



USAVolleyball

PARTICIPANTS' HANDBOOK & Operating Code

2025-2026 SEASON

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Evergreen Region Volleyball Association

509.290.5552

www.evergreenregion.org

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SECTION 1: WELCOME TO ERVA

Welcome to USA Volleyball (USAV) and its affiliated Regional Volleyball Association (RVA), the Evergreen Region Volleyball Association (ERVA). The information in this handbook will help you understand the scope of the United States Volleyball Association (USAV) and specific guidelines and requirements for involvement with the Evergreen Region of USA Volleyball.

We understand that some of the rules and regulations included in this handbook may be interpreted differently than intended. While we make every effort to make this Handbook as clear as possible final interpretation of any section of this Handbook is delegated to ERVA staff and ultimately to the ERVA Executive Board.

1.1 ERVA Geographical Boundaries

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

The ERVA is part of USAV's Pacific Zone which also includes of the Alaska, Aloha, Columbia Empire, Intermountain, Moku O Keawe, Northern California, Puget Sound, and Rocky Mountain Regions.

1.2 ERVA Structure

ERVA is comprised primarily of volunteers. The Board of Directors (BOD) duties include establishing policy, fundraising, fiscal responsibility and responding to the members. The work that is accomplished is a function of the talents and time available as well as how efficiently and accurately new information is communicated between affected people and groups.

The Board employs a full-time employee; the Operations Manager and additional part-time staff as needed, who conduct the business of ERVA and are the primary contacts for ERVA.

ERVA is open to volunteers wishing to assist the elected board of directors or advisory committee, and suggestions and comments that improve volleyball in ERVA and assist in meeting the needs of the membership are encouraged.

1.3 Executive Board

The Executive Board consists of both elected and appointed positions. The Executive Board positions are as follows: Commissioner, Commissioner Emeritus/At Large Director, Assistant Commissioner, Treasurer, SafeSport Director, Junior Program Director, Adult Program Director, and Officials Director.

1.4 Advisory Board

The Advisory Committee consists of the following:

- Junior Program Committee: (Chaired by Junior Program Director)
 - Junior Program Coordinator
 - Tournament Coordinator
 - Area Representatives

- Adult Program Committee: (Chaired by Adult Program Director)
 - Area Representatives
- Officials Committee (chaired by the Officials Director)
 - Referee Chair
 - Scorer Chair
 - Officials Assignor
 - Area Representatives
- Elections Chair
 - Elections Committee (Chaired by Elections Chair)
- Budget and Finance Committee (Chaired by Treasurer)

Elected positions and appointed positions are distinguished in the ERVA bylaws. The bylaws are adopted by the Region Board and posted on the ERVA website. Elections are generally held in the spring, and information concerning elections will be on the website. Term lengths and duties can be found in the bylaws. www.evergreenregion.org

The ERVA Executive/Advisory Board generally meets four times a year with committee work sessions occurring in between. New board members begin their term 60 days after the election.

1.5 Financial Information

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

1.6 Membership History

Membership information is available from the Region Office and USA Volleyball. Requests for this information should be made in writing. However, the person requesting information should keep in mind that all addresses and phone numbers are confidential and will not be released absent a written waiver of each member. Requests for MMS login information can only be given to the individual or his/her parent/guardian. The ERVA membership information shall not be marketed by the ERVA or anyone for financial gain.

1.7 Board Minutes

Approved minutes are posted on the ERVA Web page and available to the general membership by written request to the Region Office.

1.8 ERVA Contact Information

Office Address: Inside HUB Sports Center | 19619 E Cataldo Ave | Liberty Lake, WA 99016
 Mailing Address: 1818 W Francis Ave., #215 | Spokane, WA 99205

Phone: 509-290-5552
 Website: www.evergreenregion.org
 Email: office@evergreenregion.org

Section 2: Junior Volleyball Programs

2.1 Purpose

The purpose of the USA Volleyball Junior Volleyball program is to offer our youth an opportunity to become involved in a wholesome and beneficial athletic activity, which they can pursue at various skill levels. Youth participants should be introduced to the joys of athletic competition, should learn good lifetime physical activity habits during their formative years, and should be exposed to basic and complex volleyball skills. The Junior Volleyball program should be a bridge between USAV Junior Volleyball (age 18 and under) and USAV Adult Volleyball. The Junior Volleyball program is only a part of the development of our youth. Everyone involved should recognize that family and school have priority over this program. The region does not guarantee that every youth participant will be invited to play on a team as clubs and teams are private enterprises.

2.2 Requirements for Junior Volleyball Programs/Clubs

For information on starting a USA Volleyball Junior Volleyball program in the Evergreen Region please contact the office. All clubs must complete the required activation process before beginning any USAV sanctioned activities.

2.2.1 Club/Team Representation: Each club/team shall have a Club Director who shall be a registered member of the Evergreen Region and other membership requirements who shall act as a liaison between the region, coach, team, and parents. Each club/team should have a review committee or grievance committee to handle any team-related issues. Each club/team must have a due process procedure to handle grievances, which affords at least one level of appeal.

2.2.2 Leadership: Each Junior volleyball program (Club or team) must have at least two adults committed to the team. All adult participants, the coaches, team or club representatives, trainers and chaperones must be registered adult USAV members, have submitted to and passed the background screening and completed the USAV SafeSport training. (The background screening is good for one year.) All coaches must meet ALL ERVA coaching requirements (**See Section 3: Club Directors and Coaches**)

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

2.2.3 Dual Membership Clubs: Clubs seeking to be member of USAV (within ERVA boundaries) and a member of another organization (ie AAU/JVA) will need to know and uphold the policy/procedures of both organizations to maintain compliance with both. Failure to do so may result in sanctionable violations (See Sanctions, Section 12).

- 2.2.4 Officials:** All junior teams must comply with the Evergreen Region officiating requirements.
- 2.2.5 Clinicians:** The Evergreen Region will provide knowledgeable leadership to conduct coaching and referee/scorekeeping clinics designated for the Junior Volleyball program.
- 2.2.6 USA Volleyball Registration/Fees:** All players, coaches, chaperones, team/club representatives and adult supervisors will be required to pay a USAV registration fee, complete the Individual Membership Form, and sign the Code of Conduct and Waiver of Liability. All adults affiliated with the junior program must pass the required USA Volleyball Background Screening, pay the required fee and take USAV SafeSport training.
- 2.2.8 Uniforms:** Junior Volleyball Programs must comply with the USA Volleyball uniform regulations as outlined in the current Domestic Competition Regulations (DCR).
- 2.2.9 Practices:** The Evergreen Region recommends to the junior volleyball programs they maintain open practices for their families, but we do know each program must determine what practice format fits best with its' philosophy (time, location, open vs closed etc).
- 2.2.10 Club Handbook:** Each Junior Volleyball Program shall have a Club Handbook which includes a due process procedure providing at least a minimum of one appeal level by an independent body, other than the coach.
- 2.2.11 Spectator Code of Conduct:** All parents of junior members are required to sign a Spectator Code of Conduct prior to the season. Clubs will collect these forms and hold on file each season. Any violation of this Code of Conduct will result in you being asked to leave the site/facility, and may result in you possibly being banned from attending future Evergreen Region sanctioned events. Please realize while this is a USAV/ERVA requirement the tournament host or facility may have additional requirements.
- 2.2.12 Player Medical Release & Concussion/Cardiac Arrest Acknowledgement Form:** All players must have a completed Player Medical Release and Concussion/Cardiac Arrest Acknowledgement Form on file with the Member club with which they are registered. It is the Member Club's responsibility to ensure that these documents are collected and on file with the players' respective coaches during any sanctioned event (i.e. practices, scrimmages, tournaments)

2.3 Age Group Classifications/ Age Falsification:

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

2.4 Boy's Participation

The Evergreen Region follows the policies below when it comes to allowing U12 and younger boys' teams to participate in 'traditional' girls' tournaments:

- 2.4.1** ERVA respectfully requests that any clubs/coaches of U12 boys' teams make a conscious decision as to the athletic and skill ability of their boys' team and its' intent to participate in the same age group girls' tournaments. If the feel is that the boys can compete against the next age group up then we would ask that the Member Club make that decision on tournament sign-up day.

2.4.2 On sign-up day girls tournaments will be designated as “boy friendly”. This designation will be noted on the tournament calendar as well as the website. U12 and younger boy’s teams entered into the “boy friendly” tournaments may compete fully in the tournament, meaning that they can continue play from pool play into bracket play.

U13 and above boy’s and boy’s teams will not be permitted to participate in girls’ tournaments.

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

2.5 Registration Requirements:

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

2.5.2 Member/Club in Good Standing: All members and clubs are required to be in good standing with the region to participate in any USA Volleyball event. Persons or clubs not in good standing will not be allowed to participate in any national or regional event. Any violators shall be subject to sanctions by the ERVA. Examples: Past due accounts, rules violations, outstanding sanctions etc.

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

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

2.5.3.1 If an ERVA club hires an athletic trainer through a company, the company takes the responsibility for assuring USA Volleyball that the trainer meets certification, Background Screening requirements, and has liability insurance. If a club hires an individual trainer, the club takes responsibility for assuring the trainer meets all USAV Background Screening, SafeSport and membership requirements, as well as proof of medical liability insurance (provided by trainer).

2.5.3.2 All persons whose background check reveals matters, which restrict membership, shall appeal first to the background screening company and not to the region or USA Volleyball. Any person who fails to clear the background check has the right to appeal. If the appeal fails the person shall not be permitted USA

Volleyball membership in any of the 40 regions nor be authorized to be associated with a junior club or team.

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

2.5.3.4 Additionally, any club or team who receives knowledge that a previously screened member has engaged in activities which may result in a disqualification shall be required to provide such information to the ERVA Office immediately following acquisition of such knowledge. Such information need not be a conviction if the previously screened member so long that there is a complaint and acknowledgement of improper or potentially disqualifying behavior.

2.5.4 Junior Team Registration: Each team is identified by their individual team code. Each team must submit Team Registration form and \$60/team fee to Region Office prior to participation in first tournament. If changes to a roster are made that requires a new team code to be administered, a new \$60/team fee must be paid prior to participation.

2.5.5 Multiple Team Identification: Organizations of two or more teams (of either the same or different skill levels) in the Men's, Women's or Junior Divisions who register as a club must clearly indicate a distinguishing identification of each team.

2.5.6 Multiple Team Junior Roster Setting: Junior clubs with multiple teams may move individual players within the club freely between skills levels and teams of that club as long as they meet the age qualification.

2.5.7 Junior Tournament Rosters:

2.5.7.1 Club Director's will build their own rosters within the MMS or AES system as indicated by the Tournament Director.

2.5.7.2 Club Directors are responsible for providing valid tournament rosters for their coaches to submit at the coaches meeting for each tournament. Rosters **MUST** be printed using the indicated system (MMS or AES) and submitted to the Site Director/Day Official of each tournament. **ELECTRONIC ROSTERS or rosters from the incorrect roster system will NOT BE VALID.**

2.5.7.3 Members will not be approved on a roster until all the requirements have been met. Contact the Region Office if the Club Director cannot add members to a roster.

2.5.7.4 On-Site Roster additions are permissible as follows:

- Any allowed changes to the submitted roster after the published deadline date are to be made and processed only at the time of team-check-in at the tournament site.
- EACH addition will be assessed a fee of \$25.00 and be paid in full before participation is allowed.
- JUNIOR PLAYER additions must show a current USAV membership within the MMS database to the Site Director & Day Official assigned.
- **NO ADULT ADDITIONS ARE ALLOWED AT ERVA SANCTIONED TOURNAMENTS**
- If the paperwork is not complete, and/or membership records in MMS are not current, all proposed changes and/or additions will be deemed ineligible.

Section 3: Club Directors & Coaches

3.1 Club Director Definition & Responsibilities

The club directors are the individuals on each team/club who are responsible for ALL aspects of club management. **Any change in club directors during the season shall be indicated in writing and sent to the Region Office immediately.**

The club director's responsibilities include:

- 3.1.1 The club directors are also responsible for being familiar with local, state and federal laws and statutes and is responsible for assuring compliance by the club, team and persons acting on behalf of the club/team.
- 3.1.2 Managing the club
- 3.1.3 Budgeting
- 3.1.4 Hiring of coaches and staff and verifying compliance with background screening and necessary regional qualifications
- 3.1.5 Procuring facilities for practice and tournaments
- 3.1.6 Obtaining appropriate insurance for the club
- 3.1.7 Communicating with parents, participants, and coaches. Distribution of information and documents to the proper members.
- 3.1.8 Assuring compliance with all ERVA and USAV policies and regulations concerning participation and officiating
- 3.1.9 Being accountable for all matters relating to sanctions relating to any of their club participants, registration, monies, entry of team(s) into tournaments, eligibility for Regionals, accuracy of rosters, identification, and age qualifications, etc. in an accurate and timely manner.

Breach of these responsibilities may be grounds for sanctions against the club director and club in addition to club personnel.

3.2 Club Director Qualifications

- 3.2.1 Be registered with the Evergreen Region as an adult member
- 3.2.2 Register and complete the online SafeSport training.
- 3.2.3 Have satisfactorily passed a background check performed by the USAV Background Screening Company.
- 3.2.4 Have signed the Club Director's Code of Conduct (See Appendix C)

3.3 Regional Coaching Qualifications

All coaches in the Evergreen Region should:

- 3.3.1 Be at least twenty (20) years of age at the time he/she begins coaching
- 3.3.2 Be registered with the Evergreen Region as a member/coach
- 3.3.3 Have satisfactorily passed a background check performed by the USAV Background Screening Company
- 3.3.4 Submit the Online Coaches' Code of Ethics
- 3.3.5 Register and complete the online SafeSport training
- 3.3.6 Have attended and completed an IMPACT Clinic and be so certified
- 3.3.7 Attend a referee/scorer clinic annually

Each team that registers a coach affirms and certifies that the coach meets the above requirements.

