

ARIZONA REGION
Of
USA VOLLEYBALL

POLICIES MANUAL

Revised August 2011

Arizona Region of USA Volleyball
Policies Manual
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CHAPTER I - DISCIPLINARY ACTION AND APPEALS

A. Concept of Due Process

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

B. Types of Incidents

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

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

C. Procedures

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

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

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

a timely manner. Such an investigation shall be initiated not later than twenty (20) calendar days from receipt of the complaint or accusation. The ECO or Investigator may, after further investigation, reclassify the incident, based on the facts surrounding the complaint or accusation.

8. Upon completion of the investigation, the ECO/Investigator shall confer with the remaining members of the Ethics and Compliance Committee, appointed by the Commissioner.
9. The Ethics and Compliance Committee shall be comprised of three members:
 - a. The Ethics and Compliance Officer (unless the ECO is the complainant)
 - b. Other designated members of the Region Advisory Board or appointees of the Commissioner, all of whom shall be members in good standing of the Arizona Region.
10. The Ethics and Compliance Committee shall be chaired by the Region ECO or a designee appointed by the Region Commissioner.
11. The Process
The Ethics and Compliance Committee (ECC) shall take the following steps to determine the validity and veracity of the complaint and accompanying witness statement(s), if any, and confirm that a violation has occurred.
 - a. Notification
 1. The ECC shall notify the accused to advise him/her of the complaint and a summary of the complaint.
 2. The ECC shall forward a written copy of the complaint and any witness statements by certified mail, postage prepaid, to the alleged violator, at the last known address of the alleged violator, as documented in the Region's records. The contents of the notice/complaint shall include:
 - a. A statement that the individual has a right to respond along with an explanation of how that person may respond initially (in writing, fax, or e-mail).
 - b. A statement that a penalty or sanction may be imposed as a result of the complaint, if the accused elects not to respond.
 - c. A notice that a written response within twenty (20) calendar days of receipt of the complaint AND a request for a hearing is necessary and required in order for a hearing to be held.
 - d. A notice that a failure on the part of the alleged violator to respond to the complaint within twenty (20) calendar days may be a basis for the ECC to meet and determine what action should be taken regarding the complaint and the alleged violator.

b. The Hearing

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

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

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

c. The Decision

1. Once the Ethics and Compliance Committee believes it has sufficient information to render a decision as to the allegations set forth in the complaint, the ECC will recommend one of the following:
 - a. No Action
The ECC may elect to take no further action on this matter
 - b. Probation
The ECC may recommend probation
 - c. Reprimand

The ECC may recommend reprimand and additional sanctions

d. Suspension

The ECC may recommend suspension from involvement with a volleyball-associated business within the Region

e. Such sanctions as adopted by the Arizona Region Board of Directors

2. Once the ECC has rendered a decision, a copy of the Ethics and Compliance Committee's decision shall be provided to the Region Office and Commissioner. Once the Region Office has received the decision, the time for appeal shall begin to toll. Appeals shall be noted as provided herein.
3. At the time the ECC renders its decision, a copy of the Ethics and Compliance Committee decision shall also be provided to the accused. In addition, the accused shall be provided a copy of the Appeal Procedure as noted herein. If the accused wishes not to contest the decision of the ECC, the accused must do so in writing and a copy of the waiver to appeal must be forwarded to the Region Office and the Commissioner.

