



Team Handbook



**USA VOLLEYBALL
IOWA REGION**



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IOWA REGION TEAM HANDBOOK

ARTICLE I - MISSION

- 1.01 To promote widespread interest in the sport of volleyball, to increase the number of participants in the sport, and develop skillful playing of the game. Any individual is eligible to become a member of the USA Volleyball Iowa Region regardless of age, race, creed, religion or ethnic background.

ARTICLE II - MEMBERSHIPS & TEAM APPLICATIONS

USA Volleyball Iowa Region sanctioned season activities (e.g., camps, clinics, leagues, tournaments) require all individuals who occupy the team bench to register prior to participating. A USA Volleyball Membership is valid for one year, November 1 through October 31.

- 2.01 **The Individual Membership** is available for athletes and non-players (i.e., administrative personnel, coaches, chaperones, managers, referees, scorekeepers, team representatives, trainers, and volleyball supporters). The individual memberships available are:

- A. **Full Adult Membership.** This includes all Adult participating as Junior Coaches, Team Representatives and Club Directors/Administrators.
- B. **Other Adult Membership.** This includes Adult Players only, Chaperones, Officials, Tournament/Site Directors and Unaffiliated Adults members.
- C. **League Memberships.** This membership is for Junior Players who are **ONLY** participating in an Iowa Region Sanctioned league and **will NOT be attending tournaments.**
- D. **Junior Girls & Boys Memberships.** Any people who are born on or after Sept. 1, and who are 18 years old or younger and **high school students** in the 12th grade or below, during the current academic year, or who are 12th graders who are 19 years of age or younger on Sept. 1 of the current season may register as a Junior member. Once a player participates in a club or varsity program for any university, college, community college or junior college, he/she is ineligible to play in any regional or national JNC qualifying and championship events.
- E. **Junior Girls 11u & Younger Memberships.** This membership is for any girls that are born on or after Sept. 1 of the correct year and younger that qualifies them for 11u or younger competition.
- F. **Single Event Membership.** Any adult, junior, or youth athlete participating in an Iowa Region tournament or single event (one date) may purchase a single event membership. This participant is not eligible for Regional/Zonal/National Championships. This member may elect to upgrade to a full membership upon payment of the balance of the Adult or Junior membership fee.
- G. **Summer Membership:** For Adult or Junior members who want to only play in the summer for Grass or Beach events; or for players who attend summer camps or summer practices. Membership is valid 5/1 to 10/31. A summer single event membership is also available for outdoor play only. The summer single event membership can be upgraded to a full summer membership by paying the additional fee required.
- H. **Camp Membership:** see summer membership above.
- K. **Upgrade Memberships:** The types of upgrade memberships include: Single event upgrade, summer single event upgrade and upgrade from Adult Player to full Adult affiliated with a junior program.

- 2.02 **Team Applications.** All players participating in USA Volleyball sanctioned competition are required to register with a team (club); for the purpose of securing players to a team and to specify the level of play.

- A. **Adult Team.** Composed either entirely of adult athletes, or a composite of Adult and Junior athletes. Junior age athletes on an Adult team will not be allowed to play in National or Zonals Championship competitions.
- B. **Junior Team.** Composed entirely of junior athletes and adult team staff.

ARTICLE III - MEMBERSHIP BENEFITS

- 3.01 **Adult, Junior memberships benefits:**

- A. The right to participate in the USA Volleyball regional, zonal and national events.
- B. Region Office personnel services.
- C. Voice in regional leadership selections.
- D. A one year subscription to VOLLEYBALL USA, the national publication.
- E. A USA Volleyball Domestic Competition Regulations book (rules) is distributed to clubs each team getting 2 books (now published every other season).
- F. An Iowa Region Team Handbook is available on the region website.
- G. Free Clinics for officials, coaches, players and tournament hosts. Reduced fees to national level Coach's CAP clinics.
- H. A \$1,000,000 limit of liability for bodily injury and property damage insurance coverage.
- I. Merchandise and exhibitions discounts.
- J. Affiliation with athletes and leaders, who represent the United States in Olympic and World competitions, as well as the National Governing Body, USA Volleyball.

- 3.02 **Single Event, Summer, Camp membership benefits:**
- A. A \$1,000,000 limit of liability for bodily injury and property damage insurance coverage.
 - B. Affiliation with athletes and leaders, who represent the United States in Olympic and World competitions, as well as the National Governing Body, USA Volleyball.

ARTICLE IV - MEMBERSHIP CARD

- 4.01 **Membership cards.** The online membership system allows members to print paper copies of their membership card with barcode verification.

ARTICLE V - RULES OF THE GAME

- 5.01 **USA VOLLEYBALL DOMESTIC COMPETITION REGULATIONS** will be used at All Adult & Junior levels events except High Performance events which will use FIVB rules.

ARTICLE VI - SANCTIONED SEASON

- 6.02 **Two sanctioned seasons.** The USA Volleyball offers two sanctioned seasons. They are:
- A. **Indoor.** The indoor sanctioned season is November 1 thru the National Championships.
 - B. **Outdoor.** The official USA Volleyball outdoor sanctioned season varies depending on the section of the country. The Iowa Region's outdoor sanctioned season is May through September.

ARTICLE VII - REGISTRATION

- 7.01 **Registration process.** The individual registration process is initiated by personally completing the membership application online and signing the appropriate application(s), form(s) and paying via the internet by Visa or MasterCard at time of registration or sending the payment with the confirmation form or club reporting form. Athletes of minority age are required to complete a Player Medical Release Form (**which is kept by the team**). All Adults associated with a Junior program, officiating at a junior event (Ref/SK) or a tournament/site director at a junior event must complete the background screening process and must sign a USA Volleyball Junior Club Personnel Code of Ethics. Junior age assistant coaches (17 & younger) will need to complete a hard copy of the Personnel Code of Ethics signed by them as well as their parent/guardian and submit it to the Region Office by mail or fax. Junior age coaches 18 years of age must complete the background screening as well.
- A. **Electronic Waiver Acceptance.** Individuals now electronically accept the USAV Waiver & Release of Liability, Participant Code of Conduct, Background Screening (when required) and Junior Club Personnel Code of Ethics (when required) as they complete the online registration process. **All adults need to register themselves and a parent/guardian needs to register junior participants.** The procedure is explained on the Registration page of the website.
 - B. **Individuals not affiliated with a team** who do not pay online need to mail the payment directly to the Region Office with member name and date of birth.
 - C. **If playing on a team,** pay via the internet or submit the fee and confirmation to the club director/team representative to be submitted before participation.
- 7.02 **Team registration process.**
- A. **Application Process.** Have each participant (players, coaches, chaperone, manager, referees, scorekeepers, trainer, administrative personnel, team rep) apply online. **If they did not pay online you should collect the needed membership fees to turn in with a Club Reporting form or unpaid members list from the online system.**
 - B. **Medical Release Form.** The form can be printed directly from the online system for all **Youth & Junior members** during the registration process. The Region strongly suggests that all Adult members also complete a Medical Release Form. The Adult form can be found on the Region website.
 - 1. **Team Representatives/Coaches need to keep the Medical Release forms with the team at all times.** Do **NOT** send to the Region Office.
 - 2. Have everyone's form at all practices & USA Volleyball events. Have all participants keep a copy in their own bag. This is especially important when traveling; or when an individual is injured and unable to communicate necessary information.
 - C. **Background Screening.** All Adults who want to be associated with a Junior program, officiate junior events or direct junior events will have to go through the background screening process. The screening is good for 2 seasons. Junior aged Assistant Coaches are not required to be background screened, unless they are 18. If they turn 18 during the season they will have to be screened at that point. The Background Screening Authorization Form will appear during the online application process for those new and renewing members who necessitate a screening when they indicate they will be associated with a junior program or working a junior event. The Background Screening Authorization Form can be signed online. **The screening process does NOT begin until the screening fee has been paid. An applicant cannot participate with a junior team until they have cleared the screening process.**

- D. **Junior Club Personnel Code of Ethics.** All adults associated with a junior program or working junior events must sign a USA Volleyball Junior Club Personnel Code of Ethics. The code is required of all adults actively participating as a club director, administrator, coach, chaperone, official (Ref/SK) and/or tournament director.
- E. **Collect Membership Forms and Fees.**
1. Have individuals who did not pay via the internet, make checks payable to the team's or club's account.
 2. Print out a copy of your Unpaid members list from the online system or fill out the **Club Reporting Form** listing members alphabetically by last name to submit with fees still owed.
 3. Paper individual membership forms will need to be collected and submitted to the Region Office for any individual that is unable to complete the online registration process. The applicant and parent/guardian for a junior age applicant will need to sign the form. Paper forms of the Background Screening and Junior Club Personnel Code of Ethics may be found on the website as well for those that need them and didn't complete the process online.
 4. Each incomplete application could result in a \$10.00 fine.
 5. **Send one check for all membership fees not paid on the internet payable to Iowa Region Volleyball.**
- F. **Make a Copy of the Club Reporting form and any paper forms submitted to keep for your file, before you mail them.** Each year some team loses the forms in the mail through an incorrect addresses or just lost mail.
- G. **For those not registering online mail the following completed forms** to the Region Office at least two (2) weeks Prior to Playing in your first tournament:
1. The Club Reporting Form or the Unpaid members list from the online system with fees to cover all unpaid memberships and background screenings.
 2. All required paper forms collected – individual membership forms, background screening consent, junior club personnel code of ethics when not completed online.
 3. Write **One check** for all fees due for the entire club or team. Payment may be in the form of a **check or money order payable to Iowa Region Volleyball** or by credit card (MasterCard or Visa are accepted).
 4. In the event of a **Bad Check, Non-sufficient Funds Check**, etc., (after being contacted by the Region Office); the team involved will be ineligible to play until the check is made good and an additional \$20.00 “Bad Check” fee is paid.
- H. **If Junior team cannot meet deadline.** Any Junior team unable to get their Coaches & Staff Background screening process started 2 weeks prior to participate may run the risk of not being able to participate in the practice or event. Please be aware that the Background screening company has many screenings to do at the beginning of the season and it may take 1-2 weeks or more to complete the screening process.
- I. **Region Office processing of mailed paperwork and fees.**
1. Once all materials and fees are received, the Region Office will update all team members and staff online. Once a participant is current online, background screening cleared when required and all forms signed online or paper forms submitted they may be assigned to teams. Club directors and club administrators will be granted access to assign their members to teams once they have completed their own membership and become current members.
 2. Two Rule books for each registered team are distributed through their club director, These books will either be mailed or available at a designated pick up site which will be communicated to the club director. The rule books are only being published every other year starting during the 09/10 season. So clubs will need to figure out a way to collect them for redistribution every other year. Returning clubs will only get new books the second season if their number of teams has increased.
- J. **Incomplete reprocessing fee assessed.** Incomplete applications or forms may be returned and a \$10 reprocessing fee assessed.
- K. **Benefits become effective.** Registered member's benefits, including insurance coverage, become effective when the online membership process is completed and fees are paid online or received and processed in the Region Office.
- L. **Team Eligibility for sanctioned events.** An official roster created online (Webpoint) must be turned in at all tournaments. Team members can only be added to the official roster once they have finished the registration process including payment of all fees owed and have become active. Thus all participants must be listed on the official roster or show documentation of current membership (membership confirmation or membership card) to participate. **No exceptions are allowed as the team would not have insurance coverage.**

ARTICLE VIII - ADDING PLAYER(S)

- 8.01 **Adding players.** Players may be added to team rosters ANYTIME during the year provided the registrant has become a current member and completed all required form(s). Last minute player registration may be completed and paid via the internet. A copy of the first page of the Membership Confirmation form should be printed and submitted to the tournament director for all single event participants or if the addition(s) cannot be added to an official roster prior to the event. ***Adults on Junior team staffs, Adults officiating at junior events or tournament/site directors of junior events must have a background screening to be eligible to participate, so they are not eligible for last minute (day of event) memberships (unless they can produce proof of current USAV background screening). Background screening can***

take up two weeks. No individual will be allowed to participate in a USA Volleyball - Iowa Region sanctioned event without being properly registered.

- 8.02 **Player Registration Process.** Apply online and print off the **online Application Confirmation Form and Medical Release form.** The membership fee should be paid via the internet or by check to the Team Representative.
- 8.03 **Getting players added to roster.** Any team may add new players to their roster by purchasing a single event or full (adult or junior) membership. The first page of the Membership Confirmation form or membership card should be printed from the internet and turned in to the tournament director for last minute additions.
- 8.04 **Adding Adults to Junior Team Staff.** Staff may be added to junior team rosters anytime during the year provided the required online membership registration, the background screening (if required) and the junior club personnel code of ethics are completed and all fees are paid. No Junior Team Staff members and adult members officiating or directing at junior events will be allowed to participate in a USA Volleyball Iowa Region sanctioned event without being properly registered.

