



OFFICIALS HANDBOOK

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WELCOME

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

CEVA MISSION AND PHILOSOPHY

The mission of Columbia Empire Volleyball Association (CEVA) is to promote, foster, and teach life-long lessons through volleyball in Oregon and SW Washington.

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

CEVA

CEVA is comprised primarily of volunteers. The 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 that improve volleyball in CEVA and assist in meeting the needs of the membership are encouraged.

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

THE BOARD OF DIRECTORS

The BOD is composed of not less than six (6) but no more than eleven (11) members. Six (6) Directors may be elected by a majority vote of the ballots cast by the dues-paying members of CEVA, 18 years or older upon registration, by written ballot. These Directors, who shall be referred to as membership-Elected, shall 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.

The principal officers of the BOD 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 responsibility 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 record and making the same available for inspection;
- Sending written notices of the time and place of all meeting 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 responsibility assigned by the BOD, including:

- 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.

STANDING COMMITTEES

There are six (6) standing committees of this corporation as listed below:

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 and scorers, 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.

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 CEVA staff 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.

BOARD/COMMITTEE 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.

CEVA CONTACT INFORMATION

Contact information for the CEVA is as follows:

Office Address: 4840 SW Western Ave., Suite 450

Beaverton, OR 97005

Office Phone: (503) 644-7468

Office Fax: (503) 520-0242

Website: www.columbiaempirevolleyball.com

Email: region@columbiaempirevolleyball.com

RESIDENCY REGISTRATION REQUIREMENT

All CEVA Officials must reside within the CEVA's geographical jurisdiction and are required to register with CEVA. Out of Region Officials may be used, but must register within the Region where they reside. Officials whose center of activities is closer to adjacent regions may petition CEVA for authorization to register with the adjacent region and should state the specific basis for the request. Such authorization must receive the written approval of each region's commissioner or director.

OFFICIALS DIVISION

Independent Contractor Status

Referees who are certified by the Columbia Empire Region/USA Volleyball are not employees of the Columbia Empire Volleyball Region or USA Volleyball. All referees serve as independent contractors when officiating at CEVA-USAV sanctioned events. The term as an independent contractor lasts for one membership season (November 1 to October 31 each year) and must be annually renewed by registering as a CEVA-USAV member. The term includes all officiating activities, including but not limited to, officiating, serving as a clinician, participating with referee ratings/training/certifications, tournament staff positions, and travel to/from CEVA-sanctioned events.

As independent contractors, referees are responsible for maintaining appropriate financial records for tax-filing purposes. In the event that a referee makes more than \$600 from CEVA or other regional hiring entity (i.e., a tournament host or organized volleyball club), a 1099 IRS form may be issued to the referee by CEVA or hiring entity. In addition, referees/independent contractors are not entitled to benefits, including workers' compensation and unemployment. Referees should obtain their own medical and disability insurance for officiating-related work. However, as CEVA-USAV members, all referees are covered by USA Volleyball's liability and secondary health insurances during sanctioned events. The Columbia Empire Volleyball Region is not obligated to guarantee a minimum number of officiating-related assignments; however, referees must meet minimum requirements each season to maintain "good standing" in the Columbia Empire Volleyball Region as an official.

Officials' Coordinator

- Membership elected member of the Board of Directors
- 2 year term of service
- It is recommended that the Officials' Coordinator have experience as an official in USA Volleyball.
- Chair of the Officials Committee.
- Responsible for developing and maintaining policies, procedures, formats and budgets with regards to referees and scorers.
- Appoints a referee chair and scorer chair with the approval from the Board of Directors.
- If the Officials' Coordinator is a current USA Volleyball Jr. National or National Official he/she is responsible for assigning Head Officials to all CEVA sanctioned tournaments with the assistance the Referee chair or the CEVA office as needed.
- Responsible for all training clinics for the officials division.
- If the Referee Chair and/or the Scorer Chair cannot attend the annual USA Volleyball National meeting in May, the Officials' Coordinator or designee may take their place.
- Except for unforeseen circumstances, the Officials' Coordinator will post to Arbiter the Head Official assignments. The CEVA office will have access to all assignments through the Arbiter assigning system.

