Iowa Region Handbook

USA VOLLEYBALL
IOWA REGION

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IOWA REGION 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 to 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 REQUIREMENTS

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, September1 through the following October 31.

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

A. **ADULT PLAYER MEMBERSHIPS.**
   1. **Adult Player** is available for all players not eligible for the Collegiate Player membership. Adult players who coach juniors need an Adult Junior Club Staff membership.
   2. **Collegiate Player** This includes adult players who are attending a college or university. Collegiate age players who coach juniors need an Adult Junior Club Staff membership.

B. **ADULT WORKING WITH JUNIOR CLUB STAFF MEMBERSHIP.**
   1. **Adult Junior Club Staff** This includes all Adults participating as Junior Coaches, Team Representatives and Club Directors/Administrators.
   2. **Other Adult working with Juniors**. This includes Chaperones, Officials, Tournament/Site Directors, Parents Officials, and Junior Program helpers.

C. **Limited Adult Memberships.**
   1. **One Day** Any adult participating in an Iowa Region tournament, tryout or one day event may purchase a one day membership. This participant is not eligible for Regional/Zonal/National Championships or clinics. This member may elect to upgrade to a full membership upon payment of the balance of the Adult membership fee. If multiple one day memberships are used only the last fee paid will be applied to the upgrade fee.
   2. **Summer.** Good for indoor and outdoor play from May 1st through October 31st. This membership cannot be used for National Events or High Performance events.

D. **JUNIOR GIRLS & BOYS MEMBERSHIPS.** Any people who are born on or after September 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 September 1 of the current season may register as a Junior member. This means that a player must be the age they are applying for through August 31st of that season.
   1. 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. **TYPES OF JUNIOR MEMBERSHIPS**
   1. **Junior Girls 12U-18U** or still in High school.
   2. **Junior Boys 9U-18U** or still in High school.
   3. **Junior Girls 11u & Younger.** This membership is for any girls who are born on or after September 1 of the correct year and younger that qualifies them for 11u or younger competition.
   4. **Junior Girls & Boys 8u & Younger.** This membership is for any girls or boys who are born on or after September 1 of the correct year and younger that qualifies them for 8u or younger competition.

F. **Limited Junior Memberships.**
   1. **Limited Junior League (Girls 12-18U)** This membership is for Junior Players who are **ONLY** participating in an Iowa Region Sanctioned league and **will NOT be attending tournaments**.
   2. **Limited Practice:** This membership is limited to 6 weeks of participation with a maximum of 24 hours total and only consecutive 4 hours of play in a day. In club only practices with no tournaments allowed.
   3. **Tryout/ One Day.** Any junior or youth athlete participating in an Iowa Region tournament, tryout or one day event may purchase a one day 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 Junior membership fee. If multiple one day memberships are used only the last fee paid will be applied to the upgrade fee.
   4. **Summer.** Good for indoor and outdoor play from May 1st through October 31st. This membership cannot be used for National Events or High Performance events.

G. **TYPES OF UPGRADE MEMBERSHIPS**: The types of upgrade memberships include: Tryout/ one day upgrade and upgrade from Adult or Collegiate Player to full Adult Junior Staff or Adult working with Juniors.
   1. For those 8u Free memberships who want to play national events there is a special upgrade membership option.

2.02 **Team Player Requirements.** 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

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

**Full Adult Membership **

3.01 **Adult, Junior membership's 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 USA Volleyball Domestic Competition Regulations book (rules) is distributed to clubs, each team getting 2 books (now published every other season).

E. An Iowa Region Team Handbook is available on the region website.

F. Free Clinics for officials, coaches, players and tournament hosts. Reduced fees to national level Coach's CAP clinics.

G. A $1,000,000 limit of liability for bodily injury and property damage insurance coverage.

H. Merchandise and exhibitions discounts.

I. 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 CARDS

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.**

A. **Individual Membership Process**. Have each participant (players, coaches, chaperone, manager, referees, scorers, trainer, administrative personnel, team rep) apply online.

1. **If they did not pay online, Club Directors need to collect the membership fees to turn in with the unpaid members list from the online system.**
2. **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.

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 <u>keep the Medical Release forms with the team at all times</u>**. Do **NOT** send to the Region Office. At the end of the season the Medical Release should be shredded.

2. Have everyone's form at all practices and 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. The screening is good for 2 seasons. The Background screening process **STARTS only after the FEE is paid** and the online process is complete. The process during high demand or holiday periods can take up to 10 days to 2 weeks. The Background Screening Authorization Form can be signed online

1. **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.
2. **Junior Aged Assistant Coaches will need a background screening if they are 18 or when they turn 18.**
3. Juniors who turn 18 after they start as assistant coaches can return to the online system AFTER their birthday and complete the form

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/Scorer) and/or tournament director.

E. Junior Age Assistant coaches must complete a paper copy of the **Junior Club Personnel Code of Ethics and** turned it into the Iowa Region office before they participate at practices or events.

a. If under 18 years of age a parent or guardian must also sign the form.

F. **For Those not Registered on line:** Collect Membership Forms and Fees and send to the Region Office at least two (2) weeks Prior to Playing in your first practice.

1. Have individuals who did not pay via the internet **make checks payable to the team's or club's account**.
2. Print the **Club Un-paid members** list from the online system
3. Paper individual membership forms will need to be collected and submitted to the Region Office for any individual who is unable to complete the online registration process.
   a. The applicant and parent/guardian for a junior age applicant will need to sign the form.
   b. Paper forms of the Background Screening and Junior Club Personnel Code of Ethics may be found on the website as well for those who need them and didn't complete the process online.
4. All other required paper forms collected – individual membership forms, background screening consent, junior club personnel code of ethics will also need to be collected and submitted.
5. Each incomplete application submitted (such as: lacking signatures, additional required forms…) may result in a $10.00 processing fee.
6. **Make a Copy** of all forms submitted to keep for your file, before you mail them. Each year some team loses the forms in the mail through an incorrect address or just lost mail.
7. 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).
8. 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.

