



KRVA
KEYSTONE REGION VOLLEYBALL ASSOCIATION

Club Directors Manual

2023 – 2024 Season

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Keystone Region Sanctioned Events

Keystone Region & USA Volleyball provide a structure for Junior Volleyball Competition.

Events that are sanctioned by the Keystone Region have to meet standard requirements, Impact certified, background screened coaches, and SafeSport Certifications. Tournament directors must follow certain procedures that help to ensure quality events.

Indoor Season

The indoor season runs from September 1 until August 31 of each calendar year.

During this time frame, the following activities are sanctioned by the Keystone Region and covered under the USAV insurance:

1. Scheduled practices by a Keystone Region registered club. Participants are all members of that club and registered with the Keystone Region.
 - a. At all times during a practice there is an adult coach present who is Impact certified, registered, background screened, SafeSport Certified.
 - b. All players in attendance are required to have a current USAV membership.
 - c. Clubs must request a certificate for specific dates and times at specific facilities for their practices (i.e. Mondays and Wednesdays from 6 to 10 pm at the KRVA Gymnasium).
 - d. There is no fee for this service.
2. Scrimmages between two fully registered Keystone Region teams during the indoor season as defined above.
 - a. An adult coach must be present at all times during the scrimmage. The coach must be IMPACT certified, Keystone Region registered, background screened, and SafeSport certified.
 - b. All players in attendance are required to have a current USAV membership.
 - c. The host clubs must request a certificate for specific date and at specific facilities for the scrimmage
 - d. There is no fee for this service.
3. All KRVA sanctioned tournaments/events are posted to Advanced Event Systems
 - a. Please reference the Tournament Directors Manual for full details.
4. Tryouts are posted on the Keystone Region website
 - a. No tryouts will be sanctioned and posted unless the club is registered with the Keystone Region.
 - b. There is a \$50 tryout sanction fee for each proposal and must be paid to the Region Office BEFORE tryouts are sanctioned.
 - c. All players in attendance are required to have a current Full or Tryout USAV membership.
 - d. At all times there is an Impact certified, registered, background screened, SafeSport Certified adult coach present.

- e. The Keystone Region allows current members from our border regions to participate in KRVA for purposes of tryouts. **Clubs must verify that dates on membership cards are valid at the time of the event.**
- 5. Camps/Clinics/Leagues Posted to the Keystone Region Website
 - a. At all times during a practice there is an Impact certified, registered, background screened, SafeSport Certified adult coach present.
 - b. All players in attendance are required to have a current USAV membership.
 - c. There is a \$50 sanction fee for each proposal. Fee(s) must be paid to the KRVA Office BEFORE the activity is sanctioned.
 - 6. All other meetings/gathering/parties that are explicitly sanctioned, in writing, by the Keystone Region office. All sanctioned events are posted on the Keystone Region website.

Requesting Insurance Certificates

Clubs may request a Certificate of Insurance (COI) for tryouts, practices, and Camps/Clinics/Leagues by completing the online Certificate of Insurance Request Form found in the Club Management dropdown on the Certificate of Insurance page of the KRVA website.

COI's must be requested in a timely manner and can take up to ten (10) business days to process. The office will issue a COI to the Club Director (CD). The CD must be distributed to any necessary recipients.

There is no fee for this service.

Other Events

Any other events, clinics, camps, tryouts, open gyms, private lessons etc. that are organized by Keystone Region affiliated clubs, groups or individuals are outside the scope and regulations of Keystone Region. These events are not sanctioned, regulated nor covered by insurance by Keystone Region or USA Volleyball.

Club Management

General Eligibility Information for Membership

Application for Keystone Region USA Volleyball membership is not automatic. The Region may NOT grant membership to individuals or clubs that have been convicted of a felony, or have outstanding sanctions imposed by this or other regions of USAV. Membership may be terminated if the above conditions are found to exist. Parties with the above conditions may apply for membership by including a complete written statement of the situation and reasons for acceptance. All such applications will be handled according to the appeals process.

All adults that are involved with junior programming (Club Directors, Coaches, Officials, Parent Members, Chaperones) must be properly registered, have a current background screen and be SafeSport certified. This includes Board members of clubs. All state mandates/laws must be followed including but not limited to PA 153.

Club Registration

All new and existing club directors must register their club each season. Returning Clubs can fill out the Club Application form on the website. New Clubs need to email the office and then can fill out the Club Application Form. Please choose your club's name carefully because we don't allow Club name changes.

There is NO FEE to register your club.

Club directors must reside within the boundaries of the Keystone Regional Volleyball Association (KRVA) and complete the following:

1. Register as an Adult with Juniors program member of KRVA
2. Submit and pass a background screen
3. Complete SafeSport training

Club Application

CLUB REGISTRATION via online "Club Registration Form." This includes Junior Boys, Junior Girls, and Adult clubs under the same name.

CLUB DIRECTOR AGREEMENT– Required for all Club Directors upon registration of the club signed, initialed, and dated.

KEYSTONE REGION MEMBERSHIP – Required for all Club Directors after submitting the Club application. You will be sent a link to purchase your KRVA/USAV Membership and then must complete Background Screened via NSCI, Safesport Certification and Concussion Awareness training.

