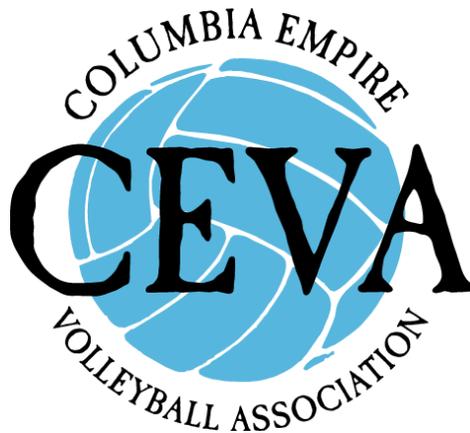


# CEVA JUNIOR BOYS' HANDBOOK

2020-2021 SEASON



**COLUMBIA EMPIRE VOLLEYBALL ASSOCIATION**  
**4840 SW WESTERN AVENUE – SUITE 450**  
**BEAVERTON, OR 97005**  
**(503) 644-7468**

**WWW.CEVAREGION.ORG**  
**REGION@CEVAREGION.ORG**

*POLICIES IN THIS HANDBOOK ARE SUBJECT TO MODIFICATION BEFORE AND DURING THE SEASON*



**Note – Yellow highlighting indicates updated language, a new policy, or a policy change.**



## **NOTE REGARDING THE 2020-2021 SEASON**

This document, and the edits contained therein, are meant to serve as the guidelines by which CEVA runs a normal Junior Boys season. It is highly unlikely the 2020-2021 season, in whatever form it takes, is going to look like a "normal" season in our region.

While CEVA will make every attempt to adhere as closely as possible to the policies and procedures outlined here, we enter the upcoming season fully cognizant that parts of this document will need to be adapted for the changing circumstances we currently are experiencing.

CEVA will make every effort to be forthcoming and transparent as we develop our programming for the upcoming season.

We ask clubs to remain flexible and adaptable as we seek every avenue to return to play in a safe and conscientious manner.



## Contents

### SECTION 1 – WELCOME TO CEVA

1.1	WELCOME MESSAGE	5
1.2	CEVA MISSION & PHILOSOPHY	5
1.3	CEVA DIVERSITY & INCLUSION STATEMENT	5
1.4	CEVA STATEMENT OF TRANSGENDER EQUALITY	5
1.5	CEVA STRUCTURE	6
1.6	CEVA BOARD OF DIRECTORS	6
1.7	JUNIOR BOYS’ COMMITTEE	7
1.8	FINANCIAL INFORMATION	7
1.9	CONTACT INFORMATION	7
1.10	MARKETING INFORMATION & DATA COLLECTION	7
1.11	CONTAGIOUS & COMMUNICABLE DISEASE POLICY	7

### SECTION 2 – JUNIOR BOYS’ PROGRAM

2.1	SEASON	8
2.2	TRYOUT POLICY	8
2.3	TRYOUT DATES	8
2.4	RECRUITING POLICY & GUIDELINES	8
2.5	LETTER OF COMMITMENT	9
2.6	TRANSFER RULE	10
2.7	MEMBERSHIP REQUIREMENTS	10
2.8	USAV AGE DEFINITIONS	10
2.9	USAV INSURANCE INFORMATION	11

### SECTION 3 – COACHING IN CEVA

3.1	COACHING REQUIREMENTS	13
3.2	COACHING RESTRICTIONS	13

### SECTION 4 – CLUB MANAGEMENT

4.1	DEFINITION OF A CLUB	14
4.2	MEMBERSHIPS FOR ADMINISTRATORS & COACHES	14
4.3	ACTIVATION OF A CLUB	14
4.4	RESPONSIBILITIES OF THE CLUB DIRECTOR	14
4.5	RESIDENCY REGISTRATION REQUIREMENT	15
4.6	REGISTRATION PROCEDURES	15
4.7	REGISTRATION FEES	16
4.8	ROSTER REQUIREMENTS	16
4.9	ADDITION OF PLAYERS	16
4.10	MULTIPLE ROSTER SETTING	16
4.11	BACKGROUND SCREENING POLICY	17
4.12	AGE WAIVER APPLICATION	17
4.13	DELINQUENT FEES / NSF CHECKS	18
4.14	CLUB HANDBOOKS	18

### SECTION 5 – SANCTIONED TOURNAMENTS & EVENTS

5.1	REGION SANCTIONED EVENT POLICY	18
5.2	CLUB-HOSTED TOURNAMENT REGISTRATION	18
5.3	HOSTING A MULTI-DAY TOURNAMENT	19
5.4	HOSTING A SINGLE-DAY TOURNAMENT	19
5.5	SANCTIONED EVENT REQUIREMENTS	19

5.6	SANCTIONED TOURNAMENT APPLICATION PROCESS.....	21
5.7	TOURNAMENT FORMAT.....	21
5.8	CLUB SCRIMMAGES .....	21
<b>SECTION 6 – CEVA REGION POLICIES</b>		
6.1	USA VOLLEYBALL DCR.....	21
6.2	FOOD & DRINK POLICY .....	22
6.3	USE OF ELECTRONICS DURING OFFICIATING ASSIGNMENTS.....	23
6.4	CLEAN-UP POLICY .....	23
6.5	QUALIFIED REFEREE & SCORERS.....	23
6.6	JUNIOR OFFICIALS POLICY .....	24
6.7	FAILURE TO COMPLETE OFFICIATING ASSIGNMENT .....	25
6.8	CEVA BLUE RIBBON CLUB POLICY.....	25
6.9	CEVA TEAM PRIZE POLICIES – USA VOLLEYBALL BJNC .....	27
6.10	COACHES MEETING.....	27
6.11	SOLICITATION POLICY .....	27
6.12	SAFESPORT .....	27
6.13	CONCUSSION TRAINING POLICY .....	28
6.14	SUDDEN CARDIAC ARREST (SCA).....	28
6.15	RED CARDS & EJECTIONS .....	28
<b>SECTION 7 – SANCTION &amp; APPEAL PROCEDURES</b>		
7.1	SANCTION & APPEAL PROCEDURES.....	29
7.2	NOTICE OF RIGHT TO APPEAL.....	29
7.3	APPEALS HEARING PROCEDURES .....	31
7.4	BOARD INITIATIVE.....	32
7.5	NOTICE OF FINAL ACTION .....	32
7.6	SCOPE & GROUNDS FOR SANCTIONS .....	32
<b>APPENDIX A – USAV COACHING CERTIFICATION REQUIREMENTS</b>		
A1.1	IMPACT CERTIFICATION REQUIREMENTS.....	33
A1.2	IMPACT CERTIFICATION PROCESS.....	33



## **SECTION 1 – WELCOME TO CEVA**

### **1.1 WELCOME MESSAGE**

Welcome to USA Volleyball (USAV) and its affiliated association, the Columbia Empire Volleyball Association (CEVA). This handbook is a guide to USAV and CEVA and provides specific guidelines, procedures, and requirements for involvement with CEVA.

We understand that some of the regulations included in this handbook may be interpreted differently than intended. While we make every effort to ensure this handbook is as clear as possible, final interpretation of any policy in this document is delegated to the CEVA staff and, in some cases, to the CEVA Junior Boys Committee and/or CEVA Board of Directors.

### **1.2 CEVA MISSION & PHILOSOPHY**

The mission of CEVA is to promote, foster and teach life-long lessons through volleyball in Oregon and SW Washington.

CEVA is dedicated to providing quality volleyball opportunities through high caliber programs, member services and community involvement.

### **1.3 CEVA DIVERSITY & INCLUSION STATEMENT**

The Columbia Empire Volleyball Association values the principles of diversity and inclusion and encourages all of our member clubs and participants to do the same. We will promote these values in our organizational culture and programming.

CEVA believes our membership should focus on athletes, coaches, officials and parents' skill sets, work ethic and competitive spirit, not their race, sexual orientation and/or gender identity.

CEVA strives to create an environment that is free from discrimination or exclusion based on race, sexual orientation, gender identity, religious affiliations, or other personal attributes. We also seek to end bullying, cyber-bullying, hazing, harassment, and offensive conduct in all forms. These are actions that are not consummate with our organizational philosophy, nor with the culture we will create in our region.

CEVA will seek to implement policies and programming to help educate our membership about these values, and we will encourage all participants in our programs to display these values both on and off the court.