d. After the Decision is Rendered

1. If the accused wishes not to contest the complaint or allegations therein, whether or not supported by written witness statement, the ECO/Investigator or ECO may advise him/her of the recommended sanction. After this communication, the ECO/Investigator shall contact the ECC at which time the ECC shall confer and the recommended sanction may be imposed. If the accused wishes not to contest the complaint, the accused waives any right to appeal the sanctions imposed.
2. The Ethics and Compliance Committee is empowered to enter whatever sanctions it deems appropriate. The determination by the ECC shall be binding on the accused, pending the next Arizona Region Board of Directors meeting.
3. The Ethics and Compliance Committee shall submit its recommendation to the Commissioner. A copy shall be submitted to the Regional Office and a file maintained as well as any complaint, statements by witnesses and the decision of the ECC.
4. Any member disciplined for a violation of any of the above will be provided notice of the Ethics and Compliance Committee's finding and decision, along with a letter clearly outlining the Appeal Procedure. As noted previously, the accused may elect to waive his/her right to appeal.
5. If a member is to be disciplined for a violation of the Code of Conduct, Eligibility Rules, or Substance Abuse Policy, copies of the findings, decision, recommendations, and sanctions shall be afforded the accused and copies will be retained by the Region Office.

6. If the accused is a coach of a club, it shall be the responsibility of the ECO/Investigator to also inform the Club Director of the fact that a complaint has been filed against one of the club's coaches. It will be the responsibility of the coach to provide a copy of the complaint and any witness statements to the Club Director.

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

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

D. Appeal Procedure:

1. If a member is disciplined by the ECC, the member shall have a right to appeal the Ethics and Compliance Committee's decision to the Commissioner and a quorum of the Arizona Region Board of Directors.
2. Notice of the appeal by the sanctioned individual or club/team shall be in writing, addressed to the Commissioner, and mailed to the Region Office by registered mail within twenty (20) calendar days of the decision by the Ethics Committee.
3. The disciplined member shall be offered the opportunity to address the Commissioner and the Arizona Region Board of Directors at a time that is convenient to all.
 - a. Neither party shall be entitled to provide any further evidence supporting his/her position.
 - b. The Arizona Region Board of Directors and Commissioner shall convene at the next Board meeting or earlier, if the Board is available, to determine:
 - i. if the Ethics and Compliance Committee's process has afforded the accused a fair opportunity to respond to the complaint;
 - ii. whether the complaint was supported by evidence from persons having personal knowledge who personally witnessed the violation complained, and
 - iii. whether the accused provided any evidence of a defense or explanation which would explain the action by the accused, or
 - iv. whether the accused provided evidence by witnesses who also had personal knowledge or who personally witnessed the facts and circumstance alleged; and
 - v. whether the decision by the ECC was appropriate, or whether the sanction was appropriate.
4. The decision and sanctions of the Ethics and Compliance Committee shall be binding pending the appeal process.
5. The Arizona Region Board of Directors shall review the appeal and issue its decision within fourteen (14) calendar days of the meeting with the accused and, after review, send copies to the member.

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6. The Board's decision shall remain a permanent record of the Arizona Region.
7. If the Commissioner and the Arizona Region Board of Directors deem it appropriate, a copy of the complaint, findings, and sanctions and any appeal decision may be submitted to the National Office of USA Volleyball, and may be published in the Region's Web page and Newsletter.
8. The Arizona Region Board of Directors shall follow the appeal process consistent with the USA Volleyball Guide. The decision of the Arizona Region Board of Directors shall be final.

CHAPTER II – TOURNAMENT RELATED POLICIES

Electronics Policy

With the rise of cell phone and iPod usage by members of the officiating teams a new policy has been written called the Electronics Policy. The policy is putting into writing what should already be obvious. There are no electronic devices allowed at the score table or on the person of any of the members of the officiating crew when they are working. This includes, but is not limited to, the following portable electronics devices: iPods, MP3 players, game systems, PDAs, DVD players and cell phones.

The R1 on the court will assess any warnings or sanctions and notify the site director of each occurrence for documentation and assessment on the score sheet for the next match.

1. First offense will be a verbal warning to the coach and any team members in violation. All electronics will be put away before play will continue – a team delay will be assessed against the team for their next opponent;
2. Second offense will result in the team losing 3 points to its next opponent;
3. Third offense will result in the team forfeiting the first set of their next match and the coach will be referred to the Ethics and Compliance Officer.

