



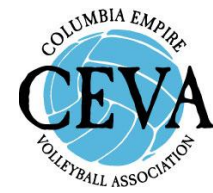
# **ADULT HANDBOOK**

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**I. Introduction**

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

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### **III. CEVA General Information**

#### **A. The History of USA Volleyball**

The sport of volleyball was created in Holyoke, Massachusetts by William G. Morgan, a YMCA physical education director in 1895. When first played, the game consisted of nine innings and any number of players could play in the space provided. As the sport became more popular, the rules of play began to evolve where the game required a special ball. The first U.S. National Championship (for men only) was played in 1922 at the Pittsburgh, Pennsylvania YMCA and was won by the Brooklyn YMCA.

The United States Volleyball Association was founded in 1923 at the Yale Club in New York City for the purpose of representing the sport both nationally and internationally, and for conducting an annual National Open Championship. USAV is the national governing body for volleyball in the United States. The staff, organization, and support for our U.S. Olympic teams are provided by the USAV. The USAV includes among its member organizations the National Collegiate Athletic Association (NCAA), the Young Men's Christian Association (YMCA), the National Federation of State High School Associations, as well as the Boy Scouts of America, the Special Olympics, the Armed Forces, and a number of ethnic, recreational, religious, and intramural groups. The USAV has over 120,000 members.

The Women's Open National Championship was added in 1949 and since then the Men's and Women's Opens have been conducted concurrently each year. USAV also annually conducts the National Championships for Mixed Sixes, Outdoor, Sand, as well as the USAV Junior National Volleyball Championships for youth 18 and under.

The United States Olympic Committee (USOC) recognizes USAV as the National Governing Body for the sport of volleyball. It also is the exclusive American representative to the International Volleyball Federation (FIVB) and to other international sport bodies. The U.S. National Teams (Men, Women, and Juniors) train at the Olympic Training Center located in Colorado Springs, Colorado.

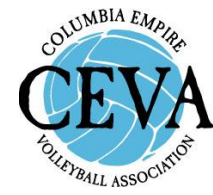
Recently, Junior Development Programs have been initiated to identify 14-year old young men and women who excel in the sport and introduce them to a higher level of competition. USAV has developed both youth and junior national teams for young junior men and women 18 years and under, while also providing international competition for each level.

USAV is divided geographical into several regions, each of which conducts a number of programs, including tournaments organized by age and/or ability, summer camps, and clinics for the development of coaches, players, referees, and scorekeepers. The CEVA governs USAV-sanctioned volleyball in the state of Oregon and southwest Washington and boasts a total membership over 4,000 strong.

#### **B. The History of the CEVA**

On July 31, 1980 the CEVA Volleyball Association was incorporated under the Oregon Nonprofit Corporation Act. The first Commissioner of CEVA was Tom Becic. Tom Becic was also the first CEVA member to be elected to a USAV National office as the treasurer at the 1980 meetings.

The first teams to play in the USAV National Adult Championships from Oregon were the Portland downtown YMCA Men and the northeast Portland YMCA Women in 1949 in Los Angeles. The Portland Men



finished tied for 7<sup>th</sup> in the 1949 Championships. The first Oregon team to win the Open division in the Far West Championships was the Multnomah Athletic Club in 1976. The first CEVA senior players elected as Most Valuable Player in a USAV National Championship were Rich Leong in 1981 and Marlene Piper in 1983. In 1988, the CEVA Viking Volleyball Club brought home the first adult division championship in the USAV National Tournament held in Salt Lake City, Utah, lead by their coach Jeff Mozzochi.

In international play within CEVA, Marlene Piper and Tom Swanson coached the first year of the Canadian-American (CAN-AM) Senior and Junior Championships in 1975. Among the teams participating were Alberta, British Columbia, Oregon, and Washington. The first Oregon team to win the CAN-AM's was in 1978, coached by Dick Soderquist and Rod Jones.

In Junior play, the first Junior CEVA Championships were held in 1975 and hosted by the club LOCO's of Estacada. The first Junior team to win a championship at the Festival in Davis was Carl Neuburger's Portland Volleyball Club 17 and under team in 1987.

At the first annual USAV Outdoor National Championship in San Jose, California, Keith Phillips and Tonya Fix-Ketcham won the Coed BB Gold Division, Gary Patch and Tamee Allen placed second in the Coed A Gold Division, and Curtis Thorne and Russell Davis placed second in the Men's AA Silver Division.

Portland has also sponsored several USAV National Tournaments. In 1968, the Portland YMCA hosted the National tournament, while the Multnomah Athletic Club in 1975 hosted the National AAU Tournament, co-sponsored the 1980 USAV Nationals with the CEVA, and also hosted the 1984 Coed National Championship. The CEVA Region also hosted the Outdoor National Championships in 1995.

### C. CEVA Mission

The mission of Columbia Empire USA Volleyball is to promote, foster, and teach the sport of volleyball, primarily in the area designated as the CEVA: Oregon and SW Washington.

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

### D. CEVA Structure

CEVA is a non-profit organization that is heavily reliant on the work of volunteers. It is governed by a volunteer Board of Directors. There are two full-time CEVA employees: the Commissioner and the Program Director. The Commissioner's primary duties are to implement policies established by CEVA's Board of Directors, coordinate CEVA operations, be the principal representative of CEVA to the National organization and assist the membership. The Program Director is responsible for planning, organizing and running events while also assisting the commissioner and the membership.