3.4 Coach Mentees

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

3.4.2 All Coach Mentees in the Evergreen Region shall:

- 3.4.2.1 Be registered "full" member with the Evergreen Region
- 3.4.3 Have satisfactorily passed a background check performed by the USAV Background Screening Company
 - 3.4.3.1 If a coach mentee turns 18 during the season, they must pass a background screen prior to resuming coaching.
 - 3.4.3.2 Submit the Online Coaches' Code of Ethics

- 3.4.3.3 Submit Junior Personnel Code of Ethics Form to Region Office
- 3.4.3.4 Register and complete the online SafeSport training
- 3.4.3.5 Have attended and completed an IMPACT clinic and be so certified
- 3.4.3.6 Attend a referee/scorer clinic annually

3.5 Coaching Restrictions

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

The Evergreen Region recommends each club understand their state's Interscholastic Athletic Associations coaching restrictions regarding school district coaches and club coaches. Many of the states restrict which high school athletes or the number of high school athletes the high school coach may coach during the club season.

The ERVA transfer policy does not apply to coaches. However, a club/team hiring a coach may provide for such a provision in their employment contract.

3.6 Chaperone Requirements

- 3.6.1 Teams may have a chaperone of at least 25 years of age listed on the roster, but it is NOT REQUIRED at Region events. Chaperones MAY be REQUIRED at other National level events; Club Director's should review roster requirements for events they register for.
- 3.6.2 Rostered chaperones are permitted to sit on the bench and at the scorer's tables at in Region events but are not allowed to coach or take on coaching duties. Check National level event policies regarding rostered chaperones.
- 3.6.3 The chaperone's duties shall be solely to supervise and chaperone the players outside of competition, as safety of the players is a prime concern.

Section 4: The ERVA Indoor Season

4.1 The Season

The Evergreen Region indoor regular season begins the date of registration and ends after the Regional Championships. Indoor post-season begins after the Regional Championships and ends after the National Tournaments are completed.

4.2 Region Tryout Policy

- 4.2.1 **Tryout Fees:** Each organization offering a tryout shall need to confirm that participants are pre-registered online through MMS for a tryout period or regular junior membership
- 4.2.2 **Site Fees:** Any club or organization wishing to assess a site fee to satisfy expenses for tryouts may

assess a site fee, separate from the \$15.00 tryout membership. There is no limit to what a club may charge for a tryout.

- 4.2.3 Pre-Registration:** All junior participants must pre-register through MMS for their tryouts. A tryout membership is available for \$15.00. A tryout period membership is part of the “full” registration fee, and \$10.00 will be credited to the participant when they upgrade their membership.

Once this tryout membership has been paid, the participants will only be required to pay the separate tryout fee that each club requires at their site. Each club can set their own tryout fee.

Players may elect to purchase a full junior membership for \$65.00 to be covered during tryouts and the remainder of the club season (non-refundable).

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

4.3 Junior Tryout Dates/Information:

All clubs must notify the Region Office of their tryout times. Clubs may indicate if they wish for this information to be posted on the region website (this is optional).

*For more information concerning tryouts, visit the ERVA website.

- 4.3.1 Offer Date:** first date any official written offers to play in the upcoming USA Volleyball membership season may be offered to players. An OFFER will only be considered official if player is provided a WRITTEN Offer and Acceptance Agreement from the club/coach. Verbal offers are NOT valid.
- 4.3.2 Acknowledgement of Offer:** Once an official offer has been made to the player, the club must leave the offer on the table (the club may not rescind an offer) for 72 hours. The player may accept the written agreement before the 72 hours if they so choose. The purpose for the 72-hour acceptance window is to allow players to leave the club’s gym without the pressure of losing their offer.
- 4.3.3 Contact Rules During/Following Tryouts:**
- 4.3.3.1 Clubs may initiate contact with the player **two** times after an official offer has been made in the 72-hour Acceptance Window. A player may initiate contact with a team/club representative as often as needed to answer questions.
 - 4.3.3.2 Once an Offer and Acceptance Agreement has been signed and fully executed by all parties all other clubs are obligated to respect the agreement and shall cease contact.
 - 4.3.3.3 Players shall notify any club coach, club representative or club director who contacts the family or player that they have officially accepted an offer. It is unethical to attend another club’s tryout or discuss other opportunities once you have fully executed this agreement.

- 4.3.3.4 Examples of violations include ANY current or previous club director, coach, team member, club members, including current or previous club parents initiating contact with a player MORE than two times during the tryout period, contacting a player after being notified of a commitment to another club and a club rescinding an offer prior to the 72 hours expiring. Violations are subject to a monetary sanction to the club and possible suspension.

****If you feel a club is violating these rules, please fill out a reporting form on the Region website.**

4.4 Preseason & Tryout Policy & Guidelines

- 4.4.1 Recruiting:** Occurs when any Club Representative (club director, administrator and /or coach) makes verbal or written contact with a non-incumbent player or player's guardian with the intent to persuade the player to join their club
- 4.4.2 Complaint:** Only an affected player and/or guardian may file a written complaint with the ERVA Region Office about excessive contact from a Club Representative(s).
- 4.4.3 Violation and Sanction:** The suggested maximum penalty may include, but is not limited to, a monetary fine and/or a suspension of ERVA membership for a period of up to one year beginning on the date of the final ruling.
- 4.4.4 Club Guidelines:** The following guidelines were developed for Club Representatives to protect the interests of the player(s).
- 4.4.4.1 No recruiting contact with players or guardians during high school volleyball matches unless specifically initiated by the player or guardian
 - 4.4.4.2 No recruiting contact with players or guardians during State Volleyball Championships unless specifically initiated by the player or guardian.
 - 4.4.4.3 No recruiting contact with players or guardians during ERVA Junior Season unless specifically initiated by the player or guardian. If the subject matter of the contact relates to a post-season transfer during the current season, please see the Termination of Season & Release of Player Rule.
 - 4.4.4.4 Guardians should be included in all recruiting communication with players.
 - 4.4.4.5 Club Representatives need to respect the requests of players and guardians to cease recruiting contact.
- 4.4.5 Club sanctioned events prior to tryouts & during high/middle school season:** School competition in sports shall be favored over club volleyball participation where there is conflict with Evergreen Region functions.
- 4.4.5.1 Clubs **may not mandate** players participate in practices, open gyms, clinics, camps, or other activities prior to the start of tryouts OR during the School season after the summer tryout period.
 - 4.4.5.2 Clubs **may also not mandate** participation in any activities as a condition of acceptance into their club prior to tryouts OR as a condition to retain their spot on the team they have committed to during the summer tryout period if the player is still within their School season.

As indicated in **Section 2.2.3, Dual Membership Clubs:** Clubs seeking to be member of USAV (within ERVA boundaries) and a member of another organization (ie AAU/JVA) will need to know and uphold the

policy/procedures of both organizations to maintain compliance with both. Failure to do so may result in sanctionable violations

4.4.6 Private Coaching: Private Coaching takes place throughout our region year-round. It is important to note that USAV membership/insurance does not cover private coaching at any time. It is the responsibility of the private coach/organization to supply insurance.

4.4.7 Post Season Recruiting Roles

4.4.7.1 No interference with the clubs until the end of their season which could be past the ERVA Regional Championships, based on the team. Each club's team season end date is different make sure to contact each club director to determine when the end date is before contacting players and parents.

4.4.7.2 NO INTERFERENCE with players/parents first. Contact the club director **FIRST** if you are interested in a player participating on your team during the post-season. Let's be considerate of everyone!

4.5 USAV Liability Waiver Requirement and Code of Conduct Agreement

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

4.6 Player Eligibility

4.6.1 Be currently registered with their USAV Region in which they reside or a citizen of one of the US territories in good standing with their respective FIVB Federation.

4.6.2 Players seeking to register with an USAV Region outside their resident boundaries **MUST** contact their current Region to request a transfer.

4.6.3 Players participating in any Girls Junior National Qualifiers may play on more than 1 weekend of a multi-weekend Girl's National Qualifier provided the divisions are held on separate weekends and all other eligibility requirements are met.

An athlete can still only play in 1 division on a particular weekend. * **All Frozen Player rules still apply.**

4.6.4 For the 18s GJNC and GJNC policies for multiple division participation are as follows:

- Athletes meeting the age definitions for age groups younger than 18 may participate in both Events, but only one (1) championship division per Event (18sGJNC or GJNC). The qualification divisions for the 18's age group are Open, National, USA, Liberty, American & Freedom.

4.6.5 Once a female junior player has participated in a USA GJNC qualifying event, she may not participate in another GJNC qualifying or championship event with a different club.

- 4.6.6 All players who are registered in a USA Volleyball Junior National Championship are subject to the rules, regulations and policies of the Member Organization they represent.
- 4.6.7 All players must be in good standing with their respective USAV Region
- 4.6.8 Can only participate on a team from within the Member Organization in which the player is registered. Players may NOT have their registrations transferred to another Member Organization for participating in the USA Volleyball Girls' Junior National Championship.
- 4.6.9 As a member organization of USAV the ERVA will adopt the USAV Gender Competition Guidelines for transgender players seeking approval to play on a member club.

No Transfer Rule

- 3.6.1 Once a player has committed to a club, is registered, and has signed the Evergreen Region Offer and Acceptance Agreement, the player shall not be able to transfer to another club during the season, except as described in sections 4.8 and 4.9.

Termination of Season and Effect on Player Participation

- 3.7.1 Each club's team season end date will vary. Contact the club director first to receive permission to contact their players and parents. When a team completes its volleyball season a club representative must inform the office it has completed its season and no longer intends to participate in any USA Volleyball event, whether in or out of the region. Such closure shall be deemed disbandment. Notice to the Region Office shall be in writing (e-mail or "snail mail").
- 3.7.2 If a team has completed its season and disbanded, as described above, and advises the Region Office that the team no longer intends to participate in any further volleyball in or outside the region, individual players from the terminated team wishing to register with another team may be permitted. Players participation in specific events may be restricted as outlined in 4.6. provided that the terminated team or club provides written authorization. This authorization must inform the region that the releasing team's season has ended, the player(s) is/are released, and the new team provides the region with an acceptance letter and any costs for insurance and liability insurance are accepted by the accepting club. A terminated team may withhold such authorization if the player is not in good standing with the club. A player without authorization may not join another team without approval by the Region's Executive Board.
- 3.7.3 A player from a club whose season is terminated, who seeks to register with another club in the region is subject to Rule 4.6.3. If such player participated in a GJNC qualifying event prior to the team terminating its season, the player may not participate in another GJNC qualifying event or GJNC with any other club.

Release of a Player

- 3.8.1 If a player has executed an Offer and Acceptance Agreement requests a release from that team and the current club approves the request, the player may be authorized to transfer to another team. Player participation in specific events may be restricted as outlined in 4.6. This player must be in good standing, request a release from the current club, and complete the ERVA Release of Player request form.
- 3.8.2 A club may withhold such authorization for release, in this instance the ERVA Executive Board of Directors will review the release request by the player and club response to withhold

authorization of the release and determine if the release is to be granted OR uphold the club's decision to withhold authorization. Review club policy regarding in season release of player prior to submitting request. Good cause shall be determined on a case-by-case basis.

- 3.8.3 Please refer to club handbooks, agreements and other policies PRIOR to submitting an release request without club authorization. Include specific policies in your request for the Board of Directors to review.
- 3.8.4 The Region Office will request the current club provide documentation based on the release request submitted if further information is needed from the club during review of the request by the Board of Directors.
- 3.8.5 If a player has signed an Offer and Acceptance Agreement and requests a release or transfer from the club because of code of conduct violations by persons in the present club, which is supported by an investigation made by the Ethics/Compliance Committee of the Evergreen Region or a person designated by the Commissioner acting in that capacity, the player may be granted a transfer without club authorization. Player participation in specific events may be restricted as outlined in 4.6.

An official Ethics Complaint must be filed, and due process procedures completed before a player is granted a release, a club withholding authorization for release does not inherently mean an ethics violation has occurred.

- Please refer to Code of Conduct and other policies in this handbook PRIOR to submitting an ethics complaint. Include specific policies in your Ethics Complaint with supporting documents, images etc. for review by the Ethics/Compliance Chair/Committee.

Playing Up

- 3.9.1 Junior teams can play up in age brackets but must play in their own age divisions for Regionals if there is a sufficient number of teams in their age bracket to hold competitions at that age level. The Regional Championships director shall determine if there are sufficient teams in each age bracket to hold competition at that level. If there is an insufficient number of teams in a certain age division for Regional Championship purposes, the teams shall play at the next highest age bracket.

Frozen Player Rule

The following rule is an excerpt from the USAV Championship Manual.