Referee Chair

- The referee chair must be a current USA Volleyball Jr. National or National Official in the CEVA Region.
- Will attend the annual CEVA Head Official meeting and cover rules and techniques.
- Will inform officials when rule changes occur.
- Responsible for evaluating all officials for further development. All Jr. National and National Candidates will coordinate with the Referee Chair for local evaluation (written).
- If the Officials' Coordinator is NOT a current USA Volleyball Jr. National or National Certified Official the Referee Chair will be responsible for all tournament assignments with the assistance of the CEVA office.
- It is recommended that the Referee Chair attend the annual USA Volleyball National meeting in May, in conjunction with the Open National Tournament.
- The Referee Chair is responsible for other duties as assigned by the Officials' Coordinator.

Scorer Chair

- The Scorer Chair must be a current USA Volleyball Official in the CEVA region.
- Will attend the CEVA annual Head Official meeting and cover scorekeeping procedures including new changes.
- Is responsible for evaluating score sheets by potential USA Volleyball Jr. National Referees and National Referees and Scorers.
- It is recommended that the Scorer Chair attend the annual USA Volleyball National Meeting in May, in conjunction with the Open National Tournament.
- The Scorer Chair is responsible for other duties as assigned by the Officials' Coordinator.

Head Officials

The Head Officials are assigned by the Officials' Coordinator to all sanctioned tournaments within the Region.

Requirements to be a Head Official include but are not limited to:

- Minimum 3 years officiating experience or equivalent
- Register with USA Volleyball
- First year Head Officials must attend an orientation meeting and a referee and scorers clinic
- First and Head Officials must attend a tournament in January at which time they will be observed as an R1 and Scorer. (No Payment)
- All Officials must attend a rules clinic before being assigned to any tournaments

The Head Officials responsibilities include but are not limited to:

- Complete the annual online referee exam by due date set by USAV Referee Commission.
- Complete scorer exam prior to working first tournament of the season.
- Complete a score sheet to include a deciding set and return to the Scorer Chair of the region by 2/15.
- Required to remain at the site for the duration of the tournament and visible in the playing area(s).
- If the site requires you to leave the playing area for a lunch break, you must inform the tournament director of your location in the facility.
- Arrival to site 45-60 minutes prior to assigned start time.

Prior to Play

- Inspect the playing area(s) and equipment.
- Attend the pre-tournament coaches/captains meeting and advise them of any ground rules.
- Assist Tournament Director in Collecting Rosters from Coaches - Confirm Coaches "Officiating Status" and players "Scorer Status"
- Inspect and note any illegal uniforms and/or equipment.
- Ensure that play begins at the designated time.

During Play

- Ensure teams adhere to the USA Volleyball Rules/CEVA modifications.
- Assist with any confrontational situation that may arise.
- During Pool Play: January-assist & educate, Feb-June officiate 1 vs 2 seed and one other match as well as shadow **score** one match if possible.
- Bracket Play: Officiate as R1 for the Semi-Final and Finals.
- Assist R1, R2, and scorer/libero tracker with their responsibilities during play.
- Educate/Train new coach/adult to the CEVA region as a referee
- Teams who do not provide the appropriate referee or scorer- document on TIF
- Check the roster of certified coach/adult and clubs to ensure they have met the requirements of the region

Regional Tournaments

- Head Officials will R1 specific rounds as assigned by the Officials' Coordinator/Referee Chair.

HEAD OFFICIALS MEETING

Each year CEVA will host a meeting for all Head Officials. This is a mandatory meeting and prerequisite for assignments during the CEVA Season. CEVA may also conduct Clinics as necessary to keep the level of proficiency of Head Officials at an acceptable level.

HEAD OFFICIAL CONTRACT

Prior to each CEVA Season (November 1 – October 31), every Head Official assigned to the Region will adhere to the signed Independent Contractors Agreement, which will be kept on file at the CEVA Office.

