

CAROLINA REGION USA VOLLEYBALL



Junior Club Handbook

2018/2019 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 to the Board of Directors. If you still have a question or a problem, contact the Region Office or please contact the appropriate Board member. 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 site on the Internet. 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 Volleyball USA, a national newsletter published up to four times yearly.
2. Access to Carolina Volleyball Review, our online regional newsletter published 2-3 times yearly.
3. Officials that attend an officiating clinic may receive a USA Volleyball Domestic Competition Regulations book, with rules of the game. The Rule Book is also available free for download at the USA Volleyball website. Rule books will only be produced every two seasons. The 2017-2019 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 three 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.

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 2019 Operating Code for the approved Carolina Region policies and procedures.

2. There IS a Team Registration form this season. **This form is required in order to register a team with the Carolina Region. We request that all individual registrations be handled online this season by the individual requesting membership (and parent/guardian for junior members)**, but we will accept the paper 2019 membership form if submitted. Illegible forms will be returned and your registration will be delayed. The forms are self-explanatory. You won't have any problems if you read this packet carefully and follow the enclosed Checklist. Please contact the Region Office if you have other questions.

3. ALL teams must have a UNIQUE Team Rep (a person can only be the team rep for one team in our system, but one person may still handle all your administrative duties internally within your club if you wish). 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 registering with a junior team must pass the USAV background screen every two seasons and complete the SafeSport course.

4. **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 registered, the player/coach may register online and select the club they are affiliating with. Once the Region clears that member as being paid and submitting a signed waiver, the Club Administrator will be able to add that member to a team in the club (or the Region will do it if player is listed on Team Registration Form or the club emails the Office). All adults will need to clear their background screen before they can be added to 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 points system strictly on results of their matches.

5. Please submit the original required forms in **INK** (not faxed or copy machine copies). Complete the forms carefully and accurately. Improper completion or illegible print will result in the form being returned to you for correction and cause a delay in the processing.

6. Multi-team clubs may qualify for a team fee discount by submitting their team registration forms and payment by December 1. **All teams in a club must register 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 \$75 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. Correctly prepared application forms, accompanied by the appropriate fees, must be received by the Office not less than seven (7) days prior to the intended date of participation in a 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 received by the Office no later than **Thursday** prior to participation on that upcoming weekend. NO telephone registrations can be accepted by the Office. Payment must be received by mail, PayPal, or hand carried to the Office before any registration request can be processed. **When using overnight mail (Federal Express or other), specify that no signature is required or registration may be delayed, and have delivered to 3770 Clemmons Road, Suite C, Clemmons, NC 27012. The US Postal Service does deliver express mail to P.O. Boxes (remember to waive the signature). The office is closed on Saturdays so express mail should go to the PO Box to ensure delivery.**

9. A classification schedule with the appropriate fee indicated is attached for your reference. Submit only **ONE** check or money order, payable to "Carolina Region", in the correct amount to cover all fees including any applicable late fees. *No team registration will be honored until all fees have been received by the Office.* Please remit the correct amount. *Incorrect payment will result in delay in processing your registration. We will not accept Overpayments into credit accounts this season (refund checks will be sent).* Note: Each individual must pay an individual fee, and each team must pay a team fee. The Region does not accept credit cards at this time but you can submit a PayPal payment to the Region at office@CarolinaRegionVB.org (NOTE: you do not have to register with PayPal to send a payment and you can pay with a credit card through PayPal). If you submit a PayPal payment, fully document what the payment represents in the NOTE field to avoid delays.

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 fines are paid.

ADDITIONAL REGISTRATION INFORMATION:

1. All individuals registering with the Carolina Region are required to complete a current Waiver and Release of Liability form (whether registering online or with the 2019 membership form). **We are encouraging all individuals to register online this season.** There will be a \$10-\$30 discount available for registering online (depending on when the application is received)! To register, have your players go to the Registration section of our website. Those players that do not have access to the online registration system or wish to register using the paper form may still do so. The membership form and Waiver and Release of Liability form is available for download and is on one two-sided form. Both sides must be completed in INK. The current form has 2019 at the top. This is the only acceptable form (previous year's forms will not be accepted). Please complete all requested information and sign in all indicated spaces. **All registrations must contain birthdate information and Juniors must provide their school grade.** The Carolina Region has adopted the USAV Participant Code of Conduct. A copy is available for download on the website and is to be kept by each participant. The disciplinary policy is listed on the form. No team or individual will be permitted to participate in USAV competition without a signed copy of these forms on file in the Region office (or electronically in the online registration system). Sorry, but that's the only way to keep our 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. Included for Junior teams is a **medical history and release form.** **Do not return this form with your registration.** **Keep a copy of this form with the team at all practices and competitions.** *North Carolina does not currently require these forms to be notarized, but if you plan to travel outside of the state (especially to Florida) you may want to have them notarized as other states may require them to be notarized.*
2. All adults affiliating with a Junior Club this season must sign a Junior Club Personnel Code of Ethics form each season (will be submitted online 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 every two seasons in order to be registered with a Junior team!** The online system will track your expiration date and tell you if you need to be screened this season. The online system handles the Background Screen automatically and can be signed electronically! The Background Screen fee is \$18.00 and must be received before the screen can be processed. 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 online record will be updated when the screen is passed (or failed). Coaches must be IMPACT or CAP certified and keep their Coaching Eligibility status current. All Coaches must have a current SafeSport certification in their record also. Coaches needing their SafeSport certification will take the SafeSport clinic online through their member record. Coaches that have not been IMPACT/SafeSport (or CAP) certified will not be added to a team's tournament roster until they attain their certifications. The Region will offer IMPACT clinics in the pre-season and USAV offers FREE online IMPACT webinars On-Demand during the season.
3. **High Performance Donation Program:** USA Volleyball has instituted a donation program to provide funds for its High Performance Programs. This is an OPTIONAL donation to benefit and grow the level of volleyball in the U.S. There is a box included on the registration form and during the online application process that individuals can check to donate \$5 to the High Performance programs. \$4 will be go to USA Volleyball for their Girl's & Boy's High Performance programs and Men's & Women's National teams (\$1 each). \$1 will remain in the Carolina Region to be used to develop our own High Performance programs. If you wish to participate in this optional donation, please check the appropriate box online or on your form and include an additional \$5 on your registration fees. Thank you for your support. The Region will also accept other larger, tax-deductible donations 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.
4. **Email:** The majority of the communication by the Carolina Region is now done by email. All members are encouraged to provide a current email address. **Team and Club Reps are required to provide an email address.** Those members providing email will also be added to USA Volleyball's email newsletter. 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.
5. **Online Registration:** USA Volleyball's online registration system is fully operational this season and this will be the system the Carolina Region uses from now on to register individuals and teams. Members have access to their personal accounts to update their personal information, view their team affiliations, and print 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 entry forms and rosters, email all the members in their club, and many more capabilities to come. Additional details and information are available on our website.

SUMMARY:

Send all registration requests and forms to:

Carolina Region/USAV
Attn: Registration
PO Box 1757
Clemmons, North Carolina 27012
Or E-mail: office@carolinaregionvb.org

You may have registration questions answered by calling the Region Office at 336.766.3581 between the hours of 8:00 am - 12:00 pm or 1:00 pm - 3:30 pm. Our web page will always have the most up-to-date information.

NOTE: USAV Numbers will look like this – CR000001FJ19. CR is for Carolina Region. The “000001” is individual’s unique ID in the system. It will be unique for each member. The “FJ” is your individual gender and member category. Some examples of individual labels are FR, MR, FJ, or MJ for Male and Female, Regular or Junior (one-events would be EA or EJ). The “19” is the membership year (2019). Members with a USAV number that does not end in 19 are not current for the 2019 season!

SPECIAL INFORMATION

A. Tournament Registration: The Region will use centralized tournament registration again this year. All tournament entry forms must be submitted to the Region Office. 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. **After your teams are formed, your Club Administrator will be able to download a tournament entry form with your team's information pre-printed on it through our online system. Use it to enter all tournaments.** NOTE: Individuals will not receive USAV membership cards this season. All members will receive a member verification email when their membership is approved. Members will then be able to log in to their member account and print a membership card. The Club Administrator will also be able to print off membership information for their club members. All tournaments (with the exception of special events including MAPL, Queen City, Jr Hi Neighbor & Quest, which have entry direct to the tournament) will accept entries only through the Region Office. Regular season Junior tournament entry fees are \$175. Regional Championship tournament entries will be \$200. **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 (ALL late fees are now being designated to the Region’s HP Program) 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 is always the most current so if sites are not listed, then we don’t know them yet – please be patient!), get your entries in early (note that you can enter several tournaments at the same time with one mailing and one payment), and enjoy the season. Returned checks are subject to a \$20 service charge and no team with outstanding fines is eligible to play. You may also enter tournaments with a PayPal Payment through our Online Payment page. Tournament Entry forms do not need to be mailed in if you pay through PayPal as long as the payment includes all relevant information (tournament date and team name).

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 2019. 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!

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. *All first-year coaches must attend an in-person Officials clinic to get certified unless they can confirm prior certification as an official.* 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. Certification clinics will be announced on our website. All referees & scorers must attend a clinic each season to renew their certification. There will only be one type of clinic available to attend in person - Full/Regular clinics. However, the clinics *will be online again this season* and **EVERYONE** is eligible to take the clinics online this season. For in-person Full/Regular clinics, Referees will attend the entire session (i.e. must be certified scorer also to referee). Scorers only may just attend the scorer portion and then leave. Attendees at all Full/Regular clinics will take the appropriate tests at the site. Clinics taken online will have their results flow automatically into the member record so the region is notified immediately of all clinic results!

The Region will not hold any Region-sponsored clinics this season. All in-person clinics will be hosted by a Club and that club will determine who is able to attend (some will open up to anyone; others will be club only participation). The suggested clinic will operate from 9 am – 4 pm, but clubs may adjust as needed for the facility (but may not shorten the time required). Pre-registration for club-sponsored officiating clinics will happen within a member's membership record this season and is REQUIRED (see Clinic section for instructions). All major and mid-size clubs/teams are encouraged to setup their own clinic dates and sites. The Region will work with the clubs to provide clinicians. All clinics must still be approved by the Region in advance so they can be announced and other smaller clubs/teams may attend them (clubs may charge a fee for outside teams attending). Please set your dates and sites early, so the clinics can be announced on our web site with plenty of notice. *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 2018/2019 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, Queen City (or other sanctioned inter-Regional tournament), in other Regions, or at the USAV National Championships. Players are forbidden to wear any article - pins, jewelry, 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 pre-season tournament and the Queen City 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. We will have stand-alone National Bid tournaments in 2019. See the schedule on the website to see the date each age group will have their National Bid tournament. Only teams that confirm they will accept the Region's bid should they win the bid **will be allowed to compete for a bid**. All clubs will receive an email about this later in the season when more details from USAV are known. 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. **We will discuss this season's plans in detail at our Online Junior Club webinars (schedule TBA), so every team/club should be represented at one of these important online meetings.** 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 majority of tournaments will play 4-team pools!). *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 2019 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 every two seasons in order to be registered with the team. All first-year coaches must attend an in-person Officials clinic to get certified unless they can confirm prior certification as an official.*

Coaching Clinics: There will be ONE IMPACT Coaches' clinic this season. IMPACT certification is required for all coaches who have not previously attended an IMPACT clinic. The clinic site will be announced on the Clinics section of our website as soon as it is confirmed. Most clinics will last from 10:00 am to 4:00 pm (if staying for entire IMPACT clinic) but check the schedule to confirm. Coaches can now check their IMPACT certification by logging into their membership account! We are asking all attendees to pre-register so we know how many to prepare for. A link to pre-register will be available in the member's membership record when the clinic is set-up. The Region will not hold catch-up IMPACT clinics this season since the IMPACT clinic is now available online and on-demand through the member's record (it will be free this season!).

Informational Meetings: This year the Region plans to hold some online webinars for Junior Clubs, coaches, and other interested individuals to discuss the upcoming season and any changes in store. The webinars will be announced on the Region's website at the Clubs-Junior Clubs section. **All clubs are encouraged to have a representative sit in on one of the webinars!**

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 every two seasons. 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). Forms associated with the Background Screen process are available on our website (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 \$18.00 and is in addition to the adult membership 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 2019 (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 2019: 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 ranking team in their club in any given tournament.
- Teams may add a maximum of two (2) players not on their roster from a higher ranking 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 Sept 1, 2007) will have a fee of \$15 and all Boys (18 and younger) will have a fee of \$20. 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 September 1, 2010). The fee for this new 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' 14's (or under) do not meet their needs, they will be permitted to enter appropriate level girls' 14'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). Again for 2019: For the Boys' 13-and-under age group, teams will be allowed to form coed rosters in order to encourage participation for boys and girls at this age group. The Region will work with these teams to find an appropriate Girl's division to play in.

K. One-Event Registrations: The Carolina Region also offers a one-event (one-day tournaments only) 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. Players using this category must still register online or complete the membership form (completed front & back, signed by parent/guardian for juniors), check the one-event category box, indicate the date of the event they are participating in on the form, pay the one-event fee of \$5, and submit the membership form 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 (at regular fee). An additional form would not need to be completed when upgrading or using one-event category a second time. The Region will allow a team to be formed in the one-event category once per season. Each player would pay \$5 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. Players wishing to play in a multi-day tournament (Quest, Queen City, MAPL Raleigh tournaments) may register as a multi-day one-event member for \$10. The same requirements and deadlines per above apply. The one-event category (either one-day or multi-day depending on the tryouts required) could also be used for those individuals attending a club tryout that is sanctioned. If the player makes a team, they can later upgrade to a full membership (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 download the Event Sanction Request Form (required in order to receive sanctioning of any event).

M. Faxed Information/Copies and Credit Cards: USA Volleyball and our insurance company require us to have original signatures on file for any paper membership forms received in the office. We will accept faxes to the Region Office, but memberships cannot be processed until payment is received in the office also. Any faxed or copies of membership forms that are submitted to the Region will require the original membership form to be submitted to the Region within 1 week (if not received within 1 week, membership privileges may be suspended). Please submit the original membership forms with original signatures in PEN to avoid registration delays. The Region has opened a PayPal account to accept credit cards. If you would like to pay your registration or 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 (there is a box at bottom to enter any amount for items not listed). You can also go to www.paypal.com, click on the "Send Money" tab at the top, use 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!**

N. ADDITIONAL FORMS/INFORMATION:

Please go to 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) 2019 Team Registration Form (Clubs)
- (b) 2018/2019 Event/Practice Sanction Request Form (not for tournament requests) (Forms)
- (c) Club Player Movement Form (Clubs)
- (d) Blank Tournament Entry Form (Clubs)
- (e) 2019 Membership Form (Forms)
- (f) USAV Participant Code of Conduct (Forms)
- (g) Host Your Own Clinic Information (Clinics & Forms)
- (h) Insurance Forms and Information (Forms)
- (i) 2019 Junior Team Handbook (Clubs)
- (j) Tournament Sanction Request Form (Forms)

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

INTERACT WITH THE CAROLINA REGION ON OUR SOCIAL MEDIA PLATFORMS !		
		
www.facebook.com/#!/CarolinaRegionVB	twitter.com/#!/CarolinaRegion	www.youtube.com/user/CarolinaRegion1
“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 Tournament Action videos

Classification and Fee Schedule

*To encourage early registration, the Carolina Region has established a two tier registration fee schedule. For those individuals registering before the cut-off date of November 1, (adults and junior individuals are the SAME date!) early registration fees have been established. All registration materials and the correct fees must be in the **Office's possession** by that date to qualify for the early INDIVIDUAL fee.*

NOTE: There is an ADDITIONAL \$10-30 discount for regular INDIVIDUAL FEES below if member REGISTERS ONLINE!