#### 1. CEVA Board of Directors

CEVA's Board of Directors' (BOD) duties include establishing policy, fundraising, fiscal responsibility and responding to the membership. Six standing committees are responsible for developing and maintaining



policies, procedures, formats, and budgets. Suggestions and comments to the Board intended to improve volleyball in CEVA and assist it in meeting the needs of the membership are encouraged.

a. Board Composition

The Board of Directors is composed of not less than six but no more than eleven members. Six Directors may be elected by a majority vote of the ballots cast by the dues-paying members of CEVA, eighteen (18) years or older upon registration, by written ballot. These Directors, who are referred to as Membership-Elected, represent the following membership constituencies:

- The Junior Coordinator;
- The Adult Representative;
- The Officials' Coordinator;
- The 12U and 14U Junior Representative;
- The 16U and 18U Junior Representative; and
- The Geographical Representative.

The Board of Directors may elect up to five (5) additional Directors, designated as Board-Elected or At-Large Directors. The At-Large Directors provide professional expertise deemed necessary by the BOD, as well as represent the best interests of the sport of volleyball.

b. Board Officers

The principal officers of the Board of Directors are the President, Vice President, Secretary, and Treasurer. Each officer is a current member of the Board of Directors.

The President is the chief executive officer of the corporation. The President presides at all meetings of the BOD. The President is responsible for executing, with any other proper officer of the corporation, any legal instruments that the BOD authorizes. The President performs such other duties as may be prescribed by the BOD.

In the absence of the President, the Vice-President performs the duties of the President, and when so acting, has all the powers of and is subject to all the restrictions upon the President. The Vice-President is the chairperson of the Nominating and Elections Committee.

The Secretary has the authority and responsibilities assigned by the BOD, which includes general oversight of the following:

- Recording the minutes of the meeting of the BOD in one or more books provided for that purpose;
- Keeping the corporation's non-financial records and making the same available for inspection;
- Sending written notices of the time and place of all meetings of the BOD and seeing that all notices are duly given in accordance with the provisions of the Bylaws and as required by the Oregon Nonprofit Corporation Act;
- Performing such other duties as from time to time may be assigned by the President or by the BOD.

The Secretary is the chairperson of the Policy and Appeals Committee.

The Treasurer has the authority and responsibilities assigned by the BOD, which includes the general oversight of the following:

- The keeping of all funds and securities of the corporation;



- The filing of all necessary financial reports to be filed with any government;
- The receipt of monies due and payable to the corporation from any source whatsoever, and the deposit of all such monies in the name of the corporation in such banks or other depositories as shall be selected by the BOD;
- The disbursement of the funds of the corporation as ordered by the BOD, including proper vouchers, checks, or drafts for such disbursements;
- The preparation of written statements of the financial standing of the corporation;
- The performance of such other activities as assigned by the BOD.

The Treasurer is the chairperson of the Finance Committee.

### c. Board Minutes

Board and Committee Minutes are available online at the CEVA website. Minutes also are available to the general membership by written request to the CEVA office. A self-addressed, stamped envelope should be enclosed with the request.

## 2. CEVA Standing Committees

CEVA has six standing committees:

The Finance Committee is concerned with budgets and overall financial operations and is chaired by the Treasurer of the BOD.

The Policy and Appeals Committee is responsible for developing and maintaining the policies and rules of CEVA and addressing appeals of sanctions imposed by the Commissioner. It is chaired by the Secretary of the BOD.

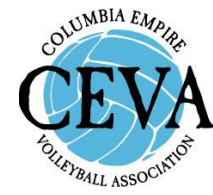
The Junior Committee is responsible for developing and maintaining policies, procedures, formats and budgets within the junior constituency of CEVA, as defined by USAV. It is chaired by the Junior Coordinator on the BOD. The 12U and 14U Junior Representative and the 16U and 18U Junior Representative on the BOD also are members of the Junior Committee.

The Adult Committee is responsible for developing and maintaining policies, procedures, formats, and budgets within the adult constituency of CEVA as defined by USAV. It is chaired by the Adult Representative on the BOD.

The Officials Committee is responsible for developing and maintaining policies, procedures, formats, and budgets with regard to referees, scorekeepers, and tournament directors within CEVA. It is chaired by the Officials' Coordinator on the BOD.

The Nominating/Elections Committee is chaired by the Vice-President of the BOD. This committee consists of no more than one additional BOD Member and no less than three non-Board regular members of CEVA. Their main functions are to:

- Continually recruit for Board member positions.
- Verify that applicants meet Board positions qualifications.
- Present nominations to the Board for Membership-Elected and Board-Elected Director positions.
- Coordinate the general election process of the Membership-Elected Director positions.



## E. CEVA Financial Information

CEVA is an Oregon nonprofit corporation. CEVA's main sources of revenue are registrations, tournament fees, fundraising, and sponsorships. CEVA expenses are primarily the funding of a number of programs and services, the rental of facilities for tournaments and employing the Commissioner and Program Director to operate the CEVA office and administer the regular tournament season. In addition, when possible, CEVA supports many teams to post season tournaments by paying entry fees to national level tournaments.

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

## F. CEVA/USA Volleyball Insurance Information

Many questions and concerns from clubs have risen in regards to information about USA Volleyball Insurance. Below is a description of the named insured, the USA Volleyball Policy, and other pertinent information in regards to Insurance.

### Named Insured:

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

### Definition of Sanctioned or Approved Event:

An event for which the First Named Insured or its Regional Association Commissioner has approved or sanctioned as an USA Volleyball event. Events shall but may not be limited to, team competition, practices, sports clinics, or fundraisers conducted or attended as a part of a sanctioned event.

