

**ARIZONA REGION**  
**Of**  
**USA VOLLEYBALL**

**POLICIES MANUAL**

**September, 2016**

# Arizona Region of USA Volleyball Policies Manual

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## CHAPTER I - DISCIPLINARY ACTION AND APPEALS

### A. Concept of Due Process

The concept of Due Process is to insure the right of the accused to confront his/her accuser(s), to present his/her side of the story, to receive fair consideration, and to have the opportunity to have the Arizona Region's decision reconsidered by a higher and possibly more objective authority. It is the intent of the Arizona Region of USA Volleyball to provide a procedure affording any individual or team, which is accused of acting in violation of the codes of conduct, violation of sexual harassment policy, violation of ethics, violating substance abuse policies or acting inappropriately within a Regional volleyball context, an opportunity to be heard before any sanction or penalty may be imposed.

### B. Types of Incidents

There are generally three basic types of incidents causing complaints or accusations:

1. Incidents requiring immediate decisions.  
These decisions would take place before and without a hearing.  
These incidents generally involve a consideration of safety such as child molestation, violence, property destruction or violation of the Code of Conduct. Such actions should always be followed by a hearing as soon as possible.
2. Incidents requiring prompt action.  
These decisions/actions would take place before the next Arizona Region Board of Directors meeting.  
These generally involve such considerations as improper uniforms, violation of tournament procedures and/or referee assignments.
3. Incidents requiring decisions in the near future.  
These are situations that can be heard by the Arizona Region Board of Directors at its next regular meeting.

### C. Procedures

In order to address the various types of complaints or accusations and to reduce the time of delay required in responding to the various types of accusation or complaints, the Arizona Region Board of Directors has adopted the following procedure:

1. A disciplinary action shall be based on a violation of any of the following:
  - a. Ethics  
(See Arizona Region Coach's Code of Ethics as well as the Code of Ethics found in the USA Volleyball Regional Volleyball Association IMPACT Manual.)
  - b. Code of Conduct  
(See Code of Conduct noted on the second page of the Arizona Region membership form and the Code of Conduct recited in the Arizona Region Handbook.)

- c. Eligibility Rules  
(See the USA Volleyball Guidebook.)
  - d. USA Volleyball substance abuse policy  
(See the USA Volleyball Guidebook.)
  - e. Actions pertaining to volleyball that are believed NOT to be in the best interest of the Region or its members.
  - f. A recommendation by a USA Volleyball National Event Arbitrator, an Event Ethics and Eligibility Committee or the USA Volleyball Corporate Ethics and Eligibility Committee for the Region to take some action.
2. A disciplinary action shall apply to all members of the Region including players, officials, coaches, team representatives, team or any person participating or attending an Arizona Region event or attending a USA Volleyball event in the Region.
  3. A person who wants to register a complaint and wishes to discuss the matter may contact the Arizona Region Ethics and Compliance Officer (ECO). The ECO may investigate the nature of the complaint and attempt to verify the complaint before determining if there is any merit to the complaint. If the ECO determines, in fact, the complaint is meritorious, the ECO may act as the accuser on behalf of the person bringing the complaint, and especially if the person bringing the complaint is a minor. If the ECO brings the complaint on behalf of a complainant, the ECO shall not be a member of the Ethics and Compliance Committee (ECC) for the purposes of proceeding toward a resolution of the complaint.
  4. A complaint or accusation regarding a violation of any of the above shall be reported, in writing, to the Arizona Region Office.
  5. A complaint or notice of accusation should include the following:
    - a. A complaint or notice of the accusation or allegations.
    - b. Specific facts detailing the allegations or accusations of the complaint with specific details as to the name(s), time and place of the occurrence.
    - c. The names and addresses of all witnesses and, where possible, their written statements accompanying the complaint or allegation, stating their observations and personal knowledge of the allegations noted in the complaint.
  6. Upon receipt of a complaint regarding a violation, the Region Office shall make a record of receipt of the complaint and forward a copy of the complaint and any additional information submitted to the Commissioner and the Ethics and Compliance Officer (ECO). The Commissioner shall instruct the Ethics and Compliance Officer (ECO) or appoint an investigator to investigate the allegations set forth in the complaint and accompanying witness statements.

7. The Ethics and Compliance Officer (ECO)/Investigator shall ascertain whether the complaint or accusation requires immediate action, prompt action, or is one that may wait until the next Arizona Region Board of Directors meeting. The ECO shall thereafter cause an investigation to begin to verify the allegations and facts of the complaint and witnesses' statements. Such an investigation shall be done expeditiously and handled in a timely manner. Such an investigation shall be initiated not later than twenty (20) calendar days from receipt of the complaint or accusation. The ECO or Investigator may, after further investigation, reclassify the incident, based on the facts surrounding the complaint or accusation.
8. Upon completion of the investigation, the ECO/Investigator shall confer with the remaining members of the Ethics and Compliance Committee, appointed by the Commissioner.
9. The Ethics and Compliance Committee shall be comprised of three members:
  - a. The Ethics and Compliance Officer (unless the ECO is the complainant)
  - b. Other designated members of the Region Advisory Board or appointees of the Commissioner, all of whom shall be members in good standing of the Arizona Region.
10. The Ethics and Compliance Committee shall be chaired by the Region ECO or a designee appointed by the Region Commissioner.
11. The Process

The Ethics and Compliance Committee (ECC) shall take the following steps to determine the validity and veracity of the complaint and accompanying witness statement(s), if any, and confirm that a violation has occurred.

  - a. Notification
    1. The ECC shall notify the accused to advise him/her of the complaint and a summary of the complaint.
    2. The ECC shall forward a written copy of the complaint and any witness statements by certified mail, postage prepaid, to the alleged violator, at the last known address of the alleged violator, as documented in the Region's records. The contents of the notice/complaint shall include:
      - i. A statement that the individual has a right to respond along with an explanation of how that person may respond initially (in writing, fax, or e-mail).
      - ii. A statement that a penalty or sanction may be imposed as a result of the complaint, if the accused elects not to respond.
      - iii. A notice that a written response within twenty (20) calendar days of receipt of the complaint AND a request for a hearing is necessary and required in order for a hearing to be held.

- iv. A notice that a failure on the part of the alleged violator to respond to the complaint within twenty (20) calendar days may be a basis for the ECC to meet and determine what action should be taken regarding the complaint and the alleged violator.

b. The Hearing

1. If the accused/violator provides the ECC with a written response and request for hearing, the ECC shall set a hearing date in order to provide the accused an opportunity to address the ECC and the allegations.
2. If a hearing is requested, the accused, the accuser, and the ECC may meet at a time, date, and location set by the ECC.
3. The ECC shall hear the complaints of the accuser who shall provide the ECC with copies of any written statements by persons having personal knowledge of the facts of the alleged violations. Once the accuser has provided the information to the ECC, the accused shall provide the ECC with copies of any written statements by persons as having personal knowledge of the alleged facts. The ECC may make any further investigation it deems necessary or appropriate, at the time.

The hearing may, at the agreement of the alleged violator, accused, and the members of the ECC be held by conference call. If by conference call, the Chair of the Ethics and Compliance Committee must initiate the conference call at a time and date agreed upon with all parties.

