



# **HANDBOOK**

for the

# **Chesapeake Region Volleyball Association (CHRVA)**

**December 2011**

# Preface

This Handbook is the product of the volunteer effort of a number of individuals over the years. Because the Board of Directors desires to keep the Handbook current and abreast of the needs of the volleyball community that the Region serves, it is subject to ongoing scrutiny and revision. If you, a member of CHRVA, have any questions, concerns, or suggestions with regard to this Handbook, please do not hesitate to contact the Chair of the Communications Committee (see Appendix A). Input received by 31 May will be considered for the next edition of the Handbook.

## Changes to the Handbook After the Last Publication

The following changes were made by the Board of Directors for the December 2011 release of the Handbook:

- Section 3.2.3.4.4.1 was amended to allow unlimited borrowing of players among Adult club teams and limited borrowing of players from Adult teams outside their clubs
- Appendix C: Recruiting policy was amended to reflect new dates for the beginning of tryouts, and the clarification of the 48-hour rule.

Additional minor changes were made for editorial purposes or to increase clarity and consistency.

## Table of Contents

Preface .....	ii
Changes to the Handbook.....	ii
Table of Contents .....	iii
<b>1 General Information.....</b>	<b>1-1</b>
1.1 USA Volleyball .....	1-1
1.2 Chesapeake Region Volleyball Association .....	1-1
1.3 Chesapeake Region Volleyball Association Handbook.....	1-2
<b>2 Registration.....</b>	<b>2-1</b>
2.1 In General.....	2-1
2.2 Registration Procedures .....	2-1
2.3 Registration Deadlines.....	2-2
2.4 Late Registration .....	2-2
2.5 Additions or Changes to Team Roster.....	2-2
2.6 Designation of Club Status.....	2-2
2.7 Registration Types and Fees .....	2-3
<b>3 Eligibility.....</b>	<b>3-1</b>
3.1 Eligibility Committees .....	3-1
3.2 Eligibility Requirements .....	3-3
3.3 Voluntary and Involuntary Movement of Teams .....	3-7
<b>4 Sanctioned Tournaments.....</b>	<b>4-1</b>
4.1 In General.....	4-1
4.2 Tournament Committee .....	4-2
4.3 Types of Sanctioned Tournaments.....	4-3
4.4 Planning a Sanctioned Tournament .....	4-4
4.5 Filling a Sanctioned Tournament.....	4-12
4.6 Conducting a Sanctioned Tournament .....	4-15
4.7 Post-Tournament Host Responsibilities .....	4-22
<b>5 Regional Championships.....</b>	<b>5-1</b>
5.1 In General.....	5-1
5.2 Team Eligibility .....	5-1
5.3 Team Notification, Selection, and Competition.....	5-3
5.4 Awards .....	5-4
5.5 Championship Entry Pool .....	5-5

6	Disciplinary Action.....	6-1
6.1	In General .....	6-1
6.2	USA Volleyball Participant Code of Conduct .....	6-1
6.3	Penalties .....	6-1
6.4	Failure to Fulfill Work Team Responsibilities .....	6-2
6.5	Failure of a Tournament Host to Fulfill Responsibilities.....	6-2
6.6	Checks Returned for Insufficient Funds ("Bad Checks").....	6-3
6.7	Team Non-Attendance or Late Withdrawal from a Tournament.....	6-3
6.8	Team Use of a Non-Certified Referee or Scorer.....	6-3
6.9	Failure of a Paid Referee to Work.....	6-3
6.10	Illegal Player.....	6-3
7	Complaints and Appeals .....	7-1
7.1	In General .....	7-1
7.2	Complaints .....	7-2
7.3	Appeals.....	7-3
8	Sports Accident Insurance.....	8-1
8.1	In General .....	8-1
8.2	Coverages and Exceptions.....	8-1
8.3	Benefits.....	8-1
8.4	Certificate of Insurance .....	8-1
Appendix A.	CHRVA on the Internet.....	A-1
Appendix B.	CHRVA Bylaws.....	B-1
Appendix C.	Policy Statements.....	C-1
	Sexual Harassment Policy .....	C-1
	Junior Volleyball Code of Ethics and Conduct.....	C-2
	CHRVA Junior Girl's Recruiting Policy.....	C-4
	CHRVA Diversity Policy .....	C-8
Index .....		Index-1

# 1 General Information

## 1.1 USA Volleyball

- 1.1.1 USA Volleyball is the United States' National Governing Body for the sport of volleyball and is the parent organization of the USA Men's and Women's National (Olympic) Volleyball Teams. USA Volleyball is affiliated with the US Olympic Committee and is the United States' exclusive representative to the Federation Internationale de Volleyball (FIVB), the worldwide volleyball organization.
- 1.1.2 USA Volleyball's involvement in the sport spans all levels of competition, from Olympic competition to recreational play. It manages and administers its volleyball programs through its member organizations and regional affiliates. USA Volleyball conducts national programs for training and certifying coaches through its Coaching Accreditation Program. USA Volleyball hosts annual National Championship competitions, bringing together the most outstanding players and teams from throughout the country.
- 1.1.3 Activities and programs of USA Volleyball are carried out by a nationwide work force, composed mostly of volunteers working within the Regional Volleyball Associations (RVAs), and by professional staff at the administrative office in Colorado Springs, Colorado.

## 1.2 Chesapeake Region Volleyball Association

- 1.2.1 The Chesapeake Region Volleyball Association (CHRVA) is one of 40 Regional Volleyball Associations (RVAs) of USA Volleyball. The Region encompasses the States of Delaware and Maryland, the District of Columbia, and the northern counties of the Commonwealth of Virginia. It is bordered on the north by the Keystone Region, on the northeast by the Garden Empire Region, on the west by the Ohio Valley Region, and on the south by the Old Dominion Region.
- 1.2.2 It is the goal of both USA Volleyball and the Chesapeake Region Volleyball Association to provide all members a competitive volleyball environment, one that is challenging and enjoyable for amateur athletes, officials, and volleyball enthusiasts. Welcome to Chesapeake Region Volleyball!
- 1.2.3 CHRVA is a nonprofit organization incorporated in the Commonwealth of Virginia. Directors are elected to two-year terms by the general membership. Directors are charged with the responsibility of creating policies, establishing goals and objectives, and overseeing the affairs of the Corporation. The Directors represent the players, coaches, and officials registered in the Region. The policies, regulations, and rules contained in this Handbook have been approved by the Board of Directors.
- 1.2.4 Staff Members are responsible for the day-to-day management of the Region; with only a few exceptions, they are all volunteers. Staff Members are charged with enforcing the policies, regulations, and rules contained in this Handbook.

### **1.3 Chesapeake Region Volleyball Association Handbook**

- 1.3.1 The Chesapeake Region Volleyball Association Handbook (the Handbook) contains the policies, rules, and regulations that control the management and administration of the USA Volleyball (USAV) Programs in the Chesapeake Region Volleyball Association (CHRVA or the Region). The Handbook is written under the authority of, and in support of, the Bylaws of the Chesapeake Region Volleyball Association. Should there be a conflict between any provision of this Handbook and the Bylaws, the Bylaws shall take precedence.
- 1.3.2 The Handbook is available on the Internet at the CHRVA Website (see Appendix C), where it may be browsed, downloaded, or printed. It is the club directors' and/or team representatives' responsibility to ensure that all players, coaches, trainers, chaperones, and others connected with their teams know where to find the Handbook.
- 1.3.3 It is the responsibility of all CHRVA members to familiarize themselves with the provisions of this Handbook and USAV rules and to abide by them. It is the responsibility of Junior clubs, team personnel, coaches, and club directors to assist Junior players in this regard. Sanctioned tournaments and competition are governed by this Handbook. Ignorance of the policies, rules, and requirements specified in this Handbook is no excuse for failure to abide by the same.
- 1.3.4 A request for an exception or waiver to a policy, rule, or requirement specified in this Handbook must be made in writing by the individual requesting the exception or waiver. The Secretary must receive the request for the exception or waiver not later than 30 days prior to the date the exception or waiver is to take effect. A request for an exception or waiver will be reviewed and acted upon (granted or denied) by the Executive Committee on a case-by-case basis.

## 2 Registration

### 2.1 In General

- 2.1.1 Any individual who participates in an event sanctioned by CHRVA must be a currently registered member of USA Volleyball (USAV). The annual USAV membership period is 1 November to 31 October.
- 2.1.2 Registration fees include both regional and national assessments. The national fees pay for liability insurance for the Region and its members for USAV sanctioned events, secondary sports accident insurance for participants of those events, publication and mailing costs of the USAV newsletter, *Volleyball USA*, and other administrative costs necessary to manage the many regions. The regional fees defray the annual expenses incurred by CHRVA, entry fees for CHRVA teams participating in National Championships, travel by Staff Members, stipends to selected Staff Members for expenses and services, and for general operating and management costs. Questions about fees should be directed to the Commissioner.

### 2.2 Registration Procedures

- 2.2.1 An individual must register online via the WebPoint system, which can be found at [www.chrva.org](http://www.chrva.org), and by then selecting "Register for CHRVA." All information including "signing" the Code of Conduct and waiver/release are handled by the online system. Payment must either be made online, or the full fee received by the Registrar before any individual is considered officially registered.
  - 2.2.1.1 Anyone registering for Collegiate membership must also provide proof of current college attendance to the Registrar to be considered fully registered.
  - 2.2.1.2 Collegiate membership is used only as a player. If a college player will be coaching in addition to playing, they must upgrade to a full membership with a background check for coaching juniors.
- 2.2.2 An adult team is registered only when the following items are all in the possession of the Registrar.
  - 2.2.2.1 A minimum of six individual players are registered online and their payments received.
  - 2.2.2.2 The team registration form properly completed, with a minimum of six players listed on the form.
- 2.2.3 A Juniors' team is registered only when the Team Representative or Club Administrator has created the team online and placed a minimum of six players on that team, and has a coach assigned to the team with a current background check.
- 2.2.4 The form for team registrations for adults can be found on the website. It must be completed and electronically delivered to the Adult Program Director, who will then forward it to the Registrar. No registrations will be accepted by telephone. Once a team registration has been submitted, only the team representative may make changes to it, except for clubs, where the club representative may make changes for any team within the club.
- 2.2.5 No one will be allowed to play, warm up, practice, or participate in any CHRVA-sanctioned event, including Fellowships, unless registered with USAV.
- 2.2.6 Adult teams registering before 14 January must have a certified scorekeeper and a certified referee.

## 2.3 Registration Deadlines

No team or individual registered during the Prohibition Period (see Section 3.2.3.2) will be eligible for Regional Championship competition, except as provided in Section 3.2.3. Seven days prior to that division's Regional Championship competition, the team roster held by the Registrar as the team's Regional Championship roster.

## 2.4 Late Registration

All paperwork and fees for team and individual registrations must be received not later than the Monday prior to the date the new individual or team will participate in an Adult Regular Season or Junior Volleyball Season tournament. A submission received later than the Monday prior to the date the individual or team will participate is considered late. Each late individual registration requires payment of a \$20 late fee. Each late team registration requires payment of a \$30 late fee. A submission received on the Thursday prior to the date the of the tournament will be handled on a case-by-case basis at the sole discretion of the Registrar. Late fees shall be paid by separate check or money order made payable to the Registrar by name.

## 2.5 Additions or Changes to Team Roster

- 2.5.1 Only the team representative may add a player to the team roster, except for clubs, where the club representative may make an addition for any team within the club.
- 2.5.2 The player to be added to the roster must be fully registered including full payment of the registration fee before that player can be added to the roster.
- 2.5.3 The club or team representative must include the team name and CHRVA registration number along with a written request that the player be added to the team roster. This can be submitted via email.
- 2.5.4 Additions or changes to the team roster are subject to the same time constraints and fees as late registrations as specified in Section 2.4.
- 2.5.5 No player may be added to a team's Regional Championship roster during the Prohibition Period (see Section 3.2.3.2) except as provided in Section 3.2.3.
- 2.5.6 In the Jr. Boys division, teams are permitted to add up to four players already registered within the CHRVA Region for Out-of-Region Tournaments and Nationals after the completion of CHRVA Regional competition. The new players cannot be added if both teams are travelling to the same tournaments.

## 2.6 Designation of Club Status

A club registration form is used to establish club status for teams. The club director completes the form, listing the teams in the club by name and division. The club status of a team is not recognized until the Registrar has received a properly completed club registration form.

## 2.7 Registration Types and Fees

### 2.7.1 Team Registration

There is no longer a team registration fee.

### 2.7.2 Individual Registration

- 2.7.2.1 Junior Volleyball Athlete: \$45 registration fee. All registrations must be completed online. Any individual registrant who is not a participant in a collegiate club or varsity volleyball program and is 18 years of age or younger through 31 August of the year in which the season concludes (or 19 years of age and a high school student during some part of the current academic year). The USAV Operating Code is the authoritative source for age group definitions and should be consulted by the registrant, team representative, and club director in cases where uncertainty may exist.
  - 2.7.2.2 Regular: \$45 registration fee. All registrations must be completed online. Any adult player, coach, official, or booster not registered as a Junior Volleyball Athlete.
  - 2.7.2.3 Collegiate: \$15 registration fee. A member who is a college student (must show proof of current attendance to Registrar) and will be registered only as a player.
  - 2.7.2.4 Limited (not partial) membership: \$20 registration fee. One event for Adults and Juniors, can be used for clinics, fellowships, and tryouts. Any individual registering to participate in the Adult Fellowship Season only (see Section 4.1.2.1) or any Junior player registering for the tryout season. This membership may be upgraded to a Regular, Junior Volleyball Athlete, or Collegiate membership by going online and upgrading membership and paying the balance due of the registration fee. Section 2.4 applies to such upgrades.
  - 2.7.2.5 Outdoor Season: \$15. Any Junior player who would like to participate in CHRVA sanctioned outdoor tournaments, but did not play during the indoor season may register for the CHRVA outdoor season only (1 May-31 October). Junior players who were already registered for the indoor season do not need to register again.
- 2.7.3 No individual is required to register more than once, though he or she may compete with a Junior Volleyball, Mixed 6, Conglomerate, and/or Regular team. In cases where there is a conflict in the registration fee, the highest fee prevails. A player registered in another Region who participates with a CHRVA Conglomerate team must pay a \$7 registration fee.



## 3 Eligibility

### 3.1 Eligibility Committees

- 3.1.1 The eligibility committees defined below are responsible for resolution of all matters that may affect the eligibility of clubs, teams, and individuals. They are also responsible for the recommendation and administration of disciplinary action against clubs, teams, and individuals. The composition of each committee will vary depending upon the circumstances being considered and the action being taken.
- 3.1.2 Composition of Eligibility Committees. The Eligibility Chair will direct assembly of the appropriate committee for the purpose of addressing matters as described below.
  - 3.1.2.1 Registration Committee. All matters pertaining to the registration of clubs, teams, and individuals, or the movement of individuals from one team to another, will be the responsibility of a committee chaired by the Eligibility Chair and composed of the Registrar and the Division Coordinators of affected divisions.
  - 3.1.2.2 Referee Committee: All matters pertaining to referee requirements and performance will be the responsibility of a committee chaired by the Referee Chair and composed of the Referee Assignor and a third person appointed by the Eligibility Chair who shall be a non-referee and non-scorer active member.
  - 3.1.2.3 Scorekeeping Committee: All matters pertaining to scorekeeping requirements will be the responsibility of a committee chaired by the Scorer Chair and composed of the Referee Chair and a third person appointed by the Eligibility Chair who shall be a non-referee and non-scorer active member.
  - 3.1.2.4 Tournament Committee. All matters pertaining to tournament-host requirements will be the responsibility of a committee chaired by the appropriate Tournament or Competition Chair and composed of at least two Division Coordinators and the Referee Chair.
  - 3.1.2.5 Junior Volleyball Ethics and Rules Committee. All matters pertaining to compliance with the Junior Volleyball Code of Ethics and Conduct, as set forth in Appendix B, will be the responsibility of a committee chaired by a Director and composed of at least two members appointed by the chair. The committee shall be accountable to, and make regular reports, to the Board of Directors as requested.
  - 3.1.2.6 Ombudsman Committee: All matters pertaining to the movement of teams from one division to another, either voluntary or involuntary, and all eligibility matters not addressed by Sections 3.1.2.1 through 3.1.2.5 will be the responsibility of a committee chaired by the Eligibility Chair and composed of at least one Division/Age Coordinator and one active member appointed by the Eligibility Chair.

### 3.1.3 Disposition of Matters Before Eligibility Committees

- 3.1.3.1 CHRVA-Initiated Actions (Non-Disciplinary). Consistent with the desire to do what is in the best interest of the Region, it is sometimes necessary for CHRVA to initiate action through the authority of its various eligibility committees. Such action may affect one or more clubs, teams, or individuals (e.g., involuntary team movement). Prior to making a determination regarding a CHRVA-initiated action, an eligibility committee is required to hold a hearing to give all affected parties the opportunity to voice their opinions and respond to questions by the committee members. This section does not apply to matters involving disciplinary action.
- 3.1.3.2 CHRVA-Initiated Actions (Disciplinary). Disciplinary actions may be imposed as a response to violations of CHRVA policies, rules, and regulations and are dispensed by the appropriate eligibility committee as prescribed in Section 1 (for other than USA Volleyball Code of Conduct violations) and in accordance with the USA Volleyball disciplinary policy (for USA Volleyball Code of Conduct violations). If any affected party feels that an injustice results from an imposed disciplinary action, then the opportunity to present its case at a hearing is available at all stages of appeal as prescribed in Section 1. A hearing is not required prior to an eligibility committee taking disciplinary action.
- 3.1.3.3 Non-CHRVA-Initiated Actions (Non-Disciplinary). Requests submitted by clubs, teams, or individuals are expected to contain sufficient information for an initial ruling to be made by the appropriate eligibility committee. If the eligibility committee makes a ruling that is contrary to the desires of the applicant, then the opportunity to present further information during a hearing is available at all stages of appeal as prescribed in Section 1, Complaints and Appeals. A hearing is not required prior to an eligibility committee making its initial ruling.
- 3.1.3.4 Non-CHRVA-Initiated Actions (Disciplinary). Disciplinary actions may be imposed as a response to complaints alleging violations of CHRVA Policies, Rules, and Regulations and are dispensed by the appropriate eligibility committee as prescribed in Section 1 (for other than USA Volleyball Code of Conduct violations) and in accordance with the USA Volleyball disciplinary policy (for USA Volleyball Code of Conduct violations). If any affected party feels that an injustice results from an imposed disciplinary action, then the opportunity to present its case at a hearing is available at all stages of appeal as prescribed in Section 1. A hearing shall be granted if requested by a complainant or a party who may be affected by a ruling on the complaint.
- 3.1.3.5 Decisions made and disciplinary actions taken by the various eligibility committees will be communicated in writing by the appropriate Committee Chair to all clubs, teams, and individuals involved not later than seven days after the decision/disciplinary action is determined. In addition, by 1 November of each year, the Eligibility Chair must notify the Registrar, the appropriate Tournament or Competition Chair, and the appropriate Division Coordinators of any disciplinary actions still in force or in process against any club, team, or individual from past seasons.

## 3.2 Eligibility Requirements

- 3.2.1 Violation of any eligibility rule by a club, team, or individual will result in disciplinary action against the violator(s). Ignorance of the eligibility rules shall not excuse a violation. The consequences of eligibility rule violations are defined in Section 1. If disciplinary action is imposed, affected clubs, teams, and individuals may appeal as prescribed in Section 1. See Section 3.1.3 for information regarding the disposition of such matters by the various eligibility committees.
- 3.2.2 A club, team, or an individual may request that an exception be made to a stated rule of eligibility. Such a request must be submitted, in writing, to the Eligibility Chair, the Chair of the appropriate eligibility committee, or the Secretary and should contain sufficient information to present and support a valid argument. See Section 3.1.3 for information regarding the disposition of such matters by the various eligibility committees.
- 3.2.3 Individual Eligibility
- 3.2.3.1 All persons participating in CHRVA activities must be registered with USAV. Individual member registration is done by the online registration system, adult team registration numbers are done by the Adult Coordinator. No person is duly registered until all fees have been received by the Registrar. Registration requirements are detailed in Section 1.
- 3.2.3.2 Prohibition Period. Various actions regarding the addition of a player to a team's roster are prohibited during the seven day period leading up to and through the conclusion of the Regional Championship for the division of the team in question. This interval is known as the Prohibition Period.
- 3.2.3.3 Player Not registered with a CHRVA Team
- 3.2.3.3.1 A player who is not registered with a CHRVA team may participate in Fellowship Tournaments with any team and at any level provided that the USAV registration requirements of Section 3.2.3.1 have been met.
- 3.2.3.3.2 A player who is not registered with a CHRVA team may not participate in any CHRVA-sanctioned competition other than as specified in Section 3.2.3.3.1.
- 3.2.3.3.3 A player who is not registered with a CHRVA team may be added to a Regular or Collegiate team's roster except during the Prohibition Period (see Section 3.2.3.2). Refer to Section 1 for registration instructions.
- 3.2.3.3.4 A Junior Volleyball player who is not registered with a CHRVA team may be added to a Junior Volleyball team's roster at any time; however, player eligibility for the Regional Championships is governed by Section 2.5.5. Refer to Section 1 for registration instructions.
- 3.2.3.3.5 During the Prohibition Period (see Section 3.2.3.2), a player who is not registered with a CHRVA team shall be allowed to join a team only as a replacement for an injured player. The team's roster must have been reduced to fewer than six players as a result of injury. The injury must be of a verifiable nature and prior approval must be obtained from the Registration Committee. The injured player may return during the season. However, his or her replacement will no longer be eligible to play in CHRVA-sanctioned events for the remainder of the Adult Regular Season or Junior Volleyball Season (as appropriate).