INDIVIDUAL REGISTRATION

Classification	Description	Regular Fee	Early Fee
Junior (players only; NOT adults affiliated with Junior teams)	18 and under - Players who were born on or after Sept. 1, 2000 or Players who were born on or after September 1, 1999 AND a high school student in the twelfth (12 th) grade or below during some part of the current academic year. 17 and under - Players who were born on or after Sept. 1, 2001. 16 and under - Players who were born on or after Sept. 1, 2002. 15 and under - Players who were born on or after Sept. 1, 2003. 14 and under - Players who were born on or after Sept. 1, 2004. 13 and under - Players who were born on or after Sept. 1, 2005. 12 and under - Players who were born on or after Sept. 1, 2006.	\$75 (after 11/1)	\$65 (on/before 11/1)
Regular (ALL adults)	Amateur playing status for men and women who are registered on duly sanctioned teams; team reps, coaches and officials.	\$75 (after 11/1)	\$65 (on/before 11/1)
Collegiate (call office)	Collegiate Players only (no junior coaches or officials) that are enrolled and attending a junior college, college or University.	\$15	\$15
Other	Youth (born on or after Sept 1, 2007)	\$15	
	8 and under Member Category (born on or after Sept 1, 2010)	Free!	
	Boys (ages 18 and younger)	\$20	
	Non-playing supporters of volleyball	\$65 (on/before Nov 1); \$75 (After Nov 1)	
	Summer (after April 1, 2019)	\$15	
	One Event – one-day (Limit two per season)	\$5 (\$10 for multi-day one event)	
	Facility/League	Please inquire	
Patron	Groups or organizations desiring to support or participate in Carolina Region volleyball.	\$50	

TEAM REGISTRATION

Classification	Description	Regular Fee	Early Fee
Junior	All players must qualify as Junior members of USA Volleyball	\$75 (after 12/1)	\$65 (before 12/1)
Regular/Adult	All teams not qualifying for the above classifications.	waived	waived

CLUB REGISTRATION (EARLY REGISTRATION ONLY BY DEC 1, 2018)

Club fee	Club fee has been eliminated for all clubs. All clubs have privilege of player movement this season!		
If 1-5 teams	JUNIORS - All teams pay \$65 each		
If Club has 1-11 teams	JUNIORS - teams 1-5 pay \$65 each first; then teams 6-11 pay \$60 each		
If 12 or more Teams in club	JUNIORS - teams 1-5 pay \$65 each; then teams 6-11 pay \$60 each; then teams 12 and above pay \$55 each		

The above Club structure team fees applies to **JUNIOR Early Group Registration only**. The president of any club will submit the Club Information Sheet to the Region which includes all officer's addresses, phone numbers and all teams included in 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 \$75 for each team thereafter.

2019 CAROLINA REGION OPERATING CODE

NOTE: *Unless otherwise specifically stated, the following regulations and requirements refer to the full Regular (adult) or Junior membership categories which runs from September 1, 2018 through October 31, 2019. 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 elect from among their membership the Women's Player Representative, elected by the team representatives from the female teams, and the Men's Player Representative, elected by the team representatives from the male teams, to the Board of Directors. The Player Representatives are voting members of the Board of Directors and shall serve for a one-year term. The Player Representative elections will be held by December 15th.

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 Youth & Junior Division Advisory Board shall elect from among their membership the Youth & Junior Girl's Representative, elected by the team representatives from the girl's teams, and the Youth & Junior Boy's Representative, elected by the team representatives from the boy's teams, 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 Youth & Junior Representatives will be voting members of the Board of Directors and shall serve for a one-year term. The Youth & Junior Representative elections will be held by August 15th 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. Official's 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 September 1 of the current season or
- b. 19 years of age or younger on September 1 of the current season and is a high school student during some part of the academic year.

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 September 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 (one-day): registration limited to a single event conducted on one day;
- c. One Event (multi-day): registration limited to a single event conducted on multiple days;
- d. Outdoor: registration limited to the outdoor season only.
- e. 8 and under – those players 8 and under the entire season.

C. Policy on Foreign Player Participation: A “Foreign Player” shall be defined as a player who is not a citizen of the United States OR a citizen residing in a U.S. territory having its own National Volleyball Federation with which the player is affiliated. **Concurrent registration with more than one National Volleyball Federation is prohibited.** For Carolina Region competitions, each foreign player must have in their possession and on file with the Carolina Region the following:

- Photo identification (Driver's license, passport or comparable government issued document), and
- A signed copy of the USA Volleyball Code of Conduct and Waiver and Release of Liability (provided on page 2 of the Foreign Participant Registration form).

Additionally, for junior-age competitions, each Foreign Player (or all members of a Foreign Team) must also possess and have on file with the Event Director:

- Copy of birth certificate or Government Issue Identification with birth date
- USA Volleyball's "Consent for Medical Treatment & Release" form, signed by the player's parent or legal guardian or legal guardian

A resident Foreign National individual (residing legally in the United States) may participate in the Carolina Region if she/he is a duly registered member of the Carolina Region and is in compliance with the above regulations. A non-resident Foreign National individual, who has competed in a national level program for their country (i.e. Youth National Team, Junior National Team, Senior National Team, or other “elite” team that has represented that country in international competition) or is currently registered with his/her national federation may participate if he/she has been granted a written release from the FIVB-recognized volleyball federation of origin and is duly registered with the Carolina Region and meets the above regulations. 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.

There are additional regulations for foreign national TEAMS. 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 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, membership fees are NONREFUNDABLE.

F. Violations: Violations of eligibility by teams or individuals are subject to a \$50 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. Members who are reported by their clubs and/or teams as not paying their required dues to the club/team may be brought before the Region’s Eligibility Committee on a Code of Conduct violation.

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 \$50 or higher fine and possible other sanctions including suspension.

B. Individual Registration: All individuals must be registered with the Region to participate in USA Volleyball sanctioned events. An individual may not be registered 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 (both the screen and SafeSport course are valid for two seasons). 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 online registration system).

C. Player and Team Registration Deadlines: Team and player registration must be received by the Region Office 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 received by the Office 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). 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 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 Registration system. See Section IX concerning 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 2nd set of the 1st 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 July 31. All Junior tournaments 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 \$15 Tournament Sanction Fee for all sanctioned 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 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 pass the required USAV Background Screen BEFORE participating in any sanctioned event. One-event or multi-day 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 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 club/team practices/tryouts require a \$15 Sanction fee in order for the event to be sanctioned.

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 - pins, jewelry, glitter, etc. - 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 and 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 \$50 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 \$50 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 \$100 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. **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 requires a \$25 late fee in addition to the entry fee to be considered for entry.
4. **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, Queen City Classic, 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. Girls' team entries will have priority over Carolina Region Boys' team entries if received by the deadline. **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 14 and under Boys teams (in applicable age and skill level divisions), 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) Carolina Region Boys teams, 3) out-of-region Girls' teams within the division, and 4) 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 \$50 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.

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 pre-season tournament, the Queen City 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.

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 Men's Player Rep, Women's Player Rep, and the Rep of the division (Adult or Junior) 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 competition within the jurisdiction of the Carolina Region must be registered with USA Volleyball for the current membership season (September 1-October 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). Signed (electronically online or mailed "wet" signature) waiver and release of liability forms 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 ONLINE REGISTRATION 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 \$50 fine. A second occurrence of an illegal player or illegal club player movement will result in a \$100 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 (option available for one-day tournaments and multi-day tryouts or tournaments for a higher fee) 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. Players using this category must still register using the same procedures as a full member, check the one-event category box, indicate the event they are participating in the space provided or online, pay the one-event fee of \$5 (\$10 for a multi-day tryout/tournament), and submit the completed form 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). 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 \$5 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.

C. High Performance Donation Program: USA Volleyball has instituted a donation program to provide funds for its National/HP Programs. This is an OPTIONAL donation to benefit and grow the level of volleyball in the U.S. There is a box included on the registration form and in the online registration system that individuals can check to donate \$5 to the programs. \$4 will go to USA Volleyball for their Girl's & Boy's High Performance programs and Men's & Women's National teams (\$1 each). \$1 will remain in the Carolina Region to be used to develop our own High Performance programs to benefit our players. If you wish to participate in this optional donation, please check the appropriate box on your form and include an additional \$5 with your registration fees. Thank you for your support.

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. The one certified Adult must attend an in-person Officials clinic to get certified unless they can confirm prior certification as an official. 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 \$50 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 at an in-person or on-line clinic. USA Volleyball will have full and recertification clinics available online. Adult and Junior Officials that were certified the prior season may take the re-certification clinic online.
- All officials must take the approved Referee and Scorekeeper Tests annually (either in-person or online).
- A Provisional 1 Referee must pass Form A with a score of 70 and correct it to 100.
- A Provisional 2 Referee must pass Form A with a score of 75 and correct it to 100.
- A Regional 1 Referee must pass Form A with a score of 80 and correct it to 100.
- A Regional 2 Referee must pass Form A with a score of 85 and correct it to 100.
- A Provisional Scorekeeper must pass Form A with a score of 70 and correct it to 100.
- A Regional Scorekeeper must pass Form A with a score of 80 and correct it to 100.
- Those Referees wanting to be certified as “Trained” (adult Team Referees) will not need to correct their test to 100 if they make a score of 70 on the Form A.

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 the clinics and ratings. Officials wishing to attain a Regional (1 or 2) rating will need to submit an application by December 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.

OFFICIAL'S CERTIFICATION REQUIREMENTS					
Level	Referee Clinic	Scorekeeper Clinic	Ref Test	Scoring Test	Practical Rating
Trained Ref	yes	yes	Pass	pass	Short form
Provisional 1	yes	yes	Pass w/ 70	pass	1
Provisional 2	yes	yes	Pass w/ 75	pass	2 R1, 1 R2**
Regional 1	yes	yes	Pass w/ 80	pass	2 R1, 2 R2**
Regional 2	yes	yes	Pass w/ 85	pass	2 R1, 2 R2**
Scorer	no	yes*	no	pass	1
<p>*For regional scorers, the clinic requirement may be waived.</p> <p>**At the discretion of the Regional Referee's Chair, the required number of ratings may be raised or reduced.</p>					

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 High Performance Program 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 2018 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 due to it being a Qualifier for the USAV Junior National Volleyball 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 a Competition Committee composed of the Commissioner, Player Reps, and the team's Division Rep. 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 tournaments remaining in that higher classification before the Regional Championships.

JUNIOR PROGRAM: At registration, teams will 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. 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: It is the policy of the Carolina Region, that all sanctioned tournaments shall provide free admission to all participants and spectators. Tournament Directors may apply for a waiver of this 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.

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 (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 Club National and American Divisions 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 age divisions must attend a Qualifier Tournament. For the 2019 season, the Region will award its bids to the two highest finishers in each age group at two National Bid tournaments: (1) the 12's, 13's, 16's & 18's Bid tournaments will be on Sunday, February 24, 2019; (2) the 14's, 15's, & 17's Bid tournament will be on March 17, 2019. To be eligible to compete in their age division's National Bid tournament, a junior team must meet the following: (a) Participating teams must be a registered Carolina Region team; and (b) teams must have played in ONE (1) Carolina Region sanctioned event. All teams wishing to compete for a bid must enter the Bid tournament by the Entry deadline and submit all National entry materials and Entry Fees to USA Volleyball by the published deadline. An information letter and the Entry materials will be sent to all clubs when USA Volleyball announces the entry procedures. The highest finishers among the teams that compete at the National Bid tournaments will receive our Region's bids (in the National and American divisions) in that age group. **Should a team withdraw after accepting the Region's bid and committing to attend, all members on the team shall be subject to sanctions from the Region on participating in future National events.** 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 and Staff 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 Junior Club Personnel Code of Ethics and 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. Tryout Guidelines:

There will be TWO announced Girls' tryout periods that clubs are encouraged but not required to adopt. (1) The FIRST tryout period will begin on **Saturday October 20, 2018** for the following age groups: **U14, U13, and U12**. (2) The SECOND tryout period for the **U15, U16, U17, and U18** age groups will begin **Sunday, November 4, 2018** (after the North Carolina State Championships for public High Schools on **November 3, 2018**). The Carolina Region/USAV will not publish any tryouts for girls' teams on its website that occur before these dates for the respective age groups. Some middle and private school seasons can last longer than the High School season so the Region recommends club directors check with Middle and/or private school coaches in their area to determine optimum tryout dates for their various age groups.

Signing Date:

Clubs are encouraged to allow players the opportunity to attend more than one club's tryouts. The Carolina Region **requires** that clubs adopt a signing date of 6:00 pm FRIDAY following the initial beginning tryout date: **SIX DAYS - Oct. 26, 2018 at 6:00 pm** after the FIRST Tryout Period begins for the **U12, U13, and U14** age groups and **FIVE DAYS - Nov. 9, 2018 at 6:00 pm** after the SECOND Tryout Period begins for the **U15, U16, U17, and U18** age groups. Clubs must hold an offer open to a player to join a particular team in the club or the club in general until the respective age group signing date. If a player commits by the signing date, clubs must honor their commitment or the club may be considered to have violated the RVA/USAV Code of Conduct. Players may voluntarily commit to a club at any time following the club's tryouts, but should not be pressured to do so. For tryouts held just before or after the signing date, clubs should give a minimum waiting period of five days before requiring a player to commit to their club. The Carolina Region **requires** all clubs to use the Carolina Region Letter of Commitment when accepting players into their clubs. This form should not be sent to the Carolina Region, but kept on file with the club should any question arise about a player's commitment to a club or a club's commitment to a player.

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

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, all registration fees for Boys 18 and younger will be \$20. All applicable registration deadlines and late fees still apply (See Section IX. A.) If competitive opportunities for the Boys' 12's & 14's do not meet their needs, they will be permitted to enter appropriate level girls' 13's, 14's, 15's, 16's, 17's, or 18'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 division 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 Boys' 13-and-under age group, teams will be allowed to form coed rosters in order to encourage participation for boys and girls at this age group. The Region will work with these teams to find an appropriate Girl's division to play in. 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 Director to participate in any CR-sanctioned multi-day tournaments (since they are more likely to be inter-regional events). If enough boys' teams are formed, the Region will attempt to sanction separate Boy's tournaments for the teams.

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 in our summer online newsletter. The Carolina Region will honor an All-Tournament Team at the Overall 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 a 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. High Performance Program: Our High Performance Program's goal is to raise the level of play for all players in the Carolina Region. We will continue to focus our HP efforts towards Coaching Education and training our Coaches to help raise the level of play in each club. We will also train a cadre of college-level coaches across the state so they can teach National-level techniques at their local level to any clubs interested. We still intend to hold a National HP tryout in the Region and may offer additional HP clinics in the Region through our Coaching cadre. Travel Teams will not be an initial focus of the program during this period but the Region may still put travel teams together if the interest is there among our higher-level players. More information on the 2019 HP program will be posted to our web site (Coaches and HP sections) 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 one certified Adult must attend an in-person Officials clinic to get certified unless they can confirm prior certification as an official. 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. The Region uses the IMPACT certification field in each coach's member account to track the need for recertification. Coaches may check their certification status and renewal date on the USAV Webpoint system. Attending an IMPACT clinic or other approved HP Coaching Development Clinic at any time will extend a coach's eligibility for another three seasons. Attending a CAP clinic and completing all certification requirements for CAP will extend a coach's eligibility for another FOUR 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 sign the Junior Club Personnel Code of Ethics (electronically or paper) and turn in a USAV Background Screen Form giving permission for the Region to run a Background Screen. Failure to sign the Code of Ethics or failure to pass the Background Screen will result in the suspension of affiliation with Junior events.

- All adults affiliating with a Club must have a SafeSport certification in their USAV member record. Individuals will register for the SafeSport course from within their USAV member record. SafeSport certification is now good for two seasons and must be renewed once it expires to remain eligible to affiliate with a Junior club.
- 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 15 & 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. Men's Player Representative.
6. Women's Player Representative.
7. Youth & Junior Girl's Representative.
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 Player Representatives (i.e., Men's Player Representative and Women's Player Representative) shall be nominated and elected pursuant to the rules set forth in Article IV, Section 8.

The Youth & Junior Girl's Representative 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 of one year 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.

Women's Player Representative, Youth & Junior Boy's Representative, Men's Player Representative, Youth & Junior Girl's Representative, Official's Division Representative and Outdoor Representative shall be elected by their respective constituencies pursuant to the rules set forth in Article IV, Section 8.

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 Men's and Women's Player representatives, 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 Women's and Men's Player Representatives, 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 after the Carolina Regional Volleyball Association Annual Meeting.