### **1.4 CEVA STATEMENT OF TRANSGENDER EQUALITY**

The Columbia Empire Volleyball Association believes everybody should be treated with dignity and respect. CEVA maintains this statement to both facilitate and encourage the participation of transgender, gender non-binary, and intersex individuals in our events.



CEVA prohibits any form of discrimination on the basis of gender identity or gender expression.

Our organization will stand with the many who identify as transgender, gender non-binary, or intersex. While we recognize certain policies must be followed pertaining to competition in our sport, we also fundamentally oppose any regulations that invade on the privacy rights of those who identify as transgender, gender non-binary, or intersex. We also recognize, and appreciate, that gender identity is not a simple matter for many.

Teammates, coaches, and staff should refer to transgender, gender non-binary, and intersex individuals by their preferred name. Additionally, pronoun references should reflect the person's gender or pronoun preferences.

Transgender, gender non-binary, and intersex people make up our families, our friends, our team members, our coaches, our club directors, and so many others who are the fabric of what CEVA is.

Anybody who wants to be part of our events will be welcomed. CEVA recognizes that a diverse and inclusive culture must be at the heart of who and what we are. We, as an organization, will remain at the forefront of this cause.

## 1.5 CEVA STRUCTURE

CEVA is comprised primarily of volunteers. The Board of Directors' (BOD) duties include establishing policy, fundraising, fiscal responsibility and responding to the membership. Standing committees are responsible for developing and maintaining policies, procedures, formats, and budgets. Suggestions and comments that improve volleyball in CEVA and assist in meeting the needs of the membership are encouraged.

There are three full-time CEVA employees: The Executive Director, Director of Operations, and Director of Membership Services. The Executive Director's primary duties include implementing policies established by the Board, acting as the principal representative of CEVA to USA Volleyball, leading short and long-term efforts as well as managing the day-to-day needs of the organization. The Director of Operations coordinates all CEVA operations including facility rental, portable court rental, tournament director assignments, event formatting and management, and acts as the primary office liaison to the Officials Division. The Director of Membership Services is the primary contact for membership and communications for CEVA as well as helping plan, organize and manage CEVA events.

## 1.6 CEVA BOARD OF DIRECTORS

Complete information about our Board of Directors (BOD) can be found on the CEVA website. Board Minutes are available on the CEVA website. CEVA Bylaws require at least one member of the current Board be a representative from a club with six registered teams or less, and one member must be unaffiliated with a CEVA-sanctioned club (cannot be a coach, club director, or club administrator).



## 1.7 JUNIOR BOYS' COMMITTEE

The Junior Boys' Committee is chaired by the Junior Boys' Representative on the BOD. This committee is responsible for developing and maintaining policies, procedures and formats within the junior boys' constituency of CEVA as defined by USAV.

## 1.8 FINANCIAL INFORMATION

CEVA is an Oregon 501(c)(3) nonprofit corporation. CEVA's main sources of revenue are registration fees, tournament fees, various fundraising programs, and individual and corporate sponsorships. CEVA expenses are primarily the funding of several programs and services, the rental of facilities for tournaments, and employing the office staff. In addition, when possible, CEVA supports many teams in post-season tournaments by assisting with payment of fees.

A complete financial statement is available to any CEVA member. Requests must be made in writing to the CEVA office, with a self-addressed, stamped envelope. CEVA also provides financial information to USAV.

## 1.9 CONTACT INFORMATION

Office Address: 4840 SW Western Avenue, Suite 450 - Beaverton, OR 97005  
Office Phone: (503) 644-7468  
Office Fax: (503) 520-0242  
Urgent Line: (503) 389-0305 (Club Director Use Only)  
Website: [www.cevaregion.org](http://www.cevaregion.org)  
Email: [region@cevaregion.org](mailto:region@cevaregion.org)

## 1.10 MARKETING INFORMATION & DATA COLLECTION

The CEVA office staff has access to information about each member registered with the region. This information is collected as part of each member's registration. CEVA will never distribute any personal information, including contact information, to any outside entities for any purpose, unless legally obligated to do so. CEVA will occasionally send out marketing information on behalf of sponsors or partners, but this information will come directly from CEVA and will be vetted by our staff prior to distribution.

## 1.11 CONTAGIOUS & COMMUNICABLE DISEASE POLICY

In the event a player is diagnosed and confirmed to have a contagious disease, they must be suspended from participation in sanctioned events and any team activities – including but not limited to practices, games, and social events. In order for a player to return to sanctioned activities, they must provide the club director a letter from a physician stating they are no longer contagious and the individual would pose no medical threat to those they come in contact with. If a dispute should arise regarding the health of an individual, an independent physician should be chosen to provide a second opinion for those concerned. This policy also applies to coaches,

officials, and all other participants involved with sanctioned events. CEVA strongly encourages everybody to practice good hygiene and, most importantly, to stay home if they feel sick.

## **SECTION 2 – JUNIOR BOYS' PROGRAM**

### **2.1 SEASON**

The CEVA Junior Boys' Volleyball season runs from October 1<sup>st</sup> through May 31<sup>st</sup> each year.

### **2.2 TRYOUT POLICY**

Each player must be a registered member of CEVA/USAV. Registration should be verified by a player/parent presenting a CEVA/USAV membership card with a "CURRENT" status reflecting the appropriate date range for your tryout.

**ALL** club administrators, coaches and staff hosting/conducting tryouts must be current CEVA/USAV members with current background screening and SafeSport Certification PRIOR to participating in tryouts.

Memberships are paid via credit card through USAV's online registration portal. Clubs can collect additional fees to cover facility use or other expenses. These fees must be separated and distinct from regional membership fees.

If a player accepts a position on a team, that player must upgrade their membership to a FULL Junior Membership via SportsEngine prior to participation in any other team/club activities (i.e. practice, tournaments, fundraising, etc.)

### **2.3 TRYOUT DATES**

Tryouts for boys may begin no earlier than the first day of October.

### **2.4 RECRUITING POLICY & GUIDELINES**

#### **2.4.1 RECRUITING POLICY & DEFINITIONS**

Club Representative: Club Director, Administrator or Coach

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.

Complaint: Only an affected player and/or guardian may file a written complaint with the CEVA Executive Director about excessive contact from a Club Representative(s). The CEVA Executive Director will notify the Club Director, which will serve as the only warning. Further contact with that player from any Club Representative is a violation of the CEVA



Recruiting Policy. It is the Club Director's responsibility to notify Club Representative(s) of an issued warning.

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

## 2.4.2 CLUB RECRUITING GUIDELINES

The following guidelines were developed for Club Representatives to protect the interests of the player(s):

2.4.2.1 No recruiting contact with players or guardians during CEVA Junior Volleyball Season (see Section 2.1) unless specifically initiated by the player or guardian. If the subject matter of the contact relates to a transfer during the current season, please see the Transfer Rule (see Section 2.6).

2.4.2.2 Guardians should be included in all recruiting communication with players.

2.4.2.3 Club Representatives must respect requests by players & guardians to stop recruiting contact.

2.4.3 Clubs may not mandate that players participate in open gyms, clinics, camps, or other activities prior to the start of tryouts. Clubs may also not mandate participation in any activities as a condition of acceptance in their club prior to tryouts. CEVA strongly discourages the practice of restricting junior players from participating in other sports or activities during the academic year.

Several state athletic associations, including the OSAA and WIAA, also have policies stating participation in certain non-school based activities cannot be a requirement or condition of participation on a school team (contact your school district for more information).

## 2.5 LETTER OF COMMITMENT

The CEVA Letter of Commitment applies to all indoor junior boys' clubs operating in the Columbia Empire Region/USA Volleyball.

A "commitment" is a fully executed CEVA Letter of Commitment, accepting a club's offer to a player/guardian by the Club Director or designee. CEVA will not recognize any other agreements or contracts, oral or written, between a club and a player/guardian.

A CEVA Letter of Commitment is provided online at [ceva.org](http://ceva.org); clubs are required to use this document. It is up to each club to determine the timeframe for submission of the signed CEVA Letter of Commitment from the player/guardian to the club, but not prior to the first day of scheduled tryouts. Players/guardians should review all club specific financial obligations, policies and/or contracts prior to signing the CEVA Letter of Commitment.