We strongly advise the designation of a club administrator in case the club director cannot be reached. The club administrator will have the same access to the club information in the SportsEngine system as the club director. The club director is deferred to for any critical decisions regarding the club.

Administrators must be members of the Keystone Region, compete and pass Background Screening and Safesport.

Club Activation

Once each Club Application is approved (see above) by the Region, the club director will be sent an email inviting them to join their club's SportEngine HQ account and given the role of USA Volleyball viewer. Returning club directors will be given the role of USA Volleyball viewer.

It is a requirement that the Keystone Region has the role of Organization Administrator in the SportsEngine HQ. Club Directors and Admins will be given the role of USA Volleyball Viewer which will give them access to the USA Volleyball tab in their SportEngine HQ. If SportEngine is contacted at any point in the season and the Region's admin access is removed from their HQ at any point in the season, the club and director will immediately be deactivated and not be eligible for KRVA/USAV events.

Coaching Requirements

It is the Club Director's responsibility to ensure that their coaches have met the following Keystone Region coaching requirements:

1. Be 18 years old or older (coaches must be at least 2 years older than the age level they are coaching)
2. Current member in good standing in the Keystone Region
3. Current background screen
4. IMPACT or above certification
5. Concussion training (certificate on file in the KRVA business office)
6. Current and Annual Safesport Certification

Without meeting all the requirements listed above, the coach will remain ineligible and may not coach in any capacity with the club.

It is also mandated by the State of Pennsylvania that coaches have their PA 153 Clearances. The Region mandates that all clubs comply with Pennsylvania state laws.

Coaches are ONLY allowed to be assigned to one Club for the season. EXCEPTION: Coaches are allowed to be assigned to a boy's club and assigned to a different girls club if neither club offers both boys and girls teams. It is at the discretion of the region to approve dual club assignments.

Recruiting Policy

This is a summary of the Recruiting Policy published in the Junior Operating Codes. Please read the full details in the Junior Operating Codes.

Keystone Region Recruiting Policy Summary

The Keystone Region has the following Recruiting Policy designed to:

1. Protect the interests of a player and/or family regarding club contact;
2. Allow players and families to seek information they want from clubs;
3. This policy applies to players of all ages/skill levels.

IN-SEASON Defined as the time between a player accepting an offer (Loyalty/Summer/Fall) to join a club and the conclusion of the USAV National Championships, or when the player is released from the club.

- Clubs or their registered representatives (coaches and other personnel) may not initiate contact with players or Parents/Guardians who are registered with a different club.
- Parents/Guardians may contact any club they wish at any time.
- Once a Parent/Guardian says “stop,” all contact must stop until the next off-season.
- Club representatives that switch clubs may NOT contact players from their previous club.

DEAD PERIOD: Defined as the time junior players begin and end their high school seasons.

- Players that have accepted offers from a club:
 - MUST adhere to their high school program rules.
 - Are allowed to participate in their club’s activities.
 - On-court activities are limited to groups of 3 or less.
- Clubs or their registered representatives are allowed to hold club activities for players/families that have accepted offers including but not limited to practices, strength & conditioning sessions, team meetings, team bonding activities, or uniform fittings.

OFF-SEASON Defined as the time between USAV National Championships and accepting an offer to join a club.

- Clubs or their registered representatives (coaches and other personnel) may initiate contact with any Parent/Guardian.
- Parents/Guardians may contact any club they wish at any time.
- Club representatives that switch clubs may NOT contact players from their previous club.

UNWANTED CONTACT

- If a club is told to “stop” by a player or their family, the club must cease contact immediately.
- Any player or family receiving unwelcome contact from a club should contact the Keystone Region immediately for assistance.
- Any club found to be contacting players or their family after the “stop” request can face sanctions, including director or club, probation or suspension, from the Region.

PROFESSIONAL INTEGRITY

- Clubs and their representatives should act in a manner that is professional in all contact with a player and their family. This includes refraining from speaking negatively about another club or their representatives.
- Clubs and their representatives should be respectful in all conduct.
- High school coaches, administrators, or teachers (that are KRVA members) may not pressure athletes into playing for a specific club.

Loyalty Offer Period (Junior Girls Clubs only)

Junior Girls Clubs are permitted to send Loyalty Offers which allows them to extend binding offers to players that were part of their program the previous season. These offers are only for the Junior Girls Clubs and Players. Loyalty Offers are NOT mandatory. The goals of the Early Re-Signing Period are to reduce the stress of tryouts for players that commit early, save families money and time on tryout fees and attending multiple tryouts, as well as enable clubs to form teams quicker and retain players. Also, cutting down on illegal recruiting by clubs and coaches which will take more pressure off parents and players.

A binding offer is an offer extended by the club to the junior player (through her/his parents) that, when accepted in writing, binds the player and parents to that club for the entirety of the season. The season ends at the conclusion of the USAV Girls Junior National Championships.

All Early Re-Signing Offers and acceptances must be submitted in writing via email and cc'd to offers@krva.org. Players have 48 hours (about 2 days) from the timestamp on the offer email to accept or decline the offer in writing. Once an offer is accepted, the player is bound to that club and may not attend tryouts for a different club.