### Definition of Participant:

Athletes, coaches, trainers, volunteers, committee members, officials, and any other persons who are functioning on behalf of and/or while participating in any event sanctioned or approved by USA Volleyball.

### Definition of Participating:

Participating includes pre-event, and post event activities, which are officially approved or sanctioned events.

### General Liability Coverage:

A \$1,000,000 limit of liability for bodily injury and property damage loss is provided with additional limits available on an excess basis. Coverage is provided for officials, volunteers, coaches, trainers, sponsors, and registered participants. The policy covers liability from pre-event setup, the event itself, and post-event activities at sanctioned events. The policy will respond to claims from spectators, participants, and the public in general. The USA Volleyball membership requirement is a condition of the liability policy and a common practice among sports federations.

### Sports Accident Insurance:

The medical insurance program provides participant coverage for loss resulting directly from members competing in an approved or sanctioned event. Coverage does not include loss from pre-existing



conditions or competing in non-sanctioned events. The coverage extends from the start through the completion of the event.

The policy provides coverage against loss in excess of coverage provided under other valid and collectible medical insurance and is subject to a \$250 per claim deductible. If no other collectible medical insurance is available, the loss is subject to a \$1,000 deductible.

#### Additional Insured:

Practice facilities may ask for a certificate of insurance with the facility as the additional insured. Clubs may request from the Regional office a Certificate of Insurance Request form, complete the form, and fax back to the Regional office to process. Once the request is processed, the facility will have additional insurance and those certificates will be on file at the Regional office. Additional Insured requests should be made and completed at the beginning of the club season.

#### Non-Owned Auto Coverage:

USA Volleyball does not provide insurance for non-owned auto coverage. Clubs need to pay for coverage when they lease/rent vehicles or go to their local insurance company and set up a policy for the club, when traveling.

#### Directors and Officers Insurance (DNO Insurance):

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

## G. CEVA Contact Information

Contact information for the CEVA is as follows:

4840 SW Western Ave., Suite 450  
Beaverton, OR 97005  
(503) 644-7468 - Phone  
(503) 520-0242 – Fax  
[www.columbiaempirevolleyball.com](http://www.columbiaempirevolleyball.com) - Website  
[region@columbiaempirevolleyball.com](mailto:region@columbiaempirevolleyball.com) - Email

CEVA has made every effort to keep its website up-to-date. Tournament information and deadlines should be available at that site. In addition, most of the forms referenced in this manual are available on the CEVA website.

## IV. Individual Adult Membership in CEVA

### A. Residency Requirement

All players residing within the CEVA's geographical jurisdiction are required to register with the CEVA to participate in USAV events. A player or team whose center of activities is closer to adjacent regions may petition the CEVA for authorization to register with the adjacent region and should state the specific basis for the request. Such authorization must receive the written approval of each region's commissioner.



## B. Individual Membership Registration

Each CEVA member must complete the Online Membership Registration Process and return the Application Verification form and Waiver and Release/Code of Conduct Form to their Team Representative before playing or assisting a team in any CEVA sponsored event. The Team Representative is responsible for submitting these forms to the CEVA prior to any participation.

## C. Individual Membership Fees

### 1. Full Adult Membership - \$50.00

The cost of a “Full” membership is \$50.00 per CEVA season, which runs from November 1<sup>st</sup> through the following October 31<sup>st</sup>. Players, coaches and administrators who are associated with Juniors Programs who want to play in adult tournaments/events must pay this fee to participate in CEVA events.

### 2. Limited Membership - \$35.00

The cost of a “Limited” membership is \$35.00 per CEVA season, which runs from November 1st to the following October 31<sup>st</sup>. A Limited Membership is for an adult player who only participates in adult tournaments (Men’s, Women’s, Outdoor or Coed tournaments or selected leagues sponsored by USAV) and for Junior Boys. It is not an option for players/coaches/administrators associated with Junior’s (Girls) Programs.

### 3. One-Day Membership - \$5.00

The cost of a “One-Day” membership is \$5.00 per CEVA event (per day). A person may be a “One-Day” member one time during any given season; if a player would like to participate in a second event or more, the player must upgrade his or her membership. The \$5.00 membership fee does not apply to the upgraded membership.

## V. Adult Club Season

The CEVA Adult Club Volleyball season runs from November through the Indoor National Championships (generally late May).

### A. Tournament Types

#### 1. Friendship Tournaments

Friendship tournaments are sponsored by CEVA at the beginning of the indoor tournament season. Players do not need to be affiliated with a particular team to play with that team during a friendship tournament. A “team” interested in playing must submit a friendship tournament registration form identifying the players who will be playing to the CEVA office, along with the entry fee (\$75.00), by the deadline established by CEVA (typically one



week prior to the tournament). Before playing, each participant must complete the Individual Membership Registration Process and pay the appropriate membership fee. Friendship tournaments are filled on a first-come, first-serve basis.

With each Friendship tournament, the CEVA offers a referee and scorekeeping clinic for participating teams. The tournament fee covers the team's fees for attending the clinic(s).

## 2. “Regular” Season Tournaments

The CEVA is currently soliciting individuals, teams or organizations who would like to host a “Regular” season tournament. Adult Teams and other organizations (such as High School teams or Junior Club teams) are encouraged to contact CEVA for information on running a regular season tournament. See “Hosting a Tournament” section (pg. 18).

Before a team can participate in a regular season tournament the team must be registered with CEVA and pay the appropriate membership and team fees. See “Team Registration and Roster” section (pg. 12).