- 2.5.1 The first date a player and guardian may sign the CEVA Letter of Commitment and/or make a financial payment is the first date of tryouts for their respective age division.
- 2.5.2 A player and guardian may not sign a CEVA Letter of Commitment for more than one club.
- 2.5.3 Once a player and guardian have signed a CEVA Letter of Commitment for a club, they are considered a member of that club until the completion of the season (see Section 2.1)
- 2.5.4 A Letter of Commitment for a player that a club intends to age waiver is not valid until the age waiver is fully approved by the CEVA office.

## **2.6 TRANSFER RULE**

Club directors can decide to allow players to play with another club for a single event as long as both club directors agree and notify CEVA with an email. CEVA will return the player to their original roster after the event. If a boys' team shows up to an event without the requisite number of players to compete, coaches can agree to share players so the team that is lacking players can have enough to compete. Coaches will do their best to inform both or all club directors, the event director, as well as the CEVA office. This rule is to be amended appropriately as the boys' program grows to eventually be phased out.

## **2.7 MEMBERSHIP REQUIREMENTS**

Registration via SportsEngine must be completed prior to participation in any CEVA/USAV sanctioned event (including tryouts, practices, tournaments, fundraising activities, etc.). Each individual CEVA member must:

- Complete online registration and pay required membership fees.
- Acknowledge & agree to all waivers as part of registration, including a Use & Acknowledgement Agreement, Release of Liability, Code of Conduct, Individual Refund Policy, and Concussion/SCA Acknowledgement.
- Submit a completed and signed Medical Release form to their club director (Juniors only)
- Additional requirements for coaches are listed in Section 3

## **2.8 USAV AGE DEFINITIONS**

- 2.8.1 The following age groupings are effective for players other than college students who, regardless of age, are not eligible to compete in sanctioned Junior National Volleyball events, unless amended by actions specified in the Operating Code.



## USA VOLLEYBALL JUNIOR PLAYER AGE DEFINITION

### For use during the 2020-2021 Season

To determine the correct age division, please find the Month of Birth in the left column and then the year of birth in the same row. The heading of the column matching the Year of Birth is the correct age bracket.

	18 & Under <sup>1</sup>	18 & Under <sup>2</sup>	17 & Under	16 & Under	15 & Under <sup>3</sup>	14 & Under <sup>4</sup>	13 & Under <sup>5</sup>	12 & Under	11 & Under	10 & Under	9 & Under	8 & Under
July	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Aug	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Sept	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Oct	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Nov	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Dec	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Jan	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Feb	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Mar	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Apr	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
May	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
June	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013

<sup>1</sup> Players who were born on or after July 1, 2002 **OR** players who were born on or after July 1, 2001 **and** a high school student in the twelfth (12<sup>th</sup>) grade or below during some part of the current academic year.

<sup>2</sup> **Female Only** - Players who were born on or after July 1, 2002, (who are defined as 18 & under by the USAV Age Definition) and are in the 11th grade for the current academic year are waived to compete in 17 & under. (This age waiver is based on recruiting concerns for 11<sup>th</sup> grade girls previously required to participate in girls 18's qualifiers and the 18's GJNC.)

<sup>3</sup> **Male Only** - Players who were born on or after July 1, 2006 **OR** players who were born on or after July 1, 2005 (15 years or younger) who shall neither have completed nor are in a grade higher than the eighth (8<sup>th</sup>) grade during the current academic year **are eligible to play in the 14 & Under division**. This exception is based on the net height difference of 7'4 1/8" to 7'11 5/8" between the 14 and Under Division to the 15 and Under Division.

<sup>4</sup> **Male Only** - Players who were born on or after July 1, 2006 (14 years or younger) who shall neither have completed nor are in a grade higher than the seventh grade (7<sup>th</sup>) during the current academic year are eligible for a Region approved waiver to compete in the boys 13's age group.

<sup>5</sup> **Male Only** - Players who were born on or after July 1, 2007 (13 years or younger) who shall neither have completed nor are in a grade higher than the sixth grade (6<sup>th</sup>) during the current academic year are eligible for a Region approved waiver to compete in the boys 12's age group.

## 2.9 USAV INSURANCE INFORMATION

USAV provides an insurance policy to all members. Details and information regarding this insurance policy are outlined below:

- 2.9.1 Named Insured: United States Volleyball Association, Inc. aka USA Volleyball: its Regional Associations & Commissioners/Executive Directors, Clubs, Coaches, Trainers, Official Sponsors, Committee Members, Officials, Volunteers, and Registered Participants in the business of United States Volleyball Association, Inc. functioning on behalf of United States Volleyball Association, Inc. or performing in a "sanctioned or approved event."

- 2.9.2 Definition of "Sanctioned or Approved" Event: An event for which the First Named Insured or its Regional Association Commissioner/Executive Director has approved or sanctioned as an USA Volleyball event. A "sanctioned" event is one where the USAV insurance would respond in case of an incident. Events that are NOT sanctioned include open gyms, weight training, private lessons, individual training (with or without a coach), and anything else the CEVA office is not aware of. CEVA sanctions full-team events, such as practices, scrimmages, tournaments, and select fundraisers. CEVA also sanctions camps, clinics, and league play with proper documentation on file. Questions regarding sanctionable events should be directed to the CEVA office.
- 2.9.3 Definition of Participant: USAV member athletes, coaches, trainers, volunteers, committee members, officials, and any other persons who are functioning on behalf of and/or while participating in any event sanctioned or approved by USA Volleyball. Insurance coverage is only in place for events in which all participants are USAV members. Event sanctioning (and by extension, insurance coverage) can be revoked if non-members are found to be participating in an event, or if members are not properly background screened, SafeSport trained, or otherwise properly certified to participate in their defined role.
- 2.9.4 Definition of Participating: Participating includes pre-event, and post-event activities, which are officially approved or sanctioned events.
- 2.9.5 General Liability Coverage: A \$5,000,000 limit of liability for bodily injury and property damage loss is provided with additional limits available on an excess basis. Coverage is provided for officials, volunteers, coaches, trainers, sponsors, and registered participants. The policy covers liability from pre-event setup, the event itself, and post-event activities at sanctioned events. The policy will respond to claims from spectators, participants, and the public in general. The USA Volleyball membership requirement is a condition of the liability policy and common among sports federations.
- 2.9.6 Sports Accident Insurance: The Medical insurance program provides participant coverage for loss resulting directly from members competing in an approved or sanctioned event. Coverage does not include loss from pre-existing conditions or competing in non-sanctioned events. The coverage extends from the start through the completion of the event. The policy provides coverage against loss in excess of coverage provided under other valid and collectible medical insurance and is subject to a \$250 per claim deductible. If no other collectible medical insurance is available, the loss is subject to a \$1,000 deductible.
- 2.9.7 Additional Insured: Facilities may ask for a certificate of insurance with the facility as the additional insured. Clubs may submit a Certificate of Insurance Request from the Region office by completing the online request form. Requests should be received 3-5 days prior to use. Once the request is processed the facility will have additional insurance and those certificates will be on file at the Regional office.
- 2.9.8 Non-Owned Auto Coverage: USA Volleyball does not provide insurance for non-owned auto coverage. Clubs need to pay for coverage when they lease/rent vehicles or go to their local insurance company and set up a policy for the club, when traveling.

- 2.9.9 Directors and Officers Insurance (DNO Insurance): All non-profit organizations should have DNO insurance for their Board of Directors. Coverage is for all directors/officers and committees within the non-profit organization. DNO insurance is available through USA Volleyball at a reasonable rate. Please contact the Regional office for further information.

## **SECTION 3 – COACHING IN CEVA**

### **3.1 COACHING REQUIREMENTS**

All adults interested in coaching juniors in CEVA must adhere to the following:

- 3.1.1 Must be 18 years of age at the time the coach begins the season.
- 3.1.2 Must complete USA Volleyball's online registration process and submit all required forms. Must also complete concussion training forms (to be kept on file with the club).
- 3.1.3 Must successfully pass a background screen as part of registration.
- 3.1.4 Must meet the IMPACT Certification requirements (See Appendix 'A').
- 3.1.5 Must complete the SafeSport Certification requirements (See Section 6.12).
- 3.1.6 Recommended: Complete referee & scorer requirements (See Section 6.5).
- 3.1.7 Each club that registers a coach affirms and certifies that the coach meets these requirements. Any team utilizing an ineligible coach may be sanctioned.
- 3.1.8 Juniors under 18 can be listed on the roster as a manager during the season, with the following provisions:
  - 3.1.8.1 At NO time may this individual be allowed to be a head coach.
  - 3.1.8.2 At NO time may this individual have sole responsibility for the team (including practices, tournaments, fundraisers, etc.).
  - 3.1.8.3 Must sign a Junior Club Personnel Code of Ethics and turn it into the CEVA office.
  - 3.1.8.4 Once the individual turns 18, they must undergo a background screening within 30 days, and immediately complete a SafeSport Certification. CEVA strongly encourages SafeSport be completed before the individual's 18th birthday, to avoid any disruption in participation.