ARTICLE IX – SANCTIONS FOR UNREGISTERED PLAYERS &/OR STAFF

To make sure events and participants do not lose insurance coverage due to unregistered players or staff the following penalties have been imposed. For teams found competing with unregistered players or staff, the following actions will be taken:

- 9.01 **First Offense:**
 - A. The team is disqualified and all sets forfeited for the tournament.
 - B. Those individuals not registered shall be required to complete the Individual Membership Form(s) and pay the full membership fee. They will be registered with that team.
 - C. The team will be assessed a full membership fee, \$200 fine, forfeit sets, and possible suspensions. All fines must be paid before players or staff listed on that day's roster may participate again.
 - D. All participants on that team roster will not be allowed to play in future tournaments until all fees and fines are paid.
- 9.02 **Second Offense:**
 - A. The team is disqualified and all sets forfeited for the tournament.
 - B. Those individuals not registered shall be required to complete the Individual Membership Form(s) and pay the full membership fee. They will be frozen to the offending team's roster.
 - C. The team will be assessed a \$100 fine per unregistered individual.
 - D. All players and staff registered with that team cannot participate in sanctioned events for the balance of the season.

ARTICLE X - PLAYER ELIGIBILITY

In an effort to increase the quality of play within the Iowa Region, and to prohibit clubs and players from abusing their playing privileges, the following rules are to be followed when playing in a tournament. No excuses, no exceptions; this will be strictly enforced.

- 10.01 **Multi-Team Clubs** must adhere to the multi- team club rules listed in Article XVII.
- 10.02 **Junior athletes are restricted to a team by age.** They may play at their own age group or at an older age level, but never younger unless a waiver is granted by the Region Office. Approved Region waivers apply to events sanctioned within the Iowa Region. To play in another Region's events the waiver must be approved by that Region's Commissioner and signed. Proof of age by an ID or birth certificate may be requested of any player by the tournament director at tournaments.
- 10.03 **New 2010/11:** Waivers for junior female players is by grade now. If players are in the corresponding grade (15s-9th, 14s-8th, etc) then the team can register as a grade level team. A grade level team can only play in grade level Iowa events unless they play up to the next age level (8th grade team can play in a 15s age level tourney, etc). Grade level teams cannot play in Qualifying Regionals, National Qualifiers or National Championships at their corresponding age level; but they can play up to the next age level.
- 10.04 14 & younger female teams can still have up to 2 male players on their rosters. The boys must be the listed age (born on or after 9/1 or are in the correct grade). **These teams will have to be grade teams.**

ARTICLE XI - FORMING A TEAM

- 11.01 **Each Adult & Junior team shall name a Team Representative. Leadership** is the key to a good ongoing program and a good Team Representative is someone who can take care of finances, travel arrangements and calling. Other jobs can be assigned as needed.
- 11.02 **Teams can elect to be a single team club or group together to form a multi-team club.** Multi-team clubs form so that players, staff, practice facilities, etc. can be shared. For single team clubs the Team Representative usually assumes the Club Director's responsibilities.
- 11.03 **Multi-team clubs must have one registered adult to be their Club Director.** The club director will be the main contact with the Region and will have administrative access to create teams, add members to rosters, edit rosters and email club members. Additional registered adults may be added as club administrators to help.

- 11.04 An **Adult Coach REQUIRED for each USA Junior Volleyball team**. A registered adult coach must be at all practices and events. **All coaches and Assistant Coaches on an Iowa Region junior team must be IMPACT certified**. All coaches and adults on a Junior team roster must have completed the online background screening process and sign a Junior Club Personnel Code of Ethics.
- 11.05 **Junior age assistant coaches are allowed in the Iowa Region**. They must be Impact certified and complete the Junior Club Personnel Code of Ethics as well. They need to complete a background screening if they are 18 years old at registration; or when they turn 18 during the season. **They must be at least 2 years older than the players they are working with**.
- 11.06 **Tryouts versus Everybody accepted**. Decide on what works best for your program: either a Club/Team where tryouts are conducted and selections made for teams at various age or skill levels; or a program where all players are invited.
- 11.07 **Clubs and teams interested in holding open tryouts** should send their dates to the Region Office to be posted on the website. **High School girls may not attend** tryouts while they are in season unless approved by their School Board. This is an IGHSAU Rule. **Each participant must become a current Iowa Region member prior to participating**. Have copies of the paper membership waiver and Medical Release form on hand at the tryout for those that were unable to register online prior to attending the tryout. **All paper forms and registration fees collected at a tryout should be mailed to the Region Office within 3 days of the event**.
- 11.08 **Organizational meeting**. The initial meeting should cover an explanation on how the program will operate, methods of financing (fundraising, dues, and tryout fees), playing time philosophy and team uniforms. Conduct periodic meetings with players, officials, parents, sponsors, etc.
- 11.09 **Junior teams should receive Parental Commitment** as to what their assistance will be: e.g., fundraising, uniforms, housing, transportation, becoming certified as an official, etc.

ARTICLE XII - TEAM COMPOSITION

- 12.01 **All one gender**. Adult and Junior men's, women's, boy's and girl's volleyball teams must be comprised of male only or female only players. *An exception is made in Iowa to allow boys (maximum two/team) to play on girl's teams in the 14's and younger age divisions*. Boys are not allowed to play in out of region events, qualifying Regionals, National Qualifiers or Nationals on girl's teams.
- 12.02 **Mixed/Co-Ed teams**. Mixed or Co-ed teams must have an equal numbers of male and female players on the court.
- 12.03 **Juniors playing on adult teams**. USA Junior Volleyball athletes may opt to play on an adult team prior to their USA Junior volleyball season. Once the USA Junior volleyball season begins, these athletes must make a decision to play on one team, adult or USA Junior Volleyball, not both. An exception would be when the adult and junior teams have formed a club. Junior players will not be allowed to play on adult teams at Zonal or National Championship events.
- 12.04 **Junior team composition**. A USA Junior Volleyball team must be comprised of USA Junior Volleyball athletes as defined in Article X B.1.h. of the USA Volleyball Operating Code. See Playing levels Article XIV of this team handbook.
- 12.05 **Playing roster**. Teams are allowed a maximum of 15 players and 5 staff positions per team.

ARTICLE XIII - TRANSFERRING / CHANGING TEAMS

- 13.01 **Players cannot move between teams except in multi-team clubs**. Once a player signs a commitment letter or registers with a club, they may not play with another team except in multi-team club situations. **Multi-team clubs may move players** according to Iowa Region policy as stated in Article XVII. They can play with other teams in their club for which they are age/gender eligible to play.
- 13.02 **Process to transfer teams**. (See Article X, Participant and Team Eligibility in current USA Volleyball Guide) Transfers are **discouraged and will be granted on a limited basis**. Players must submit a written detailed request outlining the reasons for the transfer, pay the required fees and sit out the waiting period. The player's former Club Director/Team Representative needs to send their written statement that all the required club fees and obligations have been met. Transfers will not be allowed if it causes the original team to have an insufficient number of players to participate. Transfers will not be allowed to stack a team for any national qualifier or national championship. Players will not be allowed to transfer just because their team's season has ended. A Parent or a player's dissatisfaction with a team will not be grounds for an automatic transfer.
- 13.03 **Transfer Fees and Waiting Period for Junior Teams**
- A. \$25 processing fee payable to the Iowa Volleyball Region.
 - B. Transferring player must pay their former team any partial fees incurred (e.g., membership fees, uniform if already ordered, gym time used, tournament fees for events that have occurred).
 - C. A player transferring is prohibited from playing tournaments with their new team for 30 days from the date the transfer is granted. The player may however practice with their new team during those 30 days. If both club directors okay a "friendly transfer" the player may be allowed by the region to play before the 30 days has expired.
 - D. Using the transferred player in a tournament before the 30 days have expired will cause the **whole team** to be banned from play for 30 days.
- 13.04 **Transfer Fees for Adult Players transferring between clubs**

- A. \$25 processing fee payable to the Iowa Volleyball Region
- B. Transferring player must pay their former club any partial fees incurred (e.g., membership fees, uniform if already ordered, gym time used, tournament fees for events that have occurred).

ARTICLE XIV - TEAM LEVEL OF PLAY

14.01 Adults

- A. **Select team's skill level.** Adult teams may select to be A, BB or B. These levels were developed to help teams be more competitive in out of region competition. When selecting the level to register, your team should consider your player's skills:
 1. The "B" level is designed to accommodate players with a variety of beginning and intermediate skills and interests. Level "B" teams usually perform passing and other skills with up to 60% to 70% accuracy.
 2. The "BB" level is designed for players with a combination of intermediate and advance skills and interests. Level "BB" teams perform skills with 80% accuracy.
 3. The "A" level is designed for advance skills and interests. Level "A" teams perform skills with an accuracy rate of 90%.
- B. **Four (4) or more players from last year's team.** Teams composed of four (4) or more players from the previous year are required to register in the same level of play as they ended the season or the next level up. New teams and combined teams must register at the highest level that 4 of their players played at the previous year.
- C. **Competing out of region.** Teams selecting their classification should take into consideration where they can best compete when traveling to other regions and playing in post-season events; e.g., Central Zone Championships and National Championships.
- D. **Adults may also have age division teams.** Men and Women can compete on 30, 35, 40, 45, 50, 55, 60, & 65 age bracket teams. Players on age division teams may be registered on a level play team and multiple age level teams. These teams do not have to be in a club. Since few age tournaments are offered, the age level teams may enter division level tournaments.

14.02 Juniors

- A. **Age Divisions.** USA Junior Volleyball teams are classified according to age divisions. Players need not be currently enrolled in high school except as noted below. The 2010-2011 age requirements are as follows (add a year for future years):

Once a player participates (including but not limited to practicing, training, attending workouts and/or competing) in a club or varsity program for any university, college, community college, or junior college, he/she is ineligible to take part in any regional or national programming, which includes but is not limited to national JNC qualifying and championship events.

1. **18 and Under Division:** Players who were born on or after September 1, 1992 or players who were born on or after September 1, 1991 and a high school student during some part of the current academic year.
2. **17 and Under Division:** Players who were born on or after September 1, 1993.
3. **16 and Under Division:** Players who were born on or after September 1, 1994.
4. **15 and Under Division:** Players who were born on or after September 1, 1995.
5. **14 and Under Division:** Players who were born on or after September 1, 1996.
6. **13 and Under Division:** Players who were born on or after September 1, 1997.
7. **12 and Under Division:** Players who were born on or after September 1, 1998.
8. **11 and Under Division:** Players who were born on or after September 1, 1999.
9. **10 and Under Division:** Players who were born on or after September 1, 2000.

Note: These age definitions are used by domestic club programs and are NOT the same as the age definitions for the International and Domestic High Performance programs for 2011.

Male Only Age Rule – Player who was born on or after September 1, 1995 (15 years or younger) who shall neither have completed nor are in a grade higher than the 8th grade during the current academic year are eligible to play in the 14 & Under division.

- B. Grade Level Division requirements...
- C. **Junior Regionals Format.** Junior Regionals will offer the following championships in each age division – Qualifying, Age and Grade level division events. The Qualifying Championship is for those teams attempting to win a bid to Nationals (for teams 12U-18U). Qualifying teams pay an additional fee and deposit. The Age and Grade Level divisions will play for Flight winners. If there are not enough boys' teams, the 14u and younger teams will be

flighted in with the appropriate division for pool play and pulled out for playoffs. If there are not enough boys' teams, the teams older than 14U can be added to the Adult Men's Regional Championships.