If a player does not want to commit early, the Early Re-Signing Offer must be declined in writing via an email response to the initial offer email, and offers@krva.org must be CC'd. It is up to parents to communicate with the club about any reasoning or intentions to return in the fall if they so wish. Offers not accepted or declined within the allotted time will be automatically rescinded when 48 hours is over according to the timestamp on the original offer email. Once an offer is declined in writing, the offer is off the table. If the player changes his or her mind, the parents need to contact the club. If the club wants to reissue a new offer, they can do so.

Summer Tryouts & Offers

All athletes complete their commitment to their current club at the end of GJNC of each season. After this date athletes are permitted to begin researching and possibly training with new clubs.

Club tryout dates will be set and published no later than April 15th each season. All tryouts MUST be sanctioned by the KRVA office. All tryout proposal(s) must be submitted using the KRVA Site Sanction Form on the website.

Junior Boys

- First available date clubs can hold tryouts: July 21st
- Email offers can be sent out on July 21st
- All offers made after July 21st are at the discretion of the club

Junior Girls 15 & Older

- First available period clubs can hold tryouts: July 21st to July 30th
- Email offers can be sent out Wednesday at 7pm on July 26th to August 5th
- No tryouts may occur between August 1st and November 10th
- No offers can be emailed between August 6th and November 14th

There is a \$50 tryout sanction fee for each proposal. Fee(s) must be paid to the KRVA Office BEFORE tryouts are sanctioned. All players and coaches in attendance are required to have a current USAV membership.

All offers must be sent via email based on the Summer Offer Template. All fields on the Summer Offer Template should be filled out to the best of the club's ability using the information available at the time. If there are any changes in the terms on the form, or there is a failure to meet the terms, the offer may be voided. All club-initiated offers are valid for 48 hours as per the timestamp in the email.

Athletes that commit to the club by accepting a Loyalty Offer via email, are NOT permitted to attend any additional tryouts for other clubs. Athletes who attend additional tryouts after accepting a Loyalty Offer to a club will be found in violation of this policy and may be subject to sanctions and/or penalties as outlined at the end of this document. All verbal offers are NON-BINDING.

Fall Tryouts & Offers

Club tryout dates will be set and published no later than April 15th each season. All tryouts MUST be sanctioned by the KRVA office. All tryout proposal(s) must be submitted using the KRVA Site Sanction Form on the website.

Junior Girls 14 & Under

- First available date clubs can hold tryouts: Friday, October 20th
- Email offers can be sent out on Wednesday, October 25th @ 7 PM
- All offers made after 7:01 pm October 25th are at the discretion of the club

Junior Girls 15 & Older

- Clubs can hold tryouts: Friday, November 10th
- Email offers can be sent out on Wednesday, November 15th @ 7 PM

- All offers made after 7:01 pm November 15th are at the discretion of the club

There is a \$50 tryout sanction fee for each proposal. Fee(s) must be paid to the KRVA Office BEFORE tryouts are sanctioned. All players and coaches in attendance are required to have a current USAV membership.

If a Loyalty Offer was accepted by an athlete and their parents/guardians, those athletes are not eligible to attend another club's tryouts other than the club they accepted the Loyalty Offer with. These athletes accepted binding offers to a club for the upcoming season. Sanctions will be imposed if an athlete goes to another club's tryouts, or if coaches are found to be recruiting athletes to another club's tryouts.

Junior Girls' offers may not be sent prior to the Wednesday following tryouts at 7 pm. Any offer sent prior to that will be considered non-binding (GIRLS CLUBS ONLY). Offers can ONLY be sent out via email at the times indicated above.

All offers and acceptances must be emailed using the KRVA Offer Template and cc'd to offers@krva.org

All offers must be honored for 48 hours from the time indicated in the email.

Clubs are permitted to continue to hold additional tryouts to fill any open spots on their rosters.

Player Release Policy

Please refer to the Full Player Release Policy in the KRVA Junior Operating Codes. The procedure outlined in the Junior Operating Codes must be followed and registration@krva.org must be included in all communications.

The current Club Director, parents, and the KRVA Administration must be in agreement for a release to be granted. If a player is released from his or her club through appropriate channels, the club must also contact the player's parents via email stating the release of the player and the reason for the release and cc'd to commissioner@krva.org.

End of Season Player Transfer

When a player reaches the end of their team's season and wants to continue to play, the player is allowed to join another team. Clubs are allowed to borrow a player from another club, as long as that player's team is finished for the season. It is the responsibility of the new Club to ensure that the player's original team is done competing that season. At a minimum, an email between club directors should document that the player is in good standing and has completed their season. The player must then fulfill these obligations before joining another team.

The releasing club MUST send an email to the Keystone Region office containing the following information (to allow for new club assignment in Sports Engine, which will be documented):

1. Name(s) of player(s) being released along with the name of the club they are released from;
2. A statement the releasing team has completed its season,
3. The event the transfer is for

Once the above criteria are met and a player can be transferred, the athlete has the right to join, participate and compete with a new club of their choosing for the remainder of the club volleyball season.

If the director from the original club does not feel the athlete has met the criteria for a transfer, they may withhold the transfer. The athlete cannot practice, train, or compete with the new club until the Transfer has been granted.