G. **Individuals on Junior Clubs CANNOT PARTICIPATE in practices or events**, until all required membership forms and club staff forms are completed and they show as current members.

H. **Team Eligibility for sanctioned events**. An official roster created online (Webpoint) must be turned in at all tournaments.

1. Team members can only be added to the official roster once they have finished the registration process; including payment of all fees owed, and are current. 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.**
2. **Junior Grade Teams the players who are waived** need to be added by office staff and should be submitted at least one (1) week before the event if possible.

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).

A. 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.

B. One day participants 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.

1. **Adults on Junior team staffs, Adults officiating at junior events or Tournament/site directors of junior events** must have a current USAV background screening and a signed Junior Club Personnel Code of Ethics to be eligible to participate.
2. Most will not eligible for last minute (day of event) memberships, unless they can produce proof of current USAV background screening (listed on membership card) and bring a signed hard copy of the Jr Club Personnel Code of Ethics.

C. **No Unregistered individual will be allowed to participate** in a USA Volleyball - Iowa Region sanctioned event as unregistered individual will effect and can negate the insurance coverage.

ARTICLE IX – SANCTIONS FOR UNREGISTERED PARTICIPANTS

To insure 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. Individuals not registered are required to complete the Individual Membership Form(s) and pay the full membership fee. They will be registered with that Club for the rest of the season.
C. The team will be assessed a $200 fine and faces possible suspensions.
D. All fines must be paid before players or staff listed on that day's roster may participate again.

9.02 **Second Offense:**

A. The team is disqualified and all sets forfeited for the tournament.
B. Individuals not registered are required to complete the Individual Membership Form(s) and pay the full membership fee. They will be registered with that Club for the rest of the season.
C. The team will be assessed a $300 fine and suspensions sanctions will be issued.
D. All fines must be paid before players or staff listed on that day's roster may participate again.

ARTICLE X - PLAYER ELIGIBILITY

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 **Grade Waivers approved in Iowa 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 correct age level if they want to participate in qualifying events.

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.**

10.05 **All boys team 14U or younger** are eligible to play in girls grade events at the appropriate grade level of the oldest athlete.

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 Team Representative is someone who can take care of or assign team finances, travel arrangements and team communications and other jobs 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 is REQUIRED for each USA Junior Volleyball team.**

A. A registered adult coach must be at all practices and events.
B. **<u>All coaches and Assistant Coaches on an Iowa Region junior team must be IMPACT certified</u>.**
C. 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.
D. Adults in Iowa are defined as graduated from High School and 18 years of age.

11.05 **Junior age assistant coaches are allowed in the Iowa Region.**

A. They must be IMPACT certified
B. They need to complete a background screening if they are 18 years old at registration; or when they turn 18 during the season.
C. **They must be at least 2 years older than the players they are working with.**

D. **Junior Age Assistant coaches must complete** a paper copy of the **Junior Club Personnel Code of Ethics and** turned it into the Iowa Region office before they participate at practices or events.
   1. **If under 18 years of age a parent or guardian must also sign the form.**

11.06 **Tryouts, Invitation, or combination of Invitation and Tryout for certain positions.** Decide on what works best for your program:
A. A Club/Team where tryouts are conducted and selections made for teams at various age or skill levels;
B. Team where all players are invited for all positions
C. A team where part of the members are invited and open positions are filled by tryouts.

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 **Tryout Policies & Commitment Letter.** All Clubs and players need to follow the Iowa Region and High School Association tryout guidelines. All Clubs should have all players sign the Commitment letter each year. Players also need to keep a copy of the contract.

11.09 **Organizational meeting.** The initial meeting should cover an explanation the operation of all the programs, methods of financing (fundraising, dues, and tryout fees), playing time philosophy and team uniforms. Conduct periodic meetings with players, officials, parents, sponsors, etc.

11.10 **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.

11.11 For **Junior Grade Teams the players who are waived** need to be added by office staff and should be submitted at least one (1) week before the event if possible.

ARTICLE XII - TRYOUT POLICIES & COMMITMENT LETTER.

12.01 **A club or team may offer a player a position** in their club or team at any time. Coaches or club directors may not force players to give a verbal commitment before the commitment dates listed in this policy.
A. Clubs who extend offers must keep the offered position open until the same deadlines listed below.
B. A club or team should use the Commitment Letter. Only a signed letter will be accepted as proof of commitment.
C. The Commitment Letter should be sent to players that are invited verbally or by email. A Player accepting an invitation by phone, in-person or via email must sign a Commitment Letter as well.
D. All Commitment Letter are kept with the club.

12.02 **Players who are invited** to play on a team/club may sign a Commitment Letter at any time. Coaches or club directors may not force players to give a verbal commitment before the commitment dates listed in this policy.
A. Once they sign the Commitment Letter they cannot attend any other club's tryouts
B. A Player is committed to the team/club they signed with for the entire season.
C. If a player has received more than one Commitment Letter or offer, any non-selected clubs must be informed within 24 hours of final acceptance with another club.
D. Players should also keep a copy of the Commitment Letter

12.03 **Offer Periods:** A player cannot be forced to sign or commit to the club or team before the following deadlines. Clubs who extend offers must keep the offered position open until the same deadlines listed below.

A. Offer Period for 15U and older.
1. A club cannot force a player 15U and older to make a commitment until 4 PM on the Wednesday, following the State of Iowa Girls High School Volleyball Tournament
2. For tryouts which occur after that date, a player 15U and older has until 4 PM on the Wednesday following the tryout to inform the club if they accept or decline the offer.
3. The club will have to hold that position available for me, once the offer is made until the above deadlines.
4. If a player has received more than one Commitment Letter, the non-selected clubs must be informed within 24 hours.