Section 9: Timing. 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 XV, 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 mostly 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 Annual Meeting of this Corporation shall be held each year during the month of April or May commencing with the year 1982 at which time the new members of the Board of Directors take office and such other business shall be transacted as may properly be brought before the meeting.

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 August, 2008.

ATTEST: CAROLINA REGIONAL VOLLEYBALL ASSOCIATION

INTRODUCTION TO JUNIOR TOURNAMENT DIRECTOR'S HANDBOOK

The Carolina Region is always looking for safe, well-maintained gyms 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 conduct of the tournament, enforcement of the rules of the facility, posting and reporting results, purchase of awards and 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 a sanction 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. These guidelines help the tournament director 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 make application 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.

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 1st 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. If you send in your Tournament Sanction Request Form you will be contacted of your status as soon as possible. **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 first priority. All 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. A copy of this form is also included in the back of this manual 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/City of Oaks/Queen City/MAPL/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 **LESS** the Region Expenses below:

If request received by December 1:

1. \$10.00 per team administrative fee
2. \$45.00 per team for Officials
3. \$15.00 sanction fee
4. \$1.00 for each team over ten teams

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

1. \$15.00 per team administrative fee
2. \$45.00 per team for Officials
3. \$15.00 sanction fee
4. \$1.00 for each team over ten teams.

A \$100.00 sanction penalty may also be deducted if the tournament reporting requirements are not 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 2019 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 Results Report Form (As last resort – we use a spreadsheet now for results)
7. Official's Pay Report (to verify the adult officials at your tournament)
8. Regional Policy Violation Form
9. 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/2017/08/2019JuniorGirlsFormatsfinal.pdf>

ENTRY FEES:

The Carolina Region limits regular season one-day tournament entry fees to \$175.00. 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 2019 Regional Championships entry fee for all age groups and divisions will be \$200.

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 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’ u14 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 (<http://tournaments.carolinaregionvb.org/>). Site Assignments and Pool information will be placed on the Tournament System after the entry deadline closes prior 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 web page 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 it 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 and background screened (insurance requirement).

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:

It is against Carolina Region policy to charge admission to Carolina Region sanctioned one-day tournaments. Waivers for extenuating circumstances may be requested on the Sanction Agreement but require prior approval before an admission fee can be charged. Tournament Directors should also make all efforts to provide a welcoming environment for all attendees. 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 is any question 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. **For the 2019 season:** 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).

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. 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 1st place and 2nd 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 2019 sheets and be sure to include third/fifth set Score sheets if applicable)
 - 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 insure 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. When there is no official roster form available for a team (rare), court managers should verify eligibility by checking USAV membership cards (individuals can print from the system this year) 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. 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.

COACHES' MEETING:

The Tournament Director/Site Manager must conduct a Coaches' Meeting thirty minutes prior to the start of play. **AGAIN FOR 2019:** 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 (tournament directors are requested to provide a cell phone number or gym phone number this season for this purpose. Numbers will be added to schedule), but later shows (use normal procedure – page 11 – before dropping from tournament), then the Tournament Director has the option of forfeiting that team's first game of the day. 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 insure 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, 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. That form cannot be sent in 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 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 included at the back of 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 Regional 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 held!).**

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 8). 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, switch at 8, 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 insuring 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 Director should determine 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 policies 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.

NEW FOR THE 2019 SEASON – Tie-breakers will be handled differently for Regular Season one-day events and our Regional Championship events. **Be sure to refer to both the correct description below and use the applicable spreadsheet supplied by the Region office when determining playoff teams for your tournament.**

A. Regular Season Tournament Tie-Breaker Procedures:

- Tie-breaker sets **WILL NOT** be played to break ties between teams.
- Ties will be broken based on 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 will be programming 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 Kevin to discuss how to handle it-see page 8).

B. Regional Championship Events Tie-Breaker Procedures (March 24/25 & 30/31 tournaments ONLY)

Teams shall not be eliminated from playoff competition on the basis of sets/points won and lost **(unless 2 teams in same pool tie with the SAME MATCH WINNING PERCENTAGE and they played a match in pool play –see #2 a. below)**. If there are more teams tied by winning percentage for the playoffs than there are positions, the tied teams must compete for the position(s) in further direct competition.

Tournament Directors should determine playoff teams as follows:

1. If two teams are tied in pool play by match winning percentage (or SET percentage for 5-team tournaments) for first or second place, they shall not compete in a playoff game to determine position; rather, position assignment shall be determined by the head to head results of the match between the tied teams during the pool play. For 5-team tournaments, seeding is not needed as those two teams will be in Finals regardless.
2. If two or more teams are tied for the LAST playoff position, the minimum number of one 15-point rally games (no cap, switch at 8) shall be played. For example:
 - a. If **Two** teams tie with the same match winning percentage for second place in one pool: Results of their play during pool play will be the tie-breaker. No playoff set needed. For 5-team tournaments (only), if two teams tie for second place in pool based on their set win percentage, then the tie would be broken: (a) first by the head to head results IF one team beat the other team in both sets of their match during pool play;(b) if they split during pool play, then they will play ONE 15-point rally game to break the tie (no cap, switch at 8).
 - b. If **Three** teams tie with the same match winning percentage (or set percentage for 5-team tournaments) for second place in one pool - superior team which is judged by (1) Head-to-Head, (2) Set Win Percentage (sets won divided by total games played), or (3) Point Differential (Total points scored minus total points given up during all pool play matches) shall be the bye team and officiate the first set and play the winner of the set between the two remaining teams: two 15-point sets total. **AGAIN for 2019:** For tournaments with only two pools, in a three-way tie for second place scenario, if either tie-breaker set has not begun and the other pool has completed play, the last place team in that pool shall be allowed to leave. The third and fourth place teams in the pool involved with the tie-breaker sets will provide the work teams for the semi-finals.
 - c. If **Four** teams tie with the same match winning percentage for second place in one pool (or set percentage for 5-team tournaments): Seed the four teams by (1) Head-to-Head, (2) Set Win Percentage, or (3) Point Differential. Team 1 plays Team 4 (team 2 refs), and Team 2 plays Team 3 (winner match 1 refs), and the two winning teams play for the last playoff spot (loser match 2 refs): three 15-point sets total.

3. If three teams tie with the same match winning percentage for the two playoff positions (or set percentage in 5-team tournaments), the team with the superior record as determined by (1) Head-to-Head, (2) Set Win Percentage, or (3) Point Differential shall be awarded first place and the other two teams will play one 15-point set for the remaining playoff position. If no team has a superior record as judged by the three above procedures, the flip of the coin shall determine the officiating team and all teams must play for position as follows: Team 2 vs. team 3 (Team 1 Ref). The winner is awarded one playoff berth. The loser plays Team 1 to determine the remaining playoff berth (Ref is winner of first tie-breaker set): Two 15-point sets total.
4. If four teams are tied with the same match winning percentage for first place in a pool (or set percentage in 5-team tournaments), two 15-point sets will be played. Teams will be seeded by (1) Head-to-Head, (2) Set Win Percentage, or (3) Point Differential with Seed 1 playing Seed 4 (Seed 2 refs) and Seed 2 playing Seed 3 (winner match 1 refs). The winners are tied for first place in the pool and advance to the playoffs as described above.
5. **NOTE:** Sets played to break ties in pool play DO NOT count as part of the official set record when reporting results to the Region on the Tournament Result spreadsheet/form! Type in their final pool position in the pool rankings column provided and then in email you can report the results of any tie-breaking sets used to advance teams to playoffs. We will be working on the spreadsheets to possibly include tie-breaker sets/matches in the future.

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 (4-team pool formats only):

1. Sets played to decide which team will go the playoffs shall be officiated by the team finishing first in the pool (first official will be an adult official assigned to the tournament). In the case of three-way ties, the team awarded the bye on the basis outlined above officiates the first playoff game; the loser of the first playoff game will officiate the second playoff game.
2. First round playoff matches will be officiated by the LAST place teams (unless it's a 6-team playoff). For tournaments with only two pools, in a three-way tie for **second** place scenario, if either tie-breaker set has not begun and the other pool has completed play, the last place team in that pool shall be allowed to leave. The third and fourth place teams in the pool involved with the tie-breaker sets will provide the work teams for the semi-finals.
3. If a second round is necessary to obtain a finalist, the first round losing team shall officiate the second round.
4. 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 (3rd 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 (3rd 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 (3rd 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 in order to have the spreadsheet show a match winner and loser. The TD should use the same set score for set 2 in order 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/mailed (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/mailed (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 in order 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 (2021):	Jim Ross 225 Wendover Lane Wilmington, NC 27411-7102 president@CarolinaRegionVb.org 910.233.8580
Junior Girl's Rep (2019):	Doug Balser 3421 Hunting Creek Dr Pfafftown NC 27040 336.624.2740 girlsrep@carolinaregionvb.org
Junior Boy's Rep (2019):	Dylan Mulkey 5301 Seacroft Rd Charlotte, NC 28210-2953 704.522.9371 boysrep@CarolinaRegionVB.org
CR Tournament Administrator	Wade Brence 3770 Clemmons Rd STE C Clemmons, NC 27012- 336.766.3581 trnadmin@carolinaregionvb.org
Scorer's Chair/Assigner: Officials Program Director	Marilyn Thompson 1335 Thompson Woodard Road Selma, NC 27576-7058 919.631.3737 (10 am – 5 pm only) officials@CarolinaRegionVB.org
Referee's Chair:	Stephen Shepherd 4580 Pine Hall Road Walkertown, NC 27051 336.341.9513 (c) refchair@CarolinaRegionVB.org
Carolina Region Office:	Carolina Region, USA V 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

Play	Ref
1-3	2
2-3	1
1-2	3

30 minute lunch break

Playoffs Begin

QF1 P2-2nd vs P1-3rd P2-1st
 QF2 P1-2nd vs P2-3rd P1-1st
 SF1 P1-1st vs WQF1 LQF1
 SF2 P2-1st 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.

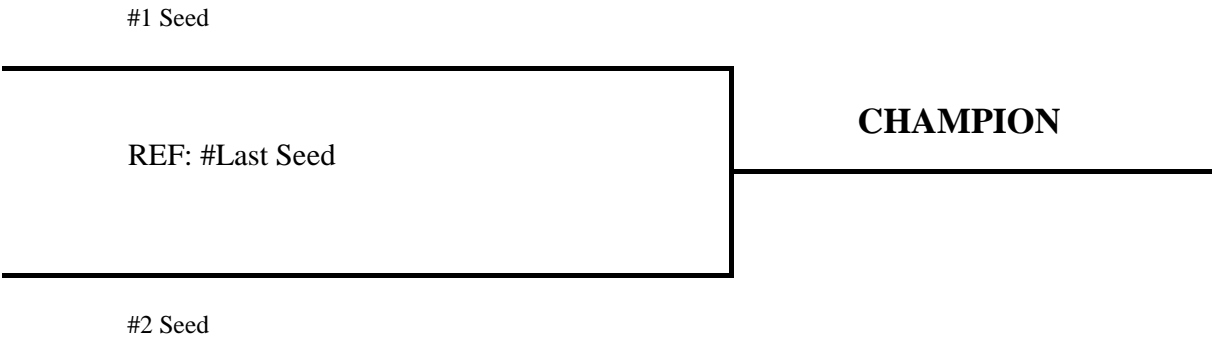
6-Team Tournament (Some tournaments may need this format):

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.

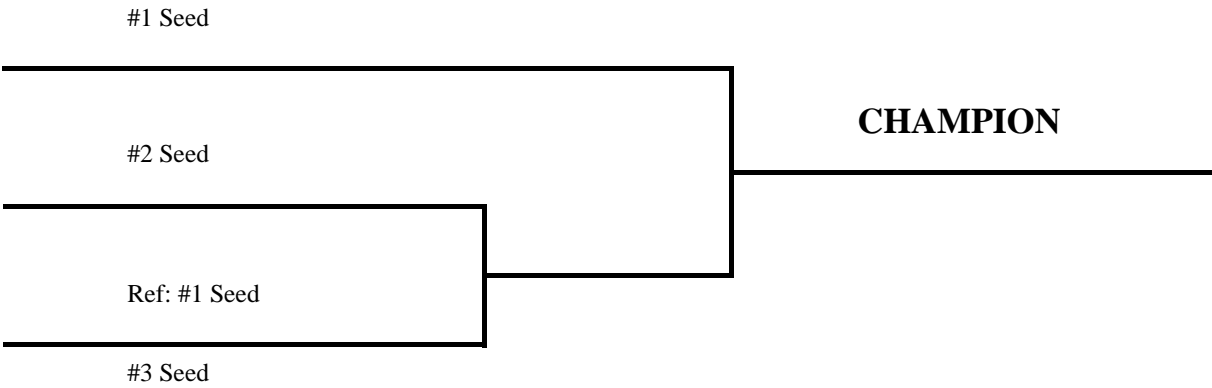
Exceptions to the above schedules and pool formats must be requested to and sanctioned in writing by the Carolina Region before the event.

PLAYOFF SCHEDULES

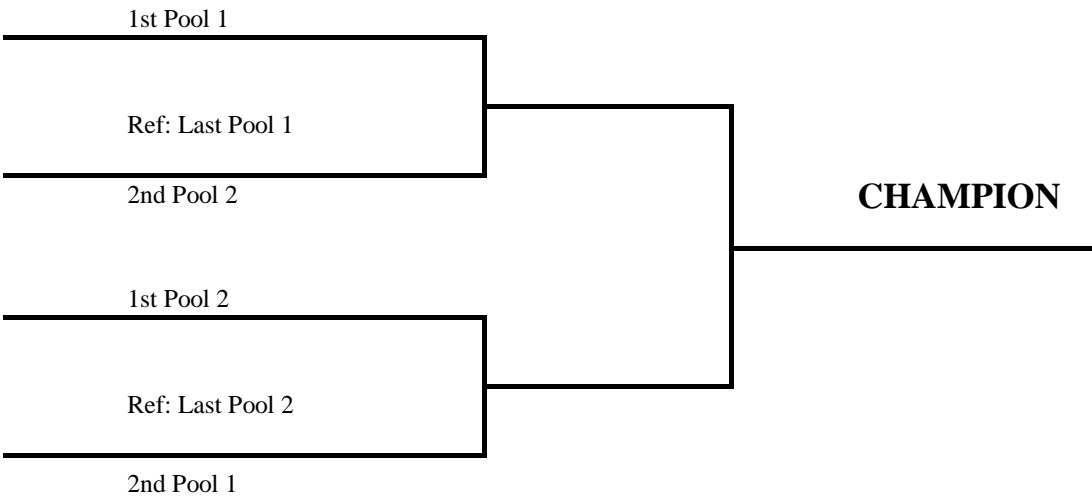
2-Team Playoff (One 4-Team pool)



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

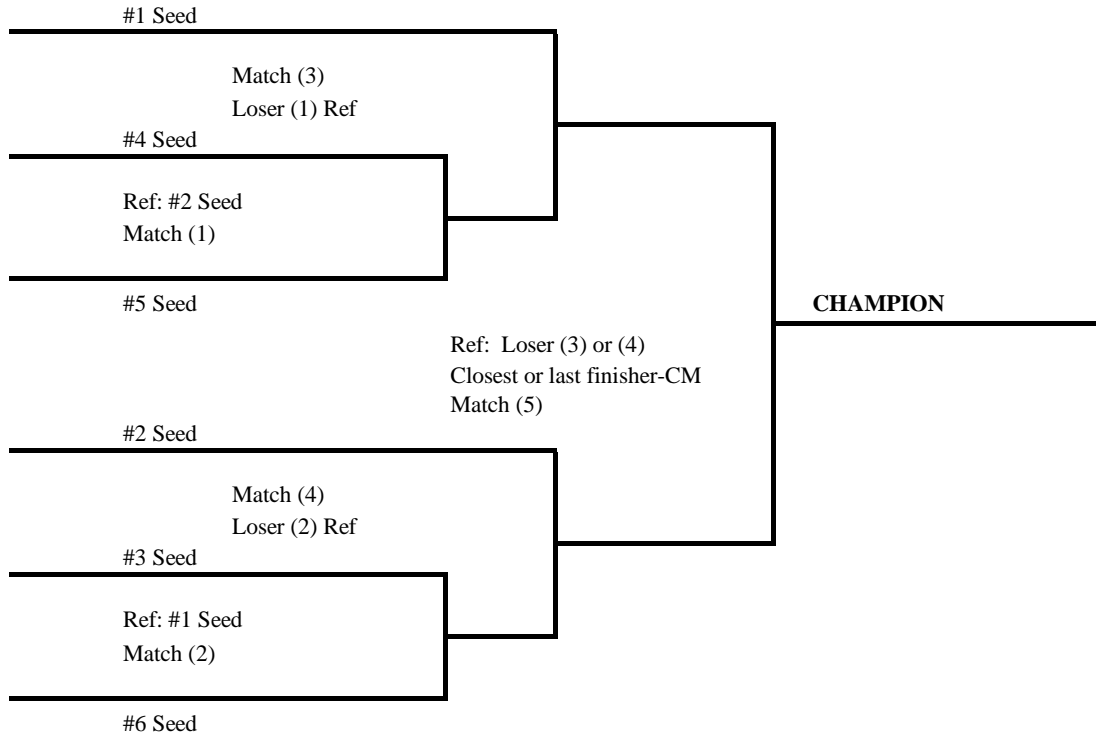


4-Team Playoff (Two 4-Team pools)