Note: If athletes play with a club for any Junior National Qualifying (JNQ) Event, they may not play with another club for any other JNQ Event. (See the Frozen Player Rule at www.usavolleyball.org for more information.) Players also may not transfer and play with the new club at GJNC or 18s GJNC.

The region has the right to review all transfers and may deny any request. Rejected requests or denials may be appealed to the region board for referral to an arbitrator and due process.

If a player is transferred to another club at the end of the season, the original club has the ability to make a Loyalty Offer to the player. The new club does not have the right to make a Loyalty offer to the transferred player.

Team Management

SportsEngine Online Registration

Keystone Region uses the USA Volleyball national online registration system called SportsEngine, which eliminates the need for hard copies of the USAV Membership form, the Background screening form, User Agreements, and the Junior Club Personnel Code of Ethics form. All this information is included in the SportsEngine registration for each individual.

Each individual must register themselves – anyone registering for someone else (other than a legal parent or guardian) is committing fraud. Everyone (junior and adult) must also be registered online prior to any sanctioned clinic or tryout. Any club that allows unregistered members to participate is not covered under the USAV insurance policy, nor are any other members and/or clubs participating in the event.

Before any adult may be added to a team roster in SportsEngine, they must be paid, background screened, Impact and SafeSport trained, and have signed waivers on file. The background screening process will not begin until payment is received. Please plan accordingly (i.e. submit the screen and payment more than seven to ten business days prior to the first contact with a junior player – there is nothing that can be done to speed up this process). All IMPACT clinics are on-demand online.

For tryouts, players might be asked to present their current USAV membership card and a completed medical form. Clubs may also choose to have players submit a Player Information Form to gather information on the athlete. The Region has provided such a form on the “Forms” section of our website. You may also choose to use your own form.

Team Fees

There is a \$30 fee per team registered. Clubs only need to pay for the team(s) they will use for the season. Teams marked as unpaid and inactive in SportsEngine should not enter and will not be accepted into KRVA/USAV-sanctioned tournaments. Checks should be made payable to KRVA and sent to the KRVA Business Office, PO Box 3234, Allentown, PA 18106.

Team Rosters

Beginning in the 2023/2024 season, clubs will NOT submit their rosters to the region office. All rostering will be done in AES/TM2Sign/SportWrench. All players must have a current full membership and coaches must be marked eligible to coach in order to be imported to an event system. If a club still wants their SportEngine roster built for them, this can be done by the KRVA office at \$50 per team. Club Directors can also request exports of their members who have purchased membership assigned to their club. There is no cost but please remember this export does not reflect eligibility.

Certificate of Insurance/Liability Insurance

Your program, as a member of USAV/Keystone Region, is provided with liability coverage for your events. Some facilities request proof of insurance. To secure this, send the Certificate of Insurance Request Form to the Region office (available online). List all the facilities your club will use during the season for tryouts, practices, tournaments, etc. This will notify our office of the facilities for which you will need liability coverage.

If you indicate that your facility requires a certificate of insurance, the region office will secure that certificate for you. If your facility requires that it be listed as “additional insured,” you need to note that on the form, as well. It is important that you include your email address on the form as all certificates are sent out via email. Keep a copy for your records.

Keystone Region also needs your facility usage on file. In the event of a claim, Keystone Region needs to be able to verify that a sanctioned Keystone Region/USAV event was taking place at that time. Please forward the facility name and dates and times of scheduled events to the KRVA office. This can be done on a month-to-month basis, if necessary, but must be submitted prior to the event.

Directors should review any contracts they sign for facilities. If there are any questions about contract language, please reach out to the Region prior to signing the contract, and we will put you in contact with the USA Volleyball liability insurance company. They will help review the contract for any USAV Region-registered club or event. This must be done before the contract is signed.

Club Directors must read over any rental agreements or contracts before signing them. Be sure you are only taking responsibility for the area of the facility you will actually be occupying for your event. The Certificate Holder (facility owner) is only an additional insured with respect to liability caused by the negligent acts or omissions of the Named Insured (club or TD) in respect to sanctioned USAV and Keystone Region Volleyball events.

Social Media and Electronic Communications Policy

Each club is required to adopt the Social Media and Electronic Communications Policy created by the US Center for SafeSport.

Clubs may add more but may not take any part out of the policy.

This policy is to protect clubs, inform its members, and protect the players against undesired or unintended online communications.

The policy can be found in Appendix A of this document, and on the KRVA website. This policy is also that of the Keystone Region.

Club Travel Policy

It is required for each club registered with the Keystone Region to adopt a Club Travel policy for its teams.

Clubs are encouraged to use the policy provided by the US Center for SafeSport, which is the policy the Keystone Region abides by. The Travel Policy is available in Appendix B of this manual.

Clubs may use an alternate policy, but it must be submitted to the KRVA Office by emailing registration@krva.org with the club's travel policy in its entirety no later than December 1 each season.

Event Registration

All sanctioned events in the Keystone Region are posted to Advanced Event Systems (AES). Junior Boys Events open for regular registration on November 1st each year. All age groups open on the same date at the same time.

