

**KEYSTONE REGION  
VOLLEYBALL ASSOCIATION**



**JUNIOR OPERATING CODE**

(Revised August 2017)

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## **Introduction**

### **1.1. Governing Documents**

The Keystone Regional Volleyball Association (KRVA) is a Pennsylvania non-profit corporation established in 1982 as a Regional Volleyball Association of USA Volleyball (USAV). KRVA (the Region) is defined and established in its Bylaws, and administered and governed by the Region's Governing Documents as defined in the Bylaws. For additional information not included in the Junior Girls Operating Code, please refer to the Region's Governing Documents.

For the purpose of this document, the term "parent" is understood to be all-inclusive for the birth parents, adoptive parents and/or legal guardians of the Junior Player, regardless of whether all three terms are specifically included in the language of the Code.

### **1.2. Enforcement Provisions**

Any person, Club, or team acting in violation of the Junior Girls Operating Code, the USA Volleyball Participant Code of Conduct, or the Coaches Code of Ethics and/or the KRVA Code of Conduct is subject to sanction or discipline as provided by USA Volleyball, and or the Region's Governing Documents. Any person, Club or team subject to discipline is entitled to Due Process review, as provided in the KRVA General Operating Code.

Any member charged with a criminal offense that meets the criteria for automatic disqualification as defined by the USA Volleyball Background Screening Policy will be immediately suspended from participating in USA Volleyball sanctioned Junior activities pending a final disposition of the criminal case. If the criminal case resolves without a conviction for an automatic disqualifying offense, full membership privileges *may* be reinstated.

Nothing in this section shall limit the right of the Region to take further or additional action against the member for conduct that violates the USAV Participant Code of Conduct, the USAV Coaches Code of Ethics and/or the KRVA Code of Conduct. Any action taken by the Region, as described in this paragraph, is subject to Due Process as established by the Region's Governing Documents.

### **1.3. Glossary of Terms**

- 1.3.1. CAP** Coaches Accreditation Program
- 1.3.2. Close Date** Every sanctioned event that requires entry will have a "close date". Participants may enter any event until the close date. After the close date, wait-listed or other entrants may be accepted, if allowed under the conditions of sanction. If a close date is not specified, the close date is 14 days prior to commencement of the start of the sanctioned event.

<b>1.3.3. Club</b>	A Club is one or more teams registered with USA Volleyball through a Regional Volleyball Association. Clubs have one designated official representative to the Region and USA Volleyball.
<b>1.3.4. DCR</b>	Domestic Competition Regulations – The modified FIVB Rules used to conduct all competitions sanctioned by USAV and the Region.
<b>1.3.5 FIVB</b>	Federation Internationale de Volleyball: The international governing body for volleyball.
<b>1.3.6. IMPACT</b>	Increased Mastery and Professional Application of Coaching Theory
<b>1.3.7. GJNC</b>	Girls’ Junior National Championships: USA Volleyball Annual National Championships for junior girls.
<b>1.3.7.1 BJNC</b>	Boy’s Junior National Championships: USA Volleyball Annual National Championships for junior boys.
<b>1.3.8. Junior Player</b>	Any person age 18 or under who is a registered or potential Junior member of KRVA and/or USA Volleyball.
<b>1.3.9. Member(ship)</b>	Any person, team, Club or organization that is a current member-in-good standing of USA Volleyball. A member-in-good-standing is any member whose registration is current, who is not under any suspension of membership privileges, has paid all necessary fees, and is in compliance with the applicable codes of participant conduct, code of ethics, or other duties and requirements for the appropriate type of membership or membership status (e.g. official, coach, Club representative).
<b>1.3.10 National</b>	The National Championship Tournament or any event leading to qualifying to participate in the National Championship Tournament. This includes Qualifier and Bid Tournaments and/or Regional Championship events that determine eligibility to participate in the GJNC or BJNC
<b>1.3.11. NCAA</b>	National Collegiate Athletic Association. The national governing body for varsity collegiate athletics.
<b>1.3.12. NFHS</b>	National Federation of High Schools. A USA Volleyball member organization with oversight of all participating high school sports, including volleyball, in state high school systems.
<b>1.3.13. Sanctioned Event</b>	Any event which has been sanctioned and approved by USA Volleyball or a Regional Volleyball Association for the purpose of team volleyball training, competition, practice, tryouts, scrimmages, clinics, or camps. A condition of sanction requires every participant in the event be a current member in good

standing of USA Volleyball. Any member of USAV may request sanction of an event. Junior Volleyball Players may utilize single day or single event multiple day event memberships for camps or clinics only. All Junior Volleyball players participating in scrimmages and competitions must be full members of USA Volleyball.

