Saturday	Annual Meeting/Retreat Clemmons, NC	7:00 pm

Check the Region Web page (<http://www.carolinaregionvb.org/board-meeting-information/>) for updates on the above meetings. Board meetings are open to the public. To place an item on the agenda, submit a request in writing and send to the President, Secretary, or Region Office at least one week in advance of the meeting.

## **OTHER MEETINGS**

**Officials Advisory Board Meeting** – to be held online in July, 2024

**Junior Advisory Board Meeting** – May 7, 2024 Tuesday, 7:00 pm - ONLINE

# Carolina Region of USA Volleyball

## Board of Directors Responsibilities

***As a member of the Carolina Regional Volleyball Association Board of Directors, I understand that my responsibilities include the following:***

**I am *fiscally* responsible**, with the other Board members for this organization. It is my responsibility to know what our budget is, and to be active in planning that budget and planning the fundraising to meet that budget.

**I am *morally* responsible**, along with the other Board members, for this organization. I am responsible to know and approve all policies and programs and to oversee their implementation. I am responsible for the health and well-being of this organization. As a member of the Board, I have pledged myself to advance the purposes of the Carolina Region of USA Volleyball.

**I will make every effort to *attend*** all Board meetings each year, as well as meetings of each Board Committee on which I agree to sit, and be generally available for telephone consultation. I understand that commitment to this Board may involve a good deal of time, probably not less than two hours each month.

**I understand that no *quotas* have been set**, that no rigid standards of measurement and achievement have been formed. Every Board member is making a statement of faith. We are trusting each other to carry out the above agreements to the best of our ability, each in our own way, with knowledge, approval and support of all. I know that if I fail to act in good faith, I should reconsider my ability to serve as a member of the Board, or someone from the Board may ask me to resign.

***In its turn, the Carolina Region of USA Volleyball is responsible to me in a number of ways:***

**I will be sent**, without request, reports and monthly financial reports, which will allow me to stay current with the activities and meet the prudent person section of the laws.

**I can call on** the President, Chairpersons of the various divisions and committees of the Board, to discuss overall programs and policies...and similarly, I can also call upon the staff...to answer questions or concerns I might have with regard to my committee responsibilities.

**Board members and staff** will respond in a straight-forward and thorough fashion to any questions I have which I feel are necessary to carry out my fiscal, legal or moral responsibilities.

**CAROLINA REGION/USA VOLLEYBALL  
BOARD OF DIRECTORS' MEETING  
ATTENDANCE POLICY**



It is the responsibility and duty of all Carolina Region Board of Director ('Board') members to attend all scheduled Board meetings and the Annual Retreat. The Board meetings and Retreat are planned at least one month in advance, which gives all members ample time to schedule around these dates. If a meeting has to be rescheduled, then consideration will be given to members who are unable to attend. The Board meetings should always take precedence over other volleyball-related functions, unless otherwise directed by the President.

If a member cannot attend a Board meeting, then the President or Past-President should be contacted as soon as possible. It is each Board member's responsibility to send to the President or CEO any information on which the Board member was scheduled to report to the rest of the Board.

Elected Board members are expected to miss no more than one meeting during the calendar year without sufficient reason approved by the President. It is at the discretion of the President to decide when an appointed Board member has missed too many meetings that the member can no longer perform adequately. The President may then remove the appointed member from the Board. The attendance records of all Board meetings are to be published as part of the minutes of each meeting and posted to the Region's web site available to the public.

If at any time a Board member, elected or appointed, feels that he/she can no longer fulfill the responsibilities, the President is to be notified. Any Board member who is removed or resigns will be replaced as outlined in the Region Bylaws.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**ETHICAL BEHAVIOR AND CONFLICT OF INTEREST  
CAROLINA REGION BOARD OF DIRECTORS**



Those who choose to serve the Carolina Region (later referred to as “Region”) of USA Volleyball (USAV) as volunteers are held to a high standard of conduct. As the Region is the local governing body for volleyball in conjunction with USAV and the United States Olympic Committee, its volunteers must assume an obligation to subordinate individual interest to the interests of promotion and development of volleyball. What may be considered acceptable conduct in some businesses may be inappropriate in the service of volleyball.

Those who serve the Region must do so without expectation of 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 guidelines can guarantee acceptable behavior, the principles which guide behavior in this area are early disclosure, physical absence and non-participation in the decision-making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual’s own sense of integrity. Any individual accepting the honor of serving the Region 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 potentially conflicting interests. What is required is disclosure of conflicting interests when they arise as well as physical absence from and strict non-participation in any evaluation process relating to the matter in question.

Occasionally last minute decisions must be made by Region volunteers that preclude the concepts of early disclosure and absence from the decision process. In these situations, the Region’s needs must clearly outweigh any potential gain by the volunteer, and the volunteer must promptly report the situation to the President or Past-President.

Integral to this policy is enforcement. It is suggested that any violation of this policy may be penalized at the discretion of the Region Board of Directors.

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 Region is to be conducted in observance of both the spirit and letter of applicable federal, state, and local laws.
2. Region properties, services, opportunities, authority, and influence are not to be used for private benefit.
3. All individuals who participate with the Region will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved by being physically absent during the evaluation and vote. This includes the awarding of contracts, the purchase of goods and services, and the allocation of Region 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 course of business. For example, the trading of pins and mementos is acceptable conduct. Sports, media, entertainment, and other organizations may invite Regional 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 interests of the Region, would not embarrass the individual or the Region if publicly disclosed, and do not compromise the objectivity and integrity of the recipient or donor. Gifts and favors of more than fifty dollars (\$50) 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 in behalf of and will be delivered to the Region.
5. All are expected to exhibit honesty, loyalty, candor, and professional competence in their relationships with the Region and each other.
6. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

By signing below, I affirm that I have read and agree to follow the Carolina Region Board of Director Ethical Behavior and Conflict of Interest principles on this page and the Board of Directors Responsibilities found on other side of this form.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED: \_\_\_\_\_

## **INSURANCE INFORMATION**

### **USA Volleyball's Insurance Coverage:**

Members of the Carolina Region are covered for USAV-sanctioned events under USA Volleyball's Insurance policy brokered by Epic Entertainment & Sports. (formerly known as Integro/ESIX).

There are two main components of the Insurance Coverage:

(1) Comprehensive General Liability Insurance with a \$4,000,000 General Aggregate limit. The insurance coverage will pay on behalf of USAV and other named Insured's all sums which the Insured's shall become "legally" obligated to pay as damages because of bodily injury or property damage to which the insurance applies during the policy period. This policy is an "occurrence" policy. This coverage would apply to facility owners that operate USAV-sanctioned tournaments in the Carolina Region. Tournament Directors may request a Certificate of Insurance naming their facility as a Certificate Holder. Details are included in this Handbook. A Certificate of Insurance Request Form can be downloaded from the Region's Insurance Forms section – <https://www.carolinaregionvb.org/forms/#insurance>

(2) Sports Accident Excess Medical coverage. This coverage provides USAV members with \$25,000 of excess medical protection from injuries sustained during an approved or sanctioned practice or event when no other Primary Medical Insurance is available to the injured party. When other Primary Medical Insurance is available, the Sports Accident Coverage is excess over any medical payments paid by the primary insurance, subject to the \$25,000 limit. Medical claims not paid by the Primary Insurance may be submitted to the Approved Insurance Provider for payment subject to a \$250 deductible. When no other Primary Insurance is available, the deductible for a Sports Accident Coverage claim is \$1,000 per claim.

A "sanctioned" or "approved" event is defined as any event in which the Carolina Region (through its Board of Directors or Regional Commissioner) or USAV has granted prior approval of being a sanctioned event. **Your event MUST be USAV sanctioned in advance in order to be covered under the USAV Insurance Program.** Examples of some sanctioned events are tournaments, practices, clinics, or other pre- or post-event functions. The Event Sanction Request Form link can be found at the Insurance Forms section (<https://www.carolinaregionvb.org/forms/#insurance>). Tournament Sanction Requests have their own unique form and are available at the Forms page. Please contact the Region Office with any questions on the sanctioning process.

**Incident Reports:**

It is important that any injuries or accidents that occur during a USAV-sanctioned event or during travel to or from a USAV-sanctioned event be documented on the Incident Report form (Tournaments will have the form on hand; clubs should contact the office for the form if the incident occurred at a USAV-sanctioned event). The insurance company uses the data collected from forms submitted from across the country to document what types of injuries and accidents are occurring at tournaments and to set insurance rates for USA Volleyball. Please fill out the form completely and accurately giving as much detail to the explanation of the incident as possible (i.e. “sprained ankle” doesn’t tell much about how the incident occurred). The form should be filled out by the Tournament Director, Club Director, Coach, or an attending USA Volleyball representative (Carolina Region Board member or staff). The original form should be sent within 30 days directly to the Carolina Region Office.

**Transportation Issues:**

Tournament Directors, Team Reps, Coaches, and Parents (who have joined the Carolina Region as a Chaperone for Insurance purposes) should note that if you are transporting players, tournament supplies, etc. to a sanctioned event in your privately-owned vehicle, the General Liability that covers you is your own policy - not USA Volleyball’s. However, all USAV members injured would be eligible for the Excess Sport Accident Coverage as described above.

**Additional Insurance Available:**

Insurance companies offer additional policies that may be useful to individuals, teams, or clubs. Contact Epic Entertainment & Sports for more information. USAV offers additional coverage to officials that may referee non-sanctioned events. Contact the Region Office to sign up for this additional coverage.

As the USAV policy only provides general liability protection for the Carolina Regional Volleyball Association, its officers, Board of Directors, employees, sponsors, volunteers, registered members and any other persons working for or on behalf of USAV in an approved or sanctioned event, Clubs and teams may want to investigate the need for additional insurance. Since each Club/Team is a separate association (business), they may have activities that fall outside the scope of sanctioned volleyball events. If a club or team conducts any of the following activities, separate insurance would be required (if coverage is desired):

- < Rent or lease office space (Property or General Liability)
- < Own or rent office equipment or volleyball equipment (Property Insurance)
- < Employ office employees, coaches, or other employee (worker’s compensation Insurance)
- < Conduct fund raisers or events not sanctioned by USAV (General Liability)
- < Use a Board of Directors to make decisions (Directors & Officer’s Insurance)
- < Use volunteer or employee vehicles for club business not related to a sanctioned event. (Non-owned automobile insurance)

The rest of this section has some additional Forms and information provided by Epic concerning the USAV Insurance policy. For additional information please contact the Region Office or Epic.



# INSURANCE HANDBOOK

## EXECUTIVE SUMMARY

The USA Volleyball Insurance Handbook (“HANDBOOK”) is a valuable reference guide for the Commissioners of the Regional Volleyball Associations (RVAs). This HANDBOOK will be updated from time to time.

As part of sanctioning, USA Volleyball provides General Liability (“GL”) and Participant Accident (“PA”) coverage (collectively, the “USAV Sanctioned Event Insurance Programs”) for the protection and benefit of its RVAs, their respective commissioners, registered clubs, registered members (including athletes, coaches, trainers and officials) and event organizers/promoters/event managers with respect to events and activities sanctioned or approved by USAV or its RVAs.

This HANDBOOK includes important information pertaining to the USAV Sanctioned Event Insurance Programs (for GL and PA coverages), including the following:

- Insurance Program Directory
- Insurance Program Summaries
- Incident Reporting and Claims Administration Procedures and Forms
- Risk Management Guidelines

The Claims Reporting Procedures in the HANDBOOK includes “Incident Report Forms” (for GL and PA claims purposes) as well as “Medical Claims Forms” (for PA claims) to be used in the event of an injury or loss during any approved or sanctioned events. ***Club managers and coaches within your region should be provided with the appropriate instructions and forms so that incidents and claims can be documented and submitted in a timely manner in accordance with insurance policy requirements.***

Loss experience has a direct impact on the coverage terms & conditions and pricing for the USA VOLLEYBALL Sanctioned Event Insurance Programs. Your ability to work with clubs and event organizers in your region to operate events and activities with risk management and safety as priorities will help to ensure the continued availability of coverage and stability of pricing for the program.

The HANDBOOK also includes information on other USAV insurance programs, including:

- USAV Club D&O/EPL Program



# USA VOLLEYBALL INSURANCE HANDBOOK

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# USA VOLLEYBALL INSURANCE PROGRAM DIRECTORY

EPIC Entertainment & Sports  
5909 Peachtree Dunwoody Road,  
Suite 800  
Atlanta, GA 30328



## **EPIC TEAM CONTACTS:**

### For General Liability, Participant Accident or Risk Management Questions:

Jennifer Rains Phone: 678-904-5305  
Sr. Account Executive Fax: 678-904-5305  
EPIC E-Mail: [Jennifer.Rains@EPICBrokers.com](mailto:Jennifer.Rains@EPICBrokers.com)

### For Certificates of Insurance requests:

Cameron Walter Phone: 470-681-3003  
Account Executive Fax: 678-324-3303  
EPIC E-Mail: [Cameron.Walter@EPICBrokers.com](mailto:Cameron.Walter@EPICBrokers.com)

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## **CLAIMS ADMINISTRATION**

### **(Claims reporting contacts by line of coverage)**

Send a copy of all incidents to USAV: [IncidentReports@usav.org](mailto:IncidentReports@usav.org)

### **INCIDENTS & CLAIMS AFTER 9/1/2022**

### **GENERAL LIABILITY CLAIMS (Serious Bodily Injury or Property Damage claims)**

Lily Hickey Direct: 1-845-632-0526  
Director of Claims Emergency Claims Hotline: 1-833-256-2659  
Tradesman Program Managers E-Mail: [claims@renspecialty.com](mailto:claims@renspecialty.com)  
(In Partnership with: Gallagher Bassett)  
Carrier: Renaissance Specialty Insurance / Accredited Specialty Insurance Co.

