



# PARTICIPANTS' HANDBOOK & Operating Code

**2016-2017 SEASON  
UPDATED OCTOBER 2016**

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**USA** Volleyball.

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# SECTION 1: WELCOME TO ERVA

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

## 1.1 ERVA Geographical Boundaries

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

## 1.2 ERVA Structure

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

The Board employs two full-time employees; the Operations Manager and Marketing & Development Coordinator who conduct the business of ERVA and are the primary contacts for ERVA.

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

## 1.3 Executive Board

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

## 1.4 Advisory Board

The Advisory Committee consists of the following:

- Junior Program Committee: (Chaired by Junior Program Director)
- Adult Program Committee: (Chaired by Adult Program Director)
- Officials Committee (chaired by the Officials Director)
  - Referees Chair
  - Scorekeepers Chair.
- Communications Chair.
- Elections Chair
  - Elections Committee (Chaired by Elections Chair)
- Budget and Finance Committee (Chaired by Treasurer)

Elected positions and appointed positions are distinguished in the ERVA bylaws. The bylaws are posted on the region website. Elections are generally held in the spring, and information concerning elections will be on the region website. Term lengths and duties can be found in the bylaws.

Please check the ERVA bylaws for election year information. The ERVA Executive/Advisory Board meets generally four times a year. New board members begin their term 60 days after the election.

The current Bylaws were adopted by the Evergreen Board. See the most current version on the ERVA website.

## 1.5 Financial Information

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

## 1.6 Membership History

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

## 1.7 Board Minutes

Approved minutes are posted on the ERVA Web page and also available to the general membership by written request to the regional office.

## 1.8 ERVA Contact Information

Physical Address: 7 S. Howard St. Suite 418  
Spokane, WA 99201  
Mailing Address: PO Box 2844  
Spokane, WA 99220  
Phone: 509-290-5552  
Fax: 509-290-5318  
Website: [www.evergreenregion.org](http://www.evergreenregion.org)  
Email: [office@evergreenregion.org](mailto:office@evergreenregion.org)

# Section 2: Junior Volleyball Programs

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## 2.1 Purpose

The purpose of the USA Volleyball Junior Volleyball program is to offer our youth an opportunity to become involved in a wholesome and beneficial athletic activity, which they can pursue at various skill levels. Youth participants should be introduced to the joys of athletic competition, should learn good

lifetime physical activity habits during their formative years, and should be exposed to basic and complex volleyball skills. The Junior Volleyball program should be a bridge between USAV Junior Volleyball (age 18 and under) and USAV Adult Volleyball. The Junior Volleyball program is only a part of the development of our youth. Everyone involved should recognize that family and school issues have priority over this program. The region does not guarantee that every youth participant will be invited to play on a team as clubs and teams are private enterprises.

## 2.2 Requirements for Junior Volleyball Programs/Clubs:

**2.2.1 Mature Leadership:** Each Junior volleyball program (Club or team) must have at least two mature adults committed to the team. One should be the coach/club representative or director (**See Section 3: Club Directors and Coaches**) and the other the chaperone. All adult participants, the coaches, team or club representatives, trainers and chaperones must be registered adult USAV members and have submitted to and passed the background screening. (The background screening is good for two years.) All junior girls' teams must have one registered female adult present during all practices and tournaments. All coaches must meet ALL ERVA coaching requirements (**See Section 3: Club Directors and Coaches**)

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

**2.2.2 Officials:** All junior teams must comply with the Evergreen Region officiating requirements.

**2.2.3 Clinicians:** The Evergreen Region will provide knowledgeable leadership to conduct coaching and referee/scorekeeping clinics designated for the Junior Volleyball program.

**2.2.4 USA Volleyball Registration/Fees:** All players, coaches, chaperones, team/club representatives and adult supervisors will be required to pay a USAV registration fee, complete the Individual Membership Form, and sign the Code of Conduct and Waiver of Liability. All adults affiliated with the junior program must fill out a Background Screening form and pay the required fee.

**2.2.5 Uniforms:** Junior Volleyball Programs will have all its athletes outfitted in identical uniforms including jerseys and shorts of the same color, style, and trim with the USA Volleyball regulation size numbers on the front and the back of the jerseys. Libero uniforms shall comply with the USA Volleyball guidelines and as noted in this publication.

**2.2.6 Open Practices:** Each Junior Volleyball Program shall conduct open practices.

**2.2.7 Due Process:** Each Junior Volleyball Program shall have a written due process procedure providing at least a minimum of one appeal level by an independent body, other than the coach.

**2.2.8 Spectator Code of Conduct:** All parents of junior members are required to sign a Spectator Code of Conduct prior to the season. Any violation of this Code of Conduct will result in you being asked to leave the site/facility, and may result in you possibly being banned from attending future Evergreen Region sanctioned events.

## 2.3 Age Group Classifications/ Age Falsification:

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

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

## 2.4 Competition:

National USA Volleyball Junior Volleyball is organized for different age groups with the limitation on the upper age, 18 and under. Teams registered as Juniors may compete in the Adult Regionals if the number of adult teams allows for such competition.

- 2.4.1 Team Commitment:** A serious Junior Volleyball program must communicate its goals and philosophies to its participants. Once the players have been advised of the requirements, they must communicate those requirements to their parents. The USA Volleyball Junior Volleyball program is not for players only-it is also for parents.
- 2.4.2 Adults:** All teams must have adult participation for the program to succeed. Each potential player should take a form with the program's requirements home to his or her parents. It should then be returned with a parent's signature, which indicates that they understand what is expected.
- 2.4.3 Coaches:** All teams must have coaches. All coaches for each team must meet the region's coach qualification requirements. The players' parents must be advised of this requirement and the methods by which it can be satisfied. See the coaches' Code of Ethics in this section. Any change in this requirement by USA Volleyball shall be adopted by the region automatically.
- 2.4.4 Practices:** A team must commit to a minimum number of hours of practice each week. Practices shall be open to parents. Players will not enjoy an athletic experience when they do not play well. Time must be spent on skill development for each individual. Practice site locations and tournament sites can be named as "additionally insured" through the USA Volleyball insurance policy. Contact the region office for details and necessary forms.
- 2.4.5 Club/Team Representation:** Each club/team shall have a Club Director who shall be a registered member of the Evergreen Region and who shall act as a liaison between the region, coach, team, and parents. Each club/team should have a review committee or grievance committee to handle any team-related issues. Each club/team must have a due process procedure to handle grievances, which affords at least one level of appeal.
- 2.4.6 Waiver of Liability:** A waiver of liability must be signed by a parent or legal guardian during the registration process before that underage member may play. This is included on the registration form.
- 2.4.7 Cost and Refunds:** Clubs and teams set their cost of participation which are determined by a number of factors. Parents and participants should seek full understanding on the cost breakdown and requirements from the club/team. Included in the cost is a cost of registration to participate



in USA Volleyball. Once your registration is sent to the Evergreen Region office, no refunds are made.

## 2.5 Boy's Participation

It is the policy of the Evergreen Region to allow all players to participate in the sport of volleyball. Boys' teams/clubs shall be promoted whenever possible. The Evergreen Region follows the policies below when it comes to boys' participation in tournaments. These policies apply to U14 and younger age group boys teams.

Tournaments will be designated as "boy friendly" during tournament sign up. This designation will be noted on the tournament calendar as well as the website. Boys teams entered into "boy friendly" tournaments may compete fully in tournaments. This means continue play through pool play and bracket play.

## 2.6 Starting a Junior Club/Team

You must contact the ERVA office and register your club with the region before you begin any USAV sanctioned activities. The club registration form is online. If you only have one team you are considered a club.

For information on starting a USA Volleyball Junior Volleyball program in the Evergreen Region that was not included in this handbook, please contact region office. The region does have access to DVDs and programs through USAV, which will aide in startup of a team or club.

When starting a club, it is recommended that a club register as a non-profit in the State they reside and/or for 501-3 status with the Internal Revenue Service.

## 2.7 Selecting a Team/Club

Each player and parents should be well-informed in selecting a team/club. Each club will have its own philosophies, rules, and expectations that vary from other clubs. Players and parents should make sure that they educate themselves on the ins and outs of the different clubs so that they can find a club that is the best fit for them. Contact information for the current clubs in the Evergreen Region is listed on the Clubs page of the region website. Some clubs in the Spokane area also participate in a Club Open House, offered by the region, in the fall prior to the start of the season.

Parents and participants should also be aware that each team or club has its own autonomy and the ERVA is not involved in the club's finances and management.

## 2.8 Registration Requirements:

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

- 2.8.2 Background Investigation:** All persons involved with juniors in USA Volleyball are required to submit to a background screening. Each region may elect to expand the scope of the list of those who are required to be screened. Screening shall be conducted through an organization contracted by USA Volleyball at the applicant's expense. All regions may also collect a handling/administration fee.
- 2.8.2.1** In the Evergreen Region, all coaches, board members, team representatives, club directors and personnel, trainers, managers, tournament directors, tournament site directors, chaperones, officials, and persons otherwise involved with junior players, shall be required to submit to a USA Volleyball-required background check every two years. Cost shall be paid by the applicant or club. If circumstances occur during the two year period that necessitates a rescreening, a club/team may require an individual to retake a back ground screen. If the individual fails the background screen, his or her ability to serve in any capacity requiring a background screen being passed is voided.
- 2.8.2.2** All persons whose background check reveals matters, which restrict membership, shall appeal solely to the background screening company and not to the region or USA Volleyball. Any person who fails to clear the background check shall not be permitted USA Volleyball membership in the ERVA region nor be authorized to be associated with a junior club or team.
- 2.8.2.3** Any club or team who hires, otherwise authorizes a person who has failed to submit to such mandatory screening, or who hires or otherwise authorizes a person who has failed to clear such screening, shall be solely responsible for all liabilities of whatever nature that may arise from such hiring or authorizing, and shall hold the region harmless from any liability arising as result of the behavior or conduct by such individual. Additionally, any club or team hiring an individual who fails to submit or pass a background screen will be sanctioned by the ERVA, which sanctions may include a monetary fine, and termination from USAV and ERVA involvement.
- 2.8.2.4** The ERVA reserves the right to request interim background screening (within each two year required screening period) of any person required to have submitted to a background screening due to his/her relationship with juniors for good cause.
- 2.8.2.5** Additionally, any club or team who receives knowledge that a previously screened member has engaged in activities which may result in a disqualification shall be required to provide such information to the ERVA Office and Ethics and Compliance Office immediately following acquisition of such knowledge. Such information need not be a conviction if the previously screened member so long that there is a complaint and acknowledgement of improper or potentially disqualifying behavior.
- 2.8.2.6** If an ERVA club hires an athletic trainer through a company, the company takes the responsibility for assuring USA Volleyball that the trainer meets certification, Background Screening requirements, and has liability insurance. If a club hires an individual trainer, they should Background screen and see proof of medical liability insurance.
- 2.8.3 Team/Player Registration:** All players, coaches, club representatives and personnel, team representatives, managers, trainers, chaperones, tournament site managers, and participants must be registered in the proper classification prior to any USAV sanctioned activity, including practices. Each junior team shall have a coach who is IMPACT certified and background screened

courtside at all times. Junior indoor players and coaches must be registered with a specific club. Once the player has registered with the region (membership fees are non-refundable), and signed the Letter of Intent, the player shall be considered rostered for that team and subject to the Evergreen Region transfer policy. A coach is considered part of a club when his/her registration is received from the club in the region office, and has successfully passed a background screening and is IMPACT certified. The ERVA transfer policy does not apply to coaches. However, a club/team hiring a coach may provide for such a provision in their employment contract.

- 2.8.3 Declaration Date (Adult Teams):** By February 1, each team must declare the classification at which they will play (upward movement is permitted, meaning that a team/player can move up in skill level, but not down). This can be done by notifying the Regional office, or will be done automatically when you enter a tournament after February 1st. After February 1st, the level you play shall be fixed and no movement shall be allowed.
- 2.8.4 Multiple Team Identification:** Organizations of two or more teams (of either the same or different skill levels) in the Men's, Women's or Junior Divisions who register as a club must clearly indicate a distinguishing identification of each team. Each team in a club must pay a team registration fee.
- 2.8.5 Multiple Team Roster Setting:** Clubs with multiple teams may move individual players within the club freely between skills levels and teams of that club until February 1 for Adults and the **second Monday in April** for junior members. On the second Monday in April, all players in a club must be placed on a specific team roster and no additional player movement will be allowed, except as detailed herein.
- 2.8.6 Tournament Rosters:** Teams which qualify for Junior National Championships or who participate in a National Qualifier Tournament and who qualify for Nationals prior to the second Monday in April deadline shall have their roster frozen at the time the team qualifies for Junior Nationals.