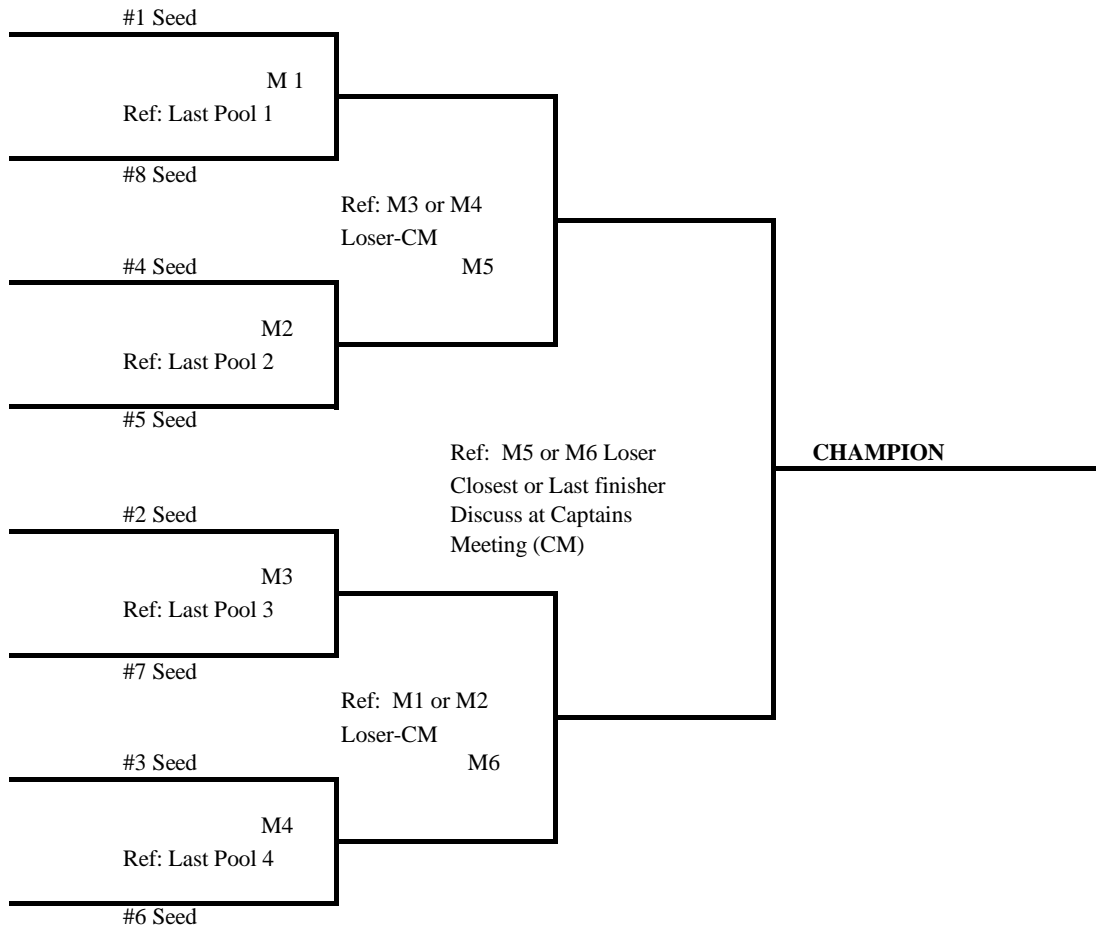


PLAYOFF SCHEDULES

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.

2018-2019 CAROLINA REGION BOARD OF DIRECTORS

Position	Name	Address	City ST Zip	Phone (H) or (C)	Phone(W)	FAX #
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ELECTED POSITIONS

President (2021)	Jim Ross	225 Wendover Ln	Wilmington, NC 28411-7102	910.686.5333		
Past President (2021)	Mike Spillman	1044 Wyndfall Drive	Kernersville, NC 27284-6505	336.993.8292		
Secretary (2021)	Dan Colleran	146 Waterford Dr	Mooreville, NC 28117	704.799.7448		
Treasurer (2021)	Krista McGivern	700 Streamwood Dr	Holly Springs, NC 27540	919.607.3515		
Women's Player Rep (2019)	Tina Readling	6446 Burlington Rd	Whitsett, NC 27377	336.516.1348		
Men's Player Rep	Vacant – Contact Region office					
Youth & Jrs Girls Rep (2019)	Doug Balser	3421 Hunting Creek Dr	Pfafftown, NC 27040	336.624.2740		
Youth & Jrs Boys Rep (2019)	Dylan Mulkey	5301 Seacroft Rd	Charlotte NC 28210	702.522.9371		
Officials Rep (2021)	Brian Webb	6115 Fording Creek Ln	Kernersville, NC 27284	336.324.6954		
Outdoor Rep (2019)	Darren Roberts	4608 Grayling Dr	Apex, NC 27539-8873	310.259.8144		

APPOINTED POSITIONS

Special Advisory	Fred Wendelboe	4240 Briar Creek Rd	Clemmons NC 27012	336.766.5075		
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 (c)		
Beach Referee Chair	Ronnie Mutter	1210 Snapper Ln	Carolina Beach, NC 28428	919.607-4115 (c)		
Scorer's Chair	Amber Fulk	3129 Shady Grove Church Rd	Est Bend, NC 27018	336.462.5987 (c)		

REGION STAFF

CEO/Executive Director	Kevin Wendelboe	3770 Clemmons Rd, Suite C	Clemmons, NC 27012		(336) 766.3581	766.3501
Administrative Assistant	Jennifer Rotan	3770 Clemmons Rd, Suite C	Clemmons NC 27012		(336) 766-3581	
Officials Program Director	Marilyn Thompson	1335 Thompson Woodard Rd	Selma NC 27576-7058	919.631.3737 (c)		
Programs Director	Wade Brence	3770 Clemmons Rd, Suite C	Clemmons, NC 27012	336.813.7132	(336) 766-3581	

Mailing Address: PO Box 1757, Clemmons NC 27012-1757

E-mail: office@carolinaregionvb.org

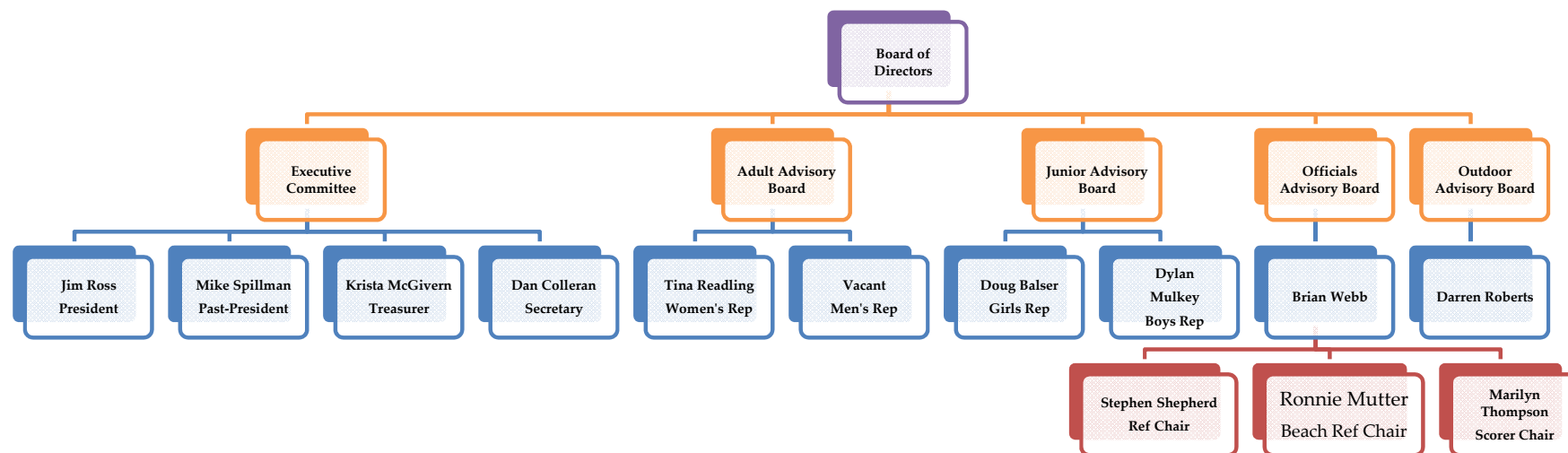
Home Page: <https://www.CarolinaRegionVB.org>

EMAIL: See our Board Directory on our website for link to send an email to individual Board members (click their name):
<https://www.carolinaregionvb.org/board-and-staff-directory/>

General questions about Region Operations should be directed to the Region Office.

CAROLINA REGION/USA VOLLEYBALL

2018/2019 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 Team Handbooks, USA Volleyball (USAV) policies as described in its Guide Book, 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 Region members, and the integrity of the Carolina Region.

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 qualified as an official or is not in the process of timely qualifying; 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).

In all cases, unless the safety of 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 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 formed 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 recorded on audio-tape and/or video.

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.

The United States Volleyball Association now provides that the only appeal from a decision of the Region Board shall be to the United States Volleyball Association 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).



CAROLINA REGION/USAV 2018-2019 BOD MEETING SCHEDULE

<u>DATE</u>	<u>DAY</u>	<u>SITE</u>	<u>TIME</u>
July 13-14, 2018	Friday-Saturday	Annual Retreat Clemmons, NC	7:00 pm
July 14, 2018	Saturday	Annual Meeting Clemmons, NC	10:00 am
May/June/July 2019	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 August, 2019

Junior Advisory Board Meeting – tentative April 27, 2019 9:00 am – 12:00 pm ONLINE

**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 sanctioned events under USA Volleyball's Insurance policy brokered by Integro USA Inc. (formerly known as ESIX).

There are two main components of the Insurance Coverage:

(1) Comprehensive General Liability Insurance with a \$5,000,000 limit. Our 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 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 the Tournament Director's 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. Examples of some sanctioned events are tournaments, practices, clinics, or other pre- or post-event functions. The Event Sanction Request Form can be found at the Insurance Forms section (<https://www.carolinaregionvb.org/forms/#insurance>). Any other events you want approved, please contact the Region Office.

Incident Reports:

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 (included in this section). 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 60 days directly to the address on the form and a copy should be sent 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 Integro 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 (\$6.85).

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 Integro concerning the USAV Insurance policy. For additional information please contact the Region Office or Integro.



USA***Volleyball***®

INSURANCE HANDBOOK

INTRODUCTION

The INSURANCE HANDBOOK is a valuable reference and organizational tool for the USA Volleyball Regional Volleyball Association. This handbook provides you with an insurance Phone Directory, a recap of the current USA Volleyball insurance program, Claims Administration procedures, Risk Management Information, and information on Directors & Officers Insurance.

From time to time, additional information will be supplied to you for insertion into your INSURANCE HANDBOOK. Hopefully, this information will be of help to you in managing the insurance program within your Region.

It is recommended that you keep this HANDBOOK with you when attending any USA Volleyball approved or sanctioned events as it provides “Incident Report Forms” as well as “Medical Claims Forms” to be used in the event of an injury or loss. Be sure you fully understand the Claims Reporting Procedures found in the HANDBOOK.

THE SUCCESS OF THE USA VOLLEYBALL INSURANCE PROGRAM BEGINS WITH THE REGIONAL COMMISSIONER. HOW WELL YOU INFORM, ADVISE AND WORK WITH THE MEMBERS IN YOUR REGION WILL DIRECTLY AFFECT THE PRICING AND STABILITY OF YOUR INSURANCE PROGRAM. IT IS VERY IMPORTANT THAT THE VARIOUS CLUB MANAGERS AND COACHES WITHIN YOUR REGION HAVE THE APPROPRIATE INCIDENT AND MEDICAL CLAIM FORMS AND THAT THESE REPORTS BE COMPLETED AND FILED IN A TIMELY MANNER.

USA VOLLEYBALL INSURANCE HANDBOOK

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USA VOLLEYBALL INSURANCE PROGRAM DIRECTORY

Integro Entertainment & Sport

2727 Paces Ferry Road
Building Two, Suite 1500
Atlanta, GA 30339



FOR RISK MANAGEMENT, LIABILITY COVERAGE QUESTIONS, OR CERTIFICATES OF INSURANCE CONTACT:

Jennifer Rains	Phone:	678-324-3320
Sr. Vice President	Fax:	678-324-3303
Integro	E-Mail:	Jennifer.Rains@integrogroupp.com

Ian Campbell	Phone:	678-324-3323
Analyst	Fax:	678-324-3303
Integro	E-Mail:	Ian.Campbell@integrogroupp.com

CLAIMS ADMINISTRATION **(CLAIM REPORTING, CLAIMS ADMINISTRATION, DAILY CLAIM CONTACT)**



GENERAL LIABILITY CLAIMS (Serious Bodily Injury or Property Damage Claims)

Jeff Jacobson	Phone:	1-260-755-7275
Asst. Vice President, Claims	Fax:	1-260-969-4729
American Specialty Insurance	E-Mail:	JJacobson@americanspecialty.com
Carrier: Arch Insurance Co.	E-Mail2:	contact@americanspecialty.com

Note: If a representative at American Specialty cannot be reached in an emergency, contact the **Integro Entertainment & Sport** Atlanta office at **678-324-3300** and ask **for Jennifer Rains**.

SPORT ACCIDENT CLAIMS

American Specialty Insurance	Phone:	1-260-969-5203
& Risk Services, Inc.	Fax:	1-260-969-4729
Claims Adjuster – Participant Accident	E-Mail:	claimspa@amerspec.com
Carrier: Chubb/Federal Insurance Company		

Note: If American Specialty cannot be reached in an emergency, contact the **Integro Entertainment & Sport** Atlanta office at **678-324-3300** and ask **for Sean Lankie**.



II. INSURANCE RECAP



Integro Entertainment & Sport
2727 Paces Ferry Road
Building Two, Suite 1500
Atlanta, GA 30339
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.**

INSURANCE PROGRAM

USA Volleyball administers a medical and liability insurance program customized specifically for the sport of volleyball. It is designed to respond specifically to the inherent hazards of the sport. Offered as part of the sanctioning program, it is one of the most cost effective policies available.

EFFECTIVE DATES: September 1, 2018 – September 1, 2019

CARRIERS: Arch Insurance Company (American Specialty) - General Liability
Federal Insurance Company (Chubb) – Sport Accident

GENERAL LIABILITY COVERAGE SUMMARY

The General Liability policy is intended to protect against claims of liability related to bodily injury and property damage losses. The General Liability policy includes spectator and participant liability as well as sexual abuse and harassment coverage. The policy includes coverage for the liability associated with pre-event setup, the event itself and post-event tear down at USAV sanctioned events. Registration with USA Volleyball and membership requirements are a condition of the liability policy and a common practice among sports federations.

NAMED INSURED:

USA Volleyball (“USAV”), United States Volleyball, Inc., United States Volleyball Association, USA Volleyball Foundation

USAV Regional Volleyball Associations (“RVA”) while acting on behalf of USAV.

USAV registered clubs, but only with respects to activities sanctioned or approved by USAV or its RVA.