B. Offer Period for 14U and younger.
1. A club cannot force a player 14U and younger to make a commitment until 4PM on the Wednesday, following the first Sunday in November.
2. For tryouts which occur after that date, a player has until 4 PM on the Wednesday following the tryout to inform the club if they accept or decline the offer.
3. The club will have to hold that position available for me, once the offer is made until the above deadlines.
4. If a player has received more than one Commitment Letter, the non-selected clubs must be informed within 24 hours.

12.04 **Violations & Penalties**

A. **Violation of Tryout Policies by Player**:

1. Only one (1) Commitment Letter is permitted. A player who signs a Commitment Letter with more than one club is suspended for the entire season.
2. Backing out of this commitment, or attend another tryout,
3. Falsification of the Commitment Letter: If a player falsifies any part of this Commitment Letter including the date.

B. **Player Penalty:** suspension for the entire season.

12.05 **Violations of Tryout Policies by Coaches or Club Directors**

A. Forcing Commitment: Coaches or club directors forcing a player to give a verbal or written commitment before the dates listed above.

B. Not Holding Position: Coaches or club directors not holding the offered position.

C. **Penalties for Clubs** who violate the recruiting policy:

1. Release all team members for that particular team. These players will then have the option to play or tryout for other teams.
2. Qualifier Restrictions: Furthermore the team and age division in which the violation occurred, will not be allowed to play in any Qualifying event in the Iowa Region or Nationally.
3. Out of Region Events: the team will be banned from out of region events held after the Iowa Regionals.

12.06 **Iowa Region Commitment Letter**

CLUB SECTION

- **The Club must keep this offer open for this player until the designated deadline.**

This offer is being made by the **CLUB NAMED***:*_____

Club Representative:_____(print Name & Title)

Signature:_____ Offer Date:_____

Return to Club Director or Club Representative listed below.

Players should keep a copy (The Iowa Region Office does not need a copy)

Mail this offer to:_____

Email this offer to:_____ Phone:_____

PLAYER NAME:_____is offered

TEAM

_____ A Specific Team: TEAM NAME_____

_____ A Club team in the _____ Age Division or _____ Grade Level

_____ Club position on any team in the club for which they qualify either by age or grade

PLAYING POSITION

_____ A Position to be decided by the Club and coach, position may vary during the season.

_____ A Position as a: _____

_____ A Position as a: _____ **Position may change at the Club's discretion**

PLAYING TIME

_____ Earned- no playing time guaranteed

_____ Shared in Pool Play (does not mean equal time) and Earned in Playoffs

_____ Shared for whole (does not mean equal time, does not mean in each set or match)

PLAYER SECTION

____ I ACCEPT the offer Date: _____

- This is to certify my decision to ACCEPT this offer on the above named club.
- My parents and I agree to the team offered, the playing position and playing time offered and understand that we cannot question the club or coaches on playing time, position or team choice, if the club follows the above offer.
- I understand that I cannot change clubs after I sign this Commitment Letter.
- I understand that I cannot attend any tryouts for other clubs after I sign this Commitment Letter.
- I know that I must contact all other clubs that I received offers from within 24 hours of accepting this offer.

____ I DECLINE the offer Date: _____

Player Name *(Print)*: _____ Signature: _____

Parent/ Guardian *(Print)*: _____ Signature: _____

Address_____ Phone:_____

C/S/Zip_____ Email:_____

ARTICLE XIII - TEAM COMPOSITION

13.01 **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 grade division teams.* Boys are not allowed to play in out of region events, qualifying Regionals, National Qualifiers or Nationals on girl's teams.

13.02 **Mixed/Co-Ed teams.** Mixed or Co-ed teams must have an equal numbers of male and female players on the court.

13.03 **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.

13.04 **Junior team composition.** A USA Junior Volleyball team must be comprised of USA Junior Volleyball athletes as defined in the USA Volleyball Operating Code. See Playing levels Article XV of this team handbook.

13.05 **Playing roster.** Teams are allowed a maximum of 15 players and 5 staff positions per team.

ARTICLE XIV - TRANSFERRING / CHANGING TEAMS

14.01 **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.

14.02 **Players may only transfer to other Regions.** These transfers will only be granted to players whose family has moved to a new region.

ARTICLE XV - TEAM LEVEL OF PLAY

15.01 **Adults**

A. **Select team's skill level.** Adult teams may select to be AA, 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 50% to 60% 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 70% accuracy.
   3. The "A" level is designed for advance skills and interests. Level "A" teams perform skills with an accuracy rate of 80%.
   4. The "AA" level is designed for advance skills and interests. Level "AA" teams perform skills with an accuracy rate of 90%.

B. **Competing out of region.** Teams when 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., National Championships.

C. **Adults may also have age division teams**. Men and Women can compete on 30, 35, 40, 45, 50, 55, 60, 65, 70 & 75 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.

D. **Adult may also participate in U-Volley events**. These events are for teams of players 185 centimeters (approximately 72.83. inches) for men and 175 centimeters (approximately 68.89 inches) for women.

15.02 **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 2012-2013 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, 1994 or players who were born on or after September 1, 1993 **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, 1995.
3. **16 and Under Division:** Players who were born on or after September 1, 1996.
4. **15 and Under Division:** Players who were born on or after September 1, 1997.
5. **14 and Under Division:** Players who were born on or after September 1, 1998.
6. **13 and Under Division**: Players who were born on or after September 1, 1999.
7. **12 and Under Division**: Players who were born on or after September 1, 2000.
8. **11 and Under Division:** Players who were born on or after September 1, 2001.
9. **10 and Under Division:** Players who were born on or after September 1, 2002.
10. **9 and Under Division:** Players who were born on or after September 1, 2003.
11. **8 and Under Division:** Players who were born on or after September 1, 2004.

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 2013.