### **3.2 COACHING RESTRICTIONS**

Current high school coaches may have restrictions imposed by state associations. It is the responsibility of the coach, and their club director, to ensure association rules are not violated.



CEVA and USA Volleyball have no control, influence, or interest in these rules, nor are CEVA or USAV responsible for their enforcement. Violations should be reported to the high school association or the coach's school.

## **SECTION 4 – CLUB MANAGEMENT**

### **4.1 DEFINITION OF A CLUB**

All teams must be a part of a club and all clubs must be registered and activated by a region in order to compete in CEVA and USAV sanctioned tournaments. Each club must be represented by a Club Director. The Club Director is the official liaison between the club, teams within the club, and the CEVA office. CEVA treats each club as a separate, independent business.

### **4.2 MEMBERSHIPS FOR ADMINISTRATORS & COACHES**

All participants (including but not limited to athletes, coaches, directors, team representatives, chaperones, athletic trainers, club administrators, club board members, officials, etc.) are required to be registered USAV members. Adults who directly interact with junior members, or who have policy-making roles within a club (including club Board members), must also have a completed USAV background screening and completed USAV SafeSport certification on file.

### **4.3 ACTIVATION OF A CLUB**

All clubs must be activated by the CEVA office in order to be fully sanctioned for the club season. Clubs have until October 31st each year to meet these requirements. In order to be activated for the current season, clubs must fulfill the following requirements:

- 4.3.1 Club Director must purchase a USAV membership for the upcoming club season, and have a current background screen & current SafeSport certification on file.
- 4.3.2 Club Director must sign the Club Director's Handbook Acknowledgement & Agreement Form, which is distributed by the CEVA office in early September, and return it electronically.
- 4.3.3 The Club must not have any outstanding balances or invoices due with CEVA.
- 4.3.4 Any other requirements as outlined by CEVA in the Club Directors' Handbook or on the CEVA website.

### **4.4 RESPONSIBILITIES OF THE CLUB DIRECTOR**

The Club Director is responsible for all administrative and fiduciary aspects of the club. These responsibilities include, but are not limited to, the following:

- 4.4.1 Accountability for all matters relating to registration and payment of fees for the team(s), players, coaches, team representatives, chaperones and in-house tournament directors.
- 4.4.2 Entry of team(s) into CEVA sanctioned tournaments.
- 4.4.3 Eligibility of team and/or club for CEVA and national events that the team/club may participate in.
- 4.4.4 Ensuring all information or documentation sent by CEVA to the team(s) is distributed to all team members.
- 4.4.5 Ensuring all necessary information, documentation, fees, and any related materials or funds are forwarded to the CEVA office in a timely manner.
- 4.4.6 Provide completed rosters to tournament hosts in a timely manner.
- 4.4.7 Compliance with guidelines detailed in this handbook, as well as all other CEVA and USAV policies.

## 4.5 RESIDENCY REGISTRATION REQUIREMENT

Per USAV guidelines, all players residing within CEVA's geographical jurisdiction are required to register with CEVA. Teams whose center of activities is closer to adjacent regions may petition CEVA for authorization to register with the adjacent region and should state the specific basis for the request. Such authorization must receive the written approval of each region's Commissioner/Executive Director.

## 4.6 REGISTRATION PROCEDURES

Before ANY activity (tryouts, practices, competition, etc.) club directors are responsible for the following:

- 4.6.1 Verify all club members (including players, coaches, directors, administrators, chaperones, in-house tournament directors, managers, trainers, etc.) have completed online membership registration via SportsEngine. (see Section 2.7).
- 4.6.2 Verify that all coaches have completed necessary coaching requirements (see Section 3).
- 4.6.3 Collect a Youth & Junior Volleyball Player Medical Release Form from each player/participant. This form is given to the team coach to have on file at all CEVA and USAV tournaments. **Do not send this form to CEVA. It is the responsibility of the club to collect all pertinent medical information for their athletes, maintain security of that information, and have it available in case of a medical emergency.**

Prior to competition, club directors must ensure the following requirements are met:



- 4.6.4 Submit Club Coversheet to CEVA office (specific deadline will be posted annually on CEVA website).
- 4.6.5 Rosters must be built in SportsEngine
- 4.6.7 Referee/Scorer Requirements for each team must be met (see Section 6.5)

## **4.7 REGISTRATION FEES**

A breakdown of all membership and registration fees will be listed on the CEVA Website for each season.

## **4.8 ROSTER REQUIREMENTS**

Once a club submits the club coversheet to the CEVA office, the club director will build their own rosters within SportsEngine. Rosters must meet the following requirements:

- 4.8.1 All adults on a junior roster must have a completed background screening and completed SafeSport certification.
- 4.8.2 All coaches on a junior roster must have completed IMPACT.
- 4.8.3 All players must have a jersey number listed on their roster.
- 4.8.4 Each roster must comply with the ref/score certification policy
- 4.8.5 If a player quits or wants to switch clubs, the CEVA Transfer Policy & Letter of Commitment policies must be followed.
- 4.8.6 A USAV official roster is required at the start of all CEVA sanctioned tournaments. The roster must be printed within 7 days of a tournament, and show the date it was printed.

## **4.9 ADDITION OF PLAYERS**

Clubs may add individual players to their roster at any time. Players can register via SportsEngine for the appropriate membership. Club Directors can add the player to a team roster once they have completed their Webpoint registration and submitted the appropriate paperwork to the club director.

## **4.10 MULTIPLE ROSTER SETTING**

Junior players may play only in their own age group or in an older age group and may only appear on one roster at any given time. Coaches may appear on multiple team rosters. Teams must comply with all frozen roster requirements from USAV.

## 4.11 BACKGROUND SCREENING POLICY

USA Volleyball has a mandatory national background screening policy for all adults associated with juniors programming. The frequency of background screens is determined by USAV policy. The full background screening policy can be found on the USAV website.

All coaches, club board members, team representatives, club directors, managers, tournament directors, chaperones, officials, and persons otherwise involved with junior players shall be required to submit to a USA Volleyball background check. A background check conducted as part of membership in another organization or from another occupation shall not be accepted as a replacement to a USAV background check. Costs are borne by the applicant or club. In the event a background check reveals matters which restrict membership, the applicant shall first appeal to the background screening company and not to CEVA or USAV.

## 4.12 AGE WAIVER APPLICATION

CEVA can grant age waivers for players who need to play in a younger age group for developmental purposes, or who, because of their geographical location, have limited opportunities to participate. Age Waivers are only valid within CEVA. Teams traveling outside the Region must notify the tournament director and seek approval for the player to participate. Younger players participating in an older division do not need a waiver.

Clubs should never "promise" an age waiver to a player. Age waivers are not guaranteed to be approved. Players/families should never assume an age waiver will be approved. It is the club's responsibility to adhere to age group classifications and to verify all athletes' ages before assigning them to teams. It is also the responsibility of the club to ensure players and their parents/guardians understand all waiver policies.

Guidelines for Age Waivers include, but are not limited to, the following:

- 4.12.1 The Age Waiver Application must be completed by both the player and the Club Director and approved by the CEVA Executive Director.
- 4.12.2 Number of age waivers will be limited to two (2) per team.
- 4.12.3 For clubs with more than one team in an age level, the region will not grant a waiver for the top team.
- 4.12.4 Players receiving the waivers shall not make an impact on that team. This means they should fall in the average or below average skill level on that team.
- 4.12.5 Age waivers may be taken away due to false or misleading application. CEVA has the right to revoke a waiver based on reports of safety concerns or other extenuating circumstances. Such a revocation would only be done after consultation with the Junior Boys Committee.

4.12.6 Waivers will only be considered for birthdays that fall between May 15<sup>th</sup> & June 30<sup>th</sup>.

4.12.7 A Letter of Commitment for a player that a club intends to age waiver is not valid until the age waiver is fully approved by the CEVA office.