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 officials’ 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 of such, but only with respects to events sanctioned and approved by USAV or the RVA.

***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.**

Registered means: 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: An event USA Volleyball and a Regional Volleyball Association has approved or sanctioned as a USA Volleyball event. Events shall include, but may not be limited to, team competition, practices, sports clinics, or fundraisers conducted or attended as a part of a sanctioned event.

ADDITIONAL INSURED: Certificates will be issued naming other interests as additional insured in respect to sanctioned activities by the named insured.

GENERAL LIABILITY LIMITS OF INSURANCE:

Each Occurrence	\$1,000,000
General Aggregate	\$5,000,000 Per Event
Participant Legal Liability	Included
Personal Injury and Advertising Injury	\$1,000,000
Products-Completed Operations	\$5,000,000
Damage to Premises Rented To You (Any One Premises)	\$1,000,000
Medical Expense Limit	Excluded (Medical Expense by Sport Accident)
Abuse-Molestation	\$1,000,000 Each Occurrence \$2,000,000 Aggregate
Non-Owned Sports Equipment in your Care, Custody or Control	\$5,000 Per Occurrence \$20,000 Aggregate
Non-Owned Auto & Hired Auto Liability*	\$1,000,000 <i>*(Limited to USAV National and RVAs; no coverage applies to clubs unless special approval has been granted in writing by USAV national and the insurance company).</i>

NOTABLE EXCLUSIONS WITHIN THE POLICY:

Nuclear Exclusions, Asbestos, Pollution, Employment Related Practices, Bodily Injury to Employees, Player v. Player claims, Aircraft Liability

THIS IS ONLY A SUMMARY OF THE GENERAL TERMS AND CONDITIONS OF THE INSURANCE CONTRACT. IT IS NOT THE INTENT OF THIS SUMMARY TO LIST ALL THE DETAILS RELATING TO THE INSURANCE CONTRACT. ACTUAL COVERAGES ARE DETAILED IN THE INSURANCE POLICY AND SUCH COVERAGE IS SUBJECT TO ALL THE TERMS, PROVISIONS, CONDITIONS AND EXCLUSIONS CONTAINED THEREIN. RELIANCE SHOULD NOT BE MADE ON THIS GENERAL SUMMARY. CONSULT THE ACTUAL POLICY FOR A COMPLETE DESCRIPTION OF COVERAGE.

A REVIEW OF GENERAL LIABILITY COVERAGE

Commercial General Liability insurance provides coverage for claims of bodily injury or property damage made against the insured for which they become legally liable. The insurance company will pay on behalf of USA Volleyball and other named insureds, claims which the Insureds shall become “legally” obligated to pay as damages because of bodily injury or property damage to which the insurance applies, caused by an occurrence during the policy period, up to the policy limit.

The General Liability policy for USA Volleyball is an “occurrence” policy. A claim under this policy shall be considered as being first made at the earliest of the following times:

- When USA Volleyball first notifies the Insurance Company in writing that a claim has been made; or
- When USA Volleyball first notifies the Company in writing that a suit has been brought; or
- When USA Volleyball first notifies the Company in writing of specific circumstances, which may result in a claim being made or suit being brought.

All claims for damages because of bodily injury to the same person, including damages claimed by any person or organization for care, loss of service, or death resulting at any time from the bodily injury, will be deemed to have been made at the time the first of those claims is made.

All claims for damages because of property damage causing loss to the same person or organization as a result of an occurrence will be deemed to have been made at the time of the first of those claims is made.

EXCLUSIONS

The USA Volleyball General Liability insurance policy does not apply to the following:

- (a) Ownership, maintenance, operation, use, loading or unloading of any automobile or aircraft owned or operated by or rented or loaned to any Insured or operated by any person in the course of employment by any insured.
- (b) Actual, alleged or threatened discharge, dispersal, release or escape of pollutants.
- (c) Loss due to war, whether or not declared, civil war, insurrection, rebellion or revolution.
- (d) To any obligation for which USA Volleyball may be held liable under any workers' compensation, unemployment compensation or disability benefits law.
- (e) To bodily injury to any employee of USA Volleyball arising out of and in the course of their employment or to any obligation of USA Volleyball to indemnify another because of damages arising out of such injury.
- (f) To loss arising out of asbestos
- (g) To loss arising out of employment related practices
- (h) Claims or actions brought by one player against another player
- (i) Intentional Acts: Bodily injury or property damage expected or intended from the standpoint of the insured.
- (j) Bodily injury or property damage for which any insured may be held liable by reason of:
 - (1) causing or contributing to the intoxication of a person
 - (2) the furnishing of alcoholic beverages to a person under the legal drinking age or under the influence of alcohol or any statute, ordinance or regulation relating to the sale, distribution or use of alcohol beverages.

The above exclusions are only a recap of the pertinent exclusions. This policy contains additional exclusions and coverage terms not specifically listed here.

BROADENED COVERAGE

The General Liability policy has been broadened to include the following coverage:

- (a) Contractual Liability – Covers oral and written contracts or agreements relating to the conduct of USA Volleyball’s business.
- (b) Personal Injury and Advertising Injury Liability – Covers USA Volleyball’s legal obligations for injury to others arising from:
 - (1) False arrest, detention, imprisonment or malicious prosecution
 - (2) Libel, slander, defamation or violation of right of privacy and/or
 - (3) Wrongful entry or eviction or invasion of right of private occupancy
- (c) Incidental Malpractice Liability – Covers USA Volleyball, Employees and Volunteers for legal liability arising out of rendering or failure to render certain professional health care services. This coverage is limited to the terms and conditions of the actual policy. **REFERENCE the OPTIONAL USA Volleyball Medical Malpractice Insurance Program
- (d) Host Liquor Liability – Covers against loss arising out of the giving or serving of alcoholic beverages at functions incidental to USA Volleyball’s normal operations.
- (e) Premises Damage Legal Liability - \$1,000,000 for property damage to premises insured that USA Volleyball rents from others, or premises temporarily occupied by the named insured. This coverage is excess insurance only over any part of any other insurance that provides coverage for property damage to said premises.
- (f) Non-owned Watercraft (up to 58’ feet) – Covers loss arising out of the use of non-owned watercraft by USA Volleyball.
- (g) Limited worldwide liability coverage for bodily injury, property damage, personal injury and advertising injury liability subject to the terms and conditions of the actual policy.
- (h) Additional Persons Insured – Broadens the Named Insured to include any employees of USA Volleyball while acting within the scope of their duties.
- (i) Extended Bodily Injury coverage provides coverage for loss resulting from intentional acts resulting in bodily injury if the use of reasonable force is used to protect persons or property.

SPORT ACCIDENT EXCESS MEDICAL INSURANCE COVERAGE

The Sport Accident Excess Medical insurance program provides participant coverage for loss resulting directly from members competing 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 accidental 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 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.

ACKNOWLEDGEMENT WAIVER AND RELEASE FROM LIABILITY

As with most sports activities, a signed "Acknowledgement Waiver and Release from Liability" (AWRL) form is required from all participants and from parents or guardians in the case of minors. This requirement exists in virtually every sport. It serves to document that the participants or parents of participating minors have acknowledged the inherent risk and danger associated with participating in sporting events. It is intended to serve as "appreciable warning" of these risks and the participants by signing the waiver, are giving their informed consent to the acceptance of those risks. It is important to remember that a signed waiver DOES NOT reduce the need for insurance or effective safety practices. A signed waiver is USAV's "first line of defense" against a cause of action for negligence and is a very effective risk management tool. The Regional Commissioner and others working under the direction of the Region must make every effort to conduct an event with safety as the number one concern.



III. CLAIMS ADMINISTRATION

Insurance Providers:

General Liability Insurance:

Arch Insurance Company
American Specialty Insurance & Risk Services, Inc.
7609 W. Jefferson Blvd., Suite 150
Ft. Wayne, IN 46804-4133
Direct Phone: 260-755-7275
Main Phone: 260-969-5203
Fax: 260-969-4729
Claims Representative: Jeff Jacobson
E-Mail: JJacobson@americanspecialty.com

Sport Accident Insurance:

Federal Insurance Company (Chubb)
American Specialty
7609 W. Jefferson Blvd., Suite 150
Ft. Wayne, IN 46804-4133
Phone: 800-245-2744
Fax: 260-969-4729
Email: claimsPA@americanspecialty.com

Broker/Risk Management:

Integro Entertainment & Sports
2727 Paces Ferry Road
Building Two, Suite 1500
Atlanta, GA 30339
Phone: 678-324-3300
Fax: 678-324-3303
Email: sport@integrogroup.com

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I) SPECTATOR & PARTICIPANT LIABILITY

A. INFORMATION TO BE OBTAINED BY THE TOURNAMENT DIRECTOR, CLUB DIRECTOR OR COACH

The Tournament Director, Club Director, Coach or USA Volleyball Representative shall obtain and record the information, immediately at the scene of or upon notice of an incident resulting in bodily injury or property damage, to complete the incident report.

The **USA Volleyball Incident Report form should be completed** in its entirety and **emailed, mailed or faxed within 48 hours to the Regional Volleyball office** who will provide a signed copy to American Specialty. In addition, any claim involving serious bodily injury, death or property damage should be sent immediately to the Regional Volleyball office, American Specialty and Integro. The reports must be submitted **as the incidents occur**. See the Directory on page 3 for contact information.

If the appropriate USA Volleyball Incident Report is not available at the time of the incident, the following minimum information should be documented and forwarded to the Regional Volleyball office as quickly as possible.

1. Name, address and phone numbers of all individuals involved. Include your name and phone number.
2. A complete description of how the incident occurred from the third party involved and any witnesses, including officials or volunteers, acquainted with the facts.
3. Any other information, which may assist in handling of any potential claim.
4. If the incident involves injury to a participant, a Sport Accident Excess Medical claim form shall be provided to the participant for completion and submittal to American Specialty.
5. The name of the Region in which the incident occurred, including the Club name and Tournament, if the incident occurred during a tournament.

For any incidents reported without receipt of a formal completed incident report form, the Region should send a blank copy of the incident report form to be completed and returned by the club or event as a follow-up procedure and to ensure consistent collection of sanctioned event incident details.

B. REPORT TO INTEGRO

IMMEDIATELY (Within 24 hours)

Please notify Integro immediately by FAX or phone of the following:

1. The receipt of any legal document/notice of third party liability such as a LAWSUIT or SUMMONS.
2. Property damage in excess of \$10,000.

All other incidents or claims should be reported within 48 hours.

C. HANDLING OF INCIDENT REPORTS

Club Directors, Coaches, USAV Representatives shall be required to submit incident reports on ALL INCIDENTS that occur that give rise to bodily injury or property damage losses.

Incident Report forms & related correspondence should be submitted to the appropriate party as follows:

Incident report forms should be submitted to the Regional Volleyball office who in turn will remit the form to American Specialty. Medical claim forms should be completed by the injured party and submitted directly to American Specialty (due to privacy reasons).

When the claim forms have been submitted to American Specialty, they will process the claims as appropriate based on the information remitted.

- a) For liability claims, If American Specialty feels that a liability claim DOES exist, they;
 - 1) Will do preliminary investigation and will establish a claim reserve, if appropriate.
 - 2) Will take all necessary steps if an actual claim is received.
 - 3) May recommend to USA Volleyball (or the appropriate insured party) an attorney assignment in the jurisdiction in which the incident occurred.
- b) If American Specialty determines that a liability exposure DOES NOT exist:
 - 1) The Claims Representative for American Specialty will log the incident as received and no further action will be taken unless a subsequent claim is filed.

D. INVESTIGATING AND SETTLING OF CLAIMS

American Specialty reserves the right to handle the adjustment of the claim. USA Volleyball, the Regions, clubs and/or and Integro (where appropriate) shall provide American Specialty with all information which relates to the incident and, when requested, will assist American Specialty in the settlement of the claim.

E. CLAIMS FOLLOW-UP

- 3. USA Volleyball will be updated as to the status of claims on an annual basis or as requested.
- 4. Any additional documentation, which is received by USA Volleyball and which pertains to General Liability claims should be mailed to the claims representative at American Specialty with a copy to the appropriate Region. In addition, any phone calls, which concern these claims, may be directed to:

American Specialty Insurance & Risk Services, Inc.

Claims Representative: Jeff Jacobson

Phone: 800-245-2744

E-Mail: JJacobson@americanspecialty.com

5. Any difficulties or questions which USA Volleyball may have on the claims process or on specific claim, may also be directed to Jennifer Rains of Integro for research.

B. UPON RECEIPT OF ANY DOCUMENT OR NOTICE OF THIRD PARTY LIABILITY (I.E., SUBROGATION DEMAND, REQUEST FOR PAYMENT FROM PARTICIPANT/SPECTATOR, LAWSUIT), USA Volleyball, the Region, its Tournament Directors, Club Directors or Coaches shall FORWARD such document to INTEGRO IMMEDIATELY.

Integro will match this notice of claim to the original USA Volleyball Incident Report and will forward the information to American Specialty for claims handling.

III) SPORT ACCIDENT EXCESS MEDICAL COVERAGE

A. MEDICAL CLAIM FORM

1. As soon as possible but not later than 90 days, the injured Participant must complete in its entirety and sign the MEDICAL CLAIM FORM and forward the form to American Specialty. The form is located under **USAVolleyball.Org**.

**American Specialty Insurance & Risk Services, Inc.
7609 W. Jefferson Blvd, Suite 150
Fort Wayne, IN 46804
Claims Fax Number: 260-969-4729
Customer Service Number: 800-245-2744
Email: claimsPA@americanspecialty.com**

B. CLAIMS FOLLOW-UP

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

1. Integro will update USA Volleyball as to the status of Sport Accident (medical) claims on an ANNUAL basis.
2. Any additional documentation, which is received by USA Volleyball, the Region or Club and which pertains to Sport Accident claims, shall be mailed to the Claims Representative at American Specialty. In addition, any phone calls, which concern these claims, shall be directed to the American Specialty for direct communication.
3. Any questions regarding the group Sport Accident claim process or concerns regarding the insurance carrier's service may be directed to Sean Lankie at Integro Entertainment & Sport.

*****IMPORTANT*****

BEHIND THE “CLAIM REPORTING PROCEDURES” YOU WILL FIND AN INCIDENT REPORT AND A MEDICAL CLAIM FORM.

The Incident Report needs to be completed **each** and **every** time a “bodily injury” or “property damage” loss occurs to a spectator, participant or to the facility itself. Each Tournament Director, Club Director or Coach should be given a supply of these Incident Reports and the forms should travel with them to each practice or event. The Directors and Coaches need to be advised of the importance of completing these reports on behalf of USA Volleyball whenever a bodily injury or property damage incident occurs. The Incident Report will enable USA Volleyball to curtail or prevent fraudulent claims from being paid unnecessarily by matching an Incident Report to each claim for damages submitted. If an Incident Report cannot be matched to a claim, the claims representative will know to more thoroughly investigate the claim to determine if the loss really did arise out of a USA Volleyball event. The ability of USA Volleyball to minimize fraudulent claims will help retain the lowest insurance costs possible.

The Medical Claim Form should be provided to a participant who sustains an injury while practicing for or participating in an approved or sanctioned 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 and sent directly to **American Specialty**.

If the claims system works as intended, American Specialty will be in receipt of both an Incident Report from the appropriate Regional Volleyball office describing the incident causing injury and a Medical Claim Form from the injured Participant requesting reimbursement for the medical claim. When they receive both the Incident Report Form and the Medical Claim Form for the same incident, they know there is validity in the claim.