Male Only Age Rule – Player who was born on or after September 1, 1997 (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.**

1. **Grade** team may have unlimited waivered players as long as the waivered players are in that grade. Young players and correct age players may also play on a grade team.

2. A Grade team with a waiver is listed as a grade team and could not play in age tournaments.

3. A Grade team with a waiver is listed as a grade team and could not play in age tournaments may not play in the Iowa Regional Qualifying division, at a Qualifier event or the National Championships.

C. **Junior Regionals Format.** Junior Regionals will offer the following championships in each age division – Qualifying, and Non-Qualifying Gold or Silver division events. The Qualifying Championship is for those teams attempting to win a bid to Nationals (for team's 12U-18U). Qualifying teams pay an additional fee and deposit, and must be Age level teams. The Gold and Silver Non-Qualifying divisions will play for Flight winners, and are open to both age and grade teams. If there are not enough boys' teams, the 14u and younger teams will be placed in flights with the appropriate girl's division for pool play and pulled out for playoffs, and the boys' teams older than 14U can be added to the Adult Men's Regional Championships.

ARTICLE XVI – POINT SYSTEMS

16.01 **Adult Point Structure:** The Adult Point Formula is used to seed teams into more balanced pools at tournaments and Regionals.

16.02 **Junior Point Structure:** The Junior Point Formula is used to seed teams into more balanced pools at tournaments and Jr. Regionals. 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 Power, Gold or Silver divisions and may play in different levels at different events during the season.

B. Points earned are based on sets won/lost in pool play, the number of teams playing in the division and where the team finished in the playoff bracket.

ARTICLE XVII – ONE-TEAM VS MULTI-TEAM CLUB

17.01 **One-Team Club.** Some people prefer to play as a single team composed of six 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.

17.02 **Multi-Team Club program.** Clubs in the Iowa Region often consists 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 or coach on 1 team per tournament)**, and it allows players within the club to progress to a higher classification as their skills improve.

ARTICLE XVIII – CLUB REGULATIONS

18.01 **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 – **FJ4USAHP1IA**.
*(**F**= Female, **J4**= Junior 14U, **USAHP**= USA High Performance Club, **1**= highest ranking team in the **14U** age level, **IA**= Iowa Region)*

C. **All club personnel must be registered.** All club directors, club administrators, coaches, players, officials (Ref/Scorer), chaperones, and other personnel assisting in team affairs must hold a current membership.
   1. 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.
   2. 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.
   3. **Junior Aged Assistant Coaches will need a background screening if they are 18 or when they turn 18.**
      a. Juniors who turn 18 after they start as assistant coaches can return to the online system AFTER their birthday and complete the form

D. **Junior Team coach requirements.** Each USA Junior Volleyball team **must have an adult coach**
   1. **No coach may coach two teams at a tournament.**
   2. An adult coach must be present at all practices and competitions.
   3. **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.**
   4. **Junior age assistant coaches must be at least 2 years older than the players they are working with and adult coach 21 years of age or older.**

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. **Regional Event Frozen Rosters.** The Regional Tournament roster will be frozen 2 days prior to the event. **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 must contact the Region Office to have their roster changed on the AES system.

G. **USAV Qualified Team Frozen Roster Policy:** Players on the roster of 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. For local events it is okay to play with another team.

H. **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 waivered players that are moved can only be reassigned to their original official roster by Region staff.

I. **Waivered Players**: Junior players who are playing on grade teams because they do not meet the age requirements need to be added by the Region Office. Team Reps should send in the Waiver form listing all waivered players on the team that must be added.

J. **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).

K. **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.

ARTICLE XIX – TEAM UNIFORMS

19.01 **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 position). 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.

19.02 **Uniform numbers** must be numbered from 1-99, **(zero & 00 are ILLEGAL numbers)**.

A. Numbers must be clearly visible. Each jersey must use the same color and number height for all players except the Libero or Reserve Libero.

B. The number must be placed in the center of the front & back.

C. **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. At a minimum the numbers must be 10cm (4") on the chest and a minimum of 15cm (6") in height on the back. The stripe forming the number should be a minimum of 2cm (3/4") in width.

19.03 **Team jerseys & Libero jersey requirements.**

A. **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.

B. The Libero and Reserve Libero uniform may have a different design. (For National competition the Libero and Reserve Libero uniform must be numbered like the rest of the team members.)

C. **As of SEPTEMBER 1, 2014, it is required that either the Libero** or their teammates wear a solid color jersey. The solid color jersey must clearly contrast from the predominant color(s) of the teammates' jersey. Predominant colors are those that appear on approximately half of the body of the uniform jersey.

1. To be considered solid colored:
   a. Sleeves must be the same color as the body of the jersey.
   b. Piping/trim not exceeding 1 inch in total at its widest point may be placed along the seams and may be a different color than the the uniform jersey.
   c. Lettering and collars can be a different color than the body of the jersey.
   d. Numbers must be a contrasting color and meet all other specifications in Rule 4.3.3 and associated USAV regulations.

19.04 **Adult Team Uniforms** in Iowa Region: Each tournament will state whether they will be using shirts numbered to USAV Standards. Adult teams should note that out of region events and National events will require that USAV uniform standards are met.

ARTICLE XX –CLUB DIRECTORS RESPONSIBILITIES

20.01 **Position of Club Director**: Your Club Director will be the means of communication between the Region and the individual players within your club structure.

20.02 **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.

20.03 **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, assistant coaches and junior aged 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.** Directors should promptly and accurately relay Iowa Region information to every team representative and club members as needed.

E. **Enters Team in Tournaments** unless assigned to a Team Representative, coach or team parent.

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.

1. With the online tracking for clinics the club director should check that club members have completed the modules and test needed. This material will be on the online membership system
2. All Adult officials on junior teams - referees, Scorers and lines people need to be current members, have a current USAV background screened and have signed a Junior Club Personnel Code of Ethics.