ARTICLE XV – POINT SYSTEMS & TEAM MOVEMENT

- 15.01 **Adult Point System.** The procedures for determining the movement of adult teams from one level (up or down) to another will be determined by utilizing a point system.
- A. **Points awarded.** As points are awarded to teams for tournament play (See format below), certain teams may be "identified" as possible candidates for movement to another level of play.
- B. **Appeal process.** In conjunction with this evaluation process, the team being considered for movement will be given an opportunity to express their ideas relating to their movement to another level of play. Any team rep in the same level of play as the team being evaluated is permitted to participate in discussions.
- C. **Movement of teams.** NOTE: Any movement of a team (up or down) from one level to another may occur prior to March 1. After this date, conditions that warrant such a change are stated in the information below.
- 15.02 **Points and Team Movement**
- A. **Points Awarded in pool play and playoffs.** Points will be awarded to teams on their final standings in both pool play and play-off competitions, using the following schedule:

Point System equals pool play points plus playoff points.
 Pool play points equal games won divided by games played times 4.
 Example: 2 wins/8 played x 4 = .25 x 4 = 1 point.
 Playoff Points will vary depending on number of pools and mixed level of playoff teams.
 Add 1 point for each higher-level team.
 Subtract 1 point for each lower level team.

| Adult Playoff Points | | | |
|----------------------|----|------------------|-----------------------------|
| Level of Play | | 1 Pool 4-5 Teams | 2 Pools |
| A | 21 | | 1 st |
| | 20 | 1 st | 2 nd |
| | 19 | 2 nd | 3 rd |
| | 18 | 3 rd | 1 st Consolation |
| | 17 | | 2 nd Consolation |
| | 16 | 5 th | 3 rd Consolation |
| | 15 | | 5 th Place |
| BB | 14 | | 1 st |
| | 13 | 1 st | 2 nd |
| | 12 | 2 nd | 3 rd |
| | 11 | 3 rd | 1 st Consolation |
| | 10 | | 2 nd Consolation |
| | 9 | 5 th | 3 rd Consolation |
| | 8 | | 5 th Place |
| B | 7 | | 1 st |
| | 6 | 1 st | 2 nd |
| | 5 | 2 nd | 3 rd |
| | 4 | 3 rd | 1 st Consolation |
| | 3 | | 2 nd Consolation |
| | 2 | 5 th | 3 rd Consolation |
| | 1 | | 5 th Place |

- B. **Movement of teams to new divisions.**
1. **Division of 10 Teams or Less.** A team may not be moved if it results in a division being reduced to less than ten teams.
 2. **3 Wins** A team will be moved up a division after winning 3 of their last 6 or less tournaments if (1) does not apply.

3. **Already Registered in Tournament.** When a team has been evaluated and determined for movement to a new level, it will be allowed to play in the next current registered tournament. At any future tournaments the team will be required to play at the new level of play.
4. **Exemption.** Exemption from movement will require a written request submitted to the Region Office. This may also apply for movement for Regional Championships.

NOTE: When a team is identified and evaluated for possible movement up or down a level of play, the point system is only a part of the evaluation process. Other factors such as strength of competition, "identified" team's own evaluation, etc., will be taken into consideration.

- C. **Junior Point Structure:** The Junior Point Formula is used to seed teams into more balanced pools at tournaments. No seeding formula is perfect and only on court performance can decide the best team on any given day.
 - a. Junior teams will not be assigned to Gold or Silver divisions and may play in different levels at different events during the season.

Junior Points Formula

(Pool play sets won/set played x 10) + (teams per division x.1) + (playoff points)

| Event Type | Playoff Points | 4 Teams | 6-8 teams | 4 teams up 4 teams down | 6 teams up 4 teams down | 8 teams up 4 teams down |
|------------|----------------|---------|-----------|----------------------------|----------------------------|----------------------------|
| Age | 17 | 1st | 1st | 1st | 1st | 1st |
| | 15 | 2nd | 2nd | 2nd | 2nd | 2nd |
| | 13 | 3rd-4th | 3rd-4th | 3rd-4th | 3rd-4th | 3rd-4th |
| | 11 | | 5th-8th | 5th | 5th-8th | 5th-8th |
| | 10 | | | 6th | 7th | |
| | 9 | | | 7th-8th | 8th | 9th |
| | 8 | | | | 9th-10th | 10th |
| 7 | 5th | | | | 11th-12th | |
| Grade | 14 | 1st | 1st | 1st | 1st | 1st |
| | 12 | 2nd | 2nd | 2nd | 2nd | 2nd |
| | 10 | 3rd-4th | 3rd-4th | 3rd-4th | 3rd-4th | 3rd-4th |
| | 8 | | 5th-8th | 5th | 5th-8th | 5th-8th |
| | 7 | | | 6th | 7th | |
| | 6 | | | 7th-8th | 8th | 9th |
| | 5 | | | | 9th-10th | 10th |
| | 4 | 5th | | | | 11th-12th |

ARTICLE XVI – ONE-TEAM VS MULTI-TEAM CLUB

- 16.01 **One-Team Club.** Some people prefer to play as a single team composed of eight to twelve players. These teams prefer not to spend the time coordinating activities and players with other teams. These clubs may NOT borrow players from any other club or team.
- 16.02 **Multi-Team Club program.** Individuals in the USA Volleyball Iowa Region often form volleyball programs consisting of two or more teams. There are numerous advantages for teams in a club: e.g., teams can be coached together, share a practice facility, share players for tournaments teams (**note you can only play on 1 team per tournament**), and it allows players within the club to progress to a higher classification as their skills improve.

ARTICLE XVII – CLUB REGULATIONS

17.01 Club Regulations.

- A. **Limitation.** A club may have an unlimited number of players and teams.
- B. **Teams register.** Club administrators make each team in their club active online so that club members can be assigned and an official roster completed. Each team will have their own 11 digit team code; which shows their gender, playing level, 5 digit club code, team rank in the club and finally that they are an Iowa Region team – FJ4BEACH11A.
- C. **All club personnel must be registered.** All club directors, club administrators, coaches, players, officials (Ref/SK), chaperones, and other personnel assisting in team affairs must hold a current membership. All adults (18 years of age) participating with a junior program must complete the USAV Background Screening and sign the Junior Personnel Code of Ethics. Junior age assistant coaches will need to complete a hard copy of the Personnel Code of Ethics signed by them as well as their parent/guardian and submit it to the Region Office by mail or fax. Junior age coaches 18 years of age must complete the background screening as well.
- D. **Junior Team coach requirements.** Each USA Junior Volleyball team **must have an adult coach (no coach may coach two teams at a tournament)**. An adult coach must be present at all practices and competitions. **All coaches, including Junior Age assistant coaches, on a junior team must be IMPACT coach's certified by Feb 15th. If a team forms after Feb 15th the coaches have 6 weeks to complete their IMPACT coach's certification. Junior age assistant coaches must be at least 2 years older than the players they are working with.**
- E. **Adding teams.** Registering additional teams--Anyone may register a team at a later date; simply follow the USA Volleyball - Iowa Region registration guidelines.
- F. **Frozen Rosters.** The Regional Tournament roster will be frozen 2 days prior to the event. A club may not move other club members to that roster for the Regional Championship competition. Newly registered individuals (full members) may be added to the team's roster for Regionals at any time. Players that have been rostered on a Junior team that Qualifies for a berth at a USAV National Championships will be Frozen to that roster and may not play on any other team in that club that is competing for a berth at a National Championships.
EXCEPTION: If a team is entered in Junior Regionals and finds that they have lost a player due to injuries, illness or conflicts, that team may borrow up to 2 players from another team in their club who have or will be participating in the other session of the regional event. But first all attempts should be made to first choose players who have not or will not be participating in the other session of the event.
- G. **Moving Players Same Level/Age in Multi-Team Clubs.** Players at the same level/age can move between teams in order to fill out a roster for a particular tournament with the exception of the Regional roster, see above. A player may play or be on a roster of only 1 team per tournament. Grade or gender waived players that are moved can only be reassigned to their original official roster by Region staff.
- H. **Moving Adult Team Players down a level Within Multi-Team Clubs.** An Adult team can move two (2) players down, one level only, to field a team of seven (7) for any tournament, except for the Regional Championships when players cannot play at a lower level.
- I. **Moving Players up a level/age in Multi-Club teams.** A club may move an unlimited number of players up a level/age for all tournaments (Note the Frozen Roster restrictions listed above).

ARTICLE XVIII - UNIFORMS

- 18.01 **Uniform Code.** USA Volleyball rules requires teams to have similar, clean and of the same color uniforms. **For nationally sanctioned USA Volleyball competition, uniforms must be identical** with the exception of the sleeve length (and the Libero player). Tanks or sleeveless are not considered the same as a T-shirt. If you wear tanks or sleeveless shirts, everyone must wear the same style. **The Iowa Region requires that the shirts match, have clearly visible numbers; and that shorts are of the same color.** Please check Section 4 of the rulebook for details.
- 18.02 **Uniform numbers** must be numbered from 1-99, zero is NOT a legal number. Numbers must be clearly visible. Each jersey must use the same color and number height for all players except the Libero. The number must be placed in the center of the front & back. The numbers must be a minimum for 10cm (4") on the chest and a minimum of 15cm (6") in height on the back. **It is recommended** that the numbers be a minimum of 15 cm (6") in height on the chest and a minimum of 20 cm (8") on the back. (It is recommended that the captain has a stripe 3.15" by 8-10" underlining the number on the chest.)
- 18.03 **Team jerseys & Libero jersey requirements.** **The Libero player's jersey must contrast in color with that of the predominant colors of the jerseys of the other team members. Color combinations such as dark green/black, navy/black, navy/maroon and white/light yellow are not distinctive enough to comply.** The Libero uniform may have a different design. (For National competition the Libero uniform must be numbered like the rest of the team members.)
- 18.04 **Adult Team Uniforms** in Iowa Region: Each tournament will state whether they will be using shirts number to USAV Standards. Adult teams should note that out of region events and National events will require that USAV uniform standards are met.

ARTICLE XIX –CLUB DIRECTORS RESPONSIBILITIES & DUTIES

- 19.01 **Position of Club Director** is an extremely important position. Selecting a Club Director is perhaps the most crucial decision any team will make. Your Club Director will be the means of communication between the Region and the individual players within your team structure.
- 19.02 **Liaison.** The Iowa Region staff will contact Club Directors concerning regional events, current happenings, unexpected events, etc. A Club Director should be organized and willing to distribute information to team members year round via emails and phone trees.
- 19.03 **Club Director Duties:**
- A. **Collect all forms that were not completed during the online registration and fees if not paid online.**
 - B. **Insure that all coaches and assistant coaches have an Impact coach's certification.** If a coach has attended a clinic in the past they do not need to repeat the course.
 - C. **Pays Fees.** Making certain all appropriate fees and/or fines are paid on time.
 - D. **Communicates Information.** Should Promptly and accurately relaying any Iowa Region information to every team member.
 - E. **Enters Team in Tournaments.**
 - F. **Checks Officials' certification.** Check that all currently certified team officials have attended required clinics, and that new officials complete all the requirements for certification. All Adult officials on junior teams - referees, scorekeepers and lines people need to be current members (background screened and signed Junior Club Personnel Code of Ethics).
 - G. Make sure the Officials Clinic sign up sheet(s) have been submitted to the Region Office.
 - H. **Supervises Officiating Crew.** Makes certain all team members carry out their assigned duties as referees, scorekeepers and line judges at tournaments with due diligence.
 - I. **Represents the Team on All Appeals;** i.e., fines, disciplinary action, etc.
 - J. **Supervises Club Members' Change Of Address.** Often members do not receive regional or national publications because non-profit mailings are not forwarded or an email is undeliverable. It is of the utmost importance to keep lines of communications open among players, coaches, officials, and Club Directors. Make sure members go online to correct changes in emails and other personal information.
 - K. **Has A Registered, Background Screened Adult at Junior Activities.** Junior Volleyball teams must have an adult coach and adult referee on their roster (can be the same person); and a registered background screened adult coach at all practices and events.
- 19.04 **Reports Accidents or Damages.** All registered members are covered with **Secondary Sport Accident** coverage while functioning on behalf of or while participating in a sanctioned event. In the event of an incident that results in "bodily injury" or "property damage", the Club Director is responsible for:
- A. **Obtaining and recording the required information on an "Incident Report" form** (found on website). The completed form should be mailed or faxed to the address listed on the form and a copy sent to the Region Office.
 - 1. Notify the insurer **immediately (within 24 hours)** by FAX or phone of the following: serious bodily injury, death, property damage in excess of \$10,000 or the receipt of any document/notice of third party liability such as Lawsuit or Summons.
 - 2. **All other incidents or claims should be reported within 48 hours.**
 - B. **If the incident involves injury to a participant a Medical Claim Form should be provided to the participant** (found on website). Injured party sends completed form to the address listed on the form.
 - C. **Notifying the Regional Commissioner** of the injury(s) by the next working day.
 - D. **Fraudulent Claims.** Completing the Incident Report will enable USA Volleyball to curtail or prevent fraudulent claims from being paid unnecessarily by matching it to each claim for damages submitted. **Please report all incidents - serious or not.**

ARTICLE XX - OFFICIATING DUTIES

- 20.01 **Officiating responsibilities.** Every Adult and Junior team is expected to provide officiating personnel each time a team is assigned to officiate. Officiating assignments will be listed on your schedule. The schedule indicates the officiating team in parenthesis; e.g., (4). The team's officiating crew will consist of an up and down referee, 2 lines people, scorekeeper, libero tracker and visual scorekeeper (The visual scorekeeper may also be the libero tracker).
- 20.02 **Know your officiating assignments.** Always ask before leaving a tournament or bracket to see the final schedule for playing and officiating.
- 20.03 **Who referees?** Registered Team Member or registered Adult. (Adults officiating Junior Events must have successfully completed the USAV background screening process.)
- A. **First Referee:** an official that has attended a referee clinic and taken an exam for the current season prior to officiating. On Adult teams this official needs to obtain 2 match ratings every 2 years.