4. In conducting a hearing or conference call, common sense shall prevail. Each hearing essentially has four parts:
  - i. Presentation of the accusation and evidence in support of the accusation
  - ii. Response, defense, or counter argument of accused and presentation of any pertinent and specific responses to the accusation or complaint
  - iii. Opportunity for clarification by the ECC from either party
  - iv. The decision of Ethics and Compliance Committee
5. In order to maintain order during the hearing, the Ethics and Compliance Committee shall have full authority over the process and rules to be followed during the hearing.

c. The Decision

1. Once the Ethics and Compliance Committee believes it has sufficient information to render a decision as to the allegations set forth in the complaint, the ECC will recommend one of the following:
  - i. No Action  
The ECC may elect to take no further action on this matter
  - ii. Probation  
The ECC may recommend probation
  - iii. Reprimand  
The ECC may recommend reprimand and additional sanctions
  - iv. Suspension  
The ECC may recommend suspension from involvement with a volleyball-associated business within the Region
  - v. Such sanctions as adopted by the Arizona Region Board of Directors
2. Once the ECC has rendered a decision, a copy of the Ethics and Compliance Committee's decision shall be provided to the Region Office and Commissioner. Once the Region Office has received the decision, the time for appeal shall begin to toll. Appeals shall be noted as provided herein.
3. At the time the ECC renders its decision, a copy of the Ethics and Compliance Committee decision shall also be provided to the accused. In addition, the accused shall be provided a copy of the Appeal Procedure as noted herein. If the accused wishes not to contest the decision of the ECC, the accused must do so in writing and a copy of the waiver to appeal must be forwarded to the Region Office and the Commissioner.

d. After the Decision is Rendered

1. If the accused wishes not to contest the complaint or allegations therein, whether or not supported by written witness statement, the ECO/Investigator or ECO may advise him/her of the recommended sanction. After this communication, the ECO/Investigator shall contact the ECC at which time the ECC shall confer and the recommended sanction may be imposed. If the accused wishes not to contest the complaint, the accused waives any right to appeal the sanctions imposed.
2. The Ethics and Compliance Committee is empowered to enter whatever sanctions it deems appropriate. The determination by the ECC shall be binding on the accused, pending the next Arizona Region Board of Directors meeting.



3. The Ethics and Compliance Committee shall submit its recommendation to the Commissioner. A copy shall be submitted to the Regional Office and a file maintained as well as any complaint, statements by witnesses and the decision of the ECC.
4. Any member disciplined for a violation of any of the above will be provided notice of the Ethics and Compliance Committee's finding and decision, along with a letter clearly outlining the Appeal Procedure. As noted previously, the accused may elect to waive his/her right to appeal.
5. If a member is to be disciplined for a violation of the Code of Conduct, Eligibility Rules, or Substance Abuse Policy, copies of the findings, decision, recommendations, and sanctions shall be afforded the accused and copies will be retained by the Region Office.
6. If the accused is a coach of a club, it shall be the responsibility of the ECO/Investigator to also inform the Club Director of the fact that a complaint has been filed against one of the club's coaches. It will be the responsibility of the coach to provide a copy of the complaint and any witness statements to the Club Director.

The Club Director may conduct his/her own investigation and take whatever action he/she deems appropriate if the Club Director deems that the complaint may have validity. The Club also has the right to initiate its own Due Process Procedure against the accused.

However, the Club Director and club members shall be required to fully cooperate with the investigators and take no action which may hinder the investigation by a Region representative, or in any manner embarrass the accuser or take any action which might be considered retribution or retaliation for initiating a complaint.

D. Appeal Procedure:

1. If a member is disciplined by the ECC, the member shall have a right to appeal the Ethics and Compliance Committee's decision to the Commissioner and a quorum of the Arizona Region Board of Directors.
2. Notice of the appeal by the sanctioned individual or club/team shall be in writing, addressed to the Commissioner, and mailed to the Region Office by registered mail within twenty (20) calendar days of the decision by the Ethics Committee.
3. The disciplined member shall be offered the opportunity to address the Commissioner and the Arizona Region Board of Directors at a time that is convenient to all.
  - a. Neither party shall be entitled to provide any further evidence supporting his/her position.

- b. The Arizona Region Board of Directors and Commissioner shall convene at the next Board meeting or earlier, if the Board is available, to determine:
          - i. if the Ethics and Compliance Committee's process has afforded the accused a fair opportunity to respond to the complaint;
          - ii. whether the complaint was supported by evidence from persons having personal knowledge who personally witnessed the violation complained, and
          - iii. whether the accused provided any evidence of a defense or explanation which would explain the action by the accused, or
          - iv. whether the accused provided evidence by witnesses who also had personal knowledge or who personally witnessed the facts and circumstance alleged; and
          - v. whether the decision by the ECC was appropriate, or whether the sanction was appropriate.
4. The decision and sanctions of the Ethics and Compliance Committee shall be binding pending the appeal process.
5. The Arizona Region Board of Directors shall review the appeal and issue its decision within fourteen (14) calendar days of the meeting with the accused and, after review, send copies to the member.
6. The Board's decision shall remain a permanent record of the Arizona Region.
7. If the Commissioner and the Arizona Region Board of Directors deem it appropriate, a copy of the complaint, findings, and sanctions and any appeal decision may be submitted to the National Office of USA Volleyball, and may be published in the Region's Web page and Newsletter.
8. The Arizona Region Board of Directors shall follow the appeal process consistent with the USA Volleyball Guide. The decision of the Arizona Region Board of Directors shall be final.

## **CHAPTER II – REGION RELATED POLICIES**

### **A. Refund Policy**

#### **1. Membership Refund**

The Arizona Region, along with all other Regions of USAV, pay membership fees to the National Office on the first of each month for the memberships that were processed in Webpoint the previous month. Once these fees are paid to USAV, they are non-refundable for the season.

With the given above, the Arizona Region will refund membership fee only as stated below:

- a. For a membership that was generated in Webpoint and a request for refund was submitted the same calendar month a full refund will be issued if there was no participation using that membership. (Example, did not participate in any pre-tryout Open Houses, Camps or Clinics, Tryouts, Tournaments, etc.).
  - b. For a membership that was generated in Webpoint and a request for refund was submitted the same calendar month a partial refund will be issued if there was participation using that membership. (Example, participated in pre-tryout club Open Houses, Camps or Clinics, Tryouts, Tournaments, etc.).
  - c. For a membership that was generated in Webpoint in one calendar month and the request for refund comes in a different month, a partial refund will be issued if there was not participation or just attended tryouts for a club using that membership.
  - d. For a membership that was generated in Webpoint in one calendar month and a request for refund came in a different month, no refund will be issued if there was participation beyond the tryout period on that membership.
  - e. Background screens are non-refundable regardless of when the membership was generated in Webpoint.
2. Camp, Clinic, Tryout or Program Refund from an Event the AZ Region is hosting.
    - a. For withdrawal from a camp, clinic, league, program or tryout a full refund will be given if requested before the event takes place.
    - b. No refund will be given if the request is submitted after the event starts.
    - c. No refund will be given for an unsatisfactory experience.
3. Tournament Contract Fees
 

Tournament Contract fees are non-refundable should the team disband, not attend a tournament due to NQ or other tournament participation or not be able to continue the season.
4. Tournament Entry Fees
    - a. Tournament entry fees for events the Arizona Region is hosting (example, an adult tournament in which a single entry is paid or the Vulture Peak Challenge) are fully refundable if the team withdraws before the entry deadline. Once the entry deadline has passed, a partial refund can be requested if there is a waiting list for the event and the place in the tournament can be filled. If there is no waiting list or the place cannot be filled, the entry fee is non-refundable if the team withdraws after the entry deadline.

- b. The Arizona Region National Club Qualifier entry fee is non-refundable after the entry deadline. A full refund can be requested if the team withdraws prior to the entry deadline only.

**B. Arizona Region Logo Usage Policy**

The Arizona Region of USA Volleyball is one Region of USA Volleyball. Each club that registers in Arizona is considered a member club of the Arizona Region. We are proud to have Arizona Region clubs display their affiliation with the Arizona Region and USA Volleyball. However, due to some financial sponsorship contracts certain logos can only be used in certain ways.

- 1. The Arizona Region logo may be used by member clubs in accordance with the following restrictions:
  - a. The use of the logo must be requested each season with a signed Use Agreement submitted prior to the ordering of uniforms and/or the use of the logo.
  - b. The logo may not be changed in proportion or in color
  - c. The logo may not be used to defame or defraud anyone or anything.
  - d. The logo may be used only to display affiliation with the Arizona Region. It may not be used to profit the club.
  - e. Violation of the annual Use Agreement or this policy will result in the sanction of the club and a \$5000 fine.
  - f. Clubs are not required to use the Arizona Region logo.
- 2. The USAV registered logo may not be used on anything unless permission is given by USAV. USA Volleyball has a USAV Club logo that can be used with permission. Contact USA Volleyball for information.