Note: If a representative at Tradesman Program Managers cannot be reached in an emergency, please contact Jennifer Rains at **EPIC Entertainment & Sports** at **678-904-5305**.

### **PARTICIPANT ACCIDENT CLAIMS (Accident Medical and AD&D claims)**

A-G Administrators Phone: 610-933-0800  
Claims Adjuster – Participant Accident Fax: 610-935-2860  
Carrier: QBE Insurance Corporation E-Mail: [claims@agadm.com](mailto:claims@agadm.com)



Note: If a representative at A-G Administrators cannot be reached in an emergency, please contact Sean Lankie at **EPIC Entertainment & Sports** at **678-324-3335**.

**INCIDENTS & CLAIMS PRIOR TO 9/1/2022**

**CLAIMS ADMINISTRATION**

**(Claims reporting contacts by line of coverage)**

**GENERAL LIABILITY CLAIMS (Serious Bodily Injury or Property Damage claims)**

American Specialty Insurance  
Claims Adjuster – General Liability  
Carrier: Arch Insurance Co.

Phone: 260-755-7275  
Fax: 260-969-4729  
E-Mail: [claims@americanspecialty.com](mailto:claims@americanspecialty.com)



Note: If a representative at American Specialty cannot be reached in an emergency, please contact Jennifer Rains at **EPIC Entertainment & Sports** at **678-904-5305** or call **678-324-3300**

**PARTICIPANT ACCIDENT CLAIMS (Accident Medical and AD&D claims)**

A-G Administrators  
Claims Adjuster – Participant Accident  
Carrier: QBE Insurance Corporation

Phone: 610-933-0800  
Fax: 610-935-2860  
E-Mail: [claims@agadm.com](mailto:claims@agadm.com)



Note: If a representative at A-G Administrators cannot be reached in an emergency, please contact Jennifer Rains at **EPIC Entertainment & Sports** at **678-904-5305** or call **678-324-3300**.



## II. INSURANCE PROGRAM SUMMARIES (for USAV Sanctioned Events)



EPIC Entertainment & Sports  
5909 Peachtree Dunwoody Road  
Suite 800  
Atlanta, GA 30328  
Phone: 678-324-3300  
Fax: 678-324-3303

*The insurance summaries in this Handbook are meant only as a general overview of the USA Volleyball insurance programs and should not be construed as a legal interpretation of the insurance policies. Coverage will be subject to the actual insurance policy terms, conditions and exclusions.*

# GENERAL LIABILITY INSURANCE SUMMARY

**EFFECTIVE DATES:** September 1, 2023 – September 1, 2024  
**CARRIER:** Accredited Specialty Insurance Company (Renaissance Specialty Insurance)

## GENERAL LIABILITY COVERAGE SUMMARY

The USAV General Liability insurance program provides legal liability coverage for the Named Insureds (listed below) with respect to claims brought by third parties alleging bodily injury, property damage or personal & advertising injury caused by the negligent acts or omissions of the Named Insureds in connection with Sanctioned or Approved Events (see definition below).

## NAMED INSUREDS:

USA Volleyball (“USAV”)  
USA Volleyball Foundation  
USAV Regional Volleyball Associations (“RVAs”) while acting on behalf of USAV.

USAV registered clubs, but only with respect to Sanctioned or Approved events.

USAV registered coaches, trainers, athletes and officials, while acting in their capacity as such, but only with respect to activities sanctioned or approved by USAV or the RVA. Registered officials are those who have successfully completed the USAV official’s certification program.

USAV registered officials for non-USAV sanctioned volleyball competitions who have paid the appropriate premium and whose names are recorded and on file with USAV.

Event organizers/promoters/event managers while acting in their capacity as such, but only with respect to events sanctioned and approved by USAV or the RVA.

## Key Definitions:

**“Registered”:** Having a current validly completed and executed individual membership form with USA Volleyball (“USAV”) and/or the Regional Volleyball Association (“RVA”).

**“Sanctioned or Approved” Event(s):** An event USA Volleyball and a Regional Volleyball Association (RVA) has approved or sanctioned as a USA Volleyball event. Events include, but are not limited to, team competitions, practices, sports clinics, or fundraisers conducted or attended as a part of a Sanctioned or Approved Event (including any pre-event setup, the management and operation of the event itself and post-event tear down). For sanctioning to apply, the event must be conducted in accordance with USAV/RVA rules and regulations, SafeSport requirements, membership requirements, waiver requirements, etc.

*\*No coverage will apply for RVAs and RVA clubs for events conducted in which all participants are not registered with USAV, except for non-sanctioned fundraising activities, and sanctioned events with foreign players who are registered with USAV and/or the RVA for that event or events.*

## ADDITIONAL INSUREDS:

Other parties may be included as Additional Insureds under the USAV General Liability insurance program as required by written contract or agreement with respect to Sanctioned or Approved Events.

## GENERAL LIABILITY LIMITS OF INSURANCE:

Each Occurrence*	\$2,000,000
General Aggregate (other than Products-Completed Operations)*	\$4,000,000 Per Event
Total Policy Aggregate Cap	\$15,000,000
Products-Completed Operations	\$2,000,000
Damage to Premises Rented To You (30 consecutive days or less)	\$2,000,000 Any One Premises (subject to a \$5,000 deductible per claim)
Medical Expense Limit	Excluded ( <i>provided by Participant Accident policy</i> )
Participant Legal Liability	Included in Each Occurrence and General Aggregate policy limits
Abuse-Molestation	\$2,000,000 Each Occurrence \$4,000,000 Aggregate
Non-Owned Sports Equipment in your Care, Custody or Control	\$5,000 Per Occurrence \$25,000 Aggregate Subject to a \$1,000 deductible per claim

\* The Umbrella/Excess Liability policies provide an additional \$6,000,000 each occurrence and \$6,000,000 General Aggregate (Per Event) excess of, and on a following form basis to, the primary General Liability limits of coverage except for a sublimit of the Abuse & Molestation coverage at \$3,000,000. The aggregate limit for the Umbrella/Excess Liability policies applies for each Sanctioned or Approved Event with a Total Policy Aggregate Cap of \$15,000,000.

## KEY GENERAL LIABILITY COVERAGES:

The USA Volleyball General Liability policy provides coverage for those sums that the Named Insureds become legally obligated to pay as damages because of claims brought by third parties alleging bodily injury, property damage, personal or advertising injury caused by the acts or omissions of the Named Insureds in connection with Sanctioned or Approved events. Key coverage elements include the following:

**Bodily Injury Liability:** protects the Named Insureds against claims brought by third parties alleging Bodily Injury caused by the negligent acts or omissions of the Named Insureds. "Bodily Injury" includes bodily injury, mental anguish, emotional distress, shock, mental injury, humiliation, sickness, or disease sustained by a person, including death resulting from any bodily injury, sickness or disease. Coverage is included for the use of "reasonable force to protect persons or property."

**Premises Liability:** protects against liability for Bodily Injury caused by failure to maintain safe, secure and properly maintained premises. Slip-and-fall and trip-and-fall accidents are the most common premises liability claims.

**Participant Legal Liability (for participants in athletic or sports activities):** provides coverage for claims brought by "participants" (such as players, coaches, officials and volunteers) in any Sanctioned or Approved Event.

**Spectator Liability** – provides coverage for claims brought by spectators attending any Sanctioned or Approved Events. Common claim scenarios include slip-and-fall claims, hit by object (such as a volleyball), etc.

**Damage to Premises Rented to You (i.e. Named Insureds):** provides coverage for damage to premises (including the contents of such premises) rented to the Named Insureds for use in connection with any Sanctioned or Approved Event. Coverage is subject to a \$2,000,000 limit and only applies to premises rented for a period of 30 consecutive days or less. This coverage is excess insurance over any part of any other insurance that provides coverage for property damage to said premises.

Personal & Advertising Injury Liability: protects the Named Insureds against injury, other than bodily injury, arising out of libel, slander, defamation of character, invasion of privacy, wrongful eviction, wrongful entry, false arrest, wrongful detention or imprisonment, malicious prosecution, misappropriation of advertising ideas or style of doing business, or infringement of copyright, title or slogan.

Products Liability: protects the Named Insureds against liability for bodily injury or property damage as a consequence of some defect in a product sold or manufactured by a Named Insured. An example of a products liability claim would include a food poisoning claim from food & beverage concessions sold by a Named Insured at a Sanctioned or Approved Event.

Host Liquor Liability: protects the Named Insureds against liability arising out of the service of alcohol on a complimentary basis during a Sanctioned or Approved Event (such as a function). The laws vary by state, but most provide that a party which serves alcoholic beverages is liable for injury or damage caused by an intoxicated person if it can be established that the party serving the alcohol caused or contributed to the intoxication of the person. *[Note: The USA Volleyball General Liability program does NOT provide coverage for liability arising out of the sale of alcoholic beverages. If alcohol is going to be sold during any Sanctioned or Approved Event, the party selling the alcohol or anyone receiving proceeds from the sale of alcohol will need to secure an appropriate liquor license and carry Full Liquor Liability coverage.]*

Incidental Malpractice Liability – protects the Named Insureds for liability arising out of rendering or failure to render certain professional health care services, such as first aid care or “Good Samaritan” medical services rendered in an emergency and for which no remuneration is demanded or received.

*[NOTE: A separate Event Medical Professional Liability insurance program is available which provides primary coverage for volunteer or contracted physicians and other healthcare providers providing services in connection with any Sanctioned or Approved Events. Coverage is only provided for USA Volleyball sanctioned events that have submitted the required enrollment form and remitted the required premium to USA Volleyball. Participation in the program is voluntary for each event. For more information, please contact Jennifer Rains at EPIC Entertainment & Sports at 678-904-5305 or 678-324-3300.]*

Drug Testing Liability: protects the Named Insureds for liability arising out of any drug testing program sponsored by USA Volleyball, provided the drug testing program is conducted in accordance with the policies and procedures of the United States Olympic & Paralympic Committee (USOPC) Doping Control program and administered by the Anti-Doping Policy of the U.S. Anti-Doping Agency (USADA) and in adherence to any requirements of the World Anti-Doping Agency (WADA) and the Federation International de Volleyball.

Communicable Disease coverage: the policy IS subject to an exclusion for claims alleging that someone contracted COVID-19 (or any other communicable disease) while a participant or spectator at any Sanctioned or Approved Event.

Abuse & Molestation Liability: the policy protects the Named Insureds for liability arising out of any claims alleging sexual abuse or molestation of a minor in the care, custody and control of any Named Insured which first occurred during the policy period. Coverage is included for "Negligent employment" arising out of alleged or actual negligence in the employment, investigation, supervision, training or retention in employment or volunteer status, of any person for whom the Named Insured is or was ever legally responsible for any actual or alleged abusive conduct.

Worldwide Coverage Territory: the policy contemplates coverage for covered claims against a Named Insured arising out of a Sanctioned or Approved Event brought anywhere in the world (with the exception of any country or jurisdiction which is subject to trade or other economic sanction or embargo by the United States of America).

## NOTABLE GENERAL LIABILITY EXCLUSIONS

The USA Volleyball General Liability insurance policy does NOT provide coverage for the following:

- Communicable Disease
- Auto Liability & Physical Damage claims arising out of the ownership, maintenance, use & operation of a vehicle.
- Aircraft Liability claims arising out of the ownership, maintenance, use & operation of an aircraft (including drones).
- Workers' compensation & employer's liability, unemployment compensation or disability benefits law claims.
- Employment Related Practices.
- Liquor Liability arising out of the sale of alcoholic beverages.
- Intentional Acts for bodily injury or property damage expected or intended from the standpoint of a Named Insured (*Note: this exclusion does NOT apply to "bodily injury" resulting from the use of reasonable force to protect persons or property*)
- Player/Athlete vs. Player/Athlete claims for claims or actions brought by one player/athlete against another player/athlete. This exclusion does not preclude coverage for the other Named Insureds.
- Nuclear Energy Liability Exclusion
- Pollution claims arising out of any actual, alleged or threatened discharge, dispersal, release or escape of Pollutants.
- War claims arising out of any loss due to war, whether or not declared, civil war, insurrection, rebellion or revolution.
- Asbestos Liability.
- Fungi or Bacteria.
- Lead Contamination.



## PARTICIPANT ACCIDENT EXCESS MEDICAL INSURANCE COVERAGE

**EFFECTIVE DATES:** September 1, 2023 – September 1, 2024  
**CARRIER:** QBE Insurance Corporation (A-G Administrators)

The Participant Accident Excess Medical insurance program provides coverage for loss resulting directly from injury to members while participating in an approved or sanctioned event. Coverage does not include loss from pre-existing conditions or competing in non-sanctioned events. The coverage extends from the start through the completion of the event, including direct designated group travel to and from the event.

The Medical policy provides up to \$25,000 of excess accident medical coverage for expenses incurred within 52 weeks of the date of the accident. Written proof of loss by the Insured is required within 90 days or as soon as is reasonably possible. Proof must, however, be furnished no later than 12 months from the time it is otherwise required, except in the absence of legal capacity. The policy provides coverage against loss in **excess** of coverage provided under other valid and collectible medical insurance and is subject to a \$250 per claim deductible. If no other collectible medical insurance is available, the loss is subject to a \$1,000 deductible.