4.12.8 Exceptional circumstances may be considered by the Executive Director.

4.12.9 Waivers are based on the age definition of the team a player wishes to be waived onto, not their division of play. Example: a player defined as a J8 wishes to play on a J7 team. CEVA does not sponsor a 17s Power League. Player must still be age waived onto the J7 team, despite playing in 18s Power League.

### 4.13 DELINQUENT FEES / NSF CHECKS

Clubs who have not paid their fees to CEVA from a previous season are not eligible to be an active club in the current season. Clubs are activated once dues are paid in full. Contact CEVA for questions. Members who have not paid their club fees from a previous season may not be eligible to participate in the current season. Contact your Club Director with questions.

Checks made out to CEVA that are returned due to insufficient funds will cause the club to be fined \$50. Individual clubs have the right to enforce their own policies regarding NSF fees.

### 4.14 CLUB HANDBOOKS

CEVA strongly encourages each club to produce a club handbook and distribute it to their member families. It's recommended this handbook includes a formal grievance policy, refund policy, and a due process policy that affords at least one level of appeal to an independent body.

## **SECTION 5 – SANCTIONED TOURNAMENTS & EVENTS**

### 5.1 REGION SANCTIONED EVENT POLICY

CEVA reserves the right to, at CEVA's sole and complete discretion: (1) refuse to grant a tournament sanction to any person, individual, business or organization ("Applicant"), when it is determined by CEVA, following review of a complete tournament sanction request application ("Application"), the Application fails to meet CEVA's tournament sanctioning criteria; (2) refuse to grant a tournament sanction to an Applicant when it is determined the Applicant failed to provide all required information, or failed to provide truthful information; and (3) refuse to grant a tournament sanction to any and all Applicants where either the Applicant and/or the Application is/are determined to not be in the best interests of CEVA and its members.

### 5.2 CLUB-HOSTED TOURNAMENT REGISTRATION

Teams are accepted into club-hosted tournaments only if they have completed the registration procedures for their team. All club-hosted tournament dates are posted on the CEVA website when sanctioning is granted. CEVA does not control registration in club-hosted tournaments.

### 5.3 HOSTING A MULTI-DAY TOURNAMENT

There will be a Multi-Day Tournament Sanction Form posted on the CEVA website each year. Please contact the CEVA office with any questions.

### 5.4 HOSTING A SINGLE-DAY TOURNAMENT

CEVA hosts several tournaments throughout the season. For other competitions to take place, clubs must take the initiative and host tournaments. Before a club officially declares an intention to host a tournament, the following steps should be taken:

- 5.4.1 Choose a date & location: The CEVA website lists the dates of all sanctioned events in the region and some national events during the year. Research if there are other conflicting tournaments scheduled for the same level that weekend. CEVA will not sanction a club-hosted tournament on the same date as a Power League in the same age group. **Due to the demands of the large CEVA-sanctioned tournaments on MLK and Presidents Day weekends, club-hosted events scheduled on those weekends may receive sanctioning (for insurance purposes) but may not be guaranteed a CEVA head official.**

Additionally, hosts should be aware that due to changing health and safety guidelines, as well as other circumstances, CEVA will always attempt to fully staff your tournament with qualified officials – however, there may be instances where full staffing your event is not possible.

- 5.4.2 Apply for tournament sanctioning through CEVA by completing the Tournament Sanction Form found on the CEVA website and submitting the form to the office (see Section 5.6). **Applying for sanction DOES NOT guarantee sanctioning will be granted.**
- 5.4.3 Find a tournament director (TD) to run the tournament. The TD cannot participate in the tournament as a player, coach, or referee. All TDs must be current USAV/CEVA members with a current background screen and SafeSport certification. The TD's duties include running the coaches meeting, collecting score sheets, posting results, keeping the tournament on schedule, making adjustments as needed, and resolving problems as they occur (those not under the jurisdiction of a protest committee).

### 5.5 SANCTIONED EVENT REQUIREMENTS

- 5.5.1 Cancellation of a sanctioned tournament less than ONE WEEK prior to the scheduled date will result in the loss of the entire sanction fee. Changes, such as adding/cancelling officials or facilities, made less than ONE WEEK prior to the scheduled date will cause the host to incur additional costs.



- 5.5.2 All teams in your tournament must be registered with CEVA or other regions under USA Volleyball. If teams from outside the CEVA Region or USA Volleyball submit an entry form, contact the CEVA office. Accepting ineligible teams jeopardizes a club's participation in USAV tournaments, may result in a fine or sanction, and nullifies event insurance.
- 5.5.3 Accept teams according to the number of courts available. CEVA policy limits the number of teams to four teams per court, unless approved by the CEVA office.
- 5.5.4 Host club selects its own tournament entry deadline and fees. Once the entry deadline has passed, notify all the teams if their entries have been accepted. This should be done at least one week prior to the tournament. While contacting each team, please confirm the coaches' meeting time, tournament start time and the exact location of the tournament.
- 5.5.5 Request any facility insurance certificates at least two (2) weeks prior to desired submission.
- 5.5.6 All participants must be current USAV members. Adults are also required to have a completed background screen & SafeSport certification. Adults, including collegiate players, are not allowed to 'fill-in' as players in a Junior event.
- 5.5.7 All tournament directors must be USAV members with a current background screening and SafeSport certification prior to the tournament and cannot participate in the tournament as a player, coach or referee. The tournament director must be present all day.
- 5.5.8 A non-playing/non-coaching USAV-Certified official is required for every 12 teams. Additional officials are required if the event has multiple age divisions and/or is using more than one gym (even on the same campus).
- 5.5.9 Tournament hosts should do a facility walk-through to review the site and eliminate any potential safety hazards.
- 5.5.10 No alcohol is allowed at a sanctioned Junior event per USAV policy. This includes spectator tailgating.
- 5.5.11 Tournament hosts are required to complete an online Head Official feedback survey after the completion of the tournament. A link to this survey will be sent by email from the CEVA Office.
- 5.5.12 All teams must submit an official USAV roster on the day of competition for the Head Official(s) to review. All rosters and tournament results must be submitted to the CEVA office and received by 5 pm on the Monday after the tournament (email is ideal).
- 5.5.13 Tournament format must contain a minimum of seven 25-point rally score sets per team and a maximum of 4 teams per court. Approval is required from the CEVA Office to use a different format.

5.5.14 Any injuries must be properly documented on the USAV Incident Report Form, and submitted to the CEVA office with results and rosters following the tournament.

5.5.15 Hosts are required to post the USAV/CEVA Parent & Spectator Code of Conduct in a prominent location at their facility.

5.5.16 Event hosts must adhere to the strictest health and safety guidelines in place at the time of the event, within the locality in which the event is being held. This includes a requirement they check with their city, county, and/or state health departments to have their plans cleared by those entities, and a requirement the event host be able to prove with written documentation their event and safety plans were cleared by a city, county, and/or state health department. Deviation from established health protocols is grounds for immediate revocation of sanctioning.

## 5.6 SANCTIONED TOURNAMENT APPLICATION PROCESS

A Tournament Sanction Form must be completed & submitted to the CEVA office for approval. A tournament will lose sanctioning if it does not follow the guidelines listed in Section 5.4 and 5.5.

All tournaments must be sanctioned by CEVA. CEVA does not sanction tournaments until a Tournament Sanction Form has been submitted and approved. Once the required information is received and sanctioning is granted, the tournament date is placed on the CEVA website.

## 5.7 TOURNAMENT FORMAT

A tournament packet is available on the CEVA website, with several sample tournament formats for the different number of teams playing in your tournament. As a reminder, each team must be guaranteed seven 25-point sets. Please contact the CEVA office should questions arise or for assistance in developing the format.

## 5.8 CLUB SCRIMMAGES

A scrimmage may occur at any time during the season. These are internal club events that generally take place during a team's normal practice time. Scrimmages do not require a Tournament Sanction Form to be completed, but are considered sanctioned events. Clubs do not have to submit results, but would need to submit any other necessary documents (such as incident reports in case of injuries) to the CEVA office.