In addition, for each tournament, a team must submit a registration form along with the registration fee no later than the deadline established by CEVA or the tournament host (typically one week prior to the tournament). The fees for each tournament vary depending on who is running it and when a team registers. See “Summary of Fees” section (pg. 17). Tournaments are filled on a first-come, first-serve basis.

All players must be USAV members to participate in a tournament and players must be registered with a specific USAV adult team or junior club during the season. For teams registered in CEVA, once the CEVA office adds a player to a team's roster, that player may play only with that team for the remainder of the season, unless he or she is officially transferred to another roster or “picked-up” for a single tournament by another team. See “Team Registration and Roster” section (pg. 12).

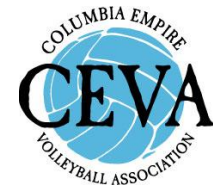
The format for tournaments will vary depending on the number of teams participating. The only inviolable rule is that each team must be guaranteed seven sets (games). For a complete set of possible formats, contact the CEVA office.

Teams must have at least one certified referee and scorekeeper available for each tournament. See “Certified Referee and Scorekeeping” section (pg. 16).

All results from sanctioned tournaments will be submitted to the CEVA office. All tournaments that abide by the guidelines stated in the “Hosting a Tournament” section (pg. 18) will be used for seeding purposes for the Regional Championships.

## 3. Regional Championships

The Regional Championship tournament is the final CEVA sponsored club tournament of the year. In general, the “pick-up” rule does not apply and teams must play with players from their roster. The Commissioner has discretion to permit a team to add a player to its roster when a team is depleted by injury or other hardship. See “Team Registration and Roster” section (pg. 12).



To be eligible to play in Regionals, a team must be properly registered with CEVA and must submit the appropriate registration form to CEVA by the deadline established by CEVA (**the deadline is typically earlier than other tournaments**). As outlined in the “Summary of Fees” section (pg. 17), the fee for Regional Championships is greater than regular tournaments because more R1 officials will officiate matches. (Teams still need to have at least one certified referee and scorekeeper available to assist during the tournament.)

**Pool play and bracket play for the regional tournament will be match play.**

The highest finishing team from each level of play in the tournament will be that level’s “Regional Champion” for the season.

4. National Club Championships

Information relating to participating in the USAV Indoor National tournaments, which are held every year (usually in late May), can be found on the USAV website at: [www.usavolleyball.org/Adults](http://www.usavolleyball.org/Adults). **Teams who are considering participating in Nationals are urged to contact the CEVA Commissioner as early in the season as possible as deadlines relating to those tournaments are generally several months before the tournament.**

CEVA is able to provide some funds to off-set some of the costs associated with a team’s participation in Nationals. The funds will be divided equally between all teams from the region (men’s women’s, coed, etc) who are participating in Adult Nationals. Receipt of the funds is contingent on the team’s submission of an article to CEVA relating to the tournament experience. The criteria for the articles will be 250 words or more, which cover the experience and results of the submitting teams National Championship experience. The article must be submitted by July 1 following Nationals in order for a team to receive their portion of the prize money.

B. Team Registration and Rosters

The primary component of the CEVA mission as it relates to adults is to “promote \* \* \* the sport of volleyball, primarily in the area designated as the CEVA.” To that end, CEVA has tried to structure rules relating to team rosters that provide the opportunity for as many teams as possible to participate in each tournament while complying with USAV policies.

1. Registering a Team

Before a team can participate in a regular season tournament or the Regional Championships it must complete an “Adult Team Coversheet” identifying: (a) the team representative; (b) the level of play the team will participate in within the region; and (c) the members of the team. The team must also pay a \$45.00 team fee for the season. A single team with more than 15 players must pay an additional \$3.00 per player after the first 15. See “Summary of Fees” section (). The “Adult Team Coversheet” and team fee must be paid by the deadline established by CEVA each season.

a. Designating a Team Representative

As mentioned above, when registering a team, the team must designate the team representative. The team representative is responsible for all aspects of team management. **The team representative is the official liaison**



between the team and CEVA. Only the team representative should be dealing with CEVA officials at tournaments. If the team representative is not at a tournament, a single player should fulfill the team representative's role at that tournament.

The team representative's responsibilities include:

- Accountability for all matters relating to registration and fees for players.
- Entry of team(s) into tournaments.
- Eligibility of team for CEVA and national events that the team may participate in.

It is the team representative's responsibility to ensure that all information or documentation sent by CEVA to the team(s) is distributed to each and every team member. It is also the team representative's responsibility to ensure that all necessary information, documentation, monies, etc., are forwarded to the CEVA office in a timely manner. Team representatives also should advise the CEVA office of any corrections or errors, and provide completed rosters to tournament hosts in a timely manner.

### b. Designating a Level of Play

In general, the following describes the different playing levels in adult volleyball:

- AA** – High degree of skills mastery. College experience
- A** - Advanced level of skills mastery. Some college experience.
- BB** - Have mastered the basic skills.
- B** - Mostly for beginners just starting out with basic skills.

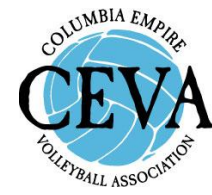
Adult teams will be allowed to register separately for divisions at the regional and national level. For example, a team could register at the AA level regionally and nationally at the single A level. Depending on the number of teams participating and the format for a particular tournament, teams may play teams from different "levels" during tournaments.

### c. Designating Team Members

In addition to being individual members of CEVA, players must be registered with a specific adult team or junior club to participate in the CEVA Adult Club Season. This process begins with the submission of team forms. All players who have agreed to play with a particular team for a season should be listed on that team's Adult Team Coversheet at the beginning of the season.