Junior Girls Events open for registration on a specific date and time as set forth by the KRVA Office each season. Generally, the events open for team registration the first full week of December as follows:

Sunday night – 12s, 16s, and 18s

Tuesday night – 13s and 17s

Thursday night – 14s and 15s

REGISTER FOR EVENTS – I DO NOT HAVE AN AES ACCOUNT

1. Go to <https://www.advancedeventsystems.com/Default.aspx>
2. Select Create New Account (top right)
3. Select Register
4. Select Create Club Director
5. Complete form & select Create Club Account
6. You are automatically logged into your account
7. Select USAV Data Import – this will allow you to import your players to add to rosters. Once imported, the system will tell you how many members were added and/or updated
 - a. The login to initiate the import is the same as the club administrator's membership login to SportEngine
8. Select Enter event
9. Select event name to begin registering
10. Verify the event requirements by division – click REGISTER TEAMS (at the top of the page)
11. Make division selections, click UPDATE
12. Click Build Roster next to team name. At the end of each Build roster session, you are prompted back to this page.
13. Assign staff to event roster by selected them from the drop downs & selecting their positions
14. Assign players to event roster by choosing them from the list of eligible players at the bottom, use the check box on the far right under "Add" – then select "Update Roster"
15. Once your roster is updated, select Continue. The system will then verify that all roster requirements are met and allow you to continue.
16. If you have another roster to build, select Build Roster for that team. If not, select Continue.
17. Confirmation page – Click Continue

18. Payment Page
 - a. If mailing a check, please print the provided entry form and -submit a copy with your check
 - b. If submitting payment online, please select Pay by Credit.
19. You will repeat this process for each event

REGISTER FOR EVENTS – I HAVE AN AES ACCOUNT

1. Go to <https://www.advancedeventsystems.com/Default.aspx>
2. Select Login (top right)
3. Select USAV Data Import – this will allow you to import your players to add to rosters. Once imported, the system will tell you how many members were added and/or updated
 - a. The login to initiate the import is the same as the club administrator’s membership login to SportsEngine
4. Select Enter Event
5. Select event name to begin registering
6. Verify the event requirements by division – click REGISTER TEAMS (at the top of the page)
7. Make division selections, click UPDATE
8. Click Build Roster next to team name. At the end of each Build roster session, you are prompted back to this page.
9. Assign staff to event roster by selected them from the drop downs & selecting their positions
10. Assign players to event roster by choosing them from the list of eligible players at the bottom, use the check box on the far right under “Add” – then select “Update Roster”
11. Once your roster is updated, select Continue. The system will then verify that all roster requirements are met and allow you to continue.
12. If you have another roster to build, select Build Roster for that team. If not, select Continue.
13. Confirmation page – Click Continue
14. Payment Page
 - a. If mailing a check, please print the provided entry form and submit a copy with your check
 - b. If submitting payment online, please select Pay by Credit.
15. You will repeat this process for each event

Early Event Registration

Clubs Directors are also allowed to reach out to Event Directors to request an Early Event Registration space for their teams. The TD can be selective when choosing the team(s) to be pre-registered. Please keep in mind that it is the Event Directors choice to use this option for single, day events and they are free to choose which teams they give these spots to. The TD is allowed TWO (2) Early Event Registered teams PER sanctioned court. This number DOES NOT include the TD’s affiliated club teams.

Team Acceptance and Entry Fee

The KRVA office will complete the initial acceptances the day after the events open. Once those teams have been accepted and the extra teams waitlisted, the Event Director will be given full access back to the events.

Teams will be accepted in the order in which they registered (indicated by timestamp on registration). Any team in excess of the maximum number of spaces available will be waitlisted.

Team codes must match with the corresponding team names and must be activated and paid for with the KRVA Office, prior to being accepted.

Payment for Boy's Events are due December 1st, 2023 or within 5 days of acceptance to the event, whichever is later.

Payment for Girl's Events are due January 1st, 2024 or within 5 days of acceptance to the event, whichever is later.

Teams may be dropped for not paying by the deadline from the event and filled with the next team in line if they wish.

Waitlisted Teams

If a spot in the event should become available, waitlisted teams will be offered a slot in an event in the order of timestamp registration. The waitlisted team is not required to take the spot but should let the Event Director know their decision in a reasonable amount of time. Payment arrangements will be made with the Event Director. Teams not wishing to remain on the waitlist for an event must notify the Event Director via e-mail cc'd to events@krva.org.

Event Withdrawals and Refunds

For teams wishing to withdraw from an event or be removed from a waitlist prior to submitting payment, Club Directors should notify the Event Director ASAP to drop their team from the event. If payment has been submitted, a refund may be requested if the request is prior to the Drop deadline.

If the Event announces a major change to the event, and it is no longer viable for a team to compete, the teams are allowed to drop with a full refund. Major changes include switching dates or venues.

Failure to Attend

Teams failing to show for an event without notifying the event will forfeit their entry fee and are subject to a \$300 fine.

Denial of entry

Event Directors may deny entry when the event is filled, or when a club exhibits a habit of unsportsmanlike behavior or cancellation from events.

Event Cancellation

Events may be cancelled for inclement weather issues or due to insufficient registrations. In either case where the event is cancelled by the Event Director, teams will be issued full refunds.