3.2.3.3.6 No junior girl may participate on more than one junior's team for the CHRVA Regional Championships teams except if that Junior team's roster is reduced to fewer than seven players as a result of injury. Only a player from within the team's club may be transferred to that team's roster as a replacement for the injured player. The injury must be of a verifiable nature and prior approval must be obtained from the Registration Committee. The result of any such movement will not cause a team's roster to consist of more than seven players. The injured player may continue to compete following the completion of the team's Regional Championship competition.

#### 3.2.3.4 Player Registered with a CHRVA Team

3.2.3.4.1 A player who is registered with a CHRVA team may participate in Fellowship Tournaments with any team and at any level provided that the USAV registration requirements of Section 3.2.3.1 have been met.

3.2.3.4.2 Players registered with both a Regular and Conglomerate (adult age bracket), or both a Regular and Junior Volleyball team, may play with both teams during a weekend, but not on the same day.

#### 3.2.3.4.3 Playing in Non-CHRVA-sanctioned USAV Competition

3.2.3.4.3.1 A player may participate with his or her team or with any higher division team in his or her club an unlimited number of times. Participation is dependent upon the roster requirements of the Tournament Host.

3.2.3.4.3.2 A player registered on a team participating in a Specially Designated division (see Section 4.2.3.5) or a Junior Volleyball team may participate with any team of the same level (or age eligible team) and gender from his or her club an unlimited number of times. Participation is dependent upon the roster requirements of the Tournament Host.

3.2.3.4.3.3 A player shall not participate with any other CHRVA team in non-CHRVA-sanctioned USAV competition, except as specified in Sections 3.2.3.4.3.1, 3.2.3.4.3.2, and the rules governing USAV nationally sanctioned competitions.

3.2.3.4.4 Playing with Another Team in CHRVA-Sanctioned Adult Regular Season or Junior Volleyball Season Competition. The following subsections assume that the player does not wish to transfer permanently to another team. Otherwise, see Section 3.2.3.4.5.

3.2.3.4.4.1 A Regular or Collegiate player may participate with a higher division team from his or her club an unlimited number of times from the start of the Adult Regular Season to the start of the Prohibition Period (see Section 3.2.3.2). In a situation where an Adult team is reduced to six or fewer players, the team may borrow as many players as needed from the same level or lower club team. There is no limit to the number of players who can be borrowed.

When an Adult team is reduced to five or six players and is not able to borrow from within its club or is not a member of a club, that team may borrow one or two players only from the same level or lower team(s) and only if those players will be the sixth and/or seventh players for that day. These players MUST be CHRVA members in good standing.

Teams borrowing players from outside of their club may only earn points toward the Regional Championships if a minimum of five (5) players from the team's roster are playing.

- 3.2.3.4.4.2 A Junior Volleyball player may participate with any team that is from the player's club and the player is age eligible, an unlimited number of times as long as the player does not participate with more than one team during the same weekend.
  - 3.2.3.4.4.3 Other than as specified in Sections 3.2.3.4.4.1 or 3.2.3.4.4.2, a player may not participate with any other team in a higher or older division than the one in which he or she is registered.
  - 3.2.3.4.4.4 A player registered on a team participating in a Specially Designated division (see Section 4.2.3.5) may participate with any team of the same division from his or her club any number of times as long as the player does not participate with more than one team during the same weekend. Any such participation during the Prohibition Period (see Section 3.2.3.2) must first be approved by the Registration Committee.
  - 3.2.3.4.4.5 Other than as specified in Sections 3.2.3.4.4.2 or 3.2.3.4.4.4, a player may not play with any team of the same division as his or her registered team.
- 3.2.3.4.5 Permanently Transferring to Another Team
- 3.2.3.4.5.1 A player who has not played with his or her registered team in CHRVA-sanctioned Adult Regular Season or Junior Volleyball Season competition (as appropriate) may leave that team to join another except during the Prohibition Period (see Section 3.2.3.2), provided the player reimburses his or her registered team (if requested) for any registration fees paid by the team on the player's behalf. CHRVA is not obligated to transfer any part of the team registration fee from the old team to the new team. The player must advise the Registrar in writing of the intention to transfer.
  - 3.2.3.4.5.2 A player who has played with his or her registered team in CHRVA-sanctioned Adult Regular Season or Junior Volleyball Season competition (as appropriate) may make a voluntary transfer to a higher or older division team in his or her club. Such a transfer is not permitted during the Prohibition Period (see Section 3.2.3.2). The player or club representative must advise the Registrar in writing of the intention to transfer.
  - 3.2.3.4.5.3 A player registered on a team participating in a Specially Designated division (see Section 4.2.3.5) or a Junior Volleyball team may transfer to another team of the same division in his or her club. Such a transfer is not permitted during the Prohibition Period (see Section 3.2.3.2). The player or club representative must advise the Registrar in writing of the intention to transfer.
  - 3.2.3.4.5.4 A Regular or Collegiate player may not transfer to a team in a division lower than that in which the player is registered. Junior Volleyball players may transfer to any team in their club where they are age eligible.

- 3.2.3.4.5.5 No player may transfer between CHRVA teams during the Prohibition Period (see Section 3.2.3.2) except as follows. If a Junior team's roster is reduced to fewer than six players or a Regular team's roster is reduced to fewer than seven players as a result of injury, a player from within the team's club may be transferred to that team's roster as a replacement for an injured player. The injury must be of a verifiable nature and prior approval must be obtained from the Registration Committee. The injured player may return during the season; however, his or her replacement will no longer be eligible to play in CHRVA-sanctioned competition for the remainder of the Adult Regular Season or Junior Volleyball Season (as appropriate).
- 3.2.3.4.5.5.1 A team participating in a Specially Designated division (see Section 4.2.3.5) or a Junior Volleyball team may receive a transferred player from any team in the same division in the same club.
- 3.2.3.4.5.5.2 A team registered in any other division may only receive a transferred player from a lower/lateral or younger division team in the same club.
- 3.2.3.4.5.6 If an Adult team disbands before 1 February, it may release its players. With the approval of the Registration Committee, the players may join other teams.
- 3.2.3.4.5.6.1 If a Junior Volleyball team disbands before 1 March, it may release its players. With the approval of the Registration Committee, the players may join other teams.
- 3.2.3.4.5.7 If none of Sections 3.2.3.4.5.2 through 3.2.3.4.5.5 apply, then a player who has played with his or her registered team in CHRVA-sanctioned Adult Regular Season or Junior Volleyball Season competition is forbidden, under ordinary circumstances, from transferring to another team. A player may submit a written request for release from his or her registered team per Section 3.2.2. For such a request to be approved, it must show, to the satisfaction of the appropriate eligibility committee, that a verifiable hardship condition exists. A sufficiently extreme hardship case is rare.

### 3.2.4 Team Eligibility

- 3.2.4.1 No team may participate in CHRVA-sanctioned competition unless registered pursuant to the provisions of Section 1.
- 3.2.4.2 A team may compete in a division higher or older than the one in which it is registered without affecting the status of its individual players. See Section 5.2.1.3.4 for impact on the 30% Rule for Regional Championship eligibility.
- 3.2.4.3 A Conglomerate team preparing for post-season competition may be formed at any time and must register in the division in which it intends to compete.

### 3.3 Voluntary and Involuntary Movement of Teams

- 3.3.1 Voluntary Movement. A club or team representative may request that his or her team be voluntarily moved to a higher/lower or older/younger division than the one in which it is registered. The request must be made in writing to the Eligibility Chair stating the facts, reasons, and circumstances in favor of the movement. The Ombudsman Committee (see Section 3.1.2.6) will review the request and notify the Registrar, the appropriate Division Coordinators, and the team representative of the decision in writing, not later than seven days after receipt of the request. No voluntary team moves will be permitted after 15 February.
- 3.3.2 Involuntary Movement
- 3.3.2.1 CHRVA reserves the right to involuntarily move teams to a higher/lower or older/younger division when it is in the best interest of the Region, its teams, and players to improve competition within divisions or to redress obvious imbalances in team performances.
- 3.3.2.2 Division Coordinators and/or the Adult Tournament Chair will be responsible for identifying teams for potential involuntary movement. The criterion for identifying such teams is the percentage of wins or losses. The Division Coordinator must be able to justify the movement of a team by this criterion to the Ombudsman Committee. For Regular, Collegiate, and Conglomerate teams, this process will begin at the start of the Adult Regular Season and will continue until 1 March. The first involuntary movement consideration period will ordinarily occur toward the end of January of the Adult Regular Season. Prior to this time, Division Coordinators will provide the Eligibility Chair with the names of the teams that should be considered for movement and a brief summary of the reasons each team should be moved.
- 3.3.2.3 The Eligibility Chair will convene a meeting of the Ombudsman Committee not later than the last week of January of the Adult Regular season. The Eligibility Chair will notify the team representative of each team being considered for movement of the date and time of the meeting and invite him or her to participate.
- 3.3.2.4 At the meeting, the Division Coordinator proposing the move will present his or her reasons for the action. The team representative, if electing to participate, will have an opportunity to present any objections the team might have to the move. After discussion, a simple majority vote of the Committee will determine whether the team will be involuntarily moved. The team representative will be informed of the Committee's decision immediately after the vote, and the Eligibility Chair will follow by announcing the decision in writing to the team representative not later than five days after the date of the meeting.

- 3.3.2.5 A team involuntarily moved to a higher/lower or older/younger division will be granted the following benefits in conjunction with the move.
- 3.3.2.5.1 The team will be granted a two-weekend "window" after the date of the decision to move the team to a new division before it will be required to compete in the new division. This "window" will allow the team to honor any tournament commitments made in its current division and to begin applying for tournaments in the new division.
  - 3.3.2.5.2 The team will retain and will be authorized to use in the new division any unused Priority Entries earned for hosting a sanctioned tournament.
  - 3.3.2.5.3 If the team is scheduled to host a tournament after the date of the movement to the new division, the appropriate Tournament or Competition Chair will amend the tournament sanction to enable the team to compete in its event. This will be accomplished by making the tournament a multi-division tournament, such as WA/AA, G17/18, etc.
  - 3.3.2.5.4 A Regular, Collegiate, or Conglomerate team moved to a higher division will retain any points awarded, but no more than the fifth place team in points in the higher division at the time of the movement.
  - 3.3.2.5.5 A Regular, Collegiate, or Conglomerate team moved to a lower division will be granted one Priority Entry in the new division, in addition to any other unused Priority Entries they may have earned. The team will retain any points it may have earned in the higher division.
  - 3.3.2.5.6 The Eligibility Chair may convene additional committee meetings as deemed necessary to consider involuntary movement of additional teams until 1 March, after which time no involuntary team movements will be permitted.

## 4 Sanctioned Tournaments

### 4.1 In General

- 4.1.1 All tournaments conducted by the Chesapeake Region Volleyball Association must be sanctioned by CHRVA.
- 4.1.2 The Tournament Scheduling Program referred to in this Handbook is applicable to all sanctioned tournaments. Approved tournament sanctions will be required for tournaments conducted during the following phases of the CHRVA indoor volleyball season.
  - 4.1.2.1 Adult Fellowship Season: Begins the first full weekend (Saturday and Sunday) of October and continues until the beginning of the Regular Season.
  - 4.1.2.2 Adult Regular Season: Begins the first full weekend (Saturday and Sunday) in December and continues through the Regional Championship for a given division.
  - 4.1.2.3 Adult Post Season: Begins after the Regional Championship for a given division and continues through the conclusion of the National Championships.
  - 4.1.2.4 Junior Volleyball Season: Begins on 1 December and continues through the conclusion of Junior Volleyball National Championships.
- 4.1.3 Priorities
  - 4.1.3.1 Historical Date Priority (HDP). Established by a Tournament Host by conducting a sanctioned tournament (of any type) on a particular weekend for two or more consecutive years.
  - 4.1.3.2 Priority Entry. A reward given by the Region to a team or club for hosting a sanctioned tournament. The team or club may use a Priority Entry to enter a tournament of its choice during the Regular Season. A priority entry cannot be used in any season other than the one in which it was earned.
  - 4.1.3.3 Priority of Fill. When two or more sanctioned tournaments are conducted on the same weekend, the host with the Historical Date Priority will receive the Priority of Fill. This means the HDP host's event must be filled before competing events.
  - 4.1.3.4 The Tournament Chair(s) shall publish one calendar specifying which weekends are the first through the fourth weekends of each month (December through May) to be used for the following season and the next season's Historical Date Host Priorities. To use the Historical Date Priority designation in the following season, the host team with a Historical Date Priority must fulfill the requirements specified in the CHRVA Handbook. Weekends that are not specified as first through fourth weekend or Historical Date Priority Dates are open on an equal basis to all hosts. This calendar shall be published no later than 1 August.

## 4.2 Tournament Committee

- 4.2.1 The Tournament Committee consists of the following.
  - 4.2.1.1 The Tournament or Competition Chair.
  - 4.2.1.2 The Division Coordinator for each division.
  - 4.2.1.3 The Referee Chair.
- 4.2.2 The Tournament Committee will meet at least annually, normally during the month of September. It is within the discretion of the Chair to call additional meetings of the Committee, if deemed necessary.
- 4.2.3 Tournament Chair. The Tournament Chair is responsible for the following.
  - 4.2.3.1 Host compliance with the policies, rules, and regulations set forth in this Handbook.
  - 4.2.3.2 Coordinating the scheduling and sanctioning of Fellowship, Regular, and Post Season tournaments.
  - 4.2.3.3 Approval/disapproval of requested tournament dates, number of teams requested, division competition, site location, and any other factors pertaining to the requested event.
  - 4.2.3.4 Resolving tournament-scheduling conflicts in keeping with the policies set forth in this Handbook.
  - 4.2.3.5 Determining, prior to 1 November, which adult divisions will be considered Specially Designated. Specially Designated divisions have certain eligibility requirements relaxed during the Adult Regular Season in order to promote competition in these divisions.
- 4.2.4 Division Coordinators. Division Coordinators are appointed by the Tournament Chair and are responsible for the administration of the division(s) assigned to them, including the following.
  - 4.2.4.1 Ensuring that all eligible teams registered in a division are afforded an equal opportunity to compete.
  - 4.2.4.2 Working with the Tournament Chair to achieve a realistic and workable regular-season schedule.
  - 4.2.4.3 Working with each Tournament Host to ensure a quality event.
  - 4.2.4.4 Working with the Eligibility Chair to ensure that teams compete at their proper competitive level.

### 4.3 Types of Sanctioned Tournaments

- 4.3.1 Fellowship Tournament. A sanctioned tournament conducted prior to the start of the Regular USA Volleyball season, for the purpose of training referees and scorers and offering newcomers the opportunity to familiarize themselves with CHRVA-sanctioned play.
- 4.3.2 Historical Major Tournament (HMT). Historical Major Tournaments are those tournaments designated and approved by the Commissioner, and distinguished by their continuous and extensive contribution to the development of competitive volleyball within the Region. Unless the Commissioner gives special permission, a host organization is limited to one Historical Major Tournament per season. These tournaments must consist of a minimum of six courts utilized during any single day of competition at a single site, or at multiple sites that are located no more than ten minutes walking distance from each other. The hosting of competition on consecutive days utilizing six or more courts each day shall be considered one Historical Major Tournament. Historical Major Tournaments may be composed of one division or multiple divisions.
  - 4.3.2.1 Historical Major Tournaments will have Priority of Fill over all other tournaments, regardless of historical date.
  - 4.3.2.2 Not more than one Historical Major Tournament will be scheduled for any single weekend.
  - 4.3.2.3 If a Historical Major Tournament date conflicts with a host with Historical Date Priority (HDP), the HDP host may apply for an exception to scheduling priorities, provided the HDP host agrees to conduct the event only if sufficient teams are available after filling all pools in the Historical Major Tournament in those divisions in conflict with the HDP host's event.
- 4.3.3 Regular Tournament. Regular Tournaments are conducted on a single day using more than one court located either at one site or at multiple sites that are not more than ten minutes walking distance from each other. A pool of four or five teams competes on each court. However, a pool of six or seven teams competing on two courts may be used if required due to absent or incomplete teams. A six or seven team tournament may be sanctioned as two pools of three or four teams.
- 4.3.4 Half-day Tournament. Half-day Tournaments are conducted on a single day using two courts located either at one site or at two sites that are not more than ten minutes walking distance from each other. A pool of four teams competes on each court. However, pools of three teams may be used if required due to absent or incomplete teams.
- 4.3.5 Mini Tournament. Mini Tournaments consist of a single court with four or five teams competing. A four or five team pool competing separately within the confines of, and in conjunction with, a Historical Major Tournament or Regular Tournament will not be considered a Mini Tournament but will be included within the rules and policies governing those tournaments. Mini Tournaments will be sanctioned only if time or court limitations preclude the hosting of a Regular Tournament or Half-day Tournament. All Mini Tournaments with fewer than four teams will be canceled.
- 4.3.6 Regional Championship Tournament. These tournaments are hosted and administered by the Board of Directors.

- 4.3.7 Major/Multi-day tournaments sanctioned by the Chesapeake Region will be administered by a host organization(s). This will make allowance for unlimited numbers of teams from in and out of the region. A Major/Multi-day tournament will not be denied sanction due to the tournament priority system. A request for sanction will be made by 1 August each year. No points or seeding index will be factored on result of play in a major/Multi-day tournament. The play format will be determined and announced on invitations by the host administrator. All advertising, invitations, and acceptance of teams will be handled by the host administrator.
- 4.3.7.1 Major/Multi-day Tournaments are those designated and approved by the Commissioner and distinguished by their extensive contribution to the development of competitive volleyball within the region.
- 4.3.7.2 These tournaments must consist of a minimum of twelve courts in one or multiple locations and held on a minimum of two consecutive days.
- 4.3.7.3 A Major/Multi-day tournament may be composed of one division or multiple divisions.
- 4.3.8 Other. Any other tournament deemed appropriate by the Tournament Chair.

#### **4.4 Planning a Sanctioned Tournament**

The following guidelines for conducting sanctioned tournaments must be followed, unless prior permission for an exception or alteration has been authorized in writing by the Tournament Chair (for Regular divisions) or the Competition Coordinator (for Junior Volleyball divisions).

- 4.4.1 Sanctioned Competition. CHRVA authorizes only the following sanctioned types of tournament play.
- 4.4.1.1 Round Robin. Every team in a pool will play every other team in that pool. Not more than five teams will be scheduled per court. Multi-pool round-robin play in the same adult division requires play-offs to determine a tournament winner as specified in Section 4.4.2.4.
- 4.4.1.2 Round Robin Variant. If a tournament consists of two 4-team pools, the Tournament Host may elect to have winners' and consolation play-off brackets. In addition to the winners' bracket, as specified in Section 4.4.2.4, the bottom team(s) from each pool move(s) to the consolation bracket.
- 4.4.1.3 Double Elimination. A team must lose twice before it is eliminated from further tournament play. Provision must be made for teams that lose two matches early, such as a consolation bracket or a guaranteed minimum of three matches per tournament. Only match play will be used for double elimination tournaments.