As outlined below, if a team wants to have a player not on its roster join it for a tournament, **the Team Representative** must ensure that the person is properly registered as an individual member with CEVA and then ensure that he or she can properly participate with the team:

- \* If the player is not on any roster, he or she must be added to a roster by the submission of an "Individual Add" form.
- \* If the player is on a different adult roster, then a "Pick-Up Player" form must be submitted.



There is no requirement that a player play with his or her team before being picked up for a single tournament by another team.

Note: A player who has played using a \$5 "one day" membership during the regular season is not added to the team's official roster. Before his or her second tournament, he or she must complete the appropriate online registration upgrade to officially be added to a team's roster.

#### d. Withdrawing from a Tournament

Once registered a team cannot be refunded its entry fee. A team who withdraws from a Friendship or Adult tournament **prior to the workweek before the tournament**, will be allowed to apply their entry fee to a future tournament. A team who withdraws from a Friendship or Adult League tournament **during the prior workweek**, will not be refunded their entry fee/deposit. A team who enters a tournament and drops out or cancels less than 24 hours prior to the tournament will be charged a \$25 drop out fee in addition to the tournament cost. If a team has not paid for the tournament they dropped out of, the fees will be applied to the next tournament they enter. The Commissioner has the authority to sanction teams that repeatedly neither with draw nor show up to tournaments.

### 2. Adding New Players to Roster

A team or club may add individual players to their roster at any time up to the deadline for registering for Regionals. **To add a player to a roster, the team representative – not the player seeking to join the team – must complete an "Individual Add" form and submit it to CEVA.**

**Note:** Unless an exception is obtained from the Commissioner, a player participating in Regionals must have played at least one tournament during the season with his or her team.

**Note:** The inclusion of 15-year-old boys and older on BB, or lower, men's team has been approved by the CEVA Board of Directors.

### 3. Transfer of Player from One Roster to Another

#### a. Generally

If a player wants to change rosters during the season, the team representative from the original team or club must sign a letter of release. The new team or club must submit the first team's letter of release along with an "Individual Add" form to the CEVA commissioner to complete the roster change. **The team representative from the new team – not the individual player seeking to change teams – must ensure that all of the proper steps are taken to transfer a player to the new team's roster.**

**Note:** A team or club may withhold authorization for a player to change rosters if the player is not in good financial standing. If the first team refuses to release a player, **the player** may appeal to the Commissioner to be released. The Commissioner, in an exercise of discretion and with input from the individual player and the first team, will determine whether the player should be released.



## b. Within a Single Club

Clubs with multiple teams may move individual players freely within its teams before April 1<sup>st</sup>.

## 4. “Picking-Up” a Player for a Regular Season Tournament

Teams may “pick-up” players from other teams to play in a particular regular season tournament. The total number of players who can participate on a team that is utilizing “pick-up” players cannot exceed seven (7) players at any point during the tournament; there is no cap on the number of “pick-up” players who may participate with a team in a given tournament. Players “picked-up” must stay with the same team during the entire tournament. **The team representative – not the individual player being “picked-up” -- is responsible for ensuring that a “Pick-Up Player” form is submitted for each player before the tournament begins.**

Players may not be “picked-up” pursuant to this rule for the Regional Championship tournament.

In general, every effort should be made to comply with the uniform requirements even when pick-up players are employed. If, however, a team “picks-up” players and does not have an extra-uniform available a “uniform exception” rule will take place. Teams with “pick-up” players will not be penalized for mis-matched uniforms but all players must have a number on their uniform to participate. This uniform allowance for “pick-up” players is region specific; it may not apply to tournaments outside of the CEVA region.

## 5. Rosters for Regional Championships

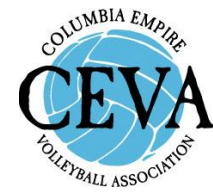
To participate in the Regional Championship, a player must be properly registered on the team roster **and** have played with the team in one regular season or friendship tournament.

A team can make an emergency roster addition or transfer, if a player on its current roster has an injury or a personal hardship. In that situation, the player need not have played in a tournament with the team prior to Regionals. Emergency roster additions or transfers not arising during the course of Regionals must be received in writing at the CEVA office and are reviewed and approved only by the CEVA Commissioner. Emergency roster additions or transfers arising during the course of the Regionals tournament are subject to the parameters of the “Exceptional Circumstances” rule outlined below.

**Note:** A player who has played using a \$5 "one day" membership during the regular season is not "properly registered" with a team. He or she must complete the appropriate online registration to upgrade his or her membership (and be officially added to the team’s roster) and submit payment ***before the tournament registration deadline*** to be properly registered to play at the Regional Championship.

## 6. Rosters for USAV National Club Championships

The deadline for registration for the USAV National Club Championship tournaments is earlier than the regional roster freeze. In addition, reconciling the roster requirements for participation in Nationals with those in CEVA is a complicated process. Any team interested in playing in Nationals is encouraged to discuss any roster



questions with the CEVA Commissioner to determine individual player's eligibility with a particular team well in advance of the registration deadline.