H. Make sure if the club members attend officiating clinic either online or live.

1. That the Officials Clinic attendee sheet(s) have been submitted to the Region Office after each clinic.
2. The Clinic Attendee sheet for live clinic must be turned in two weeks prior to each team's first scheduled event.

H. **Supervises Officiating Crew.** Makes certain all team members carry out their assigned duties as referees, scorers and line judges at tournaments with due diligence.

I. **Represents the Club 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 (18 years of age and a High School Graduate) and adult referee on their roster (can be the same person); and a registered background screened adult coach at all practices and events.

20.04 **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 XXI – TEAM OFFICIATING DUTIES & REQUIREMENTS

21.01 **Officiating responsibilities.** Every Adult and Junior team is expected to provide officiating personnel each time a team is assigned to officiate.
A. Officiating assignments will be listed on your schedule. The schedule indicates the officiating team in parenthesis; e.g., (4).
B. The team's officiating crew will consist of a certified up and down referee, 2 lines people, a certified scorer, a certified Libero tracker(assistant scorer) and visual scorer (The visual Scorer may also be the Libero tracker).
C. **No referees or Scorers certified.** The team will not be allowed to participate in the event.
D. **Junior Teams must have** a certified Adult as the up referee for all playoff matches.
E. **Junior Team may have a junior** up official for pool play matches, but an adult official must be either the down official or standing beside the junior up official with a whistle ready to taking an **active part** in the match. .

21.02 **Know your officiating assignments.** Always ask before leaving a tournament or bracket to see the final schedule for playing and officiating.

21.03 **Referees must be a** Registered USAV Member
A. Adults officiating Junior Events must also have successfully completed the USAV background screening process and Junior Club Personnel Code of Ethics
B. A Referee must attend a live official's clinics or complete the online official's certification modules and passed the written / online official's exam for their level.
C. It is recommended that the officials get a rating by a Day official or Region Level referee at tournaments

21.04 **Scorer must be a** Registered USAV Member
A. Adults officiating Junior Events must also have successfully completed the USAV background screening process and Junior Club Personnel Code of Ethics
D. A Scorer must attend a live official's clinics or complete the online scorer's certification modules and passed the written / online scorer's exam for their level.
E. It is recommended that the officials get a rating by a Day official or Region Level scorer at tournaments.

21.05 **Adult Tournament.** Adult tournaments may or may not have officials. On Call your own events team captains are responsible for making sure players call their own faults. If an opponent questions a call the point will be replayed.

ARTICLE XXII – OFFICIAL'S CLINICS

22.01 Online clinics for both Referees and Scorers may be found at: www.volleyballreftraining.com, the official USAV officiating site**.** Individual, teams or clubs may go on at any time to view the modules.
A. To get your credit for viewing the clinic you must have your USAV contact id number (example 1000007) and registered with the VRT (www.volleyballreftraining.com).
B. There will be questions as you proceed through the modules. These are NOT the required test. You will need to also take the test required for your level of certification

22.02 Live clinics will also be available for Clubs to request. These clinics will count as the modules and the participants will need to take a test as well
A. Club Directors should print off their club list and have participants of live clinics sign next to their name.
B. It is Recommended that the participants take the online tests found at: www.volleyballreftraining.com so that the results will automatically be entered into the participant's online membership information.
C. Participants may also take a paper test, with the club personnel correcting the test and returning the result to the Region Office. This must be done at least 2 weeks before their first event.
1. Club Directors should print off their club list and enter each participant's scores next to their name.

ARTICLE XXIII - LEVELS OF REFEREES & REQUIREMENTS

23.01 **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.teamusa.org/USA-Volleyball.aspx

23.02 **Regional Levels.** There are 3 Iowa Region levels of referees: Junior, Novice, Provisional and Regional. Requirements for each level are stated below.
A. **Junior.** Must attend a either a live or online clinic and take a test. *This level is for juniors and adults who are only participating at the Junior level*. The certification is only good until October 31st of the next season.

B. **Provisional.** Must attend a either a live or online clinic and take a test, 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.
C. **Regional Referee.** Must have been a provisional referee for two years. Must attend a either alive or online clinic and take a test 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 also be certified as Scorers.) Regional referees are expected to evaluate at tournaments when requested.
D. **Referees recertifying at the same level** need to attend either a live or online clinic and take a test and be evaluated One match as a first referee and One match as a second referee.

23.03 **Officials Evaluation Sheets.** Send a **copy** of your completed evaluation sheet to the Region Office. Keep a copy for yourself

ARTICLE XXIV - LEVELS OF SCORERS & REQUIREMENTS

24.01 **National Level.** Requirements for this level may be found by going to the officiating page at www.teamusa.org/USA-Volleyball.aspx

24.02 **Regional Levels.** There are three levels of Iowa Region Scorers: Junior, Provisional and Regional. Requirements for each level are stated below.
A. **Junior Scorer.** 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 next season.
B. **Provisional Scorer.** Must attend a clinic take a test and be evaluated twice by a Regional or National Scorer. Certification is valid until October 31st of the second season. After that they must move to Regional.
C. **Regional Scorer.** Must have been a Provisional Scorer for two years, attend a clinic take a test, and be evaluated twice by another Regional or a National Scorer. Certification is valid until October 31st of the third season.

24.03 **Officials Evaluation Sheets.** Send a **copy** of your completed evaluation sheet to the Region Office. Keep a copy for yourself

ARTICLE XXV – OFFICIAL'S UNIFORM

25.01 When referees and scorers are officiating and are not playing on a team, they should be in uniform. The official'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.teamusa.org/USA-Volleyball.aspx for more information.

ARTICLE XXVI - PARTICIPATING IN A LEAGUE

26.01 **Cost.** Maximum $50.00 per session, per team, unless requested in the Application for Sanction. The sanction fee is $10 per team.