If injury to the member athlete requires treatment by a legally qualified physician or confinement in a legally constituted hospital, or employment of a trained nurse, x-ray, or ambulance services, and if the first expense of such treatment is incurred within 90 days of the date of the accident, the insurance company will pay the usual and customary expense incurred up to \$25,000, subject to the appropriate deductible and any other collectible insurance.

**DEFINITION OF PARTICIPANT:** All registered athletes, coaches, trainers, volunteers, committee members, and officials while functioning on behalf of and/or while participating in a covered event sanctioned or approved by USA Volleyball.

**DESCRIPTION OF ACTIVITY:** Participating in regularly scheduled volleyball competitions/events sponsored, sanctioned and supervised by the policyholder; During practice sessions for such competitions/events; During pre-event and post event activities which include, but are not limited to award banquets, award ceremonies and clinics that occur within one day (24 hours) of the covered activity;

Coverage is also included for non-sanctioned volleyball related activities for certified officials who meet extended coverage criteria.



### III. CLAIMS ADMINISTRATION



EPIC Entertainment & Sports  
5909 Peachtree Dunwoody Road,  
Suite 800  
Atlanta, GA 30328  
Phone: 678-324-3300  
Fax: 678-324-3303

## **Insurance Providers:**

### **General Liability Insurance (After 9/1/2022):**

Accredited Insurance Company  
Renaissance Specialty Insurance  
10 W. Carmel Drive, Ste 120  
Carmel, IN 46032  
Emergency Claims Hotline: 1-833-256-2659  
Claims Representative: Lily Hickey, Director of Claims  
Tradesman Program Managers with Gallagher Bassett  
E-Mail: [claims@renspecialty.com](mailto:claims@renspecialty.com)

### **General Liability Insurance (Prior to 9/1/2022):**

Arch Insurance Company  
American Specialty Insurance & Risk Services, Inc.  
7609 W. Jefferson Blvd., Suite 150  
Ft. Wayne, IN 46804-4133  
Phone: 1-800-566-7941  
Fax: 260-969-4729  
Claims Representative: Varies  
Claims Management Department: Mark Thompson, EVP / Chief Claims Officer  
E-Mail: [claims@americanspecialty.com](mailto:claims@americanspecialty.com)

### **Participant Accident Insurance:**

QBE Insurance Corporation  
A-G Administrators, LLC  
P.O. Box 21013  
Eagan, MN 55121  
Phone: 610-933-0800  
Fax: 610-935-2860  
Email: [claims@agadm.com](mailto:claims@agadm.com)

### **Broker/Risk Management:**

EPIC Entertainment & Sports  
5909 Peachtree Dunwoody Road,  
Suite 800  
Atlanta, GA 30328  
Phone: 678-324-3300  
Fax: 678-324-3303  
Email: [sports@epicbrokers.com](mailto:sports@epicbrokers.com)

# USA VOLLEYBALL CLAIMS ADMINISTRATION TABLE OF CONTENTS

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## GENERAL LIABILITY

### A. NOTICE OF INCIDENT / INCIDENT REPORTING INSTRUCTIONS

Under the USAV General Liability policy, the Named Insureds are required to provide notice to the insurance carrier of any incidents which may result in a claim.

To ensure compliance with this requirement, Club/Tournament Directors, Coaches, Officials or other USAV representatives are required to submit notice of ALL INCIDENTS that result in bodily injury or property damage at a USAV/RVA Sanctioned or Approved Event.

An official USA Volleyball **Incident Report Form** (see following pages) should be completed and submitted by email to [IncidentReports@usav.org](mailto:IncidentReports@usav.org) as soon as possible following the incident. Incident Report Forms can be found on each Region's website.

If the official USA Volleyball Incident Report Form is NOT available at the time of the incident, the following information should be obtained and forwarded to the appropriate RVA office as soon as possible.

1. Name, address and phone numbers of all individuals who were involved, including any injured persons and witnesses.
2. The name of the Region in which the incident occurred, including the Name of the Club involved and the Name of the Event/Tournament (if applicable) or Type of Event (as applicable).
3. A complete description of the facts pertaining to the incident (including what happened, when, where, etc.). Be sure to include information obtained from the involved parties and any witnesses, including officials or volunteers. If any bodily injury occurred, please be sure to indicate if any first aid or emergency medical transport was required in response.
4. Include any other information that may be helpful with handling of any potential claim.
5. Be sure to include the name and contact information of the person submitting notice of the incident.

*NOTE: For any incidents initially reported without using the official USA Volleyball Incident Report Form, the RVA office should send a blank Incident Report Form to the club or event for completion (to ensure consistent collection of sanctioned event incident details).*

### B. NOTICE OF CLAIMS/LAWSUITS

All Named Insureds (including USA Volleyball, its RVAs, Tournament Directors, Club Directors, Coaches, Officials, etc.) under the USAV General Liability policy should **notify EPIC immediately** by email, fax or phone upon receipt of the following related to any Sanctioned or Approved Event:

1. Receipt of a claim/legal papers, such as notice of claim, letter of representation from an attorney, demand letter, a summons and complaint or other official notice of a claim or lawsuit, etc.
2. Property damage in excess of \$10,000.

EPIC will forward the information to the General Liability carrier for review and consideration.

### C. COOPERATION IN THE INVESTIGATION OF INCIDENTS AND THE DEFENSE AND HANDLING OF CLAIMS

After an **Incident Report Form** has been submitted, the General Liability claims administrator will review the incident for potential liability triggering defense and coverage under the General Liability policy. The General Liability carrier will often conduct a preliminary investigation, talk with the injured party, any witnesses, the club/tournament director, etc.

The Named Insureds under the USAV General Liability policy are required to cooperate with the insurance carrier in its investigation of the incident and the handling of any subsequent liability claims.

Dependent upon the results of the initial review:

- The Claims Representative may log the incident as “received for notice only” and no further action will be taken unless a subsequent claim is filed.
- Assign a Claims Representative to oversee the management and administration of the claim.
- Respond to relevant parties, as appropriate, if an actual claim is anticipated or received.
- May engage outside counsel to assist with the defense and handling of the claim.
- Establish a claim reserve, as appropriate.

Once a formal General Liability claim has been opened, any additional claims documentation or communications received by USA Volleyball or any other Named Insureds related to the claim should be submitted to the Claims Administrator:

**Tradesman Program Managers (in partnership with Gallagher Bassett)**

**Director of Claims: Lily Hickey**

**Phone: 1-845-632-0526**

**E-Mail: [claims@renspecialty.com](mailto:claims@renspecialty.com)**

### D. CLAIMS FOLLOW-UP

1. USA Volleyball and its Legal Counsel will receive updates regarding the status of General Liability claims on an annual basis (or as otherwise requested).
2. Any questions or concerns regarding the General Liability claims process or the handling of a specific claim may also be directed to Jennifer Rains at [Jennifer.Rains@EPICbrokers.com](mailto:Jennifer.Rains@EPICbrokers.com).

## PARTICIPANT ACCIDENT COVERAGE

### A. MEDICAL CLAIM FORM

As soon as possible, but not later than 90 days from the date of the injury, the injured member must complete in its entirety and sign the MEDICAL CLAIM FORM and forward the form to A-G Administrators. The form is available on the Forms and Information page linked below:

[www.teamusa.org/usa-volleyball/membership/forms-and-information](http://www.teamusa.org/usa-volleyball/membership/forms-and-information).

**Medical claim forms should be completed by the injured party and submitted directly to A-G Administrators (due to privacy reasons).**

A-G Administrators, LLC  
P.O. Box 21013  
Eagan, MN 55121  
Claims Fax Number: 610-935-2860  
Customer Service Number: 610-933-0800  
Email: [claims@agadm.com](mailto:claims@agadm.com)

### B. CLAIMS FOLLOW-UP

EPIC will receive payment updates, as well as claims status information, on medical claims from the insurance carrier on a periodic basis.

Any additional documentation pertaining to Participant Accident claims received by USA Volleyball, the Region or Club, shall be emailed or mailed to A-G Administrators. In addition, any phone calls concerning these claims shall be directly communicated to A-G Administrators.

Any questions regarding the group Participant Accident claim process or concerns regarding the insurance carrier's service may be directed to Sean Lankie at EPIC.

## \*\*\*GENERAL LIABILITY INCIDENT AND PARTICIPANT ACCIDENT MEDICAL CLAIMS FORMS\*\*\*

### INCIDENT REPORT FORM

An Incident Report Form needs to be completed **every** time a “bodily injury” or “property damage” incident occurs during a USAV Sanctioned or Approved Event. Tournament Directors, Club Directors and Coaches should be made aware of the importance of completing and submitting these forms whenever a bodily injury or property damage incident occurs.

Documenting the facts surrounding any incidents will help with the defense and handling of claims and reduce the likelihood of fraudulent claims being paid (which will help keep USAV’s insurance costs as low as possible). If an Incident Report Form cannot be matched to a claim, it will be more difficult for the insurance carrier to validate the claim.

Tournament Directors, Club Directors and Coaches should have a supply of these Incident Reports Forms with them at each practice or other sanctioned event.

Should you have any questions concerning the General Liability claims reporting, please contact:

**General Liability Claims:**

Lily Hickey, Director of Claims  
Tradesman Program Managers  
[claims@renspecialty.com](mailto:claims@renspecialty.com)

### PARTICIPANT ACCIDENT MEDICAL CLAIM FORM

A Medical Claim Form should be provided to participants (or a parent/legal guardian in the case of a minor) who sustain an injury while practicing for, or participating in, any Sanctioned or Approved Event. Tournament Directors, Club Directors or Coaches should keep a supply of these forms on hand at each practice or event. The Medical Claim Form is to be completed by the injured participant (or a parent/legal guardian in the case of a minor) and sent directly to **A-G Administrators** (the claims administrator for the USAV Participant Accident program).

Upon receipt of a Medical Claim Form, A-G Administrators will pair it with the Incident Report Form submitted by the Region to verify that the injury was sustained at a covered event. A-G Administrators will then contact the injured participant directly (usually by mail) if any additional documentation is needed. Claims processing takes a minimum of two weeks after receipt of claim documents.

Should you have any questions concerning the Participant Accident claims handling, please contact:

**Participant Accident-Excess Medical Claims:**

A-G Administrators Claims Department:  
610-933-0800  
[claims@agadm.com](mailto:claims@agadm.com)





# USA VOLLEYBALL INCIDENT REPORT FORM INJURY OR PROPERTY DAMAGE

Submit this form to:

**SUBMIT THIS FORM TO YOUR REGIONAL VOLLEYBALL OFFICE (ADDRESS ABOVE)**

**INJURED PERSON INFORMATION / PROPERTY DAMAGE OWNER**

Last Name _____ First _____ Middle _____	Phone #: (____) _____
Age _____ D.O.B _____ <input type="checkbox"/> Male / <input type="checkbox"/> Female	Does the injured person have other medical insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide name of company and policy #: _____
Date of Incident _____ Time of Incident _____ <input type="checkbox"/> / <input type="checkbox"/> AM/PM Event Name: _____ Team Name: _____ USAV Region: _____ USAV Membership #: _____	<b>INJURED PERSON:</b> <input type="checkbox"/> Participant <input type="checkbox"/> Official <input type="checkbox"/> Coach <input type="checkbox"/> Spectator <input type="checkbox"/> Volunteer <input type="checkbox"/> Other: _____
<b>GUARDIAN/PARENT (IF INJURED PERSON IS A MINOR)</b>	
Last Name _____ First _____	
Phone #: (____) _____	

**INCIDENT INFORMATION**

<b>BODY PART INJURED</b> <input type="checkbox"/> Ankle (L/R) <input type="checkbox"/> Shoulder (L/R) <input type="checkbox"/> Back <input type="checkbox"/> Knee (L/R) <input type="checkbox"/> Wrist (L/R) <input type="checkbox"/> Neck <input type="checkbox"/> Nose <input type="checkbox"/> Finger <input type="checkbox"/> Internal <input type="checkbox"/> Head <input type="checkbox"/> Eye (L/R) <input type="checkbox"/> No Injury <input type="checkbox"/> Tooth <input type="checkbox"/> Ear (L/R) <input type="checkbox"/> Other	<b>If Ankle Injury, was ankle</b> <input type="checkbox"/> Taped <input type="checkbox"/> Supported <input type="checkbox"/> Unsupported Shoes: <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>If Knee Injury, was knee:</b> <input type="checkbox"/> Braced <input type="checkbox"/> Supported <input type="checkbox"/> Unsupported Knee Pads: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>INCIDENT</b> <input type="checkbox"/> Collision (participant/spectator) <input type="checkbox"/> Slip/Fall <input type="checkbox"/> Collision (with object) <input type="checkbox"/> Overexertion <input type="checkbox"/> Collision (participant/participant) <input type="checkbox"/> Assault/Sexual <input type="checkbox"/> Collision (spectator/spectator) <input type="checkbox"/> Assault/Non-Sexual <input type="checkbox"/> Struck by falling/flying object <input type="checkbox"/> Caught in, on, between <input type="checkbox"/> Animal/insect bite/sting <input type="checkbox"/> Property Damage	
<b>SURFACE CONDITIONS</b> <input type="checkbox"/> Slippery/Wet <input type="checkbox"/> Asphalt <input type="checkbox"/> Grass <input type="checkbox"/> Concrete <input type="checkbox"/> Wood <input type="checkbox"/> Sand  <i>If sport court, what is under-lying surface?</i> <input type="checkbox"/> Wood <input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt	<b>INCIDENT LOCATION</b> <input type="checkbox"/> Before Competition/Event <input type="checkbox"/> During Competition/Event <input type="checkbox"/> After Competition/Event  <input type="checkbox"/> Competition area <input type="checkbox"/> Concession area <input type="checkbox"/> Parking lot <input type="checkbox"/> Admission area <input type="checkbox"/> Restrooms/locker rooms <input type="checkbox"/> Off property <input type="checkbox"/> Bleachers/stands	<b>PRIMARY INJURY</b> <input type="checkbox"/> Allergy <input type="checkbox"/> Dislocation <input type="checkbox"/> Amputation <input type="checkbox"/> Nausea <input type="checkbox"/> Foreign Body <input type="checkbox"/> Burn <input type="checkbox"/> Laceration <input type="checkbox"/> Fracture <input type="checkbox"/> Heat Exhaustion <input type="checkbox"/> Pain <input type="checkbox"/> Hypertension <input type="checkbox"/> Cardiac <input type="checkbox"/> Cold Injury <input type="checkbox"/> Contusion <input type="checkbox"/> Electrical Shock <input type="checkbox"/> Seizures <input type="checkbox"/> Strain/Sprain <input type="checkbox"/> Concussion <input type="checkbox"/> Abrasion <input type="checkbox"/> Sting/bite <input type="checkbox"/> Illness <input type="checkbox"/> Death	<b>DISPOSITION</b> <i>No care given:</i> <input type="checkbox"/> Patient refused <input type="checkbox"/> Not needed <i>Released:</i> <input type="checkbox"/> To parent <input type="checkbox"/> To personal vehicle  <i>Referral</i> <input type="checkbox"/> To doctor <input type="checkbox"/> To hospital/clinic  <i>EMS transport:</i> <input type="checkbox"/> Trainer recommended <input type="checkbox"/> Patient/parent requested