- 3.10.1 Once a female junior player has participated in a GJNCs qualifying Event (Regional or NQ), she may not be on the Official Roster of, or participate in, another GJNCs qualifying or championship Event with a different club. Example: a player plays on a club in a national qualifier in an attempt to qualify. The player's Team does not qualify. That player may not transfer to another club to attempt to qualify.
- 3.10.2 Earning and accepting an Open Bid, submitting an Open At-Large Bid application or accepting any National, USA, or American Bid defines the Team as "qualified" for the GJNCs. Once a Team is deemed qualified, the players on the qualified Team's Official Roster are frozen to that Team.
- 3.10.3 The players on the Team's Official Roster are subject to the following restrictions:

- A Frozen Player cannot be on the roster of, or play for, another Team in a Regional Qualifier or NQ Event, the roster of a Team applying for an Open At-Large Bid, or another Team playing at the GJNCs.
- A club may add player(s) to the Official Roster of one of its Teams qualified for the GJNCs, provided the additional player(s) are members of the club and are not on the Official Roster of another of the club's Teams at the GJNCs.
- No player may switch from one qualified Team to another qualified Team, even within the same club.
- **NOTE:** A player under the age of 17 can switch between a Team that has qualified for the and another Team that has qualified for the GJNC as long as both Teams are within the same club. A player may not help multiple Teams qualify for GJNCs.
 - EXAMPLE 1: A player in the 17's age division plays on an 18's Team at a national qualifier and that Team Qualifies for the 18sGJNC in the Open Division. That player may not play on any other Team (e.g. a 17s Team trying to qualify for 17 Open) at any National Qualifying Events to help that Team qualify for the GJNC for the remainder of that club season. She may, however, be added to the 17 Open roster to play in the GJNC within that club.
 - EXAMPLE 2: A club has a Team that has qualified for the 18 USA Division of the 18sGJNC, they may add a player from their club who plays on a younger Team to play in the 18sGJNC even if the younger Team has qualified for the GJNC.

3.10.4 Violations of the Frozen Player Rule may result in Sanctions being imposed on the already qualified Team, its club, the Team's coach, the player and/or the club's director. The USAV Events Department will determine Sanctions for violations of the Frozen Player Rule.

Player Practice Restrictions

In an instance where a player may request to practice with a team other than the one with which she/he is registered, both club/team directors must grant approval, and a written notice of this approval must be on file with the Region Office. Please contact the Region Office for more information.

Waivers

The Region has a waiver process for players seeking exemptions due to physical, developmental, or geographic reasons.

3.12.1 Age waivers will be granted on a limited basis by the ERVA Executive Board.

Clubs seeking a waiver for players to play an age division lower than their current division based on their DOB and the USAV Age Definition Chart based on developmental or physical limitations.

- 4.13.1.1** Age Waivers must be submitted by the Club by these dates to be considered by the BOD each season. September 15th & November 30th.

- Submissions after the due dates will be considered for review on a case-by case basis by the BOD. It may be determined they will NOT be considered by the BOD. For guaranteed review, submit by the dates listed above.

3.12.2 Boys Waivers to Participate on Girls Teams

Any boy above the USAV Age Definition U12 Category will not be eligible to compete on a girls' team.

4.13.2.1 Eligible U12 Age Division Boys may submit a waiver request to play on a U14 or below girls' team if the following criteria is met:

- There is NOT a boy's only team within 30 miles within the current age division or 1 division higher. i.e., U12 or U14 division (since odd age groups play into the even age divisions at regional competitions 1 age division higher is considered the U14 division).
- Boys approved to play on a girls' team may NOT play on the 1st ranked girls' team if there are more than 1 team in the club in the same age division. For example: 14-1, 14-2, 14-3.
- Girl's teams with approved U12 boys are NOT eligible to participate in Power League

4.13.2.2 If there is a boys' team within the current age division or 1 division higher within less than 30 miles

- The boy must play on the boys' team.
- Boys are allowed to practice with a girls' team with club/coach approval.
- Competitive participation on boy's teams ONLY.

3.12.3 Gender Competition Guidelines

As a member organization of USAV the ERVA will adopt the USAV Gender Competition Guidelines for transgender players seeking approval to play on a member club.

Section 5: The ERVA Outdoor Season

5.1 Outdoor Participation

- 5.1.1 All ERVA sanctioned outdoor event participants must hold a CURRENT USAV membership to be eligible to participate. No club affiliation is required for participation by Adult or Junior members.
- 5.1.2 The following memberships are acceptable in the ERVA to participate in an ERVA outdoor sanctioned events:

- 5.1.2.1 **Full Membership** (\$65) - Covers the member for all sanctioned events, both indoor and outdoor.
- 5.1.2.2 **Summer Membership** (\$20) – Summer Memberships are valid for dates indicated listed during registration. Covers the member for all sanctioned **outdoor events**, including ERVA sanctioned/run tournaments/leagues, outdoor clinics.
 - **This membership type is NOT valid for Beach Qualifiers or Beach National Championships. Contact the Region Office to inquire about an eligible membership type.**
- 5.1.2.3 **One Day Memberships** (\$15) – Covers the member for just the day of your event. i.e., one-day tournament or clinic. NOT accepted for league play.

Participation in other USAV or USAV Region outdoor events may require a minimum standard membership. Please check with each specific event for their requirements regarding memberships.

5.2 Beach Training Programs

For information on starting a USA Volleyball Junior Volleyball program in the Evergreen Region please contact the office. All clubs must complete the required activation process before beginning any USAV sanctioned activities.

When starting a club or outdoor training program, it is recommended becoming familiar with local, state and federal laws and statutes and is responsible for assuring compliance by the club, team and persons acting on behalf of the club/team.

5.3 Outdoor Events

You must submit your Event Request Form and receive approval from the ERVA Office. The Event Request Form can be found online or requested from the ERVA Office. For the USA Volleyball Liability Insurance to cover your event the Event Request Form MUST be turned in AND approved by the Region Office prior to the event.

5.4 Event Request Form

- 5.1.3 All ERVA Sanctioned events must follow a few guidelines.
- 5.1.4 The Event Request Form must be submitted a minimum of 10 days prior to the requested event date.
- 5.1.5 Event guidelines:
 - 5.1.5.1 Event may set their own entry fees and will be responsible for collection of all fees in addition to confirming that all teams adhere to the registration requirements as set by the Region.
 - 5.1.5.2 Insurance certificate requests for your event must be requested from the ERVA Office prior to the event. Proof of insurance is provided at no charge to the club.
 - 5.1.5.3 All participants at any sanctioned event must be registered members of a region of USA Volleyball with one of these membership options: Full Membership, Summer Membership or One Day Membership. One Day Memberships may be purchased on site, a completed membership form must accompany payment and sent into ERVA Office by Event Director.

- 5.1.6 Event is required to:
 - 5.1.6.1 Submit a list of players and membership numbers for all registered players.
 - 5.1.6.2 Submit any Incident Report forms to Region Office within 7 business days after event.
- 5.1.7 If these rules are not followed, the club/team may be subject to tournament sanctions and may not be approved for future tournament sanctioning requests. The penalty may be extended to the following season.

Section 6: Registration Procedures

6.1 Registration Process

See also 2.5.1 Residency Registration Requirement: ALL members residing within the ERVA's geographical jurisdiction are required to register with ERVA. Members whose center of activities is closer to adjacent regions may petition ERVA for authorization to register with the adjacent region and should state the specific basis for the request. Such authorization must receive the written approval of each region's Commissioner/Executive Director.

ERVA strongly recommends payment for individual memberships and event registration by credit card through MMS, the USAV online membership system. This will expedite the membership and registration processes.

- 6.1.1 Because of liability issues, ALL registration on MMS must be properly entered and completed by the individual or his/her parent/guardian. A club representative is NOT authorized to register or renew players.
- 6.1.2 After junior players have pre-registered with a tryout membership, they will need to go back into MMS and upgrade their membership to a "full" junior membership. A portion of the tryout membership will be credited to the upgrade. Only after a participant has upgraded and paid their membership, will they be allowed to assign themselves a club.
- 6.1.3 After all members of a team/club have completed their registration on MMS, **the Club Director/Representative** is responsible for submitting the REQUIRED paperwork and payment to the Region Office:
 - **NOTE:** The Region Office is operated by limited staff members. Once forms and payments begin to come into the office, the Region Office will be inundated by applications, and other registration documents. To expedite all registration, the office needs assistance by club representatives to review and assure that all registrations are completed properly.
- 6.1.4 All registration material and fees must be received and processed by the Region Office prior to participation in any region-sanctioned activity.

If an individual has problems with the registration process they may contact the Region Office for assistance at (509) 290-5552 or office@evergreenregion.org.

6.2 Region Check Policy

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

6.3 Proof of Membership: Verification Requirement

- 6.3.1 It is each member's responsibility to prove their membership and coaches' qualifications by bringing a current membership card via the MMS. Tournament hosts and day officials shall have the responsibility of checking rosters and confirming individual and team membership, and coaches' compliance. Rosters will be available at or near the tournament host's or manager's station/desk.
- 6.3.2 Any player or team participating with an unregistered player, unqualified coach, team representative or team referee shall be subject to sanction and penalty, including immediate forfeiture of games played and suspension or expulsion of the team and individual from the event. The ERVA may also assess a monetary fine as an additional sanction.

6.4 Membership Definitions

- 6.4.1 **Full Adult Member** -The adult membership fee provides sports and accident insurance, allows for participation in USA Volleyball events, and a copy of the USAV DCR. Is a roster eligible membership type
- 6.4.2 **Full Junior Member**-The Junior membership allows for participation in USA Volleyball events, and secondary sports accident insurance. A junior member is defined by the age categories set forth by USA Volleyball. Is a roster eligible membership type.
- 6.4.3 **Adult Player** - this membership fee provides secondary sports and accident insurance only. This is for players with NO Junior Program Affiliation.
- 6.4.4 **Other Member**-A category which can include various categories such as camps, clinics, leagues etc. Contact the ERVA Region Office to discuss specific options for your event. These membership types are typically NOT eligible to be rostered within the MMS.

6.5 Adult Classifications

- 6.5.1 **AA Division** - Current/former collegiate players or comparable playing level to NCAA Division 1 level.

- 6.5.2 **A Division** - Players with NCAA Division 2 or Division 3 experience/comparable playing level OR Division 1 players that no longer have the same level of play as in college.
- 6.5.3 **BB Division** -Players who have played at a junior college or NAIA school OR have a lot of experience locally.
- 6.5.4 **B Division** - Entry level players that have some experience but lack the height or playing experience.

**NOTE: Teams should be gender specific. Only men can play on men's teams and only women can play on women's teams in all the divisions.
- 6.5.5 **Mixed Six Division** - Teams composed of a combination of men and women. All competitions in the Six Divisions will be between mixed six teams according to USAV (and reverse mixed six) rules. Mixed Six teams may play in the AA/A/BB/B Divisions during the season but may not compete in the AA/A/BB/B Regional Championships.

6.6 Registration Fees

Regular Adult (coach/club director/official)	\$75.00
Club Volunteer/Site Director (full season)	\$50.00
Regular Junior Player	\$75.00
Youth/Practice Player	\$45.00
Other Junior/U8 & under (no tournament play)	FREE
One Event Individual Fee (adult/junior)	\$15.00
Adult Player/Insurance Fee (no Junior affiliation)	\$55.00
Background Check Fee (REQUIRED EVERY SEASON)	\$14.00

OTHER MEMBERSHIPS MAY BE AVAILABLE, CONTACT REGION OFFICE TO INQUIRE

****Registration fees/background fees are non-refundable.****

Section 7: Tournaments

7.1 General Info

- 7.1.1 All tournaments shall comply with the Evergreen Region's Tournament Procedures Handbook, Participants Handbook and Operating Code. Each tournament host shall be responsible for full knowledge and compliance of tournament procedures and rules as set forth herein and in the tournament procedures handbook. Failure to abide may be grounds for monetary fines, other sanctions, suspension or disqualification from hosting future tournaments. All tournaments within the ERVA shall be sanctioned by the region for insurance through USAV to apply.
- 7.1.2 The Evergreen Region encourages all clubs or organizations wishing to host tournaments to do so and obtain proper sanctioning. The region will also host tournaments or leagues to encourage participation. Those wishing to host tournaments should contact the Region Office for Tournament Request Forms.

7.2 Entry into a Sanctioned ERVA Tournament

- 7.2.1 Teams will need to register online via Advanced Event Systems (AES) for all ERVA sanctioned tournaments on or after the designated registration open date for events. ERVA club hosted tournaments will ALL open on the Junior Tournament Sign-up day in December.

Out of Region events may use a different registration process. Please check with those events on the specific requirements for registration.

- 7.2.2 The team rep submits payment to the tournament host after being notified of acceptance by the tournament host.
- 7.2.3 The tournament host updates payment status in AES after payment has been received.
- 7.2.4 Once accepted, the team had made a commitment to play in that tournament and the tournament host has made a commitment and reserved a spot in the tournament for that team. The team cannot get a refund unless:
- 7.2.4.1 The tournament is cancelled
 - 7.2.4.2 The team representative notifies the tournament host that the team cannot participate, the team representative requests the host to find a replacement team, and a replacement team is found and pays the required entry fee.
 - 7.2.4.3 The weather is a problem or is questionable; teams must check with the tournament host the evening before the event or the morning of the event by phone. If a quorum of teams at that level show up at the site and the host proceeds with the tournament, it will be at the tournament host's discretion to issue a refund. Consistency will be important-if any no-show team receives a refund, then all no-show teams are due a refund.
 - 7.2.4.4 The same rules apply to the Regional Championships with the Region Office acting as the tournament host.

7.3 ERVA Power League

7.3.1 National Qualifier Exemption Policy

- 7.3.1.1 Teams who wish to participate in a USAV National Qualifier Tournament on the same scheduled date as an ERVA Power League Event will be allowed to miss without penalty. Teams may only use this exemption ONCE per season.
- 7.3.1.2 The ERVA office MUST be notified of participation in the National Qualifier Tournament no later than 30 days prior to the start date of the National Qualifier Event.
- 7.3.1.3 These teams finish at the lowest position in their division and are moved down in the following Power League date, if applicable.

7.3.2 National Qualifier Exemption Refund Policy

- 7.3.2.1 If the ERVA office is notified no later than 30 days prior to the National Qualifier start date AND the team fulfills National Qualifier participation, the ERVA office will refund the single day Power League entry fee upon completion of National Qualifier participation.

7.4 Pacific Northwest Qualifier (PNQ)

- 7.4.1 The Pacific Northwest Qualifier, a qualifier leading to the GJNC.
- 7.4.2 Evergreen Region teams may count this tournament as one of their Evergreen region tournaments to qualify for the Regional & Bid Tournament Championships.