26.02 All players and coaches must be USAV members;
A. Coaches, assistant coaches and Junior Aged coaches must have a current background screening, a current Jr. Code of Conduct and be Impact certified.
B. Officials (Ref/Scorer) should be certified.
C. League only memberships are available for those junior players not participating in any sanctioned tournament play.

26.03 **Listed in calendar.** Once the league is officially sanctioned, the league shall be listed on the Iowa Region Calendar of Events, located at http://www.iowaregionvolleyball.com/.

26.04 Recommended **Method of play for 2-4 dates**.
A. Each match will consist of 2 – 25 point rally sets, if time allows. You may play the described sets, but the last set may not be fully completed if time expires.
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.

26.05 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.

26.06 **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.

26.07 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.

26.08 **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 XXVII - TOURNAMENT CALENDAR

27.04 The Iowa Region Junior Event Calendar will be posted Mid-November with tournaments added as the sanctioning forms arrive. The calendar is located online at www.iowaregionvolleyball.com/

A. Out of Region events may be found on the website of each region

B. Qualifier and National events may be found at http://www.teamusa.org/USAVolleyball/Events/Indoor.aspx

27.05 The Iowa Region Adult Event Calendar can be found at http://www.iavbreg.org/index.php/adults/tournaments/

A. Out of Region events may be found on the website of each region

B. National events may be found at http://www.teamusa.org/USA-Volleyball/Events/Indoor/Adult-Open.aspx

ARTICLE XXVIII – TOURNAMENT REGISTRATION

28.01 **Any registered team is eligible** to enter a tournament at or above the level for which they are registered.

28.02 **For Adults the Official Tournament Entry Roster** will be the one printed off the Online registration site by the club administrator.

28.03 **Adult Event Roster** should be sent and a current copy sent to all tournaments entered.

A. 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.

B. Only the Roster from the Online Membership System is acceptable as the official tournament roster.

C. 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.

28.04 Junior

A. **Boy's 16 & 18's** may enter men's tournaments as a regular entry.

B. **Boy's 14u or under** teams may enter any Girl's club tournaments in Iowa as a regular entry. Girl's teams may also enter boy's tournaments. These teams will play at their current age or grade level.

C. **Mixed teams of Boy's 14u or under (max of 2 boys)** and the rest females 14u or under may also enter Girl's events. These teams will play at their current age or grade level.

D. **Junior girl's teams** may enter women's tournaments as a regular entry.

28.05 **Junior Teams Entering a Tournament. Junior Team should register** through the Iowa Region Online system located at http://www.iowaregionvolleyball.com/ unless they are entering an event they are hosting. In which case the Club Tournament Host should have indicated the number of club teams attending on the Tournament Sanction form.

A. **For the Iowa Junior Regionals** team will register using the AES system located at www.advancedeventsystems.com

B. **Teams may start entering tournaments** the first Saturday of December. Times that each age division will open for sign up will be posted on the Iowa Region website at http://www.iavbreg.org/index.php/juniors/tournaments/

C. Or they may enter any time after a tournament is sanctioned (after the opening weekend) when it has appeared on the tournament calendar.

D. **Junior teams will need a Visa, MasterCard or Discover 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, and the spot will **NOT be held as pending** online.

ARTICLE XXIX - TOURNAMENT ENTRIES

29.01 **Accepting entries.** Adult Tournament Directors may accept entries at any time after the event is listed on the tournament calendar.

29.02 **Junior Tournament Directors** will receive the tournament entries from the online registration system. The entry money minus the $10 sanction fee will be sent twice a month by the online system.

29.03 **Junior Tournaments.** Upon receiving entries the tournament director should email the teams requesting a roster.

29.04 **Withdrawing from a tournament.** If a team wishes to withdraw from a tournament they must notify the Tournament Director and colleen@iavbreg.org as soon as possible.

A. **Entry fees do not have to be refunded unless** the withdrawing team finds another team to replace them. The region office will send out notices of event openings at the request of the tournament director or teams dropping.

B. The transaction fee charged junior teams to enter a tournament online is **non-refundable**.

ARTICLE XXX - ENTRY FEES

30.01 **Adults and Juniors event entry fees** may vary with the approval of the Iowa Region Office

A. **The Iowa Regional Tournament Entry Fees** are established at the beginning of the season and published on the website www.iavbreg.org

B. Junior Tournament may establish their fees with the approval of the region office.

C. A $10 Sanction fee is included in the established tournament entry fee for all junior teams. Clubs that host events must pay the $10 per team sanction fee via check or credit card to the Iowa Region office.
   1. The $10 sanction fees for the teams entered online are automatically sent to the region office.
   2. For teams not entered online the Tournament Director must send the $10 sanction fee to the Regional Office. This would include the team for the club hosting the event.

D. Adult tournaments do not pay sanction fees.

30.02 **Admission Fees may be charged.** The maximum fees for 1 day events is $5 for Adults, $ 2 for Seniors (55+), $2 for school age children ages 9-18 and children ages 8 and younger are free. Fees for two day events must be approved by the Iowa Region office.

A. Admission Fees Must be listed on the Sanction for or they cannot be charged at the door.

ARTICLE XXXI – OUTDOOR SEASON

31.01 **Outdoor Season.** The outdoor volleyball season is held in the spring, summer and fall depending on the weather.

31.02 **Summer Membership**. The summer membership is offered for most Outdoor events. This reduced fee membership starts May 1 and is good through October 31.

31.03 **Sanctioned outdoor tournaments.** Sanctioned outdoor tournaments may be held from spring through fall depending on the weather.

A. **Tournament policies.** Sanctioned outdoor tournament requirements are:
   1. All players are current USA Volleyball members.
   2. An application for tournament sanction form is sent to the Regional office.
   3. The tournament director is a USA Volleyball member.
   4. No Sanction fee is required
   5. Set teams for the season are not required. Players may form new teams for each event.
   6. If players join an outdoor club they must play with players from within that club.