- B. **Second Referee:** an official that has attended a referee clinic and taken an exam for the current season prior to officiating. On Adult teams this official needs to obtain 2 match ratings every 2 years.
- 20.04 **Who can scorekeep?** Registered Team Member or registered Adult. (Adults officiating Junior Events must have successfully completed the USAV background screening process.)
- A. **Scorekeeper:** an official that has attended a scorekeeping clinic and taken an exam once every two years. If you need to attend a clinic you should do that prior to your first event. On Adult teams this official needs to obtain 1 match rating every 2 years.
- 20.05 **No referees or scorekeepers certified.** The team will not be allowed to participate in the event.
- 20.06 **Adult Tournament.** Adult tournaments may or may not have officials. On Call you own events team captains are responsible for making sure players call their own faults. If a an opponent questions a call the point will be replayed.

ARTICLE XXI - TEAM REFEREE REQUIREMENTS

- 21.01 **Adult Teams should have 2 Certified Referees if playing out of region.** It is recommended that you have more than two referees per team in case one referee cannot make a tournament. For in region events an Adult team must have an up and down official who have view the current Iowa Officials DVD.
- 21.02 **Junior Teams must have at least 1 certified adult referee.** Each Junior team is expected to have at least one registered adult trained, certified and background screened referee. Junior players should also be trained to serve as referees. It is **mandatory to have an adult official as the first referee on all playoff matches**, UNLESS both teams agree to have a junior referee. In pool play matches teams may have a junior as a first referee, but an adult must either be the second referee or be behind the first referee with a whistle (taking an active part in the match). Any Junior team that travels out of state is required to have 2 certified referees as required by National policy; or at some events they may have the option of paying for officials.

ARTICLE XXII - LEVELS OF REFEREES

- 22.01 **National Levels.** There are two levels of National Referees: Junior National and National. Requirements for these levels may be found by going to the officiating page at: www.usavolleyball.org.
- 22.02 **Regional Levels.** There are 4 Iowa Region levels of referees: Junior, Novice, Provisional and Regional. Requirements for each level are stated below.
- A. **Junior.** Must take a test and attend a clinic. *This level is for juniors and adults who are only participating at the Junior level.* No evaluations are required and the certification is only good until October 31st of the next season.
- B. **Novice.** Must take a test, attend a clinic and be evaluated one match as a first referee and one match as a second referee by a Provisional (for at least 2 years), Regional, Junior National or National referee. Certification is valid until October 31st of the present season. After that year they must move to Provisional.
- C. **Provisional.** Must take a test, attend a clinic, and be rated Two matches as a first referee and Two matches as a second referee by a Provisional (for at least 2 years), Regional, Junior National or National referee. Certification is valid until October 31st of the second season. Provisional referees may become either a P1 (first referee) or P2 (second referee) by being rated twice at either position. These ratings must be done yearly.
- D. **Regional Referee.** Must have been a provisional referee for two years. Must take a test, attend a clinic and be rated Two matches as a first referee and Two matches as a second referee by a Regional, Junior National or National referee. Certification is valid until October 31st of the third season. (Regional referees should be certified as scorekeepers.) Regional referees are expected to evaluate at tournaments when requested.
- E. **Referees recertifying at the same level** need to be evaluated One match as a first referee and One match as a second referee.

ARTICLE XXIII - REFEREE CLINICS & CERTIFICATION

- 23.01 **Free to current members.**
- 23.02 **Clinics are Held** from October through February at sites around the state. Schedules for clinics will appear in region publications.
- 23.03 **ALL REFEREES MUST ATTEND A CLINIC or View the Current Iowa Officials DVD and complete an exam EVERY YEAR TO STAY CERTIFIED.** Because rules and interpretations change each year, all referees are required to attend a clinic yearly. Referees not due for recertification must attend the clinic, but do not need to be evaluated. All referees being certified or recertified with any thing other than a junior team referee level must be evaluated every 2 to 3 years.
- 23.04 **Region Offered Clinic Preparation.** Bring the completed open book test, a rulebook and a whistle. Note: teams may also hold clinics using the Iowa Region DVD Clinic presentation.
- 23.05 **Sign In.** There will be an attendance list to sign at the clinics (DOB or On-line Membership number and club name with division required). The sign in sheets are used by the Region to record current Referees. All members should print off a membership card with their current officials' status from the Online Membership system.

- 23.06 **Clinics offered by the Region will include** a question and answer session, techniques and rule interpretation session, and possibly an on court session.
- 23.07 **Officials Evaluation Sheets.** Send a copy of your completed evaluation sheet to the Region Office. Keep a copy for yourself.

All Referees are encouraged to understand scorekeeping by attending a clinic.

ARTICLE XXIV - REFEREE UNIFORM

- 24.01 When referees are officiating and are not playing on a team, they should be in uniform. The referee's uniform consists of a white polo shirt with approved sleeve logo and certification patch, dark navy blue pants, white shoes and white socks. A white official's sweater is optional for cool facilities. Check the officiating page at www.usavolleyball.org for more information.

ARTICLE XXV - TEAM SCOREKEEPER REQUIREMENTS

- 25.01 **At Least 1 Scorekeeper.** Each team must have a minimum of one certified scorekeeper. It is best to have two in case one scorekeeper cannot make a tournament. Each team is also required to have a capable visual scorekeeper who can track the Libero substitutions. Teams may if desired have a 3 person Scorekeeping crew, scorer, Libero tracker and visual scorer.
- 25.02 **Adult teams** must have a certified scorekeeper by their first event. Tournament will indicate whether scoresheets will be used or just the visual score. Out of region events will require a team member to be certified.
- 25.03 **Junior Teams.** Each Junior team is expected to have registered adults or Junior athletes trained and certified as scorekeepers. Any team traveling out of state is required to have a certified scorekeeper or they may have the option of paying for a scorekeeper. Adults officiating Junior Events must have successfully completed the USAV background screening process.

ARTICLE XXVI - LEVELS OF SCOREKEEPERS

- 26.01 **National Levels.** There are two levels of national scorekeepers: Junior National and National. Requirements for these levels may be found by going to the officiating page at www.usavolleyball.org.
- 26.02 **Regional Levels.** There are three levels of Iowa Region scorekeepers: Junior, Provisional and Regional. Requirements for each level are stated below.
- A. **Junior Scorekeeper.** Must attend a clinic and take a test. *This level is for juniors and adults who are only participating at the Junior level.* No evaluation is required and certification is valid until October 31st of the second season.
- B. **Provisional Scorekeeper.** Must attend a clinic take a test and be evaluated twice by a Regional or National scorekeeper. Certification is valid until October 31st of the second season. After that they must move to Regional.
- C. **Regional Scorekeeper.** Must have been a Provisional scorekeeper for two years, attend a clinic take a test, and be evaluated twice by another Regional or a National scorekeeper. Certification is valid until October 31st of the third season.

ARTICLE XXVII - SCOREKEEPER CLINICS & CERTIFICATION

- 27.01 **Free to current members.**
- 27.02 **Clinic are Held** from October through February at sites around the state. Schedules will appear in regional publications. Starting in 2010-11 season the Iowa Region will have a DVD and online streaming clinic for scorekeeping.
- 27.03 **Region Offered Clinic Preparation.** Bring the completed open book test, a rulebook, black or blue pen and a pencil with an eraser. **Note:** teams may also hold clinics using the Iowa Region Scorekeeping DVD or Power Point presentation.
- 27.04 **Sign In.** There will be an attendance list to sign at the clinics (DOB or On-line Membership number and club name with division required). The sign in sheets are used by the Region to record current Referees. All members should print off a membership card with their current officials status from the On-line Membership system.
- 27.05 **Types of Clinics.**
- A. Power Point team clinic with an open book test at the completion of the clinic. You must pass the test with 90%.
- B. **Classroom Clinics** are for any Junior, Provisional, Regional or recertifying scorekeepers. A clinician corrects open book tests, goes over procedures for scorekeeping and goes through a simulated game. Handouts will be provided.
- C. **Classroom with Court Evaluation Clinics** are for any Junior, Provisional, Regional or recertifying scorekeepers. A clinician corrects open book tests, goes over procedures for scorekeeping and has evaluators present to rate candidates during the court time. Candidate should bring all materials listed earlier plus playing clothes including a numbered jersey, if requested in the clinic schedule.
- 27.06 **Officials Evaluation Sheet.** Send a copy of your completed evaluation sheet to the Region Office. Keep a copy for yourself.

ARTICLE XXVIII - SCOREKEEPER UNIFORM

- 28.01 When scorekeepers are officiating and are not playing on a team, they should be in uniform. The scorekeeper's uniform consists of a white polo shirt with approved sleeve logo and certification patch, dark navy blue pants, white shoes and white socks. A white official's sweater is optional for cool facilities. Check the officiating page at www.usavolleyball.org for more information.

ARTICLE XXIX - PARTICIPATING IN A LEAGUE

- 29.01 **Cost.** Maximum \$45.00 per session, per team, unless requested in the Application for Sanction. The sanction fee is \$10 per team.
- 29.02 All players and coaches must be USAV members; and coaches must have a current background screening and be Impact certified. Officials (Ref/SK) should become certified. League only memberships are available for those not participating in any sanctioned tournament play.
- 29.03 **Listed in calendar.** Once the league is officially sanctioned, the league shall be listed on the Iowa Region Calendar of Events.
- 29.04 **Recommended Method of play for 2-4 dates.**
- A. Each match will consist of 2 – 25 point rally sets, if time allows. When teams are changing courts you may play the described sets, but the last set may not be fully completed.
 - B. Minimum of two to three matches per session.
 - C. League shall consist of a round robin format.
 - D. If desired, teams in the lower part of the pool may have an opportunity to challenge up.
 - E. Tie breakers shall be played off.
- 29.05 **Recommended Method of play for weekly leagues.**
- A. Each match will consist of 2 – 25 point rally sets and third set can either be to 15 points or 25 points.
 - B. League shall consist of a round robin format.
 - C. If desired, teams in the lower part of the pool may have an opportunity to challenge up.
- 29.06 **Teams unable to play on a given date.** When teams are unable to play on a specific date they are responsible for finding their own replacement and any monetary exchange will be handled between team representatives. The record of the substitute team will be used.
- 29.07 Morning and afternoon sessions. It is suggested that sessions alternate AM to PM so that teams do not always have to travel early or late.
- 29.08 **Awards.** Individual awards are presented to the first and second place teams in each division at the end of the league. (When planning awards the League Director should plan on 12 per team).

ARTICLE XXX - HOW TO ENTER A TOURNAMENT

- 30.01 **Any registered team is eligible** to enter a tournament.
- 30.02 **The Official Tournament Entry Roster** will be the one printed off the Online registration site by the club administrator.
- 30.03 **Roster.** Only individuals submitting the required complete and signed forms (online or paper) and correct fees will be able to be added to a team roster. Only the Roster from the Online Membership System is acceptable as the official tournament roster. Official rosters must be turned in to the tournament director one (1) week before the tournament, or turned in at the tournament if updated. Teams cannot use typed rosters with their club logo as official rosters to enter an event.
- 30.04 **Junior Teams Entering a Tournament.** Junior teams will use the Online Tournament Registration System (My Online Camp) to register (unless entering their own tournament). Teams may start entering tournaments the first weekend of December. 14u/8th grade & younger teams may start on Saturday and 15u/9th grade & older teams may start on Sunday. Or they may enter any time after a tournament is sanctioned (after the opening weekend) when it has appeared on the tournament calendar. **Junior teams will need a Visa or MasterCard to pay for the tournament entry at the time of registration.** (As a last resort teams may opt to pay by check, but their entry won't be accepted until the check is received.)
- 30.05 **Adult Teams Entering a Tournament.** Adult teams will not be using the Online Tournament Registration System. Adult teams may enter a tournament any time after the event is listed on the tournament calendar. An official roster and the entry fee should be mailed to the tournament director.

ARTICLE XXXI - TOURNAMENT ENTRIES

- 31.01 **Accepting entries.** Adult Tournament Directors may accept entries at any time after the event is listed on the tournament calendar. Junior Tournament Directors may open any mailed entries starting on the correct day (Sat. or Sun.) of the first weekend of December when the online tournament registration officially begins.

- 31.02 **Confirmation of Paper Entries for Junior Tournaments.** Upon receiving the paper entry the tournament director will need to go online and enter the entry (no earlier than first weekend of December). They will then need to notify the Team Rep whether they have been accepted or on a waiting list by email or phone.
- 31.03 **Withdrawing from tournament.** If a team wishes to withdraw from a tournament they must notify the Tournament Director as soon as possible. Entry fees do not have to be refunded unless the withdrawing team or Tournament Director finds another team to replace the team withdrawing from the tournament. (The transaction fee charged junior teams to enter a tournament online is non-refundable.)
- 31.04 **Junior girl's teams** may enter women's tournaments as a regular entry.
- 31.05 **Boy's 16 & 18's may enter men's tournaments as a regular entry.**
Boy's 14's teams may enter any Girl's club tournament in Iowa as a regular entry. Girl's teams may also enter boy's tournaments.