Describe how the injury or property damage occurred: (attach a separate sheet if necessary)

**WITNESS INFORMATION**

Name	Address	Telephone Number
		(    )
		(    )

Tournament Director, Club Director, Coach and/or USA Volleyball Official completing this form:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_  
 Region Signature: \_\_\_\_\_



# USA VOLLEYBALL INCIDENT REPORT FORM INJURY OR PROPERTY DAMAGE

Submit this form to:

**SUBMIT THIS FORM TO YOUR REGIONAL VOLLEYBALL OFFICE (ADDRESS ABOVE)**

### INJURED PERSON INFORMATION / PROPERTY DAMAGE OWNER

Last Name _____	First _____	Middle _____	Phone #: (____) _____
Age _____	D.O.B _____	<input type="checkbox"/> Male / <input type="checkbox"/> Female	Does the injured person have other medical insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide name of company and policy #:
Date of Incident _____	Time of Incident _____	<input type="checkbox"/> / <input type="checkbox"/> AM/PM	INJURED PERSON: <input type="checkbox"/> Participant <input type="checkbox"/> Official <input type="checkbox"/> Coach <input type="checkbox"/> Spectator <input type="checkbox"/> Volunteer <input type="checkbox"/> Other: _____
Event Name: _____	Team Name: _____	USAV Region: _____	<b>GUARDIAN/PARENT (IF INJURED PERSON IS A MINOR)</b>
USAV Membership #: _____	Last Name _____ First _____		
			Phone #: (____) _____

### INCIDENT INFORMATION

<b>BODY PART INJURED</b> <input type="checkbox"/> Ankle (L/R) <input type="checkbox"/> Shoulder (L/R) <input type="checkbox"/> Back <input type="checkbox"/> Knee (L/R) <input type="checkbox"/> Wrist (L/R) <input type="checkbox"/> Neck <input type="checkbox"/> Nose <input type="checkbox"/> Finger <input type="checkbox"/> Internal <input type="checkbox"/> Head <input type="checkbox"/> Eye (L/R) <input type="checkbox"/> No Injury <input type="checkbox"/> Tooth <input type="checkbox"/> Ear (L/R) <input type="checkbox"/> Other	<b>If Ankle Injury, was ankle</b> <input type="checkbox"/> Taped <input type="checkbox"/> Supported <input type="checkbox"/> Unsupported Shoes: <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>If Knee Injury, was knee:</b> <input type="checkbox"/> Braced <input type="checkbox"/> Supported <input type="checkbox"/> Unsupported Knee Pads: <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>INCIDENT</b> <input type="checkbox"/> Collision (participant/spectator) <input type="checkbox"/> Collision (with object) <input type="checkbox"/> Collision (participant/participant) <input type="checkbox"/> Collision (spectator/spectator) <input type="checkbox"/> Struck by falling/flying object <input type="checkbox"/> Caught in, on, between <input type="checkbox"/> Animal/insect bite/sting  <input type="checkbox"/> Slip/Fall <input type="checkbox"/> Overexertion <input type="checkbox"/> Assault/Sexual <input type="checkbox"/> Assault/Non-Sexual <input type="checkbox"/> Property Damage	
<b>SURFACE CONDITIONS</b> <input type="checkbox"/> Slippery/Wet <input type="checkbox"/> Asphalt <input type="checkbox"/> Grass <input type="checkbox"/> Concrete <input type="checkbox"/> Wood <input type="checkbox"/> Sand  If sport court, what is under-lying surface? <input type="checkbox"/> Wood <input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt	<b>INCIDENT LOCATION</b> <input type="checkbox"/> Before Competition/Event <input type="checkbox"/> During Competition/Event <input type="checkbox"/> After Competition/Event  <input type="checkbox"/> Competition area <input type="checkbox"/> Concession area <input type="checkbox"/> Parking lot <input type="checkbox"/> Admission area <input type="checkbox"/> Restrooms/locker rooms <input type="checkbox"/> Off property <input type="checkbox"/> Bleachers/stands	<b>PRIMARY INJURY</b> <input type="checkbox"/> Allergy <input type="checkbox"/> Dislocation <input type="checkbox"/> Amputation <input type="checkbox"/> Nausea <input type="checkbox"/> Foreign Body <input type="checkbox"/> Burn <input type="checkbox"/> Laceration <input type="checkbox"/> Fracture <input type="checkbox"/> Heat Exhaustion <input type="checkbox"/> Pain <input type="checkbox"/> Hypertension <input type="checkbox"/> Cardiac <input type="checkbox"/> Cold Injury <input type="checkbox"/> Contusion <input type="checkbox"/> Electrical Shock <input type="checkbox"/> Seizures <input type="checkbox"/> Strain/Sprain <input type="checkbox"/> Concussion <input type="checkbox"/> Abrasion <input type="checkbox"/> Sting/bite <input type="checkbox"/> Illness <input type="checkbox"/> Death	<b>DISPOSITION</b> <i>No care given:</i> <input type="checkbox"/> Patient refused <input type="checkbox"/> Not needed <i>Released:</i> <input type="checkbox"/> To parent <input type="checkbox"/> To personal vehicle  <i>Referral</i> <input type="checkbox"/> To doctor <input type="checkbox"/> To hospital/clinic  <i>EMS transport:</i> <input type="checkbox"/> Trainer recommended <input type="checkbox"/> Patient/parent requested

Describe how the injury or property damage occurred: (attach a separate sheet if necessary)

### WITNESS INFORMATION

Name	Address	Telephone Number
		(    )
		(    )

Tournament Director, Club Director, Coach and/or USA Volleyball Official completing this form:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

Region Signature: \_\_\_\_\_



A-G ADMINISTRATORS, LLC  
 P.O. Box 21013  
 Eagan, MN 55121  
 P: 610.933.0800 | F: 610.935.2860  
 www.agadministrators.com

Please complete and submit to A-G Administrators  
 with itemized medical bills and primary insurance  
 explanation of benefits to:  
 claims@agadm.com  
 For questions, please contact A-G Administrators.

## USA VOLLEYBALL MEDICAL CLAIM FORM

This form should be completed whenever claim results from an injury incurred at USA Volleyball sanctioned events.  
 PLEASE ANSWER ALL QUESTIONS. INDICATE "N/A" IF INFORMATION IS NOT APPLICABLE.

<b>NAME</b> (Last Name) (First Name) (Middle Initial)	<b>DATE OF BIRTH</b>	<b>SEX</b> <input type="checkbox"/> M <input type="checkbox"/> F
<b>ADDRESS</b> (Street) (City) (State) (Zip Code)		
<b>EMAIL ADDRESS:</b>	<b>TELEPHONE#:</b>	
<b>USA VOLLEYBALL MEMBER ID #:</b>	<b>DATE &amp; TIME OF ACCIDENT:</b>	
<b>INJURED PARTY WAS:</b> <input type="checkbox"/> PARTICIPANT <input type="checkbox"/> COACH <input type="checkbox"/> OFFICIAL <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> SPECTATOR: <b>IF PARTICIPANT, MEMBERSHIP TYPE:</b> <input type="checkbox"/> JUNIOR MEMBER <input type="checkbox"/> ADULT MEMBER <input type="checkbox"/> NATIONAL TEAM MEMBER		
<b>USAV REGION NAME:</b>	<b>USAV REGIONAL CLUB NAME:</b>	<b>COACH NAME AND PHONE:</b>
<b>NATURE OF INJURY</b> <i>For all injuries, please complete the following:</i> A. DESCRIBE ACTIVITY ENGAGED IN AT TIME OF ACCIDENT: _____ _____ B. NAME OF EVENT WHERE ACCIDENT HAPPENED: _____ _____ C. DESCRIBE HOW ACCIDENT HAPPENED: _____ _____ D. DID THE ACCIDENT OCCUR DURING: <input type="checkbox"/> COMPETITION <input type="checkbox"/> CLUB PRACTICE <input type="checkbox"/> TRAVELING TO/FROM <input type="checkbox"/> OTHER: _____ E. WITNESS NAME: _____ PHONE #: _____		
<b>IF INJURED PARTY IS A MINOR:</b> PARENT/GUARDIAN NAME: _____ HOME PHONE #: _____ EMPLOYER NAME: _____ WORK PHONE #: _____		
IS THE INJURED PERSON COVERED UNDER ANY OTHER HEALTH AND/OR ACCIDENT INSURANCE PLANS, INCLUDING BUT NOT LIMITED TO GROUP OR INDIVIDUAL MEDICAL, MILITARY/GOVERNMENT PLANS SUCH AS MEDICARE, OR AUTOMOBILE PLAN? <input type="checkbox"/> YES <input type="checkbox"/> NO		
IF YES, NAME OF INSURANCE COMPANY:		POLICY NUMBER:
<b>ADDRESS</b> (Street) (City) (State) (Zip Code)		
<b>AUTHORIZATION TO RELEASE INFORMATION</b>		
I authorize any Health Care Provider, Insurance Company, Employer, Person or Organization to release my information regarding medical, dental, mental, alcohol or drug abuse history treatment or benefits payable, including disability or employment related information, to A-G Administrators, LLC, the Plan Administrator, or their employees and authorized agents for the purpose of validating and determining benefits payable. I understand that my authorized representative or I will receive a copy of this authorization upon request. This authorization or a photo static copy of the original shall be valid for the duration of the claim.		
NAME OF PATIENT	SIGNATURE OF PATIENT (parent/guardian if a minor)	DATE
I certify that the foregoing information is true and correct.		DATE

The completion of this form is not an admission of the existence of any insurance nor does it recognize the validity of any claim and is without prejudice to the Company's legal rights in the premises.



## USA VOLLEYBALL MEDICAL CLAIM FILING INSTRUCTIONS



1. DO NOT MAIL CLAIM FORMS, BILLS OR OTHER ITEMS TO USA VOLLEYBALL.
2. Make sure the injury has been reported to your Regional Volleyball Association.
3. Complete claim form in full. Use an additional sheet if necessary.
4. Either notify medical providers of excess coverage for services related to injury by providing the below mentioned contact information or attach itemized physician, hospital or other providers' standard insurance billing forms: CMS-1500 from physician or UB-04 from Hospital; these forms must show the following:
  - Patients Name
  - Condition/Diagnosis
  - Type of Treatment
  - Date expense incurred
  - Charges
5. Your coverage is an excess policy unless there is no other insurance in place. Attach your primary insurance carrier's Explanation of Benefits (EOB) showing payment or denial of each bill. "Primary Carrier" would include any and all other coverage that a participant may have, including employer insurance (spouse, parent or guardian), Armed Forces or other coverage. If you wish for payment to be made to you, then you must provide proof of payment from the provider.
6. To expedite proper processing, submit form complete in full along with the above documents to the following address:

A-G ADMINISTRATORS, LLC  
P.O. Box 21013  
Eagan, MN 55121  
P: 610.933.0800 | F: 610.935.2860  
www.agadministrators.com  
claims@agadm.com



# USA VOLLEYBALL MEDICAL CLAIM FILING INSTRUCTIONS



## IMPORTANT CLAIM NOTICE:

**FRAUD WARNING:** Any person who, knowingly and with intent to defraud, or helps commit a fraud against, any insurance company or other person: (1) files an application for insurance or statement of claim containing any materially false information; or (2) conceals for the purpose of misleading, information concerning any material fact thereto, commits or may be committing a fraudulent insurance act, which is a crime and subjects such person to criminal and/or civil penalties.

**Alabama:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution fines or confinement in prison, or any combination thereof.

**Alaska:** Any person who knowingly and with intent to injure, defraud, or deceive an insurance company files a claim containing false, incomplete, or misleading information may be prosecuted under state law.