Junior players playing in differing age brackets may only play in their own age bracket or in a higher age bracket. Prior to the second Monday in April, a roster is considered "set" the Friday prior to tournament play at 6pm. Junior Player roster additions are allowed after this day and time at the tournament. A fee of \$25.00 will be assessed by the Region Office to the Club to be paid before the next tournament for the Junior Player addition. **(NO ADULT MAY BE ADDED TO A ROSTER after Friday at 6pm)**

ONLY region office verified and sent rosters received by the tournament director are valid. Site directors, tournament hosts, or officials shall be authorized to "write in" Junior Players ONLY to rosters after Friday 6:00 PM prior to tournament play. **(NO ADULT MAY BE ADDED TO A ROSTER after Friday at 6pm)**

Persons violating this rule may be subject to sanctions.

## Section 3: Club Directors & Coaches

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### 3.1 Club Director Definition & Responsibilities

The club directors are the individuals on each team/club who are responsible for ALL aspects of club management. The club director's responsibilities include:

- 3.1.1 Meeting all state and local government requirements
- 3.1.2 Compliance with IRS non-profit requirements
- 3.1.3 Managing the club
- 3.1.4 Budgeting
- 3.1.5 Hiring of coaches and staff and verifying compliance with background screening and necessary regional qualifications
- 3.1.6 Procuring facilities for practice and tournaments
- 3.1.7 Obtaining appropriate insurance for the club
- 3.1.8 Communicating with parents, participants, and coaches
- 3.1.9 Assuring compliance with all ERVA and USAV policies and regulations concerning participation and officiating
- 3.1.10 Being accountable for all matters relating to registration, fees, entry of team(s) into tournaments, eligibility for Regionals, accuracy of rosters, identification, and age qualifications, etc.
- 3.1.11 The club directors are also responsible for being familiar with state and local laws and statutes and is responsible for assuring compliance by the club, team and persons acting on behalf of the club/team.

The club directors are considered the contact for information between the club or teams and the Evergreen Region. It is the responsibility of the club directors to ensure that all information and documents sent by the region to the club are distributed to the proper members. Likewise, it is the club director's responsibility to assure that all necessary information, documentation, monies, accuracy of rosters, identification, and age qualifications are forwarded to the region office in an accurate and timely manner. The club directors should also advise the region office of any errors or needed corrections to the roster 10 days prior to each tournament. **Any change in club directors during the season shall be indicated in writing and sent to the region office immediately.**

The club directors are responsible also to assure that coaches meet USAV and ERVA coaching requirements, including age, background screening, and obtaining IMPACT Clinic training/certification, and training and skills commensurate with the age level of the participants. **Breach of these responsibilities may be grounds for sanctions against the club director and club in addition to the non-qualified coach(es).**

## 3.2 Club Director Requirements

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

### 3.3 Regional Coaching Qualifications

All coaches in the Evergreen Region shall:

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

Each team that registers a coach affirms and certifies that the coach meets these six (6) requirements.

### 3.4 Coach Mentees

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

#### 3.4.2 All Coach Mentees in the Evergreen Region shall:

- 3.4.2.1 Be registered "full" member with the Evergreen Region
- 3.4.2.2 Have attended and completed an IMPACT clinic and be so certified
- 3.4.2.3 Register and complete the online SafeSport training
- 3.4.2.4 Attend a referee/scorekeeper clinic annually
- 3.4.2.5 Have satisfactorily passed a background check performed by SSCI
- 3.4.2.6 Sign the Coaches' Code of Ethics (See Appendix F)

### 3.5 Coaching Restrictions

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

The Evergreen Region recommends each club understand their states Interscholastic Athletic Associations coaching restrictions regarding school district coaches and club coaches. Many of the states do NOT allow school district coaches to coach their athletes at the club level.

## 3.6 Chaperone Requirements

- 3.6.1 All teams shall have a chaperone listed on the roster. The chaperone shall be separate from and not be a head coach. The main chaperone listed on a team's roster must be unique to that team and cannot be the sole chaperone on any other team. If a chaperone is listed on multiple rosters, he/she can only chaperone one team per tournament and must be crossed off of all rosters but that one.
- 3.6.2 Assistant coaches can be chaperones as long as they are at least 25 years old and are not the head coach of another team. Chaperones that are assistant coaches can sit on the bench if they are listed on the roster and have a team credential, but can only stand to coach if they are IMPACT certified.
- 3.6.3 The chaperone's duties shall be solely to supervise and chaperone the players outside of competition, as safety of the players is a prime concern. All chaperones must sign the Chaperone Responsibilities Form and Parent/Spectators Code of Conduct upon registering. The chaperone registration fee will be \$25, plus the background screening fee.

# Section 4: The ERVA Indoor Season

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## 4.1 The Season

The Evergreen Region indoor regular season begins the date of registration (after October 31) and ends after the Regional Championships. Indoor post-season begins after the Regional Championships and ends after the National Tournaments are completed.

## 4.2 Region Tryout Policy

- 4.2.1 **Tryout Fees:** Each organization offering a tryout shall need to confirm that participants are pre-registered online through Web-Point for a tryout period membership. If they are not, the club must collect \$5.00 (per day) as a tryout fee and obtain a completed tryout form. All clubs must notify the region office of their tryout times if they wish for this information to be posted on the region website (this is optional). A tryout period membership is part of the "full" registration fee, and will be credited back to the participant when they upgrade their membership.

\*For more information concerning tryouts, download the Tryout Information document on the Forms page of the ERVA website.

- 4.2.2 **Site Fees:** Any club or organization wishing to assess a site fee to satisfy expenses for tryouts may assess a site fee, separate from the \$5.00 tryout fee, of no more than \$10.00 per player (per day).
- 4.2.3 **Pre-Registration:** All junior participants must pre-register through Web-Point for their tryout membership, which is \$5. Once this tryout membership has been paid, the participants will only be required to pay the separate tryout fee that each club requires at their site. This fee can be up to \$10 per site.

If a club is not hosting tryouts, the players may elect to wait until Commit Day and then purchase a full junior membership. They do not need to buy a try-out membership and pre-register if they are not trying out.

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

### 4.3 Junior Tryout Dates/Information:

**U12-U14: November 7 – 15, 2015**

**U15-U18: November 15 – 22, 2015**

**4.3.1 Definition of Incumbent:** A player who played for a club during last year's REGULAR season (this does not include ERVA post-season). Incumbents may sign a Letter of Intent to play with the same club on or after the incumbent signing date-- non-incumbents cannot sign a letter of intent to play until the non-incumbent signing date.

#### 4.3.2 Contact Rules During/Following Tryouts:

- 4.3.2.1 No **current or previous club director, coach, team member, club members, including current or previous club parents** may initiate contact with the player more than **two** times prior to each commit date following a tryout. A player may initiate contact a team/club representative as often as needed to answer questions.
- 4.3.2.2 If the committed player or parent/guardian makes the initial contact, a club director or coach may inform the player or parent/guardian, without fear of committing a recruiting violation, about the specific program.
- 4.3.2.3 Once a player has gone through a tryout for a team during the tryout period, **ANY current or previous club director, coach, team member, club members, including current or previous club parents**, shall not initiate contact with that player or their family for reasons of recruitment to their club or team more than **TWO** times prior to each commitment day.
- 4.3.2.4 Once a player has signed a Letter of Intent for a team during the ERVA sanctioned season, club affiliates from other ERVA clubs shall not contact that player or their family for reasons of recruitment to their club or team.
- 4.3.2.5 Examples of violations include **ANY current or previous club director, coach, team member, club members, including current or previous club parents initiating** contact with a player **MORE** than two times during the tryout period, contacting a player after being notified of a commitment to another club, and pressuring a player to commit to a club **PRIOR** to each commitment day with threats of losing a position if no agreement is made. Club-initiated violations are subject to a minimum \$100 fine to the club and possible suspension.

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

**4.3.3 Commitment Policy:** A player may not "commit" to more than one club. A player may not "commit" before their age group can officially conduct tryouts. The ERVA deems a player to be "committed" to a junior club when the following action has been completed:

**4.3.3.1** A player has accepted an offer to play for a team and has submitted the ERVA Letter of Intent to a club representative. Commitments via email, text, and/or conversation are NOT valid.

**4.3.4 Upgrading Memberships:** \*If a participant cannot “upgrade” their membership online through Web-Point they can register on paper. Club Directors cannot process paper memberships for their participants. Club Directors should collect the paper registration forms and send all forms in “together” as a club. The ERVA office is the only place that paper registration forms can be processed.

## 4.4 Recruiting Policy & Guidelines

**4.4.1 Recruiting:** Occurs when any Club Representative (club director, administrator and /or coach) makes verbal or written contact with a player or player’s guardian with the intent to persuade the player to join their club.

**4.4.2 Complaint:** Only an affected player and/or guardian may file a written complaint with the ERVA Region Office about excessive contact from a Club Representative (s). The ERVA will notify the Club Director, which will serve only as a warning. Further contact with that player from any Club Representative is a violation of the ERVA Recruiting Policy. It is the Club Director’s responsibility to notify Club Representative (s) of an issued warning.

**4.4.3 Violation and Sanction:** The suggested maximum penalty may include, but is not limited to, a monetary fine and/or a suspension of ERVA membership for a period of up to one year beginning on the date of the final ruling.

**4.4.4 Club Recruiting Guidelines:** The following guidelines were developed for Club Representatives to protect the interests of the player(s).

**4.4.4.1** No recruiting contact with players or guardians during high school volleyball matches unless specifically initiated by the player or guardian

**4.4.4.2** No recruiting contact with players or guardians during State Volleyball Championships unless specifically initiated by the player or guardian.

**4.4.4.3** No recruiting contact with players or guardians during ERVA Junior Season unless specifically initiated by the player or guardian. If the subject matter of the contact relates to a post-season transfer during the current season, please see the Termination of Season & Release of Player Rule.

**4.4.4.4** Guardians should be included in all recruiting communication with players.

**4.4.4.5** Club Representatives need to respect the requests of players and guardians to cease recruiting contact.

**4.4.5 Private Coaching:** Private Coaching takes place throughout our region during the off-season and during high school season for volleyball athletes. It is important to note that USAV membership/insurance does not cover private coaching at any time. It is the responsibility of the private coach/organization to supply insurance.

### 4.4.6 Post Season Recruiting Roles

**4.4.6.1** No interference with the clubs until the end of their season which could be past the ERVA Regional Tournament, based on the team. Each club’s team season end date is different make sure to contact each club director to



determine when the end date is before making contact with players and parents.

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

## **4.5 Liability Waiver Requirement and Code of Conduct Agreement**

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

## **4.6 No Transfer Rule**

Once a player has committed to a team, is registered, and has signed the Evergreen Region Letter of Intent, the player shall not be able to transfer to another team or club during the season, except as described in sections 4.7 and 4.8.

## **4.7 Termination of Season and Effect on Player Participation**

- 4.7.2** Each club's team season end date is different contact each club director before making contact with their players and parents. When a team completes its volleyball season, club representatives must inform the office it has completed its season and no longer intends to participate in any USA Volleyball event, whether in or out of the region. Such closure shall be deemed disbandment. Notice to the region office shall be in writing (e-mail or "snail mail").
- 4.7.3** If a team has completed its season and disbanded, as described above, and advises the region office that the team no longer intends to participate in any further volleyball in or outside the region, individual players from the terminated team wishing to enroll with another team may be permitted enrollment provided that the terminated team or club provides written authorization. This authorization must inform the region that the releasing team's season has ended, the player(s) is/are released, and the new team provides the region with an acceptance letter and any costs for insurance and liability insurance are accepted by the accepting club. A terminated team may withhold such authorization if the player is not in good standing with the club. A player without authorization may not join another team without approval by the region's Executive Board.
- 4.7.4** In addition, no junior player(s) shall be allowed to be added for the Pacific NW Qualifier, Evergreen Regional Championships or Junior National Championships. If a player on a team transfers without regional Executive Board/Committee approval, the individual player, coaches, teams and club shall be sanctioned.

## **4.8 Release of a Player**

- 4.8.2** If a player has signed a Letter of Intent requests a release from that team, the player may, for good cause shown, as determined by the Executive Board of Directors of the Evergreen Region, be authorized to transfer to another team. This player must be in good standing, and receive a written release from the present club. Good cause shall be determined on a case-by-case basis. No release of player shall be allowed after the second Monday in April.

- 4.8.3** If a player has signed a Letter of Intent requests a release or transfer from the club as a result of code of conduct violations by persons in the present club, which is supported by an investigation made by the Ethics/Compliance Committee of the Evergreen Region or a person designated by the Commissioner acting in that capacity, the player may be granted a transfer.

## **4.9 Replacement of a Player**

A team/club whose roster is depleted due to player injury or termination may be able to sign new USAV members to the roster. Such new members shall be defined as persons who have not registered to play with any other club or team in the same season, or who have not previously been an ERVA member.

## **4.10 Playing Up**

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

## **4.11 Qualifier Frozen Roster Rule**

Junior teams participating in a Junior National Qualifier of USA Volleyball which qualify for Junior National Championships by winning a bid at a Qualifier, will have their rosters immediately frozen. ONLY players within the club who are on a NON-QUALIFYING roster shall be authorized to be added or transferred.