ARTICLE XXXII - ENTRY FEES

- 32.01 **Adults and Juniors.** Iowa Region regular season and Regional **Tournament Entry Fees** are established at the beginning of the season and published on the Fee Schedule. A \$10 Sanction fee is included in the established tournament entry fee for all junior teams. Adult tournaments do not pay sanction fees. Awards for Adult events are optional. Two day events must submit a budget and entry fee request to the Region Office for approval.

ARTICLE XXXIII - TOURNAMENT CALENDAR

- 33.01 **Indoor Calendar Assembled.** The master six-player adult indoor tournament calendar is assembled in early September and will be emailed and published to the website. The Junior calendar will be assembled in November and will be published to the website in late November.
- 33.02 **Outdoor Calendar Assembled.** The outdoor tournament calendar will be published on the Region's Web Site.

ARTICLE XXXIV - OTHER SEASON TOURNAMENTS

- 34.01 **Outdoor and Mixed Six.** The outdoor volleyball and mixed six season is held in the Spring, Summer and Fall. If you desire information on these please contact the Region Office.
- 34.02 **Sanctioned 'non-traditional' tournaments.** Sanctioned 'non-traditional' tournaments may be held during the off-season (after National Championships - October 31) for indoor men's and women's 6's teams.
 - A. **Tournament policies.** Sanctioned off-season tournament requirements are:
 - 1. All players are current USA Volleyball members. No Team Registration Required.
 - B. **Insurance protection.** USA Volleyball liability and sport accident insurance is in effect. Tournament hosts also have liability protection if all participants are USAV members.
 - C. **Year round play.** USA Volleyball members have opportunities to host and play in tournaments throughout the entire year.

ARTICLE XXXV - HOSTING A TOURNAMENT

Any individual, club or organization may host a sanctioned tournament as long as the policies and procedures are abided. Teams are encouraged to secure facility(s) and date(s) as early as possible.

- 35.01 **Tournament Sanctioning Priority.** All tournaments will be scheduled on a first come basis. If you want to hold a certain division you must sanction early. You will have a priority to have your own team's playing division, but other divisions may be assigned to avoid conflicts and to provide playing opportunities for all divisions.

ARTICLE XXXVI – TOURNAMENT AWARDS

- 36.01 **Awards for Adult tournaments are optional.** To keep down the cost of events awards are optional.
- 36.02 **Awards for Junior tournaments: Individual first place awards are mandatory.** Award cost cannot exceed \$10 due to collegiate and high school eligibility rules. No cash awards may be given. Team awards are optional.
 - A. Determine how many divisions you will have and the kind of awards to be distributed. Sometimes you may find local sponsors that will donate awards.
 - B. Distribute awards to winning teams at the tournament. If the awards are being personalized, they should be completed and sent to the winning teams with 6 weeks of the tournament date.
 - C. Plan on giving 12 individual awards per team.
- 36.03 **College athletes** competing in any USAV sanctioned tournaments should check with their respective Athletic Director before accepting any kind of award.
- 36.04 **Amateur status.** Any player, Adult or Junior, wishing to maintain their amateur status, may not receive a cash prize award.

ARTICLE XXXVII - GUIDELINES FOR CONDUCTING A SANCTIONED TOURNAMENT

Tournaments are expected to adhere to the Iowa Region Tournament Manual and the "Guidelines for Conducting Indoor Tournaments/Leagues" located in your current USA Volleyball Domestic Competition Regulations (rule book).

37.01 **Tournament Play.** While there are many tournament formats possible, the most often used is round robin pool play. This format guarantees teams will play a specified number of matches. Play-offs are recommended with this format.

37.02 **Tournament Procedures (Variances must be requested from the Region Office)**

- A. **Entries per court.** A MAXIMUM OF 5 TEAMS PER COURT.
- B. **Levels per court.** No more than 1 level of play per court without prior regional approval.
 - 1. **Adults.** Combining divisions is not allowed unless the tournament is a scheduled combination such as: A/BB or BB/B. In these cases, if there is more than one pool there should be a championship and a consolation held.
 - 2. **Juniors.** These combinations of levels are allowed: 13/14, 15/16 or 17/18. Teams are always allowed to play up in age level, but not in a lower age level.
- C. **Playoffs.** A Championship and Consolation pool may be used during the play-offs, but a consolation pool is not required.
 - 1. The Iowa Region suggests that 4 teams out of a 5 team pool advance to playoffs. The minimum USAV requirement is to take 2 teams per pool.
 - 2. If you are taking less than 4 teams per pool you must inform the Iowa Region when you sanction the tournament.
- D. **Number of teams advancing in a one-day tournament.** No more than 8 teams in the championship bracket.
- E. **Finals begin.** Finals should be scheduled to start no later than 8:00 PM.
- F. **Scoring System. All sets will use rally scoring.** A point will be scored on each rally. Non-deciding sets will be won by the team that scores 21 or 25 points with a minimum two-point advantage (no scoring cap). If there is a deciding set it will be won by the team that scores 15 points with a minimum two-point advantage (no scoring cap).

G. **Tournament Scheduling.** The following time parameters are found in the rule book. These time allowances provide for a six-minute warm up and three minutes between sets.

| | |
|---|---------------------|
| Two 25-rally point sets | 50 minutes |
| Two 21-rally point sets | 45 minutes |
| 2/3 25-rally point sets per match (15 point 3rd set) | 1 hr 5 min. |
| 2/3 21-rally point sets per match (15 point 3rd set) | 1 hour |
| One 15-rally point set | 20 minutes |
| One 25-rally point set | 26 minutes |
| 3/5 25-rally point sets per match (15 point 5th set) | 1 hr 45 min. |

H. **4 Team vs 5 Team Pools.** 4 team pools should play two 25 point sets in pool play to balance out the possible point total of two 21 point sets played in 5 team pools.

I. **Round robin schedule.** The following playing schedules are the ones most often used during tournament play. A break for lunch is allowable. Other formats may be used. Starting anytime between 8:00 and 8:30 AM is acceptable. If the start time for a event is different it must be listed in the Tournament Sanction form.

| 60 Minutes | 50 Minutes | 45 Minutes | 4 Team (Ref) | 5 Team (Ref) |
|-------------------|-------------------|-------------------|---------------------|---------------------|
| 8:30 | 8:30 | 8:30 | 1 - 4 (3) | 1 - 4 (3) |
| 9:30 | 9:20 | 9:15 | 3 - 2 (4) | 2 - 3 (1) |
| 10:30 | 10:10 | 10:00 | 2 - 1 (3) | 4 - 5 (2) |
| 11:30 | 11:00 | 10:45 | Break | 3 - 1 (5) |
| 12:30 | 11:50 | 11:30 | 3 - 4 (1) | 2 - 5 (4) |
| 1:30 | 12:40 | 12:15 | 1 - 3 (2) | 3 - 4 (2) |
| 2:30 | 1:30 | 1:00 | 4 - 2 (1) | 5 - 1 (3) |
| 3:30 | 2:20 | 1:45 | | 4 - 2 (1) |
| 4:30 | 3:10 | 2:30 | | 5 - 3 (4) |
| 5:30 | 4:00 | 3:15 | | 1 - 2 (5) |

J. **Establishing pools.** Host teams and in town teams should be the teams that play or officiate the earliest, and teams that have to travel the greatest distance should be allowed the latter starting times. In multiple pools of a division the Tournament Director should use the website points listed for the teams to seed the pools or contact the Region Office to help seed teams.

- K. **Playing schedules** should be sent (emailed/mailed) to the Region Office and participating teams at least ten (10) days before the tournament. Tournament format, tie-breaking procedures and site specific rules (i.e.: No Coolers) should also be included.
- L. **Playing ahead of schedule.** After each team has played their first match of the day, all teams should be ready to play and officiate their following matches 6 minutes after the previous match has ended. Teams cannot be forced to play or officiate their first match of the day early.
- M. **General Guidelines For The Determination Of Playoff Position(s) If Tied -- Method One** see the USAV Domestic Competition Regulations (rule book) for other variations. If a tournament is using a different criteria it must be stated at the beginning of the event.
1. **Teams qualifying for the playoffs, but tied for position only**, should not compete in a playoff set to determine position; rather, position assignment should be determined by the priority system listed below based on point differential to the extent possible.
 - a. Results of the match(es) between the tied teams, first on the won-lost record, and second on the point spread of the match(es). **If still tied, then;**
 - b. Comparison of the point differential based on the total round robin competition. Point differential should be determined by subtracting the total points lost from the total points won. The highest plus or the lowest minus remainder should be considered the superior team for tie-breaking purposes.
If still tied, then;
 - c. Coin toss.
 2. **If there are more teams tied for the playoffs than there are positions**, the tied teams must compete for the position(s) in further direct competition. Teams should NOT be eliminated from assignment to championship competition by point differential or any other non-competition system. (You must have a playoff set unless stated differently in the tournament rules given at the beginning of the event.)
 3. **If two or more teams are tied for a single playoff position**, the minimum number of one additional 25 rally point set should be played. Teams should change sides at 13 points. No cap shall be in effect. Where tournament guidelines stipulate, 15-point sets may be used.
Examples: (Last position means last position in Championship bracket or in Consolation bracket)
 - a. Two teams tie for last position: One 25 rally point set.
 - b. Three teams tie for last position: Superior as determined by the criteria in M1 shall be the bye team and play the winner of the match between the two remaining teams. Two 25 rally point sets total.
 - c. Four teams tie for last position: As determined by the criteria in M1, team 1 vs. 4, 2 vs. 3 and winners playoff. Three 25 rally point sets total.
 4. If three teams tie for two playoff positions, the team with the greater point spread shall be awarded first place. The other two teams shall play one 25 rally point set for the remaining playoff position. The same priorities as listed in M1 shall prevail, except that if a tie shall exist after the second priority, the flip of a coin shall determine the bye team, and all teams must play for position as follows: (Two 25 rally point sets total to decide the positions.)
 - a. Team Blue wins over Team White and gains one playoff berth.
 - b. Team Red plays the loser, in this case Team White, for the second playoff berth.
 5. These are only guidelines. Other methods are acceptable, as long as they are printed and distributed before the start of the event.
 6. All playoffs are 1 rally point Set to 25. No Cap. Switch sides at 13 points. Tournament Directors may state that playoff sets are to 15 instead if stated at the beginning of the event.
- N. **Libero plus 12 substitutions.** Use of the Libero plus 12 substitutions are the maximum per team per set in all competition (except **Open** level Competition – Libero plus 6 subs). More than one sub may enter a set in each position in the rotation order. They must always occupy the same position in the rotation order unless there is an exceptional substitution.

ARTICLE XXXVIII – FACILITY CONDUCT CODE FOR PARTICIPANTS & SPECTATORS

Due to the deterioration of courtesy on the volleyball court, and the increasing number of spectators witnessing this behavior, it has become necessary to **CLEAN UP OUR ACT**. We are encouraging elementary, junior high, high school and college coaches to bring their players to tournaments to observe quality power volleyball. We, therefore, need to ensure that our Iowa Region players and coaches set a good example in their conduct. It is the Team Rep's responsibility to pass this information out to each person associated with his or her team, so that we can secure everyone's cooperation in this matter.

38.01 Personal Conduct

- A. **Do not yank on the net**; this is hard on the equipment. In many regions this is a sanctioned offense.
- B. **Keep our gyms clean.** Eat in designated areas only. Pick up your trash. Tournament Directors do not want to clean up your leftover food etc. **Tournament Directors may impose fines or expel players or spectators for food offenses; if these consequences have been posted or given to Team Reps.**

- C. **Profanity & Intimidation** Any person affiliated with a team who directs a profane remark or gesture toward any official, player or spectator obvious enough to be heard or seen by any Official (1st referee, 2nd referee, scorekeeper, or line judges) will be automatically suspended by the 1st referee from the set. **NOTE:** This behavior should be reported immediately to the 1st referee. A second similar offense occurring that same day will be cause for that individual to be suspended for the rest of the tournament. Habitual offenders will be reviewed by the Region Office and subject to the disciplinary action deemed appropriate.
 - D. **Harassing an official after a match** will be grounds for expulsion from the facility.
 - E. **GROSS Unsportsmanlike Acts** A Tournament Director may disqualify an individual from the tournament for unsportsmanlike behavior such as fights, spitting, etc.
 - F. **Any person who physically assaults anyone** at an Iowa Region sanctioned tournament will be subject to immediate suspension, with further disciplinary action as determined by the Region Office.
- 38.02 **Tournament Site Regulations:** Schools are trying to set a good example for our youth so **Please Do Not Smoke Or Drink Alcohol On School Property.** Be mature enough to wait. A Tournament Director may expel or deny a team entry into future tournaments if it violates any of the regulations listed below.
- A. There are **NO SMOKING rules** in every school facility we use for tournaments. This includes school property (*parking lots included*).
 - B. **Any Member caught by any tournament official with Any Alcoholic Beverage (i.e., Beer) Or Illegal Drugs** inside any school building or public tournament facility, or on any premises which prohibits this usage (school grounds or parking lots);
 1. Will not be allowed to continue in the tournament from that point forward.
 2. Will not be allowed to participate in any sanctioned event in the region for 1 month.