7.5 Evergreen Regional Championships & Bid Tournaments

- 7.5.1 The Junior teams, as defined by their team code, shall be required to compete in at least three (3) tournaments within the ERVA region during the season to be eligible for ERVA Regional Championships & Bid Tournament. The ERVA Regional Championship & ERVA Bid Tournament does not count towards the three (3) to be eligible for the Bid. (The Pacific NW Qualifier counts as one tournament).
- 7.5.2 U18 junior teams participating in the ERVA Bid Tournament must meet the minimum three (3) tournament requirement prior to competing in Regionals and/or the USAV GJNC NOT prior to participating in the ERVA U18 Bid Tournament since this Bid Tournament is hosted in March.
- 7.5.3 Each team is identified by its individual team code, if changes to a roster are made that requires a new team code to be administered that team must meet the 3-tournament requirement under the new team code.
- 7.5.4 The ERVA Bid Tournaments are qualifying events for the Junior National Championships with bids awarded at each age group.
- 7.5.5 The Bids are owned by USAV and represent the ERVA. Bids are awarded to teams participating in specific Bid events. Teams registered for Bid Tournaments must accept a bid if earned. Teams declining a bid when entered into a Bid event will be assessed sanctions. (See Sanctions, Section 12) The ERVA awards three (3) bids per age division, National, American and Freedom.
- 7.5.6 At that time, the players on the roster of the successful bid winning team shall be frozen. See Frozen Player, Section 4.1.1.
- 7.5.7 The Bid shall be personal to the successful team code and not an award which the Club may elect to send other teams wishing to attend the Junior National Championship Event, within the Club, if the successful team indicates it will not be attending the GJNC Event.
- 7.5.8 Submit and sign an ERVA bid acceptance form.
- 7.5.9 Once a team enters to compete in the Evergreen Region Championships & Bid Tournament and is accepted, the team is responsible to attend and compete.
- 7.5.10 A team electing to cancel its ERVA Regional & Bid Tournament entry once accepted is responsible for notifying the tournament director immediately. Teams canceling after the indicated DROP date will forfeit the entry fee. Additional sanctions will be assessed for teams who DROP AFTER the indicated DROP date. (See Sanctions, Section 12)
- 7.5.11 Teams failing to appear at the day and time of ERVA Regional & Bid Tournament competition shall automatically forfeit their entry fee and will be subject to further disciplinary action. (See Sanctions, Section 12)
- 7.5.12 Tournament formats for Regional Championships & Bid Tournaments may vary from the Tournament Procedures Handbook. All Regional Championship & Bid Tournament matches shall be staffed by certified USAV Officials as available.

7.6 National Championships

- 7.6.1 National Championships are held in both the Adult and Junior Divisions for USA Volleyball in a variety of age groups and skill levels.
- 7.6.2 To attend the Adult Open Championship, the club representative must register through AES and submit an eligible roster.
- 7.6.3 ****Clubs planning on sending teams to Nationals MUST keep track of playing record to submit to the National Office which includes the following: W/L record, opponents' team names, AND opponents' 11-digit codes. ****
- 7.6.4 Teams, which fail to meet ERVA requirements, will not be allowed to participate at the National Championships deadlines as set by USA Volleyball.
- 7.6.5 Registration materials for teams qualifying for Nationals should be completed and provided to USA Volleyball before the designated deadline. If our Regional Championships fall after the deadline designated by USA Volleyball, any team interested in representing our region, must still have all registration materials required for Nationals turned in by the deadline.

The region may elect to have a separate tournament for teams seeking to qualify as the region representative, depending on the number of teams interested in attending the National Championships, and reserves the right to do so.
- 7.6.6 Failure to timely advise the Region Office and complete the bid acceptance documentation shall be grounds for forfeiture of the right to compete at the National Championship. Only an authorized club director or representative may acknowledge the bid acceptance and sign the documentation.
- 7.6.7 Any teams who accept a bid to Nationals and drop from the National Tournament will be subject to Region & USA Volleyball sanctions (See Sanctions, Section 12).

Section 8: Hosting Tournaments

Those wishing to host a sanctioned USAV tournament should fill out the Tournament Request form when sent out by the Region Office and returned to the tournament coordinator for consideration. All procedures are reflected in the Tournament Procedures Handbook.

8.1 Tournament Schedules

- 8.1.1 The Evergreen Region tournament schedule shall be announced through the Evergreen Region website. All teams wishing to participate in any tournaments should follow the procedures outlined on the website.
- 8.1.2 All tournament sign-up is done via Advanced Event Systems (www.advancedeventsystems.com). Teams/club must have an account on AES prior to tournament sign up day. After a team has been ACCEPTED into the tournament by notification from the tournament director, they need to send the entry fee to the tournament host. The tournament entry fee must be received by the Tournament Director within 10 business days of notification of ACCEPTANCE or the spot in the tournament can be released to another team on the waiting list at the discretion of the tournament director.

8.1.3 The following steps should be followed for entry into a Sanctioned Tournament:

8.1.3.1 The tournament director notifies the team they have been “ACCEPTED” into the tournament.

8.1.3.2 The tournament director tracks check payments in AES.

8.1.3.3 Once “PAID in FULL”, the team has made a commitment to play in that tournament and the tournament host has made a commitment and reserved a spot in the tournament for that team. The team cannot get a refund unless:

8.1.3.3.1 the tournament is cancelled

8.1.3.3.2 the team representative notifies the tournament host that the team cannot participate, the team representative requests the host to find a replacement team, and a replacement team is found and pays the required entry fee

8.1.3.3.3 the weather is a problem or is questionable; teams must check with the tournament host the evening before the event or the morning of the event by phone. If a quorum of teams at that level show up at the site and the host proceeds with the tournament, it will be at the tournament host's discretion to issue a refund. Consistency will be important-if any no-show team receives a refund, then all no-show teams are due a refund.

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

8.2 Uniform Requirements

8.2.1 All uniforms for a team shall conform to the current year's Domestic Competition Regulations, which is established to provide a minimum uniform level for all teams.

Regional event exception approval may be provided from the Region Office & Officials Chair on a temporary basis.

8.3 Spectator/Parent Code of Conduct

Every tournament shall post the Spectator/Parent Code of Conduct. This will also be a required document that each parent and player will be required to read/sign before participating in the ERVA.

8.3.1 Purple Card Policy:

The Purple Card Policy is designed to specifically address spectator behavior at tournaments. If a spectator is displaying rude, aggressive, or offensive behavior, the referee may issue a purple card to the team the spectator is associated with. This carries the same effect on the team as a yellow card would. A subsequent offense by a spectator associated with the same team would result in another purple card issued, which would carry the same effect as a red card.

The Purple Card is another tool for officials and tournament directors to use to help address spectator behavior. The Purple Card would be assessed to anybody who has taken the role of a spectator during a match, including other team members not actively participating in the match on the court.

While any offensive or harassing behavior can be subject to sanction, ERVA will be emphasizing any sort of abusive or negative behavior directed at officials or members of a work team. It is a priority for the region to ensure officials and officiating crews feel safe and supported while doing their jobs. Officials and officiating crews are a critical component of our region's success.

All ERVA-owned tournaments will have the Purple Card Policy in place. Additionally, all ERVA-sanctioned club-hosted tournaments will have the policy in effect.

8.3.2 Purple Card Threshold Sanction Penalties

When a Behavior Report is submitted to the office, a formal notice will be sent to the club who was reported. Club will have the option to respond to this notice as per the guidelines in the ERVA Sanction Process and Appeal Process for Imposed Sanctions as outlined in the ERVA Participant's Handbook, Section 12. The information submitted by the Day Official may be used to determine the validity of the sanction.

Full Policy is available in the Appendices of this Handbook.

8.4 Food and Drink Policy

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

8.5 Clean-Up Policy

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

Section 9: Officiating

8.1 General

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

- 9.1.2 To achieve this, USA Volleyball provides training on the knowledge and skills to referee and keep score during sanctioned play. Each team must provide people who have had this training to referee and keep score as assigned during an event.
- 9.1.3 All coaches must attend the training clinics every year and ALL players on each roster shall receive this training prior to their participation in USAV-sanctioned play. Failure to do so will result in penalties up to and including removal from USAV sanctioned competition.

8.2 Training Sessions/Clinics

- 9.2.1 The Evergreen Region will conduct no cost region-sponsored referee/scorer clinics for the smaller clubs or individual members. Schedules for the region-sponsored sessions will be posted on the region website, and all training sessions shall be pre-registered for through MMS. All club directors (or their designee) must register their players for the region-sponsored clinics through MMS.
- 9.2.2 Clubs with more than 30 members must schedule their own private clinic. It is also suggested that smaller clubs join with other small clubs in their area to host a joint clinic. Club directors are responsible for scheduling their referee/scorer clinic through the Officials Director. Requirements and costs for the clinics are also available on the region website.
- 9.2.3 **Team Officials** - each team is to provide players and coaches to meet their team responsibilities to referee & score matches during tournament play. Those receiving training will be known as a junior referee or scorer. The region will conduct training sessions at designated times or by appointment with clubs.
- 9.2.4 **Paid Officials** - For people who wish to act as paid officials at the provisional or regional level, or who wish to advance to the National level competitions as an official, training sessions will be offered. Those interested should contact the Officials Director. Additional detailed information regarding the Officials Division can be found in the ERVA Officials Handbook posted on the Region website.

The following requirements are common to all referees/scorers:

- 9.2.4.1 be a registered member of USA Volleyball, in good standing
- 9.2.4.2 submit background check forms and pass background screening
- 9.2.4.3 complete the USOC SafeSport training online
- 9.2.4.4 attend the appropriate yearly training session
- 9.2.4.5 successfully complete the rules test
- 9.2.4.6 be observed on the job and receive feedback from the observer
- 9.2.4.7 other requirements as per Officials Director

8.3 Policy and Enforcement

- 9.2.5 ALL coaches and ALL players on the roster must be certified at the referee and scorekeeping clinic to be eligible to compete in USAV tournaments. Canadian teams playing in the Evergreen Region's tournaments may satisfy this requirement by arranging for other qualified people to work in their place through the day official.

A fee of \$27.00 each per match for the R1 and R2, and \$10 for a scorer must be paid in advance of covering your referee assignments.

9.2.6 No coach or official may write in any adult club member on a tournament roster. Any rosters received in the Region Office with an adult club member written in will result in a sanction of the responsible official, coach and tournament director.

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

Section 10: Ethics & Conduct

10.1 All Participants/Persons Affiliated

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

To participate in ERVA junior programs, as an affiliated adult, there will be additional Codes of Conduct must be signed during the online registration process.

10.2 Unsportsmanlike Conduct

- 10.2.1 Any individual who commits an act or acts which the Regional Representative or Ethics committee determines to be grossly unsportsmanlike may be subject to disciplinary action and sanctions which the Representative or Committee determines is appropriate. Such sanctions and penalties may include immediate suspension and expulsion, suspension and disbarment for one year, or fines, or such other sanctions and penalties the Representative or Committee deems appropriate.
- 10.2.2 Profanity any person affiliated with a team who directs a profane remark or gesture toward any official, coach or player on the court, regardless of which team, which remark, or which gesture, and is obvious enough that it is heard or seen by ANY official (first or second referee, scorer or linesman) will automatically be expelled from the game by the first referee. Such behavior should be reported immediately to the first referee. A second similar offense occurring the same day as the first expulsion will result in the person being eliminated and expelled from the tournament and suspended from participation or attendance in all USA Volleyball activities for a period of 30 days. Any further incidents shall be subject for review and possible further action by the Ethics Committee and/or the Evergreen Board as noted above. If the offending person is a spectator, the affiliated team will be penalized by a side-out/point or, if the problem persists, the team may be be expelled from the tournament. The first referee shall also report the perpetrator to the Day Official who may seek police assistance for the removal of the spectator from the tournament.

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

10.3 Drug/Alcohol Use

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

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

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

10.4 Assault

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

10.4.2 The incident shall further be reported to the Region Office, Ethics Compliance Officer, SafeSport Director and also forward to The Center for SafeSport and to the USA Volleyball National Office.

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

10.5 Sexual Harassment

10.5.1 Any individual who commits an act or acts which the US Center for SafeSport determines to fall within the definition of sexual harassment as defined in the USAV SafeSport Policy, Sexual Harassment, Abuse, and Exploitation Policy, shall be gross unsportsmanlike conduct and may

subject the perpetrator(s) to sanctions including lifetime suspension or expulsion from USA Volleyball participation.

10.5.2 Appendix F was released by the U.S. Olympic Committee concerning whether, when and how to report abuse under federal and/or state law.

10.6 Use of Weapons, Fireworks, or Firearms

THE FOLLOWING SHALL BE CONSIDERED VIOLATIONS OF THE USA VOLLEYBALL CODE OF CONDUCT:

10.6.1 Disciplinary policy and procedures regarding persons possessing any weapon, firearm, fireworks, or ammunition at an Evergreen Region/USA Volleyball sanctioned event. For the safety of all participants, ERVA does not allow any of these items into an event facility. Attendees in possession of any of these items must secure the items elsewhere before entering the facility.

10.6.2 Possession of any of these items is strictly prohibited. If found in the possession of any individual (other than law enforcement or contracted security) at an ERVA sanctioned event, the individual shall be declared ineligible to participate/attend and shall be escorted from the facility and not allowed re-entry. ERVA staff or event staff shall immediately inform the facility administration (if available) or local law enforcement.

10.6.3 The incident shall also be reported by the event staff to the local law enforcement (if available) and a report submitted to the Region office in writing, if event is not hosted by the Region. Possession shall be deemed gross unsportsmanlike conduct; further investigation will be conducted by an assigned Region Representative after the event. Additional sanctions including suspension may be assessed if deemed appropriate.