## **4.12 Player Practice Restrictions**

Because of the geographical size of our region, there are instances where a player may request to practice with a team other than the one with which she/he is registered. If this becomes necessary, both club/team directors must grant approval, and a written notice of this approval must be on file with the region office. Please contact the region office for more information.

## **4.13 Age Waivers**

The Region has an age waiver process for players seeking exemptions due to physical, developmental, or geographic reasons. **AGE WAIVERS WILL BE GRANTED ON A LIMITED BASIS BY THE ERVA EXECUTIVE BOARD.**

# **Section 5: The ERVA Outdoor Season**

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The Evergreen Region outdoor regular season begins May 1<sup>st</sup> and ends at the beginning of the High School season. Each area may differ on the exact date so please check with your High Schools for their start date.

## 5.1 Outdoor Participation

- 5.1.1 All ERVA sanctioned outdoor event participants must hold a CURRENT USAV membership in order to be eligible to participate. No club affiliation is required for participation by Adult or Junior members.
- 5.1.2 The following memberships are acceptable in the ERVA to participate in an ERVA sanctioned events:
  - 5.1.2.1 **Full Membership** (\$60) - Covers the member for all sanctioned events, both indoor and outdoor.
  - 5.1.2.2 **Summer Membership** (\$15) – Summer Memberships are valid 5/1/2014. Covers the member for all sanctioned **outdoor events**, including ERVA sanctioned/run tournaments/leagues, outdoor clinics, and USAV Junior Beach Tournaments.
  - 5.1.2.3 **Other Memberships**- (varies)- Covers the member for all outdoor sanctioned events and specific roles in indoor events. i.e, chaperones, youth participation etc.
  - 5.1.2.4 **One Day Memberships** (\$6) – Covers the member for just the day of your event. i.e., one day tournament or clinic. NOT accepted for league play. Members must submit a Membership Form onsite. Form and payment must be submitted to ERVA following event.

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

## 5.2 Member/Club in Good Standing

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

## 5.3 Beach Training Programs

You must contact the ERVA office and register your outdoor training program with the Region before you begin any USAV sanctioned activities. The outdoor program registration form(s) is online.

When starting a club or outdoor training program, it is recommended that a club register as a non-profit in the State they reside and/or for 501-3 status with the Internal Revenue Service.

## 5.4 Outdoor Events

You must submit your Tournament/League Sanction Form and fees to receive approval from the ERVA Office. The Tournament/League Sanction Form can be found online. In order for the USA Volleyball Liability Insurance to cover your event the Sanction Form MUST be turned in AND approved by the Region Office prior to the event.

## 5.5 Tournament/League Sanction Form

- 5.5.2 All ERVA Sanctioned events must follow a few guidelines. Please see the complete Outdoor Tournament Handbook on our website [www.evergreenregion.org](http://www.evergreenregion.org) for a complete list of requirements for hosting a tournament/league.

- 5.5.3 The Tournament/League Sanction Form must be submitted a minimum of 10 days prior to the requested event date. You will receive a decision within 4 business days.
- 5.5.4 Tournament/League guidelines:
  - 5.5.4.1 Event may set their own entry fees and will be responsible for collection of all fees in addition to confirming that all teams adhere to the registration requirements as set by the Region.
  - 5.5.4.2 Insurance certificate requests for your event must be requested no later than 10 days prior to the event. Proof of insurance is provided at no charge to the club.
  - 5.5.4.3 All participants at any sanctioned event must be registered members of a region of USA Volleyball with one of these membership options: Full Membership (\$60), Summer Membership (\$15) or One Day Membership (\$6) One Day Memberships may be purchased on site, a completed membership form must accompany payment when submitted to ERVA)
- 5.5.5 Event is required to:
  - 5.5.5.1 Guarantee that all teams advance to bracket play in tournament play. Leagues may choose to have playoffs at the end of league play. League coordinators may determine which teams or if all teams move on into the playoffs.
  - 5.5.5.2 Submit all results – pool and bracket play – for all teams by 12 PM on the day following the event.
  - 5.5.5.3 Submit a list of players and membership numbers for all registered players
  - 5.5.5.4 Submit completed membership forms and payment to Region Office within 7 business days after event.
  - 5.5.5.5 Submit any Incident Report forms to Region Office within 7 business days after event.
- 5.5.6 If these rules are not followed, the club/team may be subject to tournament sanctions and may not be approved for future tournament sanctioning requests. The penalty may be extended to the following season.

## 5.6 General Outdoor FAQ

- 5.6.2 **Do I have to play with a beach volleyball club to participate in events?**  
No, participating in a beach volleyball club is optional. Players are able to register for events without being affiliated with any beach club. Please note if you choose to participate in a Sanctioned event you do have to be a CURRENT USA Volleyball member.
- 5.6.3 **Do I have to play with the same partner at every event?**  
No, you can change partners for tournaments. League play may differ depending on the league director's rules. Check with each league director for specific information regarding subbing of partners.
- 5.6.4 **How do I sign up/register for an ERVA outdoor event?**  
  
Sign up and registration for an outdoor event is done through our website. [www.evergreenregion.org](http://www.evergreenregion.org) in our Outdoor Events page.
- 5.6.5 **How much does it cost?**  
  
Each tournament and league will set their own entry fees. Please see our Outdoor Events page for details on event entry fees. You will have to be a CURRENT USA Volleyball member. If you are NOT a current member our Summer Memberships are \$15.00 and are good from May 1st to

October 31st. Any additional costs may be travel, lodging, and if you are a part of a beach club any club dues specific to that club.

#### **5.6.6 What are the uniform requirements?**

Juniors sanctioned events will abide by USA Volleyball competition regulations and ERVA Handbook uniform policy. Participants should have the same color/style shorts and tops (tank top, jerseys or swimsuit tops are acceptable; swimsuit tops are to resemble sports bra or the like. String bikinis are NOT allowed.)

If you are participating in a junior club's beach training program uniforms might be provided. Please refer to the individual program for uniform information.

Adult tournaments don't require uniforms.

#### **5.6.7 What are the differences in rules for outdoor vs. indoor?**

USA Volleyball has a separate part of their Domestic Competition Regulations for Beach. Please see the Quick Guide to Beach Rules in the Outdoor Tournament Handbook on our website [www.evergreenregion.org](http://www.evergreenregion.org) for more information.

#### **5.6.8 Who refs at an outdoor event?**

The ERVA encourages athletes to participate in all aspects of the game including referee/scoring for outdoor events. Please visit the fundamental rules outline for referee match preparation/rules and the outdoor scoring instructions. This can be found on our website: [www.evergreenregion.org/outdoor](http://www.evergreenregion.org/outdoor). Each tournament director will review rules and scoring instructions before each event along with ref assignments.

Each sanctioned event will require a qualified adult to support and aid the participants throughout the tournament and stand in as a referee sub for matches when needed.

## Section 6: Registration Procedures

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### **6.1 All Registration Done Via Webpoint**

Club directors/representatives will be responsible for making sure all members of their club/team complete the process properly and for sending the appropriate forms and fees to the region office. The process for sending in registration forms/fees is outlined in section **6.2 Registration Process**, and also in the Registration Process document available on the region website. All required forms are available on the region website. Registration shall not be complete until all forms are completed and all fees paid to the ERVA Office. No person improperly registered will be authorized to participate in the capacity he/she is registering unless done properly. Accordingly, if an applicant submits information and registers in another region, or fails to meet appropriate registration procedures, the applicant will not be able to participate until and unless the information is properly registered and all fees received by the ERVA.

**All club registration materials must be complete and fees received AT LEAST 10 WORKING DAYS prior to participation by the member(s).**

## 6.2 Registration Process

- 6.2.1** Because of liability issues, ALL registration on Webpoint must be properly entered and completed by the individual or her parent/guardian. A club representative is NOT authorized to register or renew players.
- 6.2.2** After junior players have pre-registered with a tryout membership, they will need to go back into Webpoint and upgrade their membership to a “full” junior membership. The tryout membership will be credited to the upgrade. Only after a participant has upgraded and paid their membership, will they be allowed to assign themselves a club.
- 6.2.3** **If an individual has problems with the registration process they may contact the region office for assistance at (509) 290-5552 or [office@evergreenregion.org](mailto:office@evergreenregion.org) .** After all members of a team/club have completed their registration on Webpoint, **the Club Director/Representative** is responsible for sending the following items to the Region office:
- 6.2.3.1 TEAM REGISTRATION FORM (available on the Forms page of the website)**
  - 6.2.3.2 CLUB DIRECTOR CODE OF CONDUCT- for all club directors**
  - 6.2.3.3 COACHES' CODES OF ETHICS - for all coaches (available on the Forms page of the website and submitted electronically)**
  - 6.2.3.4 CHAPERONE RESPONSIBILITIES FORM – for all chaperones (available on the Forms page of the website)**
  - 6.2.3.5 PAYMENT - for any individual memberships, team fees, background checks (ONE CHECK PER TEAM!)**
  - 6.2.3.6 UNPAID MEMBERSHIPS PRINTOUT (if applicable) from Webpoint showing which members are being paid for AND to which teams they are assigned (please cross out any members for whom YOU ARE NOT sending payment!)**
- 6.2.4** **\*\*NOTE:** The region office is operated by limited staff members. Once forms and payments begin to come into the office, the region office will be inundated by applications, and other registration documents. In order to expedite all registration, the office needs assistance by club representatives to review and assure that all registrations are completed properly.
- 6.2.5** One check per team should be issued by each club, and sent with the Team Registration Form clipped with Webpoint printout for the appropriate teams. All registration material and fees must be received by the region office and membership numbers must be issued prior to participation in any region-sanctioned activity.
- 6.2.6** Incomplete or illegible forms will be returned to sender. Registration packets using improper forms shall be returned to sender, causing a delay in membership. **Applicants will not be permitted to participate in any practice or play until properly registered. This includes coaches and player participants.**
- 6.2.7** ERVA strongly recommends payment for individual memberships and IMPACT clinic registration by credit card through Webpoint, the USAV online membership system. This will expedite the membership and registration processes.

## 6.3 Region Check Policy

- 6.3.1 Checks shall be made payable to: Evergreen Region Volleyball. All correspondence should be mailed to: Evergreen Region Volleyball, P.O. Box 2844, Spokane, WA 99220-2844.
- 6.3.2 **One check per team is the required method.**
- 6.3.3 All checks issued to the region office, to any tournament host, or for a regional tournament registration, which are returned to the region office for insufficient funds or "stop payments" will result in the player/coach/team being restricted or barred from participation in any tournaments sanctioned by the Region until the endorser, team, or club pays the amount of the check AND a Washington State statutory NSF or collection fee. If such check fee and collection fee is not paid within fifteen (15) days of written notice by the Region, the endorser and team will be subject to sanctions for the remainder of the season or next season, where appropriate.
- 6.3.4 If any check is returned or dishonored, the drawer, the player, and/or the team shall be responsible for all costs and attorney fees incurred in collecting the same.

## 6.4 Proof of Membership: Verification Requirement

- 6.4.1 It is each member's responsibility to prove their membership and coaches qualifications by bringing photo identification or documentation confirming his/her identification and qualification to tournaments. Tournament hosts and day officials shall have the responsibility of checking rosters and confirming individual and team membership, and coaches' compliance. Rosters will be posted at or near the tournament host's or manager's station/desk.
- 6.4.2 Any player or team participating with an unregistered player, unqualified coach, team representative or team referee shall be subject to sanction and penalty, including immediate forfeiture of games played and suspension or expulsion of the team and individual from the event. The ERVA may also assess a monetary fine as an additional sanction.
- 6.4.3 It is the responsibility of each club to e-mail any errors or needed changes to rosters 10 working days prior to the tournament. The region office will email CURRENT, OFFICIAL rosters to each tournament director by 6PM the Thursday PRIOR to the tournament date. NO roster additions are allowed after 6PM the Thursday PRIOR to the tournament date. Any additions to the roster after this date and time could be subject to sanctioning (see **XVIII. Sanctions** for more information)

## 6.5 Adding Players (10 Working Days Rule)

- 6.5.1 When adding members after the initial registration, send all pertinent, properly completed information and a CLUB-ISSUED check for the proper amount to the region office if not paying online. All information must be completed online AND fees must be received ten working (10) days prior to participating in any USAV sanctioned activity.

## 6.6 Membership Definitions

- 6.6.1 **Adult Member** -The adult membership fee provides for a subscription to the Volleyball USA Magazine, secondary sports and accident insurance, allows for participation in USA Volleyball events, and a copy of the USAV DCR.

- 6.6.2 Junior Member**-The Junior membership fee provides for a subscription to the USA Volleyball Magazine, allows for participation in USA Volleyball events, and secondary sports accident insurance. A junior member is defined by the age categories set forth by USA Volleyball.
- 6.6.3 Other Member**-A category, by special written request to the National office, which can include various categories such as recreational, high school coach, etc. This category must be requested on a yearly basis.
- 6.6.4 Collegiate Player**- The collegiate player membership is a full membership without restriction to participation, programming or duration (as a player only). Collegiate players, who also wish to coach, officiate or assume other roles will have to upgrade to the “full” adult membership.
- 6.6.5 Other Adult/Chaperone** - the chaperone fee provides secondary sports and accident insurance and allows for participation in USA Volleyball events. Chaperones may not be on the bench during tournament play.
- 6.6.6 U12 Youth/Other Junior** - this fee provides secondary sports and accident insurance and allows for participation in practices and scrimmages only. Tournament play is not covered.
- 6.6.7 Adult Player/Practice** - this membership fee provides secondary sports and accident insurance only. This is for players with NO Junior Program Affiliation.