BACKGROUND SCREENING POLICY

The Regional Volleyball Association of USA Volleyball has implemented a mandatory national background screening policy for head officials, club directors, club administrators, team reps, coaches, chaperones, and trainers. Members who are subject to background screening will be required to submit to a Baseline Fingerprint Screening process by the Oregon State Police I.D. Bureau and the Southeastern Security Consultants Inc. (SSCI); thereafter, members will be screened through SSCI every two years unless circumstances warrant an additional screening. All background screening policy information, costs and forms will be posted on the CEVA website.

UNIFORM - CEVA HEAD OFFICIALS

The acceptable uniform for all CEVA Head Officials will be:

- White Athletic Shoes
- Navy Blue or Dark Blue Slacks w/navy or black belt
- White Short or Long Sleeve Polo Shirt and/or White V-neck pull-over Sweater/Vest
- Approved CEVA Polo Shirt, Vest, or Pull-over

Certifications of Officials

National

A National referee rating is awarded by the USA Volleyball National Rating Team at the USA Volleyball Girls' Junior National Championships or other designated national rating site.

A National referee is authorized to accept assignment to officiate the following levels of play:

- All sanctioned competitions within any USA Volleyball region
- The U.S. Open Championships and the USA Volleyball Girls' or Boys' Junior National Championships

Jr. National

A Junior National referee rating is awarded by the USA Volleyball National Rating Team at the USA Volleyball Girls' Junior National Championships or other designated national rating site.

A Junior National referee is authorized to accept assignment to officiate the following levels of play:

- All sanctioned competitions within any USA Volleyball region
- The USA Volleyball Girls' or Boys' Junior National Championships

Regional

A Regional referee rating is the highest level USA Volleyball certification the Columbia Empire Volleyball Region can award to a referee. This rating is awarded to a person who has held a Provisional certification for at least one season, preferably two, and who has met the minimum standards for Provisional referees as noted below respectively, as well as the following:

- Attention to professional detail: demeanor, attitude, appearance, teamwork, time management
- Exhibits competence, confidence and match control as a first referee
- Properly focused as second referee, demonstrating competent skill in primary areas of R2 responsibility
- Recognizes advanced alignment and overlap issues
- Exhibits "partnership" with first referee; offers appropriate discreet help including back row
- Willing to serve as role model and mentor for lesser experienced referees
- Aptitude to deal with difficult match situations
- Quick to resolve scorekeeping issues
- Upon obtaining a Regional referee certification, the referee is authorized to accept assignments to officiate the following levels of play at CEVA-sanctioned events:
 - Any level of competition within the Columbia Empire Region
 - Also authorized to officiate sanctioned, local competitions within any other USA Volleyball region with approval of respective referee chairs; eligible for select USA Volleyball national events with notification of and recommendation from the CEVA Referees' Chair

Provisional

A Provisional referee rating is an entry-level USA Volleyball certification for referees. This rating is awarded to a person who has met the minimum **standards for referees as follows:**

- Proper professional demeanor and skill as a first referee
- Second referee: Exhibits basic understanding of responsibilities and performs common duties efficiently
- Expanded rules knowledge including back row player identification
- Fully understands and applies individual sanctions; shows basic understanding of delay sanctions
- Aware of basic alignment and overlap issues
- Demonstrates reasonable match control for 16-, 17- and 18- Regional competition
- Proficient with scorekeeping and Libero control systems
- Upon obtaining a Provisional referee certification, the referee is authorized to accept assignments to officiate the following levels of play at CEVA-sanctioned events:
 - Girls' 10s, 12s, any 13s level, any 14s level, any 15s level, lower level 16s,
 - Boys' 10s, 12s, and 14s

FEES

➤ **Head Official fees for CEVA:**

- Provisional \$125
- Regional \$140
- Junior National \$160
- National \$175

➤ **CEVA Regionals Tournament**

- Provisional/Regional \$150
- Jr. National \$160
- National \$175

TOURNAMENT INFORMATION FORM (TIF)

All Head Officials must fill out a Tournament Information Form (TIF) either during, or at the conclusion of each assigned Tournament. As a minimum, the form will contain the following information:

- Name of the Head Official
- Time, Date, Location and Name of Host Team
- Division (Age Group and Gender)
- List any Sanctions including penalty cards
- Payment amount & mileage traveled (please list as follows: total mileage – 80 = X).