Section 11: Disciplinary Actions and Appeals

11.1 Due Process

11.1.1 The concept of Due Process is to ensure 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 Evergreen Region's Ethics and Compliance Officer (ECO)/Designee/Ethics and Compliance Committee (ECC) decision reconsidered by a higher and possibly more objective authority. It is the intent of the Evergreen 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 the sexual harassment policy, violation of ethics, violation of the substance abuse policies or acting inappropriately within a Regional volleyball context, an opportunity to be heard before any final sanction or penalty may be imposed.

11.1.2 Pending investigation, an alleged violator may be subject to temporary suspension pending further investigation by the ECO, Designee, or ECC. If a temporary suspension is imposed a hearing shall be afforded to the alleged violator within a reasonable time period not to exceed 30 days from notice of temporary suspension.

11.2 Types of Incidents

There are differing complaints/accusations stemming from differing categories of incidents or issues.

11.2.1 Incidents impacting Tournament participation. These incidents, such as improper uniforms, violation of tournament procedures, violation of officiating assignments, violation of player participation/illegal players, registration, or coaches' certifications, may occur prior to or at the tournament site. Such complaints shall be directed to the Day Official or Tournament Director or ERVA Office Staff for adjudication. Sanctions may vary according to the severity but should be imposed at the event.

11.2.2 Incidents impacting the safety of participants/spectator misconduct. Depending on the severity of the complaint, some issues such as violation of players or coaches code of conduct may be addressed by the Day Official or Head Official at the event. Certain issues such as opposing team coaches/players/spectators berating officiating team player line judges can be dealt with by assessing point penalties against such offenders, as previously noted in the ERVA handbook.

11.2.3 Incidents involving inappropriate conduct, safety consideration, assault or violence, property damage, child molestation, or violation of player or coaches code of conduct, which are more severe, should be submitted in writing specifying the complaint, alleged accused, alleged improper conduct, names of witnesses and contact information and provided to the SafeSport Director, Day Official (DO), Tournament Director (TD), or ERVA Region Staff. If reported at a tournament the DO or TD will submit the written information as soon as possible to the ERVA office.

The ERVA Region Staff will review the same and determine whether the issues are SafeSport issues or Ethics and Eligibility issues, or both, and submit the same to the ERVA SafeSport Director or Ethics and Eligibility Committee Officer.

If deemed necessary, the Commissioner may also designate a 3-member Ethics & Compliance Committee to investigate all matters reported which shall include notifying the accused of the complaint and obtaining the accused person's version of what transpired. The Committee shall review all materials and convene to determine if a violation occurred and what sanctions, if any, should be assessed. Upon determination, the Committee shall report their findings to the ERVA office and Commissioner and submit the same to the accused with notice of his/her right to appeal consistent with the ERVA Due Process Guidelines.

11.2.3.1 The ERVA ECC is comprised of three of the following:

11.2.3.1.1 ECO, SafeSport Director, initial investigator, other designated members from the ERVA Advisory Board OR appointees of the Commissioner all of whom shall be members in good standing of the ERVA.

11.2.3.1.2 The ECO/SafeSport Director/initial investigator shall be appointed chair of the ECC, unless the one becomes the complainant.

11.3 Actions Requiring Discipline

A disciplinary action shall apply to all members of the Region including officials, coaches, club directors, team representatives, chaperones, players, team, or any person participating or attending an Evergreen Region event or attending a USA Volleyball event in the Region. Disciplinary action(s) shall be handled under Section 11.2 above. A disciplinary action shall be based on a violation of any of the following:

- 11.3.1 Ethics (See Evergreen Region Coach's Code of Ethics as well as the Code)
- 11.3.2 Code of Conduct (See Code of Conduct noted on the USA Volleyball Membership Form and the Code of Conduct recited in the Evergreen Participants' Handbook).
- 11.3.3 Eligibility Rules per the USA Volleyball Guide.
- 11.3.4 USA Volleyball substance abuse or sexual harassment policy (see the USA Volleyball Membership Form & SafeSport/MAAP Handbook).
- 11.3.5 A recommendation by a USA Volleyball National Event Arbitrator, an Event Ethics and Eligibility Committee or from the USA Volleyball Corporate Ethics and Eligibility Committee for the Evergreen Region to take some action
- 11.3.6 Actions pertaining to volleyball in ERVA, which is believed NOT to be in the best interest of the Region or its members.

11.4 Process to Submit Complaints

- 11.4.1 **A complaint or accusation regarding a violation of any of the above shall be reported in writing to the Evergreen Region Office and the Commissioner. Writing may include email communication. Accusations should include the following, if not using the ERVA Alleged Violation Report, contact Region staff:**
 - 11.4.1.1 A complaint or notice of accusation should specify the name of the perpetrator(s) and the nature of the complaint and how/where it violates the policies and procedures of ERVA and USA Volleyball.
 - 11.4.1.2 Specific facts detailing the allegations or accusations of the complaint with specific details as to the name and place of the occurrence. *Specificity should be a priority.*
 - 11.4.1.3 The names and addresses and contact information of all witnesses and, where possible, their signed written statements accompanying the complaint or allegation, stating their observations and personal knowledge of the allegations noted in the complaint.
 - 11.4.1.4 Any documentation of communications regarding the complaint.
 - 11.4.1.5 Upon receipt of a complaint regarding a violation, the ERVA Office shall make a record of receipt of the complaint and forward a copy of the complaint to the ERVA ECO and/or Safe Sport Director.
 - 11.4.1.6 If deemed necessary, the ERVA commissioner may elect to have a 3-member ECC to investigate the same, in lieu of the ECO/SafeSport Director. ECC investigation should be done as soon as possible and if a violation appears to have occurred, the incident ECO/ECC may notify the ERVA Commissioner about issuing a temporary suspension pending a hearing on the matter which will be scheduled in a timely manner.
 - 11.4.1.7 If the accused is a coach of a club, it shall be the responsibility of the ECO/SafeSport Director to also inform the Club Director of the fact that a complaint was 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.

- 11.4.1.7.1 The Club Director may conduct their own investigation and take whatever action they deem appropriate. The club also has the right to initiate its' own due process procedure from their club handbook.

However, the Club Director and club members shall be required to fully cooperate with the ECO (or designee) investigating and take no action which may hinder the investigation by an ERVA representative, or in any manner embarrass the accuser or take any action which might be considered retribution or retaliation for initiating the complaint.

11.5 Validation of Complaint

- 11.5.1 According to the ERVA Bylaws, the ERVA ECO is the Assistant Commissioner or designee. The ERVA At-Large Director OR ERVA Safe Sport Director may also be eligible as the designee.

If the named ECO assesses that they have a conflict of interest, then the Commissioner shall designate or appoint a replacement to the ECO to investigate/deliberate the allegations set forth in the complaint and accompanying witness statements in a timely manner to ascertain the validity of the complaint.

- 11.5.1.1 The ECO or ECC shall ascertain whether the complaint or accusation requires immediate action, prompt action, or is one that may wait until the next ERVA Board meeting.
- 11.5.1.2 The ECO or ECC shall verify the allegations and facts of the complaint and witness statements. This should be initiated as soon as practicable following the receipt of the complaint or accusation. After further inquiry, the ECO or ECC may reclassify the incident, based on the facts surrounding the complaint or accusation.
- 11.5.1.3 During the validation process, the ECO or ECC will contact the alleged perpetrator in ascertaining the merit of the complaint and determine if further action need be taken on the issue(s) raised. Similarly, the ECO or ECC shall have the authority to take any corrective action to assure the complained of activity ceases or is not duplicated. Corrective action may include a temporary suspension pending further investigation and hearing on the matter.
- 11.5.1.4 Upon completion of the investigation, the incident ECO or ECC shall determine whether a violation has occurred and submit a recommendation and sanction to the ERVA Region and Commissioner.
- 11.5.1.5 The ERVA office or ECO may notify the perpetrator of the findings and the recommended sanction. Such notice shall be in writing and provide the perpetrator an opportunity for an appeal. If the perpetrator waives their right to an appeal, the sanction shall be imposed and notice to USAV provided if it impacts participation in USAV or other Regions (RVA).

11.6 Guidelines for the ECO/ECC Due Process Proceedings

The ERVA Office and ECO 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:

11.6.1 Notification of Initial Complaint

- 11.6.1.1 The ERVA office under the direction of the ECO shall notify the accused to advise them of the complaint and a summary of the complaint.
- 11.6.1.2 Forward a written copy of the complaint and any witness statements by email or by certified mail, if required to the accused, at the last known address of the accused, as said in the Evergreen Region's records.

Such notice/complaint shall include:

- 11.6.1.2.1 A statement that the accused has a right to respond to the complaint accompanied by an explanation of how that person may respond initially.
- 11.6.1.2.2 A statement that a penalty or sanction may be imposed because of the complaint, if the accused elects not to respond.
- 11.6.1.2.3 A statement that within thirty (30) days of the notification the accused must submit a written rebuttal to the accusation OR request their rebuttal to be in person, scheduled a timely manner.
- 11.6.1.2.4 Failure on the part of the accused to respond to the complaint within thirty (30) calendar days may be a basis for the ECO/ECC to make final determination on what action should be taken regarding the complaint and the accused.

11.6.2 The Hearing

- 11.6.2.1 If the accused provides a written response OR request for hearing, the ECO or ECC shall set a hearing date to provide the accused an opportunity to address the allegations.
- 11.6.2.2 If a hearing is requested, the accuser, the accused, and the ERVA staff, ECO or ECC may meet at a time, date, and location, which shall be scheduled in a timely manner from receipt of hearing request.
- 11.6.2.3 The ECO or ECC shall consider the complaints of the accuser. The accused shall provide the committee copies of any written statements by persons having first-hand knowledge of the facts alleged.

The ECO or ECC may make any further investigation it deems necessary or appropriate, at the time. The hearing may, at the agreement of the accused, accuser and the ECO or ECC be held by video/conference call. If by video/conference call the ECO must lead hearing. The ERVA Office shall arrange for such video/conference call and advise all parties of the conference call provider and call in number.

- 11.6.2.4 In conducting a hearing or conference call, common sense shall prevail. Each such hearing essentially has three parts:
 - 11.6.2.4.1 Presentation of accusation and evidence in support of accusation

11.6.2.4.2 Response, defense, or counter argument of accused and presentation of any pertinent and specific responses to the accusation or complaint

11.6.2.4.3 Opportunity for clarification from either party.

11.6.2.5 To maintain order during such hearings, the ECO or ECC Committee Chair shall have full authority over the process and rules to be followed during the hearing so long as the rules are applied fairly. The ECO or ECC Chair shall have the right to have the ECC deliberate in Executive Session and decision will be presented to the parties at the same time in writing.

11.6.3 Notification of Decision

11.6.3.1 Once the ECO or ECC believes it has sufficient information to render a decision as to the allegations set forth in the complaint, they may recommend whatever sanctions deemed appropriate. The determination by the ECO or ECC shall be binding on the accused, pending a request for appeal.

11.6.3.2 The ECO or ECC shall submit its' recommendation to the Commissioner. A copy shall also be submitted to the ERVA Office and a file maintained including the complaint, witness statements, and the decision.

11.6.3.3 Forward a written copy of the decision to all relevant parties by email or by certified mail, if required to the accused, at the last known address of the accused, as said in the Evergreen Region's records.

Such notice shall also include:

11.6.3.3.1 A statement clearly outlining the Right to Appeal as written in Section 11.7.1.

11.6.3.3.2 A statement that if the accused wishes not to contest the decision and sanctions, they waive any right to appeal.

11.7 Right to Appeal

11.7.1 The violator shall have twenty (20) calendar days to submit in writing (including email) to the ERVA Office their intention to appeal and argument. The appeal to the EAC shall be the **final fact-finding** appeal in the Evergreen Region.

11.8 First Level Appeal Procedures and Ethics Appeal Committee (EAC) Due Process Proceedings

11.8.1 Upon receipt of a request for an appeal, the ERVA Commissioner shall designate an Ethics Appeal Committee (EAC).

- **The ERVA EAC is comprised of three of the following:**
 - One from the ERVA Executive Board
 - One from the ERVA Advisory Board
 - A member of the ERVA Officials Division

All of whom shall be members in good standing of the Evergreen Region.

11.8.2 The Chair of the EAC shall be designated by the ERVA Commissioner.

11.8.3 The Ethics Appeals Committee (EAC) shall:

- 11.8.3.1 Contact the ECO, region staff and the violator, to set a time and place for a hearing. The EAC may elect to have the matter heard by video/conference call. This arrangement shall be completed by the ERVA Office.
- 11.8.3.2 The ECO shall act as the ERVA representative in presenting the complaint, their findings and conclusions, specific policies, codes, regulations, or handbook provisions violated, and the sanctions rendered. The ECO shall have 20 minutes to present their case. The ECO shall also provide any known determining factors, which may have affected the sanction imposed.
- 11.8.3.3 Following the presentation by the ECO, the EAC shall hear from the alleged violator who shall have the opportunity to present statements in writing to the EAC panel. The alleged violator shall also have 20 minutes to present his or her case.
- 11.8.3.4 All witness statements relied upon by either the ECO or the alleged violator shall be in writing and verified as true and correct/or notarized and signed by the witness.
- 11.8.3.5 No person other than the ECO or alleged violator shall be permitted to testify at the Appeals Hearing. All matters intended to be testified to should be presented in writing and provided to the EAC prior to the hearing.
- 11.8.3.6 Once each side has had the opportunity to present their case, the EAC shall have additional time to ask any clarifying questions from either presenter.
- 11.8.3.7 The EAC shall deliberate and determine from the information presented, whether the findings and conclusions of the ECO/ECC are warranted. The EAC may also determine whether in their assessment there are other violations of the ERVA or USA Volleyball codes, policies, regulations, or handbooks. The EAC shall also determine whether the sanction is appropriate.
- 11.8.3.8 Once the EAC has rendered its decision, the EAC shall set its findings in writing and notify all parties, the Region Office and Commissioner. If the circumstances presented are deemed to have implications outside the region, or if the sanctions are such that the membership of the individual is suspended for any duration, the Region Office shall notify the USA Volleyball national office and other regions so impacted.
- 11.8.3.9 Pending appeal, the decision and sanctions of the EAC shall be binding during the final appeal process.