## 6.7 Adult Classifications

- 6.7.1 AA Division** - Teams in this classification should be the best talent in the Evergreen Region. They should have the competency to play high level inter-regional competition.
- 6.7.2 A Division** - Teams with players capable of advanced level play, but not yet of the AA Division caliber.
- 6.7.3 BB Division** --Teams of players with an intermediate skill level, not of A Division caliber, but more than a B Division player.
- 6.7.4 B Division** - Teams of players who are either advanced beginners or experienced players either not capable or not preferring the faster, more highly skilled play required for A Division should be classified in this Division.
- 6.7.5 \*\*NOTE:** Teams should be gender specific. Only men can play on men's teams and only women can play on women's teams in all of the divisions.
- 6.7.6 Mixed Six Division** - Teams composed of a combination of men and women. All competitions in the Six Divisions will be between mixed six teams according to USAV (and reverse mixed six) rules. Mixed Six teams may play in the AA/A/BB/B Divisions during the season but may not compete in the AA/A/BB/B Regional Championships.

## 6.8 Registration Fees (2015-2016)

Regular Adult (coach/club director)	\$60.00
Regular Junior (all players EXCEPT U12 Youth)	\$60.00
Collegiate Player (player only)	\$15.00
Other Adult/Chaperone	\$25.00
Other Junior/U12 Youth (no tournament play)	\$25.00
Other Junior/U11 Youth (no tournament play)	\$15.00
Other Junior/U8 & under (no tournament play)	FREE



<u>Team Fee (all regular junior and adult teams)</u>	<u>\$45.00</u>
<u>Multi-Day Event Individual Fee (adult/junior)</u>	<u>\$15.00</u>
<u>Multi-Day Event Team Fee (adult/junior)</u>	<u>\$15.00</u>
<u>Multi-Day Site Director/Volunteer (adult)</u>	<u>\$6.00</u>
<u>One-Day Event Individual Fee (adult/junior)</u>	<u>\$6.00</u>
<u>One-Day Event Team Fee (adult/junior)</u>	<u>\$5.00</u>
<u>Adult Player/Insurance Fee (no Junior affiliation)</u>	<u>\$35.00</u>
<u>Background Check Fee (good for 2 seasons)</u>	<u>\$20.00</u>

**6.8.1** NOTE: \$3.00 military discount on individual fee with proper ID.

**6.8.2** Registration fees are not refundable.

## Section 7: Tournaments

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### 7.1 General Info

- 7.1.1** The Evergreen Region playing season begins in January and continues until after the completion of the National Championships in June. All tournaments during that time are required to be sanctioned by the region.
- 7.1.2** All tournaments shall comply with the Evergreen Region's Tournament Procedures Handbook, Participants Handbook and Operating Code. Each tournament host shall be responsible for full knowledge and compliance of tournament procedures and rules as set forth herein and in the tournament procedures handbook. Failure to abide may be grounds for monetary fines, other sanctions, suspension or disqualification from hosting future tournaments. All tournaments within the ERVA shall be sanctioned by the region in order for insurance through USAV to apply.
- 7.1.3** The Evergreen Region encourages all clubs or organizations wishing to host tournaments to do so and obtain proper sanctioning. Likewise, the region will also host tournaments or leagues from time to time to encourage participation. Those wishing to host tournaments should attend the annual/tournament scheduling meeting held each September/October or email the Tournament Coordinator with requested dates, age groups, and tournament location PRIOR to the fall annual/tournament scheduling meeting.

### 7.2 Member/Club in Good Standing

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

## 7.3 Evergreen Regional Championships & Bid Tournaments

- 7.3.1 The Evergreen Region holds Regional Championships & Bid Tournaments annually. To qualify for the Regional Championships & Bid Tournaments, a team must have competed in at least three sanctioned tournaments during the current sanctioned season, in the Evergreen Region. PNQ will count as one qualifying tournament (See section D below). All players must have competed in at least two Evergreen Region tournaments.
- 7.3.2 The ERVA Bid Tournaments are qualifying events for the Junior National Championships with bids awarded at each age group. The champion & runner up of each age group can receive a ERVA bid.
- 7.3.3 The Bids are owned and represent the ERVA. Bids are for teams participating in specific age levels. If a bid is offered to a team that wins that age level of competition, and the team elects to waive the right to represent the ERVA at the Junior National Championships, the bid shall trickle down to participating team in same age level of competition within the tournament's top bracket. The trickle down concept will be offered to the top bracket teams participating at that age level of competition. If none of the top bracket teams which participated at that age level of competition is willing to accept the bid, the bid shall return to USAV.
- 7.3.4 At that time, the roster of the successful bid winning team shall be frozen.
- 7.3.5 The Bid shall be personal to the successful team and not an award which the Club may elect to send other players wishing to attend the Junior National Championship Event, within the Club, if the successful team indicates it will not be attending the JNC Event.
- 7.3.6 Submit an entry fee and sign your bid acceptance form.
- 7.3.7 Roster restrictions indicate a maximum of 3 roster changes to the qualifying roster.
- 7.3.8 Teams, which fail to obtain proper approval or play with improper, unqualified players, or exceed the maximum of 3 roster changes may be prohibited from participation and sanctioned by the region.
- 7.3.9 Once a team applies to compete in the Evergreen Region Championships & Bid Tournament and is accepted, the team is responsible to attend and compete.
- 7.3.10 A team electing to cancel its ERVA Regional & Bid Tournament application once accepted is responsible for notifying the tournament director immediately. Teams canceling will forfeit fifty percent (50%) of the entry fee, if a replacement team is found. If no replacement team is found, the full tournament entry fee shall be assessed.
- 7.3.11 Teams failing to appear at the day and time of ERVA Regional & Bid Tournament competition shall automatically forfeit their entry fee and will be subject to further disciplinary action.
- 7.3.12 Tournament formats for Regional Championships & Bid Tournaments may vary from the Tournament Procedures Handbook. All Regional Championship & Bid Tournament matches shall be staffed by certified USAV Officials as available.

## 7.4 National Qualifier

- 7.4.1 The Pacific Northwest Qualifier, one of ten qualifiers that lead to the Junior National
- 7.4.2 Championships are held in the Evergreen Region. Evergreen Region teams may count this tournament as one of their region tournaments to qualify for the Regional Championships.

## 7.5 National Championships

- 7.5.1 National Championships are held in both the Adult and Junior Divisions for USA Volleyball in a variety of age groups and skill levels.
- 7.5.2 To attend the Adult National Championship, the club representative must present the ERVA office the following:
  - 7.5.2.1 a complete roster with photo identification
  - 7.5.2.2 playing record for the season
  - 7.5.2.3 a check for the entry fee before the designated USA Volleyball deadline for any championship other than the Mixed Six and Outdoor Championships
- 7.5.3 To attend the Junior National Championships, a team must participate in the ERVA Regional Championships & Bid Tournament. The champion & runner up of each age group can receive a ERVA bid.
- 7.5.4 The Bids are owned and represent the ERVA. Bids are for teams participating in specific age levels. If a bid is offered to a team that wins that age level of competition, and the team elects to waive the right to represent the ERVA at the Junior National Championships, the bid shall trickle down to participating team in same age level of competition within the tournament, within the top bracket. The trickle down concept will be offered to the top bracket teams participating at that age level of competition. If none of the top bracket teams which participated at that age level of competition is willing to accept the bid, the bid shall return to USAV.
- 7.5.5 At that time, the roster of the successful bid winning team shall be frozen.
- 7.5.6 The Bid shall be personal to the successful team and not an award which the Club may elect to send other players wishing to attend the Junior National Championship Event, within the Club, if the successful team indicates it will not be attending the JNC Event.
- 7.5.7 Submit an entry fee and sign your bid acceptance form.
- 7.5.8 Roster restrictions indicate a maximum of 3 roster changes to the qualifying roster.
- 7.5.9 Teams, which fail to obtain proper approval or play with improper, unqualified players, or exceed the maximum of 3 roster changes may be prohibited from participation and sanctioned by the region
- 7.5.10 **\*\*Clubs planning on sending teams to Nationals MUST keep track of playing record to submit to the National Office which includes the following: W/L record, opponents' team names, AND opponents' 11-digit codes.\*\***
- 7.5.11 Teams, which fail to meet these requirements, will not be allowed to participate at the National Championships. It shall be the club director's responsibility to provide all information in a timely manner with appropriate stamps and fees necessary for getting such information to the USA Volleyball national office.
- 7.5.12 Teams, which fail to obtain proper approval or play with improper, unqualified players, or exceed the maximum of 3 roster changes may be prohibited from participation and sanctioned by the region. In the Evergreen Region, bids to the National Championships are awarded at the PNQ and at our ERVA Bid Tournaments.
- 7.5.13 Registration materials for teams qualifying for Nationals should be completed and provided to the region office before the designated USA Volleyball deadline. If our Regional Championships

fall after the deadline designated by USA Volleyball, any team interested in representing our region, must still have all registration materials required for Nationals turned in by the deadline. The national office will not cash entry fee checks until the region's representative is known. The region may elect to have a separate tournament for teams seeking to qualify as the region representative, depending on the amount of teams interested in attending the National Championships, and reserves the right to do so.

- 7.5.14** Failure to timely advise the Region Office and complete the bid acceptance documentation shall be grounds for forfeiture of the right to compete at the National Championship. Only an authorized club director or representative may acknowledge the bid acceptance and sign the documentation.
- 7.5.15** Any teams who accept a bid to Nationals and drop from the National Tournament will be subject to a Region sanction (See Section 12: Sanctions).

## **7.6 Zonal Championships**

- 7.6.1** The Evergreen Region is in the Pacific Zone which includes: Alaska, Aloha (except the Big Island of Hawaii), Columbia Empire, Evergreen, Moku O Keawe (Big Island of Hawaii), Northern California, and Puget Sound, and Intermountain regions.
- 7.6.2** The Zonal Commissioners are presently seeking to revise the Zonal Championships for teams within the zone. Any zonal championship information will be posted on the ERVA website.

# **Section 8: Hosting Tournaments**

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

## **8.1 Tournament Schedules**

- 8.1.1** The Evergreen Region tournament schedule shall be announced through the Evergreen Region website. All teams wishing to participate in any tournaments should follow the procedures outlined on the website.
- 8.1.2** All tournament sign-up is done via Advanced Event Systems ([www.advancedeventsystems.com](http://www.advancedeventsystems.com)). Teams/club must have an account on AES prior to tournament sign up day. After a team has been ACCEPTED into the tournament by notification from the tournament director, they need to send the entry fee to the tournament host. The team's 11-digit codes and must be entered into AES! The tournament entry fee must be received by the Tournament Director within 10 days of notification of ACCEPTANCE or the spot in the tournament can be released to another team on the waiting list at the discretion of the tournament director.
- 8.1.3** \*\*The 11-digit codes are found in Webpoint, on the region website OR by contacting the region office.
- 8.1.4** The following steps should be followed for entry into a Sanctioned Tournament:

- 8.1.4.1 The tournament director notifies the team they have been “ACCEPTED” into the tournament.
- 8.1.4.2 The tournament director notifies the team with a receipt of the check and that the team is now “PAID in FULL” for the tournament as a valid entry in the correct division
- 8.1.4.3 Once “PAID in FULL”, the team had made a commitment to play in that tournament and the tournament host has made a commitment and reserved a spot in the tournament for that team. The team cannot get a refund unless:

- 8.1.4.3.1 the tournament is cancelled
- 8.1.4.3.2 the team representative notifies the tournament host that the team cannot participate, the team representative requests the host to find a replacement team, and a replacement team is found and pays the required entry fee
- 8.1.4.3.3 the weather is a problem or is questionable; teams must check with the tournament host the evening before the event or the morning of the event by phone. If a quorum of teams at that level show up at the site and the host proceeds with the tournament, it will be at the tournament host's discretion to issue a refund. Consistency will be important-if any no-show team receives a refund, then all no-show teams are due a refund.