- 4.4.2 Pool Play Format. There is no point cap in any pool play format. During the third set of any three-set match, teams will switch sides at 13 points (for a 25-point set), 15 points (for a 21-point set starting at 4 points), or 8 points (for a 15-point set), as appropriate.
- 4.4.2.1 5-Team Pools
- 4.4.2.1.1 Round Robin (Non-Match Play): Hosts have the choice to run pool play matches as two 25-point sets or two 21-point sets.
- 4.4.2.1.2 Round Robin (Match Play): Matches consist of the best 2 out of 3 sets. Non-deciding sets shall be played to 25 points or 21 points as specified by the Tournament Host. Deciding sets shall be played to 15 points.
- 4.4.2.2 4-Team Pools for Regular Tournaments or Mini Tournaments
- 4.4.2.2.1 Round Robin (Non-Match Play): Matches consist of three 25-point sets or three 21-point sets as specified by the Tournament Host.
- 4.4.2.2.2 Round Robin (Match Play): Matches consist of the best 2 out of 3 sets. Non-deciding sets shall be played to 25 points or 21 points as specified by the Tournament Host. Deciding sets shall be played to 15 points.
- 4.4.2.3 4-Team Pools for Half-day Tournaments
- 4.4.2.3.1 Round Robin (Non-Match Play): Matches consist of two 21-point sets.
- 4.4.2.3.2 Round Robin (Match Play): Match Play is not permitted.
- 4.4.2.4 3-Team Pools. Matches for 3-team pools use the same pool-play format as matches for 4-team pools of tournaments of the same type (Regular Tournament, Half-day Tournament, or Mini Tournament).
- 4.4.3 Play-Off Format
- 4.4.3.1 Number of Teams
- 4.4.3.1.1 Regular Tournament. The top two teams from each pool move to the play-offs as prescribed in Section 4.6.5.2.
- 4.4.3.1.2 Half-day Tournament. The top team from each pool moves to the play-offs as prescribed in Section 4.6.5.2.
- 4.4.3.2 No play-offs will be conducted for any single-pool tournament, including a Mini Tournament or Match Tournament. First and second place teams are determined as prescribed in Section 4.6.5.2.
- 4.4.3.3 Play-offs are not required for Junior Volleyball tournaments.
- 4.4.3.4 There is no point cap in any play-off format. During the deciding set of any play-off match, teams will switch sides at 13 points (for a 25-point set) or at 8 points (for a 15-point set).
- 4.4.3.5 Unless otherwise approved in advance, all semifinal and final play-off matches shall be the best 2 of 3 sets. Non-deciding sets shall be played to 25 points. Deciding sets shall be played to 15 points.
- 4.4.3.6 All other play-off rounds shall be the best 2 of 3 sets. Non-deciding sets shall be played to 25 points or 21 points, as determined by the Tournament Host. Deciding sets shall be played to 15 points.

## 4.4.4 Entry Fees

4.4.4.1 These guidelines have been established to allow Tournament Hosts to conduct sanctioned events without financial loss. It is CHRVA policy that sanctioned tournaments are not to be used as fundraisers for Tournament Hosts.

4.4.4.2 Entry fees are based on a minimum of four paying teams in each pool.

4.4.4.3 The following is an example of the entry-fee cost determination for a 10-team tournament based on eight paying entries. These costs are approximations and should be scaled according to the size tournament being planned.

10-TEAM TOURNAMENT COST EXAMPLE			
Item	Amount	Referee Fees	Amount
Facility charges	\$900	5 Regular matches per referee @ \$22.50 per match	\$112.50
Sanction fee (10 teams)	\$100	(+) 2 Playoff matches per referee @ \$32.50 per match	\$65
Total referee fees	\$461	(x) 2 Referees (( $\$112.50 + \$65.00$ ) x 2)	\$355
PayPal fee (2.9% + \$0.30) x 10 teams	\$60	(+) Admin fee @ \$30 per court	\$60
Two new volleyballs	\$80	(+) Referee travel fees	\$30
Score sheets, lineup sheets, etc.	\$15	(+) Head referee fee	\$6
Total	\$1616		
Cost per team ( $\$1616 \div 8$ teams)	\$202	Total referee fees	\$461

4.4.4.4 Awards are encouraged but not mandatory. If given, the cost of the awards may be added to the total cost. If the game balls are given as awards, no additional cost may be added.

#### 4.4.5 Time Allowances for Matches

4.4.5.1 The following match times will be used for planning tournaments. Times include a warm-up period of 10 minutes between the end of one match and start of the next match.

TIME ALLOWANCES FOR MATCHES									
Sets in Match	1	1	2	2	3	3	2/3	2/3	3/5
Points per Set	15	25	21	25	21	25	21	25	25
Time Allowed (hh:mm)	0:20	0:30	0:45	0:50	1:05	1:15	1:00	1:05	1:45

4.4.5.2 The normal start time for a tournament will be 9:00 a.m. However, a tournament may begin as early as 8:30 a.m. Any other start time must be approved by the Tournament Chair (for Regular divisions) or the Competition Chair (for Junior Volleyball divisions) and shown on the Sanction Form.

4.4.6 Standard Tournament Pool Schedules. The following pool schedules will be used when planning CHRVA tournaments. At the discretion of the Tournament Host, a lunch break can be added to tournament formats without scheduled breaks.

##### 4.4.6.1 3-Team Pool

3-TEAM POOL		
Match	Play	Work
1	1 – 2	3
2	2 – 3	1
3	1 – 3	2
4	1 – 2	3
5	2 – 3	1
6	1 – 3	2

## 4.4.6.2 4-Team Pool

4-TEAM POOL		
Match	Play	Work
1	1 – 2	3
2	3 – 4	2
3	2 – 4	1
4	1 – 3	4
5	2 – 3	1
6	1 – 4	2

## 4.4.6.3 5-Team Pool

5-TEAM POOL		
Match	Play	Work
1	1 – 2	3
2	3 – 4	5
3	1 – 5	4
4	2 – 3	1
5	4 – 5	2
6	1 – 3	4
7	2 – 5	3
8	1 – 4	2
9	3 – 5	1
10	2 – 4	5

## 4.4.6.4 6-Team Pool on 2 Courts

6-TEAM POOL ON 2 COURTS				
Court 1		Match	Court 2	
Play	Work		Play	Work
1 - 2	3	1	4 - 5	6
2 - 3	1	2	5 - 6	4
1 - 3	2	3	4 - 6	5
1 - 4	3	4	2 - 5	6
3 - 5	4	5	2 - 6	1
4 - 3	5	6	1 - 6	2
4 - 2	6	7	1 - 5	3
3 - 6	1	8	None	None

## 4.4.6.5 7-Team Pool on 2 Courts

7-TEAM POOL ON 2 COURTS				
Court 1		Match	Court 2	
Play	Work		Play	Work
1 - 2	7	1	4 - 6	5
2 - 3	1	2	5 - 7	6
3 - 4	2	3	1 - 6	7
4 - 5	3	4	2 - 7	1
5 - 6	4	5	3 - 1	2
6 - 7	5	6	4 - 2	3
7 - 1	6	7	5 - 3	4
1 - 4	5	8	2 - 6	7
2 - 5	1	9	3 - 7	6
3 - 6	2	10	1 - 5	4
4 - 7	3	11	None	None

#### 4.4.7 Request for Tournament Date

- 4.4.7.1 The Tournament Scheduling Program is applicable to Fellowship and Regular Season tournaments. Tournaments will be scheduled based on the Historical Date Priority established by host organizations and the "first come, first considered" rule. The Historical Date Priority becomes the basis for annual tournament scheduling and in the resolution of complaints. A Historical Date Priority host maintains the right to host the event each year on the same corresponding weekend of the previous year, except in specific cases and circumstances as specified in this Handbook.
- 4.4.7.2 Deadlines for Scheduling Tournament Dates
- 4.4.7.2.1 Fellowship Tournaments. To reclaim a Historical Date Priority, host organizations will submit a request for tournament dates not later than 31 July each year.
- 4.4.7.2.2 Historical Major and Regular Tournaments. To reclaim a Historical Date Priority, host organizations will submit a request for tournament dates that correspond to the same weekend of the preceding year(s), not later than 31 August each year.
- 4.4.7.2.3 A host organization failing to apply for a Historical Date Priority by the deadline will relinquish all rights to that date and the benefit granted thereto.
- 4.4.7.3 Change of Dates and/or Divisions. Not later than 30 September each year, an organization with Historical Date Priority may apply for a change of date and/or division. If this request for change conflicts with another host organization's Historical Date Priority or division, the conflict will be resolved in favor of the organization that has the original Historical Date Priority and/or division. This rule does not apply to organizations hosting a Historical Major Tournament.
- 4.4.7.4 New or Additional Dates. Each year as of 1 August (for Fellowship Tournaments) and 1 September (for Adult Regular Season Tournaments), requests for new or additional tournament dates will be accepted under the "first come, first considered" rule.
- 4.4.7.5 Weekend Scheduling. For the purpose of tournament scheduling, a weekend is considered as a whole, and not as two separate, distinct, and unrelated days.
- 4.4.7.6 Priority of Fill Designator. In the event that more than one tournament is scheduled for the same division on a given weekend, a Priority of Fill Designator will be assigned based on the Historical Date Priority or the "first come, first considered" rule. This Designator defines for the Division Coordinator which tournament has Priority of Fill for the purpose of filling pool vacancies.

#### 4.4.8 Request for Sanction

- 4.4.8.1 All Adult Fellowship Season, Adult Regular Season, Junior Volleyball Season, and Regional Championship tournaments require an approved tournament sanction.
- 4.4.8.2 Fellowship Tournaments
- 4.4.8.2.1 Not later than four weeks prior to the date of the tournament, the Tournament Chair will send the host organization a Fellowship Tournament Sanction Form, CHRVA Form 1. The host organization will complete the form and return it to the Tournament Chair not later than three weeks prior to the date of the Fellowship Tournament.

- 4.4.8.2.2 A Region sanction fee of \$30 per court will be assessed to Fellowship Tournament hosts. This fee, paid by check or money order payable to AAVO, must be sent by the host with the Request for Sanction.
- 4.4.8.2.3 The Fellowship Coordinator will review the request, indicate any restrictions or conditions, assign an insurance number, and return the signed and approved original sanction form to the host organization.
- 4.4.8.2.4 No final reports are required from host organizations at the conclusion of Fellowship Tournaments.
- 4.4.8.3 Regular Season Tournaments
  - 4.4.8.3.1 Not later than six weeks prior to the date of the tournament, the host organization must complete and return the following to the Tournament Chair.
    - 4.4.8.3.1.1 Tournament Sanction Request, CHRVA Form 2.
    - 4.4.8.3.1.2 Tournament Invitation, CHRVA Form 3.
  - 4.4.8.3.2 The Tournament Chair will perform the following duties.
    - 4.4.8.3.2.1 Review the sanction request to ensure the request is in accordance with the season master schedule, and list any conditions or restrictions on the sanction that may be imposed on the host organization.
    - 4.4.8.3.2.2 Approve, assign an insurance number, sign and date the sanction request form, and return the original form to the host organization. The Tournament Chair will furnish copies of the approved request to the Referee Assignor and to each responsible Division Coordinator.
    - 4.4.8.3.2.3 Return disapproved requests to the host organization, the Referee Assignor, and responsible Division Coordinator, with an explanation for the denial.
  - 4.4.8.3.3 After a tournament sanction has been approved, no change may be made to the conditions set forth in the sanction without prior approval of the Tournament Chair. Any approved change will be noted by the Tournament Host on the original approved tournament sanction form and on the file copy of approved tournament sanction form maintained by the Tournament Chair.
  - 4.4.8.3.4 The Adult Tournament Chair will not sanction a tournament or more than one tournament in a weekend if there are more slots available than there are teams in the division(s). The only exception is AA..
- 4.4.8.4 Regional Championships. The Vice President will furnish the dates, formats, levels of competition, and number of teams to the Tournament Chair for sanction. The Tournament Chair will approve the sanction, assign an insurance number, sign and date the sanction request form, and return the original form to the Vice President. The Tournament Chair or Program Director will forward copies of the approved request to the Referee Assignor and to each Division Coordinator.

## 4.5 Filling a Sanctioned Tournament

- 4.5.1 Fellowship Tournaments. The Priority of Fill Designator is not applicable to Fellowship Tournaments.
- 4.5.2 Regular-Season Tournaments. Division Coordinators will fill pool positions for sanctioned tournaments using the following priorities:
  - 4.5.2.1 Historical Major Tournaments will be filled before any other scheduled tournament on the same weekend and with the same divisions.
  - 4.5.2.2 Regular Tournaments and Half-day Tournaments will be filled based on the Priority of Fill Designator as applicable.
  - 4.5.2.3 Mini Tournaments will be filled after all other tournaments are filled unless the host organizations of the other tournaments waive their priority rights.
  - 4.5.2.4 Host organizations may elect to withdraw their right to Priority of Fill for the overall good of the Region where conflicts between tournaments exist. This waiver of their rights is only for the tournament in conflict and will not affect retention of their Historical Date Priority for subsequent seasons.
- 4.5.3 When a Sanctioned Tournament is Considered "Filled." A sanctioned tournament is considered "filled" when four of the five requested pool positions or three of the four requested pool positions in each pool have been filled. In the event that two or more tournaments of the same division are to be hosted on the same weekend, Division Coordinators will ensure that the host organization with the highest Priority of Fill Designator receives its limit of requested teams before those host organizations with a lesser fill designation.

Example: If three host organizations apply for and are sanctioned in the same division for a 10-team tournament each, and only 27 teams apply to play on that weekend, the host with the Highest Priority of Fill Designator will receive 10 teams, the next host will receive nine teams, and the lowest host will receive eight teams.

- 4.5.4 Tournament Invitations
  - 4.5.4.1 An invitation will not be accepted from a team serving a disciplinary penalty for any tournament occurring during the period of the sanction.
  - 4.5.4.2 Except for the limitations set forth in Section 4.5.4.1, all teams registered in CHRVA are guaranteed invitations to all Regular Season tournaments in their respective divisions.
  - 4.5.4.3 Out-of-region teams will be sent an invitation to any tournament upon request of the Tournament Host or the out-of-region team.
  - 4.5.4.4 The Division Coordinator will provide access to invitations not later than four weeks prior to the date of the tournament. The tournament entry Closing Date will be no later than 14 days prior to the date of the tournament.
- 4.5.5 Team Acceptance into a Tournament
  - 4.5.5.1 To be guaranteed consideration for acceptance into a tournament, a properly completed team entry application and entry fee must be received by the Division Coordinator by the tournament entry Closing Date.
  - 4.5.5.2 Hierarchy of Selection. Teams will be selected for Regular Season Tournaments in the following order assuming the requirements of Section 4.5.5.1 have been met.
    - 4.5.5.2.1 Host-Team Entries
      - 4.5.5.2.1.1 A team who hosts a tournament earns one non-transferable entry into that tournament.

- 4.5.5.2.1.2 A club that hosts a tournament earns one entry into that tournament per pool. The club may assign an entry to any team who is a member of the club as of the tournament's closing date for submission of applications. Additional club teams interested in competing will be considered along with other team entries subject to Sections 4.5.5.2.3 through 4.5.5.2.7.
- 4.5.5.2.2 An out-of-region team whose name has been submitted to the Division Coordinator by the Tournament Host prior to the tournament entry deadline.
- 4.5.5.2.3 Team Priority Entries. A Priority Entry is a tournament entry wildcard.
  - 4.5.5.2.3.1 A club or team earns a Priority Entry into a regular-season tournament for each Fellowship or Adult Regular Season Tournament hosted by that club or team.
  - 4.5.5.2.3.2 Teams using a Priority Entry must indicate use of the Priority Entry on the entry and indicate the date of the tournament for which the Priority Entry was earned.
  - 4.5.5.2.3.3 A Priority Entry must be used in the season in which it was earned.
  - 4.5.5.2.3.4 A team who earns a Priority Entry may not assign the Priority Entry to any other team.
  - 4.5.5.2.3.5 A club that earns a Priority Entry may only assign the Priority Entry to a team who is a member of the club by the Closing Date for team applications for the tournament in which the Priority Entry will be used.
- 4.5.5.2.4 Newly registered CHRVA teams who would be playing for the first time.
- 4.5.5.2.5 The first tournament entry submitted by a team following its involuntary movement from another level.
- 4.5.5.2.6 Teams with the earliest "last-scheduled-played" date.
- 4.5.5.2.7 Teams that satisfy the following final criterion.
  - 4.5.5.2.7.1 Regular teams with the earliest date of receipt of payment by the appropriate Division Coordinator.
  - 4.5.5.2.7.2 Junior Volleyball teams with the earliest date of receipt of payment by the appropriate Division Coordinator.
  - 4.5.5.2.7.3 For the Adult Program, teams who do not have a referee and scorer on that team's official roster.
- 4.5.5.2.8 Out-of-Region Teams. There is no limitation to the number of out-of-region teams selected.
- 4.5.5.2.9 Late Entries. Teams that submit their entries after the tournament entry deadline may not be accepted to play unless there are still slots available. Teams who are consistently missing the deadline may be subject to sanctions.
- 4.5.5.2.10 Tournaments Not Filled by the Deadline. If the Division Coordinator has available openings after the deadline for entry, the Coordinator should further advertise the event. On the tenth day before the tournament, the Coordinator must provide the Host a status update and mail to the Host the entry checks received to date. Any remaining checks should be mailed to the Host along with all tournament paperwork so that they arrive no later than the Thursday before the tournament. Very late entrants should coordinate with the Host and Coordinator to mail their entries directly to the Host or bring them to the tournament if the Host allows it.

When a tournament has fewer than four teams registered by the Monday before the tournament, the Coordinator is not obligated to continue to seek additional entries and in fact has the right to cancel the tournament. In some cases, Priority Fill will be waived.

#### 4.5.6 Seeding Teams for Pool Positions

4.5.6.1 Single-Division Tournaments. Teams accepted for Regular-division tournaments will be seeded for pool positions, based on their latest available point count. If a team has no points (e.g., early in the season) or if there is a substantial disparity between the pools after seeding solely by point count, the Division Coordinator will use any reasonable means to determine pool seeding.

2-POOL, 10-TEAM SEEDING EXAMPLE										
Team	A	B	C	D	E	F	G	H	I	J
Total Points	15	14	12	10	7	6	5	5	4	0
Seed	1	2	3	4	5	6	7*	8*	9	10
Assigned Court	1	2	2	1	1	2	2	1	1	2

\* In this example, Team G was seeded over Team H based on the Division Coordinator's knowledge of team strength and pool competitiveness.

4.5.6.2 Multi-Division Tournaments. Teams accepted for tournaments will be seeded for pool positions based on criteria determined annually by the Tournament Chair (for Regular divisions) or the Competition Chair (for Junior Volleyball divisions).

#### 4.5.7 Team Withdrawal from a Tournament

4.5.7.1 Adult teams have the right to withdraw from a tournament 11 or more days (31 or more days for multi-day tournaments) before the date of the tournament. Junior teams have the right to withdraw from a tournament 18 or more days (31 or more days for multi-day tournaments) before the date of the tournament. The team's entry fee will be refunded.

4.5.7.2 If an adult team withdraws from a tournament, for any reason, 10 days or less, or a junior team 17 days or less (30 days or less for multi-day tournaments) before the date of the tournament, the team entry fee will be forfeited to the Tournament Host, regardless whether a replacement team is found for the tournament.

4.5.7.3 A team withdrawal from a tournament two days or fewer before the date of the tournament is a late withdrawal. A late-withdrawal team must notify the host Tournament Director of the withdrawal as soon as possible, but not later than 6:00 a.m. on the date of the tournament. The team will forfeit its entry fee to the Tournament Host and will be subject to disciplinary action, as prescribed in Section 1.

4.5.8 Team and Referee Assignor Notification. Not later than 10 days prior to the date of a tournament, the Division Coordinator will do the following.

4.5.8.1 Notify teams denied entry into the tournament of their non-acceptance and return their entry fee.

4.5.8.2 Make available to each accepted team the tournament match and work schedule, directions to the playing site, and any other information the host desires to make available to the teams.

- 4.5.8.3 Send to the Referee Assignor a copy of the tournament playing and work schedule, and a list of the player-referees designated by the teams on their entry forms.