The Tournament Information Form will be delivered to the CEVA Business Office by **12:00 pm (noon) on the Monday following the Tournament** in order to get paid that week. If sent in past noon on Monday, check will be mailed the following week.

PROTESTS

When necessary, the Head Official will form a Protest Committee, which will include sufficient uninformed members who can resolve the protest in a timely manner so play can resume.

INCIDENTS AND INJURY REPORTS

Any incident which includes, but is not limited to; damage to property, physical injuries, conduct violations by players, coaches, spectators will be reported *in detail* to the CEVA Operations Director on the next business day following the Tournament. These reports must be in writing and can be done by memo or e-mail message. Any incident in which Fire, Rescue, Police or Ambulance are summoned to a playing venue, *the CEVA Operations Director and/or Executive Director will be notified immediately.*

TOURNAMENT ASSIGNMENTS

- CEVA Power League**
- Club Hosted Tournaments**
- CEVA Regionals Tournament**

The CEVA Officials' Coordinator with the assistance of the Referee Chair (when necessary) will make all Tournament Assignments and will resolve any conflict with assignments. If the Official Coordinator is not a current USA Volleyball Jr. National or National Certified Official the Referee Chair will be responsible for all tournament assignments.

The following will apply with the tournaments listed above along with Sanctioned Tournaments.

The number of Head Officials will be based on the number of Teams registered in the Tournament.

All Head Officials who are assigned to a Tournament are responsible for arriving at the designated location on time (define—ie: 45-60 minutes before the start of the first match) and ready to perform their designated duties, are required to remain at the site for the duration of the tournament and visible in the playing area(s).

Each Head Official will provide their own transportation to and from Tournaments. In the event the assignment requires extended travel, CEVA will reimburse the Head Officials based on the Regional Travel Policy.

Criteria's for Assignments include but are not limited to:

1. Availability
2. Geographical Location
3. Rating as a USA Volleyball Official
4. Experience as a USA Volleyball Official

SANCTIONED TOURNAMENTS

Tournament officials will be coordinated and assigned by an Event Designee.

REGIONAL TRAVEL POLICY

If a Head Official has to travel more than 100 miles one-way to officiate a *single day* tournament, the region will pay one night's lodging.

Regional Championships are a 2 day event. Head officials will receive lodging provided by the region. The region will make arrangements near the tournament site.

If a Head Official has to travel more than 100 miles one-way to officiate a *club-hosted multi-day tournament*, the hosting club is responsible for the necessary lodging. To control lodging costs, the hosting club is entitled to make the lodging arrangements.

Head Officials traveling over 80-miles round-trip to an assigned tournament may be reimbursed for accumulated mileage beyond 80-miles at the current rate set by IRS. Head Officials should use Mapquest from their residence to the tournament site to establish mileage.

RELEASE FROM ASSIGNMENT

A Head Official who requests a release from their assignment because of illness, injury, family emergency or other circumstance beyond their control, must contact the Officials' Coordinator and/or the Operations Director as soon as the emergency is known.

The Officials' Coordinator or Referee Chair will be responsible for assigning a replacement from a list of available Head Officials. In the event no other Head Official is available the Operations Director will refund the Officials Fee paid by the Tournament Host.

If a Head Official becomes ill or is injured during a Tournament, the Officials' Coordinator and/or the Operations Director will be immediately notified. The Officials' Coordinator and/or the Operations Director will make every attempt to find a replacement. If a replacement cannot be found, the Tournament Host will receive a refund based on an agreed upon rate determined by how long the Head Official was at the Tournament before becoming disabled.

NATIONAL TOURNAMENT INCENTIVE

The CEVA Official's Division will have \$2000.00 in incentives for officials who represent CEVA at National Tournaments (Junior Olympics, Open Nationals, NCVF, or High Performance.). The money will be divided equally between all official's who qualify for the award up to a maximum of \$100.00 per person.

In order to qualify, an official must have worked at least six (6) CEVA dates during the current USA Volleyball season, two (2) of which must be at a 14's, 16's or 18's CEVA Regional Tournament.

The application form must be submitted to the CEVA office no later than August 1st following the National Tournament. A photo copy of the pay stub from the National Tournament as proof of attendance must be included with the application.