**Arizona:** For your protection Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties

**Arkansas and Rhode Island:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit is subject to criminal and civil penalties, or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**Colorado:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable for insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**Delaware:** Any person who knowingly and with intent to injure, defraud or deceive any insurer, files a statement of claim containing any false, incomplete or misleading information is guilty of a felony.

**District of Columbia:** WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

**Florida:** Any person who knowingly and with intent to injure, defraud, or deceive any insurer, files a statement of claim containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

**Idaho and Indiana:** Any person who knowingly and with intent to defraud or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information (for Idaho) is guilty of and (for Indiana) commits a felony. Idaho and Indiana: Any person who knowingly and with intent to defraud or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information (for Idaho) is guilty of and (for Indiana) commits a felony.

**Kentucky:** Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

**Louisiana and West Virginia:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**Maine, Tennessee, Virginia and Washington:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

**Maryland:** Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**Minnesota:** A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

**New Hampshire:** Any person who, with a purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638.20.

**New Jersey:** Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

**New Mexico:** ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.

**Ohio:** Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

**Oklahoma:** WARNING: Any person, who knowingly and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

**Oregon:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or a statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material hereto, may be subject to prosecution for insurance fraud.

**Pennsylvania:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**Puerto Rico:** Any person who knowingly and with the intention of defrauding presents false information in an insurance application, or presents, helps, or causes the presentation of a fraudulent claim for the payment of a loss or any other benefit, or presents more than one claim for the same damage or loss, shall incur a felony and, upon conviction, shall be sanctioned for each violation with the penalty of a fine of not less than five thousand (5,000) dollars and not more than ten thousand (5,000) dollars and not more than ten thousand (10,000) dollars, or a fixed term of imprisonment for three (3) years, or both penalties. If aggravating circumstances are present, the penalty thus established may be increased to a maximum of five (5) years; if extenuating circumstances are present, it may be reduced to a minimum of two (2) years.

**Texas:** Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison

SIGNATURE OF INJURED PERSON (parent/guardian if a minor)

DATE



**A-G ADMINISTRATORS LLC**  
**SPORTS INSURANCE SPECIALISTS**

PO Box 21013, Eagan, MN 55121

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## IV. RISK MANAGEMENT



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## THE LAW AND AMATEUR SPORTS

Over the past 20 years, participation in athletic activities has continued to grow at all levels (including youth, high school, collegiate and adult sports), including the sport of volleyball. During this time, we have also seen a migration from local recreational based leagues to more competitive travel sports. With increased participation, more and more athletic events have been organized around the country to satisfy the needs of athletes of all ages. As participation has increased, so have the number of participant injuries accompanied by a rise in the claims and lawsuits as a result of those injuries.

Historically, event organizers were virtually immune from civil liability other than for cases of gross negligence. It was largely accepted that participants and spectators at athletic events assumed the risks involved. This perceived immunity has been eroded in our current judicial system. Today, National Governing Bodies (NGBs), amateur sports associations, athletic event organizers, sports promoters, coaches and officials are being held to a higher standard, including the duty to warn athletes or spectators of the inherent risks and dangers that may result from participating in or attending athletic events. Over the past 10 years, liability claims trends have included the following:

- Higher frequency and increased severity of claims
- Longer tail exposure (i.e. especially for claims arising out of abuse, concussions, etc.)
- Increased potential for class action lawsuits

Federal and State legislation related to concussions/brain injuries and abuse & molestation issues have had a direct impact on these claims trends.

By 2017, all 50 states had established sports-related concussion laws. In May 2009, the State of Washington was the first state to pass concussion management requirements for youth sports (known as the “Zackery Lystedt Law” in honor of a high school football player who suffered a catastrophic brain injury). As of June 2017, all 50 states had established laws for concussion management, including removal from play, return to play (with medical clearance) and concussion awareness & training requirements. The requirements vary by state and no Federal standards currently exist.

In 2018, Federal SafeSport legislation (known as the “Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017”) was signed into law. The law was passed in response to concerns about abuse in amateur sports (such as the Larry Nassar situation). The Act created a new “standard of care” for all youth sport organizations, requiring abuse awareness training & prevention policies & procedures for coaches, officials and others, and mandatory reporting of suspected abuse situations to appropriate law enforcement agencies within 24 hours.

In 2019, individual states began passing laws temporarily suspending or permanently eliminating the statute of limitations on abuse claims. As a result of this legislation, many abuse claims have been brought against National Governing Bodies (NGBs), amateur sports associations, leagues, schools, etc. that would have previously been barred by statute.

With the erosion of common law defenses and the increase in standards to which amateur sports organizations are held accountable, it is imperative that effective risk management strategies (including safety standards) be implemented to reduce the frequency and severity of claims. Failure to conduct athletic events with the utmost care will increase the potential liability of NGBs, amateur sports associations, event organizers, clubs, directors, coaches, officials and volunteers.



## THE ELEMENTS OF NEGLIGENCE

Negligence is the most common allegation in liability claims and lawsuits arising out of sports events and activities, including claims brought by participants and spectators. Four key elements must be present to establish a cause of action for negligence:

1. A "duty" or obligation which requires one party to meet a certain standard of conduct (such as the protection of the other party from unreasonable harm).
2. A breach of that duty to conform to the standards.
3. An injury must arise from the breach of duty, and the breach of duty must be the proximate cause of the injury.
4. Monetary damages are warranted as compensation for the injury.

The plaintiff (i.e. the party bringing the claim) must prove negligence on the part of the alleged negligent party, with enough evidence to establish the negligence was the proximate cause of the injury or loss.

## COMMON DEFENSES AGAINST NEGLIGENCE

The following are the most common defenses against a claim of negligence:

1. Failure to prove negligence. All key elements of negligence are necessary to establish negligence. If one or more of the key elements are NOT established, the claimant will NOT be able to recover damages.
2. Reasonable or Prudent Person Doctrine. This doctrine is a common law rule of thumb that if an individual acted in a manner consistent with how a reasonable and prudent person would respond in a similar situation, a cause of action for negligence would be unfounded.
3. Assumption of Risk. One of the oldest and historically strongest defenses against a cause of action for negligence is also a defense that has probably eroded the most over the years for sports activities. When an individual voluntarily assumes the risk of injury or harm arising in connection with certain activities, this person cannot blame others and seek recovery of damages if such harm or injury occurs. The erosion of this defense has occurred as a result of the higher standard of care required of event organizers. While the strength of this defense has been undermined, it is still a best practice for an event organizer to have a participant acknowledge and assume the potential risks involved in participating in the event. This is often accomplished through a waiver & release of liability, which will be discussed later.
4. Last Clear Chance. This defense puts the burden of responsibility on the plaintiff as the claimant had the "last clear chance" to avoid the injury or harm. This defense is usually only valid if the harm or injury was foreseeable by the plaintiff and the plaintiff could have taken action to avoid the harm or injury.
5. Contributory Negligence. The enforceability of this defense varies by state. In states where this defense is accepted, a cause of action for negligence is barred if the plaintiff, even to the slightest degree, contributed to the plaintiff's own harm or injury.
6. Comparative Negligence. A relatively new defense has been established by most states to offset the perceived "unfairness" associated with the contributory negligence defense (which barred a plaintiff from recovery even though they may have been only 1% at fault). Under the comparative negligence doctrine, recovery for damages is pro-rated based upon the percentage of fault associated with the plaintiff and defendant. Unlike

contributory negligence, a plaintiff may be 1-49% negligent and still recover damages from the defendant. The plaintiff's percentage of fault to recover under comparative negligence varies by state. In most states, a plaintiff with 50% or more of the fault will be barred from pursuing any damages from another party.

## FACTORS THAT CONTRIBUTE TO NEGLIGENCE

The following factors can be used to establish negligence on the part of NGBs, amateur sports associations, event organizers, clubs, coaches, officials and volunteers. It is important that you be aware of these factors and take steps to minimize or eliminate these factors whenever possible.

1. Ignorance of the Rules. The saying "Ignorance is bliss" does NOT apply when it comes to negligence claims. In today's litigious society, ignorance of rules is not a defense. Failure to be aware of the rules or your responsibilities in whatever capacity you are serving (such as an event organizer, coach, official or volunteer) is NOT a defense against being held accountable for your negligence. It is vitally important to the success of any sporting event that all parties involved know the rules and are educated about their roles and responsibilities.
2. Ignoring the Rules. Ignoring the rules and regulations for the conduct of a sporting event is a major mistake. USA Volleyball has established rules and regulations for the safety of all participants and spectators involved with sanctioned events or approved activities. Safety is one of USA Volleyball's most significant priorities. Ignoring the rules increases the likelihood of injuries to participants, and exposes USA Volleyball, its event organizers, clubs, coaches and officials to a greater potential liability. Following and enforcing the rules and regulations is one of the best risk management measures.
3. Failure to Act. The success of any sporting event is dependent upon the ability of those managing the event to respond quickly when problems arise. While prevention is the best risk management approach, accidents and injuries will occur from time to time no matter what efforts have been made. Being "proactive" in preparations for being "reactive" is crucial. Unfortunately, too many volleyball event organizers fail to:
  - Assign competent personnel to supervise, maintain, inspect and repair the court or equipment;
  - Review all aspects of event management prior to tournament day with supervising personnel to ensure a coordinated effort. Be sure to educate event staff, coaches, officials, safety, medical and volunteers on their roles and responsibilities.
4. Inadequate Funding. Insufficient funding for an event often results in "cutting corners" which can undermine the ability for an event to be conducted as safely as possible. The lack of funds or unwillingness to spend money often leads to:
  - Reduction in safety, first aid, security or other key event support services;
  - Not hiring or training competent personnel;
  - Not inspecting and properly maintaining equipment and facilities;
  - Not replacing unsafe equipment
5. Failure to Warn. Event directors, coaches and officials have a duty to warn participants of any potential hazards. Knowing the condition of the equipment and facilities and making these conditions known to the participants prior to the event are essential. Failure to warn of hazardous or potentially hazardous conditions, especially when known, is a significant factor leading to large monetary damages being awarded to injured athletes. Any dangerous conditions should be properly addressed before play begins or before play continues.

## EVENT RISK MANAGEMENT BEST PRACTICES

For many event directors/promoters, the management and operation of events has transitioned from a part-time labor of love into a full-time business pursuit. The days of getting a group of people together with similar sports interests for some “good old healthy competition and fun” has been replaced with the business need to advertise and promote the event to attract participants, raise sponsorship funds, secure facilities & permits, obtain appropriate insurance, find and train responsible volunteers, comply with federal & state laws as well as the NGB’s requirements, rules & regulations, etc. For many, the goal is to conduct an event that it is both profitable (or at least able to cover costs) and an enjoyable experience for the participants as well as the spectators.

In today’s litigious society, event organizers often find themselves looking over their shoulder to see what attorney is waiting to file a “claim” against them. The following are some examples of common claims that have been brought against event organizers, club directors, coaches and officials:

- Failure to enforce safety rules and regulations
- Failure to control aggressive or unsportsmanlike behavior
- Failure to provide adequate security for the event
- Failure to operate and/or maintain premises or facilities
- Failure to stop play for dangerous conditions (i.e. such as issues related to the court/field of play, equipment, adverse weather, etc.)
- Failure to recognize a participant injury (such as a suspected concussion, neck or back injury, etc.)
- Failure to respond appropriately to a medical emergency
- Failure to prevent a sexual abuse or molestation incident
- Failure to report a suspected sexual abuse situation
- Failure to prevent discrimination or harassment
- Claims arising out of concessions

How can event organizers, etc. protect themselves from claims or litigation arising out of a sports event? While most people respond by saying “buy insurance”, insurance is only one of the Risk Management techniques. Prevention is the best insurance policy!

### The 4 Key Risk Management Strategies

Risk Management is the continuous process of identifying, assessing and mitigating risks to reduce the frequency and severity of potential losses. The goal of risk management is to develop action plans to eliminate, minimize or manage the identified risks. The 4 key Risk Management strategies are as follows:

1. Risk Avoidance: avoiding risky hazards, activities or exposures for your event.
2. Risk Acceptance: knowing the risk exists and assuming the risk (i.e. assuming the inherent risk of injury).
3. Risk Reduction: following rules and regulations, risk management best practices, safety guidelines, etc. to reduce the likelihood, frequency or severity of loss. *[Operational risk management examples include establishing event safety plans/protocols, event security, event medical, event staff and volunteer training, etc.]*
4. Risk Transfer: shifting risk from one party to another. (i.e. waiver forms for participants and volunteers, insurance policies, contracts with suppliers/vendors for concessions, event medical, event security, etc.)