11.9 Final Level Appeal (Executive Board Appeal)

11.9.1 Any further appeal, after the EAC determination, shall be to the ERVA Executive Board. Such appeal shall be made, in writing, within twenty (20) days from the date of the EAC decision and shall be in email or mailed to the Region Office.

Such appeal shall be limited in scope as following:

- 11.9.1.1 If the previous process has afforded the accused a fair opportunity to respond to the complaint.
 - 11.9.1.2 Whether the complaint was supported by evidence from persons having first-hand knowledge or who personally witnessed the violation complained, and
 - 11.9.1.3 Whether the accused provided any evidence of a defense or explanation which would explain the action by the accused, or
 - 11.9.1.4 Whether the accused provided evidence by witnesses who also had personal knowledge or who personally witnesses the facts and circumstances alleged; and
 - 11.9.1.5 Whether the decision by the EAC or ECO/ECC was appropriate, and whether the sanction was appropriate.
 - 11.9.1.6 *No additional factual matters should be brought to the ERVA Executive Board.*
- 11.9.2 The ERVA Executive Board shall review the appeal and issue its' decision within a reasonable time frame based on availability of the Executive Board of Directors after receipt of the final appeal from the accused. Such a review may be done by video or in-person as arranged by the ERVA Office.
- 11.9.3 The decision of the ERVA Executive Board shall be final.
- 11.9.4 The ERVA Executive Board's decision shall remain a permanent record of the Evergreen Region.
- 11.9.5 If the ERVA Executive Board deems it appropriate, a copy of the complaint, findings, and sanctions and any appeal decision may be submitted to the National Office of USA Volleyball.

11.10 Court Intervention

- 11.10.1 Membership in USAV is a privilege and not a right. Consistent with the Amateur Sports Act, and USA Volleyball By-Laws, each region is authorized to set forth rules and regulations governing their program within the geographic region designated by USA Volleyball.
- 11.10.2 If any member, team, or club seeks judicial intervention regarding any enforcement of Code of Conduct, policies, or sanctions, etc., the member, team, or club shall first exhaust all due process and appeal procedures set forth in this handbook and by ERVA Bylaws. Venue for all such judicial intervention shall be in Spokane County, Washington. A court intervention shall be limited to whether the member, team, or club was afforded due process. Any court findings and decisions, after full hearing, regarding the process followed by the Evergreen Region shall be binding on the member, team, club, and Region.

Section 12: Sanctions

The following are sanctions, which may be imposed, based on certain actions involving participation in the ERVA. **All fines are due in 10 working days of sanction notice to the Region Office.**

12.1 Sanction Process

- 12.1.1 Complaints regarding the sanctions outlined below shall be forwarded to the Region Office. The Region Office shall notify the club director or team representative by email of the submitted complaint.
- 12.1.2 The junior program/adult program director or investigator appointed by the Commissioner will interview or investigate the complaint. The investigation may include contacting those involved, questioning the day official, the tournament host, the team representative, and any other persons or witnesses with first-hand knowledge of information and facts related to the possible violation. Once those involved have been interviewed and information gathered, all parties concerned will be notified of the findings and the appropriate sanction.
- 12.1.3 Whenever a sanction is imposed by the Region against a team, player or coach, the Club Director will also be sent notification from the Region Office. Any penalties and sanctions will commence from that date. Any questions or appeal must be made in writing by the violator to the Region Office within 20 days.

12.2 Appeal Process for Imposed Sanctions

- 12.2.1 The violator must submit an appeal within 20 days of notification from the Region Office. The Region Office must receive notification, either by, email or mailed letter requesting an appeal. Once that request for an appeal is received the following steps will occur in a timely basis:

12.3 First Level of Appeal (Program Appeal Committee)

- 12.3.1 A Program (Juniors or Adult) Appeal Committee (PAC) will be assembled.

12.3.1.1 Junior/Adult Program Appeals Committee shall be comprised of the following:

- Program Director or appointed investigator
- Two members from the ERVA Advisory Board

All of whom shall be members in good standing of the Evergreen Region

11.3.2.1 The Program Appeal Committee (PAC) shall:

- 11.3.2.1.1 Region staff will contact the violator, to set a time and place for a hearing. The PAC may elect to have the matter heard by video/conference call.
- 11.3.2.1.2 The program director or investigator appointed shall act as the ERVA representative in presenting the complaint, their findings and conclusions, specific policies, codes, regulations, or handbook provisions violated, and the sanctions rendered. They shall have 20 minutes to

present their case. They shall also provide any known determining factors, which may have affected the sanction imposed.

- 11.3.2.1.3 Following the presentation by the ERVA representative, the PAC shall hear from the alleged violator who shall have the opportunity to present witness statements in writing to the PAC panel. The alleged violator shall also have 20 minutes to present their case.
- 11.3.2.1.4 All witness statements relied upon by either the program director or appointed investigator or the alleged violator shall be in writing and verified as true and correct/or notarized and signed by the witness.
- 11.3.2.1.5 No person other than the program director or appointed investigator or alleged violator shall be permitted to testify at the Appeals Hearing. All matters intended to be presented should be in writing and provided to the PAC prior to the hearing.
- 11.3.2.1.6 Once each side has had the opportunity to present their case, the PAC shall have additional time to ask any clarifying questions from either presenter.
- 11.3.2.1.7 The PAC shall deliberate and determine, from the information presented, whether the findings and conclusions of the sanction are warranted. The PAC may also determine whether there are other violations of the ERVA or USA Volleyball codes, policies, regulations, or handbooks.

12.3.2 Once the PAC has rendered its decision, the PAC shall set its findings in writing and notify all parties, the Region Office and Commissioner. If the circumstances presented are deemed to have implications outside the Region, or if the sanctions are such that the membership of the individual is suspended for any duration, the Region Office shall notify the National Office of USA Volleyball and other RVAs so impacted.

12.3.3 Pending appeal, the decision and sanctions of the PAC shall be binding during the final appeal process

12.3.4 If no appeal is made in a timely basis or if the violator acknowledges the procedural violation and indicates no intention to appeal, the imposed sanction will stand and further play shall be suspended until the sanction is satisfied or completed.

12.3.5 The disciplinary policy and procedures for the Evergreen Region are applicable to all members of our Region.

12.4 **Final Level of Appeal (Executive Board Appeal)**

12.4.1 Any further appeal, after the PAC determination, shall be to the ERVA Executive Board. Such appeal shall be made, in writing, within twenty (20) days from the date of the PAC decision and shall be in email or mailed to the Region Office.

Such appeal shall be limited in scope as following:

- 12.4.1.1 If the previous process has afforded the accused a fair opportunity to respond to the complaint;
 - 12.4.1.2 Whether the complaint was supported by evidence from persons having personal knowledge or who personally witnessed the violation complained, and
 - 12.4.1.3 Whether the accused provided any evidence of a defense or explanation which would explain the action by the accused, or
 - 12.4.1.4 Whether the accused provided evidence by witnesses who also had personal knowledge or who personally witnesses the facts and circumstances alleged; and
 - 12.4.1.5 Whether the decision by the EAC or ECO/ECC was appropriate, and whether the sanction was appropriate.
 - 12.4.1.6 *No additional factual matters should be brought to the ERVA Executive Board.*
- 12.4.2 The ERVA Executive Board shall review the appeal and issue its' decision within a reasonable time frame based on availability of the Executive Board of Directors after receipt of the final appeal from the accused. Such a review may be done by video call or in-person as arranged by the ERVA Region Office.
- 12.4.3 The decision of the ERVA Executive Board shall be final.
- 12.4.4 The ERVA Executive Board's decision shall remain a permanent record of the Evergreen Region.
- 12.4.5 If the ERVA Executive Board deems it appropriate, a copy of the complaint, findings, and sanctions and any appeal decision may be submitted to the National Office of USA Volleyball
- 12.4.6 If no appeal is made in a timely basis or if the violator acknowledges the procedural violation and indicates no intention to appeal, the imposed sanction will stand and further play shall be suspended until the sanction is satisfied or completed.
- 12.4.7 The disciplinary policy and procedures for the Evergreen Region are applicable to all members of our region.

12.5 Membership Sanctions

12.5.1 Unregistered Member Participating in Sanctioned Activities:

- 12.5.1.1 First offense: \$250 fine and probation for the year for the player, club director and coaches.
- 12.5.1.2 Second offense: May include additional sanctions, suspensions and season over for team, coaches and club directors.

12.5.2 Adult Member Participating in Sanctioned Activities who does not meet all eligibility criteria:

- 12.5.2.1 First offense: \$250 fine and probation for the year for the team, club director and coaches.
- 12.5.2.2 Second offense: May include additional sanctions, suspensions and season over for the team, coaches and club directors.

12.6 Player/Team Sanctions

12.6.1 Teams/Player that play “down” a division:

- 12.6.1.1 First offense: \$100 fine and loss of prize
- 12.6.1.2 Second offense: team/player disqualified for the season

12.6.2 Teams having a player playing under an assumed name and membership number:

- 12.6.2.1 First offense: \$250 fine to the coach and probation for the year for the team, player, club director and coaches.
- 12.6.2.2 Second offense: May include additional sanctions, suspensions and season over for team, player, coaches and club directors.

12.6.3 Teams that do not meet officiating obligations: Teams or Coaches should check with the Day Official to confirm their officiating assignment duties. Teams or Coaches who miss their officiating assignment shall be assessed the following sanction/fine:

- 12.6.3.1 First offense: Loss of next match in the current or next tournament the team is to play in the ERVA. If the match missed is the team’s last tournament of the year, a fine of \$200.00 to be assessed to the club.
- 12.6.3.2 Second offense: \$300 fine before the team is able to play in another tournament and loss of the next match which the team is to play (current or next tournament). If the missed assignment is the last match of the year for the team, an additional \$500 fine to the club, for a total of \$800.00.
- 12.6.3.3 Third offense: the team is suspended from further play in the Region for one year following the date of its third offense.

12.6.4 Teams writing in ADULT members to roster the day of tournaments:

- 12.6.4.1 First offense: \$250 fine for each the team, official and site director and probation for the year.
- 12.6.4.2 Second offense: May include additional sanctions, suspensions and season over for the team, coaches, official and club directors.

12.6.5 Teams/players playing out of uniform as established by the Region:

- 12.6.5.1 First offense: verbal and written notification with due date for the situation to be rectified.

12.6.5.2 Second offense: \$100 fine

12.6.5.3 Third offense: \$250 fine and may include additional sanctions, suspensions and season over for the team, player, coaches and club directors.

12.7 Other Sanctions

12.7.1 Teams who drop from ERVA Bid Tournament after designated drop date:

12.7.1.1 Loss of ERVA Bid Tournament entry fee

12.7.1.2 \$500 fine

12.7.1.3 CLUB may NOT register any teams in the ERVA Bid Tournament the following season.

12.7.2 Teams who drop from Junior National Championships after accepting a Bid:

12.7.2.1 First offense: loss of National Championship entry fee. USA Volleyball may impose additional sanctions.

12.7.2.2 Second offense: may include additional sanctions, suspensions and restrictions regarding the Junior National Championship.

12.7.3 Non-Attendance at the Regional Club Director's Summit of returning and new clubs who have been notified:

12.7.3.1 First Offense: \$250 fine

12.7.3.2 Second Offense: \$500 fine; suspension of hosting any tournaments for indoor or outdoor; Club and Club Director are on probation for one season.

12.7.3.3 Third Offense: Club is suspended from activation until the club is represented at the annual club directors meeting; Club Director is suspended from the club director role until the club they intend to direct is represented at the annual club directors meeting.

12.7.4 Dual Member Organization, Club Violation

12.7.4.1 Loss of USAV club activation for one season.

12.8 Sanctions Regarding Tournament Procedures

12.8.1 Penalty for Not Returning Tournament Entry Fees (entry fees must be returned by the tournament host to a Team Rep within 7 business days of the tournament):

12.8.1.1 First offense: \$100 fine, may result in revoking Region sanctioning or cancelling the next scheduled event that is not on the same weekend, and no further tournaments allowed until fine and team representatives are paid.

12.8.1.2 Second offense: \$250 fine, cancellation of their next scheduled event that is not on the same weekend, and no further tournaments allowed until fine and team representatives are paid.

12.8.1.3 Third offense: all remaining sanctioned tournaments cancelled.

12.8.2 Tournament Hosts that Run a Tournament Format Outside the Guideline Established by the Region and Printed in the Tournament Procedure Handbook without Prior Approval:

12.8.2.1 First offense: \$100 fine, may result in revoking Region sanctioning or cancelling the next scheduled event that is not on the same weekend, and no further tournaments allowed until fine is paid.

12.8.2.2 Second offense: \$250 fine, cancellation of their next scheduled event that is not on the same weekend, and no further tournaments allowed until fine is paid.

12.8.2.3 Third offense: all remaining sanctioned tournaments cancelled.

12.8.3 Team Fails to Show up for a Tournament They Have Entered or Failed to Give 5 Days' Notice to Tournament Director:

12.8.3.1 First offense: loss of entry fee and additional \$100 fine which goes to the tournament host.

12.8.3.2 Second offense: \$250 fine

12.8.3.3 Third offense: Season over

12.8.4 Team not Adhering to the Rules, Standards and Guidelines by a Tournament Host will Result in the Following Penalties:

12.8.4.1 First offense: \$100 fine, may cancel the next scheduled event that is not on the same weekend, and no further tournaments allowed until the fine is paid and the problem corrected.