Event Management

Event information

On Monday prior to the event date, you should receive the following information from the Event Director:

1. The starting time of the first match and officiating assignments.
2. A copy of the pool play format with the schedule of playing order, including the names of all participating teams (if available)
3. Event format: Due to changes beyond a tournament director's control, it is understood that changes may need to be made to starting times, pool play, tournament formats, and occasionally tournament sites. Tournament directors are responsible for providing information, in enough time, for club directors to relay to their teams so they can plan accordingly.

If you do not receive the tournament information, contact the Tournament Director directly. If not satisfied, contact the Keystone Region Events Manager.

Event Rosters

Coaches should bring copies of their AES or SportsEngine roster to each event and must hand in a copy when signing in with the TD.

Rosters must meet the following requirements:

1. Must have a head coach.
2. No more than 5 staff members, including the head coach.
3. The Club Director may be the only individual listed as the team representative.
4. Six to 15 players with USAV Jersey numbers
5. No rosters with handwritten names should be submitted, nor accepted
6. Rosters may be submitted with handwritten jersey numbers or jersey number changes
7. The AES roster should have the appropriate tournament name on the roster
8. Rosters may only be signed by a rostered adult

Teams submitting rosters that do not meet these conditions may be denied participation and will forfeit their registration fee. In addition, teams submitting unacceptable rosters will be fined \$50 for the first violation of the season, \$100 for the second violation, \$150 for the third, etc. (two handwritten names and no coach will result in a \$300 fine).

Team Check-In

Each event director will have a team check before pool play starts. Coaches must give the Event Director a copy of their roster. ONLY AES or SportsEngine rosters are accepted. No handwritten player or coach additions can be made or turned in. Only numbers can be handwritten or changed on the roster before play begins. Teams will not be permitted to play if they do not provide a team roster. NO EXCEPTIONS. Each coach will verify his or her roster with a signature. (Coaches must also provide a roster at the scorer's table for each match.) Please view Appendix C to see the full roster requirements.

The event director will also review pool play and event formats. Any changes or alternate formats should be explained at this time. Any coaches' questions should be answered.

Warm-ups

Only current USAV members may be in the playing area to assist with warm-ups.

Prior to each team's first match of the day, the warm-up will consist of 15 minutes: 7 minutes of shared court with no hitting, 4 minutes of full court for the serving team, then 4 minutes of full court for the receiving team.

The mandatory warm-up time between all other matches is 10 minutes: 2 minutes shared ball handling, 4 minutes full court for the serving team, and 4 minutes full court for the receiving team. Teams can ask to be informed when they have one minute (or more/less) left to serve.

During each team's full court warm-up period, the opposing team must remain in their bench area and not interfere with the other team's warm-up. However, if both coaches agree, it is acceptable for each team to retrieve balls while the other team warms up at the net.

The time between sets is three minutes. Teams may warm up with balls on their half of the court during this three-minute interval. Hitting across the net is not permitted. Practice balls may not be used during timeouts.

Work Assignments

Teams are required to supply the following during pool play and playoffs: one second referee, two line judges, one scorer, one libero tracker and one scoreboard operator.

A coach or adult chaperone knowledgeable in scoring must be present at or near the score table while their team is completing their team's work assignment.

Play-Off Work Assignments

The lowest-seeded teams in each division that are not playing in the first round of the playoffs may officiate the first playoff match if assigned by the tournament director. After the first round of the playoffs, all losing teams must stay to work the next match on the court. A tournament director may permit the first-round losing team to leave and have the winning team provide the next match's work team. This must be explained at the pre-tournament coaches' meeting.

When semifinal rounds are played simultaneously on two different courts, the losing team that resides closest to the tournament site will stay to work the final match. If both teams reside equal distance from the site, then the team to lose last should stay. Failure of any team to fulfill these officiating duties will be reported to the Keystone Region Events Manager, and that team will be fined \$100.

Unpaid fines, entry fees, etc.

Clubs that have not paid fines imposed by the Keystone Region, or entry fees due tournament directors, will not be permitted to participate in any Keystone Region sanctioned tournaments until all financial responsibilities are resolved.

Clubs that have not paid fines imposed by the Keystone Region, or entry fees due tournament directors, will not be permitted to register for the following season until all financial responsibilities have been resolved.

REGION TOURNAMENTS

Regional Championships

Champ Division of the Champions Cup

The Keystone Region hosts a Region Championship for girls' age divisions 12 through 18. Entry is available on AES. Only teams that meet the posted entry deadlines and have competed in **ONE** Region event will be accepted. Participants must be registered as full members of the Keystone Region. Teams must play at their age level unless the Region combines age levels (i.e., 17/18s). No other region tournaments will be sanctioned during the Keystone Region Championships, taking precedence in scheduling officials on those weekends.

Girls JNC Bid Divisions

Pennsylvania Kick Starter – 18 Freedom

Capitol City Freeze – 18 National & American

Lucky Charm Classic – Freedom

Champions Cup – National & American

The intent of the Keystone Region Bid Divisions assigned to different events is for competitive teams seeking a bid to the USA Volleyball GJNC. These tournaments should not be used as a playdate. There is not a minimum match requirement. Matches will be played out in order to secure an accurate order for re-allocation bids.