**C. PVL Prize Money Policy**

Prize money earned by a top finish at a PVL tournament by an Arizona team will be shared as follows:

- 50% split among the players on the team
- 10% split between the coaches of the team
- 40% to the Arizona Region

**CHAPTER III – TOURNAMENT RELATED POLICIES**

**A. Electronics Policy**

The Arizona Region acknowledges the increased capability and widespread use of smartphones and other high tech electronic devices by players and coaches during their downtime at tournaments. This would include global interactive applications, music, video and games, such as Facebook, Twitter, Snapchat, Instagram, Pokemon Go, etc.

While these devices and opportunities are great during downtime, they are not good during referee assignment time. The use of electronic devices at the score table during a match can interfere and impede the proper administration and flow of match play and extend the length of the tournament day. Therefore, this Electronics policy strictly prohibits the use of communicative, entertainment or game devices by any member of the officiating team during their ref assignment. This includes the personnel at or near the score table, on the stand, on the pole or on the lines. The exception would be the use of a phone as a timing device only when approved by the Match Referee. The officiating team consists of but is not limited to: club directors, head coaches, assistant coaches, scorers, assistant scorers, libero trackers, second referees, line judges or any other team or club member that is sitting at or near the score table or on the court and is responsible for scoring, line judging, R2, R1 or monitoring any of those responsibilities.

Sanctions:

1. First offense will be a verbal warning to the coach and any team member(s) in violation. All electronics will be removed from the score table before play can resume. A Team Delay Warning is issued and recorded on the match score sheet.
2. Second offense will result in the violating team losing eight (8) points to its next opponent;
3. Third offense will result in the team forfeiting the first set of their next match and the head coach is referred to the Ethics and Compliance Officer.

The First Referee on the court will assess all warnings or sanctions and notify the Site Director and/or Lead Official of each violation for assessment and documentation on the score sheet for the current match, as well as the scoresheet of the violating team's next match.

7/24/16

B. Tournament Check-in Policy

All coaches of junior teams or adult team reps are required to be checked in AND attend the Coach/Team Rep meetings held ½ hour before the tournament start time. Team whose coach/team reps have not checked in AND attended the Coach/Team Rep meeting are subject to a penalty of 8 pints on their first match of the day. This applies to ALL teams including those that neither ref nor play the first match round of the tournament wave/day.

C. Late Team Penalties

Teams that are late to the court to referee or to play will be assessed a point per minute penalty on their next match. The first set is lost at 10 minutes late. The match is lost at 20 minutes late. If the penalty is assessed against the referee team and they have no further matches scheduled that day, the site director will notify the Region Office of the penalty and it will be assessed on the first match of their next tournament. The time starts at the end of the timed warmup.

D. Team Referee Assignments

The Arizona Region provides a paid R1 official for each court at all power league and Region Championship tournaments. Each team is required to fulfill referee assignments as part of their play in each tournament. Each team is required to supply a Scorer, Libero Tracker, Score Flipper and an R2 and two linesmen. The operation of the tournament is dependent on each team fulfilling their referee assignment.

Adult and Junior teams are to attend Score/Ref training or by Train the Trainer teach a minimum of three R2 and Linesman and three Scorers per team. The teams are to be trained to proficiency in each of the disciplines.

Teams that do not fulfill all or part of their referee assignments are subject to a \$50 fine for each occurrence which must be paid before the next tournament scheduled. If the team misses more than one referee assignment they may be subject to sanction or removal from the tournament schedule.

In the event that a paid R1 is not provided by the Region due to a shortage of officials, a certified official who is also a coach will be paid for their work as an R1 during their team's referee assignments.

E. Deficient Scorer Policy

The Arizona Region requires an adult or junior team to be trained in scoring, second referee and linesman disciplines to fulfill the referee assignments at each tournament. Teams that are found to be deficient in scoring impede the flow of the match and extend the tournament day. Therefore the following process will be followed for teams found to be deficient in scoring at a tournament:

1. The Match Official will notify the Site Director and Lead Official of the team deficient in scoring. The Lead Official will take a picture of the score sheet which will be sent to the Officials Division Coordinator and the Scorer Training Director.
2. The Officials Division Coordinator will contact the Club Director and notify them of the deficiency in scoring for their team.
3. The team will be required to be retrained either by contacting an official clinician and having another clinic or by taking the Junior Scorer training modules in the Region Clinics. This must be done prior to the team's next tournament.
4. If the team is found to be deficient in scoring again, the team will be sanctioned 8 points at their next match and the Head Coach will be referred to the Ethics and Compliance Officer.

F. Late Withdrawal or No Show at a Tournament

If a team is unable to play in a tournament they have entered, they must notify the Region Office by Thursday before the tournament date to avoid a \$50 late withdrawal fine. If a team does not show up at the tournament or have enough players to play, the team will be assessed a No Show fine of \$100. These fines must be paid in full before the team will be allowed to participate in another tournament. In addition to any penalty fees, tournament entry fees will be forfeited.

Junior teams that pull out of the Region Championships tournament after the tournament schedule has been posted on the Region website will be fined \$150 for late withdrawal. This fine must be paid before any other teams from the club could play in the Region Championships or before the club director could register for the new season.

G. Teams Playing with an Unregistered Player

Teams that allow unregistered players to participate in a practice or tournament are subject to fine and/or suspension for the current season. The club director, coach and player will be referred to the Ethics and Compliance Officer for investigation and sanction.

#### H. Player Age and Identity

Each player on a team is to represent only themselves and in their appropriate age division. If there is a question regarding the age or identity of any player or coach the player or coach may be required to show picture identification as proof of identity at any time. Any player playing on a team they are not age eligible for, under an assumed name or with the jersey of another player may be subject to sanction or suspension from the Arizona Region. The club director, team representative, coach, player and other members of the team are all subject to sanction or suspension by the Executive Board for allowing a player or coach to participate under a false identity or in an age group they are not eligible for on the team.

#### I. Facilities

The Arizona Region is dependent on schools and facilities to host our tournaments. As such our teams, coaches, players and parents of team members must adhere to the rules, standards and policies of the Arizona Region and the facilities we use. Teams, including parents of team members or coaches, not adhering to the rules, standards and policies of the Arizona Region or any of our facilities as reported by the tournament site director, host facility or lead official may be subject to fine, sanction or suspension from further play or attendance by the Executive Board.

##### a. No Cooking or Heating Allowed

There is no cooking or heating of any kind allowed at any of the Arizona Region tournament sites. This includes but is not limited to sterno heated dishes, crockpots, barbecues, hibachi grills, hot plates, Coleman stoves, fire pits, etc. Anything that requires electricity or produces heat is not allowed. This is for the safety and protection of our facilities.

##### b. There is no food allowed in any of the gyms. All food must be kept outside in the team camp areas. Coolers are not allowed in any gyms.

##### c. Drink for team members and participants must be in containers with screw tops.

Some facilities allow only water in closed top bottles. Any other drinks must be kept outside the gym – including coffee and soft drinks.

##### d. All team camp areas must be clear of any food and drink debris at the conclusion of the tournament. Each team is responsible to clean up its own team camp area and haul away the trash from the team camp.

##### e. No Alcohol or Smoking on the premises of any of our tournaments.

Arizona State law requires school campuses to be alcohol, drug and tobacco free zones. Arizona Region and USA Volleyball prohibit the use of alcohol by participants or spectators at any volleyball event. This includes the team camp areas. Alcohol and parents are never a good mix at junior events.

#### J. Penalty Point Sanction Policy

a. The purpose and intent of the Penalty Point Sanction policy is to effectively address any inappropriate or prohibited behavior, exhibited by Region club personnel, i.e. club directors, head coaches, assistant coaches, players, bench personnel and parent(s), as well as non-Region members, i.e. spectators and parents, which is directed to any court official or tournament personnel, during the match or after the match has ended.

1. Any comments made or actions displayed prohibited by Region Code of Conduct policy or deemed contrary to normally accepted behavior, and is subsequently interpreted as rude, disrespectful, or profane, is subject to the penalties outlined in this policy.