## 4.6 Conducting a Sanctioned Tournament

- 4.6.1 Rules. All sanctioned tournaments, Tournament Hosts, participating teams, and officials will be governed by the current *United States Volleyball Rules – Modified*, as approved by USA Volleyball, unless otherwise cited in this Handbook. The current rules are CHRVA policy for all questions concerning facilities, uniforms, nets and standards, volleyballs, etc. For Fellowship Tournaments, the similarity requirements on players' uniforms are waived.
- 4.6.2 Tournament Host Responsibilities
  - 4.6.2.1 A non-playing CHRVA member will be appointed as the Tournament Director and will handle all administrative matters related to the conduct of the tournament. The Tournament Director will make himself or herself known to all participating team representatives, captains, and coaches as they arrive on site but not later than the team's first match of the day.
  - 4.6.2.2 The host will have the following on site during the tournament.
    - 4.6.2.2.1 A copy of the approved tournament sanction.
    - 4.6.2.2.2 A current USAV rulebook.
    - 4.6.2.2.3 A copy of this Handbook.
  - 4.6.2.3 The Tournament Director will assist the Head Referee in forming a Protest Committee prior to the first match of the day. The Committee will be composed of the Head Referee and two other certified referees. Whenever possible, Committee members should be those with a Regional Referee certification or higher.
  - 4.6.2.4 The Tournament Director will ensure that, prior to a team's first match of the day, the team representative, captain, or coach verifies the team roster, making any corrections and changes necessary. The roster will become the official team roster for the day and will be used to resolve any disputes concerning eligibility, etc. The Tournament Director will verify that all participating players are registered by checking registration cards.
  - 4.6.2.5 The Tournament Director will promptly notify the Head Referee if a player-referee listed on the team's entry form will not be present. The Tournament Director will collect a \$75 fee from the team prior to the team's first match of the day to cover the cost of the absent referee's work assignment.
  - 4.6.2.6 The Tournament Director will prominently post any changes that will affect play (e.g., in pool alignment or match start time(s) due to a team late withdrawal or no-show) and will notify the Head Referee of such changes.
  - 4.6.2.7 The Tournament Host must provide the following for each court at the tournament site.
    - 4.6.2.7.1 Poles, nets, antennas, and referee stands that meet USAV specifications.
    - 4.6.2.7.2 A new or slightly used, USAV-approved volleyball. It is also acceptable to the teams to provide their own balls as long as they are USAV-approved and agreeable to both teams. In the event that there is dispute over which ball to use, the first referee will choose the ball. The first referee has the right to reject both balls presented by the teams if they don't meet CHRVA criteria. When the host provides new balls, it must provide proof of purchase if including ball costs in the entry fee calculations.

- 4.6.2.7.3 Areas for team benches.
- 4.6.2.7.4 A scorer's table and two chairs, a visual scoring device, and an ample supply of USAV scoresheets (for both non-deciding and deciding sets), libero-tracking sheets, line-up sheets, blue or black pens, pencils, and erasers.
- 4.6.2.8 A playing schedule will be posted at each scorer's table.
- 4.6.2.9 The Tournament Director will keep the official time for the tournament; and the Head Referee will verify the time upon arrival at the site.
- 4.6.2.10 There shall be a 10-minute warm-up period prior to each match. After the first match, the warm-up period shall begin at the end of each match. The referee shall conduct a Captains' Meeting as soon as possible after the start of the warm-up period.
  - 4.6.2.10.1 For Regular Divisions: Teams will have shared use of the court for the entire warm-up period unless the Captains do not agree at the Captains' Meeting. In that case, the remaining time after the Captains' Meeting will be equally divided for non-shared warm-up activities. If either team worked the previous match, then their opponents shall warm up first. If neither team worked the previous match, then the team with first serve shall warm up first.
  - 4.6.2.10.2 For Junior Volleyball Divisions: The warm-up period shall consist of a 2-minute interval of shared non-hitting activity followed by two, four-minute intervals of non-shared hitting activity. The team with first serve shall have the first four-minute warm-up interval. If there are not eight minutes remaining in the 10-minute warm-up period, then the remaining time will be equally divided between the two teams.
- 4.6.2.11 Should a team not have a certified scorer for any reason, the Tournament Director will collect \$20 for every match not covered, and will assign a certified replacement scorer to work the uncovered matches. The Tournament Director will pay the replacement scorer \$20 per match.
- 4.6.2.12 The Tournament Director will enforce all Region policies, rules, and regulations, the USA Volleyball Participant Code of Conduct, and the rules pertaining to the use of their facility. Tournament directors have the right to evict any player, coach, spectator, or official who violates any of the above policies, rules, regulations, or Codes. Any violation report (made by a Tournament Host or Tournament Director) must be made within five days of the date of the tournament, or it will not be considered or acted upon by the Region. Failure to timely report a violation will subject the host to disciplinary action.
  - 4.6.2.12.1 Restrictions governing tobacco usage (smoking and smokeless) shall be strictly observed and enforced at all venues conducting Region sanctioned activities e.g. tournaments, clinics, practices. In addition, the USAV Coaches Code of Ethics and Conduct (II.E) specifically prohibits tobacco product usage in the presence of Juniors players. Tobacco usage (smoking or smokeless) is prohibited for the duration of the event inside all venues where sanctioned Juniors events and activities are being conducted. This policy applies to all Junior and Adult participants, including officials.
- 4.6.2.13 The Tournament Director will remit to the Head Referee a check or money order, payable to "AAVO," for referee expenses and the CHRVA Sanction fee (\$10 per team competing), at the conclusion of the tournament.

4.6.2.14 Neither the Tournament Host nor the Tournament Director is authorized to make any change to the playing schedule, pool seeding, match format, play-off format, play-off schedule, or work-team schedule as received from the Division Coordinator, except in the following circumstances.

4.6.2.14.1 The Tournament Chair has granted prior approval and the approved Sanction form has been amended (by the Tournament Chair) to reflect the change.

4.6.2.14.2 A team makes a late withdrawal, is a no-show, or must withdraw because of forfeit or injury. In such a case, the Tournament Director may make the necessary minor adjustments in the match schedule, work schedule, or pool alignment to successfully conduct the tournament.

#### 4.6.3 Referee Assignments

4.6.3.1 All non-playing referee assignments for sanctioned tournaments will be made by the Referee Assignor.

4.6.3.1.1 The Referee Assignor will assign referees to a particular tournament after receipt of the approved Sanction Form from the appropriate Tournament or Competition Chair. Information concerning the tournament (i.e., number of courts, sets per match, start time, etc.) is found on the sanction form.

4.6.3.1.2 Unless otherwise requested by the Tournament Host (as indicated on the approved Sanction Form), the Referee Assignor will assign at least one non-playing referee per court, and designate a Head Referee for the event.

4.6.3.1.3 The Division Coordinator will provide the Referee Assignor a list of player-referees, team court assignments, and the tournament schedule as soon as the Division Coordinator completes filling the tournament (at least 10 days prior to the date of the tournament). If any changes to the schedule or available Player Referees are made after the schedule has been submitted to the Assignor, an amended schedule must be submitted immediately. Upon receipt of this information, the Referee Assignor will confirm the assignment with the non-playing referees.

4.6.3.2 Administration of all referee work assignments at a tournament, for both non-playing referees and player-referees, is the responsibility of the Head Referee.

4.6.3.2.1 Only certified referees are authorized to work Adult Regular Season and Junior Volleyball Season tournaments.

4.6.3.2.2 Teams are required to furnish a certified player-referee to work one match during pool play. Should a team be unable to furnish the referee, it will be assessed a \$75 fee, payable to the Tournament Host, which must be paid prior to the team's first match of the day. The certified player-referee must be present and available to work the team's first scheduled work match of the day. In certain circumstances, a team's player-referee may be asked to work an additional match and will be paid by the AAVO for such work.

4.6.3.2.3 Teams must supply a competent (as judged by the first referee) second referee for all matches where the team is assigned as the work team, with the exception of playoff finals. If a team is unable to do so, it will be assessed a \$25 fee, payable to the Tournament Host; and a second referee will be assigned and paid.

- 4.6.3.2.4 Teams are required to designate their player-referee when they submit their entry form for the tournament. If they will not be able to supply a player-referee, they will be assessed a \$75 fee which will be added to the entry fee. If a team designates a player-referee on their entry form and the player-referee fails to attend the tournament or work the assigned match, the team will be assessed a \$75 fee, which must be paid to the Tournament Host before the team may play. The Head Referee will then assign a non-playing or player-referee to work the match. The AAVO will pay any player-referee for working any matches other than those required. The Tournament Director is not responsible for paying referee fees to anyone other than the Head Referee at the conclusion of the tournament.
  - 4.6.3.2.5 The certified player-referee must be designated at the time the team submits its entry application for the tournament. If no individual is designated on the entry application, the \$75 fee will be charged and will not be refunded, even if the team subsequently provides a substitute referee on or before the date of the tournament.
  - 4.6.3.2.6 Any certified referee may be assigned to work as the first referee during pool play. Only non-playing referees will be assigned as first referees for play-off matches.
  - 4.6.3.2.7 The Head Referee is responsible for all referee assignments at the tournament. The Head Referee will not make decisions that pertain to the conduct of the tournament (e.g., changes to the playing schedule, match format, etc.). The Tournament Director will attend to such changes in accordance with USAV Rules and this Handbook.
- 4.6.4 Work Team Assignments. Work team assignments are designated by the Division Coordinator on the match schedule sent to the teams, Tournament Host, and Referee Assignor.
- 4.6.4.1 A work team is defined as a certified scorer, assistant scorer, second referee, and two line judges. The team coach, captain, or representative is responsible for providing the required, competent work team and ensuring its readiness to work at the time assigned. The full work team must be ready to work a minimum of three minutes prior to the start of the match. The Tournament Director is responsible for monitoring work team readiness.
  - 4.6.4.2 Failure to perform player-referee or work team assignments may result in disciplinary action against the player-referee, or team, or both, in accordance with Section 1.
- 4.6.5 Play-offs
- 4.6.5.1 The play-off format for tournaments is specified in Section 4.4.3.
  - 4.6.5.2 Determining Play-off Teams
    - 4.6.5.2.1 Pool-play win/loss record will be used to determine advancement to the play-offs. Ties will be broken using the Statistical Tie-breakers in Section 4.6.5.2.2. However, no team will be eliminated from play-off competition using Statistical Tie-breakers. Instead, Tie-breaker Matches will be used, as prescribed by Section 4.6.5.2.3).

#### 4.6.5.2.2 Statistical Tie-breakers

- 4.6.5.2.2.1 1<sup>st</sup> Tie-breaker: Win/loss record of head-to-head competition between (or among) the tied teams during pool play.
- 4.6.5.2.2.2 2<sup>nd</sup> Tie-breaker: Point percentage (points won divided by points lost) of head-to-head competition between (or among) the tied teams during pool play.
- 4.6.5.2.2.3 3<sup>rd</sup> Tie-breaker: Point percentage against all opponents during pool play.
- 4.6.5.2.2.4 4<sup>th</sup> Tie-breaker: Coin Toss.

#### 4.6.5.2.3 Tie-breaker Matches

- 4.6.5.2.3.1 If two teams are tied for a last play-off position, a one-set, 25-point match will be played to determine the position.
- 4.6.5.2.3.2 If three teams are tied for a last play-off position, the top team (as determined per Section 4.6.5.2.2) will draw a bye. The remaining two teams will play a one-set match per Section 4.6.5.2.3.1. The winner will meet the bye team for a one-set match per Section 4.6.5.2.3.1 for the last position.
- 4.6.5.2.3.3 If four teams are tied for the last play-off position, each team will be seeded per the Statistical Tie-breakers of Section 4.6.5.2.2. Team #1 will play team #4, and team #2 will play team #3, in a one-set match per Section 4.6.5.2.3.1. The winners will play a one-set match per Section 4.6.5.2.3.1 for the final play-off position.
- 4.6.5.2.3.4 If three teams are tied for two play-off positions (i.e., a three-way tie for first place in a pool), the top team (as determined per Section 4.6.5.2.2) fills the first position. The remaining two teams will play a one-set match per Section 4.6.5.2.3.1 for the last play-off position.

#### 4.6.5.3 Seeding Play-offs

- 4.6.5.3.1 Play-off assignments should be arranged, wherever possible, so that first place and second place teams from the same pool will not meet until the finals.
- 4.6.5.3.2 Two Courts: The first place team from each pool will play the second place team from the other pool in each of the semifinals.
- 4.6.5.3.3 Three Courts: The first place teams and second place teams from all courts shall be ranked by win/loss record or point differential, following Play-off Seeding Chart, CHRVA Form 7. Every first place team shall be ranked higher than any second place team. The top two first place teams (teams 1.1 and 1.2) are afforded a first round bye. The third ranked first place team and all second place teams are arranged within the play-off bracket using Bracket 6, CHRVA Form 8, such that no first place team plays the second place team from the same pool, until the finals.
- 4.6.5.3.4 Four Courts: The first place and second place teams from all courts shall be ranked by win/loss record or point differential, following Play-off Seeding Chart, CHRVA Form 7. Every first place team shall be ranked higher than any second place team. The first place and second place teams shall be arranged in the play-off bracket using Bracket 8, CHRVA Form 9, such that no first place team plays the second place team from the same pool, until the finals.
- 4.6.5.3.5 More Than Four Courts: Follow same guidance as for four courts for ranking and seeding teams.

4.6.5.3.6 Half-day Tournaments: Although Half-day Tournaments consist of two pools, only the top team from each pool will advance to the playoffs. In the case of ties, Sections 4.6.5.2.3 and 4.6.5.2.3.2 apply.

#### 4.6.5.4 Court Assignments

4.6.5.4.1 The Tournament Director has the final authority for assigning play-off courts, and may deviate from these rules provided an explanation is given to the teams so affected. The decision of the Tournament Director is final and is not grounds for protest.

4.6.5.4.2 The first place teams should be given a "home court" advantage for their first play-off round.

4.6.5.4.3 Court assignments for subsequent play-off rounds shall be at the discretion of the Tournament Director, based upon facility/court availability.

4.6.5.4.4 Tournament Directors should make every effort to continue to assign first place teams to their "home court," wherever possible during subsequent play-off rounds.

#### 4.6.5.5 Work Teams for Play-offs

4.6.5.5.1 Each team must check with the Tournament Director before leaving for the day to determine whether it is required to work. If a team fails to check with the Tournament Director, and fails to perform a required work-team assignment, disciplinary action will be taken in accordance with Section 6.4.

4.6.5.5.2 Work-team assignments for play-offs will be determined using the following criteria in order.

4.6.5.5.2.1 A team with a bye will work a tie-breaker match or the first round of play-offs.

4.6.5.5.2.2 The loser of the last set of the last match of the day.

4.6.5.5.2.3 The winner of the last set of the last match of the day if the loser is in the play-offs.

4.6.5.5.2.4 The work team from the last match of the day if both teams playing in the last match are in the play-offs.

4.6.5.5.2.5 The work team for each subsequent round of the play-offs will be the losing team of each round just concluded.

4.6.5.5.2.6 The work team for the final match will be the semifinal loser with the least distance to travel, based upon the roster address of the team representative.

4.6.6 Point Awards. Regular teams will be awarded points based on their success during Adult Regular Season competition. Junior Volleyball teams are not awarded points.

4.6.6.1 Conglomerate teams will earn points for the purpose of seeding said teams in Adult Regular Season tournaments. Conglomerate teams are eligible for any trophies or awards they win.

4.6.6.2 Total points will be used as one of the qualification criteria for entry into the Regional Championships.

4.6.6.3 The point calculation for a Regular Tournament with four-team or five-team pools is shown in the following table.

POINT CALCULATION (Regular Tournaments with Four or Five Teams per Pool)										
# of Pools	Pool Play		Play-Offs							
	second place	first place	Round 1		Round 2		Round 3		Round 4	
			Loser	Winner	Loser	Winner	Loser	Winner	Loser	Winner
1	1	2	0	0	0	0	0	0	0	0
2	1	2	1	2	2	4	0	0	0	0
3	1	2	1	2	2	4	3	6	0	0
4	1	2	1	2	2	4	3	6	0	0
5 - 8	1	2	1	2	2	4	3	6	4	8

- 4.6.6.4 The point calculation for a tournament utilizing a six-team or seven-team round-robin format will be five points to the first place team, three points to the second place team, and one point to the third place team.
- 4.6.6.5 The point calculation for a Half-day tournament will be five points to the first place team, three points to the second place team, and one point to each of the third and fourth place teams.
- 4.6.6.6 Teams which draw a bye for any play-off round will be awarded the number of points they would have received if they had won that round.
- 4.6.6.7 The loser of a one-set play-off match for a last play-off position will be awarded one point.
- 4.6.6.8 Points earned by Chesapeake Region teams for competition in out-of-region tournaments will not count in the Region. Out-of-region tournaments in which Chesapeake Region teams compete will not count towards the 30% Rule (see Section 5.2.1.2) for the Regional Championships.

## 4.7 Post-Tournament Host Responsibilities

- 4.7.1 Reporting. At the conclusion of a sanctioned tournament, the Tournament Host is responsible for the following reports.
  - 4.7.1.1 Within 24 hours after the conclusion of the tournament, notify the appropriate Division Coordinator(s) and provide the results of the tournament (winner, second place team, etc.) and the points earned by the teams.
  - 4.7.1.2 Within 48 hours after the conclusion of the tournament, complete the "Actual" column on the Tournament Sanction Request, CHRVA Form 2, and send the form to the Adult Program Director. After review, the form will be sent to the Treasurer.
  - 4.7.1.3 Within 48 hours after the conclusion of the tournament, complete both sides of the Chesapeake Region Tournament Results Form, CHRVA Form 5, and send a copy to each appropriate Division Coordinator.
  - 4.7.1.4 Within seven days after the conclusion of the tournament, send all scoresheets to the appropriate Scoresheet Reviewer.
  - 4.7.1.5 Within seven days after the conclusion of the tournament, mail the teams' application forms and rosters to the Registrar, who will compare them with the teams' registrations of record. The Registrar will then report any discrepancy to the Eligibility Chair within two days of receipt of the application forms and rosters from the Tournament Host.
- 4.7.2 Nonperformance. In accordance with Section 1, disciplinary action will be taken against any host who fails to complete the post-tournament-host responsibilities.

## 5 Regional Championships

### 5.1 In General

- 5.1.1 The Regional Championships will be conducted in and around April for the purpose of determining the Championship teams in each division.
- 5.1.2 The Board of Directors will host the Regional Championships: the Vice President will be in charge of planning, managing, and overseeing the Regional Championships, except as prescribed herein.
- 5.1.3 A Regional Championship will be conducted for each division that participates in the Adult Regular Season or Junior Volleyball Season, unless there are insufficient team entries to justify the tournament.
- 5.1.4 Not later than 1 October, the Vice President will announce and disseminate to all members, the dates of the Regional Championships and the divisions that will compete on the individual dates. Any change to the dates and/or divisions made after 1 October will be disseminated to all members not later than two days after the change is made.
- 5.1.5 The Vice President will determine entry fees for the Regional Championships.

### 5.2 Team Eligibility

- 5.2.1 Teams invited to compete in the Regional Championships must meet the following eligibility requirements.
  - 5.2.1.1 The team must not be under any disciplinary penalty.
  - 5.2.1.2 A Junior Volleyball team must compete in at least two CHRVA-sanctioned Junior Volleyball tournaments.
  - 5.2.1.3 The "30% Rule". A team must compete in at least 30% of the Adult Regular Season Tournaments for which it was eligible.
    - 5.2.1.3.1 For the purposes of this rule, an "Adult Regular Season weekend" constitutes a tournament, since there may be more than one tournament scheduled for a particular weekend.

Example: The Adult Regular Season for the Women's A Division had 17 weekends during which tournaments were conducted. Team X registered prior to the Adult Regular Season. Team X must have competed in five tournaments ( $17 \times 30\% = 5.1$ , rounded down to five) to be eligible to compete in the Women's A Division Regional Championship. Team Y registered after the fifth week, leaving 12 tournament weekends. Team Y must have competed in four tournaments ( $30\% \times (17 - 5) = 3.6$ , rounded up to four).
    - 5.2.1.3.2 A team who applied for and was accepted in a tournament that was canceled for any reason after the entry closing date will be given credit as "having played," and the tournament will count toward the team's "30% Rule" minimum. However, the Division Coordinator will not count the tournament when determining averaged points earned for pool seeding as specified in Section 5.3.4.2.

- 5.2.1.3.3 A team who has moved from one division to another during the Adult Regular Season, whether voluntarily or involuntarily, is required to meet the "30% Rule" for the division to which it has moved. Tournament competition in the division from which the team moved will be counted in the new division toward eligibility.

Example: The Adult Regular Season for the Women's A Division had 17 weekends during which tournaments were conducted. Team Z registered in the Women's BB Division after the fourth week, played in three Women's BB tournaments, and then was involuntarily moved up to the Women's A Division after the eighth week. There were 13 tournament weekends in the Women's A Division after the date of registration (in the Women's BB Division). To be eligible for the Women's A Division Regional Championship, Team Z must have competed in at least four tournaments in both divisions combined ( $30\% \times (17 - 4) = 3.6$ , rounded up to four). This means it would have to have played at least two tournaments in the Women's A Division.

- 5.2.1.3.4 A team who competes in a higher-division tournament will have that tournament count towards meeting the requirement of the "30% Rule" for Regional Championship eligibility. It is the responsibility of the higher Division Coordinator to ensure, within seven days of completion of the tournament, that the Division Coordinator of the division in which the team is registered is made aware that the team has competed in a higher division tournament. Competing in a higher division tournament does not affect the team's "having played" status in its own division.

- 5.2.2 The team entry application and fee must be received by the Division Coordinator on or before the Regional Championship tournament entry Closing Date.

- 5.2.3 Points attained by a team from competition in Adult Regular Season tournaments will determine Regional Championship acceptance. If two or more teams are tied for the last available position(s), the following criteria will be applied. First, preference is given to the team with the highest average points per tournament. Second, preference is given to the team with the lowest registration number.