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

Sport Accident-Excess Medical:
American Specialty Claims Department:
800-245-2744
claimsPA@americanspecialty.com

General Liability Claims:
Jeff Jacobson @ American Specialty:
260-755-7275
JJacobson@americanspecialty.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 _____			Telephone Number () _____	<input type="checkbox"/> Single <input type="checkbox"/> Married
Address _____			Social Security Number _____	
City _____ State _____ Zip _____			Employer and Address _____	
Age _____ D.O.B. _____ <input type="checkbox"/> Male <input type="checkbox"/> Female				
Date of Incident _____ Time of Incident _____ AM/PM			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 #:	
Team Name: _____			INJURED PERSON: <input type="checkbox"/> Participant <input type="checkbox"/> Official <input type="checkbox"/> Coach	
Region: _____			<input type="checkbox"/> Spectator <input type="checkbox"/> Volunteer <input type="checkbox"/> Other: _____	
USAV Membership #: _____				

GUARDIAN/PARENT (IF INJURED PERSON IS A MINOR)

Last Name _____ First _____ Middle _____			Telephone Number () _____
Address City State _____ Zip _____			

INCIDENT INFORMATION

BODY PART INJURED <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			If Ankle Injury, was ankle <input type="checkbox"/> Taped <input type="checkbox"/> Supported <input type="checkbox"/> Unsupported Shoes: <input type="checkbox"/> Yes <input type="checkbox"/> No If Knee Injury, was knee: <input type="checkbox"/> Braced <input type="checkbox"/> Supported <input type="checkbox"/> Unsupported Knee Pads: <input type="checkbox"/> Yes <input type="checkbox"/> No		INCIDENT <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	
COURT SURFACE <input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Grass <input type="checkbox"/> Sand <input type="checkbox"/> Wood <input type="checkbox"/> Sport Court If sport court, what is under-lying surface? <input type="checkbox"/> Wood <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete		INCIDENT LOCATION <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		PRIMARY INJURY <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		DISPOSITION No care given: <input type="checkbox"/> Patient refused <input type="checkbox"/> Not needed Released: <input type="checkbox"/> To parent <input type="checkbox"/> To personal vehicle Referral <input type="checkbox"/> To doctor <input type="checkbox"/> To hospital/clinic EMS transport: <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
1. _____	_____	() _____
2. _____	_____	() _____

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

Name: _____ Signature: _____

Title: _____ Date: _____ Phone #: () _____

Event Name: _____

Event Location: _____

Sanctioning Region: _____ Region Signature: _____



USA VOLLEYBALL MEDICAL CLAIM FORM 2018-2019 Season

SEND THIS FORM TO:
American Specialty Insurance & Risk Services, Inc.
7609 W. Jefferson Blvd.
Suite 150
Ft. Wayne, IN 46804
Customer Service Number: 800-245-2744
Email: claimsPA@americanspecialty.com

This form should be completed whenever a medical claim results from an injury incurred at USA Volleyball sanctioned events.

PLEASE ANSWER ALL QUESTIONS. INDICATE "N/A" IF INFORMATION IS NOT APPLICABLE.

TO BE COMPLETED BY INJURED PARTY						
NAME (Last Name) (First Name) (Middle Initial)			SOCIAL SECURITY NUMBER	DATE OF BIRTH	SEX <input type="checkbox"/> M <input type="checkbox"/> F	
ADDRESS (Street) (City) (State) (Zip Code)						
TELEPHONE NUMBER ()			OCCUPATION			
USA VOLLEYBALL PARTICIPANT #:			DATE & TIME OF ACCIDENT: PM ____/____/____ AM ____			
INJURED PARTY WAS: <input type="checkbox"/> PARTICIPANT <input type="checkbox"/> COACH <input type="checkbox"/> OFFICIAL <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> OTHER: _____ IF PARTICIPANT, MEMBERSHIP TYPE: <input type="checkbox"/> JUNIOR MEMBER <input type="checkbox"/> ADULT MEMBER <input type="checkbox"/> NATIONAL OR HIGH PERFORMANCE TEAM MEMBER						
REGIONAL ASSOCIATION NAME:			COACHES NAME:		PHONE #: ()	
NATURE OF INJURY						
FOR ALL INJURIES, PLEASE COMPLETE THE FOLLOWING:						
A. DESCRIBE ACTIVITY ENGAGED IN AT TIME OF ACCIDENT: _____						
B. DESCRIBE WHERE ACCIDENT HAPPENED: _____						
C. DESCRIBE HOW ACCIDENT HAPPENED: _____						
D. DID THE ACCIDENT OCCUR DURING: <input type="checkbox"/> COMPETITION <input type="checkbox"/> PRACTICE <input type="checkbox"/> TRAVELING TO/FROM <input type="checkbox"/> OTHER: _____						
E. WITNESS NAME: _____ PHONE #: _____						
IF INJURED PARTY IS A MINOR: 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		
ADDRESS (Street) (City) (State) (Zip Code)						
AUTHORIZATION TO RELEASE INFORMATION 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 American Specialty, 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.			SIGNATURE		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 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:

American Specialty Insurance & Risk Services, Inc.
7609 W. Jefferson Blvd, Suite 150
Fort Wayne, IN 46804
Claims Fax Number: 260-969-4729
Customer Service Number: 800-245-2744

IMPORTANT CLAIM NOTICE

Alaska: A 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 or Louisiana: 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.

California: For your protection California law requires the following to appear on this form. 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.

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 from 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 or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

Idaho: 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 is guilty of a felony.

Indiana: A person who knowingly and with intent to defraud an insurer, files a statement of claim containing any false, incomplete, or misleading information, 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.

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

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.

New York: 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 SHALL ALSO BE SUBJECT TO A CIVIL PENALTY NOT TO EXCEED FIVE THOUSAND DOLLARS AND THE STATED VALUE OF THE CLAIM FOR EACH SUCH VIOLATION. (PURSUANT TO 11 NYC RR86)

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.

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 intent to defraud or deceive any insurance company includes false information in an application for insurance or files, assists, or abets in the filing of a fraudulent claim to obtain payment of a loss or other benefits, or files more than one claim for the same loss or damage, may be guilty of a felony. Upon conviction, that person will be fined between \$5,000 and \$10,000, imprisoned for three (3) years or both. Aggravating or attenuating circumstances may result in the prison term being increased to five (5) years or reduced to 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.

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 include imprisonment, fines and denial of insurance benefits.

If you live in a state other than mentioned above, the following statement applies to you: Any person who knowingly, and with intent to injure, defraud or deceive any insurer or insurance company, files a statement of claim containing any materially false, incomplete, or misleading information or conceals any fact material thereto, may be guilty of a fraudulent act, may be prosecuted under state law and may be subject to civil and criminal penalties. In addition, any insurer or insurance company may deny benefits if false information materially related to a claim is provided by the claimant.

Signature of injured person (or parent/guardian if a minor)

Date



IV. RISK MANAGEMENT

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RISK MANAGEMENT

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THE LAW AND ATHLETICS

Over the past 10 years the interest in sport activities as a means to keep one's body in peak performance has greatly escalated. The desire to keep one's body in top physical condition has taken many of us from the occasional morning jog, to the three-day a week aerobics and, for the very serious minded, to long daily workouts. Being a competitive society, we have always had the urge to test our stamina and physical prowess against others to see who is the best. We no longer get self-satisfaction by just working out and seeing the physical results of our training. Competing against fellow athletes has now become the gauge for determining the effectiveness of our training program and the method for achieving satisfaction for the pain and strain we put ourselves through to be "#1". All of this has resulted in a tremendous rise in the number of part-time athletes and professional athletes participating in various individual endurance events and team sports.

The tremendous rise in interest in participating in athletic events has required that more and more events be sponsored to satisfy the needs of the athletes. As a result, one could probably find some sort of endurance event or competition in any given city or town across the United States on each and every Saturday or Sunday throughout the year. All of this competition, although healthy for mind and body, is not without its detriments. With the increase in participation and events, has come an increase in the number of participant and spectator injuries. Many of these injuries have arisen out of the negligence of others resulting in the rapid escalation of lawsuits filed and large monetary awards given.

In the past, athletic participation was virtually immune from civil liability. If one participated in or was a spectator of an athletic event, they assumed the risk involved and thus were barred from any recovery. That thinking and immunity has been eroded in today's judicial process. The primary defenses of assumption of a risk, contributory negligence, and consent have become so porous as a result of the high standards that are placed upon the athletic sponsors, promoters, coordinators, coaches, and participants. Current court cases have demonstrated that coaches, trainers, and national governing bodies can and will be held responsible for failing to warn athletes or spectators of the inherent risks, dangers, and potential injuries or death that may result from participating in athletic events.

With the erosion of common law defenses and the increase in standards to which people involved in athletics are held, it has become paramount that strategies be implemented to counterattack these trends and improve the overall quality of sporting activities. The key ingredient to effectively minimize potential injuries and resulting litigation is the implementation of specifically designed safety guidelines. It cannot be stressed enough that failure to conduct athletic events with the utmost care will increase the vulnerability of event promoters, directors, coaches, and governing bodies to litigation.

THE ELEMENTS OF NEGLIGENCE

The single factor that probably leads to more litigation as a result of participant or spectator injury is the limited knowledge coaches, trainers, administrators, and Directors have concerning the elements constituting negligence. A better understanding of how civil law works will better prepare you to foresee potential negligence and thus take steps to minimize the loss that may result.

There are four key elements that must be present to bring a cause of action for negligence:

1. A "duty" or obligation must be owed to another, which requires one party to conform to a certain standard or conduct for 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. It must be shown that the breach of duty was the proximate cause of the injury.
4. Monetary damages are warranted as compensation for the injury.

The common law rule of thumb as respects to an action of negligence is the "Reasonable and Prudent Person" doctrine. If an individual acted in a manner that was consistent with how a reasonable and prudent person, given the facts at hand, would have acted, a cause of action for negligence would be unfounded. With the increase in sports technology, medicine, and equipment, the foreseeable cause of injury or loss has been increased. Thus individuals involved in sporting activities have been held to a higher level of supervision and accountability.

There are no specific criteria for determining negligence. Every cause of action must stand on its own merits. Accidents do occur and in every instance, someone can be held negligent for that accident. It has always been incumbent upon the plaintiff to prove the elements of negligence. There must be sufficient evidence that alleged negligence was the proximate cause of the loss and that no other intervening factors contributed to the loss. Courts have not been holding defendants liable where substantial evidence proves that the defendant acted with prudence and caution in performing their duties.

THE DEFENSES AGAINST NEGLIGENCE

Although eroded in effectiveness, there are generally accepted defenses against a cause of negligence. The following are the most widely used defenses:

1. Failure to prove one or more of the elements of negligence necessary to recover damages.
2. Assumption of Risk. This is one of the oldest defenses against a cause of action for negligence and is a defense that has probably eroded the most over the years. When an individual voluntarily assumes the risk of injury or harm arising from the conduct of others, he or she cannot recover if the harm or injury actually occurs. The erosion of this defense has occurred as a result of the higher standard of care required of a defendant in advising the plaintiff, prior to injury or harm, of the potential risks involved in participating in the event.
3. Last Clear Chance. This defense puts the burden of responsibility on the plaintiff as the plaintiff had the "last clear chance" to avoid the injury or harm. This defense was only held to be valid if the harm or injury was foreseeable by the plaintiff and the plaintiff could have taken action to avoid the harm or injury.
4. Contributory Negligence. This defense varies by state and prevents a cause of action in negligence if the plaintiff, even in the slightest degree, contributed to his or her own harm or injury. With this defense, courts will evaluate the standard of conduct required of the defendant based upon the age, physical capacity, sex and training of the plaintiff before making a decision as to fault.

5. Comparative Negligence. This is a relatively new defense and one that was established by state statute to offset the 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. 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 and 40 states have enacted some form of comparative negligence statute. Typically, a plaintiff with 50% or more of the fault will be barred from recovery.

FACTORS THAT CONTRIBUTE TO NEGLIGENCE

There are five fundamental factors that contribute to a cause of action of negligence. It is important that you be very aware of these factors and take steps to minimize or eliminate these factors whenever possible.

1. Ignorance of the Rules. Someone once said "Ignorance is bliss" and that if you were not aware of the rules how could you be held accountable. In today's litigious society, ignorance of rules is not an acceptable basis on which decisions should be made. It is vitally important to the success of any sporting event that all parties involved know the rules.
2. Ignoring the Rules. Ignoring the rules under which a sporting event is to be conducted is to ignore safety. USA Volleyball has a specific set of rules designed to insure the safety of participants and spectators of the sport. USA Volleyball's number one priority is to insure the safety of all those involved in the sport of volleyball. To ignore these rules not only subjects participants to potential harm, but exposes USA Volleyball to a great deal of liability.
3. Failure to Act. Success of any sporting event is dependent upon the people directing the event to respond quickly to problems and act in a "proactive" manner in lieu of a "reactive" manner. Unfortunately, too many event directors or officials tend to react after a tragedy or serious injury occurs. They react to crisis when prevention is the key.

They fail to:

- a. Assign competent personnel to supervise, maintain, inspect and repair the court or equipment;
 - b. Review all aspects of the event prior to tournament day with supervising personnel to insure a coordinated effort and/or
 - c. Conduct clinics for officials, safety teams and medical teams.
4. Money. Insufficient funds to properly conduct a safe sporting event often times prevents action. The lack of funds or unwillingness to spend money leads to:
 - a. Reduction in safety and services;
 - b. Not training or hiring competent personnel;
 - c. Not securing safe equipment; and
 - d. Not inspecting and maintaining equipment and facilities.
 5. Failure to Warn. A great deal of duty is being placed on the event director or official by the courts to warn participants of any potential hazards associated with the event. Knowing conditions of the facility 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 the #1 factor leading to large monetary damages being awarded to injured athletes.

USA Volleyball has developed a "Waiver, Release of Liability and Indemnity Agreement"

which must be signed by each participating athlete or athlete's parent or guardian, if a minor. The waiver includes:

- a. An acknowledgment of the risk involved in playing a sport.
- b. Agreement by participant to follow the rules and regulations of the sport of volleyball.
- c. A statement of the USA Volleyball Participant Code of Conduct essential to participating in the sport.
- d. Waiver of liability provision.
- e. Indemnification and Hold Harmless provision.

This agreement is invaluable in assigning responsibility to the athlete or parent / guardian and for providing good public relations by advising the athlete and/or parent / guardian of the risks of injury. It is important to remember that there is no foolproof way for USA Volleyball, directors or others to transfer responsibility for conducting a reasonably safe event. Reliance on a waiver or hold harmless agreement without utilizing good common safety practices in conducting an event is the equivalent of putting a fire out with gasoline. It just will not work and will no doubt make matters worse than they would have been.

EFFECTIVE RISK MANAGEMENT RECOMMENDATIONS

Although not all-inclusive, the following risk management recommendations, if implemented, will help to prevent situations that may lead to injuries and subsequent litigation.

1. Warn, in specific terms, the athlete and parent/guardian of all the possible risks inherent in the sport activity in which they are participating.
2. Consistently use a waiver and release of liability that has been prepared by a competent attorney knowledgeable of sports law. Never allow a participant to participate without reading and signing the waiver.
3. Establish an effective medical plan for accident emergencies.
4. Establish a plan for the proper supervision of the athlete's while participating in the sporting event.
5. Follow all the sanctioning guidelines for the proper set up and conduction of a volleyball event as established by USA Volleyball.
6. Effectuate a public relations program with all parties involved in the event, especially with parents and athletes.
7. Conduct ongoing clinics to keep officials and volunteers apprised of changes in rules and new techniques used in the sport of volleyball.
8. Conduct periodic safety audits. Inspect equipment and facilities for any possible hazards. Keep records.

THE WAIVER AND RELEASE - HOW IMPORTANT IS IT?

A major concern with many, if not all, Sporting Event Directors or Promoters is how to conduct an event so that it is both profitable and, more importantly, enjoyable for the participants as well as the spectators. The various demands placed on the event Directors and Promoters from Sponsors, Participants, Governmental Agencies, Insurance Companies, etc., has taken most of the enjoyment out of conducting the event and turned the activity into a BUSINESS. The days of getting a group of people together with similar sporting interests for some good old competition and fun has been replaced with the business need to advertise and promote the event, raise sponsorship money for prizes, fight with municipalities over securing a permit, find and train volunteers to help conduct the event, and the constant need to continue looking over your shoulder to see what attorney is following you to serve legal papers over some frivolous claim.

Since it has now become a BUSINESS and no longer a GAME, how can Event Directors or Promoters shelter themselves from the ravages of litigation or claims for damages that can or will arise out of the business of conducting a sporting event? Most people respond by saying “buy insurance” and look at no other alternatives. If you are one of those people, keep looking over your shoulder because the “big one” is about to bite you and it’s going to hurt. Insurance is just one aspect of an overall process called RISK MANAGEMENT that each and every Event Director and Promoter should be practicing on a daily basis.