- i. Sanction for inappropriate behavior during the course of the match will continue to adhere to the sanction policies and procedures set by the Domestic Competition Rules (DCR).
  - ii. In addition to DCR sanction(s), the Penalty Point Sanction policy applies to any situation, where inappropriate behavior occurs and the court referee(s), Lead Official(s) or Site Director recognizes the need for additional sanction. This sanction policy can be utilized during the match, between sets, after the match or when applicable DCR sanctions are no longer in effect.
- b. Application of Policy
  - 1. In the event of any incident involving court official(s) and club personnel, spectator(s) or parent(s) during a match, and inappropriate behavior is displayed, the official involved will immediately stop the match, contact the Lead Official(s) and the Site Director to report the incident.
  - 2. In the event of any incident involving court official(s) and club personnel, spectator(s) or parent(s) after a match, and inappropriate behavior is displayed, the official involved will immediately contact the Lead Official(s) and the Site Director to report the incident.
  - 3. In the event of any incident involving spectator(s) and/or parents, during a match, and inappropriate behavior is displayed, the First Referee of the match will immediately stop the match, contact the Head Coach of the team which the spectator or parent is associated with and advise the coach to intervene and warn those involved.
    - i. If the Head Coach intervenes and the situation is handled expeditiously, the Penalty Point Sanction policy need not be utilized.
    - ii. If the Head Coach refuses to intervene, or if the spectator/parent refuses to comply, the Penalty Point Sanction will then be put into effect and the associated team will be sanctioned and the opposing team awarded penalty points(s).
    - iii. Any refusal to comply by spectator(s) and/or parent(s) will result in immediate ejection from the playing facility, and if the ejection is refused, law enforcement will be notified.
- c. Responsibilities of the Lead Official, Court Official and the Site Director
  - 1. The Lead Official(s) and Site Director will promptly respond, ascertain the facts, identify the involved individual(s) and affiliated team, and determine the applicability of the Penalty Point sanction. Both the Lead Official(s) and Site Director will confer, determine culpability of the offender and the affiliated team, assess the amount of penalty points in the sanction, by awarding those points to the opposing team, which will range from one (1) point, up to five (5) points, depending upon the severity of the comment or behavior.

If the incident/violation occurs after the offending team's last match of the



day, the Site Director will assess the Penalty Point sanction to that team, which will carry over to the first match of their next tournament date.

2. The Court Official will report the following to the Lead Official and Site Director:

- What specific behavior was exhibited,
- When the incident occurred,
- Names of person(s) involved

After verbally reporting, the court official(s) will complete a Match Comment Form, and submit it to the Site Director before leaving the premises.

3. The Lead Official will:

- If available, the Lead Official will respond promptly with the Site Director, ascertain facts, identify parties involved, determine if the Penalty Point sanction applies, and assess the amount of penalty points.
- If not available and on referee assignment, stop match at an appropriate interval.
- Contact the coach of the ref team, assess the penalty points, and verify the correct application of points on the match scoresheet.
- If time permitting, monitor the court for additional violations or re-occurrences.
- Review the Match Comment Form by the court official, and submit a written report on the incident as well.
- Assist the Site Director with any facility ejection(s) per Region policy on Spectator/Parent Code of Conduct violation(s).

4. The Site Director Will:

- The Site Director will respond promptly with the Lead Official, ascertain facts, identify parties involved, determine if the Penalty Point sanction applies, and assess the amount of penalty points.
- Verify the correct application of points on the match scoresheet
- Monitor the court for additional violations or re-occurrences.
- Review the Match Comment Form by the court and Lead official, and submit a written report of the incident as well.
- If a Penalty Point sanction is assessed on a team's last match of the day, the Site Director will notify the Region Office of the sanction so that the penalty points may be relayed to the Site Director of the offending team's next tournament.
- Determine need for any facility ejection(s) per Region policy on Spectator/Parent Code of Conduct violation(s).
- Contact law enforcement for any refusal to leave premises on an ejection.

Rev 9/12/12

#### K. Weapons Policy

1. In order to ensure a safe environment for all USAV/AZ Region members and guests, our Region prohibits the wearing, transporting, storage, or presence of firearms or other dangerous weapons, ammunition, fireworks or any other materials which by commonly accepted principals would be considered harmful or a hazard to another person at any Region sanctioned practice, tournament or

other event. Any person in possession of a firearm or other weapon while on our facilities/property or while otherwise not fulfilling official law enforcement responsibilities may face disciplinary action, which may include suspension, expulsion, or up to revocation of USAV Region membership.

Any person who violates this policy may be removed from the playing facility and reported to law enforcement authorities. Possession of a valid concealed weapons permit authorized by the State of Arizona is not an exemption under this policy.

2. Definition

Firearms or other dangerous weapons mean:

- Any device from which a projectile may be fired by an explosive
- Any simulated firearm operated by gas or compressed air
- Sling shot
- Sand club
- Metal knuckles
- Any spring blade knife
- Any knife which opens or is ejected open by an outward, downward thrust or movement
- This includes any other object or device not mentioned above, that can be used as a dangerous tool or implement, which poses a reasonable risk of bodily harm or injury or death

3. Exemptions

This policy does not apply to:

- Law enforcement personnel engaged in official duties;
- Security personnel engaged in official duties;
- Any person engaged in military activities sponsored by the federal or state government, while engaged in official duties

4. Notification

“No Firearms or other Dangerous Weapons” signs shall be conspicuously posted within all sanctioned AZ Region playing facilities and in parking areas and grounds surrounding our facilities. These signs will clearly indicate that firearms and other weapons are not to be carried, while attending any Region sanctioned event or activity.

5. Reporting

Site Directors and /or Lead Officials shall request any Region member or visitor found in possession of a firearm or other dangerous weapon to remove the weapon from the facility/grounds and upon refusal or failure to comply, local law enforcement authorities shall be immediately notified.

6. Special instructions for AZ Region Members

Any Region member concerned about personal safety may request an escort (e.g., to a parking lot off premises) or other appropriate intervention by authorized Region personnel. Any action involving the threat of or the action whether direct or implied, should be reported immediately to the Site Director or other authorized Region personnel and law enforcement authorities notified.

Site Directors shall promptly complete a Match Comment Form and submit it as soon as possible to the Region Office. Any bonafide complaint may be directed

in written form, by postal or electronic mail, to the Region Ethics Compliance Officer.

4/18/12

L. Photographers/Videographers

The Arizona Region considers safety of our athletes as a primary concern. Understandably there are parents and others that want to video tape or take photographs of their child participating in a volleyball match. The Arizona Region policy on videographers/photographers will be the same as the USAV policy.

The playing area of the court will be buffered by a free zone that is a minimum of 5 meters from each sideline and 8 meters from the end lines per FIVB guidelines. (FIVB Rules of the Game 1.1)

Photographers/Videographers/Parents are NOT permitted inside this free zone while the match is in progress (warm-up to completion of the match, including time-outs). Further, the free zone cannot be entered if it is within the free zone of adjoining court(s).

Any Photographer/Videographer/Parent within the free zone during play will be given one warning and removed from the free zone. If a second infraction occurs, the photographer/videographer/parent will be escorted from the facility.

M. Lightning at Outdoor Tournaments

The Arizona Region will follow the 30-30 Rule when it comes to lightning at or near our outdoor events. This can feel like a long time but it is not negotiable. The 30-30 Rule is this:

1. The first 30 refers to the flash-to-bang of lightning to thunder. If lightning is followed by thunder within 30 seconds, everyone should evacuate the area immediately and seek shelter. Safe shelter is in a building or car. Do not stand under trees or other tall objects that could attract lightning.
2. The second 30 refers to game resumption. The participants should not return to the area of play until 30 minutes after the last clap of thunder is heard or last flash of lightning is seen.

## CHAPTER IV – ADULT DIVISION POLICIES

A. Adult Player Eligibility

An adult player in the Arizona Region must be a registered member of the Arizona Region of USA Volleyball for the current season. The player must meet the age eligibility requirements of the team they are being considered for unless competing in the AA, A, BB, or B Division.

Any junior age player participating on an adult team during the Arizona Region tournament season is required to have a waiver signed by their parents as part of the team paperwork requirement. If the junior age player is participating on a junior age team they are not eligible to participate with the adult team unless they have a signed Player Release Form from the junior club and are no longer playing on a junior age team.

- B. Team Eligibility  
All members of a team must be registered with the Arizona Region of USA Volleyball for the current season in order for the team to be eligible to compete. All players assigned to the team must meet the eligibility requirements for the skill and age level of the team of which they are participating.