The Keystone Region bids for the USA Volleyball Girls Junior National Championships will come from the tournaments listed above. Please see the Region website for details. Our region is currently allocated one bid at each age division (12s through 18s) for the USA Volleyball GJNC National division, one bid at 12s through 18s American division, and one bid for the 14s through 18s in the Freedom division.

Girls' teams that wish to participate in the GJNC must qualify for those events either through the national qualifier tournaments OR our Region tournaments Bid Divisions. To be eligible, a team must meet the following criteria:

National/American Bids: A team must have played in at least TWO Keystone Region Events before the Capitol City Freeze to be eligible to play in the Bid Division. A team is considered to have met this requirement if they are accepted. Teams that are not eligible will be switched to a non-bid division.

Freedom Bids: A team must be registered and in good standing in the Keystone Region to play in this division. A team is considered to have met this requirement if they are accepted into the event.

Teams that have earned an Open bid through one of the National Qualifiers are not eligible to participate in Bid Divisions for the tournaments listed above. A team that has earned a Freedom Bid but wishes to attempt to earn a National/American Division bid may participate.

If a team wins a bid at our tournaments and subsequently does not participate in the GJNC in the division that it won the bid due to declining the bid and not qualifying in a higher division at a National event, that team (the rostered players), its coaches, club director and all of the teams in the club will be suspended from participation in the Keystone Region tournaments bid divisions the following season.

Hosting a Tournament

Anyone who is interested in hosting a tournament may download the Keystone Region Tournament Director's Manual from the Keystone Region website. The manual includes information on Tournament procedures, from getting the event approved and on the region schedule, securing officials, managing the event through reporting results.

APPENDIX A: Social Media and Electronic Communication Sample Policy

Model Policy for Junior Club Volleyball Programs

USA Volleyball junior clubs are now required to implement an electronic communication policy. The policy must be reviewed with and agreed to by all athletes, parents, coaches, and other adults affiliated with the Club. The following is the required policy for clubs to utilize as their policy for appropriate electronic communications between adults and athletes and is provided to assist Keystone Region member clubs. Clubs must use the following policy in its entirety and may add more information if desired. Each member club is responsible for approving and implementing this electronic communication policy.

Electronic Communication Policy of [insert the name of the club]

PURPOSE

[Insert the name of the club] (the “Club”) recognizes the prevalence of electronic communication and social media in today’s world. Many of our student-athletes use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities and it is recommended to include the parents/guardians. The content and intent of all electronic communications must adhere to the USA Volleyball Code of Conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- Drugs or alcohol use;
- Sexually-oriented conversation; sexually explicit language, sexual activity
- The adult’s personal life, social activities, relationship or family issues, or personal problems; and Inappropriate or sexually explicit pictures.
- Note: Any communication concerning an athlete’s personal life, social activities, relationship or family issues or personal problems must be transparent, accessible, and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?” or “Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient’s parents, the coaching staff, the board or other athletes?” With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with athletes is Transparent, Accessible and Professional.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo, and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club’s records. Whenever possible, include another coach or parent in the communication so there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choice, tone, grammar, and subject matter that model the standards and integrity of a staff member. If your communication meets all three of the T.A.P. criteria, then it is likely your method and manner of communication with athletes will be appropriate.

FACEBOOK, INSTAGRAM, BLOGS, AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a “friend.” A coach should not accept any “friend” request from any athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM methods. The club has an official Facebook page where athletes and their parents can “like” or “friend” for information and updates on team-related matters. Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

TWITTER

Best Practice: The club has an official Twitter page that coaches, athletes, and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

Alternative Option: Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to “direct message” each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 10pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

EMAIL

Athletes and coaches may use email to communicate. When communicating with an athlete through email, a parent/guardian must be copied along with another coach or club administrator.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communications. Immediate compliance without repercussion must be granted.

MISCONDUCT

Because social media and electronic communications can be used to commit misconduct (e.g., emotional, sexual, bullying, harassment and hazing), such communications by coaches, staff, volunteers, administrators, officials, parents, or athletes will not be tolerated and are considered violations of our SafeSport Handbook.

VIOLATIONS

Violations of the Club’s Social Media and Electronic Communication Policy should be reported to your immediate supervisor, a Club administrator, or the Regional SafeSport Contact for evaluation of complaints and allegations.

A USA Volleyball participant or parent of a participant who violates this policy is subject to appropriate disciplinary action, including but not limited to: suspension, permanent suspension and/or referral to law enforcement authorities.

APPENDIX B: Travel Sample Policy for Clubs

USA Volleyball junior clubs are now required to implement a team travel policy. The following is a model team travel policy provided to help USA Volleyball member clubs develop their own policies. If a Club chooses not to, or is unable to, create a written travel policy, the following model policy will become the default policy for that Club. Once a customized set of policies is developed and approved by the club, the default policy will no longer apply. Each member club is responsible for approving and implementing its own set of travel policies and providing them to all players, parents, coaches, and other adults traveling with a team. It is strongly recommended that a signature by each adult acknowledging receipt of and agreeing to the travel policy be obtained by each Club.

Some travel involves only local travel to and from local practices and events while other travel involves overnight stays. Different policies should apply to these two types of travel. The form of policy below is a sample only but may be modified by the local program to meet its specific needs and travel.