## 7. Exceptional Circumstances

As noted above, CEVA's adult roster rules are designed to increase participation in adult volleyball. When, in the CEVA Commissioner's or Tournament Host's\*\*\* judgment, an exceptional circumstance justifies an exception to one of the rules, the Commissioner or Tournament Host\*\*\* may authorize such exception. For instance, Team A has eight players at a tournament. Team B has six. A player on Team B is injured and cannot continue to participate. A player on Team A, with Team A's consent, is willing to join Team B's roster for the balance of the tournament. The Commissioner or Tournament Host\*\*\* has the authority to permit or deny such a substitution in his/her discretion. **Tournament directors have no such authority.**

**\*\*\*If an exceptional circumstance occurs and the tournament progresses outside of the CEVA established guidelines, the tournament results will no longer be eligible for Regional Championship seeding purposes. The Commissioner or Tournament Host must notify both teams prior to being affected by the Exceptional Circumstance that their results may not be valid.**

**If there is a dispute about roster rules and the Commissioner or Tournament Host is not available to make a determination, there can be no exception from the rules.**

## 8. Disbanding a Team

A team or club may end its volleyball season by informing the CEVA office that it has disbanded and no longer intends to participate in any USAV event, whether in or outside of the CEVA region. Notice of a team's disbandment must be sent to the CEVA office in writing.

Players from a disbanded team may enroll with another team unless the former team advises the CEVA office in its notice of disbandment that the player is not in good financial standing with the team or club.

## C. General Information Regarding CEVA Tournaments

### 1. Tournament Directors

A tournament director runs the tournament. The person is not a staff member of CEVA, a player, coach or referee. The director's duties include running the captain's meeting, collecting score sheets, posting results, keeping the tournament on schedule and resolving problems as they occur (those not under the jurisdiction of the protest committee). Only the team representative at the tournament should have contact with the tournament director. **CEVA does not give the tournament director authority to change the format of a tournament. Teams whose players harass the tournament director are subject to sanction (as is the individual player).**

### 2. Certified Referee and Scorekeeper

Each team participating in a CEVA sanctioned tournament will have, as a minimum, one certified coach/adult to referee. Junior players may not officiate in the R1 position in the CEVA region.



- All **returning adult teams** will have two options to fulfill their clinic requirement.
  - Send a representative to the Adult Team Rep Meeting held prior to the beginning of the CEVA adult season.
  - Send a representative to both the referee and scorekeeping clinics offered prior to the CEVA Friendship Tournament
  - Attending the Adult Team Representative meeting or the clinics prior to the friendship tournament will certify an adult team to referee at a CEVA sanctioned tournament.
- Any **new adult teams** must send a representative to both the referee and scorekeeping clinics offered prior to the CEVA Friendship Tournament. Any new adult teams must be evaluated by a Head Official prior to January 31<sup>st</sup> after attending the clinics.

A team without a certified referee or scorekeeper at a CEVA tournament after January 31<sup>st</sup> of the season, must pay \$50.00 for the day for a Head Official to cover the team's officiating assignments, or must make other arrangements to have their officiating responsibilities covered by a certified individual. A team must pay \$100.00 if it doesn't have both a certified referee and scorekeeper. The fine must be paid at the tournament. In the event that a team is without a certified referee or scorekeeper at a CEVA tournament for a second time or more, the team must pay \$75.00 for the day for a Head Official to cover the team's officiating assignments. \$150.00 if a team doesn't have both a certified referee and scorekeeper.

Teams failing to fulfill their officiating assignments will be fined \$50.00.

### 3. Uniforms

A player's uniform consists of a jersey and shorts. Team jerseys need to be the same. Shorts must be the same color, and similar style. For the first uniform violation a warning will be given to your team. All subsequent uniform violations will be a \$25 fine for the team. This fine must be paid before a team can participate in a CEVA tournament.

Players' jerseys must be numbered from 1 to 99. The number must be placed in the center of the front and back. The numbers must be a different and contrasting color (i.e., black/white, blue/white, red/white, white/black) to the jersey with a minimum height of 4 inches on the front and 6 inches on the back. Each uniform jersey must use the same color and number height for all team members (except Libero).

The Libero must wear a contrasting color uniform/jersey with a number (i.e., black/white, blue/yellow, red/gray) to the other members of the team.

The current Official FIVB Rule Book distributed by USA Volleyball will outline all other uniform regulations as well as requirements for uniforms for those teams playing in inter-regional tournaments.

### 4. Format for Tournaments

The format for a tournament will vary depending on the number of teams participating. The only inviolable rule is that each team must be guaranteed seven sets (games). Even when CEVA or the Tournament Host posts a particular format, all teams should be at a tournament at the beginning of the tournament prepared to play in case there has to be a shift in the tournament format. **Only the CEVA Staff or Tournament Host may authorize format changes. The Tournament Director CANNOT.**



In pool play where the number of teams is divisible by four, teams can expect that A and AA teams will play inter-divisionally, and B and BB teams also will play inter-divisionally. Following pool play the top two teams will move up to the championship bracket and the bottom two teams will move to the consolation bracket. Where team numbers are not divisible by four, the pool play will be interdivisional play, with bracket play being broken out by division. The seeding for this bracket will be based on how teams finished in their previous pool play. Seeding from pool play to bracket play will be based on the following: 1) Games Win/Lost record; 2) Head to Head 3) Point differential.

The following Pool Play Schedules are those that the CEVA will use for tournaments hosted from the regional office and CEVA sanctioned tournaments whose results are taken into account for Regional Championship Seeding purposes.