Example: The Men's BB Division Regional Championship will be a three-court, 15-team event. The 15 teams with the highest point count, who apply before the closing date, will be accepted to compete.

- 5.2.4 A team registering after 15 March will not be eligible for the Regional Championships unless there are insufficient entries. A team that has not earned any points in Adult Regular Season competition will not be accepted for the Regional Championships unless there are insufficient entries. Such teams who apply will be selected based on earliest team registration date.
- 5.2.5 Individual eligibility requirements, as specified in Section 1, apply for Regional Championship competition.
- 5.2.6 Failure to meet one or more of the above requirements will disqualify a team from acceptance into the Regional Championships.

### 5.3 Team Notification, Selection, and Competition

- 5.3.1 Division Coordinators will follow the procedures set forth in Section 1 for team selection/rejection, notification, development of playing schedules, and the distribution of the playing schedule and directions to playing sites to teams selected to compete in the Regional Championships. See Section 5.3.4 for seeding of teams for pool positions.
- 5.3.2 Regional Championship Format
- 5.3.2.1 The format for Regional Championships with six or more teams entered will be round-robin pool play followed by single elimination play-offs. See Section 1 for round-robin pool formats.
- 5.3.2.2 The format for Regional Championships with four or five teams entered will be round-robin play only. The top two teams will play a one-set match (per Section 4.6.5.2.3) will be played to determine the Champion.
- 5.3.2.3 The Vice President may adjust the above format requirements only when such requirements do not meet the existing situation prevailing at the time of the Regional Championship.
- 5.3.3 Determination of the Number of Teams and Pools per Division
- The number of teams per division for the Regional Championships will be as follows:
- Men's AA (Gold) one court with four or five teams
  - Men's A (mixed in with Gold or Silver) one court with four or five teams
  - Men's BB (Silver) two courts with 10 teams
  - Men's B (Bronze) two courts with 10 teams
  - Women's AA two courts with 10 teams
  - Women's A two courts with 10 teams
  - Women's BB two courts with 10 teams
  - Women's B two courts with 10 teams
- 5.3.3.1 The number of teams per bracket (e.g., Open, Club Gold, etc.) and brackets per division for the Regional Championships will be determined by the number of teams registered by 1 March for the Junior Girls Volleyball Season and the Junior Boys Volleyball season, by the Junior Girls' and Junior Boys' Program Directors, respectively within the constraints set by the Vice President per Section 5.1.4.

### 5.3.4 Seeding of Teams for Pool Positions

5.3.4.1 The objective of the Regional Championships is to allow the top teams in each division to compete in order to determine a champion. To make this competition as fair and equitable as possible, it is important that teams be seeded in such a way as to reflect their true strength. For this reason, seeding for the Regional Championships will differ from the seeding system used for Adult Regular Season tournaments.

5.3.4.2 Seeding of teams for pool positions in Regular-division Regional Championships will be made based upon average points earned during the Adult Regular Season (total points earned divided by the number of tournaments played).

10-TEAM REGIONAL CHAMPIONSHIP SEEDING EXAMPLE										
Team	A	B	C	D	E	F	G	H	I	J
Adult Regular Season Points	46	43	40	37	31	25	22	19	18	18
Tournaments Played	10	7	7	8	7	9	9	10	7	9
Average	4.6	6.1	5.7	4.6	4.4	2.7	2.4	1.9	2.5	2.0
Seed	3*	1	2	4*	5	6	8	10	7	9
* Team A is seeded over team D due to higher point total.										

5.3.4.3 Seeding of Junior Volleyball teams for pool positions in Junior Volleyball Regional Championships will be determined by the Competition Chair.

5.3.5 Play-offs will be handled in accordance with Section 1.

## 5.4 Awards

5.4.1 The Vice President will determine the type awards to be presented at the conclusion of each Regional Championship.

5.4.2 The following minimum awards will be given.

5.4.2.1 Team trophy for first and second place.

5.4.2.2 Individual awards for first and second place.

5.4.2.3 Individual award for the Most Valuable Player (MVP) selected in each Regular division.

5.4.2.4 Individual awards for the remaining five All-Tournament Players selected in each Regular division.

## 5.5 Championship Entry Pool

A Championship Entry Pool will be budgeted by CHRVA to provide reimbursement of entry fees for each advertised club and age-group division of the USA National Championships. The funds for teams participating in USA National Championships will be distributed as follows.

- 5.5.1 Junior Regional Champions entering and participating in the club or age-group championship competition in their division will be reimbursed 100% of their entry fees.
- 5.5.2 After payment of entry fees for Regional Champions, the remaining budgeted funds will be shared by all other CHRVA-registered teams entering and participating in the USA National Championships. Payment to these teams will not exceed 100% of their entry fees.
- 5.5.3 CHRVA-registered teams containing players registered in other regions will share in the budgeted funds, but will be entitled to only a proportionate share based on the percentage of CHRVA-registered players. For example, if the roster for an age-group team consists of six CHRVA-registered players and four out-of-region players, the team would be eligible to receive 60% of the funds to which they would be entitled if all members were registered with CHRVA.
- 5.5.4 In accordance with National Collegiate Athletic Association (NCAA) and National Federation of State High School Athletic Associations (NFHSAA) guidelines, all CHRVA Junior Volleyball teams participating in the Junior Volleyball National Championships will receive equal percentages of their entry fees up to 100% of their entry fees.
- 5.5.5 Within two weeks after the completion of the Adult and Junior National Championships (whichever is later), the Vice President shall provide a list of payees, mailing addresses and entry fee reimbursement amounts to the Treasurer for disbursement.



## 6 Disciplinary Action

### 6.1 In General

- 6.1.1 Disciplinary action will be taken against individuals, teams, and clubs (or combination thereof) as appropriate for violation of CHRVA policies, rules, or regulations. All CHRVA members are responsible for knowing and abiding by the policies, rules, and regulations of the Region. Disciplinary action taken against Junior Volleyball Athletes will consider the responsibilities and actions of junior teams, clubs, coaches, and club directors in the alleged violation, which may result in additional disciplinary actions as appropriate. Ignorance of a policy, rule, or regulation will not be accepted as an excuse for violation.
- 6.1.2 Disciplinary action may result in a suspension, fine, or both. Members under suspension are not in good standing with CHRVA, may not participate in CHRVA activities, and may not reregister for membership in subsequent seasons until the suspension is lifted.

### 6.2 USA Volleyball Participant Code of Conduct

Violations will result in disciplinary actions in accordance with the USA Volleyball disciplinary policy specified in the Code of Conduct.

### 6.3 Penalties

Unless otherwise stated in Section 1, the following penalties will be imposed.

- 6.3.1 Disciplinary penalties will begin with the date the violation occurred, the date the violation was discovered, or the date the team or individual last played, whichever is later.
- 6.3.2 Disciplinary penalties imposed in one season will carry over to the next season, or following season(s), as dictated by the date the penalty was imposed, the length of the penalty, and the end of the season during which the penalty was imposed.
- 6.3.3 Decisions pertaining to disciplinary action will be made by the appropriate Eligibility Committee (as designated in Section 3.1.2) and timely communicated by the chair to the affected parties.
- 6.3.4 All disciplinary actions shall be communicated in writing to all affected parties. Any disciplinary action may be appealed (in writing) pursuant to the provisions of Section 1, Complaints and Appeals.
- 6.3.5 Unless otherwise specified, a team or individual is considered suspended until all fines and fees are paid in full. All fines payable to CHRVA must be paid by certified check or money order. Payment of fines must be submitted to the Eligibility Chair (unless otherwise notified), who will notify the appropriate Staff Members that the fine has been paid.
- 6.3.6 Consequences of Offenses. Unless otherwise stated in Section 1, the following penalties may be imposed.
  - 6.3.6.1 1<sup>st</sup> Offense: Up to 30 days suspension from Adult Regular Season or Junior Volleyball Season competition (as appropriate) and/or a fine of up to \$50.
  - 6.3.6.2 2<sup>nd</sup> Offense: Up to 60 days suspension from Adult Regular Season or Junior Volleyball Season competition (as appropriate) and/or a fine of up to \$100.
  - 6.3.6.3 3<sup>rd</sup> Offense: Up to 90 days suspension from Adult Regular Season or Junior Volleyball Season competition (as appropriate) and/or a fine of up to \$200.

## **6.4 Failure to Fulfill Work Team Responsibilities**

- 6.4.1 A work team consists of the personnel specified in Section 4.6.4.
- 6.4.2 Pool Play
  - 6.4.2.1 A team failing to perform any scheduled work team assignment during pool play due to an unintended oversight will be penalized one point for every minute the full work team is not ready to perform as specified in Section 4.6.4 up to a maximum of 25 points assessed to its next match if the team is still in match play. The Tournament Director (with the support of the Head Referee) is responsible for monitoring work team readiness. If the team has completed pool play, the team is fined \$25; no suspension will be imposed.
  - 6.4.2.2 Refusal to perform any scheduled work team assignment will subject a team to disciplinary action in accordance with Section 6.3. In addition, the team will forfeit all remaining matches in favor of its match opponents and any playoff position it may have earned.
- 6.4.3 Play-offs. Failure to perform any play-off work team assignment will subject a team to disciplinary action in accordance with Section 6.3.
- 6.4.4 Regional Championships. Failure to perform any work team assignment during the Regional Championships will subject a team to disciplinary action in accordance with Section 6.3.
- 6.4.5 If a team's designated referee fails to work as scheduled, the team will be subject to a \$75 fee, payable to the Tournament Host, which must be paid before the team may compete again, either in the same tournament or subsequent tournaments, including the Regional Championships.
- 6.4.6 If the failure to perform a work team assignment is the result of a scheduling conflict or unforeseen change in the schedule, no disciplinary action will be taken.

## **6.5 Failure of a Tournament Host to Fulfill Responsibilities**

- 6.5.1 The following violations are grounds for disciplinary action.
  - 6.5.1.1 Failure to have the team captain or representative verify (and, if necessary, amend) the team roster prior to the team's first match of the day.
  - 6.5.1.2 Failure to abide by the provisions of the approved tournament sanction.
  - 6.5.1.3 Failure to complete the required post-tournament-host responsibilities, as required by Section 4.7.
- 6.5.2 Disciplinary action
  - 6.5.2.1 1<sup>st</sup> Offense: Written warning.
  - 6.5.2.2 2<sup>nd</sup> Offense: Loss of Priority of Fill privilege for one season.
  - 6.5.2.3 3<sup>rd</sup> Offense: Denial of privilege to host any sanctioned tournament for one year from the date of the 3<sup>rd</sup> offense.

## **6.6 Checks Returned for Insufficient Funds ("Bad Checks")**

- 6.6.1 The fee for checks returned for insufficient funds ("bad checks") for any reason will be \$25 plus any returned check fees incurred by the payee (individual, team, or club). Subsequent returned checks in the same season will subject a team to disciplinary action in accordance with Section 6.3.
- 6.6.2 Restitution of the original check amount plus fee will be made by certified check or money order payable to the original payee.

## **6.7 Team Non-Attendance or Late Withdrawal from a Tournament**

- 6.7.1 If the host is notified of a team's withdrawal and the circumstances are legitimately mitigating, no disciplinary action will be taken against the team except that the Host may keep the entry fee as prescribed in 4.5.7.2. Subsequent withdrawals may result in the team's suspension for up to 30 days from the date of the tournament.
- 6.7.2 A team failing to report for play without having notified the Tournament Host will be suspended for up to 60 days from the date of the tournament, unless the team can provide evidence of a valid emergency that prevented them from attending the tournament and notifying the Tournament Host. Subsequent such failures may result in up to a one-year suspension.

## **6.8 Team Use of a Non-Certified Referee or Scorer**

If a non-certified referee or scorer works a set or match (with the exception of a Fellowship Tournament), the following penalties and fines may apply.

- 6.8.1 1<sup>st</sup> Offense
  - 6.8.1.1 Individual player, coach, or club director: Up to 30 days suspension.
  - 6.8.1.2 Team: Fine of up to \$50.
- 6.8.2 2<sup>nd</sup> Offense
  - 6.8.2.1 Individual player, coach, or club director: Up to 60 days suspension.
  - 6.8.2.2 Team: Up to 30 days suspension and/or a fine of up to \$100.

## **6.9 Failure of a Paid Referee to Work**

- 6.9.1 If the referee fails to provide a compelling reason for missing the assignment, the referee may be suspended from officiating for up to 30 days.
- 6.9.2 If the referee's failure to work was due to a refusal to work, the referee's certification may be revoked for the remainder of the season.

## **6.10 Illegal Player**

Any player not meeting the eligibility requirements of Section 1 is an illegal player.

- 6.10.1 Individual player: Up to 90 days suspension.
- 6.10.2 Team, coach, or club director for whom the illegal player played: Up to 90 days suspension and/or a fine of up to \$200.
- 6.10.3 All sets where an illegal player participates in competition may be declared forfeits. Teams with an illegal player may lose all benefits earned from any set or tournament where an illegal player participates.



## 7 Complaints and Appeals

### 7.1 In General

- 7.1.1 The Complaint and Appeal Procedures are an extension of the CHRVA Bylaws (see Appendix A), Article XVII, Dispute Resolution. They are intended to provide members, teams, and clubs with an efficient, timely, and orderly process by which they may have their complaint or appeal (generically referred to herein as "grievances") heard, resolved, and acted upon.
- 7.1.2 The Complaint and Appeal Procedures provide for the following.
  - 7.1.2.1 A clear and simple means of filing a grievance by mailing, emailing, or hand-delivering the written complaint or appeal to either the Secretary or President, who will immediately refer the matter to the appropriate Staff Member or committee.
  - 7.1.2.2 The right of a party to a full and fair hearing regarding a complaint.
  - 7.1.2.3 Initial review and disposition of a complaint by a committee. Other than complaints regarding an action taken by a Division Coordinator (see Section 7.2.3), all complaints will be initially considered and resolved by one of the committees prescribed in Section 3.1.2.
  - 7.1.2.4 The right of a party to appeal an initial decision to at least two further levels of review and the right to a full and fair hearing on appeal.
  - 7.1.2.5 Finality of decision. USAV will no longer resolve disputes that arise within a Region.
- 7.1.3 Filing. The following requirements must be met in order for a grievance (complaint or appeal) to be considered officially filed. It must be:
  - 7.1.3.1 In writing. See Section 7.2.4 for the minimum complaint content. See Section 7.3.4 for the minimum appeal content.
  - 7.1.3.2 Timely filed. See Section 7.2.1 for specific complaint deadlines and Section 7.3.3 for specific appeal deadlines.
  - 7.1.3.3 Delivered to the Secretary or President.
    - 7.1.3.3.1 The burden of demonstrating that a grievance was delivered rests with the person filing it.
    - 7.1.3.3.2 A grievance filed by mail shall be sent by certified mail, return receipt requested. Emailed grievances are also accepted as they will be date and time-stamped.
    - 7.1.3.3.3 The officer receiving the grievance shall provide a written acknowledgement of receipt to the person who filed it immediately, if the grievance was hand-delivered, or by email within 24 hours of receipt, if the grievance was filed by mail or email.
- 7.1.4 The timetable for distribution of a grievance to appropriate CHRVA personnel and to other parties who may be affected by a ruling is defined in Section 7.2.2 for complaints and in Section 7.3.5 for appeals.

## 7.2 Complaints

- 7.2.1 A complaint shall be filed not later than 10 days after the date of the alleged violation giving rise to the complaint, or the date of discovery of the alleged violation giving rise to the complaint, whichever is later.
- 7.2.2 The officer receiving a complaint shall, within two days of receipt, assure that a copy of the complaint has been sent to the chair of the committee responsible for initial action on the complaint. This officer shall also acknowledge receipt of the complaint in writing within five days of receipt of the complaint. The chair shall then, within seven days of receipt, assure that copies of the complaint have been sent to the President, the Secretary, the Commissioner, and parties who may be affected by a ruling.
- 7.2.3 Initial action on a complaint shall be taken by the committee with primary jurisdictional purview for the subject matter of the complaint, as prescribed in Section 3.1.2. Complaints concerning tournament notification, application, entry selection/rejection, pool assignment, etc. will be referred to, and acted upon by, the appropriate Division Coordinator.
- 7.2.4 In order to be considered and acted upon, a complaint must contain, at a minimum, the following information.
  - 7.2.4.1 The name and signature of the person making the complaint, and the name of his or her team (and club, if any), if the person is a player or coach.
  - 7.2.4.2 The date the alleged violation occurred.
  - 7.2.4.3 The policy, rule, or regulation that was allegedly violated.
  - 7.2.4.4 A clear and complete statement of the facts and circumstances relevant to the complaint.
  - 7.2.4.5 Sufficient information to accurately identify all individuals, teams, or clubs involved in any aspect of the complaint.
  - 7.2.4.6 The remedy being sought.
- 7.2.5 A hearing shall be granted if requested by the complainant or a party who may be affected by a ruling on the complaint.
- 7.2.6 The committee with jurisdiction for the complaint shall review the complaint and issue a written ruling within 30 days of receipt by CHRVA. The ruling shall be sent to the complainant, all parties involved, the Eligibility Chair, the Commissioner, the Secretary, and the President.

### 7.3 Appeals

- 7.3.1 A party adversely affected by an initial ruling has the right to appeal and has the right to a full and fair hearing.
- 7.3.2 A hearing shall be granted at any level of appeal if requested by the appellant or by a party who may be affected by a ruling on the appeal.
- 7.3.3 Any appeal must be filed not later than five days following receipt of a ruling on a complaint, CHRVA-initiated action, or subsequent appeal, except where the ruling is made at the final level. At this point, no further appeal is allowed.
- 7.3.4 In order to be considered and acted upon, an appeal must contain, at a minimum, the following information.
  - 7.3.4.1 The name and signature of the appellant and the name of his or her team (and club, if any), if the person is a player, captain, or coach.
  - 7.3.4.2 A statement indicating that an appeal is requested. Additional supporting facts may be submitted for consideration.
  - 7.3.4.3 The remedy being sought.
- 7.3.5 The officer receiving an appeal shall, within two days of receipt, assure that copies of the appeal have been sent to the Commissioner or chair of the committee responsible for review of the appeal. This officer shall also acknowledge receipt of the appeal in writing within five days of receipt of the appeal. The Commissioner or chair shall then, within seven days of receipt, assure that copies of the appeal have been sent to the President, the Secretary, the Commissioner, and parties who may be affected by a ruling.
- 7.3.6 An appeal will be referred to the Commissioner or committee responsible for review of the appeal.
  - 7.3.6.1 Appeal of a ruling made by a Division Coordinator will be referred to the appropriate Tournament or Competition Chair for review by the appropriate Tournament or Competition Committee.
  - 7.3.6.2 Appeal of a ruling made by the Eligibility Committees described in Section 3.1.2 will be referred to the Commissioner for review.
  - 7.3.6.3 Appeal of a ruling made by the Commissioner will be referred to the Appeals Committee for review. Refer to the CHRVA Bylaws (see Appendix A), Article XIII.A.6.
  - 7.3.6.4 A ruling by the Appeals Committee is final. Further appeal is not allowed and will not be considered by either CHRVA or USAV.
- 7.3.7 The Commissioner or committee responsible for review of an appeal shall issue a written ruling in a timely manner. The ruling shall be sent to the appellant, the complainant, the Eligibility Chair, the Commissioner, the Secretary, the President, and the parties involved.



## **8 Sports Accident Insurance**

### **8.1 In General**

- 8.1.1 All registered athletes, coaches, officials, and managers of USAV, participating in events and activities sponsored by the USAV, are covered by the Sports Accident Insurance Policy. There are two membership levels.
  - 8.1.1.1 Class I: All registered coaches, managers, officials, and athletes of the Junior Olympic Program under 19 years of age;
  - 8.1.1.2 Class II: All registered coaches, managers, officials, and athletes of the Adult Program who are 19 years or older.
- 8.1.2 This policy provides Excess Coverage, meaning all benefits are payable on an Excess Basis only. Any other insurance (personal, employer group, parents, etc.) under which a participant is named must be submitted for claim before this coverage takes effect. Proof of payment is submitted when you file for Sports Accident Insurance coverage with USAV.
- 8.1.3 Sports Accident Insurance coverage is in effect from 1 November to 31 October annually.

### **8.2 Coverages and Exceptions**

- 8.2.1 This policy covers injuries that occur at practices and competition sanctioned or sponsored and supervised by USAV. Coverage is provided to the limits of the policy for medical/dental expenses and death/dismemberment as a result of a qualifying injury. Coverage for direct travel, as a group, to and from USAV-sanctioned events is provided for all registered Class I and Class II members.
- 8.2.2 Exceptions. This policy does not cover sickness or re-injury (which is considered a pre-existing condition).