Travel Policy for [insert the name of the club]

[Insert name of the club] has some teams that travel regularly to play in tournaments, has some teams where travel is limited to a few events per season, and some teams where there is no travel other than local travel to and from our own area. [Club] prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment, and hazing, all as described in the USA Volleyball SafeSport Handbook. [Club] has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience.

We distinguish between travel to training, practice, and local tournaments ("local travel") and team travel involving an overnight stay ("team travel").

Local Travel occurs when [Club] does not sponsor, coordinate, or arrange for travel.

- Players and/or their parents/guardian are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including but not limited to a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.
- The employees, coaches and/or volunteers of [Club] or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player.

Team Travel is overnight travel that occurs when [Club] or one of its teams or designers sponsors, coordinates or arranges for travel so that the team can compete locally, regionally, or nationally. Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players.

- When possible, [Club] will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within [Club] or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangements with a minor player (unless the coach is the parent, guardian, or sibling of the player).
- The coach or his/her designee will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly background screened adults. At no time should only one adult be present in a room with minor players, regardless of gender.

- Team personnel shall ask hotels to block adult pay per view channels for player-only rooms.
- Individual meetings between a coach and a player may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present, with at least one of those adults being the same gender as the player.
- Family members who wish to stay in the team hotel are permitted and encouraged to do so.
- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.
- No coach or chaperone shall at any time be under the influence of drugs or alcohol while performing their coaching and/or chaperoning duties.
- In all cases involving travel, parents have the right to transport their minor player.
- Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.
- If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken, or immediately after.

Suggested Additional Policies The following policies are additional guidelines for developing a travel policy based on the club's preferences and needs.

- Players are expected to remain with the team at all times during the trip. Players are not to leave the competition venue, the hotel, restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- When visiting public places such as shopping malls, movie theatres, etc., players will stay in groups of no less than three people. Athletes 12 and under will be accompanied by a chaperone.
- Safety Policies
 - Additional guidelines to be established as needed by the coaches;
 - Supervised team room provided for relaxation and recreation;
 - Respect the privacy of each other;
 - Only use hotel rooms with interior entrances;
 - Must wear seatbelts and remain seated in vehicles;
- Behavior Policies
 - Be quiet and respect the rights of teammates and others in the hotel;
 - Be prompt and on time;
 - Develop cell phone usage guidelines;
 - Develop computer usage guidelines including social media;
 - Respect travel vehicles;
 - Establish travel dress code;
 - Use appropriate behavior in public facilities, including language;

- Establish two different curfews – in own rooms and lights out;
- Must stay in assigned hotel room; and
- The needs and well-being of the team come first.

- **Financial**
 - No room service without permission
 - Players are responsible for all incidental charges
 - Players are responsible for any damages or thievery at hotel;
 - Players must participate in contracted group meals; and
 - Communicate travel reimbursement information and policies.

- **General**
 - Establish fair trip eligibility requirements;
 - Establish age guidelines for travel trips;
 - Parent(s) responsible for getting player(s) to stated departure point; and
 - Requirements for families to attend “Team Travel Tournaments.”

Code of Conduct / Honor Code USA Volleyball strongly suggests clubs to create a Code of Conduct or Honor Code as a companion document to team travel policies.

Recommended:

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrator, teammates, fellow competitors and the public at all times.
- b. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- c. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- d. The possession, use or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- e. Team members are reminded that when competing in tournaments, traveling on trips, and attending other club-related functions, they are representing both themselves and the [Club]. Athlete behavior must positively reflect the high standards of the club.

For Consideration:

- a. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
 - i. Dismissal from the trip and immediate return home at the athlete’s expense;
 - ii. Disqualification from future tournaments, either local or traveling;
 - iii. Financial penalties;
 - iv. Dismissal from team; and/or
 - v. Penalties set forth in the USA Volleyball Participant Code of Conduct, which may include a lifetime ban.
- b. Players are to refrain from inappropriate physical contact at team activities.
- c. Players are to refrain from using inappropriate language.

Appendix C: Roster Requirements

Coaches are required to bring two (2) copies of the AES roster to each event and must hand in both when signing in with the TD. The TD should ensure both rosters are the same and adhere entirely to the criteria below.

If TD's want to print the rosters and need to make the deadline earlier, they must let the Clubs know the change in deadline for roster submissions ASAP and make the change in AES.

Rosters must meet the following requirements:

1. Must have a head coach
2. No more than 5 staff members ,including the head coach
3. The Club Director may be the only individual listed as the team representative
4. Must have 6 to 15 players with USAV and Jersey numbers
5. No rosters with handwritten names should be submitted or accepted
6. AES Roster should have the appropriate tournament name on the roster
7. Rosters may only be signed by a rostered adult

If there is a 0% chance of a player attending a tournament in any capacity, their information can be crossed off entirely with no penalty. Besides this exception, no handwritten adjustments should be made to the tournament roster.

No changes can be made to the roster after play has started unless there is an exceptional circumstance which will be decided by the chief official (i.e., blood on a jersey, wrong color uniform, etc.)

SPORTSENGINE AND AES ROSTERS WILL BE ACCEPTED AT EVENTS FOR THE 2023-2024 SEASON.