A four team pool will play one of the following formats:

2 vs 4	3 Referee	1 off		2 vs 4	1 Referee	3 off
1 vs 3	4 Referee	2 off		1 vs 3	2 Referee	4 off
2 vs 3	1 Referee	4 off	or	2 vs 3	4 Referee	1 off
1 vs 4	3 Referee	2 off		1 vs 4	2 Referee	3 off
3 vs 4	2 Referee	1 off		3 vs 4	1 Referee	2 off
1 vs 2	4 Referee	3 off		1 vs 2	3 Referee	4 off

A three team pool will play the following format:

2 vs 3	1 Referee
1 vs 3	2 Referee
1 vs 2	3 Referee

## 5. Summary of Fees

The following is a breakdown of the CEVA fees:

### a. Individual Fees

Adult Full Member (Coaches/Administrators)	<b>\$50.00</b>
Limited Member (Player only)*	<b>\$35.00</b>
Day Member**	<b>\$5.00</b>

\* A Limited Membership is for a player who only participates in Adult events only [Women’s Men’s, Outdoor or Coed tournaments] or Junior Boys.

\*\* A Day Membership is only available to a player who is only participating in 1 tournaments [of any type] throughout the season.

### b. Team Fee

Teams with less than 15	<b>\$45.00</b>
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All teams pay a team fee regardless of club status. Clubs that have more than one team participating must pay a team fee for each team. A single team with more than 15 players must pay an additional \$3.00 per player after the first 15.

c. Tournament Fees

Friendship tournaments	<b>\$75.00</b>
Regular Season Tournament-CEVA Office	<b>\$100.00</b>
Regular Season Tournament-Outsourced (CEVA Sanctioned)	<b>\$TBD by Tournament Host</b>
Regional Championship Tournament	<b>\$115.00</b>

6. First Aid

Neither CEVA, nor the facilities at which tournaments are located, are responsible for supplying ice or any other first aid supplies.

7. Food and Drink

All tournament hosts designate an area for team food and beverage consumption. All tournament sites and hosts prohibit food and drinks in the playing gym area, except for team water bottles.

8. Clean Up

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

D. Hosting a Tournament

The CEVA hosts a number of tournaments throughout the season. For other competitions to take place, clubs or teams must take the initiative and host tournaments.

1. Initial Steps

Before a club or team officially declares an intention to host a tournament, it should do the following:

1. **Choose a date.** By early fall, the CEVA website will list the dates of all events in the region that are available for hosting a tournament.
2. **Find and reserve a gym.**
3. **Find a tournament director.** A tournament director runs the tournament, and cannot participate in the tournament as a player, coach, or referee. The director's duties include running the captain's meeting,



collecting score sheets, posting results, keeping the tournament on schedule, making adjustments as needed, and resolving problems as they occur (those not under the jurisdiction of the protest committee).

## 2. Getting the Tournament Sanctioned

Assuming the preceding three elements are in place, a Sanctioned Tournament Proposal form must be sent to the CEVA office for approval. (Reminder: If you are running a tournament with a Men's bracket and Women's bracket, it will be considered two tournaments for Head Official purposes.) A \$150 fee must accompany the tournament proposal to pay for the Head Official that the CEVA region assigns to your tournament. If the tournament involves more than 14 teams, CEVA requires that the tournament host pay another \$150 for a second Head Official. The proposal form sent to the CEVA office must contain basic information about the tournament, including:

- Tournament Dates
- Location
- Number of courts (maximum of 4 teams per court, unless approved by the CEVA office)
- Name of tournament director
- Starting time and Ending time
- Captain's meeting time
- Entry fee (suggested \$80-\$100)
- Entry deadline
- Category and level(s) of play (AA, A, BB, B)

The CEVA must sanction all tournaments. **The CEVA does not sanction tournaments if a proposal form or a check for \$125 to cover the Head Official has not been received.** Once the required information is received, the tournament date is placed on the CEVA website. The CEVA office also has available a tournament director's packet to help organize the tournament.

## 3. Participants

Once a tournament is sanctioned by CEVA, the following guidelines must be followed:

1. Accept teams according to the number of courts available. CEVA policy limits the number of teams in tournament play to four teams per court, unless approved by the CEVA office.
2. Each team in the tournament must be guaranteed a minimum of seven 21 to 25-point rally scored sets (games).
3. The entry deadline for a tournament is usually one week before the tournament date. Do not eliminate teams from your tournament before the deadline.
4. All teams and players participating in your tournament **must be registered with the CEVA or another region under the USAV.** A list of all CEVA registered teams is posted on the CEVA website. If teams from outside the CEVA region submit an entry form, check their USAV status with the CEVA office. Accepting ineligible teams and players jeopardizes a club's participation in USAV tournaments and may result in a fine.
5. Once the entry deadline has passed, notify all the teams whether or not their entries have been accepted. **This must be done at least one week prior to the tournament.** While contacting each team, it is a good idea to confirm the coach's/captain's meeting time, tournament start time, and the exact location of the tournament.



#### 4. Tournament Format

A tournament packet is available from the CEVA office. There are several sample tournament formats for the different number of teams that will be playing in the tournament. As a reminder, each team must be guaranteed seven sets (games). Please contact the CEVA office should questions arise or for assistance in developing the tournament format. All results, including pool play must be submitted to the CEVA office for record and seeding purposes. All CEVA guidelines (formats, roster rules, etc.) must be following for tournament results to qualify for Regional Championships Seeding purposes. If possible, results will be posted on the CEVA website.

### **VI. Non-Club Tournaments and Leagues**

#### A. Tournaments

Throughout the year, CEVA will sanction a variety of tournaments unrelated to the CEVA season, e.g., a co-ed 6's tournament or a quad's tournament. In general, these tournaments are run by a different individual organization, e.g., a high school volleyball team may run an adult quads tournament as a fundraiser. Each tournament will have its own provisions for team composition depending on the individual or organization that is running the tournament. While all participants must have an appropriate individual membership in CEVA, CEVA itself places no restrictions on team compositions in these tournaments. The cost of participation in a tournament will vary.