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.
   1. Tournament Directors should fill out an Insurance request form for each event site.
   2. Insurance forms for Parks and non-business facilities will be sent to the Tournament Director to distribute as needed.

ARTICLE XXXII – COED SEASON

32.01 **Coed events for both Adults and Juniors** are promoted for coed teams of doubles, fours and sixes.

32.02 **The Indoor Coed season** is held from September through May. If air-conditioned facilities are available, summer events can be sanctioned for those facilities.

32.03 **The Outdoor Coed season.** Sanctioned events may be held from April through Fall depending on the weather conditions.

32.04 Sanctioning Coed tournaments

A. **Tournament policies.** Sanctioned coed tournament requirements are: All players are current USA Volleyball members. No Team Registration Required and team composition may change from event to event.

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. **The Iowa Region offers a summer membership** for all events including Coed summer events. The Membership runs from May through October 31.

ARTICLE XXXIII - 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.

33.01 The Tournament Sanction form must be filed for all events in order to be sanctioned.

A. All Information on the Sanction form should be completed. Teams base their tournament choices on this information.
   1. Admission fees must be listed on the sanction form or they CANNOT be charged at the door.
   2. If no coolers are allowed this must be listed on the sanction form or they will be allowed.
   3. If less than four (4) out of (5) teams in a pool advance to playoffs this must be indicated or four (4) teams will be advancing

33.02 **Tournament Procedure** Variances MUST be requested on the sanction form and APPROVED by the Region Office.

ARTICLE XXXIV – TOURNAMENT AWARDS

34.01 **Awards for Adult tournaments are optional.** To keep down the cost of events awards are optional.

34.02 **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 and the kind of awards to be distributed. Sometimes local sponsors 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 within 6 weeks of the tournament date.
C. Plan on giving 12 individual awards per team.

34.03 **College athletes** competing in any USAV sanctioned tournaments should check with their respective Athletic Director before accepting any kind of award.

34.04 **Amateur status.** Any player, Adult or Junior, wishing to maintain their amateur status, may not receive a cash prize award.

ARTICLE XXXV - 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).

35.01 **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.

35.02 **Tournament Procedure** (Variances MUST be requested and APPROVED by the Region Office)

A. **Entries per court. <u>A MAXIMUM OF 5 TEAMS PER COURT.</u>**
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: 10/11, 11/12 (lower nets & different ball), 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; a consolation pool is not required, but recommended.
   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 25 points with a minimum two-point advantage (no scoring cap).
   1. For sets that are only played to 21 points, the sets will be start at 4 points with the first points being hour-glassed.
   2. 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.

1 set 15 points	20 minutes
1 set 25 points	26 minutes
2 sets 25 points	50 minutes
2 sets of 21 points	45 minutes
2/3 set match of 21 points (15 point 3rd set)	1 hour
2/3 set match 25 points (15 point 3rd set)	1 hr 5 min.
3/5set match 25 points (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 an 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 - 3 (2)	1 - 3 (2)
9:30	9:20	9:15	2 - 4 (1)	2 - 4 (1)
10:30	10:10	10:00	1 - 4 (3)	3 - 5 (4)
11:30	11:00	10:45	2 - 3 (1)	1 - 2 (5)
12:30	11:50	11:30	3 - 4 (2)	4 - 5 (3)
1:30	12:40	12:15	1 - 2 (4)	2 - 3 (4)
2:30	1:30	1:00		1 - 5 (2)
3:30	2:20	1:45		3 - 4 (1)
4:30	3:10	2:30		3 - 5 (3)
5:30	4:00	3:15		1 - 4 (5)

J. **Establishing pools.** . 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.
   a) **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 later starting times to facilitate their travel in bad weather.

K. **Playing schedules & Event Information** should be emailed to the Region Office and participating teams at least ten (10) days before the tournament.
   1. Tournament format, tie-breaking procedures and teams advancing should all be included.
   2. Site specific event information and rules (i.e.: No Coolers, admission charge) 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. **Tiebreaking Procedures to determine playoff positions.** This is the method most often employed for determining tie breakers in the Iowa Region. Different variations for determining tie breakers can be found in the USAV Domestic Competition Regulations (rule book); if a tournament uses different criteria, it must be stated at the beginning of the event. Teams should NOT be eliminated from assignment to the Championship bracket by point differential or any other non-competitive system.
   1. **Tied Teams both qualify for playoffs** (both qualify for Championship bracket or both qualify for Consolation bracket), **but are tied for position.** Teams tied for a position in the same bracket should not compete in a playoff set to determine position. Tie breaking criteria differs if you are using match play during pool play (win 2 out of 3) or simply playing 2 sets in pool play. Position assignment should be determined by:
   2. **If playing 2 sets only during pool play:**
      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).
      b. If still tied, comparison of the point differential based on the total round robin competition. Point differential should be determined by subtracting the total points gained by opponents from the total points earned by the team. The highest remainder should be considered the superior team for tie-breaking purposes.
      c. If still tied, position shall be determined by coin toss.
   3. **If playing match play (2 out of 3) in pool play:**
      a. Head to head results if they played.
      b. Set percentage (sets won by team divided by total sets played).
      c. Point percentage (total points earned by the team in pool play divided by total points earned by the team's opponents in pool play).
   4. **More teams tied for a playoff position than there are positions.** The tied teams must compete for the position in <u>further direct competition</u>. Direct competition must take place to determine which tied team will go to the Championship bracket vs. the Consolation bracket, or to determine which tied team will advance to a playoff bracket vs. which team will be finished after pool play.
   5. **In direct competition to determine tie breakers for a playoff positions,** at least one additional 25 point set should be played. Teams will change sides at 13 point. No cap shall be in effect. Where tournament guidelines stipulate, a 15 point set may be used.
   6. **Examples of tie-breaking procedures:**
      a. Two teams tie for last position: one 25 point set.
      b. Three teams tie for last position in a playoff bracket: the team with the highest point differential (Team #1) shall receive a bye. Teams 2 & 3 shall play one 25 point set, and the winner of that set plays Team #1 in a 25 point set to determine who will receive the last position. Two 25 point sets total to break tie.
      c. Four teams tie for last position: As determined by point differential, Team #1 vs. Team #4 will play a 25 point set; Team #2 vs. Team #3 in a 25 point set; winners play a 25 point set to determine who will receive the last position. Three 25 point sets total to break tie.
      d. Three teams tie for two playoff positions: The team with the highest point differential will receive the first