# **SECTION 6 – CEVA REGION POLICIES**

## 6.1 USA VOLLEYBALL DCR

Every club, team and player must follow the rules as written in the Official USA Volleyball Domestic Competition Regulations (DCR). The DCR can be found online at



www.volleyballreftraining.com, as well as on the CEVA website. USA Volleyball modifications are in gray boxes within the DCR. CEVA emphasizes the following items:

- 4.3a A player's uniform consists of a jersey and shorts or athletic/sport pants. When undergarments are worn in such a manner that they are exposed, they will be considered part of the uniform, and must be similar and the same color for any team members (except the Libero) who wear such an undergarment.
- 4.3.1 The color and design for the jerseys and shorts or athletic/sport pants must be uniform for the team (except for the Libero)
- 4.3.3.1a Uniform numbers must be clearly visible and centered (both horizontally and vertically) on the player's chest and upper back.
- 4.3.3.1c The color of the number must clearly contrast with the color of the jersey irrespective of any border around the number.
- 4.3.5 For nationally-sanctioned competition, uniforms must be identical with the exception of sleeve length and the Libero players. An exception will also be made for a single manufacturer's logo or trademark on the outside of the jerseys or shorts, provided the logo or trademark does not exceed 14.6 square cm (2 1/4 square inches). Sponsor logos are permitted provided they are identical on each uniform and do not obstruct the view of the uniform number.
- 4.1.2 The libero can be a team or game captain.
- 4.5.1 It is forbidden to wear hats or casts (even if padded). Braces, prosthetic limbs, or other headgear that may cause an injury or give 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. Jewelry may be worn, provided its nature does not present a concern for safety, such as extremely long necklaces and/or necklaces with large medallions, or large hoop earrings.
- 19.2a The libero must wear a jersey that clearly contrasts with the jerseys of their teammates.

Point of emphasis regarding libero jerseys, which must contrast with the jerseys of regular team members: "Contrast" means "strikingly different." As such, two dark colors (or two light colors) often do not provide sufficient contrast from one another.

CEVA strongly encourages all clubs to send jersey templates and questions to the CEVA Officials' Chair at [official@ceva-region.org](mailto:official@ceva-region.org).

## 6.2 FOOD & DRINK POLICY

All tournament hosts designate an area for team food and beverage consumption. Most tournament sites and hosts prohibit food and drinks in the playing gym area, except for team water bottles. A team violation of the Food and Drink Policy consists of any parent, coach, club

director, player or affiliated spectator who violates the individual facility's food and drink policies. Easy rule of thumb – WATER ONLY IN THE GYM.

For CEVA-hosted tournaments the sanctions for violations of a facility's food and drink policy are as follows:

- 6.2.1 For the second violation by the same team, there is a five-point penalty on the next set played.
- 6.2.2 For the third violation, there will be a ten-point penalty on the next set played.
- 6.2.3 For each additional violation by the same team there is an increase of five points to the penalty (i.e. six violations by the same team would result in the forfeit of a 25-point set.)

### **6.3 USE OF ELECTRONICS DURING OFFICIATING ASSIGNMENTS**

Officiating teams are prohibited from using electronics during the performance of their assigned duties. This includes cell phones, head phones, etc.

EXCEPTION – use of an electronic stop watch is permissible if used to keep time during time outs (i.e. stopwatch on a cell phone).

For CEVA-hosted tournaments, sanctions for team violations of this policy are as follows:

- 6.3.1 For the second violation by the same team, there is a five-point penalty on the next set played.
- 6.3.2 For the third violation, there will be a ten-point penalty on the next set played.
- 6.3.3 For each additional violation by the same team there is an increase of five points to the penalty (i.e. six violations by the same team would result in the forfeit of a 25-point set.)

### **6.4 CLEAN-UP POLICY**

All players, teams, participants, or hosts are responsible for cleaning their area during and upon completion of play. The tournament host is ultimately responsible for final clean-up of any gym facility used for CEVA-sanctioned tournaments.

### **6.5 QUALIFIED REFEREE & SCORERS**

Certified Referees and scorers are required at all CEVA sanctioned tournaments. CEVA highly recommends not waiting until December to complete coursework, as the system may be overloaded. Only those certified to referee or score may do so.

Certification requirements for referees & scorers:



- 6.5.1 Adults over 18 must be a registered member of CEVA and must clear a background screen. All adults affiliated with junior programming must also be SafeSport certified.
- 6.5.2 Referees and scorers must complete the required curriculum through USAV online training and pass the associated quizzes. Step-by-step instructions are available on the CEVA website.
- 6.5.3 Each team must have at least one (1) certified referee and one (1) certified scorer on the roster and in attendance at each CEVA-sanctioned tournament.
- 6.5.4 Junior players may officiate in the R1 position in the CEVA region, upon completion of referee training through the region (see Section 8.7 for more information).
- 6.5.5 For all CEVA sanctioned tournaments at the 12s level, it is recommended, but not required, to have a scorer certified, rostered adult sit at the scorer's table to assist the junior scorer. NOTE: This is in addition to providing the required R1. This adult can be a coach; however, this adult cannot simultaneously serve as the R2.

Teams without appropriate numbers of certified referees or scorers at a CEVA-sanctioned tournament may be fined \$50. The fine must be paid to the CEVA Office. If a team is without the correct number of certified referees or scorers at a CEVA-sanctioned tournament for a second time or more, the team will be fined \$75.

Club Hosted Clinic: Clubs are encouraged to host Referee/Scorers clinics with a CEVA Head Official. These clinics offer the opportunity to receive interactive instruction and practice the skills necessary to referee and score a match. Clinics are an easy way to prepare your club for the certification requirements below. More information on requesting to host a clinic can be obtained through the CEVA website or by contacting the office.

## 6.6 JUNIOR OFFICIALS POLICY

CEVA allows juniors to officiate in the Region to broaden their knowledge of the game.

- 6.6.1 Junior players must show an interest in facilitating a match as a referee. They should work with their current coach to assist in skill improvement throughout the season.
- 6.6.2 Training: Must attend annual training clinic provided by the Region. Must be familiar with the scoresheet and assist as needed. Officiate within the club for scrimmages when available.
- 6.6.3 Achievement: Officiating tournaments as the 1st Referee (R1) during pool play for the team's assigned matches. The head coach assists by serving as the 2nd Referee (R2) during the match.
- 6.6.4 Advancement: With the direction of a players' coach and contact with the CEVA Officials' Coordinator, assign this player to a 12s or 14s tournament(s) for additional training and officiating opportunities. The head official at that tournament will provide constructive feedback to assist in further growth.

## **6.7 FAILURE TO COMPLETE OFFICIATING ASSIGNMENT**

- 6.7.1 Teams failing to fulfill their officiating assignments will be fined \$50.
- 6.7.2 Coaches and/or adult team representatives must be courtside each match their team is acting as the work team at all CEVA-sanctioned tournaments or be the R2 for that match.
- 6.7.3 Teams who are late to their scheduled officiating assignments will be penalized one point per minute, starting at the scheduled game time, on their next played set, up to a maximum of 25 points.

## **6.8 CEVA BLUE RIBBON CLUB POLICY**

In the 2016-2017 season, CEVA created the Blue Ribbon Club program to reinforce & incentivize club compliance with CEVA regional procedures, best practices, and guidelines, including, rules pertaining to conduct of coaches, parents and players. All clubs meeting the Blue Ribbon standards are eligible for publicity and marketing of their club by having the "Blue Ribbon Club" designation placed on their individual websites and/or social media, as well as the CEVA online club directory and social media. Clubs may also be eligible to receive volleyball equipment from the region and/or a regional sponsor, and reimbursement of some or all of their entry fees to the USAV Boys' Junior National Championships, if teams are attending.

Clubs who sponsor both girls' and boys' programming need only submit one application, however, maintaining and acquiring Blue Ribbon status will be separate between the boys' division and girls' division within the same club.

- 6.8.1 Criteria for attaining Blue Ribbon status are as follows:
  - 6.8.1.1 Clubs must develop a Club Handbook and submit an electronic copy to the Region by January 1st of the current season. This handbook must be made available to all coaches, players, and parents within the club, either in hard copy form or on the club website. The handbook must include the text of the USAV Spectator Code of Conduct, the USAV Junior Club Personnel Code of Ethics, as well as a dispute resolution and fee refund policy. A sample club handbook is available on the CEVA website for you to use or modify for your club's needs.
  - 6.8.1.2 It's recommended, but not required, that clubs host a officiating clinic, coordinated with CEVA. Application to host will be available on the CEVA website.
  - 6.8.1.3 Each team must be represented by a rostered adult at the morning coaches' meetings prior to tournaments. An individual team may only miss one coaches' meeting per season.
  - 6.8.1.4 Each team may have no more than one roster violation (i.e. incorrect number of certified scorekeepers) in a season.