## Event Risk Management – Practical Recommendations

Beyond the placement of insurance, the following are some practical recommendations for USAV sanctioned events and approved activities. Although not all-inclusive, implementation of the following risk management recommendations will help to prevent situations that may lead to injuries and subsequent claims/litigation. *It's better to be proactive (rather than simply reactive!!)*

- **USAV Rules & Regulations:** follow all the guidelines established by USA Volleyball and its RVAs for the proper set up and conduct of a sanctioned volleyball event. Be sure to enforce safety rules and regulations.
- **Waiver Forms (for participants and volunteers):** all participants and volunteers should be required to sign the approved USAV's waiver & release forms (*be sure to review the waiver section later in this document*).
- **Event Safety & Security Plan:** establish a safety and security plan for your event. Conduct periodic safety audits to inspect equipment and facilities for any possible hazards. Address any issues with the facility owner and document the outcome of discussions. For outdoor events, be sure to include adverse weather as part of your contingency plans.
- **Event Medical Plan:** Establish an effective medical response plan for both first aid and emergency medical situations. Automatic External Defibrillators (AED) units should be available.
- **Communications Plan:** establish a public relations/communication plan with all parties involved in the event, especially with parents and athletes.
- **Athlete Supervision (for minors):** Establish a plan for the proper supervision of the athletes while participating in the sporting event, particularly if they are not accompanied by a parent/legal guardian.
- **SafeSport Guidelines:** Be sure that all coaches, officials or other adults with care, custody and control of minors have had a comprehensive background screening and gone through USAV abuse & molestation awareness & prevention training.
- **Event Staff and Volunteer Training:** Be sure to educate event staff and volunteers on their roles and responsibilities, communication protocols, event safety, security and medical plans, etc. Conduct periodic clinics to keep officials and volunteers apprised of changes in rules and regulations, etc.
- **Contractual Risk Management (*see contract section for more information*)**
  - Commit to written contracts (*avoid handshake deals*)
  - Consult legal counsel (for your protection)
  - Clearly define roles and responsibilities in agreements
  - Use standardized contracts (*don't just sign what the other party provides*)
  - Review Indemnification and Insurance requirements closely
  - Obtain Certificates of Insurance (pursuant to insurance requirements)
- **Incident/Claims Reporting Procedures & Forms:** be sure to document and report incidents/injuries in accordance with USAV's guidelines (as outlined in this document).
- **COVID-19 Risk Management:**
  - Follow USA Volleyball COVID-19 Return to Play Guidelines
  - Comply with any requirements from State/Local Authorities
  - Adhere to CDC Guidelines, Protocols and Resources
  - Create a COVID-19 Event Plan
  - Educate event staff, officials and volunteers about the Plan
  - Utilize signage (to provide notices/warnings/reminders/instructions)
  - Clean & sanitize event facilities and equipment
  - Follow social distancing protocols and limit access (as required)
  - Mandate face masks be worn (as required by USAV or state/local regulations)

## WAIVER AND RELEASE OF LIABILITY FORMS

As is the case for most amateur sports, signed waiver forms are required from all participants (and from parents/legal guardians in the case of minors) prior to participation in USA Volleyball sanctioned or approved events. This is not just a USAV requirement, but also a requirement from USAV's General Liability insurance carrier. Event organizers and clubs are responsible for making sure these forms are being signed and submitted in accordance with USA Volleyball guidelines.

Contrary to popular belief, a well written waiver and release form serves as a "first line of defense" against a cause of action for negligence and is a very effective risk management tool. In most jurisdictions, waivers are customary and enforceable. It is important to remember that obtaining signed waivers from all participants does not reduce the need for insurance or effective safety practices.

The following are key elements of an effective waiver:

- **Acknowledgment of Risk:** Addresses the inherent risk of participation in athletic activities (including the sport volleyball) and the potential for bodily injury, sickness & disease, death, etc.
- **Assumption of Risk:** By signing these forms, the participants (or parents of participating minors) acknowledge the inherent risks and dangers associated with participating in USA Volleyball sanctioned activities and their acceptance of these risks.
- **Waiver and Release from Liability:** By signing these forms, the participants (or parents of participating minors) agree to waive and release various parties, including USAV, its RVAs, the event organizer, clubs, facility, sponsors, coaches, officials, volunteers, etc.
- **Indemnification:** By signing these forms, the participants (or parents of participating minors) agree to indemnify these same parties for any claims brought against them for which the waiver applies.

***The USAV waiver form addresses each of the aforementioned elements.*** It is for this reason that Event Organizers should be using the USA Volleyball waiver and release form.

## **PARTICIPANT ACCIDENT COVERAGE (i.e. Accident Medical and AD&D coverage)**

The USAV Participant Accident policy provides up to \$25,000 of excess Accident Medical coverage for injuries sustained while participating in an approved or sanctioned event.

The coverage is **not** designed to replace existing medical coverage available to a participant through employment or any other means and cannot be used in lieu of existing medical coverage. The sole purpose of the Participant Accident coverage is to help supplement the out of pocket costs (such as deductibles, co-payments, coinsurance, etc.) associated with primary medical coverage and to provide reimbursement if no other collectible insurance is available. The Accident Medical coverage under the USAV Participant Accident policy is subject to the deductible of \$250 if other primary health care coverage is available, or \$1,000 if no other health care coverage is available.

To assist you in understanding how Participant Accident Excess Medical claims may be handled if submitted to the insurance carrier for payment, the following claims scenarios have been developed. Find the claims scenario that matches your claim situation to determine how the Participant Accident Excess Medical coverage may apply. The following are examples only and may not reflect the terms and conditions of the policy that might apply to an individual claim.

### **Scenario #1**

\$3,500 Broken Ankle

Primary Health Care \$500 deductible and 80/20 coinsurance

#### **Primary Coverage**

\$3,500	Billed to primary carrier
<u>-\$ 500</u>	Primary Deductible (participant responsible)
\$3,000	Balance to be considered by primary carrier
<u>-\$ 600</u>	20% coinsurance (participant responsible)
\$2,400	Payment by primary carrier

#### **Excess Coverage through USAV**

\$ 500	Deductible from above
<u>\$ 600</u>	Coinsurance from above
\$1,100	Balance to be considered by excess carrier
<u>-\$ 250</u>	Excess Deductible (participant responsible)
\$ 850	Payment by excess carrier

### **Scenario #2**

\$3,500 Broken Ankle

No primary health coverage

#### **Excess Coverage through USAV**

\$ 3,500	Billed to excess carrier
<u>-\$1,000</u>	Excess Deductible (participant responsible)
\$ 2,500	Payment by excess carrier

## PARTICIPANT ACCIDENT EXCESS MEDICAL COVERAGE (Continued)

### **Scenario #3**

\$300 Laceration to eyebrow

Primary Health Care \$250 Deductible 80/20 coinsurance

#### **Primary Coverage**

\$ 300	Billed to primary carrier
<u>-\$250</u>	Primary Deductible (patient responsibility)
\$ 50	Balance to be considered by primary carrier
<u>-\$ 10</u>	20% coinsurance (patient responsibility)
\$ 40	Payment by primary carrier

#### **Excess Coverage through USAV**

\$ 250	Deductible from above
<u>\$ 10</u>	Coinsurance from above
\$ 260	Balance to be considered by excess carrier
<u>-\$250</u>	Excess Deductible (participant responsible)
\$ 10	Payment by excess carrier

### **Scenario #4**

\$300 Laceration to eyebrow

No primary health coverage

#### **Excess Coverage through USAV**

\$ 300	Billed to excess carrier
<u>-\$1,000</u>	Excess Deductible (participant responsible)
\$ 0	Payment by excess carrier

### **Scenario #5**

\$30,000 Knee Injury

Primary Health Care is an HMO, but Participant elects not to use required doctors or hospitals.

If primary health care coverage is available and the choice is made not to use required providers, for whatever reason, the PARTICIPANT ACCIDENT EXCESS MEDICAL COVERAGE WILL NOT APPLY. The intent of the Participant Accident Excess Medical coverage is to supplement Primary Medical coverage whenever it is available.

**\*\*\*REFER TO USA VOLLEYBALL'S SAFESPORT REQUIREMENTS AND LEGAL REPRESENTATION  
FOR MORE GUIDANCE ON THIS TOPIC\*\*\***

## **SEXUAL ABUSE OR MOLESTATION EXPOSURE**

Protecting children from sexual abuse and molestation situations is one of the most important responsibilities and greatest challenges facing National Governing Bodies (NGBs) and amateur sports associations. Organizations have a moral and legal obligation to take appropriate precautions to prevent these situations from occurring.

When alleged abuse occurs, the NGB/association, facility owner, club/team, etc. can be held legally responsible for the actions of the alleged perpetrator (such as a coach, official or volunteer). The claims often allege negligent selection (of an employee, contractor or volunteer), inadequate background screening, improper supervision, failure to prevent abuse, failure to investigate and report allegations of abuse to the proper authorities, etc. The mere accusation of abuse or molestation can ruin reputations for both the organization and individuals involved, and it can be difficult to overcome the stigma even if one is totally exonerated of all charges.

For this reason, prevention is the best approach to managing this risk. Long before abuse became a national issue with the Larry Nassar situation in 2017, USA Volleyball has taken a proactive approach to abuse risk management. For more than 15 years, USA Volleyball has required comprehensive background screening and mandatory abuse & molestation awareness and prevention training.

To learn more about USA Volleyball's current SafeSport measures, please refer to the following link:  
[www.teamusa.org/usa-volleyball/about-us/safesport](http://www.teamusa.org/usa-volleyball/about-us/safesport)

## **CONTRACTUAL RISK MANAGEMENT**

One of the most significant exposures for USAV clubs and event organizers arises out of liability assumed in a written contract or agreement. Common contracts include:

- Facility rental agreements
- Equipment rental agreements
- Municipality Permits
- Vendors/Contractors (providing products or services in connection with an event)
- Sponsorship agreements

Within many of these contracts, the party that drafted the agreement often tries to transfer as much risk to the other party as possible. The following information will provide a better understanding of the issues related to the assumption of risk by contract. You are not expected to understand all the legal jargon or issues relating to a contract, but a little knowledge may prevent you from incurring a great deal of risk that would not otherwise be accepted in the absence of such knowledge.

Some key points to keep in mind with respect to contracts:

- Contracts often favor those who draft the contract wording.
- Terms & conditions of a contract may determine whether an insurance claim will be paid.
- Liability is often assumed/transferred within contracts (Assumption of Risk or Contractual Risk Transfer)



The following are best practices when it comes to contracts:

- Commit to written contracts (avoid handshake deals)
- Consult legal counsel (for your protection)
- Clearly define roles & responsibilities (i.e. including products or services to be provided).
- Include appropriate Indemnification requirements (mutual is recommended)
- Include appropriate Insurance requirements (including additional insured status, waivers of subrogation, certificate of insurance requirements, etc.)

### **Liability Assumed by Contract**

Municipalities, school districts, and other facility owners often try to transfer all risk of loss to the party renting or using the venue facility. Coaches and club officials have agreed to assume these risks as part of a rental agreement without understanding the extent of responsibility assumed by the rental contract.

A rental contract or agreement is a legally binding document that needs to be read closely before signing. As a matter of law or public policy in many jurisdictions, one party cannot transfer its sole negligence to another by contract. However, it is very common for contractual risk transfer as much responsibility as possible via a contract or agreement. It is better to spend a little more time reading, understanding and amending a rental contract prior to signing rather than disputing legal issues at the time of a loss.

While contractual liability associated with a facility rental for sanctioned or approved events is covered under the USA Volleyball General Liability insurance program, claims arising out of assumption of risk by contract that could have been prevented or minimized will have a tremendous impact on the cost of insurance paid by the Association. The exposure to loss resulting from the assumption of liability by contract is controllable and every effort should be made to control such loss. Failure to do so affects everyone.

Municipalities, schools and other venue owners will require USA Volleyball clubs to hold them harmless and cover all legal expenses as a requirement of using their facility. There are a wide variety of Indemnification clauses used in rental agreements. Most are written to favor the Lessor (i.e. the municipality, school district, or venue owner) and require the Lessee (a USA Volleyball club or event organizer) to incur more responsibility than necessary. Whenever possible, the Indemnification provision should allocate the responsibilities of each party clearly and equitably. Indemnification provisions that appear to be one sided (in favor of the Lessor only) should be avoided or amended. The following is an example of a MUTUAL Indemnification provision that is preferred:

***Lessee shall indemnify, defend and hold harmless Lessor, its officers, employees and agents from any claim, liability, loss or expense (including reasonable attorney fees) arising out of the Lessee's occupancy and use of the facility, but only in proportion to the extent such claims, liability, loss or expense arise out of the negligent acts or omissions of USA Volleyball, its Regional Volleyball Associations (RVAs), clubs, officers, employees, volunteers or agents.***

***Lessor shall indemnify, defend and hold harmless USA Volleyball, its Regional Volleyball Associations (RVAs), clubs, officers, employees, volunteers or agents from any claim, liability, loss or expense (including reasonable attorney fees) arising out of the Lessor's ownership, operation or maintenance of the facility, but only in proportion to the extent such claims, liability, loss or expense arise out of the negligent acts or omissions of the Lessor, its officers, employees, contractors or agents.***

The reason this Indemnification provision is preferred is that each party to the agreement is only responsible for their own negligence. A facility that has inherent hazards (such issues related to maintenance of facility, etc.) should be the responsibility of the venue owner. If a loss occurs resulting from unsafe premises, USA Volleyball, its clubs, etc. should not assume responsibility for this type of exposure.

If a rental agreement does not have a mutual Indemnification requirement, it is recommended that you negotiate to have the attached "**Indemnification Clause Addendum**" added to the agreement. We have also created a **Facility Rental Agreement Checklist** for your consideration and use. As always, we recommend seeking the opinion of qualified legal counsel before entering into any written agreements.

# FACILITY RENTAL AGREEMENT

## Indemnification Clause Addendum (SAMPLE)

Agreement between \_\_\_\_\_ and \_\_\_\_\_  
(Venue Owner) (Volleyball Club or Region)

It is agreed that this Addendum replaces entirely Section # \_\_\_\_\_ in the foregoing facilities use agreement and is hereby made a permanent addendum for the length of the Agreement.