### **8.3 Benefits**

Since USAV annually seeks to obtain the best and the most cost-effective insurance for its programs, the insurer and the benefits provided will usually change yearly. Contact the Commissioner, for information concerning the name(s) of the current insurer(s), coverages, and monetary benefits (i.e., medical expense, total payable benefit, etc.).

### **8.4 Certificate of Insurance**

Club and team representatives, sanctioned Tournament Hosts, and others sponsoring USAV events and activities may obtain a copy of the current Certificate of Insurance from the Commissioner, the Tournament Chair, or the Competition Chair.



## **Appendix A. CHRVA on the Internet**

The official CHRVA website can be found at the following Universal Resource Locator (URL).

<http://www.CHRVA.org>

The website contains a wealth of information, including contact information, publications, forms, documents, playing opportunities, etc. for the entire CHRVA membership.

Issues concerning the operation or content of the website should be directed to the following address.

[webmaster@CHRVA.org](mailto:webmaster@CHRVA.org)

Issues concerning the operation of CHRVA.org email services should be directed to the following address.

[email@CHRVA.org](mailto:email@CHRVA.org)



## **Appendix B. CHRVA Bylaws**

The Corporation's bylaws govern, in broad language, the operation of the corporation and the programs conducted under its auspices. This Handbook is the operating code of CHRVA; its policies, rules, and enforcement procedures are derived from the powers vested in the Board of Directors under the Bylaws. Should there be a conflict between any provision of the Handbook and the Bylaws, the Bylaws shall control. The Board of Directors shall be the final adjudicator and interpreter of all of the governing documents of the corporation. The Bylaws reprinted below are those in effect as of the date of publication of this revision of the Handbook and were last amended 19 January 2011.

### **BYLAWS OF THE CHESAPEAKE REGION VOLLEYBALL ASSOCIATION**

**Amended 19 January 2011**

#### **Article I. Name**

The name of the Corporation shall be the Chesapeake Region Volleyball Association (CHRVA), hereinafter referred to as the Corporation.

#### **Article II. Offices**

- A. The principal office of the Corporation in the Commonwealth of Virginia shall be located in the county of the residence of the Commissioner, provided the Commissioner is a resident of the Commonwealth of Virginia. If the Commissioner is not a resident of the Commonwealth of Virginia, the principal office of the Corporation may be designated by the President as the residence of a duly-elected member of the Board of Directors whose legal place of residence is within the Commonwealth of Virginia.
- B. The Corporation may have such other offices, either within or without the State of Virginia, as the Board of Directors may designate or as the business of the Corporation may require from time to time.

#### **Article III. Mission**

This Corporation is organized for the following purposes:

- A. To teach the sport of volleyball to children and adults by holding clinics conducted by qualified instructors in schools, playgrounds, parks and other suitable facilities;
- B. To provide practice volleyball sessions, classroom lectures, seminars and panel discussions in which trainees may be schooled in competitive coaching, playing, officiating and scouting techniques;
- C. To foster and conduct area, regional, state and national amateur volleyball competitions;

- D. To act as the official representative of the United States Volleyball Association within the area designated as the Chesapeake Region;
- E. To select and train suitable candidates in the techniques of volleyball in national and international competition and thereby assist in improving the caliber of candidates representing the United States in Olympic, Pan American, World Games, and other international competitions; and,
- F. To foster and conduct amateur volleyball programs between the United States and foreign nations for the exchange and training of suitable candidates in the techniques and practices of volleyball in countries other than their own.

## **Article IV. Affiliation**

- A. This Corporation is an affiliated Group D Member Organization according to the provisions of the "Operating Code of the United States Volleyball Association", hereinafter referred to as "The Code".
- B. Upon approval by the Board of Directors, this Corporation may associate with volleyball groups or organizations operating within the geographic area comprising the CHRVA.

## **Article V. Governance**

- A. The Articles of Incorporation of CHRVA, these Bylaws, the CHRVA Handbook, and such other documents as authorized or prescribed by the aforementioned documents, in order of precedence, respectively, shall serve as the bases for the operations of this Corporation.
- B. The USVBA Bylaws and "The Code", as they pertain to Group D Member Organizations, as presently constituted, shall be incorporated by reference as an integral part of these Bylaws. All amendments to the USVBA Bylaws or "The Code", subsequent to the adoption of these Bylaws, shall be incorporated by reference into these Bylaws.
- C. The USVBA governing document(s), as they pertain to Group D Member Organizations, shall take precedence in the event of any conflict between those USVBA documents and these CHRVA Bylaws.
- D. Any action required to be taken in writing may be accomplished by conventional writing as well as by telefacsimile (fax), telex, telegram, electronic mail (email) or any other means authorized by the Board of Directors.

## **Article VI. Membership**

- A. This Corporation shall provide an equal opportunity to anyone to participate in amateur volleyball competition in any capacity, without discrimination on the basis of race, color, religion, age, gender, or national origin. (See Appendix C: CHRVA Diversity Policy.)
- B. Other memberships may be authorized by the Board of Directors.
- C. A member in good standing is an individual, team, or organization whose membership privileges have not been suspended and who follow the procedures set forth in these Bylaws, the USAV Bylaws, or "The Code."

## Article VII. Board of Directors

### A. Mission

1. The business, property, and affairs of this Corporation shall be managed by the Board of Directors.
2. The Board of Directors, in furtherance of the specific and primary purposes of this non-stock Corporation as expressed in its Articles of Incorporation, may perform such acts that are necessary or convenient to exercise the powers of this non-stock Corporation stated in its Articles of Incorporation, and generally may do, or cause to be done, any lawful act in furtherance of its specific and primary purposes as stated in its Articles of Incorporation.

### B. Policy Governing the Exercise of Powers by the Board of Directors

1. It shall be the policy of this Corporation to budget and disburse each year substantially all of its ordinary net income in the furtherance of its primary and specific purposes as stated in its Articles of Incorporation.
2. It also shall be the policy of this Corporation that this Corporation shall not engage in any of the following transactions:
  - a. Lending any part of its income or principal without adequate security or at unreasonable rates of interest to donors, to members of the families of donors, or to Corporations controlled by donors or to members of donors' families;
  - b. Making any part of this Corporation's services available on a preferential basis, to donors, or to members of donors' families, or to Corporations controlled by donors or to members of donors' families;
  - c. Making any substantial purchases of securities or other property from donors, members of donors' families, or Corporations controlled by donors or members of donors' families for less than adequate consideration;
  - d. Selling any substantial part of the property of this Corporation to donors, members of donors' families, or Corporations controlled by donors or members of donors' families for less than adequate consideration;
  - e. Engaging in any transaction which results in a substantial diversion of the income or corpus of this Corporation to donors, members of donors' families, or Corporations controlled by donors or members of donors' families.

### C. Board membership and composition:

1. The Board of Directors shall consist of 15 CHRVA members in good standing.
2. The immediate past President may sit on the Board of Directors in an *ex officio* capacity with voice, but without vote, for a term not to exceed two (2) years following his or her term as President, unless he or she is a currently-elected Director.
3. Creation of new Directorship(s) shall not be effective until the following Annual Meeting, and shall be filled by the nomination and election procedures specified in Article XI.

### D. Election of Directors

1. Election Process.
  - a. Directors shall be elected by vote of those dues-paying members in good standing whose ballots are received by a date specified by the Election Committee.

- b. In the case of a vacancy(ies), director(s) shall be elected by a vote of those dues-paying members in good standing who are present and voting at a Regular or Special Meeting of the Board of Directors of this Corporation held as provided in Article VII.H.
  2. Nomination and election procedures shall be as prescribed in Article XI.
  3. Annual Selection of Directors.
    - a. Seven (7) Directors shall be elected in even-numbered years.
    - b. Eight (8) Directors shall be elected in odd-numbered years.
- E. Term of Service
  1. Directors shall serve overlapping two (2) year terms or until such time as their successors are duly elected and installed.
  2. Directors may succeed themselves.
- F. Removal of a Director:
  1. Any Director may be removed from the Board by a two-thirds (2/3) vote of the total Board. The removal shall be without prejudice to the contract rights, if any, of the person so removed.
  2. The impeached Director shall be given written notice of the impending action, at least fourteen (14) days prior to a regular or special meeting at which the proposed removal action is part of the Board of Directors' meeting agenda.
  3. The impeached Director shall be afforded the opportunity to speak before the Board of Directors, on his or her own behalf, at that meeting.
- G. Regular or Special Meetings:
  1. Meeting Schedule
    - a. Regular meetings of the Board of Directors shall be held at least once each quarter per the following schedule:
      - i. 1st quarter: June 1 to August 31
      - ii. 2nd quarter: September 1 to November 30
      - iii. 3rd quarter: December 1 to February 28/29
      - iv. 4th quarter: March 1 to May 30
    - b. The times and places of all meetings shall be determined by the Board or the President.
    - c. The Board of Directors shall hold an organizational meeting to assimilate newly-elected Directors and to elect the Officers of the Corporation, prior to the annual USAV National meetings. Such organizational meeting shall not constitute one of the regular meetings outlined in Article VII.G.1.a.
  2. Notice of Meetings
    - a. Regular meetings of the Board of Directors may be held upon giving at least thirty (30) days written notice to all Directors.
    - b. Special Meetings of the Board of Directors may be held upon giving at least fourteen (14) days oral or written notice to all Directors.
  3. Waiver of Notice
    - b. Whenever any notice is required to be given to any member or Director of this Corporation under the provisions of these Bylaws, or under the provisions of Virginia law, a waiver thereof in writing, signed by the person or persons entitled to such notice, or by telegram sent to them, whether before

or after the holding of the meeting, shall be deemed equivalent to the giving of such notice.

- c. The presence of a Director at any meeting shall constitute a waiver of any notice required for such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

H. Vacancy:

- 1. A vacancy occurring on the Board of Directors, or among the Officers of the Board, may be filled at a Regular or Special Meeting of the Board of Directors.
- 2. The new Director or Officer shall serve the unexpired term of his or her predecessor.

I. Voting Privileges:

- 1. Each Director shall be entitled to one vote.
- 2. Voting may be by show of hands, voice, or ballot.
- 3. There shall be no proxy or absentee voting at Board meetings.

J. Compensation of Directors:

Directors shall serve without compensation for attendance at Regular or Special Meetings. No person who now is, or who later becomes, a Director of this non-stock Corporation shall be personally liable to its creditors for any indebtedness or liability, and any and all creditors of this non-stock Corporation shall look only to the assets of this non-stock Corporation for payment.

## Article VIII. Officers

A. Principal Officers

- 1. The principal elected Officers of this Corporation shall be a President, a Vice President, and a Secretary, each of whom shall be elected by the Board of Directors.
- 2. No two elected positions shall be held simultaneously by the same person.

B. Elections of Officers

- 1. All Officers shall be elected by the Board of Directors prior to the annual USAV National meetings.
- 2. Officers shall be elected for two-year overlapping terms as follows:
  - a. The President shall be elected in odd-numbered years.
  - b. The Vice President and Secretary shall be elected in even-numbered years.

C. Term of Office

- 1. Officers' term of office shall begin fourteen days after election, but in no case later than June 1.
- 2. Each Officer shall be a Director at the time of his or her election and shall remain a Director during his or her tenure as an Officer.

D. Removal of an Officer

- 1. Any Officer or agent elected or appointed by the Board of Directors may be removed by the Board of Directors whenever the best interests of the Corporation would be served thereby.
- 2. Removal of an Officer shall follow the procedures prescribed in Article VII.F,

regarding removal of a Director.

E. Vacancy

1. A vacancy in any office because of death, resignation, removal, disqualification, or other reason, may be filled by the Board of Directors for the unexpired portion of the term, pursuant to Article VII.H.

F. Other Officers, Staff:

1. The Board of Directors may elect or appoint such other officers, assistant officers, agents, administrators, teachers, and employees as it shall deem necessary or desirable. They shall hold their offices or appointed position(s) for such terms and shall have such authority and perform such duties as shall be determined by the Board of Directors.

G. Duties of Officers:

1. President - The President shall:
  - a. Serve as Chair of the Board of Directors and the Executive Committee and shall be the chief executive officer of the Corporation;
  - b. Preside at all meetings of the Board and the Corporation;
  - c. Sign and execute, with the Secretary and/or any other appropriately designated Officer(s) of the Corporation, who are so authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments, which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors, or by these Bylaws, to some other Officer(s) or agent of the Corporation, or shall be required by law to be otherwise signed or executed;
  - d. Perform oversight duties of the staff and such other persons the Corporation may employ for compensation;
  - e. Attend official meetings and functions of the USVBA as the Corporation's representative, in the absence of the Commissioner;
  - f. Perform all other duties incident to the office of President and such other duties as may be prescribed by the Board of Directors.
2. Vice President - The Vice President shall:
  - a. Be the primary person responsible for the preparation, scheduling, and conduct of all Regional Championships;
  - b. Serve in the absence of the President, or in the event of his or her death, inability or refusal to act, perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President;
  - c. Perform all the duties incident to the office of Vice President and such other duties as may be prescribed by the President or the Board of Directors.
3. Secretary - The Secretary shall:
  - a. Keep, or cause to be kept, the minutes of the Directors' Meetings;
  - b. Ensure that all notices are given as provided for in these Bylaws or as required by Law;
  - c. Have oversight responsibilities for all official corporate mailings;

d. Perform all duties incident to the office of Secretary, and such other duties that may be assigned by the President or Board of Directors.

## Article IX. Staff

### A. Commissioner

#### 1. Appointment of the Commissioner:

- a. The Commissioner may be a dues-paying member of CHRVA, but shall not concurrently be an Officer of the Corporation and shall not concurrently be a member of the Board of Directors.
- b. The Commissioner shall be recommended for appointment by the President and confirmed by a majority vote of the entire Board of Directors.

#### 2. Term of Appointment:

- a. The Commissioner's term of appointment shall begin with the conclusion of the USVBA Annual Meetings, or June 1, whichever is later.
- b. In the event of a change in the Commissioner, the immediate past Commissioner shall be extended full benefit of the position for the current USVBA Annual Meetings.

#### 3. Duties of the Commissioner:

- a. Serve as the Corporation's principal representative to the USVBA and the USVBA Regional Operations Division;
- b. Serve as the Corporation's chief administrative officer;
- c. Recommend to the President, the appointment of appropriate members to leadership roles, for subsequent Board approval;
- d. Have oversight responsibility for the competitive and ancillary programs of the Corporation, to include, but not be limited to tournament sanctions, officials' development, Junior Olympic Volleyball development, fellowship tournaments, exhibition events, publicity and public relations, publications, and player and team registrations.
- e. The Commissioner shall sit on the Board of Directors in an *ex officio* capacity, with voice, but without vote.
- f. Be custodian of the corporate records.

### B. Treasurer - The Treasurer shall:

1. Have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for monies due and payable to the Corporation from any source whatsoever, and deposit all such monies in the name of the Corporation in such bank, trust companies, or other depositories as shall be selected in accordance with the provisions of these Bylaws, and shall withdraw or pay out such sums only as directed by the Board of Directors;
2. Keep full and accurate books of account and shall make such reports of such official transactions of the Corporation as the Board of Directors may require;
3. Perform all of the duties incident to the office of Treasurer and such other duties that may be assigned by the President or by the Board of Directors;
4. Have the account books and records of the Corporation examined by a disinterested party or parties annually, the cost of said examination, if any, being approved by the Board of Directors. The examination will be conducted in sufficient time in order that the results of said examination will be available, in an unaudited financial statement, at the second quarter meeting of the Board of

Directors.

5. Ensure that the annual financial statement is made available to the general membership no later than the end of the 3rd quarter.
  6. If not an elected Director, the Treasurer shall sit on the Board of Directors and the Executive Committee in an *ex officio* capacity with voice, but without vote.
- C. Registrar - The Registrar shall:
1. Register all dues-paying members of the Region and maintain records pertaining to such membership registrations.
  2. Provide any update report(s) requested by the Board of Directors, concerning membership registration.
  3. Provide the National offices of the USVBA with any reports or information concerning registrations and or membership within the CHRVA.

## Article X. Executive Committee

- A. Composition and Term of Office
1. There shall be an Executive Committee of the Board of Directors of this Corporation which shall consist of the elected Officers, two Board representatives, one of whom shall be a current player.
  2. The Board representatives shall serve overlapping two-year terms.
  3. Vacancies in the membership of the Executive Committee shall be filled by the Board of Directors at a regular meeting, or at a Special meeting called for that purpose.
- B. Mission and Conduct of Business
1. The Executive Committee shall serve as the Personnel Committee for the Corporation, and shall conduct the affairs and business of the Corporation, as directed by the Board of Directors, except for those matters which may only be conducted by the Board of Directors or by the membership of the Corporation, or both.
  2. A majority of the members of the Executive Committee may fix its rules of procedure.
  3. All actions taken by the Executive Committee shall be by a majority of those serving on the Committee if taken at a meeting or by unanimous written approval if taken without a meeting.
- C. Meetings
1. Meetings of the Executive Committee may be called, from time to time, at the direction and upon the request of the President.
  2. Notice of such meetings, unless waived, shall in each instance be given verbally to each member of the Executive Committee at least seven (7) days before the meeting.
- D. Records and Reports
1. The Executive Committee shall keep records of its activities and proceedings, as it may deem appropriate.
  2. All actions by the Executive Committee shall be reported to the Board of Directors at the meeting succeeding such action and shall be subject to revision, alteration, and approval by the Board of Directors; provided, however, that no rights or acts of third parties shall be affected by such revision or alteration.

## Article XI. Nominations and Elections

### A. Nomination Procedures

1. The President shall appoint a Nominating Committee by not later than September 30. Committee membership shall not be restricted to Board members. The Chair shall be a current Director. Appointments of current Directors to this Committee are strictly limited to those Board members whose terms of office are not expiring or who are not seeking reelection. Committee size shall be not less than three and not more than five persons.
2. The membership at large shall have the opportunity to nominate both their representatives and members at-large. Incumbent Directors may indicate their desire to stand for reelection, in which case, an affirmative decision no later than February 14 is equivalent to nomination.
3. The general membership shall be solicited for nominations consistent with these Bylaws. Deadlines for receiving written nominations shall be not later than February 14 of the current season. Written nominations shall include the name, address, and team affiliation, if any, of the nominee, a brief personal and volleyball-related background statement of the nominee, and the name of the nominator. Any member may submit a nomination on his or her own behalf.
4. A ballot including the names of the candidates and the closing date of the election will be sent electronically to all members at least three weeks before the election closing date.

### B. Election Procedures

1. Conduct and Supervision of Elections
  - a. The President shall appoint an Elections Committee to conduct and supervise the election of Directors. Committee size shall be not less than three and not more than five persons.
  - b. The Chair of the Nominating Committee shall serve as the Chair of the Election Committee. Other members of the committee may be any dues-paying members of the Corporation.
  - c. The Election Committee shall ensure that the election process provides a fair and equitable opportunity for the general membership to elect suitable representatives to the Board of Directors.
  - d. The Election Committee shall be empowered to determine the authenticity of the election, and to declare the election valid or invalid.
2. Election of Directors
  - a. Directors shall be elected by plurality vote of dues-paying members in good standing, whose ballots are received by the closing date specified by the Election Committee.
  - b. The terms of newly-elected Directors shall begin immediately following the CHRVA General Member Meeting.
  - c. If there is no nominee for a particular constituency, that position shall be filled with an at-large representative.
3. Election of Officers
  - a. The nomination and election of Officers shall be processed by the new Board of Directors and shall be accomplished begin immediately following the CHRVA General Member Meeting.
  - b. A majority vote of the total number of Board members shall be required for

the election of Officers.

- c. The consent of each nominee shall be required prior to the election process. Oral consent may be received from each nominee who is present at the election; written consent, signed by the nominee, must be submitted at the time of nomination of a nominee who is not present at the election.

## Article XII. Association of Approved Volleyball Officials

- A. The Association of Approved Volleyball Officials (AAVO) shall be an integral part of the Corporation. All currently-certified referees and scorers shall be members of the AAVO, without any additional assessment of dues.
- B. The AAVO shall function under an operating code approved by the Board of Directors and included as infrastructure of these Bylaws.
- C. The Referee Chair for the Corporation shall serve as the Chair of the AAVO. If not an elected Director, the Chair shall sit on the Board of Directors, in an *ex officio* capacity, with voice but without vote, as the AAVO liaison to the Board.
- D. The AAVO shall be accountable to, and make regular reports to, the Board of Directors, as requested.