- 6.8.1.5 Individual coaches may accumulate no more than one yellow card in a season (as reported by CEVA officials).
  - 6.8.1.6 Individual coaches may be assessed zero red cards in a season (as reported by CEVA officials).
  - 6.8.1.7 Clubs may have no coaches, players, or team personnel disqualified or ejected from a match.
  - 6.8.1.8 Clubs may have no coach, parent, team personnel, or player ejected from an event or facility by a CEVA Head Official, tournament director, or facility host, due to violations of the USAV Spectator Code of Conduct, USAV Junior Club Personnel Code of Ethics, or USAV Participant Code of Conduct.
  - 6.8.1.9 Clubs may have no personnel on probation or suspension within a 2-year period.
  - 6.8.1.10 Clubs who host club-hosted tournaments must abide by all sanctioning guidelines, including submission of results, rosters, and insurance requirements.
  - 6.8.1.11 Individual teams may have no more than two reports/complaints about parents or spectators from CEVA Head Officials, Tournament Directors, or Facility Hosts.
  - 6.8.1.12 Clubs may have no documented reports of Club Directors, Administrators, or Coaches demeaning, insulting, or using derogatory language toward other Clubs, Club Directors, Coaches, or players via written communication or social media.
  - 6.8.1.13 Clubs must develop a formal Diversity & Inclusion Statement pertaining to their club and post it on their website. Clubs may use CEVA's D&I Statement as an example for their own.
- 6.8.2 Revocation of Blue Ribbon Status
- 6.8.2.1 The CEVA Executive Director has the authority to revoke a club's Blue Ribbon status at any time for cause, after communication with the Club Director. Blue Ribbon status may also be revoked based on verified reports of actions or issues at events outside the region.
  - 6.8.2.2 Clubs may appeal the revocation of Blue Ribbon status to the CEVA Policy & Appeals Committee.
- 6.8.3 Incentives for attaining Blue Ribbon status:
- 6.8.3.1 Teams who participate in BJNC are eligible to have their entry fee reimbursed by the region.
  - 6.8.3.4 Clubs who attain Blue Ribbon status, but do not send teams to BJNC, are eligible for a discount on their NW Boys Tour entry fees the following season.



6.8.3.5 All clubs who attain Blue Ribbon status are eligible to receive volleyball equipment from the region and/or a regional sponsor at the end of the season.

6.8.4 To qualify for reimbursements of BJNC entry fees, each team must complete the tournament and submit an article to be posted on the CEVA website. Articles must be submitted to the CEVA office by July 31. Articles must be submitted in a single e-mail (region@cevaregion.org), must be written by a player, and must include a picture.

## **6.9 CEVA TEAM PRIZE POLICIES – USA VOLLEYBALL BJNC**

Each year, the CEVA region may allot two thousand dollars (\$2,000) in prizes for the USA Volleyball Boys' Junior National Championship tournament. Those teams who are accepted and complete the USA Volleyball Boys' Junior National Championship can receive up to the cost of per-team registration from CEVA (maximum \$1,000). If more than two teams attend, available funds will be distributed equally among all teams who apply.

The prize allotment is distributed equally among teams. Teams must complete the tournament and submit an article to be posted on the CEVA website to be eligible for the prize allotment.

Articles must be submitted to the CEVA office by July 31. Articles must be submitted in a single e-mail (region@cevaregion.org), must be written by a player, and must include a picture.

## **6.10 COACHES MEETING**

All tournaments have a morning coaches meeting. This meeting is mandatory, including for coaches of teams who are not scheduled to play or officiate in the first round. Rosters must be printed (within 7 days of the tournament) and handed to the tournament director at this meeting. Rosters must have a date printed on them, showing when the roster was printed.

Club-hosted tournaments may also have a required coaches meeting, and such requirements will be communicated by each tournament host.

## **6.11 SOLICITATION POLICY**

Promotion of all third-party interests is strictly prohibited at CEVA hosted events, meetings, etc. This includes, but is not limited to, the distribution of any promotional materials, personal solicitation, vehicle papering, etc. If solicitation occurs without the written permission of CEVA, violators will be sanctioned and/or prosecuted.

Please contact the CEVA office if you are interested in sponsorship or advertising opportunities.

## **6.12 SAFESPORT**

An initiative of the United States Olympic Committee (USOC), SafeSport seeks to create a healthy, supportive environment for all participants. Through education, resources, and training, SafeSport



helps members of the sport community recognize, reduce, and respond to misconduct in sport. USA Volleyball, along with all USOC National Governing Bodies, has adopted the SafeSport program as required education for members.

USAV requires all adults affiliated with a junior program to take the SafeSport training. This includes all Club Directors, Club Administrators (such as Board members), Head & Assistant Coaches, Team Reps, Chaperones, Officials, etc.

**Beginning with the 2019-2020 season, the following policies will be implemented for SafeSport education:**

- 6.12.1 All affiliated adults are required to complete SafeSport education each season. Adults taking the course for the first time will be required to take the “Core” SafeSport Training, which takes approximately 90 minutes. Each season thereafter, the shorter SafeSport “Refresher” course will be taken.
  
- 6.12.2 All athletes who turn 18 during the season will be required to take Core SafeSport training. Athletes will not be allowed to participate until they have taken this training. CEVA recommends all 17-year-old and 18-year-old athletes take Core SafeSport training prior to beginning the season to avoid an interruption in participation. 17-year-olds who wish to complete SafeSport before they turn 18 must have a Parental Consent Form completed with USAV in order to register for the course.

For any questions, please reach out to the CEVA office. More information on SafeSport training, mandatory reporting laws, and MAAPP policies can be found on the CEVA website. USAV and USOC policies are subject to change without notice.

### **6.13 CONCUSSION TRAINING POLICY**

CEVA serves both Oregon and SW Washington. Both states have passed legislation requiring players, coaches and parents to be informed of the risks of concussion before participating in sports activities. CEVA policies will comply with both Washington and Oregon state law.

Information about required concussion training is available on the CEVA website and all club directors will be educated on the appropriate administrative requirements each season.

### **6.14 SUDDEN CARDIAC ARREST (SCA)**

CEVA requires all participants to sign a waiver acknowledging the risks of sudden cardiac arrest (SCA) in association with participation in sports. We strongly encourage all participants to educate themselves on the signs of SCA and what can be done in case a participant experiences SCA.

### **6.15 RED CARDS & EJECTIONS**

CEVA strives to create a positive environment for all participants at our events. As such, we take a stance against coaches or other team personnel who receive red card sanctions from officials, as

well as anybody associated with a team, including a spectator, who is asked to leave a gym or facility due to their behavior.

After consultation with the officials, tournament directors, and the director of the club involved, CEVA may fine clubs up to \$250.00 per occurrence of a red card sanction, or a removal from a gym or facility. Removal from a facility may also be grounds for prohibition from attending future CEVA-sanctioned events. Repeated occurrences by the same individual or club may lead to harsher sanctions.

## **SECTION 7 – SANCTION & APPEAL PROCEDURES**

### **7.1 SANCTION & APPEAL PROCEDURES**

- 7.1.1 Report to Executive Director. Reports of violations of CEVA or USA Volleyball policy must be made in writing to the CEVA Executive Director. To the extent possible and appropriate, the Executive Director may treat the identity of the reporting party as confidential. However, the Executive Director may not guarantee confidentiality to any reporting party.
- 7.1.2 Investigation by Executive Director. Upon receipt of a credible written report of a policy violation, the CEVA Executive Director shall investigate the matter. To the extent possible and appropriate, the Executive Director may treat the identity and statements of witnesses as confidential. However, the Executive Director may not promise confidentiality to any witness.
- 7.1.3 Action by Executive Director. Upon completion of the investigation, the Executive Director may close the matter, refer the matter to the CEVA Board for further consideration, or sanction the parties involved in a violation the Executive Director determines has occurred. The Executive Director may enforce such sanction immediately or suspend enforcement of all or a portion of such sanction pending the running of the time in which to request an appeal or the completion of the appeal process. The Executive Director shall notify sanctioned parties of the determination and action **via a letter sent** by certified mail **or by FedEx/UPS** to the parties' address on file with CEVA. The Executive Director also shall notify promptly the President of the Board of any action taken under this paragraph. The President shall determine whether to place the matter on the agenda of the next regularly scheduled meeting of the Board.