Junior Girls 18's teams registered and participating in the Open Division may participate in the Arizona Region Women's A/AA Division on a tournament by tournament basis as needed to fill the tournament with the exception of the Arizona Region Women's A/AA Region Championships.

- C. Region Championships Eligibility  
Any registered adult team may enter the Arizona Region Championships. However, for a team to be eligible to advance to the Championship bracket at the Region Championships all players on the Region Championships roster must have played with the team in a minimum of two (2) Arizona Region Power Tournaments during the current season AND the team must have played in a minimum of two (2) of the five (5) scheduled Power Tournaments during the current season. Teams not meeting the criteria will not advance to the Championship bracket and therefore, will not be eligible to claim any of the awards associated with the Region Championships.

Junior teams are not eligible to participate in the Adult Region Championships tournament.

- D. USAV Open Championships Eligibility  
Players with a Junior designated membership are not eligible to participate at the USAV Open Championships on any level team even if they have played with an adult team all season.

- E. Adding Players  
A new player may be added to a team's roster at any time provided the player has not been registered with another Arizona Region-registered team in the current season. Appropriate paperwork and fees must be submitted to the Arizona Region office BEFORE the player may participate in any practice or tournament.

Players that were first registered as a member of one Arizona Region-registered team must have a signed release from the original Team Rep BEFORE they may be added to the roster of and play with a different Arizona Region-registered team.

Any team found illegally adding players to a roster or allowing an ineligible player to play may be subject, but not limited to, fines and/or suspension of the Team Rep and/or player(s) involved.

- F. Matching Uniforms  
Adult teams playing in the Arizona Region must have matching uniform shirts. The shorts must be similar in style and color. Players who do not have a matching shirt or whose shorts are not similar in style and color will be asked to comply with this policy before stepping onto the court in an Arizona Region power tournament. If a team does not have enough players with matching uniforms (i.e., matching shirts or similar shorts), they will forfeit their matches until they can comply with either Arizona Region uniform policy or the Team Rep must agree to a \$50 fine which must be paid prior to the next tournament.

Teams going to the US Open Championships MUST meet the uniform requirements as specified in the current Domestic Competition Regulations to participate. Uniforms not meeting those specifications will result in penalties at the US Open Championships tournament.

G. Membership Verification

All teams must turn in an Official Team Roster from WebPoint to the Site Director at the Arizona Region tournament check in. The Official Team Roster can be printed off the online registration system by any adult member of the team listed on the roster. The Team Rep will sign the bottom of the roster at check-in indicating it is correct as to players participating with their team that day. If a player is not on the roster they are not eligible to participate in the tournament. If a player is listed on the roster but is not playing that day the Team Rep should cross them off the roster. A roster is required for each tournament in order for the team to participate.

H. Late Tournament Entries

Teams that elect to enter the Arizona Region Adult tournaments on a “pay as you go” basis must submit the tournament entry form and appropriate payment to the Region Office a minimum of 10 days prior to the tournament date. Late tournament entries will be allowed on a space available basis only. There is no guarantee of entry in the tournament with a late entry. An entry without payment will not be considered.

I. Responsible Party

The Team Representative is responsible for all payments by an adult team to the Region Office for team fees, tournament entries, etc. It is the responsibility of the Team Rep to submit one form of payment (check, money order, cash, or credit card authorization) for each payment made to the Region Office.

J. Open Nationals Entry Fee Reimbursement Policy

With the intent of encouraging more of our adult teams to attend the USAV Open Championships the Arizona Region has created a process by which the champions of our Region can be reimbursed for their entry fee in the USA Volleyball Open Championships. The Region has developed a specific guideline which describes who is eligible to apply for the reimbursement money and the process that must be followed in order to receive it.

In order to fund this program, every team’s tournament entry fee has a portion of this reimbursement built into the fee. The total amount collected is then used to reimburse the entry fees. Assuming the process is followed, the Region then uses this money to reimburse the teams after the US Open Championships. The number of teams entering the tournaments will determine the amount of money collected for this cause.

The Region Champion in the Men’s and Women’s A/AA & B/BB Divisions are eligible for this reimbursement only if they are attending the US Open Championships. If the Region Champion in a division is not going to attend the US Open Championships the highest finishing team in that division that has entered the USA Volleyball Open Championship is eligible for this reimbursement. To be eligible to receive this Region Champion perk, the team applying for the reimbursement money must enter the USA Volleyball Open Championships with at least 50% of their *original team roster* and at least 80% of AZ Region registered members if they are entering one of the club divisions (AA, A, BB or B) OR at least 80% of their team members must be registered in the Arizona Region if they are entering a conglomerate team (Open Division, Coed, Reverse Coed, U-Volley and all the Master’s Divisions). Per USAV a team may pick up no more than 2 players

on teams from another region. Their former teams must not be attending the US Open Championships for them to be eligible to be picked up by the AZ Region team.

To receive the reimbursement, the team must:

- a. Enter and participate in the US Open Championships,
- b. Be the highest finishing team in AZ Region Adult Championships with eligible players and in their level of play that attended the US Open Championship.
- c. All members of the team must represent the AZ Region in a positive manner which are outlined in both the Az Region and the USAV Code of Conduct
- d. Write a short article for the Arizona Region newsletter describing their experience at the Open Championships,
- e. Submit a picture of the team – e.g., enjoying the local city offerings or a team picture, and

## **CHAPTER V - JUNIOR DIVISION POLICIES**

### **A. Club Season in the Arizona Region**

- a. The Arizona Region considers the “Club Season” to be from the published tryout date through the last day of the respective Junior National Championships.
- b. The annual membership of Arizona Region of USA Volleyball is Sept 1 to Aug 31.

USA Volleyball allows for membership to continue to Oct 31 for existing beach and fall programming. However, the Arizona Region begins our new season registration on Sept 1<sup>st</sup> due to the boy’s season starting. Therefore, anyone participating in sanctioned Fall camps, clinics, tryouts, leagues or other programming after Sept 1<sup>st</sup> must register or renew their membership for the upcoming season.

### **B. Club Recognition**

The Arizona Region of USA Volleyball will recognize a club for the current season when the Director of the Club has registered and paid their membership fee for the current season, submitted and passed a background screen (if needed), signed the Junior Club Director Agreement for the current season and submitted the Club Registration Fee. By signing the Junior Club Director Agreement form the Director is committing the club to operate in the Arizona Region for the current season.

A \$200 Club Registration Fee has been established for a club to register with the Arizona Region for the current season. The fee will be waived for the season if the club director or their club representative attends the Boys Club Forum in August (for clubs offering boys’ programming) and/or the General Assembly and Junior Forum in September (for clubs that offer girls’ programming). If a club offers both boys’ and girls’ programming they must attend both meetings for the fee to be waived. If a club does not attend their respective meeting or does not send a representative from the club the \$200 Club Registration Fee will be due with the first payment made to the Region for registration of teams.

Club recognition will allow:

1. Members to be registered with the club,
2. Teams from the club to be entered in regional and national tournaments,
3. The club director to participate in the Junior Forum,
4. Certificates of Insurance for practice facilities to be generated. If it happens to be that the club did not form any teams for the current season, all Certificates of Insurance are to be returned to the Arizona Region office and the Certificates of Insurance will be deactivated.
5. Tryouts for the club to be posted on the Arizona Region website.

C. **Region Registration and Participation**

The following requirements are expected for teams registering with the Arizona Region whether the club resides in Arizona or in a border Region:

1. Club Requirements

- a. The Club Director and all adults associated with the club must be registered Arizona Region members with current background screens and SafeSport trained.
- b. Annual Club Registration Fee of \$200. This fee can be waived if the Club Director or appointed representative of the club attends the General Assembly and Junior Forum in September (for girls clubs) or Boys Junior Forum in August (for boys clubs). If you have both, you must attend both.
- c. The Club Director must sign and submit the Club Director Agreement.
- d. Open House and Tryout dates must be complied with. The Arizona Region is very strict when it comes to infringing on player eligibility with their school team. A club may not cause a player to become ineligible for their school team. Violations of this will result in disciplinary action.