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Referee Assignments

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

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

Late Withdrawal or No Show at a Tournament

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

Teams Playing with an Unregistered Player

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

Player Age and Identity

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

Facilities

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

- a. No Cooking or Heating Allowed
There is no cooking or heating of any kind allowed at any of the Arizona Region tournament sites. This includes but is not limited to sterno heated dishes, crockpots, barbeques, hibachi grills, hot plates, Coleman stoves, fire pits, etc. Anything that requires electricity or produces heat is not allowed. This is for the safety and protection of our facilities.
- b. There is no food allowed in any of the gyms. All food must be kept outside in the team camp areas.
- c. Drink for team members and participants must be in containers with screw tops. Some facilities allow only water in closed top bottles. Any other drinks must be kept outside the gym – including coffee and soft drinks.
- d. All team camp areas must be clear of any food and drink debris at the conclusion of the tournament. Each team is responsible to clean up its own team camp area and haul away the trash from the team camp.
- e. No Alcohol or Smoking on the premises of any of our tournaments.
Arizona State law requires school campuses to be alcohol, drug and tobacco free zones. Arizona Region and USA Volleyball prohibit the use of alcohol by participants or spectators at any volleyball event. This includes the team camp areas. Alcohol and parents are never a good mix at junior events.

Photographers/Videographers

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

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

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

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

Lightning at Outdoor Tournaments

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

The first 30 refers to the flash-to-bang of lightning to thunder. If lightning is followed by thunder within 30 seconds, everyone should evacuate the area immediately and seek shelter. Safe shelter is in a building or car. Do not stand under trees or other tall objects that could attract lightning.

The second 30 refers to game resumption. The participants should not return to the area of play until 30 minutes after the last clap of thunder is heard or last flash of lightning is seen.

CHAPTER III – ADULT DIVISION POLICIES

Adult Player Eligibility

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

Any junior age player participating on an adult team during the Arizona Region tournament season is required to have waiver signed by their parents as part of the team paperwork requirement.

Team Eligibility

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

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

Region Championships Eligibility

Any registered adult team may enter the Arizona Region Championships. However, for a team to be eligible to advance to the Championship bracket at the Region Championships all players on the Region Championships roster must have played with the team in a minimum of two (2) Arizona Region Power Tournaments during the current season AND the team must have played

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in a minimum of two (2) of the five (5) scheduled Power Tournaments during the current season. Teams not meeting the criteria will not advance to the Championship bracket and therefore, will not be eligible to claim any of the awards associated with the Region Championships.

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

USAV Open Championships Eligibility

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

Adding Players

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

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

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

Matching Uniforms

Adult teams playing in the Arizona Region must have matching uniform shirts. The shorts must be similar in style and color. Players who do not have a matching shirt or whose shorts are not similar in style and color will be asked to comply with this policy before stepping onto the court in an Arizona Region power tournament. If a team does not have enough players with matching uniforms (i.e., matching shirts or similar shorts), they will forfeit their matches until they can comply with either Arizona Region uniform policy or the Team Rep must agree to a \$50 fine which must be paid prior to the next tournament. Teams going to the US Open Championships MUST meet the uniform requirements as specified in the current Domestic Competition Regulations to participate. Uniforms not meeting those specifications will result in penalties at the US Open Championships tournament.

Membership Verification

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

Late Tournament Entries

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

Responsible Party

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

Open Nationals Entry Fee Reimbursement Policy

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

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

The Region Champion in the Men's and Women's A/AA & B/BB Divisions are eligible for this reimbursement if they are attending the USAV Open Championships. If the Region Champion in a division is not going to attend the USA Volleyball Open Championships the highest finishing team in that division that has entered the USA Volleyball Open Championship is eligible for this reimbursement. To be eligible to receive this Region Champion perk, the team applying for the reimbursement money must enter the USA Volleyball Open Championships with at least 80% of their original team if they are entering one of the club divisions (AA, A, BB or B) or at least 80% of their team members must be registered in the Arizona Region if they are entering a conglomerate team (Open Division, Coed, Reverse Coed, U-Volley and all the Master's Divisions).