**8.1.5 \*\*All tournaments shall follow the Tournament Procedures Handbook or get prior approval from the tournament coordinator!**

## 8.2 Uniform Requirements

- 8.2.1 Evergreen Region teams are required to wear uniforms that include identical jerseys and shorts. Any Evergreen Region team playing in out-of-region tournaments or in any National Championship event should plan on being required to wear identical jerseys and shorts in these competitions. All uniforms for a team shall conform to the current year's Domestic Competition Regulations, which is established to provide a minimum uniform level for all teams.
- 8.2.2 For competition in all divisions within the Evergreen Region, similar jerseys with regulation-size numbers on the front (6" minimum) and the back (8" minimum) will be required. It is recommended that the numbers be a minimum of 6" in height on the chest and 8" on the back. Logos are permissible. Numbers must be clearly visible and centered on the chest and back and must be numbered in a permanent manner from 1-99. The color and brightness of the numbers must contrast with the color and brightness of the jerseys. Color combinations such as purple/black, dark green/black, navy/black, white/lit. yellow, or navy/maroon are not distinctive enough to comply with the rules. For more information on uniform number requirements see the USAV Domestic Competition Regulations (Rule 4.3.3).
- 8.2.3 The teams using a libero shall be required to have either the libero and or his/her teammates should wear a solid-colored uniform jersey. See the ERVA website for a webinar regarding “legal” libero/team uniforms.
- 8.2.4 As stated in the Domestic Competition Regulations (4.5), it is forbidden to wear objects which may cause injury, or give an artificial advantage to the player. Braces, jewelry, prosthetic limbs or other headgear that may cause injury or given an artificial advantage to the player must not be worn. If a brace, prosthetic limb or headgear is used, padding or covering may be necessary.
- 8.2.5 A junior volleyball athlete participating in a junior event may not wear jewelry. An exception will be made for religious or medical medallions that are removed from chains and taped or sewn

under the uniform.

### 8.3 Spectator/Parent Code of Conduct

Every tournament shall post the Spectator/Parent Code of Conduct at every entry way into the facility and inside the facility at the entry way to the gyms. This will also be a required document that each parent and player will be required to read/sign before participating in the ERVA.

### 8.4 Food and Drink Policy

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

### 8.5 Clean-Up Policy

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

## Section 9: Officiating

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### 9.1 General

- 9.1.1 A necessity for the growth of volleyball is a pool of knowledgeable, qualified officials to assure that games are won or lost on athletic talent. It is equally important that the players, whose court conduct is governed by the rules, have an equal understanding of the rules, so that questions about play can be resolved from a prior knowledge.
- 9.1.2 To achieve this, USA Volleyball provides training on the knowledge and skills to referee and keep score during sanctioned play. Each team must provide people who have had this training to referee and keep score as assigned during an event.

- 9.1.3** All coaches must attend the training clinics every year and ALL players on each roster shall receive this training prior to their participation in USAV-sanctioned play. Failure to do so will result in being sanctioned from USAV sanctioned competition. (Note: It is wise to have more than the minimum trained to allow for absences and/or shared responsibility).

## 9.2 Training Sessions/Clinics

- 9.2.1** The Evergreen Region will conduct no cost region-sponsored referee/scorekeeping clinics for the smaller clubs or individual members. Schedules for the region-sponsored sessions will be posted on the region website, and all training sessions shall be pre-registered for through Webpoint. All club directors (or their designee) must register their players for the region-sponsored clinic through Webpoint.
- 9.2.2** Clubs with more than 30 members must schedule their own private clinic. It is also suggested that smaller clubs join with other small clubs in their area to host a joint clinic. Club directors are responsible for scheduling their referee/scorekeeping clinic through the Chair of Officials. Current contact information for the Chair of Officials is available on the Referee/Scorekeeping page of the region website, as well as the Board of Directors page. Requirements and costs for the clinics are also available on the region website.
- 9.2.3 Team Officials** - each team is to provide players and coaches to meet their team responsibilities to referee & score matches during tournament play. People receiving training will be known as a junior provisional referee or scorekeeper. The region will conduct training sessions at designated times or by appointment with clubs.
- 9.2.4 Paid Officials** - For people who wish to act as paid officials at the provisional or regional level, or who wish to advance to the National level competitions as an official, training sessions will be offered. Those interested should contact the Chair of Officials. The following requirements are common to all referees/scorekeepers:
- 9.2.4.1** be a registered member of USA Volleyball, in good standing
  - 9.2.4.2** submit background check forms and pass background screening
  - 9.2.4.3** attend the appropriate yearly training session
  - 9.2.4.4** successfully complete the rules test
  - 9.2.4.5** be observed on the job and receive feedback from the observer
  - 9.2.4.6** other requirements as per Chair of Officials
- 9.2.5** There will be different worksheets and observation criteria based on your referee/scorekeeper level. PAVO referees can transfer their certification. Please check with the Chair of Referees or the USA Volleyball office for more details. Provisional, Regional and National referees and scorekeepers are required to work at least one Evergreen Regional Championship each year to maintain their good standing. For information regarding becoming a Junior National or National referee and/or scorekeeper, contact the respective Chair.
- 9.2.6 Junior Olympic** referees, Provisional referees, Regional referees, Junior National referees, National referees, and International referees must all complete the necessary certification processes for their respective levels. Consult the Officials Guide regarding each level's certification process.
- 9.2.7** The certification process for USA Volleyball sanctioned competition scorekeepers is under the jurisdiction of the U.S. Volleyball Association, the Competitions Division, and the Regional

Volleyball Associations (RVAs). USAV has established seven classifications of scorekeepers: Junior Olympic, Provisional, Regional, National Junior Olympic, National, National Retired, and USA International. Junior Olympic level, Provisional, and Regional Scorekeepers will be certified through the Evergreen Region under the supervision of the Regional Chair of Officials and Regional Chair of Scorekeepers, in cooperation with the Regional Commissioner and according to prescribed criteria. National Junior Olympic and National Scorekeepers will be certified by the Assistant Vice-President, USA - President, USA National Scorekeepers Commission at approved national clinics. International scorekeepers will be certified through the approved process and at times and locations to be determined annually. Please consult the Officials Guide regarding each level's certification process.

### 9.3 Policy and Enforcement

- 9.3.1 ALL coaches and ALL players on the roster must be certified at the referee and scorekeeping clinic to be eligible to compete in USAV tournaments. Canadian teams playing in the Evergreen Region's tournaments may satisfy this requirement by arranging for other qualified people to work in their place through the day official. A fee of \$27.00 per match for the R1 and R2, and \$10 for a scorekeeper must be paid in advance of covering your referee assignments.
- 9.3.2 No coach or official may write in any club member on a tournament roster. Any rosters received in the region office with written in club members will sanction the responsible official and coach.
- 9.3.3 Teams failing to meet these requirements will be sanctioned as outlined in this handbook.

## Section 10: Ethics & Conduct

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### 10.1 All Participants/Persons Affiliated

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

### 10.2 Profanity

Any person affiliated with a team who directs a profane remark or gesture toward any official, coach or player on the court, regardless of which team, which remark, or which gesture, and is obvious enough that it is heard or seen by ANY official (first or second referee, scorekeeper or linesman) will automatically be expelled from the game by the first referee. Such behavior should be reported immediately to the first referee. A second similar offense occurring the same day as the first expulsion will result in the person being eliminated and expelled from the tournament and suspended from participation or attendance in all USA Volleyball activities for a period of 30 days. Any further incidents shall be subject for review and possible further action by the Ethics Committee and/or the Evergreen Board as noted above. If the offending person is a spectator, the affiliated team will be



penalized by a side-out/point or, if the problem persists, the team will be expelled from the tournament. The first referee shall also report the perpetrator to the Day Official who may seek police assistance for the removal of the spectator from the tournament.

### **10.3 Assault**

- 10.3.1** Any player, coach, team representative, or member of USA Volleyball attending a USAV function who physically assaults anyone at any Evergreen-USA sanctioned tournament shall be subject to immediate suspension and automatic expulsion from membership in the region and any further participation in any USAV function or tournament in the region of the rest of the season and the next season. If the person is a spectator, the first referee shall report the incident to the Day Official who shall immediately seek police assistance and assist the victim in initiating charges against the perpetrator.
- 10.3.2** The incident shall further be reported to the region office and a copy forwarded to the USA Volleyball National Office.
- 10.3.3** Any person who is suspended or expelled from the region as a result of two or more assaults in their career shall be banned from regional membership and participation in any USA Volleyball sanctioned event for the remainder of the person's life.

### **10.4 Drug/Alcohol Use**

- 10.4.1** At the time a participant signs the Participant Code of Conduct, he/she is considered a member of the Evergreen Region of USA Volleyball. Any violations of the Participant Code of Conduct from that time until the end of the participant's season (24 hours a day, seven days a week) will result in the proper sanctions.
- 10.4.2** Any person attending an Evergreen Region/USA Volleyball function found to be in their possession, use or sale of any alcohol, controlled substance or illegal drug, or contributing to the use, possession or sale of such alcohol, controlled substance, or illegal drug to a minor, shall be removed from participation and attendance of the function or tournament, and removed from the school building, gymnasium, or facility housing the function or tournament.
- 10.4.3** In addition, if the that person is a player, coach, official, team representative, or otherwise a participant, he or she shall also be suspended immediately by the day official and a report will be issued to the Regional Representative, or Regional office, and disciplinary processes shall proceed as noted above. During the investigative period, the perpetrator shall remain suspended from any regional or USA Volleyball sanctioned event(s). Disciplinary action for use, possession or sale of any alcohol or other banned substances shall be in accord with the USA Volleyball Drug Policy Program.

### **10.5 Unsportsmanlike Conduct**

- 10.5.1** Any individual who commits an act or acts which the Regional Representative or Ethics committee determines to be grossly unsportsmanlike may be subject to disciplinary action and sanctions which the Representative or Committee determines is appropriate. Such sanctions and penalties

may include immediate suspension and expulsion, suspension and disbarment for one year, or fines, or such other sanctions and penalties the Representative or Committee deems appropriate.

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

## **10.6 Sexual Harassment**

**10.6.1** Any individual who commits an act or acts which the Regional Representative or Ethics Committee determines to fall within the definition of sexual harassment as defined in the Region's Sexual Harassment, Abuse, and Exploitation Policy, shall be gross unsportsmanlike conduct and may subject the perpetrator(s) to sanctions including lifetime suspension or expulsion from USA Volleyball participation.

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

## **10.7 Use of Weapons, Fireworks, or Firearms**

**10.7.1** Any person attending an Evergreen Region or USA Volleyball tournament or function found to have in orderly and consistent operation of tournaments within the Region may be deemed a "gross unsportsmanlike conduct".

**10.7.2** The disciplinary policy and procedures for the Evergreen Region: persons possessing any weapon, firearm, fireworks, or ammunition, shall be declared ineligible to participate or attend such functions, and shall forfeit the possession, use, and control of any firearm, weapon, ammunition or fireworks to the day official, immediately upon request.

**10.7.3** Failure to surrender such weapons, fireworks, firearms or ammunition immediately to the day official or facilities administrator shall result in immediate expulsion and suspension from the tournament and facility shall be deemed gross unsportsmanlike conduct, subjecting the perpetrator to such sanctions as noted above. The incident shall also be reported by the day official to the local police authorities and the Regional Representative and a report submitted to the Regional office in writing. The Regional Representative should investigate the incident and take what action is deemed appropriate.

# **Section 11: Disciplinary Actions and Appeals**

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## 11.1 Due Process

- 11.1.1** 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 Evergreen Region's Ethics and Compliance Officer (ECO)/Designee/Ethics and Compliance Committee (ECC) decision reconsidered by a higher and possibly more objective authority. It is the intent of the Evergreen Region of USA Volleyball to provide a procedure affording any individual or team which is accused of acting in violation of the codes of conduct, violation of the sexual harassment policy, violation of ethics, violation of the substance abuse policies or acting inappropriately within a Regional volleyball context, an opportunity to be heard before any final sanction or penalty may be imposed.
- 11.1.2** Pending investigation, an alleged violator may be subject to temporary suspension pending further investigation by the ECO, Designee, or ECC. If a temporary suspension is imposed a hearing shall be afforded to the alleged violator within a reasonable time period not to exceed 30 days from notice of temporary suspension.

## 11.2 Types of Incidents

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

- 11.2.1** Incidents requiring *immediate* action and/or decision (these decisions would take place before or without a hearing):
- 11.2.1.1** These incidents generally involve inappropriate conduct or consideration of safety such as child molestation, assault or violence, property destruction or violation of the code of conduct.
  - 11.2.1.2** Such incidents, once a complaint is made, shall be reported to the immediate ERVA representative present at the time (for example, if a complaint is rendered at an event, it should be reported to the Day Official). Such complaint shall be rendered in writing and the names and contact information of all parties and witnesses shall be recorded. On completion of the report, the complaint shall be forwarded as soon as possible to the ERVA Office and then on to the ERVA Commissioner. The ERVA Commissioner, may contact the ERVA ECO, ERVA Safe Sport Director, or call together a 3 person ECC to investigate all matters coming forward regarding the complaint and any violations by the accused/perpetrator.
  - 11.2.1.3** Such actions and/or decisions should always be followed by a hearing as soon as possible. Those requiring prompt action (sooner than the next Board meeting); these generally involve such considerations as improper uniforms, violation of tournament procedures or referee assignments, violations of the tournament handbook, registration or coaches certification violations, etc.
- 11.2.2** Incidents requiring *prompt* action (these decisions would take place before the next Evergreen Region Board meeting):
- 11.2.2.1** These incidents generally involve matters occurring at an event or just prior to an event such as considerations of improper uniforms, violation of tournament procedures or referee assignments, violations of the tournament handbook, registration violations or violations of coaches requirements, etc. Such incidents requiring prompt action shall be reported to the Day Official or Site Director/Tournament Director as these will determine whether a player or coach may participate at an event.