The process of Risk Management is to evaluate the potential areas of the event that could cause a financial loss and develop action plans to help minimize or eliminate the potential for loss. Risk Management is a dynamic process requiring continuing observation and review. The purpose of this article is not to focus on the big picture of Risk Management (we will do a follow-up article outlining the whole process) but rather on one element of the process called Loss Control - the use of Waivers and Releases.

Probably the one single most important risk management action that an Event Director or Promoter can take to shelter themselves from litigation by participants is the use of a Waiver and Release. By using a valid waiver and release you are advising the participant of the hazards of the sport and are placing more of the burden of responsibility squarely on their shoulders. USA Volleyball has developed a valid waiver and release that we believe would be upheld in most if not all jurisdictions. Using a waiver and release that is valid and enforceable provides you a greater degree of security than one that has not. It is for this reason that Event Directors and Promoters should be using the USA Volleyball waiver and release in each and every event.

Using the USA Volleyball waiver and release is one of many risk management techniques that can be used. It is not the total answer to solving litigation problems but its use, coupled with a comprehensive insurance program, doing what a “Reasonable and Prudent” person would do, and abiding by the “rules of the sport” will go a long way in minimizing litigation and claims problems.

USA Volleyball encourages all tournament directors to use the USA Volleyball waiver and release as the STANDARD.

By complying with a set of STANDARDS, as evidenced by the event SANCTIONING process, USA Volleyball is able to work with you in establishing a safe and enjoyable event.

NON-OWNED AND HIRED AUTOMOBILE LIABILITY

NON-OWNED AUTOMOBILE LIABILITY

Every business entity, Sports Federation or National Governing Body, Tournament or Event Director, Coach or any other person asking someone else to use their own personal automobile for the benefit of the business, Federation, Event, Team, etc. faces a financial exposure to loss called Non-Owned Automobile Liability. Liability for loss arising out of the non-owned auto can be impinged to the business, Federation, etc., if the vehicle owner did not carry insurance, had inadequate limits, drove a defective vehicle, or any other host of reasons. The fact that the vehicle owner would not have been using his or her vehicle at the time of loss if it were not for the request of the business, Federation, Director, etc. places some burden of the responsibility for the loss on the requesting entity.

Primary responsibility for any automobile loss always rests with the OWNER of the vehicle. If the owner of an automobile carries automobile insurance, any driver using the auto, with the permission of the owner, has insurance coverage extended to them from the owner's insurance policy. This would not be the case for an entity who is not driving the vehicle but who has requested that the vehicle be used for their benefit. It was for this reason that NON-OWNED AUTOMOBILE LIABILITY INSURANCE coverage was developed.

The purpose of non-owned auto liability insurance is to provide insurance protection to the Employer, the Federation, Event Director, or other insured person whenever they are held responsible for a loss arising out of an auto they do not own, hire, rent, or personally drive. Coverage under this insurance DOES NOT extend to the driver or owner of the vehicle involved in the claim for damages. **THIS IS A VERY IMPORTANT FACT TO REMEMBER WHEN ASKING VOLUNTEERS, EMPLOYEES, OR OTHERS TO USE THEIR OWN PERSONAL VEHICLES FOR THE BENEFIT OF THE EVENT OR BUSINESS.**

The Master Insurance Policy provided by USA Volleyball CAN provide NON-OWNED AUTOMOBILE LIABILITY INSURANCE protection for the Association, its Directors, Coaches, and others acting on behalf of the Association when requesting others to use their personal autos for the benefit of the Association. **This coverage only applies to sanctioned events where the National Office has granted coverage to the event. The request for coverage and the authorization must be in writing.**

Some risk management principles that should be applied to help minimize the loss potential arising from the use of non-owned automobiles are:

1. Always advise the vehicle owner that his/her auto insurance is primary and that the Association's policy would not offer any coverage to the vehicle owner in the event of a loss.
2. Be sure to ask if the volunteer driver's automobile is covered by insurance. It is recommended that the volunteer's insurance policy have limits of at least \$300,000.
3. Ask what type of automobile will be driven. Whenever possible, make a visual evaluation of the vehicle to determine if it's in good mechanical order.
4. Whenever possible, request an MVR on the driver to determine driving habits.
5. Don't assume anything. Place yourself in the shoes of a "Reasonable and Prudent" person and ask yourself, "Would I ride in that car or with that driver?"

You may deem these risk management concepts too cumbersome and they may be for some situations. Nevertheless, you have an obligation to yourself and others to determine that people driving vehicles on your behalf are doing so in a prudent and reasonable manner. The non-owned liability exposure you face in conducting your business or event should not be taken lightly.

HIRED AUTOMOBILE LIABILITY

The exposure to loss arising from the use of a Hired Automobile occurs any time an entity or individual hires, rents, or leases (under 6 months) an automobile for business purposes. The exposure contemplates both the car/truck being driven by the person renting the vehicle and a car/truck that is hired with a driver. The first example is the most common in which a Tournament Director rents a Hertz Truck for three days to move equipment to and from the event site or several Hertz vans are rented in order to provide transportation for players or officials to and from an event site. The second example would involve a Director that hires a bus or van service to haul spectators or participants from a remote parking facility to the event complex. Both situations occur regularly at many sporting events.

As indicated under the Non-Owned Automobile Liability section, primary responsibility for loss arising out of an auto rests with the owner of the vehicle. This would be the case with autos that are hired, rented or leased by an entity. Typically, the rental agreement signed to take possession of the vehicle transfers the burden of responsibility from the vehicle owner to the vehicle operator. This contractual transfer of responsibility can cause a tremendous loss exposure to the Director, Entity, Coach, etc., if not dealt with prudently. ***This policy does not include contractual liability if a vehicle is hired.***

If a business entity or individual has either a commercial auto or personal auto liability policy in force that covers the entity or individual for loss arising out of the use of ANY vehicle, the need for any additional insurance coverage for the Hired Automobile exposure is minimized. Hired Automobile Liability insurance coverage was designed to provide automobile liability coverage for those entities or individuals that do not OWN autos and therefore, would not have a need to purchase a commercial or personal auto liability policy.

The Master Insurance Policy provided by USA Volleyball does provide HIRED AUTOMOBILE LIABILITY insurance coverage to the Association and all individuals renting, hiring, or leasing vehicles on behalf of the Association when written permission is obtained from USA Volleyball. The vehicle would have to be rented in the NAME OF THE ASSOCIATION or in the NAME OF THE SANCTIONED EVENT for coverage to apply. Only those people authorized by the national office of USA Volleyball to conduct business on behalf of USA Volleyball can give permission to rent a vehicle in the name of the ASSOCIATION or SANCTIONED EVENT. Permission in writing must be granted by the appropriate authorized person at the USA Volleyball National Office. Directors or others renting, hiring, or leasing a vehicle in their own names without written permission by USA Volleyball would not have coverage under the USA Volleyball policy.

Examples of How Non-Owned and Hired Automobile Coverage Would Apply: (Examples are generic in nature and may not reflect the actual outcome of a claim.)

NON-OWNED AUTOMOBILE EXAMPLES

1. A coach asks a Junior Player's mother to transport several players to an upcoming, sanctioned tournament and an ensuing "at fault" accident occurs injuring players as well as others. Because of the severity of the accident, the mother, the coach, and USA Volleyball are sued for damages. Coverage for the coach and USA Volleyball would be provided by the USA Volleyball policy. No coverage would be provided to the mother.
2. A coach transports players to a sanctioned or approved event in his/her vehicle and is involved in an accident causing injury to players and others. An injured player sues the coach, the Regional Commissioner, and USA Volleyball for damages. Coverage would be provided to the Commissioner and USA Volleyball but not the coach.
3. A parent or player is transporting other players to a sanctioned or approved event in his/her own personal auto and a fatality accident occurs. Neither the parent nor player was asked by USA Volleyball to transport players. No coverage would be provided by the USA Volleyball policy.
4. A Tournament Director of a sanctioned event asks a 17 year old volunteer to use her personal auto to pick up some important officials and sponsors from the airport. On returning from the airport, there is an accident resulting in severe injury to one of the passengers. Suit is brought against the driver, the Director, the Region and USA Volleyball for negligence in allowing the inexperienced driver to drive. Coverage would be provided for the Director, Region, and USA Volleyball but not for the driver.

HIRED AUTOMOBILE EXAMPLES

1. A Regional Commissioner hires a truck and driver to transport equipment to the tournament site of the Regional Championships. The truck is insured with \$100,000 of Liability Insurance. While transporting the equipment, the driver rear-ends a school bus. The \$100,000 of insurance coverage on the truck is inadequate to cover the loss. Parents sue the Regional Commissioner and USA Volleyball for their negligence in hiring an underinsured trucker. Coverage is intended to protect the Commissioner and USA Volleyball but not the trucker. ***This policy does not include contractual liability if a vehicle is hired with a driver. The owner of the vehicle should provide insurance and name USA Volleyball, its Regions & the Tournament Director/Club as additional insureds.***
2. Four courtesy cars are rented from Hertz to be used by Officials at the U.S. Junior National Championships. Permission was granted by USA Volleyball to the Tournament Director to rent the cars in the name of the Tournament. An Official is involved in an auto accident causing injury to another party. The injured party seeks damages from the Official and the Tournament Director. If the Official has an auto policy in force, that policy would respond to cover the official. The USA Volleyball policy would provide coverage for the Tournament Director and potential excess coverage for the Official.
3. An auto is rented by the Tournament Director with written permission from the national office of USA Volleyball. The Director asks a volunteer to use the vehicle to pick up Officials at the airport. On the way to the airport, an accident occurs. The injured party sues the driver and the Tournament Director. The USA Volleyball policy is intended to respond to both the driver and Director.

4. An auto is rented in the name of the Tournament Director to haul equipment to and from a tournament site sanctioned by USA Volleyball. USA Volleyball granted no authorization for the use of the auto. While hauling equipment, the Director is involved in an accident. No coverage would be provided to the Tournament Director. Coverage would be provided to USA Volleyball if the Association were named in a suit.

SPORT ACCIDENT EXCESS MEDICAL COVERAGE -

Sport Accident Excess Medical coverage provided under the USA Volleyball master insurance policy is intended to provide up to \$25,000 of Sport Accident Excess 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 Sport Accident Excess Medical coverage is to help supplement the out of pocket costs (deductibles, co-payments, coinsurance) associated with primary medical coverage and to provide reimbursement for covered sports accidents when no other collectible insurance is available.

Coverage is intended to reimburse an injured participant for their portion of covered expenses subject to the Sport Accident Excess Medical deductible. The Sport Accident Excess Medical deductible is currently \$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 Sport 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 particular claim situation to determine how the Sport 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

SPORT 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 SPORT ACCIDENT EXCESS MEDICAL COVERAGE WILL NOT APPLY. The intent of the Sport Accident Excess Medical coverage is to supplement Primary Medical coverage whenever it is available.

*****REFER TO USA VOLLEYBALL, SAFESPORT, AND LEGAL REPRESENTATION
(when applicable) FOR APPROPRIATE GUIDANCE ON THIS TOPIC*****

**A COACHES NIGHTMARE - AN ACCUSATION OF SEXUAL ABUSE OR
MOLESTATION**

One of the single most devastating accusations that can be leveled against a coach or team manager is that of sexual abuse or molestation of team members. Whether one is guilty or not of the charge, the mere accusation of child abuse can severely ruin an individual's reputation. These types of claims make great "press" in the newspaper and are often the talk of the town once they are made public.

Once accused of being a "child molester" or "pedophile" it is very difficult to overcome the stigma, even if totally exonerated of all charges. It is for this reason that a great deal of personal care and protection is taken to minimize placing yourself or the Association in position of having to defend against such a devastating claim.

Child abuse can happen in any number of ways and is not limited to the physical touching of a child. Claims can arise out of an oral utterance of sexual content; by over disciplining a player in practice; from the improper use of an auto; from negligent supervision; improper coaching or instruction; or supplying minors with alcohol. It is not uncommon for coaches or managers to be guilty of one or more of these activities in an "unknowing" way.

How can USA Volleyball or its coaches/managers/volunteers protect against such accusations? How can the Association, its Regions, or Clubs guard against allowing **known pedophiles, "closet" pedophiles, or others with serious criminal histories** from associating with junior players and exposing the players to undo harm? These are difficult questions to answer due to the various legal issues, rights of privacy issues, and organizational issues that come into play regarding this subject. Some common sense approaches to this problem can be addressed that would go a long way in minimizing this problem.

Legal Responsibility

The *Volunteers for Children Act*, signed into law in 1998, captures the importance of preventative measures that must be taken by sports organizations with regard to abuse. Under this law, if a volunteer or employee of the organization sexually molests a child in his or her care – and it can be shown that the molester had been **previously convicted** of a **relevant crime elsewhere in the U.S.** then the organization may be held liable for negligent hiring practices.

How to Protect the Association, Region, or Club

Create and adopt a sexual abuse and molestation policy statement that is universal within the Association that includes the following provisions:

- A. Any adult with a legally documented history of child molestation, physical abuse, or other criminal activity that would pose harm to members of the Association would be excluded from membership participation.

- B. **Establish a policy of screening potential coaches, managers, or volunteers by conducting comprehensive criminal background checks prior to their involvement in the program. The background check should include; social security verification, address history, a local & national search of criminal records and sex offender registries. It is important that all misdemeanors and felonies be included in this search as often times serious crimes or felonies are pled down to lesser crimes or misdemeanors. Knowledge that such a background check is required is often helpful in keeping “pedophiles” and other predators from infiltrating the organization.** This activity would require the permission of the individual before conducting the background check.
- C. Establish a policy or procedure that limits who and what information is made available as a result of the background check. Confidentiality is extremely important and any discussions relating to this information should be limited to **those individuals who have “a need to know”**. It is recommended that this responsibility rest with a “board member” of the organization to insure discretion and confidentiality.
- D. Establish a training or awareness program for current and new coaches, managers or volunteers regarding abuse and molestation issues. To develop procedures or rules is only half the battle. The organization needs to continually inform, remind, and train its members in order for the procedures or rules to be truly effective.
- E. Keep up to date on legal requirements and/or law changes.

How to Protect Yourself

As a coach, manager, or volunteer you can minimize your risk by not putting yourself in a position that could lead to a claim of abuse or molestation. This is often times easier said than done. Some rules to live by would include:

- A. Never coach alone. Encourage a player’s parent to assist in or monitor the practice.
- B. Never encourage or allow players to share a room with a coach without another adult present in the room.
- C. If you are a male coach coaching female players or vice versa, avoid physical touching in demonstrating a technique, concept or drill. Use another coach or parent as your model in lieu of a player.
- D. When transporting players, obey all traffic laws. Require the use of seat belts.
- E. Refrain from giving personal one-on-one coaching without another adult present.
- F. Routinely communicate with parents concerning their sons or daughters. Address discipline or coaching problems promptly with the parents and the player. Let the parents know what the outcomes will be if change is not fostered.
- G. Be observant and provide proper supervision of the practice or game. Do not depend on players to be responsible for their activities in your absence.

Following these types of rules will help you from having to defend yourself against an unwarranted claim of abuse or molestation. Whether it is feasible to implement these personal rules or policies for the Association is solely dependent upon the effort and concern placed by the Association or its members in minimizing this exposure. For the Association or its members to ignore or down play the potential risks of abuse or molestation accusations pose a tremendous threat to the overall organization. “Sticking our head in the sand” and only dealing with this potential problem when it occurs is not the solution. We do not want to find ourselves in “damage control” after the fact, but rather we want to be in control and prevent the damage from ever happening.

SEXUAL HARASSMENT

An employer must provide a work environment that is free of discrimination. This means a workplace that is free of harassment, whether it is intentional or unintentional. Employees and applicants for employment must be free of harassment on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age. Harassment in the workplace is illegal no matter what its form; even innocently intended remarks or uninvited touching may be seen as harassment. The employer may become liable if he/she knows or even should have known of conduct considered harassment and failed to take immediate and appropriate corrective action.