To receive the reimbursement, the team must:

- a. Enter and participate in the USA Open Championships,
- b. Write a short article for the Arizona Region newsletter describing their experience at the Open Championships and
- c. Write a letter (email is acceptable) to the Sec/Treasurer requesting the reimbursement.
- d. The article and letter are due in the Region Office before August 1st to receive the reimbursement.

Should the Region Champion decide not to participate in the USAV Open Championships, the reimbursement offer would fall to the next highest team in the respective division that meets the qualifications specified above.

CHAPTER IV - JUNIOR DIVISION POLICIES

Club Season in the Arizona Region

- a. The Arizona Region considers the "Club Season" to be from the published tryout date through the last day of the respective Junior National Championships.
- b. The annual membership of Arizona Region of USA Volleyball is Sept 1 to Aug 31.
 - i. USA Volleyball allows for membership to continue to Oct 31 for existing beach and fall programming.
 - ii. However, the Arizona Region begins our new season registration on Sept 1st due to the boy's season starting.
 - iii. Therefore, anyone participating in sanctioned Fall camps, clinics, leagues or other programming after Sept 1st must register or renew their membership for the upcoming season.

Tryout Dates

- a. Tryouts may begin for Junior Boys Clubs on or after August 1st.
- b. Tryouts for Junior Girls Clubs may begin on November 1st for girls 14 and under and in 8th grade or younger.
- c. Girls in 9th grade but eligible for 14's must wait until after the last match of the girls state high school championships to attend a tryout for a club.
- d. Tryouts for Junior Girls 15 and older and 9th grade or older may begin on the second Saturday following the last state high school championships.
 - i. In a year where the second Saturday following the last state high school championship match falls on Thanksgiving weekend, the tryouts may begin the Saturday before.

Club Recognition

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

Club recognition will allow:

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

Certificates of Insurance

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

Recruiting Guidelines

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

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

NOTE: Offering a scholarship to a player for no cost or financial effort or paying for a player to attend a camp in return for them playing with a specific club is an NCAA Rules and AIA violation. According to the NCAA and AIA this would constitute a paid player and would violate the player's NCAA and AIA eligibility. Any reduction in tuition, club fees or any other normal cost of participation in exchange for services (e.g., coaching, administrative assistance, etc.) by the player or the players parent/guardian need to be commensurate with the value of the services performed.

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

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

Signing Date Rule

A junior player may not make a binding commitment to a team or club until the first day of the Arizona Region club season as defined above. Any written or verbal commitment made prior to the published tryout date is non-binding. This rule is modeled after the NCAA's signing date rule. As with the NCAA, a program may offer a player a position before the tryout date and a player may verbally accept the offer. However, there is no binding contract between the parties.

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

- a. A player and his/her parent on his/her behalf that signs ANY letter of commitment, membership form or any similar document and/or pays any commitment fees or initial club membership fees prior to the Arizona Region published tryout date is subject to suspension for the entire season and a \$500 fine.

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- b. Any club representative who asks a player or his/her parent to sign or collect such fees before such date is subject to suspension for the entire season.
- c. The team with a player and parent on his/her behalf who signed such a document before such dates may be subject to suspension for the entire season.

Approved Contact of a Junior Age Player

Female Players

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

Male Players

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

Flyers and/or brochures

- May be placed on a table at school volleyball matches provided the school has given permission to place them there.
- May be given to a coach of a school team to hand out to the players on their team if they are willing to do so.
- May be handed to specific players only after the match/practice/tournament has completed.
- May be mailed (including electronic mail) to former players of the club.
- May be included in general media advertising (e.g. newspapers).

Open Gyms, Camps and Clinics Prior to Tryout Dates

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

- NO high school player on any level high school team (Freshmen, JV and Varsity) participates until after the conclusion of the last high school state championship match for the year.
- There is no written or implied requirement to attend the open gyms/camps/clinics in order to make a team in the club offering the event,
- If the Arizona Region Certificate of Insurance is used to secure the facility for the camp and/or skills clinic the club will secure sanctioning of the event prior to making public the event and will follow all sanction requirements.
- Open gyms will NOT be sanctioned by the Arizona Region as proof of membership cannot be verified.