**11.2.2.2** Unless these “prompt action” incidents impact the safety or health of a participant, decisions will be made by the Day Official and such decisions shall be final for the event and referred to the ERVA office for further review/action. Any incidents which impact the safety or health of a participant shall be handled as noted under paragraph 11.2.1 above.

**11.2.3** Incidents requiring decisions in the *near future* (these decisions can wait until the next Evergreen Region Board meeting or appropriate committee meeting). These types of decisions shall be brought to the ERVA Office’s attention, forwarded to the ERVA Commissioner, and shall be placed on the ERVA Board’s agenda for consideration at its’ earliest opportunity.

### **11.3 Actions Requiring Discipline**

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

**11.3.1** Ethics (See Evergreen Region Coach's Code of Ethics as well as the Code of Ethics found in USA Volleyball All Regional Volleyball Assn. Impact Manual)

**11.3.2** Code of Conduct (See Code of Conduct noted on the USA Volleyball Membership Form and the Code of Conduct recited in the Evergreen Regional handbook.)

**11.3.3** Eligibility Rules per the USA Volleyball Guide.

**11.3.4** USA Volleyball substance abuse or sexual harassment policy (see the USA Volleyball Guidebook)

**11.3.5** Actions pertaining to volleyball, which is believed NOT to be in the best interest of the Region or its members.

**11.3.6** A recommendation by a USA Volleyball National Event Arbitrator, an Event Ethics and Eligibility Committee or from the USA Volleyball Corporate Ethics and Eligibility Committee for the Evergreen Region to take some action

### **11.4 Process for Complaints**

**11.4.1** **A complaint or accusation regarding a violation of any of the above shall be reported in writing to the Evergreen Regional office and the Commissioner. Writing may include email communication. Accusations should include the following:**

**11.4.1.1** A complaint or notice of accusation should specify the name of the perpetrator(s) and the nature of the violation

**11.4.1.2** Specific facts detailing the allegations or accusations of the complaint with specific details as to the name and place of the occurrence. *Specificity should be a priority.*

**11.4.1.3** The names and addresses 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.

**11.4.1.4** Any documentation of communications regarding the complaint.

**11.4.1.5** Verification that the club’s due process was followed or attempted to be followed prior to submitting the complaint to the ERVA office.

- 11.4.1.6** Verification that the club's due process was followed or attempted to be followed prior to submitting the complaint to the ERVA Office.
- 11.4.1.7** Upon receipt of a complaint regarding a violation, the ERVA Office shall make a record of receipt of the complaint and forward a copy of the complaint to the Commissioner and the ERVA ECO, ERVA Safe Sport Director, or ERVA ECC.
- 11.4.1.8** The ERVA Commissioner shall instruct the ERVA ECO or appoint an incident investigator to examine the allegations set forth in the complaint and accompanying witness statements to determine if a violation has occurred. The ERVA Commissioner may elect to have a 3 member ECC to investigate the same, in lieu of the ECO or the appointed incident investigator. Investigation should be done as soon as possible and if a violation appears to have occurred, the incident investigator (ECO/Safe Sport Director/ECC) may notify the ERVA Commissioner about issuing a temporary suspension pending a hearing on the matter which will be scheduled no later than 30 days from determination of violation.

## **11.5 Validation of Complaint**

- 11.5.1** According to the ERVA Bylaws, the ERVA ECO is the Assistant Commissioner or designee by the ERVA Commissioner. The ERVA At-Large Director OR ERVA Safe Sport Director may also be eligible as the designee of the ERVA Commissioner. If the named ECO assesses that he/she has a conflict of interest then the Commissioner shall designate or appoint a replacement to the ECO (the incident Investigator) to investigate the allegations set forth in the complaint and accompanying witness statements in a timely manner to ascertain the validity of the complaint.
  - 11.5.1.1** The Investigator (ECO/Safe Sport Director/ECC) shall ascertain whether the complaint or accusation requires immediate action, prompt action, or is one that may wait until the next ERVA Board meeting.
  - 11.5.1.2** The Investigator (ECO/Safe Sport Director/ECC) shall thereafter cause an investigation to begin to verify the allegations and facts of the complaint and witness statements. Such investigation should be initiated as soon as practicable following the receipt of the complaint or accusation. The Investigator may, after further inquiry, reclassify the incident, based on the facts surrounding the complaint or accusation.
  - 11.5.1.3** During the validation process, the Investigator may contact the alleged perpetrator in ascertaining the merit of the complaint, and determine if further action need be taken on the issue(s) raised. Similarly, the Investigator shall have the authority to take any corrective action he/she deems appropriate to assure that the complained of activity ceases or is not duplicated. Corrective action may include a temporary suspension pending further investigation and hearing on the matter.
  - 11.5.1.4** Upon completion of the investigation, the incident Investigator shall determine whether a violation has occurred and submit a recommendation and sanction to the ERVA Commissioner and ECO. The ECO may also confer, if deemed appropriate, with the remaining members of the ERVA ECC, as determined by the ERVA Bylaws or appointed by the Commissioner.
  - 11.5.1.5** The ECO, Safe Sport Director, or ERVA Commissioner may notify the perpetrator of the Investigator's findings and the recommended sanction. Such notice shall be in writing and provide the Perpetrator an opportunity for a hearing on appeal. If the Perpetrator waives his/her right to an appeal, the sanction shall be imposed and notice to USAV provided if it impacts participation in USAV or other Regions (RVA).
  - 11.5.1.6** The ERVA ECC is comprised of three members:
    - 11.5.1.6.1** The ECO (unless the ECO becomes the complainant) – the ECO shall act as chair of the ECC (or a designee appointed by the ERVA Commissioner).

11.5.1.6.2 Other designated members from the ERVA Advisory Board OR appointees of the Commissioner, all of whom shall be members in good standing of the Evergreen Region (see ERVA Bylaws).

## 11.6 Guidelines for the ECC Due Process Proceedings

The ERVA Office, Commissioner, and ECO/Safe Sport Director shall take the following steps to determine the validity and veracity of the complaint and accompanying witness statement(s), if any, and confirm that a violation has occurred:

### 11.6.1 The Notification

- 11.6.1.1 The ERVA Office, Commissioner, or ECO/Safe Sport Director shall notify the accused to advise him/her of the complaint and a summary of the complaint.
- 11.6.1.2 Forward a written copy of the complaint and any witness statements by certified mail, postage prepaid, or email to the alleged violator, at the last known address of the alleged violator, as said in the Evergreen Region's records. Such notice/complaint shall include:
  - 11.6.1.2.1 A statement that the individual has a right to respond accompanied by an explanation of how that person may respond initially (in writing, fax, or email).
  - 11.6.1.2.2 A statement that a penalty or sanction may be imposed as a result of the complaint, if the accused elects not to respond.
  - 11.6.1.2.3 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.
  - 11.6.1.2.4 Failure on the part of the alleged violator to respond to the complaint within twenty (20) calendar days may be a basis for the ERVA Commissioner to make final determination on what action should be taken regarding the complaint and the alleged violator.

### 11.6.2 The Hearing

- 11.6.2.1 If the accused/violator provides a written response and request for hearing, the ECO or incident Investigator shall set a hearing date in order to provide the accused an opportunity to address the committee and the allegations.
- 11.6.2.2 If a hearing is requested, the accuser, the accused, and the ERVA ECC may meet at a time, date, and location set by the committee, which shall be no later than 30 days following completion of the investigation and notice of the Investigator's findings and recommended sanction(s).
- 11.6.2.3 The Committee shall hear the complaints of the Accuser who shall provide the committee copies of any written statements by persons having personal knowledge of the facts of the violations alleged. Once the accuser has provided the information to the committee, the accused shall provide the committee copies of any written statements by persons having personal knowledge of the facts alleged. The committee may make any further investigation it deems necessary or appropriate, at the time. The hearing may, at the agreement of the alleged violator, accuser and the members of the committee be held by conference call. If by conference call the ECO

or incident investigator must initiate the conference call at a time and date agreed upon with all parties. The ERVA Office shall arrange for such conference call and advise all parties of the conference call provider and call in number.

**11.6.2.4** In conducting a hearing or conference call, common sense shall prevail. Each such hearing essentially has four parts:

*11.6.2.4.1* Presentation of accusation and evidence in support of accusation

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

*11.6.2.4.3* Opportunity for clarification by the committee from either party.

*11.6.2.4.4* The decision of the ECC

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

### **11.6.3** The Decision

**11.6.3.1** Once the ECC 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:

*11.6.3.1.1* No Action - the ECC may elect to take no further action on this matter

*11.6.3.1.2* Probation - the ECC may recommend probation

*11.6.3.1.3* Fine - the ECC may recommend a monetary fine

*11.6.3.1.4* Reprimand - the ECC may recommend a reprimand and additional sanctions

*11.6.3.1.5* Suspension - the ECC may recommend suspension from involvement with a volleyball-associated business within the Evergreen Region

*11.6.3.1.6* Other - the ECC may recommend other sanctions as adopted by the Evergreen Region Board of Directors

**11.6.3.2** The ECC is empowered to enter whatever sanctions it deems appropriate. The determination by the ECC shall be binding on the accused, pending the next ERVA Executive Board meeting.

### **11.6.4** After the Decision

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

**11.6.4.2** If the accused wishes not to contest the complaint or allegations therein, whether or not supported by written witness statement, the ECO may advise him/her of the recommended sanction. After this communication, the ECO shall contact the ERVA Commissioner and Office and shall confer the recommended sanction. If the accused wishes not to contest the complaint, the accused waives any right to appeal the sanctions imposed.

**11.6.4.3** Any member disciplined for a violation of any of the above will be provided notice of the ECO's/Designee's/ECC'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.

- 11.6.4.4** If the accused is a coach of a club, it shall be the responsibility of the ECO to also inform the Club Director of the fact that a complaint was filed against one of the club's coaches. It will be the responsibility of the coach to provide a copy of the complaint and any witness statements to the Club Director.
- 11.6.4.5** 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) consistent with the due process procedure from the (ERVA required) Club Handbook.
- 11.6.4.6** However, the Club Director and club members shall be required to fully cooperate with the ECO (or designee) investigating and take no action which may hinder the investigation by an ERVA representative, or in any manner embarrass the accuser or take any action which might be considered retribution or retaliation for initiating the complaint.

## **11.7 Right to Appeal**

- 11.7.1** At the time the ECO/Designee/ECC renders its decision, a copy of the decision shall also be provided to the accused by the ERVA Office.
- 11.7.2** The violator shall also be advised of his/her right to appeal the sanction. The violator shall have twenty (20) calendar days to submit in writing (including email) to the ERVA Office and ERVA Commissioner his/her intention to appeal. In addition, the accused shall be provided a copy of the Appeal Procedure as noted herein

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

- 11.8.1** Upon receipt of a request for an appeal, the ERVA Commissioner shall designate an Ethics Appeal Committee (EAC) comprised of three persons, one from the ERVA Executive Board, one from the ERVA Advisory Board, and a member of the ERVA Officials Division, all of whom shall be members in good standing of the Evergreen Region.
- 11.8.2** The Chair of the EAC shall be designated by the ERVA Commissioner.
- 11.8.3** The Ethics Appeals Committee (EAC) shall:
  - 11.8.3.1** Contact the ECO or incident investigator and the violator, to set a time and place for a hearing. The EAC may elect to have the matter heard telephonically. The arrangement for the EAC conference call shall be completed by the ERVA Office.
  - 11.8.3.2** The ECO shall act as the ERVA representative in presenting the complaint, his or her findings and conclusions, specific policies, codes, regulations or handbook provisions violated, and the sanctions rendered. The ECO or the incident investigator shall have 20 minutes to present his/her case. The ECO or investigator shall also provide any known determining factors, which may have affected the sanction imposed.
  - 11.8.3.3** Following the presentation by the ECO or the incident investigator, the EAC shall hear from the alleged violator who shall have the opportunity to present statements in writing to the EAC panel. The alleged violator shall also have 20 minutes to present his or her case.



- 11.8.3.4 All witness statements relied upon by either the ECO or the incident investigator or the alleged violator shall be in writing and verified as true and correct/or notarized, and signed by the witness.
- 11.8.3.5 No persons other than the ECO or investigator or alleged violator shall be permitted to testify at the Appeals Hearing. All matters intended to be testified to should be presented in writing and provided to the EAC prior to the hearing.
- 11.8.3.6 Once each side has had the opportunity to present their case, the EAC shall have additional time to ask any clarifying questions from either presenter.
- 11.8.3.7 The EAC shall deliberate and determine from the information presented, whether the findings and conclusions of the ECO or investigator are warranted. The EAC may also determine whether in their assessment there are other violations of the ERVA or USA Volleyball codes, policies, regulations, or handbooks. The EAC shall also determine whether the sanction is appropriate.
- 11.8.3.8 Once the EAC has rendered its decision, the EAC shall set its findings in writing and notify all parties, the regional office and Commissioner. If the circumstances presented are deemed to have implications outside the region, or if the sanctions are such that the membership of the individual is suspended for any duration, the regional office shall notify the USA Volleyball national office and other regions so impacted.
- 11.8.3.9 Pending appeal, the decision of the ECC shall be binding.