2. Junior player requirements to be put on a roster

- a. Current member of the Arizona Region – register in Webpoint
- b. Submit a copy or have a birth certificate on file with the AZ Region
- c. Complete the SafeSport Form, sign and submit
- d. Complete the Concussion Acknowledgement Form and submit

3. Coach requirements to be put on a roster

- a. Current member of the Arizona Region – register in Webpoint
- b. Current background screen
- c. Current Coaches certification – must be a minimum of IMPACT certified and have taken some form of coach's education training if IMPACT certification is more than 3 years old. Coaches must maintain a current certification of education by attending approved coaches training a minimum of every 3 years.
- d. Have taken the SafeSport training online or through an IMPACT clinic.

4. Team Requirements

- a. Team Registration forms and fees submitted by the deadline date established.
- b. Tournament contracts, seeding forms, registration materials and fees are submitted and paid by deadline dates.
- c. Each team that registers with the Arizona Region must sign a tournament contract and participate in the Arizona Region tournament schedule. A minimum of 80% attendance at tournaments is required for the out of Region teams to register with the Arizona Region the next season.

- d. Players and coaches must become proficient in scorekeeping, R2 Referee and Line Judging by attending a clinic either in person or via the USA Volleyball Academy prior to the first tournament for that team.

5. Out of Region Clubs

Clubs that register with the Arizona Region but reside in a border Region must also sign an Out of Region Agreement and be approved to register in Arizona for the current season only. The Agreement is an annual Agreement and must be signed and approved each season.

The teams from Out of Arizona that register with the Arizona Region are eligible to participate in the Arizona Region National Club Qualifier for bids.

The players on teams from Out of Arizona are eligible to participate with the Arizona Region High Performance program but they must attend tryouts and practices and follow all other requirements of the High Performance program just as if they lived in Arizona. No special participation or tryout accommodations will be made.

D. Certificates of Insurance

Certificates of Insurance generated by the Arizona Region for the clubs are restricted for the use of practices only. Any other use of a Certificate of Insurance generated by the Arizona Region must be approved and sanctioned by the Commissioner. A USA Volleyball Request for Sanction Form must be filled out and approved before the certificate can be used to secure the facility for any other event.

E. Open House, Quiet Period, Tryouts and Commitment Period

a. Tryouts may begin for Junior Boys Clubs on or after the third Saturday in August.

b. Open House Period

- i. A 10 day Open House Period has been established prior to the start of Tryouts to allow players to visit and/or be evaluated by different clubs in order for the player to find the club where they most want to tryout and join.
- ii. Prior to the 10 day Open House Period a club may offer clinics, camps and info nights without restriction except that they not jeopardize an athlete's school eligibility.
- iii. During the 10 Day Open House Period a club may offer a maximum of 3 separate sessions of no more than 2 hours in duration for each age division in which visitation, evaluation and/or instruction may take place. Camps, clinics and info nights during the 10 day Open House Period would count towards the session limit.
- iv. Regarding Clubs that have more than one location: If the club is registered as one club with the Arizona Region, when approaching the Open House policy, the rule still applies that only 3 two hour sessions may be held during the 10 day period for one age group.

Example: Club ABC is holding open house for their west side 16's, Club ABC on the east side must hold their open house period for the 16's at the same time and date to be counted as one session.

v. Prior to tryouts a club MAY NOT:

1. Offer (verbal, written or implied) a player a position on a team in their club;



2. Take any commitment fees or down payments holding a spot on any of their teams;
  3. Require or infer that a player needs to be in attendance at all of their offered sessions per age group.
  4. Allow a player to commit to their club prior to the conclusion of their TRYOUT session.
- vi. The 10 Day Open House Period for all ages begins the Wednesday of the week prior to the established Tryout Start Date and ends the Friday immediately preceding the Tryout Start Date.
  - vii. Clubs holding tryouts more than 10 days after the Tryout Start Date are not bound by the Open House Period.
  - viii. The consequences for violation of Open House rules: 1st offense - \$500 fine; 2nd offense – sanctioned from participating in the tournaments for one season.
- c. Quiet Period
- A Quiet Period for recruiting junior girls playing in the high school state tournament has been established to allow the players and coaches involved to focus on their high school tournament and not be distracted by club recruiting. The Quiet Period will run from Nov 1<sup>st</sup> each year until the time the player's team has been eliminated from the High School State Championships tournament.
- No one may contact a player on a high school team that is still involved in the AIA High School state tournament, or the parents/family members of the player, regarding club tryouts or participation. High school coaches who are affiliated with a junior club and whose high school teams are still involved in the state playoffs may not discuss any club participation with their players from the start of the Quiet Period until their team is no longer participating in the tournament.
- d. Tryout Start Dates for Junior Girls Clubs are as follows:
- i. 12's – 14's may begin on or after the first Saturday following the last state high school championship match.
  - ii. 15's – 18's may begin on or after the second Saturday following the last state high school championship match.
- e. Commitment Period
- i. Because of the 10 Day Open House period where players are allowed to go visit different clubs in order to decide which club to tryout and join, clubs may ask for a player to commit to their club immediately following the tryout session for each age group.
  - ii. Once a player has made a commitment to a club and the club has accepted the commitment the player is no longer eligible to tryout at any other club. The player is no longer to be recruited by other clubs and must inform any club that contacts them for recruiting purposes that they have committed to another club.
- f. Club Commitment
- The Arizona Region and USA Volleyball consider a commitment to a club to be for the entire season as defined above.
- i. The Arizona Region considers a player committed to a junior club when a player or his/her parent signs a club contract and/or pays the initial club fees

to its club director or one of its coaches with the intent of joining the club for the current season.

- ii. Players who have committed to a club and then wish to transfer to another club must first request to be released from the club to which they first committed and the release must be verified and approved by the Arizona Region Commissioner before they may begin to practice or play with the club to which they wish to transfer. See Transfer of a Player to Another Club During the Season below for further information on changing clubs in the same season.
- iii. All players are released from their club association within the Arizona Region per USA Volleyball the day following the completion of their respective Junior National Championships – regardless of whether or not they are attending the Junior National Championships.
- iv. Consequences of violation of Club Commitment Policy
  - a. If the parent/guardian of a player signs a contract with two separate clubs, the parent/guardian must pay the “non-committed club release fees” to the Arizona Region AND the player must sit out the next tournament of the Arizona Region Tournament Schedule in their division.
  - b. If the parent/guardian claims the situation was the result of coercion, both clubs will be investigated by the Ethics and Compliance Committee. If the club(s) is found at fault by the ECC a \$2000 fine will be assessed to the club(s) and the club and all their teams will be suspended until the fine is paid in full to the Arizona Region.
  - c. For repeat violations, determination of culpability by the ECC will result in an automatic suspension of the violator for a period of one year.

#### F. Recruiting Guidelines

The intent of the recruiting guidelines is to allow every junior player and/or their parents to participate during the high school season free from any intense recruiting and demands of the club programs. In addition, these guidelines are intended to govern the conduct of club recruiters once a player has committed to a club.

All recruiting offers MUST be within the strict guidelines of the NCAA Rules and Regulations, the Arizona Interscholastic Association (AIA), and this Arizona Region Policies Manual.

Violators of these guidelines would be referred to the Ethics and Compliance Officer and may be censured as follows:

- a. The team that has a player that was recruited illegally may have its Region Tournament results forfeited AND may not be eligible to compete in the Arizona Region Championships for the current season.
- b. The person who conducted the illegal recruitment (Club Director/Coach/Team Representative/Chaperone/etc) may also have their Arizona Region membership revoked and may not be eligible to participate in a USA Volleyball event during the current season. Appeals of disciplinary action may be reviewed under the Arizona Region Due Process.

- c. A junior member or his/her parent/guardian who illegally commits to a club during the season may be subject to sanction by the Arizona Region.

Once a player has committed to a club during the Arizona Region sanctioned season, club directors and coaches from another Arizona Region club SHALL NOT contact that player or their family.

For the purposes of the above, “contact” occurs and a recruiting violation occurs when an Arizona Region-registered club director and/or coach from one Arizona Region-registered club initiates verbal or written contact with a player or their parents from another Arizona Region-registered club with the intent of persuading the player to leave their present club to join another club.