12.8.4.2 Second offense: \$250 fine, cancellation of their next scheduled event that is not on the same weekend, and no further tournaments allowed until fine is paid and the problem corrected.

12.8.4.3 Third offense: all remaining sanctioned tournaments cancelled.

12.8.5 Penalty for non-payment of the Day Official:

12.8.5.1 First offense: \$100 fine, may result in revoking Region sanctioning or cancelling the next scheduled hosted tournament by the club that is not on the same weekend, and not allowing further hosting of tournaments until fine and day official are paid.

12.8.5.2 Second offense: \$250 fine, cancellation of their next scheduled event that is not on the same weekend, and no further tournaments allowed until fine and day official are paid.

12.8.5.3 Third offense: all remaining sanctioned tournaments cancelled.

12.8.6 Penalty for cancelling a Sanctioned Tournament without proper timely notification to the Tournament Coordinator:

12.8.6.1 First offense: \$100 fine, may result in revoking or canceling the next scheduled event that is not on the same weekend, and no further tournaments allowed until fine is paid.

12.8.6.2 Second offense: \$250 fine, cancellation of their next scheduled event that is not on the same weekend, and no further tournaments allowed until fine is paid.

12.8.6.3 Third offense: all remaining hosted tournaments cancelled.

12.8.7 Purple Card Threshold Sanction Penalties

12.8.7.1 First Offense: Formal Notice sent to the club who was reported.

12.8.7.2 Second Offense: Clubs who receive a SECOND purple card in the same season are subject to a \$250.00 fine.

12.8.7.3 Third offense: Clubs who receive a third purple card in the same season are subject to a \$500.00 fine and will be fined \$500.00 for each subsequent Purple Card they receive.

Appendix 1: Principles of Ethical Behavior & Conflict of Interest Policy

A1 Principles of Ethical Behavior

- A1.1** Those who choose to serve the Evergreen Region Volleyball Association (ERVA) of United States Volleyball Association as volunteers are held to a high standard of conduct. The USAV is the organization designated as the National Governing Body for volleyball by the United States Olympic interests of promotion and development of volleyball. The ERVA is the geographic area east of the Cascade Mountains of Washington, Northern Idaho and Montana. What may be considered acceptable conduct in some businesses may be inappropriate in the service of volleyball.
- A1.2** Those who serve the ERVA BOD USAV must do so without personal gain, to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real conflict of interest, as well as to avoid even the appearance of a conflict of interest. While no set of guidelines can guarantee acceptable behavior, the guiding principles in this area are disclosure, non-participation in the decision-making process where personal or family gain is a possibility and a commitment to honor the confidentiality of organization information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving on the ERVA BOD of USAV must also accept the burdens of public disclosure and public scrutiny.
- A1.3** In our complex society, the mix of volunteer work, business interests, governmental activity and family relationships often create potential conflicting interest. What is required is recognition of these conflicting interests when they arise, followed by a reasoned approach to their resolution.
- A1.4** These guidelines are not a precise road map to acceptable conduct. They are signposts. Everyone must find his or her own way.
- A1.5** The business of the ERVA of USAV is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
- A1.6** ERVA properties, services, opportunities, authority and influence are not to be used for private benefit.
- A1.7** All individuals who participate with the ERVA of USAV will disclose the nature and extent of an actual or potential conflict of interest when it occurs and will avoid evaluating or voting on the matter involved by being physically absent during the evaluation and vote. This includes the award of contracts, the purchase of goods and services and the allocation of ERVA /USAV resources for personal use.
- A1.8** Gifts, cash, travel, hotel accommodations, entertainment or favors are neither to be given nor received, except those of nominal value exchanged in the normal cause of business. The trading of pins and mementos is acceptable conduct. Sports, media, entertainment and other organizations routinely invite EV and USAV personnel to attend sports and social events of more than nominal value. Such invitations may be accepted if they are part of open and generally accepted practices, serve to promote the best interest of the ERVA and USAV, would not embarrass the individual or the USAV if publicly disclosed and do not compromise the objectivity and integrity of

the recipient or donor. Gifts and favors of more than two hundred fifty dollars (\$250) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told that the gift is being accepted on behalf of, and will be delivered to, the USAV.

A1.9 All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with the ERVA and USAV and with each other.

A1.10 Everyone has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

A2 Conflict of Interest Policy

A2.1 INTRODUCTION

A2.1.1 It is incumbent upon the ERVA of USAV to conduct all its affairs professionally and with integrity. This includes a commitment to avoid conflicts of interest or apparent conflicts of interest.

A2.1.2 To assure that such conflicts, or apparent conflicts, are avoided for the benefit of those dealing with the ERVA of USAV, as well as for the benefit of those within the ERVA of USAV, a conflict of interest policy is herein established.

A2.2 GENERAL DUTY IMPOSED

A2.2.1 It is incumbent upon each and every ERVA BOD and Region employee, when acting in their EV-USAV capacity, to act solely for the benefit of the EV and not for personal gain. This is a "fiduciary duty" and is strictly interpreted under the law.

A2.2.2 ERVA leaders and employees shall, in the fulfillment of their fiduciary duty, exercise the utmost good faith in all ERVA transactions in which they are involved to avoid any personal gain, financial or otherwise. A person with a fiduciary duty cannot have a "conflict of interest".

A2.3 THE POLICY

A2.3.1 It is the policy of the ERVA of USAV that the existence of any conflict of interest, or apparent conflict of interest, as a ERVA Director, Officer, or Management Employee, shall be disclosed by that ERVA Director, Officer, or Management Employee before engaging in any transaction in which the conflict of interest, or apparent conflict of interest, exists. It shall be the continuing responsibility of ERVA Directors, Officers, and Management Employees to scrutinize their respective ERVA or USAV transaction and personal relationships to determine actual, apparent or potential conflicts of interest and to report immediately any such conflicts or apparent conflicts.

A2.3.2 Immediately upon discovery, actual, apparent or potential conflicts of interest shall be reported to the EV Commissioner or Commissioner Emeritus or Executive Board if the Commissioner or Asst. Commissioner is the one reporting. Management Employees (see item IV, below) shall report conflict of interest circumstances to the Commissioner who will, in turn, convey the report and findings to the Executive Board. After full

consideration, the Executive Board shall, in turn, report the reported conflict to the USAV National Office along with the action taken by the Executive Board or any recommendations the Executive Board may have for the USAV office.

- A2.3.4** A person with an established conflict of interest, or potential conflict of interest, must abstain from participating in any way in any situation in which that person has a conflict of interest, including discussion with ERVA persons about the conflict situation.

A2.4 EXPLANATIONS

- A.2.4.1** The following personnel are covered: all members of the Executive Board of the ERVA including Management Employees of the ERVA. The term "Management Employee" refers to those individuals who are employees of the ERVA who are able to:
- Influence the actions of or otherwise commit the ERVA, or the respective boards therefore, or make purchasing decisions for the ERVA; or
 - Have proprietary information about the ERVA, USAV or its owned subsidiaries; and
 - Have management-level responsibilities within the ERVA of USAV.
- A2.4.2** The following are examples of conflict situations:
- ERVA person dealing with a person or organizations that supply goods or services to the ERVA, when the ERVA person involved personally deals with the same organization.
 - ERVA person accepting favors of any kind and of any value from any person or organization with whom the ERVA presently conducts or potentially may conduct business of any kind.
 - ERVA person dealing on behalf of the ERVA with a person or organization when the ERVA person has, or may have in the foreseeable future, an opportunity to enjoy a personal gain from dealing with that same person or organization.
- A2.4.3** The following content must be included in a conflict report:
- A report by a ERVA person who has an actual, apparent or potential conflict of interest shall be make verbally immediately to the ERVA Commissioner, or if the Commissioner is reporting, then to the EV Executive Board, followed within 24 hours by a report in writing. Management Employees must make this report to the Commissioner.
 - The report shall contain the name of the ERVA person reporting, the person or organization with whom there is an actual, apparent or potential conflict of interest, the date and circumstances when the conflict or potential conflict first came to the attention of the ERVA person, and a brief narrative of what the conflict is perceived to be.
- A2.4.2** NOTE: The fact that a conflict of interest exists may not mean that it is material enough to be of practical importance, or if material, that upon full disclosure of all relevant information it is averse to the interests of the USAV or will disqualify the person from involvement.

Appendix 3: Contagious Disease Policy

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

B1 Blood

B1.1 Any Player who has an open wound must not be allowed to continue without treatment. Medical procedures are published on the required steps to be taken and no player should be allowed to continue to play until:

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

B2 Contagious Diseases

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

Appendix 4: Club Director Code of Conduct

IMPORTANT NOTICE: ALL JUNIOR CLUB DIRECTORS ARE REQUIRED TO READ, AGREE AND COMPLY WITH THE FOLLOWING PRINCIPLES FOR THEIR RESPECTIVE JUNIOR CLUB TO BE IN “GOOD STANDING” AND TO BE AFFORDED THE RIGHTS AND PRIVILEGES AVAILABLE TO JUNIOR VOLLEYBALL CLUBS IN THE EVERGREEN REGION.

Preamble: The primary mission of the Evergreen Region of USA Volleyball is to promote the sport of volleyball throughout our region and create playing opportunities for players of all ages.

We require a safe and secure environment for our junior players and therefore require all adults affiliated with a junior volleyball program to be fully registered, IMPACT certified, SafeSport certified, and background screened prior to participating in any USAV sanctioned activities.

We expect all adults affiliated with Junior volleyball players to conduct themselves in a respectful and honorable fashion and we extend that same expectation to Club Directors to enforce with their coaches, chaperones, and volunteers.

Note: Any violation of this Club Director Code of Ethics will result in your junior volleyball club forfeiting its “good standing” status along with all rights and/or privileges available to clubs in “good standing”, which may include but is not limited to: voting rights, club administrative rights in the MMS, being listed on the Evergreen Region website club directory, being listed in the MMS online registration system, and/or being able to participate in USAV sanctioned events.

Question or concerns may be directed to the Evergreen Region Office.

PRINCIPLE 1 – REGION GUIDELINES

- I agree to abide by all Evergreen Region policies, procedures, rules and guidelines posted in the Participants Handbook.
- I agree to be fully registered, background screened, and complete USAV SafeSport training while representing any USAV junior volleyball club.
- I agree to require all USAV members to register themselves using the USA Volleyball MMS online registration system. I understand that Club Directors and/or Club Administrators may not accept legal waiver and liability requirements on behalf of a member.
- I agree to not allow others to use my MMS club administrator login information. I understand that only authorized club administrators may access the data in the MMS system.
- I agree to annually renew my club’s information prior to the region’s posted deadlines.
- I agree to require all juniors participating in any USAV sanctioned activities with my junior volleyball club to be fully registered in MMS.

- I agree to require all adults affiliated with my junior volleyball club to be USAV registered, background screened & SafeSport certified prior to participating in any USAV sanctioned activities.
- I agree to require all junior club coaches in my club to complete the USAV Coaches code of ethics, to be IMPACT & SafeSport certified at a minimum. Background screened, if necessary, 18 and older.
- I agree to sanction all activities (this includes practices & facilities) with the Evergreen Region Office involving USAV members.
- I agree that all players & coaches will be registered prior to participating in drills or practice.
- I agree to only place players with a current USAV membership and coaches with a current USAV membership & USAV approved background screen on a USAV team roster for my club.
- I agree to have a club handbook outlining my club's programs, services along with my club's fees, refund policy, due process procedure, dispute resolution policy and SafeSport/MAAP policies at a minimum and have it posted on my website and/or disseminated to participating families.
- I agree to have all players complete an ERVA Offer & Acceptance form during the tryout period to officially offer and accept a player for the season. I agree to disseminate a copy of the fully executed form to the player/family for their records.
- I understand that the Evergreen Region highly recommends an additional written agreement between the club and every participating family that outlines the expectations of both parties.
- I and/or a Club representative will attend/participate in the Evergreen Region Annual meeting.
- I agree to comply with the Evergreen Region recruiting and contact policy and to refrain from any/all unacceptable recruiting and contact methods.
- I agree to honor the Evergreen Region "out of season" guidelines and recommendations so to not interfere with the high school associations and their respective seasons. Club Directors and their respective clubs and club coaches must adhere to their state's High School Association rules.
- I agree to provide the Spectator & Parent Code of Conduct to every family prior to joining the Evergreen Region of USA Volleyball

PRINCIPLE 2- ETHICS

- I agree to be truthful and respectful in my business practices.
- I agree to behave in a trustworthy manner, always showing respect for all parties involved.
- I agree to accurately represent the programs and services offered by my club.

PRINCIPLE 3- PROFESSIONAL PRACTICES

- I agree to act in a professional manner and demonstrate exemplary business practices.
- I understand that some of the ERVA rules and regulations may be interpreted differently than intended. While ERVA makes every effort to make the Participant's Handbook as clear as possible final

interpretation of any section of this Handbook is delegated to ERVA staff and ultimately to the ERVA Executive Board.

- I agree to honor the “intent and/or spirit of the law” when making decisions that may be considered to be in the grey area of the policy, procedure, rule, or guideline. I agree to request clarification from the Evergreen Region Office before taking any action if a “grey” area arises.
- I agree that I am accountable for all matters relating to sanctions relating to any of their club participants, registration, monies, entry of team(s) into tournaments, eligibility for Regional Championship/Bid Tournament, accuracy of rosters, identification, and age qualifications, etc. in an accurate and timely manner.
- I agree to honor my club’s due process, refund, and dispute resolution policy.
- I agree to communicate with parents, participants, and coaches. I agree to distribute information and documents to the proper members during the club season.
- I agree to seek immediate resolution of all disputes and/or conflicts that arise and will use a neutral third party if the need arises.