USE YOUR HEAD----DON'T CAUSE US TO LOSE THE USE OF GOOD FACILITIES. THEY ARE VERY HARD TO GET!!

ARTICLE XXXIX - PROCEDURES FOR HANDLING BLOOD & BODY FLUIDS

- 39.01 Team Reps should carry a first aid kit that includes supplies for handling spilled blood and body fluids. Use the following procedures when dealing with blood and body fluids:
- Step 1:** Put on disposable gloves (latex or vinyl).
 - Step 2:** Use paper towels to absorb spill.
 - Step 3:** Place used towels in leak-proof plastic bag. (Extensive spills - use RED plastic bag).
 - Step 4:** Flood area with bleach solution*, alcohol, or dry sanitary absorbent agent. (Check with the Custodian or Building Supervisor first).
 - Step 5:** Clean area with paper towels, vacuum or broom/dust-pan.
 - Step 6:** Place used towels, vacuum cleaner bag or waste in a leak-proof plastic bag.
 - Step 7:** Remove gloves - pull inside out.
 - Step 8:** Place used gloves in bag and seal securely.
 - Step 9:** Wash hands with soap and water for at least 10 seconds.
- *Bleach solution = 1 part bleach to 10 parts water.
- 39.02 **If a uniform is blood saturated, the player must change the uniform.** This change should take place as quickly as possible to cause no additional delay of set. **A player with bleeding that is not on the uniform or court is treated as an injured player.** Thus, if they cannot continue within **30 seconds** they must be replaced by a legal or exceptional substitution. (Teams may also use their time outs, if available.)
- 39.03 **PLEASE FOLLOW THESE PROCEDURES AT ALL TIMES.** Many diseases, such as AIDS and Hepatitis B, are passed to others through blood/ fluid born pathogens. Some of these viruses may not affect the person having them, but can affect others (i.e. Hepatitis B).

ARTICLE XXXX - IOWA REGION PLAYER & CLUB LETTER OF COMMITMENT

- 40.01 **A. Offer Period for 15U and older.** I understand that if I tryout for a 15U or older club team that I have until 4 PM on the Monday following the State of Iowa Girls High School Volleyball Tournament to make my final commitment to a club. For tryouts which occur after that date, I have until 4 PM on the Monday following the tryout to inform the club if I accept the offer. The club will have to hold that position available for me, once the offer is made until the above name deadlines.
B. Offer Period for 14U and younger. I understand that if I tryout for a 14U or younger club team that I have until 4 PM on the Monday following the first weekend in November to make my final commitment to a club. For tryouts which occur after that date, I have until 4 PM on the Monday following the tryout to inform the club if I accept the offer. The club will have to hold that position available for me, once the offer is made until the above name deadlines.
- 40.02 **I cannot be pressured** into signing this contract before the commitment deadlines stated above. I have the opportunity to attend other tryouts, without losing any offers made to me.
- 40.03 **Other Tryouts.** I understand that once I sign this contract, I am committed to the club below and that I cannot attend any other club tryouts for the season.
- 40.04 **Signing Period.** Players who are invited to play on a team may sign a commitment letter at anytime. Once they sign the commitment letter they cannot attend any club tryouts after signing the commitment letter.
- 40.05 **Only one (1) Letter of Commitment Permitted.** A player who signs a Letter of Commitment with more than one club is subject to suspension for the entire season. I understand that if I back out of this commitment, or attend another tryout, I forfeit the right and eligibility for participation in the Iowa Region Junior Regional Championships for this season.
- 40.06 **Club Signatures Required Prior to Submission.** This document must be signed and dated by the club representative or club director before submission to the player or parents (or legal guardian) for their signatures.
- 40.07 **Parent/Guardian Signature Required.** My parent or legal guardian is required to sign this Letter of Commitment if I am less than 18 years of age at the time of signing.
- 40.08 **Falsification of Letter of Commitment.** If I falsify any part of this Letter of Commitment, including the date, I understand that I am subject to suspension for the entire season.
- 40.09 **Nullification of Other Agreements.** My signature on this Letter of Commitment supersedes any agreements, verbal or otherwise, which would release me from the conditions stated within this document. I understand that this Letter of Commitment may be amended or changed only in writing signed by the persons identified below.
- 40.10 **Binding Agreement.** I understand that I have signed this Letter of Commitment with the club and not with a particular individual. If the coach or any player(s) leaves the team, I remain bound by the provisions of this document.
- 40.11 **Commitment to the Club.** I understand that I by signing this Letter of Commitment, I agree to pay the disclosed club fees and that I will support the club in word and deed. I certify that I have read all terms and conditions in this document. I have discussed them with the club representative named within, and I fully understand, accept and agree to be bound by them.
- 40.12 Coaches or club directors who violate the recruiting policy by forcing athletes to verbally commit prior to the deadlines established by the Iowa Region will have to release all team members of that particular team. These players will then have the option to play or tryout for other teams or rejoin that team. Furthermore the team or age division in which the violation occurred, will not be allowed to play at the Qualifying division at the Iowa Regional Tournament or National Qualifying events.

Iowa Region Player / Club Letter of Commitment

CLUB SECTION:

Offer Date: _____ **Time:** _____ **Club Name:** _____
offers the Player Named: _____
a position on the: 1. Team Named: _____
2. or any team in the _____ age division.
This Position is: _____ An open position on the Team to be determined later.
_____ A position as a (Name position) _____
This offer is being made by the following club representative: (Print name) _____
Signature: _____

PLAYER SECTION:

_____ **Acceptance Date:** _____
This is to certify my decision to ACCEPT this offer to join _____ (Club Name) on the team/
or age division listed above. I am also accepting the open or named position listed above.
_____ **I Decline the offer Date:** _____
Player's Name(print): _____ Signature: _____
Parent/Guardian(print): _____ Signature: _____
Address _____ City _____ ST _____ Zip _____

ARTICLE XXXXI - PRINCIPALS OF COACHING

The following information comes from the USAV CAP coaching program and the American Volleyball Coaches Association. It is your responsibility as a member of USAV to maintain professional relationships with athletes.

- 41.01 **Coaches will work with people from the perspective of dignity** and sound educational and scientific foundation and to:
- A. **Direct comments and criticism at the performance**, not the athlete.
 - B. **Display high personal standards**, including avoiding the use of illegal drugs, using profane, insulting, harassing or otherwise offensive language while in the presence of athletes.
 - C. **Coaches & Junior Team Staff will NOT USE alcohol and tobacco** in the presence of their team at events or post event activities, and under no circumstances allow the use of controlled substances by minors.
 - D. **Ensure that the activity being undertaken is suitable** for the age, experience, ability and fitness level of the athletes.
 - E. **To educate the athletes** as to their responsibility in contributing to a safe environment.
 - F. **Consider the athletes' future health** and well being as foremost when making decisions regarding an injured athlete's ability to continue competing or training.
 - G. **Be aware of academic pressures**; conduct practices/matches in a manner so as not to unduly interfere with academic success.
 - H. **Implement only ethical recruiting practices** and know compliance regulations of governing sports organizations.
 - I. **Reasonably ensure that facilities and equipment meet safety standards** and make sure that they are age and ability appropriate.
 - J. **Strive to develop individual and team respect** for the ability of opponents.
 - K. **Show regard** for the moral, social and religious orientations of the athletes.
- 41.02 **Harassment comes in many forms, for your own protection as coaches please read the following section.** This section is not to imply a lack of faith in Iowa region coaches, but to give you information on practices to follow to avoid the risk of a sexual harassment suit. Report any suspected cases of abuse to appropriate authorities.
- A. **Physical**
 - 1. Use appropriate discipline.
 - 2. Take injuries seriously.
 - 3. Avoid engaging in behavior which causes awkwardness or embarrassment to another, or endangers a person's safety or negatively affects performance.
 - B. **Verbal**
 - 1. Replace negative remarks with instruction.
 - 2. Motivate with praise, not abusive remarks.
 - 3. Address athletes by their first name or preferred nickname.
 - 4. Be careful using coaches seen on television as examples for appropriate behavior.
 - 5. Under no circumstances use racial, ethnic, gender or sexual orientation related slurs.
 - C. **Emotional**
 - 1. Treat all athletes with equal respect; never condescend, patronize or exhibit favoritism.
 - 2. Keep winning in perspective.
 - D. **Sexual Abuse**
 - 1. All behavior which is defined or construed as sexual abuse must be avoided.
 - 2. Use only positive touches (i.e. high fives, handshakes, pats on the back) and respect the privacy of an athlete's body.
 - 3. In potentially compromising situations (i.e. showering, changing clothes, individual conferences) make sure another adult is present.
 - 4. Avoid going anywhere alone with an athlete.
 - 5. Report any suspected cases of sexual abuse to law enforcement as required by law.
 - E. **Sexual Harassment** Avoid the following behaviors.
 - 1. Suggestive comments about physical appearance.
 - 2. Leering/staring.
 - 3. Using sexually offensive or degrading pictures or reading material.
 - 4. Sexual teasing.
 - 5. Jokes with sexual themes.
 - 6. Unwanted physical contact.
 - 7. Promises or rewards in return for sexual favors.

BY-LAWS OF THE IOWA REGION

Adopted: January 8, 1984, Board of Directors
Amended: September 16, 1985, Board of Directors
February 15, 1986, Board of Directors
March 11, 1988, Board of Directors
February 17, 1991, Board of Directors
July 23, 1993, Board of Directors
September 1, 2000, Board of Directors

ARTICLE I - NAME

1.01 The name of the corporation shall be the USA Volleyball - Iowa Region.

ARTICLE II - OFFICES

2.01 The principal office of the Corporation shall be within the State of Iowa, at a location designated by the Board of Directors.

ARTICLE III - PURPOSE

3.01 The purpose for which the Corporation is organized is to foster local, regional, national and international amateur volleyball competition. In furtherance of this main purpose, the following sub-purposes are set forth:

- A. To represent the USA Volleyball in its regional programs within the geographical boundaries as defined by USA Volleyball.
- B. To promote widespread interest in the sport of volleyball, to increase the number of participants in the sport, and develop skillful playing of the game. Involvement shall be solicited from all those seeking participation regardless of race, creed, religion or ethnic background.
- C. To conduct tournaments, training programs, camps and officials' clinics, as well as, other volleyball programs related to the specific and primary purposes of this Corporation.

ARTICLE IV - DEDICATION OF ASSETS

4.01 The properties and assets of this non-profit Corporation are irrevocably dedicated to fostering amateur volleyball sport competition. No part of the net earnings, properties or assets of this Corporation shall inure to the benefit of any private person or individual.

4.02 In the event of dissolution of this non-profit corporation, all remaining assets will be given to the USVBA organization to be held in the general fund to be used to start up a new volleyball organization in this area.

ARTICLE V - MEMBERSHIP

5.01 The qualification for membership in the Iowa Region shall be:

- A. an active member in good standing in the Iowa Region and
- B. has paid required individual dues for the current fiscal year of the Iowa Region

ARTICLE VI - FISCAL YEAR

6.01 The fiscal year of this Corporation shall begin September 1 and end on August 31.

ARTICLE VII - BOARD OF DIRECTORS

7.01 **Membership of the Board of Directors.** The membership on the Board of Directors shall be open to all persons who are interested in furthering the purposes of this Corporation as expressed in Article III of these ByLaws.

7.02 **Qualifications.** All Board members, including representatives of the special interest groups, are required to be members of the Iowa Region.

7.03 **Board Descriptions.** The Iowa Region Board of Directors will be the governing body over the operations of the Iowa Region. The Board will consist of four (4) District Directors and four (4) At-Large Directors.

- A. **Chairperson of the Board.** A Chairperson will be elected by a majority vote of the Board, to call for and preside over board meetings. All members of the Board, except the Commissioner, are eligible for this office.
- B. **Vice-Chairperson.** A Vice-Chairperson will be elected by a majority vote of the Board, to preside over board meetings in the absence of the Chairperson of the Board.
- C. **Secretary.** A Secretary will be elected by a majority vote of the Board. This office has the responsibility of preserving in the books of the corporation true and complete minutes of the proceedings of all board meetings and keep a register of the mailing addresses of all the board members.