## 11.9 Final Level Appeal (Executive Board Appeal)

- 11.9.1 The appeal to the EAC shall be the **final fact finding** appeal in the Evergreen Region. Any further appeal, after the EAC determination, shall be to the ERVA Executive Board. Such appeal shall be made, in writing, within ten (10) days from the date of the EAC decision, and shall be in writing or email to the regional office. Such appeal shall be limited in scope as following:
  - 11.9.1.1 If the previous process has afforded the accused a fair opportunity to respond to the complaint;
  - 11.9.1.2 Whether the complaint was supported by evidence from persons having personal knowledge or who personally witnessed the violation complained, and
  - 11.9.1.3 Whether the accused provided any evidence of a defense or explanation which would explain the action by the accused, or
  - 11.9.1.4 Whether the accused provided evidence by witnesses who also had personal knowledge or who personally witnesses the facts and circumstances alleged; and
  - 11.9.1.5 Whether the decision by the ECC was appropriate, or whether the sanction was appropriate.
  - 11.9.1.6 *No additional factual matters should be brought to the ERVA Executive Board.*
- 11.9.2 The decision and sanctions of the EAC shall be binding during the final appeal process.
- 11.9.3 The ERVA Executive Board shall review the appeal and issue its' decision within fourteen (14) calendar days of receipt of the final appeal from the accused. Such a review may be done telephonically or via email as arranged by the ERVA Office.
- 11.9.4 The ERVA Executive Board's decision shall remain a permanent record of the Evergreen Region.
- 11.9.5 If the ERVA Executive Board deems it appropriate, a copy of the complaint, findings, and sanctions and any appeal decision may be submitted to the National Office of USA Volleyball.

**11.9.6** The decision of the ERVA Executive Board shall be final.

## 11.10 Court Intervention

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

# Section 12: Sanctions

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

## 12.1 Tryout Sanctions

### 12.1.1 Using an adult who does not meet all criteria:

- 12.1.1.1** First offense: \$50 per adult up to \$250 and year probation for the club.
- 12.1.1.2** Second offense: May include additional sanctions and suspensions with right to appeal to the Executive Board.

## 12.2 Player/Team Sanctions

### 12.2.1 Teams that play “down” a division:

- 12.2.1.1** First offense: \$50 fine and loss of prize
- 12.2.1.2** Second offense: team disqualified for the season with appeal process to the Executive Board

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

- 12.2.2.1** First offense: Loss of next match in the current or next tournament the team is to play in the ERVA. If the match missed is the team’s last tournament of the year, a fine of \$210.00 to be assessed to the club.
- 12.2.2.2** Second offense: \$100 fine before the team is able to play in another tournament and loss of the next match which the team is to play (current or next tournament). If the missed assignment is the last match of the year for the team, an additional \$210 fine to the club, for a total of \$310.00.

**12.2.2.3** Third offense: the team is suspended from further play in the Region for one year following the date of its third offense.

**12.2.3 Teams Playing with an unregistered player:**

**12.2.3.1** First offense: \$250 fine and probation for the year for the team, club director and coaches.

**12.2.3.2** Second offense: May include additional sanctions, suspensions and season over for team, coaches and club directors with right to appeal process with the Executive Board.

**12.2.4 Teams having a player playing under an assumed name or another player's number:**

**12.2.4.1** First offense: \$250 fine to the coach and probation for the year for the team, club director and coaches until they go before the Board

**12.2.4.2** Second offense: May include additional sanctions, suspensions and season over for team, coaches and club directors with right to appeal process with the Executive Board

**12.2.5 Teams playing with a coach/chaperone who does not meet all criteria:**

**12.2.5.1** First offense: \$250 fine and probation for the year for the team, club director and coaches

**12.2.5.2** Second offense: May include additional sanctions, suspensions and season over for the team, coaches and club directors with the right of appeal to the Executive Board

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

**12.2.6.1** First offense: \$250 fine for each the team, official and site director and probation for the year

**12.2.6.2** Second offense: May include additional sanctions, suspensions and season over for the team, coaches, official and club directors with the right to appeal to the Executive Board.

**12.2.7 Teams with improper composition:** A team with more than 11 players who enter a tournament as 2 teams shall be deemed 2 teams with one team as an unregistered team and sanctioned accordingly.

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

**12.2.8.1** First offense: verbal and written sanction and no more tournaments until proof to the Junior Program Director that the situation has been rectified

**12.2.8.2** Second offense: \$100 fine

**12.2.8.3** Third offense: \$250 fine

**12.2.8.4** Fourth offense: May include additional sanctions, suspensions and season over with the for the team, coaches and club directors with the right to appeal process to the Executive Board

## **12.3 Sanctions Regarding Tournaments**

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

**12.3.1** The team rep sends a check and team roster to the tournament host requesting spot in a specific tournament

- 12.3.2 The tournament host notifies the team of receipt of the check and that the team is accepted in the tournament as a valid entry in the correct division
- 12.3.3 Once accepted, the team had made a commitment to play in that tournament and the tournament host has made a commitment and reserved a spot in the tournament for that team. The team cannot get a refund unless:
  - 12.3.3.1 The tournament is cancelled
  - 12.3.3.2 The team representative notifies the tournament host that the team cannot participate, the team representative requests the host to find a replacement team, and a replacement team is found and pays the required entry fee
  - 12.3.3.3 The weather is a problem or is questionable; teams must check with the tournament host the evening before the event or the morning of the event by phone. If a quorum of teams at that level show up at the site and the host proceeds with the tournament, it will be at the tournament host's discretion to issue a refund. Consistency will be important-if any no-show team receives a refund, then all no-show teams are due a refund.
  - 12.3.3.4 The same rules apply to the Regional Championships with the Region Office acting as the tournament host

**Sanctions for not following tournament procedures are as follows:**

- 12.3.4 **Penalty for Not Returning Tournament Entry Fees (entry fees must be returned by the tournament host to a Team Rep within 3 days of the tournament):**
  - 12.3.4.1 First offense: \$50 fine, revoking and canceling the next scheduled event that is not on the same weekend, and no further tournaments allowed until fine and team representatives are paid
  - 12.3.4.2 Second offense: \$250 fine, cancellation of their next scheduled event that is not on the same weekend, and no further tournaments allowed until fine and team representatives are paid
  - 12.3.4.3 Third offense: all remaining sanctioned tournaments canceled with the right of appeal to the Executive Board
- 12.3.5 **Tournament Hosts that Run a Tournament Outside the Guideline Established by the Region and Printed in the Tournament Procedure Handbook:**
  - 12.3.5.1 First offense: no refund of fee and must attend tournament director's meeting before hosting another tournament
  - 12.3.5.2 Second offense: no more tournaments for the rest of the year and must attend a tournament director's meeting in order to apply for a sanctioned tournament the next year
- 12.3.6 **Team Fails to Show up for a Tournament They Have Entered or Failed to Give 5 Days' Notice to Tournament Director:**
  - 12.3.6.1 First offense: loss of entry fee and \$100 which goes to the tournament host (enforced by Junior Program Director)
  - 12.3.6.2 Second offense: \$250 fine
  - 12.3.6.3 Third offense: season over with the right to appeal process to the Executive Board
- 12.3.7 **Team not Adhering to the Rules, Standards and Guidelines by a Tournament Host will Result in the Following Penalties:**

- 12.3.7.1 First offense: \$50 fine, revoking and canceling the next scheduled event that is not on the same weekend, and no further tournaments allowed until the fine is paid and the problem corrected
- 12.3.7.2 Second offense: \$250 fine, cancellation of their next scheduled event that is not on the same weekend, and no further tournaments allowed until fine and day official are paid.
- 12.3.7.3 Third offense: all remaining sanctioned tournaments canceled with the right of appeal to the Executive Board

**12.3.8 Penalty for non-payment of the Day Official:**

- 12.3.8.1 First offense: \$50 fine, revoking and canceling the next scheduled hosted tournament by the club that is not on the same weekend, and not allowing further hosting of tournaments until fine and day official are paid
- 12.3.8.2 Second offense: \$250 fine, cancellation of their next scheduled event that is not on the same weekend, and no further tournaments allowed until fine and day official are paid
- 12.3.8.3 Third offense: all remaining sanctioned tournaments canceled with the right of appeal to the Executive Board

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

- 12.3.9.1 First offense: \$50 fine, revoking and canceling the next scheduled event that is not on the same weekend, and no further tournaments allowed until fine is paid
- 12.3.9.2 Second offense: \$250 fine, cancellation of their next scheduled event that is not on the same weekend, and no further tournaments allowed until fine is paid
- 12.3.9.3 Third offense: all remaining hosted tournaments canceled with the right of appeal to the Executive Board

**12.4 Other Sanctions**

**12.4.1 Tournaments Who Use Site Director (s) Who Do Not Meet All Criteria:**

- 12.4.1.1 First offense: \$250 fine and probation for a year for the club hosting the tournament, the site director and the tournament director.
- 12.4.1.2 Second offense: May include additional sanctions, suspensions, cancellations of remaining season tournaments and restrictions regarding hosting tournaments.

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

- 12.4.2.1 First offense: loss of National Championship entry fee. USA Volleyball may impose additional sanctions.
- 12.4.2.2 Second offense: may include additional sanctions, suspensions and restrictions regarding the Junior National Championship with right to appeal to the Executive Board.

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

- 12.4.3.1** First Offense: \$250 fine
- 12.4.3.2** Second Offense: \$500 fine; suspension of hosting any tournaments for indoor or outdoor; Club and Club Director are on probation for one season.
- 12.4.3.3** Third Offense: Club is suspended from activation until the club is represented at the annual club directors meeting; Club Director is suspended from the club director role until the club they intend to direct is represented at the annual club directors meeting.

## **12.5 Sanction Process | Tournament Procedures Violation**

- 12.5.1** Complaints regarding tournament procedures shall be forwarded to the region office and a copy to the Commissioner. The Region Office shall notify the club director or team representative in writing by regular mail.
- 12.5.2** Within one week, the Junior Program Director, the ECO, or investigator appointed by the Commissioner will interview or investigate-either in person, email or by phone-those involved, question the day official, the tournament host, the team representative, and any other persons or witnesses with personal knowledge of information and facts related to the possible tournament violation. Once those involved have been interviewed and information gathered all parties concerned will be notified of the Investigator's findings. Upon determination of the findings, Junior Program Director, ECO or investigator selected by the Commissioner shall determine the appropriate sanction and impose the same.
- 12.5.3** In regards to a team failing to complete its officiating obligation, if one or more of the team members present at the tournament on the day of the violation did, in fact, stay and referee while the rest of the team left the premises, the players who stayed to referee will not be sanctioned. To some degree, they will be penalized in any case, if their team cannot play in future tournaments and they must forfeit a match.
- 12.5.4** Whenever a sanction is imposed by the Region against a team, player or coach regarding a tournament procedure, a written notice will be sent from the Region office or Commissioner to the Club Director. Any penalties and sanctions will commence from that date. Any questions, disputes, or defense must be made in writing by the Club Director to the Region office within 10 days.

## **12.6 Appeal Process | Tournament Imposed Sanctions**

- 12.6.1** Within 10 days of the postmark date of the registered letter from the Region office or Commissioner, the Region office and Commissioner must receive a written notification, either by fax, email or letter requesting an appeal. Once that request for an appeal is received the following steps will occur on a timely basis:
  - 12.6.1.1** The appeal process noted above will be implemented and the appeal shall be direct to the Executive Appeals Committee.
  - 12.6.1.2** If no appeal is made in a timely basis or if the violator acknowledges the procedural violation and indicates no intention to appeal, the imposed sanction will stand and further play shall be suspended until the sanction is satisfied or completed.
  - 12.6.1.3** The sanction imposed shall also be paid to the regional office as a condition of any appeal of such decision.
- 12.6.2** Player/Team Sanctions and Tournament Sanctions: The player/team sanctions and tournament sanctions adopted January 1993 by the Evergreen Regional Board shall be binding during the

sanctioned season only, from the point of registration through the sanctioned events which the team or individual (player, team representative, or coach) participates. The disciplinary policy and procedures for the Evergreen Region are applicable to all members of our region.

# Appendix A: Principles of Ethical Behavior & Conflict of Interest Policy

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## A1 Principles of Ethical Behavior

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

of pins and mementos is acceptable conduct. Sports, media, entertainment and other organizations routinely invite EV and USAV personnel to attend sports and social events of more than nominal value. Such invitations may be accepted if they are part of open and generally accepted practices, serve to promote the best interest of the EV region and USAV, would not embarrass the individual or the USAV if publicly disclosed and do not compromise the objectivity and integrity of the recipient or donor. Gifts and favors of more than two hundred fifty dollars (\$250) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told that the gift is being accepted on behalf of, and will be delivered to, the USAV.