#### B. League Play

Throughout the year, CEVA will sponsor a variety of leagues unrelated to the CEVA season, e.g., a co-ed 6's league or a grass doubles league. All participants must have an appropriate individual membership in CEVA. Players do not have to play on the same team with whom they are registered with for the CEVA season. The particular rules regarding team affiliation will vary by league. The cost of participation in the league will vary.

### **VII. Sanction and Appeal Procedure**

#### A. Report to Commissioner

Reports of violations of CEVA or USA Volleyball policy must be made in writing to the CEVA Commissioner. To the extent possible and appropriate, the commissioner may treat the identity of the reporting party as confidential. However, the commissioner may not guarantee confidentiality to any reporting party.

#### B. Investigation by Commissioner

Upon receipt of a credible written report of policy violation, the CEVA Commissioner shall investigate the matter. To the extent possible and appropriate, the commissioner may treat the identity and statements of witnesses as confidential. However, the commissioner may not promise confidentiality to any witness.



### C. Action by Commissioner

Upon completion of the investigation, the commissioner may close the matter, refer the matter to the CEVA Board for further consideration, or sanction the parties involved in a violation the commissioner determines has occurred. The commissioner may enforce such sanction immediately or suspend enforcement of all or a portion of such sanction pending the running of the time in which to request an appeal or the completion of the appeal process. The commissioner shall notify sanctioned parties of the commissioner's determination and action by certified mail to the parties' address on file with the CEVA. The commissioner also shall notify promptly the President of the board of any action taken under this paragraph. The President shall determine whether to place the matter on the agenda of the next regularly scheduled meeting of the board.

### D. Notice of Appeal Rights

The certified letter to the sanctioned person(s) shall include the following information on the appeals process.

1. The sanctioned person may accept the commissioner's sanction or appeal the decision to the Appeals Board. The sanctioned person has seven-business days to deliver in writing to the CEVA Commissioner at CEVA Headquarters a request to appeal all or a portion of the commissioner's decision. Requests received by CEVA after seven business days of the date of the commissioner's certified letter are untimely and will not initiate an appeal.
2. The CEVA Commissioner will select an Appeals Board from the Appeals Board list maintained by the CEVA. The Appeals Board shall consist of eight (8) CEVA members with no interest or bias in the matter under appeal.
3. From the 8-member Appeals Board, the sanctioned person may choose five (5) members to hear the appeal.
4. Within seven (7) business days of the date the appeals request is received, the Appeals Board will hear the appeal. The sanctioned person may appear before the Appeals Board to make a statement, present information or testimony of witnesses, or respond to questions from the Appeals Board.  
  
Appearances must be made in person, although counsel may accompany the sanctioned person. Only the sanctioned person may make statements and responses to the Appeals Board; counsel's role is limited to advising his or her client.
5. The Appeals Board shall deliberate to a decision either to uphold the commissioner's sanction, to modify the sanction, or to apply no sanction. Decisions of the Appeals Board shall be by majority vote, if necessary to reach a decision. In case of a deadlock, the matter shall automatically be referred to the CEVA Board for its review and final action. The Appeals Board shall prepare immediately a brief written report to the CEVA Commissioner outlining the basis of its decision and those members dissenting from the decision, if any.



6. The CEVA Commissioner shall inform the sanctioned person of the Appeals Board's decision by certified mail directed to the address of the sanctioned person on file with the CEVA. The sanctioned person may accept the Appeals Board decision or appeal the decision to the CEVA Board. The sanctioned person has seven-business days to deliver in writing to the CEVA Commissioner at CEVA Headquarters a request to the CEVA Board to appeal all or a portion of the Appeals Board's decision. Requests received by CEVA after seven business days of the date of the commissioner's certified letter are untimely and the Appeals Board's decision shall be final.

7. Within seven (7)-business days of the date the second appeals request is received, the CEVA Board will hear the appeal. Any CEVA Board member with a conflict of interest or bias in the matter may be excused on the member's own motion or upon a majority vote of the remaining members of the board. The sanctioned person may appear before the board to make a statement, present information or testimony of witnesses, or respond to questions from the board. Appearances must be made in person, although counsel may accompany the sanctioned person. Only the sanctioned person may make statements and responses to the board; counsel's role is limited to advising his or her client

8. After deliberations, the CEVA Board will issue a decision either upholding the decision of the Appeals Board, modifying it or applying no sanction. The decision of the CEVA Board is final.

#### E. Board Initiative

At the board's next regularly scheduled meeting, the board may determine to take up a matter previously closed by the commissioner, to cause further investigation into any matter to be undertaken, or to review and modify a sanction accepted by a sanction party. A decision by the board to review a sanction already accepted by a sanctioned party shall entitle the sanctioned party to a hearing before the board as provided in Sections 4., H and I of this policy. The hearing will be scheduled no later than 10 business-days following the regularly scheduled meeting at which the board proposed to modify the sanction accepted.

#### F. Notice of Final Action

A certified letter from the CEVA Commissioner will be sent to the sanctioned person providing notice of the CEVA Board's decision and that there is no further process of appeal.

#### G. Scope and Grounds for Sanctions

The CEVA Commissioner is empowered to impose sanctions on any member of the association for violations of the USA Volleyball Code of Conduct, the CEVA Junior Handbook, the Columbia Empire Region Code of Ethics, and Principle II of the Coaches Code of Ethics and Conduct for USA Volleyball.