- a. If the player or parent makes the initial contact, a club director or coach may inform the player or parent, without fear of committing a recruiting violation, about their specific program.
- b. *It is strongly recommended that all club directors and coaches refrain from making negative comments concerning other clubs or their staff.*

If a team has completed its season and is not going to go to any end of year tournaments, the players may be released to attend an end of the year tournament with another club team provided it is legal to pick up players for the tournament to be attended. Any coach, club director or club representative interested in taking a player from another club team to an end of the year tournament with the new club team must FIRST contact the current club director of the player’s team to ask permission to talk to the player being recruited.

If the player or player’s parent/guardian initiates contact, the Club Representative may respond to inquiries and supply information, provided that they inform the interested player or player’s parent/guardian that they must obtain a release from their current club before any further discussion can take place. The current club director is not obligated to permit the coach, club director or club representative to talk to their player or otherwise release the player. The player must be released from the first club in order to practice or compete with the second club at any year-end tournament. Paperwork must be received in the Region office prior to established deadlines for online registration editing.

#### High Performance Players and Coaches

The High Performance program is a USA Volleyball and Arizona Region representative program and is to be free from club affiliation. During the time the players are training and representing the Arizona Region they are not a member of any club nor are the coaches associated with any club – they are representing the Arizona Region. Therefore players selected to the USAV or Arizona Region High Performance team(s) are “off limits” for recruiting from the start of the first practice until the completion of the HP Championships tournament or USAV HP participation obligation. Coaches and players are not to discuss club volleyball association with anyone during the time they are participating with their HP team. Anyone recruiting the players or coaches associated with the Arizona Region HP teams will be subject to sanction.

G. Signing Date Rule

A junior player may not make a binding commitment to a team or club until the respective commitment date of the Arizona Region club season as defined above. Any written, verbal or implied commitment made prior to the published tryout date is non-binding.

In no event may a junior player make a binding commitment to a team or club for more than one club season (i.e., the upcoming club season) as defined above. Any agreements, including postdated agreements, are non-binding; this includes the upcoming or current club season and any subsequent club seasons that were included as part of the commitment. USA Volleyball membership is an annual membership. All parties are released from their club affiliations on the last day of their respective Junior National Championships.

- a. A player and his/her parent on his/her behalf that signs ANY letter of commitment, membership form or any similar document and/or pays any commitment fees or initial club membership fees prior to the Arizona Region published tryout date is subject to suspension for the entire season and a \$500 fine.
- b. Any club representative who asks a player or his/her parent to sign or collect such fees before such date is subject to suspension for the entire season.
- c. The team with a player and parent on his/her behalf who signed such a document before such dates may be subject to suspension for the entire season.

H. Approved Contact of a Junior Age Player

a. Female Players

Female players and/or their parents may be contacted via oral/written communication by an individual such as a coach, club representative, parent other than their own, or another player from the recruiting club at any time between the last day of Girls Junior National Championships and the date the player commits to a club by registering with that club EXCEPT eight hours prior to and for the duration of a school volleyball event such as a practice, match or tournament.

b. Male Players

Male players may be contacted via oral/written communication by an individual such as a coach, club representative, parent other than their own or another player from the recruiting club from the close of their individual school volleyball season until they have committed to a club in the new club season. Those players going to Junior National Championships with their club team are considered "off limits" until the day after the completion of the Boys JNC. Those players participating on the Arizona Region High Performance team(s) are considered "off limits" from the start of the first practice until the conclusion of the High Performance Championships.

I. Flyers and/or brochures

Flyers and/or brochures:

- May be placed on a table at school volleyball matches provided the school has given permission to place them there - except at a HS State Tournament match during the Quiet Period.
- May be given to a coach of a school team to hand out to the players on their team if they are willing to do so – except at a HS State tournament match during the Quiet Period.

- May be handed to specific players only after the match/practice/tournament has completed – except at a HS State tournament match during the Quiet Period
- May be mailed (including electronic mail) to former players of the club.
- May be included in general media advertising (e.g. newspapers).

J. Preseason Open Gyms, Camps and Clinics

Open gyms, camps and skills clinics may be held prior to the established tryout dates provided:

- NO high school player on any level high school team (freshmen, JV and Varsity) participates until after their team has completed their season and they will not be participating with any other volleyball team from their school either in practice or during the championship playoffs.
- There is no written or implied requirement to attend the open gyms/camps/clinics in order to make a team in the club offering the event,
- If the Arizona Region Certificate of Insurance is used to secure the facility for the camp and/or skills clinic the club will secure sanctioning of the event prior to making public the event and will follow all sanction requirements.
- Open gyms will NOT be sanctioned by the Arizona Region as proof of membership cannot be verified.
- Open gyms, camps and clinics held during the Open House Period will count toward the limited number of sessions per age group and duration of sessions allowed.

K. Junior Player Eligibility

A player in the Arizona Region must be a registered member of the Arizona Region of USA Volleyball for the current season and have a birth certificate on file with the Region. The player must meet the age eligibility requirements of the team they are being considered for except as provided for in Age Waivers for Junior Players below.

Players enrolled in high school, regardless of age, may only tryout on or after the established tryout dates for the 15's – 18's age categories. Players age eligible for 14's but enrolled in high school are not permitted to tryout on the dates established for 14's and under unless they are held after the last match of the state high school championships. This is to protect any high school team eligibility of the player. No exceptions allowed.

L. Coach Eligibility

A coach in the Arizona Region must meet the following requirements to be eligible to coach a junior team in the Arizona Region:

1. Be a registered member of the Arizona Region of USA Volleyball for the current season;
2. Submit and pass a background screen by the USA Volleyball approved vendor every two consecutive seasons;
3. Be IMPACT certified as a minimum before the first tournament each season;
4. Keep the coach's certification current by attending an approved refresher course or advance to a CAP course a minimum of every 3 years – CAP certification is good for 4 years.

A Head Coach must be a minimum of 18 years old and a minimum of 5 years older than the age of the team they are coaching.

An Assistant Coach must be a minimum of 16 years old and a minimum of 2 years older than the age of the team he/she is coaching. If the Assistant Coach is under 18 years

old he/she must always be accompanied by a certified, registered Head Coach and never be left alone and in charge of the team they are coaching. An Assistant Coach who turns 18 during the season must submit and pass a background screen by the USAV Volleyball approved vendor within 30 days of turning 18 years old.

It is the Club Director's responsibility to ensure all the coaches in the club meet the criteria above prior to the first tournament.

M. Team Eligibility

All members of a team must be registered with the Arizona Region of USA Volleyball for the current season in order for the team to be eligible to compete. All players assigned to the team must meet the age eligibility requirements for the age level of the team except as provided for in Age Waivers for Junior Players Policy. All coaches must meet the coaches eligibility requirements.

Any team allowing players or coaches that are not on the roster to participate are subject to sanction by the Ethics & Compliance Officer.

N. Age Waivers for Junior Players

The Arizona Region may grant an age waiver for junior players to play in a lower age division in certain instances. The intent of the age waiver is for players in rural areas that have limited club/teams in which to play and/or players with summer birthdays that are in the grade below what their birth date would require them to play. The waiver requires the written approval of the Arizona Region and the signature of the Arizona Region Junior Division Coordinator prior to the player being assured a place on the lower age team.

These waivers will be valid only within the Arizona Region. Age waivers are **NOT VALID** at the national level. No age waiver requests will be granted for players on an Open Division or other division team that is going to travel. A maximum of two players with an age waiver are allowed on any one team. Age waivers are not allowed at National Qualifiers, Bid Tournaments or other interregional tournaments. Other regions are not obligated to allow the participation of waived players. Contact the individual Tournament Director to check on their eligibility requirements **PRIOR** to entering the tournament.

For an age waiver request to be considered:

- The Age Waiver Request Form must be submitted prior to the formal placement of the player on the lower age team.
- The team the player is requesting to play on must be an Arizona Region Club Division or Championship Division team that is not going to any National Qualifier or interregional tournament.
- The player must have a summer birthday (June – Aug) and be in the grade of the oldest players that are age eligible for that team classification. For players outside the Phoenix metro and Tucson metro areas the birth date of the player may be allowed to fall during the school year.
- Consideration of an age waiver will be on a case by case basis.
- There is no guarantee an age waiver will be granted for anyone. If the age waiver request is denied, the team may be required to play in an older age group to accommodate the older player.