Note: Any violation of this Club Director Code of Ethics will result in your junior volleyball club forfeiting its “good standing” status along with all rights and/or privileges available to clubs in “good standing”, which may include but is not limited to: voting rights, club administrative rights in MMS being listed on the Evergreen Region website club directory, being listed in the MMS online registration system, and/or being able to participate in USAV sanctioned events. Question or concerns may be directed to the Evergreen Region Office.

Appendix 5: Spectator/Parent Code of Conduct

(This legally binding document may be reproduced as often as needed)

IMPORTANT NOTICE: ENTRY TO THIS PRIVATELY SANCTIONED EVENT IS GRANTED AS A COURTESY. IF YOU ENTER/ATTEND THIS OR ANY EVERGREEN REGION SANCTIONED EVENT, YOU AGREE TO ABIDE BY THE FOLLOWING CODE OF CONDUCT GUIDELINES:

I WILL

- 1 I WILL abide by the official rules of USA Volleyball
- 2 I WILL display good sportsmanship at all times
- 3 I WILL encourage my child and his/her team, regardless of the outcome on the court
- 4 I WILL educate myself on the unique rules of this facility
- 5 I WILL honor the rules of the host and the host facility
- 6 I WILL generate goodwill by being polite and respectful to those around me at this event
- 7 I WILL direct my child to speak directly with his/her coach when coaching decisions are made that may be confusing or unclear
- 8 I WILL redirect any negative comments from others to the respective Site Director
- 9 I WILL immediately notify the Site Director in the event that I witness any illegal activity
- 10 I WILL support the policies and guidelines of the team/club that I represent
- 11 I WILL acknowledge effort and good performance, remembering that all the players in the event are amateur athletes.
- 12 I WILL model exemplary spectator behavior while attending this event
- 13 I WILL respect the history and tradition of the sport of volleyball by being a good ambassador

I WILL NOT

- 1 I WILL NOT harass or intimidate the officials
- 2 I WILL NOT coach my child from the bleachers and/or sidelines
- 3 I WILL NOT criticize my child's coach or his/her teammates
- 4 I WILL NOT participate in any game or game-like activities unless I have a current membership card with the Evergreen Region of USA Volleyball
- 5 I WILL NOT bring and/or carry any firearms at any Evergreen Region event
- 6 I WILL NOT bring, purchase, or consume alcohol at any Youth/Junior volleyball event
- 7 I WILL NOT bring any animals into an Evergreen Region event

Any violation of this Code of Conduct will result in you being asked to leave the site/facility and may result in you possibly being banned from attending future Evergreen Region sanctioned events. The Day Official and Site Director have the final say regarding the individual event. Local law enforcement will be contacted if necessary to resolve any disputes or altercations.

Questions or concerns may be directed to the Evergreen Region Office, office@evergreenregion.org

Appendix 6: Spectator Purple Card Policy

Summary

The rules of volleyball allow officials to address on-court behavior from players or coaches by issuing sanctions and point penalties (yellow cards, red cards). The purpose of the Purple Card Policy is to give officials and tournament directors another tool to address behavior from spectators. The goal of this policy is to help preserve a respectful, positive, and fun playing environment and keep the focus on the student-athletes. This is in addition to all other tournament- and facility-specific policies in place at ERVA-sanctioned events, including the Parent/Spectator Code of Conduct.

Prohibited Behavior

- Comments made or actions displayed that are deemed by others as rude, profane, disrespectful, disruptive, or aggressive, which interferes with the normal progress of a tournament match.
- Inappropriate actions or comments directed at members of an officiating crew.
- Behaviors or comments attempting to influence the calls made by officials
- Behavior prohibited by USAV and/or ERVA codes of conduct.
- Misconduct deemed contrary to normally accepted behavior, resulting in the unnecessary interruption of a match.

Applicability

This policy applies to the below-listed groups at ERVA-owned events. Club-hosted events will also have this policy in place.

- Any member of the ERVA region (e.g., club director, coach, rostered adult, player, chaperone) not currently participating in a match who has assumed the role of a spectator.
- Any non-region member, such as parents or relatives of a region member.
- Any attendee or spectator at any ERVA-sanctioned event.

Yellow & red card sanctions may still be used for match participants, in accordance with the USAV Rules Book.

The Purple Card is applied to any situation during a match where spectator misconduct occurs, and the on-court official deems the misconduct serious enough to be addressed. An ERVA official and/or tournament director may issue a Purple Card either from the stand or while overseeing the court.

Misconduct occurring before or after a match is handled through applicable policies, such as the Parent/Spectator Code of Conduct.

Verbal Warning-Stage 1

It is the duty of the on-court officials (coach R1/R2), the certified ERVA officials on site (R1/R2 or Day Official), team coaches, and the tournament staff to attempt to prevent spectators from reaching the sanctioning level. This is done first through a verbal warning, then through the issuance of a Purple Card.

Issuance of Purple & Yellow Card Warning – Stage 2

After a verbal warning is issued, if the behavior does not improve, the following happens:

- If the R1 on the match is a coach and NOT a certified ERVA Official, the coach will request the Day Official and/or Tournament Director to come to their court. The Day Official and/or Tournament Director will then proceed with the following procedures.
- If the R1 on the match is a certified ERVA Official, they may proceed with the following procedures and request their Day Official and/or Tournament Director to their court for reporting purposes.
 - Purple Card & Yellow Card are displayed in one hand, as a warning to the team with which the spectator is affiliated.
 - Both team captains are summoned to the referee stand and will then notify their head coach that a spectator potentially affiliated with their team has been sanctioned.
 - Once the affiliation of the spectator is determined, the head coach will inform the offender of the warning.
 - If the offender refuses to identify their team affiliation, they may be subject to more serious sanctions, including expulsion from the facility. Expulsion also carries a fine to the club.
 - A Purple Card/Yellow Card warning is assessed to the team and is in force for the entire match. A team may only receive one such warning per match.
 - Warnings are recorded on the scoresheet but have no immediate consequences.
 - Record “PC” in the “W Warn” column, along with the team identifier, set number, and score at which the sanction was issued.

Issuance of Purple Card & Red Card Penalty – Stage 3

Further misconduct by spectators affiliated with the same team during the same match (it does not have to be the SAME spectator that was issued the purple card the 1st time) may be sanctioned as follows:

- If the R1 on the match is a coach and NOT a certified ERVA Official, the coach will request the Day Official and/or Tournament Director to come to their court. The Day Official and/or Tournament Director will then proceed with the following procedures.
- If the R1 on the match is a certified ERVA Official, they may proceed with the following procedures and request their Day Official and/or Tournament Director to their court for reporting purposes.
 - **Purple Card & Red Card are displayed in one hand by the official. Sanction is penalized with a point and service to the opponent.**
 - Both team captains are summoned to the referee stand and will then notify their head coach that a spectator potentially affiliated with their team has been sanctioned.

- Once the affiliation of the spectator is determined, the head coach will inform the offender of the warning.
- If the offender refuses to identify their team affiliation, they may be subject to more serious sanctions, including expulsion from the facility. Expulsion also carries a fine to the club.

○ **Penalties are recorded on the scoresheet**

- Record “PC” in the “P Penalty” column, along with the team identifier, set number, and score at which the sanction was issued.
- If the penalty is against the serving team, record the serving team’s exit score
- Record the awarded penalty point. Slash and circle the opposing team’s next point in the “Points” column.

Discretion of Official or Tournament Director

Depending on the seriousness of the offense, an official or tournament staff may ask for a spectator to be removed from the facility, with or without a warning.

- The referee stops the match and secures the safety of the match participants. If a coach is the R1 then they may request the Day Official and/or Tournament Director to their court.
- The referee consults the tournament director, facility staff, and head coach of the team to ask the spectator to vacate the facility.
 - If the spectator refuses to leave the facility in a timely manner, law enforcement is notified immediately.

Reporting

Day Officials will be asked to complete the “Behavior Reporting Section” on Day Official Report.

Tournament Directors will be asked to complete the “Behavior Reporting Section” on the Tournament Director Report.

When a Behavior Report is submitted to the office, a formal notice will be sent to the club who was reported. Club will have the option to respond to this notice via a standard form and the information submitted may be used to determine the validity of the sanction.

Purple Card Threshold Sanction Penalties

When a Behavior Report is submitted to the office, a formal notice will be sent to the club who was reported. Club will have the option to respond to this notice as per the guidelines in the ERVA Sanction Process and Appeal Process for Imposed Sanctions as outlined in the ERVA Participant’s Handbook, Section 12. The information submitted by the Day Official may be used to determine the validity of the sanction.

- Clubs who receive a second Purple Card in the same season are subject to a \$250.00 fine.

- Clubs who receive a third Purple Card in the same season are subject to a \$500.00 fine and will be fined \$500.00 for each subsequent Purple Card they receive.
- Fines will be invoiced and must be paid by the deadline indicated to remain in good standing with Region to retain eligibility for upcoming events.
- Spectators receiving multiple purple cards may be subject to further Code of Conduct violations and penalties including but not limited to spectator restrictions from ERVA sanctioned events.

Appendix 7: Coaches' Code of Ethics

EACH COACH, WHETHER ADULT OR JUNIOR, SHALL BE HELD TO THE STANDARD OF CONDUCT REFLECTED IN THE REGISTRATION FORM TO THE USA VOLLEYBALL JOV COACHES' CODE OF ETHICS, ADOPTED BY THE EVERGREEN REGION. SUCH CODE OF ETHICS INCLUDES:

1. All coaches must be adults (minimum 20 years of age), a registered member and background screened in the Evergreen Region. If the coach is not 20 years of age, he/she is considered a "mentee" and must have a registered member on the bench during competition and present at all practices.
2. All coaches must be certified through IMPACT or CAP and the USOC SafeSport Training to coach in any Evergreen Region junior volleyball tournament, Regional Championship Tournament, Qualifier, or Junior National Championships.
3. Coaches shall be discouraged from changing clubs/teams during a season.
4. All coaches must inform both players and parents/guardians that they must sign a code of conduct, a waiver and release of liability, and a medical history and release form to register with the Evergreen Region.
5. Coaches will provide a positive role model and atmosphere in practices and matches, act courteous, respectful, and polite to all players, parents, other coaches, and officials.
6. No coach will supply, authorize, approve, or encourage the use of drugs, alcohol, or tobacco products by his/her players during any practice, tournament, or volleyball function.
7. No coach will participate in, require, or condone any action by their players which is illegal under either civil or criminal codes.
8. No coach shall authorize, approve, encourage, or condone behavior by his/her players that threatens a player's high school interscholastic, USA Volleyball, or NCAA eligibility.
9. A registered adult coach (fully certified) must be present at all practices, during team-supervised travel, and during all competition.
10. A player's payment of membership dues (not including tryout fees) to a club, in addition to signing the Offer and Acceptance Agreement, commits them to that team. Each club/team representative and coach shall advise players of this commitment.
11. Once a player commits to a team and information is provided to the Region Office, other clubs or teams may not recruit the said player during the current USAV season.
12. Players shall not be discouraged from attending multiple tryouts. Players should be advised of their right to pre-register as an at-large member prior to tryouts and should be given the freedom to select the team/club for which he/she would like to participate.
13. The intent of Junior Volleyball programs is to provide pre-adult players with the opportunity to learn the skills to play the sport of volleyball. An athlete's well-being must always be the primary concern of a coach.
14. Disruptive recruiting practices during the high school season are prohibited. No coach or club/team representative shall engage in conduct/conversation that causes distraction to an athlete during the high school volleyball season.
15. Penalties for any violations of the above-mentioned rules will be enforced by the Evergreen Region Ethics Committee.
16. All coaches must sign this code of ethics to participate in any Evergreen Region sanctioned event. Violation of the Code of Ethics may result in sanctions being taken against the coach and/or club involved. Said sanctions may extend to the loss of eligibility of the coach, player, team, and/or club.
17. Each coach and team representative shall be held responsible for knowing the Region's policies as noted herein and shall be subject to violation of the Code of Conduct if such policies are violated.
18. All coaches must attend a region/club sponsored referee & scorer clinic EACH season.
19. All coaches must view the **Concussion Video** and read the **Concussion Fact Sheet for Coaches** before participating in any sanctioned event.
20. All coaches must view the **Sudden Cardiac Arrest Video** and read the **Sudden Cardiac Arrest Fact Sheet for Coaches** before participating in any sanctioned event.

Appendix 8: SafeSport/MAAPP

USA Volleyball and the forty Regional Volleyball Associations are committed to creating a safe and positive environment for its participants' physical, emotional, and social development. Together we will promote an environment free from abuse and misconduct. It must be recognized that the safety of its Participants lies with all those involved in the sport and is not the sole responsibility of any one person at the club, regional or national level.

First, and most importantly, whether one is a gifted athlete or a recreational player, volleyball is FUN! It is a lifetime sport enjoyed by players from 8 to 80. Participation in volleyball is not only good exercise, but also involves team cooperation and spirit.

Athletes enjoy a wide range of physical, emotional and social benefits. Sports develop general physical fitness, and physical exertion has a documented positive mental effect. Athletes have a greater sense of self-worth, demonstrate better collaboration skills, and maintain healthier peer relationships.

Sports, including volleyball, can also be an at-risk environment for misconduct, including physical and sexual abuse. All forms of misconduct are intolerable and in direct conflict with the values of USA Volleyball.

To view the USAV SafeSport Handbook, Report Abuse and Other SafeSport Resources visit:
<https://usavolleyball.org/safesport/>