REMOVAL OF HEAD OFFICIAL

The Executive Director/Operations Director may remove a Head Official for cause. If, in the judgment of the Executive Director/Operations Director Head Official does not or cannot perform their duties they will be removed and their contract will be terminated. If a Head Official contests the removal, they may appeal in accordance with the CEVA Due Process Policy.

Head Officials may be removed for all, but not limited to, the following:

- Failure to pass a Background Screening
- Reporting to an Assignment under the influence of intoxicants.
- Repeated Unexcused Absences from Assignments
- Repeated Conduct Violations
- Repeated lack of follow through on Head Official Responsibilities

The CEVA Executive Director, Operations Director their Designee will investigate all allegations made against Head Officials. A finding will be reported back to the person making the allegation, which will only state whether their allegation was sustained or not sustained. Details of any investigation, conclusions, sanctions or other discipline will not be made public.

TRAINING CLINICS

Clinic attendance must be scheduled through the CEVA Office. All Clinics not sanctioned by CEVA will not be considered for certification. Clinics are open to 1st and 2nd year coaches and players to obtain referee and scorekeeping training.

Club Team Officiating & Scoring

- All coaches and select players must attend a clinic. All coaches must be certified to meet this requirement. 1st and 2nd year coaches must attend a clinic and take the online test. Third year and above coaches will take the current USAV test/exam online annually.
- All players who keep score must be certified. Those players who are in their 1st & 2nd year as scorers must attend a clinic. Those scorers who have 2 or more years experience will take the USAV scorers test/exam annually with a club representative.
- Rules and techniques will be reviewed for R1/R2 mechanics, line judge techniques, as well as scorers/libero tracking.
- The deadline is January 31st or before the 1st scheduled tournament.

Adult Programs

Certification Process:

- Referee's - review the current training materials posted on the CEVA website for adult programs and complete the online Referee Test.
- Scorers- review scorekeeping PowerPoint presentation and then complete the scorers exam.

During pool play at tournaments Head Officials will observe the officiating and scorers and offer contemporaneous constructive criticism to increase education and the quality of responsibilities of player scorers and referees for the entire month of January.

CERTIFYING A COACH/ADULT TO REFEREE

Each team participating in a CEVA sanctioned tournament will have, as a minimum, one certified coach/adult to referee.

Head Official will:

- Educate/Train new coach/adult to the CEVA region as a referee
- Teams who do not provide the appropriate referee – document on TIF
- Check the roster of certified coach/adult and clubs to ensure they have met the requirements of the region.

APPLICATION FOR JUNIOR NATIONAL REFEREE OR NATIONAL REFEREE/SCORER CANDIDATES

All potential candidates must complete the entire application form which can be found on the USA Volleyball website under the Officials link. This completed form and a completed score sheet (with a deciding game included) must be sent to the Referee Chair (Jr. National or National Referee Candidate) or the Scorer Chair (National Scorer Candidate) by January 31st to be considered a potential candidate from the CEVA Region.

Potential candidates must be available, and complete their assignment for the 16u or 18u Regional Championships for the year of their application.

Junior National Referee Certification Process

- Be an active officiating member of the CEVA, in good standing, for three (3) years.
- Attend/officiate at a USAV out of region tournament within two (2) years of application.
- Request in writing to be rated/evaluated by the Referee Chair or designee by Jan. 31 of current season.
- Follow the USA Volleyball requirements for application.

National Referee Certification Process

- Be an active officiating member of the CEVA, in good standing.
- Be a certified Jr. National Referee or a PAVO National Referee.
- Request in writing to be rated/evaluated by the Referee Chair or designee by Jan. 31 of current season.
- Follow the USA Volleyball requirements for application.

National Scorer Certification Process

- Be an active officiating member of CEVA, in good standing, for three (3) years.
- Request in writing to be evaluated by the Scorer Chair or designee by Jan. 31 of current season.
- Follow the USA Volleyball requirements for application.

CEVA will reimburse the application fee upon a successful rating, not to exceed \$600 total. The current application fee is \$150, so if more than 4 people apply and pass their rating, the \$600 will be split evenly between all applicants.