## Article XIII. Committees

- A. Standing Committees - There shall be the following Standing Committees of the Corporation:
  - 1. Eligibility Committees: the number and function of the Eligibility Committees shall be as prescribed by the CHRVA Handbook, with responsibilities including, but not limited to, determining the eligibility of teams and individual players, and determining, setting, or changing team classification.
  - 2. Communications Committee: responsible for maintaining an open channel of communication for the Corporation both internally, with and among the individuals and groups who are members of or affiliated with CHRVA, and externally, with those individuals and groups with whom CHRVA has association, or should have association, in furtherance of the Mission of the Corporation.
  - 3. Finance Committee: responsible for developing the annual budget and addressing such other fiduciary matters of the Corporation, as required.
  - 4. Nomination and Election Committee: responsible for processing and conducting the annual nomination and election procedures, pursuant to Article XI of these Bylaws.
  - 5. Personnel Committee: responsible for the review of performance for all incumbents in a staff position, and recommendation to the Board of Directors for appointment, compensation, and creation of new positions not otherwise constituted by these Bylaws. Membership on this Committee shall be restricted to members of the Executive Committee.
  - 6. Appeals Committee: responsible to act as the final review body in the Corporation to adjudicate disciplinary matters and acts or omissions which are in violation of the rules, regulations, or requirements of the Corporation. Membership on this Committee shall be appointed by the President and confirmed by the Board of Directors.
- B. Special or *Ad Hoc* Committees

1. The President and/or Board of Directors may appoint special or *Ad Hoc* Committees.
  2. Each Committee shall have such powers and shall perform such duties as may be delegated and assigned to that Committee by the Board or the President.
- C. Committee Membership
1. Membership of each Standing and Special Committee shall include at least one Director. Membership of *Ad Hoc* committees shall not require the inclusion of a Director.
  2. Committee membership shall not be restricted to only members of the Board of Directors.
  3. Each Committee Chair, with the authority and approval of the Board of Directors, may select the membership of his or her Committee, unless the Committee's membership is otherwise appointed by the President or is otherwise prescribed by any of the governing documents enumerated in Article V.A.
- D. Committee Chair Appointments
1. The Chair of each Standing Committee shall be appointed by the President from among the Directors.
  2. The Chair of each Special or *Ad Hoc* Committee shall be appointed by the President and may be any dues-paying member of the Corporation, not necessarily a Director.
  3. All such appointments shall be subject to the approval of the Board of Directors.
- E. Approval of Committee Actions - Any matter transacted by any committee, other than the Eligibility, Appeals, and the Nomination and Election Committee, in the name of the Corporation, shall be submitted to the Board of Directors for ratification or approval at the next regular or special Board of Directors meeting.

## Article XIV. Indemnification

- A. The Corporation shall indemnify any person who was or is a party or is threatened with being made a party to any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, including all appeals by reason of the fact that he or she is or was a Director or Officer of the Corporation, or is or was serving at the request of the Corporation as a Director or Officer of another Corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorney's fees), judgment, decrees, fines, penalties, and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding if he or she acted in good faith and in the manner he or she reasonably believed to be in the, or not opposed to the, best interests of the Corporation, and with respect to any criminal action or proceeding, had no reasonable cause to believe his or her action was unlawful.
- B. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in the manner which he or she reasonably believed to be in or not opposed to the best interest of the Corporation, and with respect to any criminal action or proceeding that he or she had reasonable cause to believe that his or her conduct was unlawful.
- C. To the extent that a Director or Officer of the Corporation has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in Article XIV.A, or in defense of any claim, issue, or matter therein, he or she shall be indemnified against expenses (including attorney's fees) actually and reasonably incurred by him or her in connection therewith.

- D. Unless indemnification is ordered by a court having jurisdiction therein, any indemnification shall be made by the Corporation only as authorized in the specific case upon determination that indemnification of the Director or Officer is proper in the circumstances because he or she has met the applicable standard of conduct set forth in Article XIV.A. Such determination shall be made (a) by the Directors who were not parties to such action, suit or proceeding, or (b) if such a quorum is not available, or even if obtainable, if a majority of such quorum of disinterested Directors so directs, by independent counsel (compensated by the Corporation) in written opinion.
- E. Expenses of each person indemnified hereunder incurred in defending a civil, criminal, administrative, or investigative action, suit, or proceeding (including all appeals) or threat thereof, may be paid by the Corporation in advance of final disposition of such action, suit, or proceeding as authorized in Article XIV.D, upon receipt of an undertaking by or on behalf of the Director or Officer to repay such expenses unless it shall ultimately be determined that he or she is entitled to be indemnified by the Corporation.
- F. The indemnification provided by this Article shall not be deemed exclusive of or in any way limit any other rights to which a person indemnified may be or become entitled as a matter of law, by the Articles of Incorporation, Bylaws, regulations, agreements, insurance, or vote of disinterested Directors or other wise, with respect to action in his or her official capacity and with respect to action in another capacity while holding such office and shall continue as to a person who has ceased to be a Director or Officer and shall inure to the benefit of the heirs, executors, and administrators of such a person.
- G. If any part of this Article shall be found, in any action, suit or proceeding, to be invalid or ineffective, the validity and the effect of the remaining parts shall not be affected.

## **Article XV. Assets**

- A. All bank checks drawn against the Corporation's checking accounts shall be signed by the Commissioner or the Treasurer, or by such other person(s) as the Board of Directors may determine.
- B. Deeds, mortgages, leases, and other contracts may be signed by both the President and the Secretary, or by such other person or persons as the Board of Directors may authorize.
- C. No loans shall be contracted on behalf of the Corporation, and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors.
- D. All funds of the Corporation not otherwise employed shall be deposited as received in the Corporation's checking account or in a savings account with such bank or banks, or other depositories, as the Board of Directors may select.
- E. The Corporation may obtain and use a corporate credit card for all expenditures that cannot be invoiced to the Corporation. The Corporation's credit card shall be authorized by the Commissioner or the Treasurer, or by such other person(s) as the Board of Directors may determine.

## **Article XVI. Fiscal Year**

The fiscal year of this Corporation shall begin on August 1, and end on July 31.

## Article XVII. Dispute Resolution

### A. Complaints

1. Any sports organization, club, team, or individual who is affiliated with or who is eligible for affiliation with this Corporation may seek redress of any volleyball-related grievance that directly affects it, him or her, by filing a written complaint with the Corporation.
2. Any complaint shall be in writing and shall be sent by the complainant to either the Secretary or the President of the Corporation. In addition, the complainant may also send a copy of the written complaint directly to the Chair of the appropriate Standing, *Ad Hoc*, or Special Committee, or other CHRVA Staff Member, group, or organization with primary jurisdictional purview for the complaint. A complaint shall be hand delivered, or sent via email, USPS, or any overnight mail service. In order for complaints to be addressed in a timely manner, **none** of these delivery means should require a signature by the recipient.
3. The Corporation shall acknowledge receipt of the complaint in writing within five working days of the receipt of the complaint.

### B. Action on Complaints

1. All written complaints shall first be directed, by the complainant, or the Secretary or President, to the Chair of the appropriate Standing, *Ad Hoc*, or Special Committee, or other Staff Member, group, or organization with primary jurisdictional purview for the complaint.
2. All written complaints shall be acted upon by the appropriate Staff Member, Committee, group, or organization, within 30 days of receipt.
3. A complainant shall be afforded a fair opportunity for a hearing in which to present his or her complaint to the appropriate Staff Member, Committee, group, or other organization, after having been given fair notice.
4. Any action taken by the Staff Member, Committee, group, or organization shall be communicated to the affected complainant in writing in a timely manner.

### C. Appeals

1. Any individual adversely affected by a decision regarding a complaint shall have the right to appeal the decision, as prescribed by the CHRVA Handbook. Such appeal provisions shall ensure the due process rights of all members of CHRVA and all persons with substantial contacts with CHRVA.
2. An appellant shall be granted the opportunity to be heard regarding the matter in dispute and shall be provided with adequate and timely notice of the date, time, and place of the hearing.
3. The Appeals Committee shall be the final reviewing authority, and the final level of appeal, for any matter in dispute regarding violation of any rule, regulation, or requirement of CHRVA other than removal of an Officer or Director. Decisions by the Appeals Committee are not appealable or reviewable, either within CHRVA, or outside CHRVA.

## **Article XVIII. Annual General Membership Meeting**

The Annual General Membership Meeting of this Corporation shall be held each year during the fourth (4th) quarter, at which time the results of the annual elections for the Board of Directors shall be determined and announced, annual reports shall be presented, and such other business shall be transacted as may be properly brought before the meeting.

## **Article XIX. Action Without Meeting**

Any action required or permitted to be taken at a meeting of the Board of Directors, or any other action which might be taken at a meeting of the Directors, may be taken without a meeting. Such votes shall have the same force and effect as a vote of such Directors at a regularly convened meeting and may be stated as such in any articles or documents filed with the Corporation Commissioner of the Commonwealth of Virginia, any other governmental authority or person or entity.

## **Article XX. Seal**

A corporate seal is not required for this Corporation. The Board of Directors may, however, authorize a corporate seal.

## **Article XXI. Quorum**

One half (1/2) of the incumbent Directors, but no fewer than eight (8) Directors, shall constitute quorum for the transaction of business..

## **Article XXII. Amendment**

The Bylaws may be amended by a two-thirds (2/3) favorable vote of the incumbent Directors; provided, however, notice of the proposed amendment(s) has been submitted to the Board of Directors in writing at least thirty (30) days prior to said meeting. Any dues paying member of the United States Volleyball Association registered with the Chesapeake Region Volleyball Association may submit a proposal to amend through the Secretary of the Corporation, and said proposal shall be placed on the agenda of the next regular meeting of the Board of Directors consistent with the provisions for amendment contained herein. All references and language companion to the approved amendments to the Bylaws shall also be considered as amended, provided the intent of an Article/Section is not changed.

## **Article XXIII. Dissolution**

In the event of the dissolution of this Corporation, or upon termination of its recognition as a Group D Member Organization of the USVBA, its remaining assets shall be distributed by the last Board of Directors, after its just debts and obligations have been paid or adequately provided for, to the benefit of the USVBA for use in promoting the sport of volleyball within the geographic area of the Chesapeake Region Volleyball Association.

## **Article XXIV. Rules of Procedure**

In all cases not otherwise provided by these Bylaws, this Corporation shall be governed by *Robert's Rules of Order, Newly Revised*.

**Approval:**

This document represents the Bylaws of the Chesapeake Region Volleyball Association as amended by the Board of Directors on March 8th, 2011.

**Attest:**

\_\_\_\_\_  
Julie Briggs, President                      Date

\_\_\_\_\_  
Chris Cant, Secretary                      Date



## Appendix C. Policy Statements

### Sexual Harassment Policy

Chesapeake Region Volleyball Association (CHRVA) is committed to maintaining an athletic environment that is free from sexual harassment and unwanted sexual attention.

Harassment can occur between any combination of members of our volleyball community: coaches, players, parents, organizers, etc. It generally occurs when one person, the harasser, holds a position of real or perceived authority over another individual.

Sexual Harassment may involve:

- Suggestive comments about physical appearance.
- Leering or staring.
- Use or display of sexual material not legitimately connected to coaching volleyball.
- Sexual teasing.
- Jokes with sexual themes.
- Unwanted physical contact.
- Promises or rewards in return for sexual favors.
- Sexual assault.

CHRVA members are not to engage in sexual harassment, unwelcome and unwanted sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, gestures, graffiti, posters, writings, touching or other physical contact that may constitute sexual harassment when:

- a. Submission to, or rejection of, such conduct by an individual is used as the basis for participation or team selection decisions.
- b. Such conduct has the purpose or effect of unreasonably interfering with an individual's opportunity to participate in volleyball events or of creating an intimidating, hostile, or offensive environment.

Adult members encountering behavior perceived as harassment may seek to resolve the matter in direct conversation with the individual understood to have engaged in the harassment. In the case of Junior Volleyball members, such matters should be taken to the team coach or club director. If it is felt that this approach is not likely to be productive, or if such an approach has been tried and failed, the person being harassed should make a report to the alleged harasser's team representative or club director. In the event that these procedures fail, the matter should be reported to the Junior Ethics and Rules Chair and Eligibility Chair for investigation.

Reports of sexual harassment will remain confidential to the extent that maintaining confidentiality is not inconsistent with investigating reports of harassment, eliminating or remedying any sexual harassment found to have occurred, or preventing future harassment.

CHRVA members may be restricted from participating in sanctioned events pending the conclusion of any investigation pertaining to sexual harassment reports lodged with the Eligibility Chair. Members accused of sexual harassment failing or refusing to cooperate in an investigation of sexual harassment, or who otherwise violate or act in a manner inconsistent with this policy, may have their CHRVA membership immediately revoked.

## **Junior Volleyball Code of Ethics and Conduct**

The purpose of the Junior Volleyball Code of Ethics and Conduct is to provide guidelines for ethical behavior and to establish mandatory rules of professional conduct for Junior Volleyball coaches and participants. These guidelines and rules apply to all individuals who coach or represent Junior Volleyball in the Chesapeake Region. The Junior Volleyball Ethics and Rules Committee is responsible for enforcing these guidelines and rules of conduct. Violators are subject to the disciplinary actions as prescribed in Section 1 of the Chesapeake Region Volleyball Association Handbook.

### **Guidelines for Ethics**

All coaches and team representatives shall commit themselves to support and comply with the goals, policies, and rules of USA Volleyball (USAV), and the Chesapeake Region Volleyball Association (CHRVA).

All coaches and team representatives shall strive to improve their professional knowledge and skills by participating in continuing education and training programs, especially those sponsored by USAV.

All coaches and team representatives shall strive to enhance communication with players and parents to foster greater understanding of USAV and CHRVA goals and objectives.

All coaches and team representatives shall not require, counsel, or otherwise condone activities that are illegal under either civil or criminal law.

All coaches and team representatives shall not participate in, encourage, tolerate, or otherwise condone the sexual harassment of any participant.

All coaches and team representatives shall treat the athlete's welfare as the paramount consideration in the coaching decision: "Athletes first, winning second."

All coaches and team representatives shall abide by the respective high school rules and regulations of each player's home state so as not to jeopardize any player's high school eligibility or high school team's rules. This applies to all team activities including tryouts, practices, tournaments, etc.

## **Junior Volleyball Code of Ethics and Conduct (cont)**

### **Code of Conduct**

Whereas the purposes of USA Volleyball and the Chesapeake Region Volleyball Association are to encourage interest and participation in youth volleyball; to insure that youth are presented with the opportunity to attain the fullest possible moral, mental, and physical benefits from their participation in volleyball; and to instill in all participants the highest ideals and standard of sportsmanship; I pledge to conduct myself and insure that all team affiliates and supporters shall also conduct themselves in a manner that is consistent with these goals and principles. I have read and will abide by the following Code of Conduct.

I shall never knowingly permit an ineligible player to play with my team or club. I will ensure that all required paperwork is completed in a timely manner as required.

I shall conduct myself, and insure that all team affiliates and supporters shall conduct themselves, in a manner that is consistent with good sportsmanship before, during, and after every game and practice.

I shall not harass the game officials in any manner or form. I shall treat all persons with respect, and insure that all team affiliates and supporters do the same.

I shall keep my team and players informed about the rules and guidelines established by USA Volleyball and the Chesapeake Region Volleyball Association.

I shall insure that team players are supervised by an adult at all times and are never left unattended or unsupervised at a game or practice.

I shall never knowingly allow an injured player to play or return to play without proper medical approval.

I shall not promote, encourage, or facilitate the use of illicit drugs, tobacco, or alcohol.

I shall not engage in physical, verbal, or emotional harassment, or abuse, or exploitative coercion of any person associated with my team or club.

I shall not engage in or condone the illegal recruitment of any player.

## CHRVA Junior Girls' Recruiting Policy

(Updated August 2011)

### Purpose

The purpose of the CHRVA Junior Girls' recruiting policy is to allow players and their agents to make informed decisions about selecting a club without the influence of such clubs in an aggressive or biased manner. This policy is designed to govern the conduct and sanction of clubs and staff that are in violation of this policy.

### Definitions

**Agent** - for purposes of this document, "agent" refers to an athlete's parent, guardian, family member, or any other such person who acts on behalf of the athlete.

**Recruiting** – is defined as any contact with a prospective junior player or her agent in an effort to commit that player to that respective club.

- Contact includes but is not limited to:
  - In person
  - Phone or Fax
  - Electronic (email, text)
  - Correspondence directly to player or her agent such as letters, post cards, etc., addressed specifically to said player
- *The distribution of generic club materials is permitted at any time*
- *High School or other school coaches are permitted to have contact with prospective players provided that the contact is not directed toward recruiting for the club which the coach represents.*
- *A Chesapeake member club may not actively recruit a player from another region. Actively recruiting is defined as contacting a player directly with any means of communication to include e-mails, phone, and/or postal mail.*

### 2011/2012 Calendar

Open Period	July 5 – October 31	Club staff may make recruiting contacts with prospective player or her agent
Tryout Period	November 1 - teams 13 and under  November 6 - teams 14 and over	No recruiting contacts can be initiated with a prospective player or her agent unless said player has first made contact with the club on their own or has attended a tryout for the respective club. <i>Players or their agents may initiate contact with clubs, and clubs may respond to such contact in a reasonable manner.</i>
Competition Period	January 1 – end of Junior National Tournament	No recruiting contacts shall be made to any players who have committed to another club. If the player has not registered at all with a club for the current season, the prospective player may be contacted.

### **Tryouts / Clinics / Camps**

A **tryout** is an organized event for the purpose of evaluating prospective players. They may be private (invitation only) or open to the public (preferred).

- Tryouts may not begin until the dates listed above.

**Clinics** are organized events for the purpose of coaching and training. They may be private (club only) or open to the public (preferred). *Clinics are not to be used for recruitment purposes.*

- Clinics may be offered at any time during the year. However if they are offered during the Competition Period (1 January – 15 July), they are only open to current club members or players who are not committed to another club.

**Camps** organized or operated by clubs are permitted to be held at any time during the year for the purpose of player development, but **not** for recruitment.

### **Commitments / Offers**

A **commitment** to a club is a written agreement between the club and the prospective player or her agent for such player to play for the prospective club.

- Written commitments cannot be offered or accepted from any prospective player or her agent prior to November 1 for teams 13 and under and November 6 for teams 14 and over.
- **48 Hour Rule** - players are to be granted a grace period of no less than 48 hours from the start date and time of the first tryout at that club by the player. This means that the club cannot pressure the player for a commitment until the conclusion of the 48 hours. This affords the player ample time to review her decision. That player's spot on the team would be guaranteed for the 48 hour grace period. The player may accept the position prior to the expiration of this grace period if she chooses. However, she must be made aware that the position is not in jeopardy of being lost within the grace period.
- Verbal commitments can be made, but are not binding in any circumstance.

## **Incentives**

An **incentive** is the perceived belief that a prospective player or her agent receives some form of a benefit based on the commitment to a particular club.

- Clubs are not permitted to offer discounts, scholarships, or other financial offers to any one or a group of prospective players in exchange for commitment to the respective club unless those same opportunities are available to all players and are public knowledge.
- Clubs are not permitted to offer targeted “special” terms or “guarantees,” gifts, or the threat of consequences if targeted prospective player(s) do not commit to respective club.
- Unless the club/team is a non-profit corporation recognized by the IRS in a manner that makes it permissible to offer such items, a club/team cannot offer discounts, scholarships, etc. Any such “privilege” given to players not done in this manner can jeopardize a player’s NCAA eligibility.

## **Player Eligibility (NCAA)**

Each club must understand that its actions may result in the prospective players’ NCAA eligibility being jeopardized based on respective recruiting attempts.

- If at any time an NCAA recruiting rule is violated and is the direct result of a club’s recruitment of such player, the club will be held liable for such actions.
- If an NCAA rule is violated, the violation will be reported to the appropriate parties.

## **Reporting a Recruiting Violation**

Recruiting violations must be reported within 30 days of the infraction or discovery of the infraction. Reports must be submitted in writing, via USPS or email to the Juniors Ethics Chairperson or any member of the CHRVA Board of Directors. Include the details of the violation, the player(s), the club involved as well as the name, phone, and address of the individual filing the complaint. Phone calls and in person conversations are not considered valid reports. Confirmation of the complaint will be sent to the complainant within seven (7) business days.

## **Sanctions**

Once a decision has been made by the Chesapeake Region, a response will be sent to the appropriate parties. The decision could result in a sanction, which may include action against individual(s) and or a club. Appeals can be made to the Regional Commissioner. All sanctions will be issued in accordance with the CHRVA Handbook.

**Recruiting Recommendations**

- Do not make excessive contacts with prospective players. One or two contacts should be sufficient.
- Do not talk negatively about other clubs or coaches.
- Be honest about your club. Let the club promote itself.
- Encourage prospective players to go to other tryouts. Let them make informed decisions about which club to choose.
- At your tryout, give written letters to the players you select. Make sure the date is shown, since you must give them 48 hours to accept the position.
- Don't place restrictions on your commitments. You may force the player to choose another club because of them.