- D. **Treasurer.** A Treasurer will be elected by a majority vote of the Board. This office will be responsible for keeping the books of the corporation, disbursing funds at the direction of the Board, timely filing of tax returns and shall provide annual financial statements to the Board and such periodic reports that may be required by the Board of USA Volleyball.
- E. **Commissioner.** A Commissioner will be selected by a Board appointed Personnel Committee and contracted with the Board per their approval. The terms and conditions of this contract shall be developed by the Personnel Committee approved by the Board. The Commissioner shall have general management responsibilities of the business of the Corporation and shall carry out all orders and resolutions of the Board. The Commissioner shall select the staff to perform the needed operations of the Corporation. The Commissioner is not a member of the Board, cannot vote and may not serve as an officer of the Board.
- F. **At-Large Director.** This position will represent the Region as a whole at all Board meetings. These four (4) Board members will be elected by the general membership to represent the Region as a whole.
- G. **District Director.** This position will represent his or her district of the Region at all Board meetings. There will be four districts within the Iowa Region as defined by the Board according to geographics. The general membership of each District will elect their District Director.
- H. **Special Interest Group Representative.** These positions are ex-officio Board members who will represent his or her specific group at meetings as needed. There will be four special interest groups represented consisting of YMCA, Iowa Park and Recreation, college and high school. The groups to be represented on the Board may be changed by a majority vote of the Board, effective at the next Board meeting. The representatives of the special interest groups will be selected by the Chairperson of the Board and approved by the Board before being able to serve.
- I. **Executive Committee.** An Executive Committee will consist of the Chairperson, Vice-Chairperson, Secretary, and Treasurer of the Board. This committee will be responsible for any Board action taken between meetings. They shall get Board approval on any items that requires a decision of the Board as stated in these ByLaws. They will also be responsible for assembling any information required to be covered in a Board meeting. The Executive Committee can call on the input of other Iowa Region members (i.e. Commissioner) to aid the Executive Committee.

7.04 **Term of Office**

The term of office for all elected Directors beginning May 1, 1991 shall be as follows:

1. Northeast District, a one (1) year term;
2. Northwest District, a two (2) year term;
3. Southwest District, a one (1) year term;
4. Southeast District, a three (3) year term;
5. One At-Large Director for a one (1) year term;
6. One At-Large Director for a two (2) year term;
7. One At-Large Director for a two (2) year term;
8. One At-Large Director for a three (3) year term.

The term of office thereafter shall be three (3) years.

ARTICLE VIII - GOVERNMENT

8.01 **Powers**

- A. **General Corporate Powers.** Subject to any limitations in the Article of Incorporation and these ByLaws relating to action required to be approved by the Directors, the business and affairs of the Corporation shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board of Directors. None of the following actions may be taken without prior approval of the Board of Directors.
- B. **Specific Actions.** Without prejudice to the Board's general powers and subject to the same limitations, the Board shall have the power to:
 1. **Select and remove all officers,** agents and employees of the Corporation; prescribe any powers and duties for them that are consistent with law, with the Articles of Incorporation and with these ByLaws; and fix their compensation.
 2. **Change the principal executive office** or the principal business office in the State of Iowa from one location to another; cause the Corporation to be qualified to do business in any other state, territory, dependency or country and conduct business within or outside the State of Iowa for the holding of any member's meeting or meetings, including annual meetings.
 3. **Borrow money and incur indebtedness** on behalf of the Corporation and cause to be executed and delivered for the Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations and other evidence of debt and securities.
 4. **To enter into contracts** or any other agreement to receive or render service of product on behalf of the Corporation and cause to be executed and delivered for the Corporation's purpose.

5. **Provide for the incorporation of an additional corporation**, at the direction of USA Volleyball or their own initiative, to represent USA Volleyball in its regional programs within the geographic boundaries defined for this Corporation by USA Volleyball.
- 8.02 **Action without Meeting.** Any action required or permitted to be taken by the Board of Directors may be taken without a meeting, if a majority of the Directors consent in writing to that action. Such action by written consent shall have the same force and effect as a majority vote at a regular meeting of the Board of Directors. Such written consent or consents shall be filed with the minutes of the proceedings of the Board.
- 8.03 **Assets**
- A. **Checking Accounts.** All bank checks drawn against the Corporation's checking accounts shall be signed by the Treasurer or by such other person or persons as the Board of Directors may designate.
 - B. **Documents.** Deeds, mortgages, leases and contracts must be signed by both the President and the Treasurer or by such other person or persons as the Board of Directors may authorize. No deed, mortgage, leases or contracts may be entered into without the prior approval of the Board of Directors.
 - C. **Loans.** No loans shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors.
 - D. **Funds.** All funds of the Corporation not otherwise employed shall be deposited as received in the Corporation's checking account or in a savings account with such bank or banks or other depositories as the Board of Directors may select.
- 8.04 **Fees and Compensation.** Directors may or may not receive compensation for their services and reimbursement of expenses as may be determined by resolution of the Board of Directors to be just and reasonable.
- 8.05 **Meeting**
- A. **Meetings Held.** The Board of Directors shall meet a minimum of two times a year at a place to be determined by the Chairperson of the Board.
 - B. **Calling of Meetings.** The Chairperson of the Board will call all regular meetings giving at least seven days notice to all Directors.
 - C. **Special.** A special meeting of the Board of Directors may be held upon giving at least seven days written notice and at a time and place determined by the Chairperson of the Board or any three Board members.
- 8.06 **Quorum.** To have a quorum one-third of all the legal Board members who are currently serving on the Board of Directors must be present.
- 8.07 **Rules of Order.** The meetings and proceedings of this Board shall be conducted in accordance with *Robert's Rules of Order* (Revised) for parliamentary procedure, except as is otherwise provided by the ByLaws or agreed upon by the Board of Directors.
- 8.08 **Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled by nomination from any other Board member, subject to approval of the majority of the Board of Directors. The new member of the Board shall serve only the unexpired term of his/her predecessor.
- A. **Removal of Board of Director Member.** Any current member of USA Volleyball Iowa Region upon ten (10) days notification in writing to the Chairperson and accompanied by a petition signed by twenty-five (25) current Iowa Region members, may appear on the agenda of the next Board meeting and in a presentation not to exceed fifteen (15) minutes state their case for removal of a Board member. The Chairperson will notify the Board member in writing that his/her position is being challenged at the upcoming meeting. The challenged Board member also will be given a time not to exceed fifteen (15) minutes for rebuttal. The matter will then be voted upon. The vote for removal of a Board member must be at least two-thirds of the Board members present.
 - B. **Resignation of a Board of Directors Member.** Any Board member may resign at any time by giving written notice to the Chairperson. A resignation from the Chairperson must be sent to the Secretary. Any resignation shall take effect at the date of the receipt of that notice or any later time specified in that notice, the acceptance of the resignation shall not be necessary to make it effective. Any resignation is without prejudice to the rights, if any, of the Corporation under any contract to which the Board member is a party.
 - C. **Director Missing Meetings.** Any Director missing from more that fifty (50) percent annually (May 1 through April 30) of all general and special Board meetings shall be subjected to removal from the Board, with a vote of at least two-thirds of the Board.
- 8.09 **Voting.** Each member of the Board, except the Special Interest Group Representatives, shall have one vote at Board meetings. Special Interest Group Representatives shall not have voting privileges. No cumulative voting shall be permitted. Voting may be by written, hand or oral ballot. Motions will be passed by a majority vote of the board quorum present.
- 8.10 **Waiver of Notice.** Transactions of any meeting of the Board of Directors, however called and noticed or whenever held, shall be as valid as though taken at a meeting duly held after regular call and notice, if:
1. A quorum is present, or
 2. Either before or after the meeting, each of the Directors not present signs a written waiver of notice, a consent to holding the meeting or an approval of the minutes.

The waiver of notice or consent must specify the purpose of the meeting. All waivers, consents and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Notice of a meeting shall also be deemed given to any Director who attends a meeting without protesting before or at its commencement about the lack of adequate notice.

ARTICLE IX - COMMITTEES

The Corporation may have, at the discretion of the Board of Directors, committees as it deems necessary for the proper conduct of the affairs of the Corporation. The Chairperson of all committees shall be appointed by the Chairperson of the Board of the Iowa Region with approval of the Board. Each committee shall have such powers and shall perform such duties delegated and assigned to the committee by the Board of Directors. Minutes shall be kept of each meeting of the Committee and shall be filed with the corporate records. All matters transacted by the committee in the name of the Corporation shall be submitted and ratified by the Board of Directors at its next regular or special meeting. Memberships of any such committee shall include at least one (1) member of the Board of Directors. The term of office of each committee member shall be one (1) year.

ARTICLE X - ELECTION OF BOARD

10.01 Nominations

A. Any member of the Iowa Region in good standing shall be eligible to hold office. A nominating committee shall be appointed by the Chairperson of the Board and consist of at least two (2) members of the Board and two (2) members of the general membership not serving for election to the Board of Directors.

B. Ninety (90) days notice must be provided to all members of the Iowa Region that nominations will be accepted for elected positions. Nominations for any office must be made to the Chairperson of the Nominating Committee sixty (60) days prior to the balloting. In the event an office has no nominees the sixty (60) day requirement may be waived for that office.

C. For the first election the Commissioner shall select a Nominating Committee which shall consist of three (3) Board members and two (2) general members of the Iowa Region. This first regional election to be held April of 1984. Thereafter, the selection of the Nominating Committee shall be done by the Chairperson of the Board.

10.02 **Election.** The election of the Board of Directors shall be held no later than the spring regional meeting.

ARTICLE XI - AMENDMENT OF BYLAWS

These ByLaws may be amended by a two-thirds approval vote of the Board at any regular or special meeting. Proposed changes must be presented to the Board members at least seven (7) days prior to the meeting.

Corrected 10/17/97

DUE PROCESS

CATEGORIES OF INCIDENTS

CATEGORY I: Routine incidents for which the Regional handbook provides an automatic penalty, fine or sanction, including but not limited to:

1. Team arriving late or with too few players.
2. Leaving the tournament without fulfilling officiating duties.
3. Competing with an ineligible, illegal, or non-registered player.
4. Not having certified officials by March 1st.
5. Using non-certified person to officiate.
6. Not paying tournament sanction fees.
7. Tournament Directors not following written tournament guidelines.

CATEGORY II: Common but more serious incidents, including but not limited to:

1. Improper or inappropriate recruiting (undue pressure, false promises, post-commitment recruiting, undermining another coach, team, or club).
2. Theft of volleyball, uniform, equipment, bags, wallets, purses, etc.
3. Intentional damaging of equipment, fixtures, real estate, automobiles, etc.
4. Drinking alcohol on site.
5. Failure to fulfill sanctions imposed for Category I violations.
6. Actions that undermine or threaten another player, team or the region.

CATEGORY III: Serious incidents, including but not limited to:

1. Stealing or embezzling club or region funds.
2. Drunkenness or narcotic intoxication on site.
3. Significant defamation or other action to harm the reputation of a coach, player, team, official, club or the region.
4. More serious actions which undermine or threaten a player, coach, team, official, club or the region.
5. Omitting criminal records or crimes involving juniors or otherwise falsely completing a volleyball form requesting such information.

CATEGORY IV: Emergencies or dangerous threatening incidents, including but not limited to:

1. Sexual misconduct, harassment or similar inappropriate conduct.
2. Violence or threatening behavior.
3. Very serious actions which undermine or threaten a player (including oneself), official, coach, team, club, or the region.

REVIEW PROCESS

1. HOW TO FILE A COMPLAINT

- A. Review procedures are initiated by filing with the Commissioner a written disciplinary complaint on forms provided by the region. The complaint must be signed by the party making the complaint. Complaints may not be made anonymously or orally.
- B. The Commissioner may make a complaint in the name of the Region.
- C. Complaints must be made based upon personal knowledge of information filed in the complaint.
- D. Initial Review: upon receipt complaints will be reviewed by the Commissioner who shall make an initial determination whether to convene a review panel.

2. WHO REVIEWS

- A. **Category 1 & 2** violations will be handled by the Commissioner or review panel as the Commissioner deems necessary. The first step will be mediation by the Commissioner. A respondent may ask to have a review panel instead of the Commissioner.
- B. **Category 3 & 4** violations will be handled by the Review Committee.

3. INFORMAL AND FORMAL REVIEWS

- A. Category 1 & 2 violations handled by the Commissioner may be done somewhat informally, based solely upon the materials contained in the written complaint. All violations must be reported in writing to the Commissioner. A copy of the written complaint must be sent to the respondent. A phone conversation may be used instead of a formal hearing as a basis for decision and penalties.
- B. Category 1 & 2 violations sent to the review committee will be handled according to the established hearing procedures.
- C. Category 3 & 4 violations will be handled by the review committee according to the established hearing procedures.