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

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

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

If a team has completed its season and is not going to go to any end of year tournaments, the players may be released to attend an end of the year tournament with another club team provided it is legal to pick up players for the tournament to be attended. Any coach, club director or club representative interested in taking a player from another club team to an end of the year tournament with the new club team must FIRST contact the current club director of the player’s team to ask permission to talk to the player being recruited. If the player or player’s parent/guardian initiates contact, the Club Representative may respond to inquiries and supply information, provided that they inform the interested player or player’s parent/guardian that they must obtain a release from their current club. The current club director is not obligated to permit the coach, club director or club representative to talk to their player or otherwise release the player. The player must be released from the first club in order to compete with the second club at any year-end tournament. Paperwork must be received in the Region office prior to established deadlines for online registration editing.

High Performance Players

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

Club Commitment

The Arizona Region and USA Volleyball consider a commitment to a club to be for the entire season as defined above.

- a. The Arizona Region considers a player committed to a junior club when a player or his/her parent signs a club contract and pays the initial club fees to its club director or one of its coaches with the intent of joining the club for the current season pursuant to the Arizona State Revised Statutes regarding Contract Law.
- b. Players who have committed to a club and then wish to transfer to another club must first request to be released from the club to which they first committed and be granted the release by the Arizona Region Commissioner before they may begin to practice or play with the club to which they wish to transfer. See Transfer of a Player to Another Club During the Season below for further information on changing clubs in the same season.

- c. All players are released from their club association within the Arizona Region per USA Volleyball the day following the completion of their respective Junior National Championships – regardless of whether or not they are attending the Junior National Championships.

Junior Player Eligibility

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

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

Coach Eligibility

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

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

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

An Assistant Coach must be a minimum of 16 years old and a minimum of 2 years older than the age of the team he/she is coaching. If the Assistant Coach is under 18 years old he/she must always be accompanied by a certified, registered Head Coach and never be left alone and in charge of the team they are coaching. An Assistant Coach who turns 18 during the season must submit and pass a background screen by the USAV Volleyball approved vendor within 30 days of turning 18 years old.

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

Team Eligibility

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

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

Age Waivers for Junior Players

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

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

For an age waiver request to be considered at all the Age Waiver Request Form must be submitted prior to the formal placement of the player on the lower age team. The player must have a summer birthday (June – Aug) and be in the grade of the oldest players that are age eligible for that team classification. For players outside the Phoenix metro and Tucson metro areas the birth date of the player may be allowed to fall during the school year. Consideration of an age waiver will be on a case by case basis. There is no guarantee an age waiver will be granted for anyone. If the age waiver request is denied, the team may be required to play in an older age group to accommodate the older player.

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Adding Players to an Existing Team

A new player may be added to any team's roster at any time provided the player has never been registered with another Arizona Region-registered club/team for that season. Online registration must be completed and registration fees must be submitted to the Arizona Region office **BEFORE** the player may participate in any practice or tournament.

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

Borrowing a Player within a Club

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

- The team borrowing the player is in the same age group or older as the team the borrowed player is a member of.
- The team borrowing the player is a higher ranked team than the team of which the borrowed player is a member.
- A Club or Championship Division team may not borrow an Open Division player. A Club Division team may not borrow a Championship Division player.
- The player may be borrowed only one time during the season.
- The player being borrowed may only play on one team and in one tournament wave per tournament date.
- The Arizona Region Office is notified of the player being borrowed in writing a minimum of 48 hours prior to the tournament. This is to notify the Site Director of the situation involving the borrowed player.

- Any subsequent play on the borrowing team by the borrowed player will constitute a transfer and that player permanently changing rosters. Once the roster change has been made, the former team may not borrow the player.