playoff position. The other two teams shall play one 25 point set for the remaining playoff position. If all three teams are tied based on head-to-head competition and point differential, follow the procedure outlined in 6.b. (Team #1 with the bye determined by a coin flip)

N. **2 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. Only 1 of the 2 Liberos may be on the court at one time.

O. **The Libero(s) will be permitted to serve** in only one rotation during each set.

ARTICLE XXXVI – FACILITY CONDUCT CODE

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.

36.01 **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**.

1. **Team should keep bench areas and scoring tables** free of trash and extra water bottles as these create dangerous situation for players chasing balls.
2. 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, Scorer, or line judges) will be automatically suspended by the 1st referee from the set.

1. **NOTE:** This behavior should be reported immediately to the 1st referee.
2. 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 during or 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.

36.02 **Tournament Site Regulations:** Schools are trying to set a good example for our youth so **Do Not Smoke, use Illegal Drugs or Drink Alcohol On School Property.**

A. A Tournament Director may expel or deny a team entry into future tournaments if it violates any of the regulations listed below. 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 XXXVII – COMMON TOURNAMENT PROBLEMS & SANCTIONS

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:		May rearrange matches
2. Just Late:		Forfeit the match
C. OFFICIALS:		
1. Non certified official		After March 1, forfeit the next match
2. Leaving without fulfilling officiating duties & not supplying replacement officials.		$60 fine. Team may not play until the fine is paid.
3. Not fulfilling assignment		$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 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: Automatic suspension for game • 2nd Offense, same day: Suspension from tournament • Habitual Offender: 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.		Tournament Directors can expel individual from facility and deny access to future events at that site. It is the individual's responsibility to know the facility rules.
L. CONSUMING ALCOHOL OR ILLEGAL DRUGS DURING THE EVENT		Expelled from tournament and facility, plus one (1) month suspension from date of violation.
M. OTHER INCIDENTS AS LISTED In the USAV Code of Conduct		Maximum penalties are listed in the USA Volleyball Code of Conduct

ARTICLE XXXVIII - PROCEDURES FOR HANDLING BLOOD & BODY FLUIDS

38.01 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.

38.02 **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.)

38.03 **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 XXXIX- SPECTATOR CODE OF CONDUCT

39.01 **IMPORTANT NOTICE –** ENTRY to Iowa Region sanctioned events are granted as a courtesy. If you enter/attend a sanctioned event you agree to abide by the SPECTATOR CODE OF CONDUCT

39.02 **SPECTATORS WILL:**

A. Abide by the official rules of USA Volleyball.
B. Display good sportsmanship at all times.
C. Encourage my child and his/her team, regardless of the outcome on the court.
D. Honor the rules of the host and the host facility.
E. Generate goodwill by being polite and respectful to those around me at this event.
F. Encourage my child to speak directly with his/her coach when coaching decisions are made that may be confusing or unclear.
G. Redirect any negative comments from others to the Tournament Director.
H. Notify the Tournament Director in the event that I witness any illegal activity.
I. Support the policies and guidelines of the team/club that I represent.
J. Acknowledge effort and good performance, remembering that all of the players in this event are amateur athletes.
K. Model exemplary spectator behavior while attending this event.
L. Respect the tradition of the sport of volleyball by being a good ambassador.

39.03 **SPECTATORS WILL NOT:**

A. Will NOT harass or intimidate the officials, line judges, or score table personnel.
B. Will NOT coach my child from the bleachers and/or sidelines.
C. Will NOT criticize my child's coach or his/her teammates.
D. Will NOT participate on the court without having a current USA membership.
E. Will NOT bring and/or carry any firearms at any Iowa Region event.
F. Will Refrain from bringing or consuming alcohol, tobacco, or any illegal substances at any Youth/Junior volleyball event.

39.04 **Note:** Any violation of this Code of Conduct will result in you being asked to leave the site/facility, and may result in you possibly being banned from attending future Iowa Region sanctioned events.

A. The Tournament Director has the final say regarding their individual event.
B. Local law enforcement will be contacted if necessary to resolve any disputes or altercations.
C. Questions or concerns may be directed to the Iowa Region office.

ARTICLE XL - PRINCIPLES 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.

40.01 **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 <u>NOT USE</u> 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.

40.02 **<u>Harassment comes in many forms, for your own protection as coaches please read the following section</u>.** 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.

ARTICLE XLI - 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, and 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, and 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, and loss of playing privileges, service to the region, loss of ability to host tournaments, loss of coaching privileges, and 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, and loss of playing privileges, service to the region, loss of ability to host tournaments, loss of coaching privileges, and 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, loss of ability to host tournaments, loss of coaching privileges, loss of regional membership, and possible service to the region.

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. **<u>If temporary sanction is imposed the following process will be followed</u>:**
   - 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.

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 compliant 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) WAS 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: _____
STATE: ____ ZIP: _____
HOME PHONE: (_____) _____-_____
WORK PHONE: (_____) _____-_____

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

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

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

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 By-laws.

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 keeps 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 require a decision of the Board as stated in these By-laws. 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 By-laws 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 By-laws; 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 By-laws 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 is 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 By-laws 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.