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

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

## **A2 Conflict of Interest Policy**

### **A2.1 INTRODUCTION**

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

**A2.1.2** In order to assure that such conflicts, or apparent conflicts, are avoided for the benefit of those dealing with the EV region of USAV, as well as for the benefit of those within the EV region of USAV, a conflict of interest policy is herein established.

### **A2.2 GENERAL DUTY IMPOSED**

**A2.2.1** It is incumbent upon each and every EV Executive board Officer, Director, and Management Employee of the EV region, when acting in their EV-USAV capacity, to act solely for the benefit of the EV and not for personal gain. This is a "fiduciary duty" and is strictly interpreted under the law.

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

### **A2.3 THE POLICY**

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



or potential conflicts of interest and to report immediately any such conflicts or apparent conflicts.

**A2.3.2** Immediately upon discovery, actual, apparent or potential conflicts of interest shall be reported to the EV Commissioner or Commissioner Emeritus or Executive Board if the Commissioner or Asst. Commissioner is the one reporting. Management Employees (see item IV, below) shall report conflict of interest circumstances to the Commissioner who will, in turn, convey the report and findings to the Executive Board. After full consideration, the Executive Board shall, in turn, report the reported conflict to the USAV National Office along with the action taken by the Executive Board or any recommendations the Executive Board may have for the USAV office.

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

## **A2.4 EXPLANATIONS**

**A.2.4.1** The following personnel are covered: all members of the Executive Board of the EV region including Management Employees of the EV region. The term "Management Employee" refers to those individuals who are employees of the EV region who are in a position to:

- Influence the actions of or otherwise commit the EV region, or the respective boards therefore, or make purchasing decisions for the EV region; or
- Have proprietary information about the EV region, USAV or its owned subsidiaries; and
- Have management-level responsibilities within the EV region of USAV.

**A2.4.2** The following are examples of conflict situations:

- EV region person dealing with a person or organizations that supply goods or services to the EV region, when the EV regional person involved personally deals with the same organization.
- EV region person accepting favors of any kind and of any value from any person or organization with whom the EV region presently conducts or potentially may conduct business of any kind.
- EV region person dealing on behalf of the EV region with a person or organization when the EV regional person has, or may have in the foreseeable future, an opportunity to enjoy a personal gain from dealing with that same person or organization.

**A2.4.3** The following content must be included in a conflict report:

- A report by a EV regional person who has an actual, apparent or potential conflict of interest shall be made verbally immediately to the EV Regional Commissioner, or if the Commissioner is reporting, then to the EV Executive Board, followed within 24 hours by a report in writing. Management Employees must make this report to the Commissioner.
- The report shall contain the name of the EV regional person reporting, the person or organization with whom there is an actual, apparent or potential conflict of interest, the date and circumstances when the conflict or potential conflict first came

to the attention of the EV regional person, and a brief narrative of what the conflict is perceived to be.

- A2.4.2** NOTE: The fact that a conflict of interest exists may not mean that it is material enough to be of practical importance, or if material, that upon full disclosure of all relevant information it is adverse to the interests of the USAV or will disqualify the person from involvement.

## Appendix B: Contagious Disease Policy

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

### B1 Blood

- B1.1** Any Player who as an open wound must not be allowed to continue without treatment. Medical procedures are published on the required steps to be taken and no player should be allowed to continue to play until:
- The wound is treated by a trainer or doctor
  - The wound is completely covered with no discharge outside the bandage
  - Any residue of the blood is cleaned and sterilized

### B2 Contagious Diseases

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



## Appendix C: Club Director Code of Conduct

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

Preamble: The primary mission of the Evergreen Region of USA Volleyball is to promote the sport of volleyball throughout our region and create playing opportunities for players of all ages. We require a safe and secure environment for our junior players and therefore require all adults affiliated with a junior volleyball program to be fully registered, IMPACT certified, and background screened prior to participating in any USAV sanctioned activities. We expect all adults affiliated with Junior volleyball players to conduct themselves in a respectful and honorable fashion and we extend that same expectation to Club Directors to enforce with their coaches, chaperones, and volunteers.

### **PRINCIPLE 1 – REGION GUIDELINES**

- 1.1 I agree to abide by all Evergreen Region policies, procedures, rules and guidelines posted in the Participants Handbook.
- 1.2 I agree to be fully registered and background screened while representing any USAV junior volleyball club.
- 1.3 I agree to require all USAV members to register themselves using the USA Volleyball Web-Point online registration system. I understand that Club Directors and/or Club Administrators may not register other members due to legal waiver and liability requirements.
- 1.4 I agree to not allow others to use my Web-Point club administrator login information. I understand that only authorized club administrators may access the data in the Web-Point system.
- 1.5 I agree to annually renew the region’s Club Activation form and return it to the region office before October 1<sup>st</sup> of every year.
- 1.6 I agree to require all juniors participating in any USAV sanctioned activities with my junior volleyball club to be fully registered in Web-Point
- 1.7 I agree to require all adults affiliated with my junior volleyball club to be registered and background screened prior to participating in any USAV sanctioned activities
- 1.8 I agree to require all junior club coaches in my club to be a current USAV registered and background screened member, complete the USAV Coaches’ Code of Ethics, be IMPACT certified, and attend an annual Referee and Scorekeeper Clinic at a minimum
- 1.9 I agree to sanction all activities involving USAV members (this includes practices & facilities) with the Evergreen Region office.
- 1.10 I agree that all players & coaches will be registered prior to participating in drills or practice
- 1.11 I agree to only place players with a current USAV membership, coaches with a current USAV membership & USAV approved background screen, and chaperones with a current USAV membership & USAV approved background screen on a USAV team roster for my club
- 1.12 I agree to have a club handbook outlining my club’s programs and services along with my club’s fees at a minimum. I understand that the Evergreen Region highly recommends a written agreement between the club and every participating family that outlines the expectations of both parties
- 1.13 I agree to have a refund policy and a dispute resolution policy and have it posted on my website and/or included in my club handbook
- 1.14 I or a Club Administrator agrees to attend/participate in the Evergreen Region Annual meeting.
- 1.15 I agree to comply with the Evergreen Region recruiting and contact policy and to refrain from any/all unacceptable recruiting and contact methods.
- 1.16 I agree to honor the Evergreen Region “out of season” guidelines and recommendations so to not interfere with the high school associations and their respective seasons. Club Directors and their respective clubs and club coaches must adhere to their state’s High School Association rules.

- 1.17 I agree to provide the Spectator & Parent Code of Conduct to every family prior to joining the Evergreen Region of USA Volleyball

**PRINCIPLE 2 – ETHICS**

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

**PRINCIPLE 3 – PROFESSIONAL PRACTICES**

- 3.1 I agree to act in a professional manner and demonstrate exemplary business practices
- 3.2 I agree to honor the “intent and/or spirit of the law” when making decisions that may be considered to be in the grey area of the policy, procedure, rule, or guideline. I agree to request clarification from the Evergreen Region office before taking any action if a “grey” area arises.
- 3.3 I agree to honor my club’s refund and dispute resolution policy
- 3.4 I agree to seek immediate resolution of all disputes and/or conflicts that arise, and will use a neutral third party if the need arises.

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

Club Director Name(s) printed/Date

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Club Director

Signature(s) \_\_\_\_\_



# Appendix D: Spectator/Parent Code of Conduct

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

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

## I WILL

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

## I WILL NOT

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

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



# Appendix E: Coaches' Code of Ethics

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

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

20. All coaches must view the **Sudden Cardiac Arrest Video** and read the **Sudden Cardiac Arrest Fact Sheet for Coaches** before participating in any sanctioned event.

[Concussion Video](#)

[Concussion Fact Sheet for Coaches](#)

[Sudden Cardiac Arrest Video](#)

[Sudden Cardiac Arrest Fact Sheet for Coaches](#)

\*\*By entering your name, DOB, and club in the fields below, you agree that you have met all requirements for coaching in the Evergreen Region.

Name:  DOB MM/DD/YYYY:  Name of club:

## Appendix F: Reporting Child Abuse & Neglect

Whether and when to report abuse under federal and/or state law is a legal question, which turns on several factors. Below is a summary of information available from the U.S. Department of Health & Human Services (DHHS) ([www.childwelfare.gov](http://www.childwelfare.gov)), as well as links to state definitions, statutes, and resources. Note, however, that States frequently amend their laws.

Reporting laws reflect our community's paramount obligation to protect children from maltreatment. While the requirements listed below are the legal minimums, we encourage you to take immediate action if you believe the health or welfare of a child is at stake. If you have any questions concerning reporting, you should also speak with your legal team immediately.

## F1 Federal Law

- F1.1 Federal legislation – the Federal Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C.A. § 5106g), as amended by the CAPTA Reauthorization Act of 2010 – sets minimum standards for defining child abuse and neglect for those States that accept federal funding. Under federal law, the minimum acts or behaviors constituting child abuse and neglect by parents and other caregivers are:
- F1.2 “Any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation”; or
- F1.3 “An act or failure to act which presents an imminent risk of serious harm.”

## F2 State Law

As noted, whether to report child abuse and neglect under state law turns on several factors:

### F2.1 What is “child abuse and neglect”?

Although federal legislation sets minimum standards for defining child abuse and neglect, the definitions of child abuse and neglect vary by State. It is thus critical that you work with your attorney to determine (1) what law governs your reporting obligations; and (2) what the law was when the alleged child maltreatment occurred.

### F2.2 Who is required to report?

Many States identify **professionals** who are required to report child maltreatment (“mandatory reporters”) – e.g., social workers and teachers. Note, however, that who constitutes a mandatory reporter varies by state. In addition, several states also require **any person** who suspects child abuse or neglect to report, regardless of profession.

### F2.3 Who is permitted to report?

Your legal obligations may vary with your ethical obligations. For those states that do not require all persons to report suspected abuse or neglect, any person is *permitted* to report (“permissive reporters”). Be aware that certain professions also have their own professional codes of conduct that they must follow and that may affect how and when an individual may report.

### F2.4 What is the standard for reporting?

The circumstances under which a mandatory reporter is required to report vary by State. The DHHS summarizes two typical reporting standards, for both mandatory and permissive reporters: (1) “the reporter, in his or her official capacity, *suspects* or *has reasons to believe* that a child has been abused or neglected”; and (2) the reporter has knowledge of, or observes a child being subjected to, conditions that would reasonably result in harm to the child.” Again, work with your attorney to determine when you are required to or should make a report to a state agency.

### F2.5 Is the communication privileged?



Some States identify when a communication is privileged, i.e., there is a right to maintain a confidential communication between a professional and their client or patient. However, this privilege is greatly restricted for mandatory reporters. For instance, States commonly provide that the physician-patient privilege is superseded by the requirement to report child abuse.

#### **F2.6 Who should reports be made to?**

Contact your local child protective services office or law enforcement agency so professionals can assess the situation. Many States also have a toll-free number to call to report suspected child abuse or neglect. To find out where to call, visit: [http://www.childwelfare.gov/pubs/reslist/rl\\_dsp.cfm?rs\\_id=5&rate\\_chno=W-00082](http://www.childwelfare.gov/pubs/reslist/rl_dsp.cfm?rs_id=5&rate_chno=W-00082). Finally, **check your organization's internal reporting requirements.**

#### **F2.7 Will the report be anonymous?**

Most States permit anonymous reports.

#### **F2.8 Will the reporter's identity be disclosed?**

If a reporter does disclose his/her identity, many states protect the identity of the reporter from disclosure to the alleged perpetrator. In some cases, however, a reporter's identity may be released (i.e., by court order or by waiver and/or consent).

#### **F2.9 Additional Resources**

We also encourage the community to read more about abuse and neglect, familiarize themselves with the resources available to report abuse, and learn about the counseling and referral services that are available.

To read more about **mandatory reporting**, with a summary of **state reporting laws**, visit: [http://www.childwelfare.gov/systemwide/laws\\_policies/statutes/manda.cfm](http://www.childwelfare.gov/systemwide/laws_policies/statutes/manda.cfm)

For **state (toll-free) child abuse reporting numbers**, visit: [http://www.childwelfare.gov/pubs/reslist/rl\\_dsp.cfm?rs\\_id=5&rate\\_chno=W-00082](http://www.childwelfare.gov/pubs/reslist/rl_dsp.cfm?rs_id=5&rate_chno=W-00082)

To search the **definitions** of child maltreatment by state, visit: [http://www.childwelfare.gov/systemwide/laws\\_policies/state/](http://www.childwelfare.gov/systemwide/laws_policies/state/)

For **crisis assistance, counseling, and referral services**: Child help is a national organization that provides crisis assistance and other counseling and referral services. The Child help National Child Abuse Hotline is staffed 24 hours a day, 7 days a week, with professional crisis counselors. **All calls are anonymous.** Contact them at 1.800.4.A.CHILD (1.800.422.4453), or visit <http://www.childhelp.org/>.