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O. Adding Players to an Existing Team

A new player may be added to any team's roster at any time provided the player has never been registered with another Arizona Region-registered club/team for that season. Online registration must be completed and registration fees must be submitted to the Arizona Region office BEFORE the player may participate in any practice or tournament. A player that has a Player Release form from another club may be added to an existing team if all eligibility requirements have been met.

Any coach or club found illegally adding players to a roster will be referred to the Ethics and Compliance Officer and may be subject, but not limited, to fines, suspension and/or other sanctions of the club director, coach and/or player(s) involved as determined by Section II of the USAV Disciplinary Policy.

P. Borrowing a Player within a Club

A team may borrow a player from another team within the same club provided **ALL** of the following apply:

- The team borrowing the player is in the same age group or older as the team the borrowed player is a member of.
- The team borrowing the player is a higher ranked team than the team of which the borrowed player is a member.
- A Club or Championship Division team may not borrow an Open Division player. A Club Division team may not borrow a Championship Division player.
- The player may be borrowed only one time during the season.
- The player being borrowed may only play on one team and in one tournament wave per tournament date.
- The Arizona Region Office is notified of the player being borrowed in writing a minimum of 48 hours prior to the tournament. This is to notify the Site Director of the situation involving the borrowed player.
- Any subsequent play on the borrowing team by the borrowed player will constitute a transfer and that player permanently changing rosters. Once the roster change has been made, the former team may not borrow the player.

Q. Changing Teams within the Same Club

During the Arizona Region tournament season, a player may transfer from one team to another (provided that the player is participating on a team in their age group or above) within the same club. The club must notify the Arizona Region Office of any transfers within their club in writing. A player may not transfer back or be borrowed by the previous team once transferred.

R. Player Release Policy

The Arizona Region and USA Volleyball consider a player committed to a club from the date they sign a contract with the club and/or pay fees to the club with the intent of holding a position or joining the club until the last day of the Jr National Championships (JNC) regardless of whether they are playing in the JNC tournament or not. The player release process must be completed in order to protect the eligibility of the players and the integrity of the clubs and teams they represent.

A club representative from one club may not talk to a player from another club about leaving their current club until after the JNC tournaments are over. A club representative is defined as any member of a club that is speaking to another person about their club (players, coaches, parents, club directors, trainers, etc.) It does not matter what the reason for leaving the club is, the player must have a release from their current club

before they can talk to another club about playing with them during the current season. Speaking to a player about joining their club for an end of season tournament before they have a release is a recruiting violation and both parties are subject to sanction.

This policy applies to all events, including tryouts for summer play, friendship tournaments and AAU tournaments, during the USAV sanctioned season where the clubs are USAV registered clubs. This does not apply to advertisement of camps and clinics through the handing out of summer camp/clinic flyers.

A club that allows a player from another club to participate with them in practice or tournaments before they have a release from their current club is subject to sanction. A player that practices or participates with another club without a release from their club is subject to sanction.

A club is not obligated to release a player if a request is received, even if all fees are paid and the team is not going to play after the Region Championships. If a player is released to another club they may not be released to a third club or rejoin the first club in the same season.

There are 2 main reasons that the Region may deny a player release to join another club. These have to do with eligibility of the player to join the team.

1. All players on the roster of a team that qualifies for the JNC are frozen to that roster. They may not participate with another team in their club or a team from another club in an attempt to qualify or participate in the JNC. This is the Frozen Roster Rule.
2. A player that is on a roster of a team that attempted to qualify with one club may not be released to join a team from another club that has qualified for the JNC. The player may be added to a team within their own club that has qualified, if their team did not qualify, but may not be released to join another club team that has qualified. This could be called the All-Star team rule.

S. USAV Frozen Roster Rule

Once a team has qualified in a National Qualifying Event, all players listed on the roster at the time of qualification are frozen to that team roster – regardless whether they played in the event or not. Players on a frozen roster may not be added to another team roster to attempt to qualify for the Junior National Championships. Players from another team may be added to the qualified team's roster as long as they have not participated in a qualifying event or qualified with another team.

## **CHAPTER VI – OFFICIALS DIVISION POLICIES**

See Official's Division Handbook

## **CHAPTER VII – GLOSSARY OF TERMS**

AIA – Arizona Interscholastic Association – the governing body of high school sports in the state of Arizona. They are a member of the National Federation of High Schools Sports (NFHS) an association of high school sports organizations across the country.



Bid Tournament – National qualifying tournament for boys teams to qualify for the Open Division of the Boys Junior National Championships.

Club Representative – Any person acting on behalf of a specific club or at the request of a club director or coach from a specific club is a club representative. A club director, coach, parent, current or former player, speaking to a prospective club player in an attempt to lure them to the club is considered a club representative. A club director is the designated Club Representative when it comes to communication with the Arizona Region.

ECC – Ethics and Compliance Committee. The ECC will confer with the ECO when a complaint has been received and will convene when a disciplinary hearing is requested by an accused to be heard on a complaint.

ECO – Ethics and Compliance Officer.

Frozen Roster – A frozen roster is the roster of a team that has qualified for the Jr National Championships at a girls' national qualifier or boys bid tournament that was submitted for entry and confirmed at the time of qualifying. Players may be added to the frozen roster but the players that were on the roster at the time of qualification are frozen to it and may not be transferred to another team in the same club to help the other team qualify or may not be released to another club to play with a team in the Junior National Championship in the same season.

JNC – Junior National Championships. The USA Volleyball National Championships for either Junior Girls (GJNC) or Junior Boys (BJNC).

National Qualifier – National qualifying tournament for girls teams to qualify for the Girls Junior National Championships. There are eleven National Qualifiers which are governed by USA Volleyball. These tournaments are held in specific areas of the country as to qualify teams from various Regions without having to travel too far. These tournaments qualify teams in each of the following Divisions: Open Division, USA Division and American Division.

National Club Qualifier – A tournament used by a Region to qualify their teams to the National and American Divisions of the Girls Junior National Championships (JNC). Each Region is awarded a specific number of bids to the National and American Divisions of the Girls JNC which is dependent on the number of players registered in specific age categories in their region the previous season. The Arizona Region is awarded one bid in the National Division and one bid in the American Division for each age group of the Girls JNC. The Arizona Region holds a separate tournament for those teams interested in attending the Girls JNC. Some Regions use their Region Championships to award their bids.

NCAA – National Collegiate Athletic Association – the national governing body of collegiate sports organizations.

Open Gym – An event where a coach or other responsible party will set up the gym for volleyball and allow players to come in and play. There may be a participation fee to help pay for the facility. There should not be instruction, drills or evaluation on the part of the coach or other responsible party. If there is instruction, drills or evaluation on the part of the coach or other responsible party it would be considered a camp, clinic or tryout.

Open House Period – an established 10 day period before a specific age group tryout start date for junior girls teams. During the 10 day period a club may offer no more than 3 sessions of no longer than 2 hours in duration for each age group. During the Open House Session a player may be required to go through skills and physical testing for evaluation by the club.

Quiet Period – a Quiet Period for recruiting junior girls playing in the high school state tournament has been established to allow the girls involved to focus on their high school tournament and not be distracted by club recruiting.

Team Camp Area – the area designated by each team at a tournament where they leave their bags and food while they are participating on the court and where the team sits and relaxes during the time they are not playing.

Team Representative – The responsible party for adult registered teams. Since the large majority of adult clubs are made up of one team, the Team Representative is usually the Club Director. The term may also be applied in juniors – normally as parent who is designated the team parent.

Tryout Start Date – the official start date that tryouts may begin for junior boys' and junior girls' teams.

USA Volleyball – Recognized by the US Olympic Committee and the FIVB (Federation of International Volleyball) as the National Governing Body (NGB) of Beach, Indoor and Sitting volleyball disciplines in the United States. Membership with USA Volleyball is through one of forty Regional Volleyball Associations (RVA). The Arizona Region is one of those forty regions.