4. DECISIONS - WHO RENDERS AND RECIPROCITY AMONG REGIONS

- A. The Commissioner or review committee will have the responsibility to review and assess the allegation and /or violations and render the proper decision. These decisions will be final unless appealed through the published appellate process.
- B. The USAV Regions have agreed to reciprocity of any decision another region has rendered.

5. WHO MAY APPEAL

- A. Any registered member receiving sanctions may appeal the decision or the process consistent with the appellate procedures. Items that can be appealed include failure to follow due process, unsuitable punishment, and new evidence.
 - 1. Appeals from decisions handled by the Commissioner in an informal manner (without a review committee) will be handled through the formal review committee process which follows the hearing process.
 - 2. If a review committee was convened the appeal will go to the Board of Directors.
- B. Any registered member receiving sanctions may appeal the decision of the Board of Directors to the Regional Operations Division Ethic Committee. The only item that can be appealed is whether due process was given at the Regional Level.
 - 1. Appeals to the Regional Operations Division can only be made after all appellate processes at the regional level have been exhausted.
 - 2. Appeals should be made in writing to the President of the Regional Operations Division as listed in the USA Volleyball Guide.

HEARING PROCESS

1. INFORMAL MEDIATION HEARINGS BY COMMISSIONER

- A. All allegations must be submitted in writing. The allegations should contain all relevant facts pertaining to the complaint.

2. FORMAL HEARINGS

- A. All allegations must be submitted in writing. The allegations should contain all relevant facts pertaining to the complaint. Any other papers and documentation that the Commissioner or review committee will be viewing need to also be submitted with the complaint.
- B. The party or parties named in the allegations will be notified by registered mail of:
 - 1) The complaint(s).
 - 2) Complete details of the hearing to include: time, date, location.
 - 3) The rules and procedures for the hearing and appeals.
 - 4) All materials that will be viewed by the commissioner or review committee.
 - 5) Possible sanctions and penalties that may be imposed.
- C. The named party(s) will be given seven (7) days to respond to the complaint(s) and arrange a hearing date.

3. ESTABLISHMENT OF REVIEW COMMITTEE

- A. The committee will be composed of 5 members selected from the review committee pool.
- B. The review committee pool will be composed of one member 18 years of age or older from each adult and junior team in the region.
- C. To avoid conflict of interest 7 names will be drawn and each side may strike one member from the review panel.
- D. Once the review committee is chosen, neither side may contact the committee on matters dealing with the complaint.

4. **THE REVIEW COMMITTEE HEARING PROCEDURES:**

- A. Allegations will be presented by the complainant. The complainant will be allowed to present relevant facts, materials and witnesses.
- B. The respondent will be able to present facts, materials, their own witnesses and to confront the complainant and complainant's witnesses.
CONFRONTATION DEFINED: Confrontation does not always mean the right to engage in a hostile cross examination. Although such is generally favored, it may be determined, in certain specific incidences, to be inappropriate (e.g. sexual abuse of a minor). In such cases confrontation can mean the right to ask the chair of the committee to question the witness on behalf of the respondent.
- C. The complainant will be allowed to cross examine respondent witnesses.
- D. The review panel will be allowed to ask questions of all parties and witnesses.
- E. The complainant will be allowed to summarize their case.
- F. The respondent will be allowed to summarize their case.
- G. The review panel will go into closed session to reach a decision on whether the complaint is founded, unfounded, or undetermined (no conclusive decision can be made). The review panel will also decide on what sanctions should be imposed in closed session. If case ends undetermined no sanctions will be imposed.
- H. A majority vote is needed for a decision on the complaint and sanctions. Unanimity is not required for either the decision or the sanctions.
- I. The moderator and clerk of the review hearing will be the Regional Commissioner or a designated neutral person. The Clerk is responsible for keeping a record of the proceedings, and filing all records, exhibits, etc.
- J. Closure:
 - 1. The written findings, decisions, any sanctions and the appeals process will be sent to all parties in the dispute and the Chairperson of the Board of Directors by registered mail.
 - 2. This notice shall clearly state the authority for said decision and it should be clearly related to the allegations.

APPEALS PROCESS

1. **ALL APPEALS MUST BE PRESENTED IN WRITING**

- A. **MAIL TO THE REGION OFFICE:** 4600 Park Ave, Suite 201, Des Moines, IA 50321-1367.
- B. **MUST BE MAILED WITHIN 10 DAYS** from the receipt of the final ruling by the parties.
- C. Any respondent receiving sanctions or the complainant may appeal the decision or the hearing process consistent with the appellate procedures. Items that can be appealed include: failure to follow due process, unsuitable sanctions and new evidence.
- D. The appeals panel will restrict itself to the reason for the appeal and may call such witnesses it deems important to making a ruling. The appeals is not required to be a total de novo (start anew) proceeding, if a full hearing has been held by the first decision level.
- E. Any registered member receiving sanctions may appeal the decision of the Board of Directors to the Regional Operations Division Ethics Committee. The only item that can be appealed is whether due process was given at the Regional Level.
 - 1. Appeals to the Regional Operations Division can only be made after all appellate processes at the regional level have been exhausted.
 - 2. Appeals should be made in writing to the President of the Regional Operations Division as listed in the USA Volleyball Guide.

2. **COMPOSITION OF APPEALS PANEL**

- A. **APPEAL FROM INFORMAL REVIEW:** The appeals panel will be composed of five review committee members if the appeal is coming from an informal hearing.
- B. **APPEAL FROM REVIEW PANEL:** If the appeal is coming from the review committee hearings the appeals panel will be composed of 3 or 5 members of the Board of Directors.
- C. The moderator and clerk of the appellate hearing will be the Board of Directors Ethics Chair or a Board of Directors Member or a designated neutral person. The Clerk is responsible for keeping a record of the proceedings, and filing all records, exhibits, etc.

SANCTIONS BY CATEGORY

CATEGORY I SANCTIONS: Routine incidents for which the Regional handbook provides an automatic penalty, fine, or sanction (EXAMPLES: refer to Categories of Incidents.) **SANCTIONS** may include private or public admonishment, monetary fines, probationary period, loss of playing privileges, service to the region, loss of ability to host tournaments.

CATEGORY II SANCTIONS: Common but more serious incidents. (EXAMPLES: refer to Categories of Incidents.) **SANCTIONS** may include private or public admonishment, monetary fines, probationary period, loss of playing privileges, service to the region, loss of ability to host tournaments, loss of coaching privileges, loss of regional membership.

CATEGORY III SANCTIONS: Serious incidents. (EXAMPLES: refer to Categories of Incidents.) **SANCTIONS** may include private or public admonishment, monetary fines, probationary period, loss of playing privileges, service to the region, loss of ability to host tournaments, loss of coaching privileges, loss of regional membership.

CATEGORY IV SANCTIONS: Emergencies or dangerous threatening incidents. (EXAMPLES: refer to Categories of Incidents.) **SANCTIONS** may include private or public admonishment, monetary fines, probationary period, loss of playing privileges, service to the region, loss of ability to host tournaments, loss of coaching privileges, loss of regional membership.

1. **Temporary Sanctions may be imposed for safety reasons.**
2. **Supervision of volleyball activities may be immediately imposed for the protection of both/all parties.**
3. **Immediate suspension of the right to play, coach, chaperone, officiate, etc., may be imposed.**
4. **If temporary sanction are imposed the following process will be followed:**
 - A. Oral notification of party(s) involved followed by written notification shall include the following information:
 1. Description of complaint
 2. Temporary sanction
 3. Possible additional sanctions
 4. The hearing process
 - B. A Review date will be established as soon as possible.

**IOWA REGION ESTABLISHED DUE PROCESS
SANCTIONS FOR COMMON PROBLEMS**

| VIOLATION | SANCTION |
|---|--|
| A. Not Having 6 players. | Forfeit all matches with less than 6 players. Opponents may scrimmage the team if desired. |
| B. Team Arriving Late: 1. Because of severe weather: 2. Just late: | May rearrange matches Forfeit the match |
| C. OFFICIALS: 1. Non certified official 2. Leaving without fulfilling officiating duties & not supplying replacement officials. 3. Not fulfilling assignment | After March 1, forfeit the next match \$60 fine. Team may not play until the fine is paid. \$30/official and forfeit next match |
| D. FOOD IN GYM: Not complying with the facility requirements. | Tournament Directors have the right to charge monetary fees or suspend playing privileges for the tournament. |
| E. Non-Registered Player Participation: | Must pay full membership fee, an additional \$200 fee, and possible suspension of team members. Forfeit all sets with the non-registered player. All fees must be paid before the players on that day's roster may play again. |
| F. ILLEGAL PLAYER: (Examples: non-club member playing on a team, a junior playing in an age division younger than their age, an adult club player playing two levels below registered level. etc.) | Forfeit all matches that the illegal player participated in and charge the team a fee equal to the tournament fee. |
| G. PROFANITY & INTIMIDATION directed at officials, player or spectator; if heard by officials, line judges or tournament staff: 1st Offense: 2nd Offense: same day Habitual Offender | Automatic suspension for game Suspension from tournament Reviewed by Iowa Region Office |
| H. HARASSMENT OF OFFICIAL after match | Grounds for expulsion from facility |
| I. GROSS UNSPORTSMANLIKE ACTS (fighting, spitting, etc.) | Disqualification from event |
| J. PHYSICAL ASSAULTS | Expulsion from event, subject to immediate suspension until reviewed. |
| K. SMOKING, ALCOHOL on school grounds where prohibited. It is the individuals responsibility to know the facility rules. | Tournament Directors can expel individual from facility and deny access to future events at that site. |
| L. CONSUMING ALCOHOL OR ILLEGAL DRUGS during event | Expelled from tournament and facility, plus one (1) month suspension from date of violation. |
| M. OTHER INCIDENTS AS LISTED IN THE USA VOLLEYBALL CODE OF CONDUCT | Maximum penalties are listed in the USA Volleyball Code of Conduct |

OFFICE USE: Date Received ___/___/___ Mailed to Respondent: ___/___/___ Respondent Received: ___/___/___
Hearing Filing Deadline: ___/___/___ Hearing Date: ___/___/___ Time: ___:___ A.M./P.M. Hearing Notice Sent: ___/___/___

DUE PROCESS COMPLAINT FORM

PERSON FILING COMPLAINT:

Name: _____ Home Phone: (____) ____ - ____
Address: _____ Work Phone: (____) ____ - ____
City: _____ State: ____ Zip: _____ FAX: (____) ____ - ____

RESPONDENT: (Person or Team you are filing the complaint against)

INDIVIDUAL: Name: _____

If Known complete the following:

Address: _____ Home Phone: (____) ____ - ____
City: _____ Work Phone: (____) ____ - ____
State: ____ Zip: _____ FAX: (____) ____ - ____

TEAM: _____

Use the Team Roster to list all players present.

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

VIOLATION INFORMATION:

DATE OCCURRED: ___/___/___ TIME OCCURRED: _____
PLACE OCCURRED: _____

PARTY(S) INVOLVED:(Individuals/Teams on both sides of the violation.)

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

WHAT RULE(S) WERE VIOLATED: _____

DESCRIBE VIOLATION: _____

WAS VIOLATION HANDLED BY THE TOURNAMENT DIRECTOR? YES NO

TOURNAMENT DIRECTOR'S NAME: _____

HOW WAS THE VIOLATION HANDLED BY THE TOURNAMENT DIRECTOR? _____

WITNESSES TO VIOLATION:

NAME: _____
ADDRESS: _____
CITY: _____
STATE: ____ ZIP: _____
HOME PHONE: (____) ____ - _____
WORK PHONE: (____) ____ - _____

NAME: _____
ADDRESS: _____
CITY: _____
STATE: ____ ZIP: _____
HOME PHONE: (____) ____ - _____
WORK PHONE: (____) ____ - _____

NAME: _____
ADDRESS: _____
CITY: _____
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NAME: _____
ADDRESS: _____
CITY: _____
STATE: ____ ZIP: _____
HOME PHONE: (____) ____ - _____
WORK PHONE: (____) ____ - _____

ATTACH ALL SUPPORTING MATERIALS AND LIST ALL WITNESSES YOU WILL BE USING IN THE DUE PROCESS PROCEEDINGS: Only materials and witnesses listed may be presented at the hearing. New materials and witnesses may be added if the Region Office has eight (8) days advance notification and Respondent(s) have seven (7) days advance notification.

I (Print name) _____ hereby state that all information given above is accurate and is based on my first hand knowledge of the violation that this complaint is being filed upon. I realize that filing this complaint means that I will be required to attend any review and appellate hearing concerning this complaint.

SIGNATURE: _____ **DATE:** ____ / ____ / _____

SEND: The completed and signed form, supporting materials and the names of witnesses you will present at the review hearing.

MAIL TO: USA Volleyball - Iowa Region
Attn: Regional Commissioner
4600 Park Ave, Suite 201
Des Moines, IA 50321-1367