- A. *Lessee shall indemnify, defend and hold harmless Lessor, its officers, employees and agents from any claim, liability, loss or expense (including reasonable attorney fees) arising out of the Lessee's occupancy and use of the facility, but only in proportion to the extent such claims, liability, loss or expense arise out of the negligent acts or omissions of USA Volleyball, its Regional Volleyball Associations (RVAs), clubs, officers, employees, volunteers or agents.*
- B.
- C. *Lessor shall indemnify, defend and hold harmless USA Volleyball, its Regional Volleyball Associations (RVAs), clubs, officers, employees, volunteers or agents from any claim, liability, loss or expense (including reasonable attorney fees) arising out of the Lessor's ownership, operation or maintenance of the facility, but only in proportion to the extent such claims, liability, loss or expense arise out of the negligent acts or omissions of the Lessor, its officers, employees, contractors or agents.*

\_\_\_\_\_  
Signature of USA Volleyball Representative

\_\_\_\_\_  
Signature of Venue Owner

Date: \_\_\_/\_\_\_/\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

**\*\*\*PLEASE BE SURE TO HAVE AN ATTORNEY REVIEW ANY CONTRACTUAL OBLIGATIONS, HOLD HARMLESS AND/OR INDEMNIFICATION PROVISIONS PRIOR TO SIGNING ANY WRITTEN CONTRACT OR AGREEMENT. \*\*\***

## FACILITY RENTAL AGREEMENT CHECKLIST (SAMPLE)

Prior to signing a rental agreement or facilities use agreement has the following been reviewed:

**Facility Walk Through**

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Facility suitable for volleyball practice and tournament play                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Checked floor surfaces for defects or trip and fall hazards                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Checked low hanging lights, heating units, plumbing, and basketball backboards            |
| <input type="checkbox"/> | <input type="checkbox"/> | Adequate seating - bleacher seating in good repair  |
| <input type="checkbox"/> | <input type="checkbox"/> | Men's and Women's restrooms in good repair  |
| <input type="checkbox"/> | <input type="checkbox"/> | Men's and Women's locker rooms in good repair   |
| <input type="checkbox"/> | <input type="checkbox"/> | Limited access to balance of school or facility   |
| <input type="checkbox"/> | <input type="checkbox"/> | Limited access to wrestling mats and gymnastics equipment                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Volleyball standards padded and in good repair  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a school official or facility representative on premises during use of facility? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there procedures for advising venue owner of problems?                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Quick access to phone in the event of emergencies?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Have maintenance/security personnel been advised of your rental of the facility?          |
| <input type="checkbox"/> | <input type="checkbox"/> | Is a key required to gain access to the facility?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are exits marked and doors unlocked? (no chains securing double doors)                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Rental Agreement required   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there well-lit & monitored parking spaces?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there secure "team" parking areas?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there an Emergency Response plan at facility for evacuation & medical emergencies?     |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a responsible party for removing unruly spectators?                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Are lighting and electrical systems checked at facility? Any emergency lighting?          |

**Rental Agreement Review**

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Does the agreement specify dates and times the Club/Region is responsible for venue?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there an indemnification clause?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the indemnification only favor the venue owner?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the Club/Region responsible for all loss or liability, regardless of fault?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there any insurance requirements?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are limits required in excess of \$2,000,000 Each Occurrence?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Can rental agreement be amended?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Venue owner has been advised in writing of the defects, damage, or portions of facility Club/Region will not take responsibility for. |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the Indemnification Clause Addendum been added to the Agreement?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are certificates of insurance required?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the agreement include signature of a board authorized person?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is a waiver of subrogation required per the contract?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you responsible for business personal property of others?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there provisions, which make you responsible for "loss of use" of property?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Responsible for guests and spectators?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there any liquor liability exposure?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Any special wording required?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Warranties or representations about suitability or use of rental equipment?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Quick Release Adhesive Floor Tape used to line finished floors?   |

## DRONE RISKS

The use of drones (also known as Unmanned Aircraft Systems) is becoming more widespread for both recreational and business purposes.

Contrary to popular belief, drones are considered aircraft and when used for business or commercial purposes, drones are subject to Federal Aviation Administration (FAA) regulations. In fact, the FAA has established rules and regulations governing the commercial use of the drones that went into effect in 2016.

### **Federal Aviation Administration (FAA) Unmanned Aircraft Systems (UAS)**

[www.faa.gov/uas](http://www.faa.gov/uas)

From an insurance perspective, drones are also considered “aircraft” and therefore subject to the aircraft liability exclusion under a standard ISO General Liability policy. Most general liability carriers have taken the position that since drones are aircraft, they will not provide coverage. This is the case with the USA Volleyball General Liability program.

Given the compliance and insurance issues surrounding drones, hiring a commercial drone operator (with appropriate FAA certification and proper aviation insurance) is the best risk management approach for many sports organizations.

We encourage you to reach out to EPIC if you would like to discuss your current or potential drone related risks.



## V. CERTIFICATES OF INSURANCE



EPIC Entertainment & Sports  
5909 Peachtree Dunwoody Road,  
Suite 800  
Atlanta, GA 30328  
Phone: 678-324-3300  
Fax: 678-324-3303

This presentation is designed to give you an overview of the insurance coverage for your organization. It is meant only as a general understanding of your insurance needs and should not be construed as a legal interpretation of the insurance policies in place. **Please refer to the specific insurance contracts for details on coverage, conditions and exclusions.**

# USA VOLLEYBALL CERTIFICATE REQUEST PROCESS

## Request from Club

- 1) Clubs will complete a certificate request form available from their Regional Volleyball Association. The form is also available on the USA Volleyball website as a downloadable PDF file at <https://www.teamusa.org/usa-volleyball/membership/forms-and-information>
- 2) Clubs will remit the request to the Region.
- 3) The Region will then go to the EPIC Entertainment & Sports online certificate request website (<https://sports.epicbrokers.com/>).
- 4) Each Region will be able to sign-on with a Login name and password provided by EPIC. From there, certificate information can be entered, and the certificate will be generated within seconds. If a certificate requires special wording or special forms, etc., a request form can be submitted to EPIC by email, fax or mail.
- 5) If special wording certificates are requested through EPIC, EPIC will issue the certificate as appropriate and will then e-mail the certificate back to the Region for distribution to the club.

## Request from Region

- 1) Regions requesting a certificate for their own purpose can go to the EPIC online certificate request website (<https://sports.epicbrokers.com/>). Each Region will be able to sign-on with a Login name and password provided by EPIC. From there, certificate information can be entered, and the certificate will be generated within seconds. The online website also allows for the Region to print copies of any cert issued to any club/certificate holder in the Region, or any cert issued to the Region itself. If a certificate requires special wording, or special forms, etc., a request form can be submitted to EPIC by email, fax or mail.
- 2) If certificates are requested through EPIC, then EPIC will issue the certificate and will e-mail the certificate to the Region.

## Request from National Office

- 1) The National Office may request a certificate by also going to the EPIC online certificate request website (<https://sports.epicbrokers.com/>). The National Office will also be able to sign-on with a Login name and password provided by EPIC. From there, certificate information can be entered, and the certificate will be generated within seconds. The online website also allows for the National Office to print copies of any cert issued to any club/certificate holder in any Region, or any cert issued to the National Office itself. If a certificate requires special wording, or special forms, etc., a request form can be submitted to EPIC by email, fax or mail.
- 2) If certificates are requested through EPIC, then EPIC will issue the certificate and will e-mail the certificate to the National Office.

**For certificate of insurance related questions, please contact Cameron Walter at EPIC (Tel. 470-681-3003 or by email at [Cameron.Walter@EPICBrokers.com](mailto:Cameron.Walter@EPICBrokers.com)).**

**For insurance coverage related questions, please contact Jennifer Rains at EPIC (Tel. 678-904-5305 or by email at [Jennifer.Rains@EPICBrokers.com](mailto:Jennifer.Rains@EPICBrokers.com)).**

*\*\*American Specialty will continue to house the certificates issued prior to 9/1/2010 on their website. If you are searching for old certificates (prior to 9/1/2010), please contact American Specialty for further assistance.*

**CERTIFICATE OF INSURANCE REQUEST**

**ALL REQUESTS BY CLUBS MUST BE SENT TO THE REGION**

REGION: \_\_\_\_\_ NEED BY DATE: \_\_\_\_\_

CLUB NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

\_\_\_\_\_ PHONE #: (\_\_\_\_) \_\_\_\_\_

DOES THE CLUB REQUIRE A CERTIFICATE OF INSURANCE? \_\_\_\_ YES \_\_\_\_ NO  
IF YES, CLUB WILL RECEIVE A CERTIFICATE AS PROOF OF INSURANCE)

PREFERRED METHOD OF CERTIFICATE DELIVERY:

E-MAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

AUTHORIZED RVA SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please attach to this form a list of scheduled tournaments to be organized/sponsored by the Club as well as a list of the facilities to be utilized (with full business name and address) for practices or tournaments by the Club.

SEND ADDITIONAL INSURED CERTIFICATES TO \_\_\_\_ CLUB  
\_\_\_\_ CERTIFICATE HOLDER

**CERTIFICATE HOLDER**

1) NAME: \_\_\_\_\_ ATTENTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDITIONAL INSURED \_\_\_\_ YES  
\_\_\_\_ NO

E-MAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

LIMITS OF COVERAGE REQUESTED: \_\_\_\_ GENERAL LIABILITY (\$1,000,000)  
\_\_\_\_ EXCESS LIABILITY

(ONLY CHECK FOR EXCESS LIABILITY IF CERTIFICATE HOLDER REQUIRES MORE THAN \$1,000,000 OF COVERAGE)

REASON FOR CERTIFICATE: \_\_\_\_ Building Owner \_\_\_\_ Sponsor \_\_\_\_ Tournament

\_\_\_\_ Other – Describe: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

CERTIFICATE OF INSURANCE REQUEST – PAGE 2

CERTIFICATE HOLDER

2) NAME: \_\_\_\_\_ ATTENTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDITIONAL INSURED \_\_\_\_\_ YES  
\_\_\_\_\_ NO

E-MAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

LIMITS OF COVERAGE REQUESTED: \_\_\_\_\_ GENERAL LIABILITY (\$1,000,000)  
\_\_\_\_\_ EXCESS LIABILITY

(ONLY CHECK FOR EXCESS LIABILITY IF CERTIFICATE HOLDER REQUIRES MORE THAN \$1,000,000 OF COVERAGE)

REASON FOR CERTIFICATE: \_\_\_\_\_ Building Owner \_\_\_\_\_ Sponsor \_\_\_\_\_ Tournament

\_\_\_\_\_ Other – Describe: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

CERTIFICATE HOLDER

3) NAME: \_\_\_\_\_ ATTENTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ADDITIONAL INSURED \_\_\_\_\_ YES  
\_\_\_\_\_ NO

E-MAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

LIMITS OF COVERAGE REQUESTED: \_\_\_\_\_ GENERAL LIABILITY (\$1,000,000)  
\_\_\_\_\_ EXCESS LIABILITY

(ONLY CHECK FOR EXCESS LIABILITY IF CERTIFICATE HOLDER REQUIRES MORE THAN \$1,000,000 OF COVERAGE)

REASON FOR CERTIFICATE: \_\_\_\_\_ Building Owner \_\_\_\_\_ Sponsor \_\_\_\_\_ Tournament

\_\_\_\_\_ Other – Describe: \_\_\_\_\_

Special Instructions: \_\_\_\_\_





## VI. USAV CLUB DIRECTORS AND OFFICERS (D&O) PROGRAM



EPIC Entertainment & Sports  
5909 Peachtree Dunwoody Road,  
Suite 800  
Atlanta, GA 30328  
Phone: 678-324-3300  
Fax: 678-324-3303

This presentation is designed to give you an overview of the insurance coverage for your organization. It is meant only as a general understanding of your insurance needs and should not be construed as a legal interpretation of the insurance policies in place. **Please refer to the specific insurance contracts for details on coverage, conditions and exclusions.**

## USAV CLUB DIRECTORS & OFFICERS (D&O) PROGRAM

***\*Program premium, terms and conditions are effective as of 11/1/2022.***

EPIC, in conjunction with the national office of USA Volleyball, has developed a special Not-For-Profit Directors and Officers Liability program for the Boards of Directors of the **member clubs** of USA Volleyball. EPIC has negotiated a program offering broad protection at very competitive rates. We endorse and sponsor this program and have negotiated coverage that is customized for our local and regional organizations. An online platform (<https://sports.epicbrokers.com/usavolleyball>) has been created to make the application and payment process easy and quick.

To summarize the program briefly, a \$1,000,000 limit of protection may be purchased by each individual Club to include all directors, officers, employees, and volunteers of that Club for **\$550\*** annually. An optional limit of \$2,000,000 is available through this program for the annual premium of **\$850\***. A credit card processing fee also applies. Eligibility for this program is subject to meeting specific criteria including: 1) your club is a not for profit organization 2) having no prior or pending loss activity 3) gross receipts are under \$1,000,000, and 4) having no more than 5 paid employees. If your organization does not meet the above criteria, the online program and premiums will not be available. Instead, coverage may be applied for using a paper application for underwriting consideration and individual pricing.

All Directors & Officers liability program policies have a November 1<sup>st</sup> effective and expiration date. For any club enrolling mid-year, a pro-rata premium will be charged subject to a minimum premium of \$100.

We highly encourage each Club to purchase this insurance protection. You can do so by accessing the website and following the link entitled, "Club Directors and Officers Coverage" or by visiting <https://sports.epicbrokers.com/usavolleyball>. You will find additional details about this important coverage on this webpage including a summary of insurance detailing key policy terms and conditions.