Transfer of a Junior Player from One Team to Another within the Same Club

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

Transfer of a Junior Player to another Club during the Season

The Arizona Region and USA Volleyball consider a commitment to a club to remain in effect for the entire season. Both organizations strongly discourage player transfers from one club to another during the same season. However, it is possible to obtain a transfer, if circumstances require it, under the following conditions:

- A Player Release Form must be completed and signed by the Club Director of the current club, the parent/guardian of the player involved in the transfer and the new Club Director. The form must then be submitted to the Arizona Region Office. The Arizona Region Commissioner must approve the player transfer for the transfer to be complete. It is the responsibility of the new club to submit the form to the Arizona Region for acceptance. The Arizona Region will grant the transfer only if all parties involved agree upon the transfer and the player is eligible to be transferred.
- All transfers of players to another club must meet the eligibility requirements of USA Volleyball and the Arizona Region.
 - Players listed on the roster of a team at the time the team qualifies at a National Qualifier are frozen to that roster whether they played during the tournament or not. Players frozen to a roster will not be granted a transfer to another club.
- The player may not practice or participate in a tournament with the new club until the Player Release Form has been submitted to the Arizona Region office and approved by the Commissioner.
- The original club is under NO obligation to release the player once they have been registered with their club.

USAV Frozen Roster Rule

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

Boys Junior National Entry Fee Reimbursement Policy & Procedure

A. Overview

The Arizona Region has made provisions to reimburse one Team Entry fee to each year's Boy's Junior National Championships. Traditionally, the Arizona Region 18's Open Champions have been the recipients of these funds (\$900 maximum).

A. Procedure

Teams must enter and pay the entry fee for Junior National Championships, compete in the Championships and then request reimbursement from the Region after submittal of an article for the newsletter to the Region. Submittal of the request and "journal" must be made within 4 weeks after the end of the Junior National Championships to be considered.

The following outlines eligibility of teams and contains information pertaining to Boy's Junior National Championships being held in Tucson or Phoenix.

1. In the event the Boys JNC is held outside of Arizona:
 - a. The Arizona Region 18's Champion will receive the entire amount upon completion of the above requirements.
 - i. Should the champion not attend the Boys JNC, the 18's Runners-up become the recipients if they are attending.
 - ii. Should the Runner-up not attend the Boys JNC the next highest ranked 18's team that attends the Boys JNC will be the sole recipient of the funds. This will then extend to include the 16's Region Champion should no 18's teams apply and so forth.
2. In the event the Boys JNC is held in Arizona:
 - a. Each division Champion (18's, 16's, and 14's) is eligible to apply for an equal share of the funds at the end of the Boys JNC (again meeting the requirements stated above).
 - i. Should all three champions attend, \$300 per team will be awarded, two teams attending would be split \$450 each, and 1 team would receive the entire amount should they be the sole Arizona Division Champion participating in the Boys Junior National Championships.
 - ii. In the event a Division Champion chooses not to attend Junior Nationals, the Runners-up in each Division would be eligible to apply in the place of the Champion. No other teams are eligible.
3. Should no teams attend Boys JNC in a given year, the funds will not be awarded and will not accumulate for the following year. \$900 is the maximum available in any given year.

CHAPTER V – GLOSSARY OF TERMS

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

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

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

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

ECO – Ethics and Compliance Officer.

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

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

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

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

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

Open Gym – An event where a coach or other responsible party will set up the gym for volleyball and allow players to come in and play. There may be a participation fee to help pay for the facility. There is no instruction, drills or evaluation on the part of the coach or other responsible party. If there is instruction, drills or evaluation on the part of the coach or other responsible party it would be considered a camp, clinic or tryout.

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

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

USA Volleyball – The National Governing Body (NGB) of volleyball in the United States. They are duly recognized by the US Olympic Committee and the FIVB (Federation of International Volleyball) as the governing body of indoor and beach volleyball in the United States. Membership with USA Volleyball is through one of forty Regional Volleyball Associations (RVA). The Arizona Region is one of those forty regions.