This applies not only to employers, but also to labor organizations, employment agencies, apprenticeship programs or any of their agents or supervisors. Employers are required to have a program in place to prevent discrimination and harassment in the workplace and must take all reasonable steps to prevent harassment and discrimination from occurring. Exempted are religious organizations or corporations not organized for private profit. Harassment includes, among other things, verbal, physical or visual harassment. Sexual harassment includes conditioning a promotion or benefits on sexual favors. Although other provisions of the Fair Employment and Housing Act apply only to employers with five or more employees, the harassment provisions apply to all employers who regularly employ one or more persons.

However, where the employee establishes that the violation was willful, the employer becomes liable for damages and compensatory and punitive damages. Regardless of whether the employee proves intent, the employer will be liable for court costs and reasonable attorney’s fees if a violation is proved. If an individual supervisor failed to take action to warn the harassing party and failed to report the incident, the supervisor may be individually liable.

The Federal Equal Employment Opportunity Commission (EEOC) has issued some guidelines that declare sexual harassment to be a form of sex discrimination in violation of Title VII. There are:

1. “Unwelcome” conduct. The commission considers “unwelcome” conduct which the victim did not solicit or incite and which the victim regarded as undesirable or offensive. The commission will look at whether the victim’s conduct was consistent with the assertion that the sexual conduct was unwelcome.
2. Evaluating evidence of harassment. While not a necessary element of a claim, whether the charging party made a contemporaneous complaint or the commission when evaluating evidence of sexual harassment will look at protest carefully.

3. “Hostile” environment. A “reasonable person” standard will be used in determining whether a hostile environment existed and no violation is likely to be found “if the challenged conduct would not substantially affect the work environment of a reasonable person.”
4. Employer liability. The employer will always be held responsible for acts of “quid pro quo” sexual harassment. In hostile environment cases, the commission will examine carefully whether the employer has in place an appropriate and effective complaint procedure designed to encourage victims to come forward, and if so, whether the victim used it.
5. Remedies. If it finds that the “harassment has been eliminated, all victims made whole and preventive measure instituted,” the commission normally will administratively close the charge on the basis the employer took prompt remedial action. Harassment because of sex, race, color, religion or national origin is a violation of the Civil Rights Act of 1964. The EEOC has published guidelines on harassment because of sex, which can be summarized as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is made a condition of employment; or

- A. Submission to or rejection of such conduct is used as the basis for employment decisions; or
- B. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

In addition to the publication of a policy outlining corporate non-discrimination policy, employers need to specify the executive to whom complaints of harassment or any other form of discrimination may be directed. If in effect, an employer needs a policy and a mechanism to enforce the policy equitably.

Because the threshold of offense varies between and among individuals, and because avoidance of harassment is so important in the workplace, there needs to be some focus on the issue by supervision and management. Following dos and don’ts for your consideration:

- *Do* write and distribute a clear statement of the company’s position on harassment of employees and visitors to the workplace.
- *Do* set a good example as a member of management.
- *Do* take any complaints seriously, even if your initial judgment is that the complaint is trivial or unwarranted.
- *Do* investigate complaints and take corrective action.
- *Don’t* use your management position to request personal favors of any kind.
- *Don’t* wait for a complaint if you personally observe something that is likely to be offensive.

The employer is held strictly liable for harassment of an applicant or employee through the employee's supervisors or agents. The employer also can be held liable for harassment if one employee harasses another employee and if the employer fails to have a policy about the harassment and fails to take corrective action. If the employer, supervisor or agent turns his or her back on the situation, it does not relieve the employer of responsibility or liability. Therefore, the employer, supervisor or agent should take immediate corrective action at the highest level. This could include speaking to the involved employees, (complainant, accused and witnesses), and/or taking immediate disciplinary action. It would be wise to establish an ongoing program to eliminate harassment in the workplace.

When an incident occurs involving harassment - sexual, racial or otherwise - the employer should:

1. Document the event.
2. Treat it confidentially.
3. Treat it seriously.
4. Have management treat the situation as far up the chain of command as possible. Incidents involving serious violations that appear to be deliberate or inexcusable may be subject to punitive damages. Although the Federal statutes pertaining to harassment are specifically targeted at "for profit" business organizations, there may be a significant impact on "non-profit" organizations as well. USA Volleyball, its Regional Associations and Clubs should take all reasonable and necessary steps to minimize the threat of harassment within the overall Association.

VOLUNTEER CONSENT FORM (SAMPLE)

Your participation as a volunteer working for the Volleyball Club is greatly appreciated. Without your support it would be very difficult for the club to provide a quality volleyball program. As a volunteer you may be asked to assist in a variety of activities including transporting players; conducting fund raisers; being a team parent or representative; working concessions at tournaments; etc. The purpose of this document is to advise you that the activities you may be involved with could result in bodily injury to yourself or others. The Club has taken every reasonable precaution to provide a safe environment for you and other members of the Club.

The Club is covered by a “master” insurance policy provided by USA Volleyball for all approved or sanctioned USA Volleyball activities. As a volunteer you are afforded liability insurance protection for all approved or sanctioned activities you are involved in as long as those activities are being conducted at the direction or request of the Club. The insurance policy provides \$1,000,000 per occurrence limits of liability protection.

The Club does not provide workers’ compensation or medical insurance coverage to volunteers. In addition, the Club does not provide any auto liability insurance protection to you in the event you are asked to use your automobile for the benefit of the Club. Medical insurance and auto liability insurance would be the responsibility of the volunteer. In addition to liability coverage, the master policy does provide a sport accident policy. This policy will cover accident only related injuries to the volunteer while they are serving in their capacity as a volunteer for USA Volleyball. This policy is secondary to any other insurance the volunteer might have and is limited to a maximum of \$25,000.

I have read this document, understand its purpose, and consent to be a volunteer.

Signature of Volunteer

Date

If required, I will volunteer to transport players or club members to approved or sanctioned events. I fully understand that I am responsible for maintaining insurance on my automobile and for obeying all traffic laws. As a volunteer driver, I agree to the following:

1. I have a valid driver’s license.
2. I maintain at least \$300,000 of auto liability insurance on my automobile.
3. My automobile is in good working condition and has the appropriate number of seatbelts for the passengers transported.

Signature of Volunteer

Address1

Print Name

Address2

Date

Telephone#

CHAPERONE RESPONSIBILITIES (SAMPLE)

Thank you very much for volunteering to be a junior team chaperone. As a chaperone you are assuming certain responsibilities for the welfare of the players under your care, custody and control. To assist you in knowing what your responsibilities are we have created this information sheet for you. Please read and discuss these responsibilities with the team coach or manager. If you understand and accept these responsibilities please sign and date the bottom of the form and return the form to the coach or manager.

As a Chaperone, I understand and take responsibility for the following:

1. As an assigned driver transporting players to and from an event, I will obey all traffic laws and will not take any driving risks that will place the players or me in a harmful situation. All players as well as myself will wear seatbelts while in the automobile.
2. If using my personal automobile for transporting players, I understand that I am responsible for any accidents or injuries to my automobile, myself or to the players. I agree to have automobile liability insurance in the amount of \$300,000 or more covering the automobile I will use to transport players. I agree not to transport more players than my automobile has seatbelts for.
3. I will have a meeting with the players I am chaperoning to discuss the following:
 - a. Room accommodations - player responsibilities and conduct
 - b. Curfew
 - c. Check-in requirements with you if the players are going to leave the hotel.
 - d. Review of departure times and team activity agenda times.
 - e. Alcohol, tobacco and illegal drug restrictions.
 - f. Team meals.
4. I will refrain from using alcoholic beverages while conducting my chaperone responsibilities. I will absolutely not drink and drive myself or any players while acting as a chaperone. If for any reason I feel impaired to chaperone, drive, or carry out any of my responsibilities I will personally contact the team coach or manager and advise him/her of my impairment.
5. I will do everything that is reasonable and prudent to insure the safety of myself and the players while performing any chaperone duties.
6. As a chaperone, I understand that I am working under the direction of the Club, Regional Volleyball Association, or USA Volleyball. Any General Liability insurance available to the Club, Regional Association or USA Volleyball (excluding auto insurance) is also made available to me while working on behalf of or at the direction of the Club, Regional Association or USA Volleyball. I understand that I may be personally responsible and liable for any of my actions that fall outside the scope of authority granted to me by the Club, Regional Association, or USA Volleyball.
7. I agree and consent to a background screening check.

Signature

Address1

Print Name

Address2

Date

Telephone#

CONTRACTUAL AGREEMENTS

A “risk management” concern that is beginning to pose serious threats to USA Volleyball, as well as all other sports National Governing Bodies providing a “master” insurance program is that of liability assumed under a contract. There is a definite trend by municipalities, school districts, and other owners of sports venues to try and transfer all responsibility of loss to the individual or organization renting or using the venue facility. We have seen numerous instances in which coaches or clubs have been required to assume “all risks of loss” to a gym or facility as a prerequisite to securing a rental agreement. What is most disturbing about this trend is that the coach or club manager signing the rental agreement is often times unaware of 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 most jurisdictions, one individual or entity cannot transfer their negligent activity to another by contract. What is deemed to be negligent activity can vary dramatically from court to court and circumstance to circumstance and, irrespective of any laws, people or entities continually try to transfer as much responsibility as possible via a contract or agreement. (Refer to the articles in the Risk Management section of this manual titled THE ELEMENTS OF NEGLIGENCE and THE DEFENSES AGAINST NEGLIGENCE for addition information.) Even though there may be favorable laws or public policy protecting against unfair transfer of negligence, a “signed” agreement between two legally responsible individuals or entities providing for proper consideration may require arbitration or legal assistance to resolve “responsibility” issues. Arbitration or legal assistance requires time and money, both of which would be better spent on the sport of volleyball. For this reason, we believe it 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.

The following information is a guide to help you in better understanding 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 the Association from incurring a great deal of risk that would not otherwise be accepted in the absence of such knowledge. When in doubt, Integro or the National Office of USA Volleyball can assist in evaluating a rental agreement or any other contract in which there is HOLD HARMLESS and INDEMNIFICATION provision.

Liability Assumed by Contract

You will find that most municipalities, schools, or venue owners will require USA Volleyball to hold them harmless and cover all legal expenses as a requirement of using their facility. This contractual liability is covered under the USA Volleyball insurance program and the degree of responsibility will be determined by the wording of the agreement. From a risk management perspective, the two most important sections of any contract to review are the Indemnification and Insurance sections. These two sections can often times be amended so as not to adversely affect USA Volleyball.

There are a wide variety of Indemnification clauses used in rental agreements. Most are written to favor the Lessor (municipal, school district, or venue owner) and require the Lessee (USA Volleyball) 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 an ACCEPTABLE Indemnification provision:

USA Volleyball shall defend and hold Lessor, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorney fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligence or intentional acts or omissions of USA Volleyball, its Regional Associations, Clubs, officers, employees, or agents.

The Lessor shall defend and hold USA Volleyball, its Regional Associations, Clubs, officers, employees, or agents harmless from and against any and all liability, loss, expense (including reasonable attorney fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney fees, or claims from injury or damages are caused by or result from the negligence or intentional acts or omissions of the Lessor, its officers, employees, or agents.

The reason the wording of this Indemnification provision is acceptable is that each party to the agreement is only responsible for their own negligence. Often times we rent a facility that has inherent hazards (unsafe floor conditions or equipment) that are clearly the responsibility of the venue owner. If a loss occurs resulting from unsafe premises, USA Volleyball should not incur this responsibility or loss. Attached to this document is a "checklist" that should be used and completed prior to final signing of any rental agreement. The checklist will assist in identifying exposures to loss that can be identified and dealt with prior to renting the facility.

In the event that a rental agreement does not have a mutually favorable Indemnification agreement, it is recommended that we negotiate to have the attached "**Indemnification Clause Addendum**" added to the agreement. In most cases, the attachment of this Addendum should not be a major obstacle in securing a favorable rental agreement. When it is an issue and securing gym space is in jeopardy, some tough business decisions have to be made. If we can identify and control inherent hazards that are clearly the responsibility of the venue owner or the owner works with USA Volleyball to control such hazards, signing an agreement with an unfavorable indemnification provision may be permissible. When in doubt, always seek the opinion of legal counsel, Integro or the National Office. Continued claims activity resulting from USA Volleyball's assumption of negligence 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. Great care should be exercised in controlling potential damage to property in your care, custody & control.

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. USA Volleyball shall defend, indemnify and hold Venue Owner, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorney fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of USA Volleyball, its Regional Associations, Clubs, its officers, employees, or agents.
- B. Venue Owner shall defend, indemnify and hold USA Volleyball, its Regional Associations, Clubs, officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorney fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Venue Owner, its officers, employees 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 CONTRACT OR AGREEMENT. *****

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?



V. CERTIFICATES OF INSURANCE



**Integro Entertainment & Sports
2727 Paces Ferry Road
Building Two, Suite 1500
Atlanta, GA 30339
Phone: 678-324-3300
Fax: 678-324-3303**

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.
- 2) Clubs will remit the request to the Region.
- 3) The Region will then go to the Integro Entertainment & Sport online certificate request website (<http://sport.integrogroupp.com>).
- 4) Each Region will be able to sign-on with a Login name and password provided by Integro. From there, certificate information can be entered, and the certificate will automatically be available within seconds to the Region. If a certificate requires special wording, or special forms, etc., a request form can be submitted to Integro by email, fax or mail.
- 5) If special wording certificates are requested through Integro, then Integro 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 Integro online certificate request website (<http://sport.integrogroupp.com>). Each Region will be able to sign-on with a Login name and password provided by Integro. From there, certificate information can be entered, and the certificate will automatically be available within seconds to the Region. 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 Integro by email, fax or mail.
- 2) If certificates are requested through Integro, then Integro 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 Integro online certificate request website (<http://sport.integrogroupp.com>). The National Office will also be able to sign-on with a Login name and password provided by Integro. From there, certificate information can be entered, and the certificate will automatically be available within seconds to the National Office. 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 Integro by email, fax or mail.
- 2) If certificates are requested through Integro, then Integro will issue the certificate and will e-mail the certificate to the National Office.

If you have any certificate related questions, please contact our Analyst and Certificate Coordinator, Ian Campbell directly at 678-324-3323 or by email at Ian.Campbell@integrogroupp.com; (For coverage related questions, contact Jennifer Rains at 678-324-3320 or by email at Jennifer.Rains@integrogroupp.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. DIRECTORS AND OFFICERS COVERAGE



**Integro Entertainment & Sport
2727 Paces Ferry Road
Building Two, Suite 1500
Atlanta, GA 30339
Phone: 678-324-3300
Fax: 678-324-3303**

USA VOLLEYBALL
NOT-FOR-PROFIT DIRECTORS' & OFFICERS' LIABILITY
INSURANCE PROGRAM

****Program premium, terms and conditions are subject to change after
11/1/2019.***

Integro, 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. Integro has negotiated a program that offers broad protection for this exposure at very competitive rates. We endorse and sponsor this program and have negotiated coverage that is customized for our local and regional organizations. An electronic platform 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 protect 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***. Both premiums are subject to meeting specific criteria including: 1) your club is a not for profit organization 2) no prior or pending loss activity 3) gross receipts under \$1,000,000, and 4) no more than 5 paid employees. If your organization does not meet the above criteria, the online program and premiums will not be available. Coverage must be applied for using a paper application for underwriting consideration and individual pricing.

All directors & officer liability program policies have a November 1st effective and expiration date. For any club enrolling mid-year, a pro-rata premium will be charged. There will be a minimum premium of \$100.

We highly encourage each Club to purchase this insurance protection. You can do so by accessing the web site and following the link entitled, "Club Directors and Officers Coverage" or by visiting <http://sport.integrogroup.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 RVA 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 Kristen Oddi at 678-324-3325 or by email at Kristen.Oddi@integrogroup.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@integrogroup.com or 678-324-3320.*

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 he was acting in his capacity as such, he did or failed to do something (committed what the policy calls a Wrongful Act) for which he 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.

Additional information can be found under:

- [Hypothetical Claims Scenarios](http://www.fastcov.com/usavolleyball/hypothetical_scenarios.asp)
(http://www.fastcov.com/usavolleyball/hypothetical_scenarios.asp)

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?

The policy limits of liability are \$1 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 liability or if it is able to indemnify the individuals named in a suit, the retention amount is \$1,000.

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.
- Non profit 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, a number of 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 states 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 homeowners' 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 associations' 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 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, 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 \$625. 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 members' 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>