### **7.2 NOTICE OF RIGHT TO APPEAL**

The certified letter to the sanctioned party shall include the following information on the appeals process.

- 7.2.1 The sanctioned party may accept the Executive Director's sanction or appeal the decision to the Appeals Board. The sanctioned party has seven (7) business days to deliver in writing to the CEVA Executive Director a request to appeal all or a portion of the

Executive Director's decision. Requests received by CEVA after seven business days of the date of the Executive Director's certified letter are untimely and will not initiate an appeal.

- 7.2.2 The CEVA Executive Director will select an Appeals Board from the Appeals Board list maintained by CEVA. The Appeals Board shall consist of eight (8) CEVA members with no interest or bias in the matter under appeal.
- 7.2.3 The 8-member Appeals Board will be sent to the sanctioned party. Upon receipt of this information, the sanctioned party will have 48 hours to choose five (5) members to hear the appeal, and must send the names of those 5 members back to the CEVA Executive Director. These members shall be referred to as the Selected Committee. The Secretary of the Board of Directors (who is also the Chair of the CEVA Policy & Appeals Committee) shall chair the Selected Committee. The Chair shall preside over the hearing, but shall not participate in decisions of the Selected Committee. The Chair shall not count toward the 5-member limit on the Selected Committee.
- 7.2.4 Within seven (7) business days of the date the appeals request is received, the Selected Committee will hear the appeal. The hearing process is outlined in Section 9.3. The sanctioned party may appear before the Selected Committee to make a statement, present information or testimony of witnesses, or respond to questions from the Selected Committee. Appearances must be made in person, although counsel may accompany the sanctioned person. Only the sanctioned party may make statements and responses to the Selected Committee; counsel's role is limited to advising their client. The sanctioned party may not send a representative to appear on their behalf.
- 7.2.5 The Selected Committee shall deliberate to a decision either to uphold the Executive Director's sanction, to modify the sanction, or to apply no sanction. Decisions of the Selected Committee shall be by majority vote, if necessary, to reach a decision. In case of a deadlock, the matter shall automatically be referred to the CEVA Board for its review and final action. The Chair of the Selected Committee shall prepare immediately a brief written report to the CEVA Executive Director outlining the basis of its decision and those members dissenting from the decision, if any.
- 7.2.6 The CEVA Executive Director shall inform the sanctioned party of the Selected Committee's decision via a letter sent by certified mail or by FedEx/UPS directed to the address of the sanctioned party on file with CEVA. The sanctioned party may accept the decision or appeal the decision to the CEVA Board. The sanctioned party has seven (7) business days to deliver in writing to the CEVA Executive Director a request to appeal all or a portion of the Selected Committee's decision to the CEVA Board. Requests received by CEVA after seven business days of the date of the Executive Director's certified letter are untimely and the Selected Committee's decision shall be final.
- 7.2.7 Within seven (7) business days of the date the second appeals request is received, the CEVA Board will hear the appeal. Any CEVA Board member with a conflict of interest or bias in the matter may be excused on the member's own motion or upon a majority vote of the remaining members of the board. The sanctioned party may appear before the board to make a statement, present information or testimony of witnesses, or respond to questions from the board. Appearances must be made in person, although counsel may

accompany the sanctioned party. Only the sanctioned party may make statements and responses to the board; counsel's role is limited to advising their client. The sanctioned party may not send a representative to appear on their behalf.

- 7.2.8 The CEVA Board will deliberate to a decision either to uphold the decision of the Selected Committee, to modify that decision, or to apply no sanction. The decision of the CEVA Board is final and there is no further appeal.

### 7.3 APPEALS HEARING PROCEDURES

7.3.1 The body hearing the appeal (either the Appeals Board Selected Committee or the CEVA Board of Directors) shall determine the date and time of the appeals hearing. While each body will work to find a mutually-agreeable date for a hearing, the final decision rests with the Chair of the Selected Committee or, in the case of an appeal to the full Board of Directors, the President of the CEVA Board.

7.3.2 While the sanctioned party is entitled to appear before the body hearing their appeal, they are not required to do so. The appeals process is voluntary and statements, information, and testimony may be presented in writing.

7.3.3 Appeals hearings shall be closed to the general public. One notetaker (chosen by CEVA, but without a vote in the matter) is permitted to attend.

7.3.4 The hearing shall proceed in the manner set forth below. The presiding officer shall be responsible for keeping time of the statements outlined in this section.

7.3.4.1 Opening statements, first from the CEVA Executive Director, then from the sanctioned body. Opening statements shall be a maximum of 10 minutes per party.

7.3.4.2 Rebuttals, first from the CEVA Executive Director, then from the sanctioned body. Rebuttals shall be allotted a maximum of 5 minutes per party.

7.3.4.3 Closing statements, first from the CEVA Executive Director, then from the sanctioned body. Closing statements shall be allotted a maximum of 5 minutes per party.

7.3.4.4 Questions from the members hearing the appeal may be directed to either party following closing statements. There shall be no time limit placed on questions and members are entitled to ask as many questions as they wish.

7.3.4.5 The body hearing the appeal will deliberate to a decision in a closed session, without the presence of the CEVA Executive Director, the sanctioned party, counsel, or the notetaker.

## **7.4 BOARD INITIATIVE**

At the Board's next regularly scheduled meeting, the Board may decide to take up a matter previously closed by the Executive Director, to cause further investigation into any matter to be undertaken, or to review and modify a sanction accepted by a sanctioned party. A decision by the Board to review a sanction already accepted by a sanctioned party shall entitle the sanctioned party to a hearing before the Board. The hearing will be scheduled no later than 10 business days following the regularly scheduled meeting at which the Board proposed to modify the sanction accepted. Such a hearing will follow the procedures outlined in Section 7.3.

## **7.5 NOTICE OF FINAL ACTION**

A letter from the CEVA Executive Director will be sent to the sanctioned party via certified mail or FedEx/UPS providing notice of the CEVA Board's decision and that there is no further process of appeal.

## **7.6 SCOPE & GROUNDS FOR SANCTIONS**

The CEVA Executive Director is empowered to impose sanctions on any member of the association for violations of the USA Volleyball Participant Code of Conduct, the CEVA Junior Handbook, the USA Volleyball Junior Club Personnel Code of Ethics, CEVA/USA Volleyball Spectator Code of Conduct, the Coaches Code of Ethics and Conduct for USA Volleyball, and any other relevant CEVA/USAV policies.

## **APPENDIX A – USAV COACHING CERTIFICATION REQUIREMENTS**

### **A1.1 IMPACT CERTIFICATION REQUIREMENTS**

At a minimum, all CEVA coaches must be certified at the IMPACT (Increased Mastery and Professional Application of Coaching Theory) level. Coaches that are not certified may not coach in any CEVA/USAV Junior sanctioned events including, but not limited to, Power League, Junior National Qualifiers, Junior National Championships, and club-hosted tournaments. IMPACT Part A or IMPACT Part B certifications alone do not satisfy the IMPACT certification requirement listed here. Coaches must be fully IMPACT certified to coach in the CEVA region.

### **A1.2 IMPACT CERTIFICATION PROCESS**

There are multiple ways for coaches to meet the IMPACT certification requirement. Coaches may choose one from the following options. Questions regarding certifications and qualifications can be directed to the CEVA Office.

- A1.2.1 USAV On-Demand – Sign-up and complete the online, on-demand course offered by USA Volleyball’s Education department. Go to USA Volleyball’s website for more information.
- A1.2.2 ASEP Certification – Coaches that have obtained their ASEP certificate are able to apply this toward their IMPACT requirement. Coaches must send a copy of their ASEP certificate to [cap@usav.org](mailto:cap@usav.org) for the course to be applied. In addition to sending a copy of the certificate, coaches need to pay the current IMPACT fee and receive a copy of the IMPACT manual.
- A1.2.3 Fundamentals of Coaching Volleyball Online Course – Complete the online course titled: “Fundamentals of Coaching Volleyball”. Volleyball must be selected and appropriate fees paid, otherwise coaches will not receive IMPACT credit. Coaches must send a copy of their completion certificate to [cap@usav.org](mailto:cap@usav.org) for the course to be applied. **This course is not recommended.**
- A1.2.4 IMPACT does not replace SafeSport training or concussion training as mandated by law and/or USAV policy. IMPACT does not currently include SafeSport curriculum and does not meet the minimum requirements for concussion training.