We hope that the majority of USAV Clubs will participate this year. If you have not purchased this coverage in the past, you will be filling a major gap in your insurance program by purchasing this coverage.

For questions related to the Club Directors & Officers Liability Program, please contact Jennifer Rains at 678-904-5305 or [Jennifer.Rains@epicbrokers.com](mailto:Jennifer.Rains@epicbrokers.com).

Additional contact information is as follows: Tel. 678-324-3300 or email [Sports@EPICBrokers.com](mailto:Sports@EPICBrokers.com).

*\*\*\*Regional Directors & Officer Liability coverage is placed separately by USA Volleyball's National Office. If you have questions regarding the RVA D&O coverage, please contact Jennifer Rains for additional details at [Jennifer.Rains@EPICBrokers.com](mailto:Jennifer.Rains@EPICBrokers.com) or 678-904-5305.*

## Understanding Directors and Officers Liability

The following information is offered to help understand the coverage. However, in order to fully understand the Association Liability Policy, the policy should be read and reviewed in detail. The precise coverage afforded is subject to the terms, conditions and policy as issued.

### What is Association Liability Insurance?

Association Liability Insurance is a form of errors and omissions coverage for the managers of an organization's affairs and others who, while acting in their capacity as directors, officers, employees or volunteers of the organization, function in various roles to achieve the objectives of the organization.

It is similar in nature to policies maintained by or for the benefit of other professionals, such as lawyers, accountants, doctors, etc. Coverage is triggered by a claim made against a director, officer, employee or volunteer alleging that while they were acting in their capacity as such, they did or failed to do something (committed what the policy calls a Wrongful Act) for which they should be held personally accountable. Coverage also extends to the organization if named as a defendant in a lawsuit.

### If I am sued, what financial protection do I have?

There are two methods by which the organization can provide financial protection to its directors, officers, employees, and volunteers: indemnification and insurance. Every state by statute permits nonprofit corporations to indemnify their directors and officers against loss incurred as a result of certain types of claims. However, such indemnification does not provide protection in all instances. Additionally, the organization may not have sufficient financial resources with which to pay the losses and defense expenses. This is why most nonprofit organizations purchase Association Liability insurance.

### Why do claims arise?

The law provides that under given circumstances, directors, officers, employees and/or volunteers can be held personally accountable for their actions. These individuals can be held accountable for failing to act in accordance with the high standard of conduct commensurate with the duties owed to their constituents.

### Who brings these suits?

Potential claimants include:

- Employees - allegations may include wrongful termination, discrimination, or sexual harassment
- Volunteers - allegations may include failure to supervise others' activities which resulted in harm to the volunteer
- Members (players) and/or their parents - allegations may include failure to properly supervise, discrimination, denial of credentialing, sexual harassment, or any other dispute in which the member (player) believes caused harm to him or her
- Competing clubs - allegations may include libel and slander or unfair trade practices
- Organization - allegations may include breach of your duty of care
- Outsiders - outside third parties who transact business or otherwise deal with the organization may assert a claim against a director and/or officer if such outsider has been personally and directly harmed by the wrongdoing

**Who is typically covered?** *(This is for general understanding only. Please refer to the actual policy coverage provisions for exact coverage terms and definitions).*

Past, present, and future directors, officers, employees and volunteers are covered for the reasonable costs of defending themselves against claims alleging a wrongful act, as well as the personal liabilities that they incur for their acts. Additionally, the organization is covered to the degree that it can or may be permitted to indemnify its directors, officers, employees and volunteers and for its direct obligations.

**WHAT is typically covered?** *(This is for general understanding only. Please refer to the actual policy coverage provisions for exact coverage terms and definitions).*

Association Liability insurance protection revolves around the term "wrongful act," which basically means any actual or alleged act, error, omission, misstatement, misleading statement, neglect or breach of duty while acting in your capacity as a director, officer, employee or volunteer and on behalf of your organization.

**What is NOT typically covered?** *(This is for general understanding only. Please refer to the actual policy coverage provisions for exact coverage terms and definitions).*

Here are sample exclusions:

- An adjudication of gaining illegal personal profit or advantage
- An adjudication of a criminal, fraudulent or dishonest act
- **For bodily injury or property damage**
- Alleging or arising from responsibilities and obligations imposed by the Employee Retirement Income Securities Act of 1974 (ERISA), the Fair Labor Standards Act (Except the Equal Pay Act), the National Labor Relations Act, and other similar federal, state or local statutory law
- Alleging or arising from obligations pursuant to any workers' compensation, disability benefits, unemployment compensation, unemployment insurance, retirement benefits, social security benefits or similar law
- Arising from pollution or contamination
- Brought by one Insured against another Insured, except for derivative claims or employment practices claims
- Insured under a policy previously in force
- Alleging or arising from professional services performed for others
- Arising from pending or prior litigation (as of the date of the first policy purchased)
- Alleging or arising from an express or implied contract, except for employment practices claims
- Arising out of circumstances which at the inception date of the policy any director, officer, employee or volunteer should have recognized as having the potential for claim

*This list is not exhaustive but does contain many of the exclusions relied upon by the insurer to circumscribe the coverage. It is important to review the actual policy for specific language and terms.*

**How much protection is being offered?**

There are two options for policy limits of liability: \$1 million and \$2 million and are available to respond for defense expenses and expenses of a claim and amounts paid to respond for the liability (damages, judgments and settlements).

Defense fees and expenses are payable **outside the limits of liability**. The limits of liability are provided on an annual aggregate basis for all claims against all directors, officers, employees, volunteers and the organization.

**What is the deductible ("retention") amount?**

If protected individuals are held personally liable and no indemnification is available from the organization, the individuals have no deductible or retention amount that they are responsible for under a covered claim. However, if the organization is held liable or if it is able to indemnify the individuals named in a suit, the retention amount is \$500.

**What does "Claims Made" policy mean?**

Association Liability insurance is offered on a "claims made" basis, which means that claims must be made and reported during the policy period. Individuals should be certain that adequate reporting mechanisms and oversight responsibilities exist for this purpose.

## Myths Regarding Personal Liability

*The following information is offered to help understand exposure related to the Association Liability coverage. It should be noted that the precise coverage afforded is subject to the terms, conditions and policy as issued.*

### Myth

We don't need to purchase insurance to protect our personal assets.

### Reality

These are the facts:

Nonprofit organizations are not immune from costly litigation.

- Nonprofit organizations are being sued more often and from more sources, despite laws in most states that limit the liability of nonprofit directors and officers.
- Employment related suits for such things as harassment and wrongful termination are at an all-time high, especially since enactment of the Civil Rights Act of 1991 and the Americans with Disabilities Act of 1992.
- Directors and officers are subject to the duties of diligence, obedience, and loyalty and can be sued for negligence in the performance of those duties.
- A claim could threaten the personal assets of directors, officers, and trustees.
- The financial burden of defending a suite against directors, officers, employees or volunteers can drain a nonprofit organization's badly needed resources.
- Nonprofit organizations are often seen as "deep pockets" despite low asset levels.

### Myth

I can't be held personally liable for my actions associated with this organization.

### Reality

Since 1985, several states have enacted statutes which purport to eliminate or limit certain types of nonprofit directors and officers liability exposure. These statutes vary greatly and require close examination to determine their true benefit. None of the statutes create absolute immunity for the directors and officers. For example, none of the statutes impact any liability based upon a federal statute or rule. Many of the statutes expressly do not apply to a breach of the duty of loyalty, which is perhaps the most frequently asserted claim against nonprofit directors and officers. Even if a liability limitation applies, the directors and officers may still be subjected to defending the claim and funding the costs associated with that defense.

### Myth

No one will sue me. I am a volunteer for a nonprofit organization. Even if a lawsuit were to arise, it will be against the Organization, not me.

### Reality

History proves that directors, officers, employees and volunteers of nonprofit organizations are individually sued across the country. Suits alleging discrimination, wrongful termination, harassment, or false accreditation are not uncommon.

### Myth

We purchase General Liability Insurance which protects me for any personal liability if I am individually sued.

### **Reality**

General Liability Insurance can protect the assets of your organization when it is sued for doing (or not doing) something that results in bodily injury or property damage. This type of insurance does not provide protection for lawsuits brought against the directors, officers, employees or volunteers or the organization directly for failure to properly perform your duties as such.

### **Myth**

My personal homeowner's insurance policy will provide protection for me if I am personally sued.

### **Reality**

Although a personal homeowner's insurance policy can provide protection for lawsuits brought against you, most specifically exclude coverage for activities relating to your voluntary service or serving on the board of an organization. This exclusion would apply to any act or omission, regardless of its nature or circumstance, involving a service or duty rendered, promised, owed or implied to be provided because of the nature of the organization.

### **Myth**

Our organization and its directors, officers, employees and volunteers are already protected under our national association's liability program.

### **Reality**

Although some national associations purchase an Association Liability Insurance Policy, it does not always extend protection to regions, local associations, or member clubs.

### **Myth**

My organization will pay for any lawsuits brought against the directors, officers, employees, and volunteers personally, or against the organization itself. It will indemnify (cover) me if I am personally sued.

### **Reality**

Every state by statute permits nonprofit corporations to indemnify their directors and officers against loss incurred as a result of certain types of claims. However, such indemnification does not provide protection in all instances. For example, indemnification may not be available to the director and officer for the following reasons:

1. The organization may become insolvent or may not have sufficient resources to pay the losses and expenses incurred by the directors and officers.
2. Either the applicable law or the corporation's internal indemnification provisions may be modified to limit or prohibit the expected indemnification.
3. The composition or attitude of the organization's board of directors may change so that the board is no longer sympathetic to the prior officer or director and thus does not make the necessary determinations to authorize the indemnification.
4. As a matter of policy, the organization may deem inappropriate to use contributed funds for such indemnification.
5. Because of public policy considerations and statutory limitations, some claims may be insurable but not indemnifiable.

Association Liability insurance (Directors & Officers Liability insurance) can help provide protection to the directors, officers, employees, and volunteers for all of these non-indemnifiable exposures and thus can offer a more comprehensive financial protection program for these individuals.

## Myth

This type of insurance is too expensive, complicated and cumbersome to purchase.

## Reality

Purchasing Association Liability insurance for USAV Clubs to protect directors, officers, employees, volunteers and the Organization itself couldn't be easier or less expensive. By simply completing a short electronic application for coverage and processing payment terms via <https://sports.epicbrokers.com/usavolleyball>, your Organization can purchase protection for its directors, officers, employees, volunteers and the Organization itself if named in a suit. If your total gross annual receipts are less than \$1,000,000, the total annual premium for a \$1,000,000 limit of liability (which is shared by all covered parties) is only \$550 and a \$2,000,000 limit of liability is only \$850. This amount provides protection for all directors, officers, employees, volunteers, and the Organization.

## Hypothetical Claim Examples

*The following information is offered to illustrate possible allegations which could be made against a non-profit sports club. In order to fully understand the Association Liability Policy, the policy should be read and reviewed in detail. The precise coverage afforded is subject to the terms, conditions and policy as issued.*

### Employment Claims

*Hypothetical:* Employee/volunteer is terminated and files suit alleging wrongful discharge or discrimination based upon the sex, race or age of the employee/volunteer.

*Hypothetical:* Allegations are made that the club's Board refuses to appoint a minority as a director thereby causing damage to the person.

*Hypothetical:* Volunteer coach files suit alleging the directors and officers wrongfully denied his request to volunteer based on rumors that he had previously been convicted of child molestation charges, which were false.

### Third Party Discrimination Claims

*Hypothetical:* Member (player) files suit alleging discrimination after being suspended from a game shortly after the directors learn of his involvement in an armed robbery.

*Hypothetical:* Member (player) files suit alleging age discrimination alleging a volunteer/employee wrongfully denied a younger member's request to participate in an older member age group.

### Sexual Harassment Claims

*Hypothetical:* Member (player), employee, or volunteer files suit alleging the coach sexually imposed upon her and that the board members were negligent in the selection of the coach and in failing to supervise his activities.

### Credentialing Claims

*Hypothetical:* Members (players) file suit alleging the Board wrongfully denied the requested credentialing unfairly and improperly.

### Defamation Claims

*Hypothetical:* A competing club files suit alleging the Board allowed materials to be distributed that libeled or slandered the club as a result of the communications by the organization and its directors and officers.

### Breach of Duty of Loyalty Claims

*Hypothetical:* Director, officer, employee or volunteer is sued for allegedly using the organization as a business conduit to benefit himself.

### ***Breach of Duty of Care Claims***

*Hypothetical:* Directors are sued for furnishing goods, services and facilities to a person disqualified under applicable law or bylaws from receiving those goods, services and facilities. **Failure to Supervise Claims**

*Hypothetical:* Directors are sued for failing to conduct routine audits and failing to supervise the Treasurer once it discovers a dramatic shortfall in its bank account.



## **DIRECTIONS TO POSSIBLE PLAYING SITES**

In recent years, the popularity and reliability of GPS devices and online mapping sites (like Google/Mapquest/Rand McNally) have reduced the need for written directions. The Carolina Region has not updated prior written directions in the past several seasons as new facilities are added.

Please refer to the Region's Tournament System or WebPoint (for clinics) for addresses to event locations and links to the address in Google Maps. Any questions about a specific site or its directions should be directed to the Tournament Director or Site Contact where the tournament or event is being held (not the Region).

Tournament System - <https://tournaments.carolinaregionvb.org>

Google Maps – <http://maps.google.com>