If you have any questions, or wish to report a recruiting violation, please email [jr.ethics.chair@chrva.org](mailto:jr.ethics.chair@chrva.org).

## **CHRVA Diversity Policy**

The Chesapeake Region of USA Volleyball (CHRVA) recognizes the diversity within our membership and is committed to creating an environment that draws strength from this diversity.

CHRVA will work diligently toward provisions of ample, equal, and quality opportunities for every member. CHRVA is committed to providing educational resources and training for members to facilitate these opportunities.

CHRVA will make its daily decisions concerning resources, players, coaches, officials, and staff on the basis of individual merit and excellence of performance regardless of age, class, ancestry, color, national origin, race, religious creed, disability, gender, or sexual orientation.

CHRVA will demonstrate in our communications respect for each member regardless of age, class, ancestry, color, national origin, race, religious creed, disability, gender, or sexual orientation.

CHRVA will work toward the encouragement of diversity and tolerance for each member regardless of age, class, ancestry, color, national origin, race, religious creed, disability, gender, or sexual orientation.

## Index

30% Rule, 3-6, 4-21, 5-1, 5-2  
 48 Hour Rule, 4-22, C-6, C-8  
 AAVO, 4-11, 4-17, 4-18, B-4, B-11  
 Age Eligible, 3-4  
 Appeal, 3-2, 3-3, 6-1, 7-1, 7-2, 7-3, B-12, B-13, B-15  
 Awards, 4-6, 4-21, 5-4  
 Bad checks, 6-3  
 Board of Directors, ii, 1-1, 3-1, 4-4, B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B-11, B-12, B-13, B-14, B-15, B-16, C-7  
 Calendar, 4-1, C-5  
 Camps, C-6  
 Captain, 4-16, 4-19, 6-2, 7-3  
 Certification, 4-15, 6-3  
 Chair, ii, 3-1, 3-2, 3-3, 3-7, 3-8, 4-2, 4-4, 4-7, 4-11, 4-12, 4-14, 4-17, 4-23, 5-4, 6-1, 7-2, 7-3, 8-1, B-7, B-10, B-11, B-12, B-13, B-14, B-15, C-1  
     Eligibility, 3-1, 3-2, 3-3, 3-7, 3-8, 4-2, 4-23, 6-1, 7-2, 7-3, C-1  
     Referee, 3-1, 4-2, B-11  
     Tournament, 4-2, 4-4, 4-7, 4-11, 4-12, 4-14, 4-17, 4-23, 8-1  
 CHRVA, ii, 1-1, 1-2, 2-1, 2-2, 2-3, 3-2, 3-3, 3-4, 3-5, 3-6, 3-7, 4-1, 4-3, 4-4, 4-6, 4-7, 4-11, 4-12, 4-13, 4-15, 4-17, 4-20, 4-23, 5-1, 5-5, 6-1, 7-1, 7-2, 7-3, A-1, B-1, B-2, B-3, B-4, B-8, B-9, B-12, B-14, B-15, C-1, C-3  
 Clinics, C-6  
 Closing Date, 4-13, 5-2, B-10, B-11  
 Club, 1-2, 2-1, 2-2, 2-3, 3-2, 3-3, 3-4, 3-5, 3-6, 3-7, 4-1, 4-13, 5-5, 6-1, 6-3, 6-4, 7-2, 7-3, B-14, C-1, C-3, C-4, C-5, C-6, C-7  
 Club Director, 1-2, 2-3, 6-1, 6-3, 6-4, C-1  
 Coach, 2-3, 4-16, 4-17, 4-19, 6-3, 6-4, 7-2, 7-3, B-3, C-1, C-3, C-5  
 Coaching Accreditation Program, 1-1  
 Code of Conduct, 2-1, 2-2, 3-2, 4-17, 6-1, C-3  
 Code of Ethics, 3-1, C-3  
 Collegiate, 2-2, 2-3, 3-3, 3-4, 3-5, 3-7, 3-8, 5-5  
 Commissioner, 2-1, 4-3, 7-2, 7-3, 8-1, B-1, B-7, B-8, B-14, B-15, C-7  
 Committee, ii, 1-1, 1-2, 3-1, 3-2, 3-3, 3-4, 3-5, 3-6, 3-7, 3-8, 4-2, 4-15, 6-1, 7-1, 7-2, 7-3, B-4, B-7, B-9, B-10, B-11, B-12, B-13, B-14, B-15, C-3  
     Eligibility, 3-1, 3-2, 6-1, 7-3, B-12  
     Junior Volleyball Ethics and Rules, 3-1, C-3  
     Ombudsman, 3-1, 3-7  
     Protest, 4-15  
     Registration, 3-1, 3-4, 3-5, 3-6  
     Tournament, 3-1, 4-2  
 Complaints and appeals, 3-2, 4-10, 6-1, 7-1, 7-2, 7-3, B-14, B-15, C-7  
 Conglomerate, 2-3, 3-4, 3-6, 3-7, 3-8, 4-21  
 Deadlines, 2-2, 4-10, 4-13, 7-1, B-10  
 Disband, 3-6  
 Disciplinary action, 3-1, 3-2, 3-3, 4-15, 4-17, 4-19, 4-21, 4-23, 6-1, 6-2, 6-3, C-3  
     fines, 3-3, 6-1, 6-2, 6-3, 6-4, B-13  
     late withdrawal, 4-15, 4-16, 4-17, 6-3  
     suspension, 6-1, 6-2, 6-3, 6-4

Division Coordinator, 3-1, 3-2, 3-7, 4-2, 4-10, 4-11, 4-12, 4-13, 4-14, 4-15, 4-17, 4-18, 4-19, 4-22, 4-23, 5-2, 5-3, 7-1, 7-2, 7-3  
 Eligibility, 3-1, 3-2, 3-3, 3-6, 4-2, 4-16, 5-1, 5-2, 6-4, B-12  
     Chair, 3-1, 3-2, 3-3, 3-7, 3-8, 4-2, 4-23, 6-1, 7-2, 7-3, C-1  
     Committees, 3-1, 3-2, 6-1, 7-3, B-12  
     individual, 3-3  
     team, 3-6, 5-1  
 Fees  
     entry, 2-1, 4-6, 4-13, 4-14, 4-15, 4-18, 5-1, 5-5  
     registration, 2-1, 2-3, 3-5  
 Fellowship Season, 2-3, 4-1  
 Fellowship Tournament, 2-1, 3-3, 3-4, 4-3, 4-10, 4-11, 4-12, 4-15, 6-3, B-8  
 Fines, 3-3, 6-1, 6-2, 6-3, 6-4, B-13  
 First come, first considered, 4-10  
 Forms, 2-1, 2-2, 4-7, 4-11, 4-12, 4-15, 4-16, 4-17, 4-18, 4-20, 4-23, A-1, C-4  
     6-Team Playoff Bracket, 4-20  
     8-Team Playoff Bracket, 4-20  
     Fellowship Sanction Request, 4-11  
     Playoff Seeding Chart, 4-20  
     Registration, 2-1, 2-2  
     Tournament Invitation (and Tournament Contract), 4-11, 4-12  
     Tournament Results Report Form, 4-23  
     Tournament Sanction Request, 4-7, 4-11, 4-17, 4-18, 4-23  
 Grievance, 7-1, B-14  
 Handbook, ii, 1-1, 1-2, 4-1, 4-2, 4-10, 4-15, 4-19, B-1, B-2, B-12, B-15, C-3  
 Head Referee, 4-15, 4-16, 4-17, 4-18, 4-19, 6-2  
 high school, 2-3, C-3  
 High School, 5-5, C-5, C-6  
 Historical Date Priority, 4-1, 4-3, 4-10, 4-12  
 Historical Major Tournament, 4-3, 4-4, 4-10, 4-12  
 Host, 3-1, 3-4, 3-8, 4-1, 4-2, 4-3, 4-4, 4-5, 4-6, 4-10, 4-11, 4-12, 4-13, 4-14, 4-15, 4-16, 4-17, 4-18, 4-19, 4-22, 4-23, 6-2, 6-3  
 Insurance, 8-1  
 Insurance, 8-1  
 Illegal player, 6-4  
 Injury, 3-4, 3-6, 4-17, 8-1  
 Insurance, 2-1, 4-11, 4-12, B-14  
 Insurance number, 4-11, 4-12  
 Internet, 1-2, A-1  
 Involuntary movement, 3-7, 3-8, 4-13  
 Junior, 1-2, 2-2, 2-3, 3-1, 3-3, 3-4, 3-5, 3-6, 4-1, 4-4, 4-5, 4-7, 4-10, 4-14, 4-16, 4-18, 4-21, 5-1, 5-4, 5-5, 6-1, 6-2, 8-1, B-4, B-5, B-8, C-1, C-3  
     Code of Conduct, 2-1, 2-2, 3-2, 4-17, 6-1, C-3  
     Code of Ethics, 3-1, C-3  
 Late withdrawal, 4-15, 4-16, 4-17, 6-3  
 Master schedule, 4-11  
 Match schedule, 4-17, 4-18, 4-19, 5-1  
 Match Tournament, 4-4, 4-5, 4-12  
 Membership, 1-1, 2-1, 2-3, 6-1, 8-1, A-1, B-2, B-3, B-9, B-10, B-11, B-12, B-15, C-1  
 Mini Tournament, 4-3, 4-5  
 Mixed 6, 2-2, 2-3  
 Movement of teams, 3-2, 3-7, 3-8  
 National Championships, 2-1, 4-1, 5-5  
 National Governing Body, 1-1  
 NCAA, 5-5, C-6, C-7

- Non-playing referee, 4-17, 4-18
- Notice, B-5, B-6, B-10, B-15, B-16
- Officers, 7-1, 7-2, 7-3, B-6, B-7, B-8, B-9, B-11, B-13, B-14, B-15
  - President, 4-12, 5-1, 5-3, 5-4, 7-1, 7-2, 7-3, B-1, B-4, B-6, B-7, B-8, B-9, B-10, B-12, B-13, B-14, B-15, B-16
  - Secretary, 1-2, 3-3, 7-1, 7-2, 7-3, B-6, B-7, B-8, B-14, B-15, B-16
  - Vice President, 4-12, 5-1, 5-3, 5-4, B-6, B-7, B-8
- Open, 5-3, C-5
- parents, 8-1
- Parents, C-3, C-5
- Penalty, 4-12, 5-1, 6-1
- Player Transfer, 3-6
- Player Transfers, 3-5
- Player Transfers, 3-4
- Player-referee, 4-15, 4-16, 4-18, 4-19
- Play-offs, 4-4, 4-5, 4-6, 4-17, 4-18, 4-19, 4-20, 4-21, 4-22, 5-3, 5-4, 6-2
  - format, 4-6, 4-17, 4-19
- Point awards, 4-21
- Point differential, 4-20
- Pool, 4-3, 4-4, 4-5, 4-6, 4-7, 4-10, 4-12, 4-13, 4-14, 4-16, 4-17, 4-18, 4-19, 4-20, 5-2, 5-3, 5-4, 6-2, 7-2
  - 3-team, 4-5
  - 4-team, 4-4, 4-5, 4-22
  - 5-team, 4-22
  - 6-team, 4-22
  - 7-team, 4-22
- Pool play, 4-5, 4-18, 4-19, 5-3, 6-2
- Pool positions, 4-12, 4-14, 5-3, 5-4
- Pool schedules, 4-7
- Post season, 3-6
- Parents, C-1
- President, 4-12, 5-1, 5-3, 5-4, 7-1, 7-2, 7-3, B-1, B-4, B-6, B-7, B-8, B-9, B-10, B-12, B-13, B-14, B-15, B-16
- Priority, 3-7, 3-8, 4-1, 4-3, 4-10, 4-12, 4-13, 6-3
  - designator, 4-10, 4-12
  - entry, 3-8, 4-1, 4-13
  - fill, 4-1, 4-3, 4-10, 4-12, 6-3
  - Historical Date Priority, 4-1, 4-3, 4-10, 4-12
  - Historical Major Tournament, 4-3, 4-4, 4-10, 4-12
- Prohibition Period, 2-2, 3-3, 3-4, 3-5, 3-6
- Protest Committee, 4-15
- Recruiting, C-5, C-7
- Referee, 3-1, 4-2, 4-6, 4-11, 4-12, 4-15, 4-16, 4-17, 4-18, 4-19, 4-20, 6-2
  - Chair, 3-1, 4-2, B-11
  - designated, 6-2
  - Head Referee, 4-16, 4-17, 4-18, 4-19, 6-2
  - non-playing referee, 4-17, 4-18
  - player-referee, 4-15, 4-16, 4-18, 4-19
  - Referee Assignor, 4-11, 4-12, 4-15, 4-17, 4-18, 4-19
- Regional Championships, 2-2, 3-3, 3-6, 4-1, 4-4, 4-10, 4-12, 4-21, 4-22, 5-1, 5-2, 5-3, 5-4, 6-2, B-8
  - 30% Rule, 3-6, 4-22, 5-1, 5-2
  - All-Tournament Players, 5-4
  - format, 5-3
  - Most Valuable Player, 5-4

- Registrar, 2-1, 2-2, 2-3, 3-1, 3-2, 3-3, 3-4, 3-5, 3-7, 4-23, B-9
- Registration, 2-1, 2-2, 2-3, 3-1, 3-3, 3-4, 3-5, 3-6, 4-14, 4-16, 5-2, B-9
  - card, 4-16
  - Committee, 3-1, 3-4, 3-5, 3-6
  - fees, 2-1, 2-3, 3-5
  - forms, 2-1, 2-2
- Registration number, 2-2, 3-3, 4-14, 5-2
- Regular, 2-2, 2-3, 3-1, 3-3, 3-4, 3-5, 3-6, 3-7, 3-8, 4-1, 4-2, 4-3, 4-4, 4-5, 4-6, 4-7, 4-10, 4-11, 4-12, 4-13, 4-14, 4-16, 4-18, 4-21, 4-22, 5-1, 5-2, 5-3, 5-4, 6-1, 6-2, 7-1, B-4, B-5, B-6, B-9, B-11, B-13, B-16
- Reports, 3-1, 4-11, 4-17, 4-22, 4-23, 6-3, B-9, B-11, B-15, C-1
- Roster, 2-2, 3-3, 3-4, 3-6, 4-16, 4-21, 4-23, 5-5, 6-2
- Round-robin, 4-4, 4-22, 5-3
- Rules, 1-1, 1-2, 3-1, 3-2, 3-3, 3-4, 4-2, 4-3, 4-4, 4-15, 4-17, 4-19, 4-21, 6-1, B-1, B-10, B-12, B-16, C-1, C-3, C-4
- Sanction, 3-4, 3-5, 3-6, 3-8, 4-1, 4-3, 4-10, 4-11, 4-12, 4-15, 4-17, 5-1, 6-2, B-8
  - request, 4-11, 4-23
  - request packet, 4-11
- Sanctioned tournament, 3-7, 4-1, 4-3, 4-4, 4-6, 4-12, 4-15, 4-17, 4-22, 6-3
  - request packet, 4-11
  - sanction, 3-8, 4-1, 4-10, 4-11, 4-15, 6-2, B-8
  - sanction fee, 4-6, 4-11, 4-17
  - sanction request, 4-11, 4-23
- Scholarships, C-6
- Scorer, 4-16, 4-17, 4-19, 6-3
- Season, 2-1, 2-2, 2-3, 3-4, 3-5, 3-6, 3-7, 4-1, 4-2, 4-3, 4-10, 4-11, 4-12, 4-13, 4-14, 4-18, 4-21, 5-1, 5-2, 5-3, 5-4, 6-1, 6-2, 6-3, B-4, B-10
  - Adult Fellowship, 2-3, 4-1, 4-10
  - Adult Post, 4-1
  - Adult Regular, 2-2, 3-4, 3-5, 3-6, 3-7, 4-1, 4-2, 4-10, 4-11, 4-12, 4-13, 4-18, 4-21, 5-1, 5-2, 5-3, 5-4, 6-1, 6-2
  - Junior Volleyball, 2-2, 3-4, 3-5, 3-6, 4-1, 4-10, 4-18, 5-1, 6-1, 6-2
  - post, 3-6
- Secretary, 1-2, 3-3, 7-1, 7-2, 7-3, B-6, B-7, B-8, B-14, B-15, B-16
- Specially Designated Division, 3-4, 3-5, 3-6, 4-2
- Sports accident insurance, 2-1, 8-1
- Staff, 1-1, 1-2, 2-1, 6-1, 7-1, B-7, B-8, B-12, B-14, B-15
  - Commissioner, 2-1, 4-3, 7-2, 7-3, 8-1, B-1, B-7, B-8, B-14, B-15
  - Eligibility Chair, 3-1, 3-2, 3-3, 3-7, 3-8, 4-2, 4-23, 6-1, 7-2, 7-3, C-1
  - Referee Assignor, 4-11, 4-12, 4-15, 4-17, 4-18, 4-19
  - Referee Chair, 3-1, 4-2, B-11
  - Registrar, 2-1, 2-2, 2-3, 3-1, 3-2, 3-3, 3-4, 3-5, 3-7, 4-23, B-9
  - Tournament Chair, 4-2, 4-4, 4-7, 4-11, 4-12, 4-14, 4-17, 4-23, 8-1
  - Treasurer, 4-23, B-9, B-14
- Suspension, 6-1, 6-2, 6-3, 6-4
- Team movement, 3-2, 3-8
- Time allowances, 4-6
- Tobacco, ii, 4-17, C-4
- Tournament, 2-2, 3-1, 3-2, 3-3, 3-4, 3-7, 3-8, 4-1, 4-2, 4-3, 4-4, 4-5, 4-6, 4-7, 4-10, 4-11, 4-12, 4-13, 4-14, 4-15, 4-16, 4-17, 4-18, 4-19, 4-21, 4-22, 4-23, 5-1, 5-2, 5-4, 6-2, 6-3, 6-4, 7-2, 7-3, 8-1, B-4, B-8
  - Chair, 4-2, 4-4, 4-7, 4-11, 4-12, 4-14, 4-17, 4-23, 8-1
  - entry fees, 2-1, 4-6, 4-13, 4-14, 4-15, 4-18, 5-1, 5-5
  - Fellowship, 2-1, 3-3, 3-4, 4-3, 4-10, 4-11, 4-12, 4-15, 6-3, B-8
  - Half-day, 4-3, 4-5, 4-12, 4-20, 4-22

- host, 3-1, 3-4, 3-8, 4-1, 4-2, 4-3, 4-4, 4-5, 4-6, 4-10, 4-11, 4-12, 4-13, 4-14, 4-15, 4-16, 4-17, 4-18, 4-19, 4-22, 4-23, 6-2, 6-3
- host responsibilities, 4-15, 4-22, 4-23, 6-2
- invitation, 4-11, 4-12
- Match, 4-4, 4-5, 4-12
- match schedule, 4-17, 4-19
- Mini, 4-3, 4-5
- Regional Championships, 2-2, 3-3, 3-6, 4-1, 4-4, 4-10, 4-12, 4-21, 4-22, 5-1, 5-2, 5-3, 5-4, 6-2, B-8
- Regular, 4-3, 4-4, 4-5, 4-10, 4-12, 4-22
- round-robin, 4-4, 4-22, 5-3
- sanction, 3-4, 3-5, 3-6, 3-8, 4-3, 4-10, 4-11, 4-12, 4-15, 4-17, 5-1, 6-2
- scheduling program, 4-1, 4-10
- Tournament Committee, 3-1, 4-2
- Tournament invitation, 4-11, 4-12
  - acceptance, 4-13, 4-15, 5-2, 5-3
  - non-acceptance, 4-15
- Tournament schedule, 4-18, 5-1
- Tournament scheduling, 4-10
  - first come, first considered, 4-10
- transfer. See Player Transfers
- Treasurer, 4-23, 5-5, B-9, B-14
- Tryouts, C-5, C-6
- USA Volleyball, 1-1, 1-2, 2-1, 2-2, 2-3, 3-2, 3-3, 3-4, 4-3, 4-15, 4-16, 4-17, 4-19, 6-1, 7-1, 7-3, 8-1, C-3, C-4
- USAV
  - Code of Conduct, 2-1, 2-2, 3-2, 4-17, 6-1, C-3
- Vice President, 4-12, 5-1, 5-3, 5-4, B-6, B-7, B-8
- Voluntary movement, 3-7
- Waiver, 1-2, 2-1, 2-2, 4-12, B-6
- Warm-up, 4-7, 4-16
- Website, A-1
- Weekend, 3-4, 3-5, 3-7, 4-1, 4-3, 4-10, 4-12, 5-1
- Withdrawal, 4-15, 4-16, 4-17, 6-3
- www.CHRVA.org, A-1