- 1.3.14. RVA** Regional Volleyball Association: The local organization designated to represent USAV in each of the 40 geographic regions established by USAV.
- 1.3.15. USAV** USA Volleyball is the national governing body for the sport of volleyball in the United States and is recognized as such by the Federation International de Volleyball (FIVB) and the United States Olympic Committee (USOC).
- 1.3.16. Club** Any of the following individuals would exemplify a Club representative: Representatives, Club Director, Administrators, all Coaches, Chaperones, or other affiliated adults.
- 1.3.17. Contact** A contact includes flyers, phone calls, text messages, emails, comments and conversation.
- 1.3.18. Tryout** Event that leads to selection of athletes for a club or team
- 1.3.19. Club Admin** Registered member affiliated with a specific club with limited authority to manage club affairs.
- 1.3.20. Club Director** Registered member affiliated with a specific club recognized by KRVA as person having full authority and responsibility for the Club and its members. KRVA recognizes only one individual as the Club Director regardless of the clubs' business structure.

## **Registration**

All teams and individuals must be registered with a Regional Volleyball Association (RVA) to participate in USAV-KRVA events. Tournament Directors, Club Directors, and club reps are all responsible for ensuring compliance. Participation of nonregistered teams and/or individuals will result in sanctions being assessed to individuals, teams, and/or Clubs as provided for in the governing documents.

### **2.1. Membership**

As a Regional Volleyball Association, KRVA is a registrar for USA Volleyball membership. All persons, Clubs and teams registering with KRVA become members of USA Volleyball.

### **2.2. Individual**

All persons participating in USAV sanctioned events must be members of USAV. Please see the KRVA Governing Documents for a description of the terms and types of membership. All full memberships expire on Oct. 31st.

Adults registered on a Juniors' roster must complete and clear the background screening process as set forth by USAV, performed by USAV's approved screening company. Screening must be completed prior to the adult's individual participating with the team in any capacity, including but not limited to practices, scrimmages, open gyms and player contact. Additionally, adults on a juniors' roster must comply with current USAV/KRVA policy regarding qualifications of adults working with juniors.

### **2.3. Players**

Junior players must complete all the requirements of Junior membership, including completed Individual Registration and Medical History and Release form with appropriate signatures. A copy of the Medical History and Release form must be accessible to the coach at all events the player attends, including practices and tournaments.

All members should have a copy of their current membership card at all KRVA sanctioned events.

### **2.4. Completing the Registration Process**

Registration is not complete until all the required components of registration are complete including payments, waivers, background screening for adults on a junior roster, online registration, and medical release for players.

### **2.5 Coaches**

Please see appendix A for current coaching eligibility requirements.

## **Clubs and Teams**

### **3.1. Clubs**

A Club is one or more teams whose team name incorporates the Club name. There is no limit to the number of teams a Club may register. A Club may have teams in multiple age groups and of various skill levels within each age group.

Each Club must have one Club Director who serves as the official Club Representative to the Region. The Club Director must reside within the geographic boundaries of the Keystone Region. Regardless of business structure KRVA will recognize only one individual per club as the club director.

All KRVA Junior Clubs will be required to send the Club Director or other delegated Club representative to a KRVA Juniors Club Directors meeting. Clubs failing to have either the Club Director or a representative attend this meeting will be fined \$300. This fine must be paid by the date indicated on the letter notifying the Club Director of the fine. Failure to pay the fine by the designated date will result in all club administrators being placed on a region hold until the fine is paid. In addition the club will not be able to register for the following season. Exceptions may be made at the discretion of the relevant Junior Chairperson.

Each new Club shall be assigned a unique five-character Club ID Code to be used by all teams registered with the Club.

Each team within a Club is assigned a Team Code consisting of 11 characters. The Team Code designates the gender of the team, the age group, the five-digit Club ID Code, the team number within the Club, and lastly, the USAV 2-character region designation (“KE” for the Keystone Region). Team codes are essential and must be used to enter Regional or National events and competitions. An example of a team code is “MJ4CLUBA1KE”, which would be male, juniors, 14 and under, Club, team 1, from the Keystone Region.

If a Club has more than one team, all players registered with the Club may play on any team in the Club that they are age-eligible for. Player may play/be rostered on only one team in a single event.

Unless a Release is requested by the player and approved by the relevant juniors’ chairperson, no player may compete for more than one Club in a single season. (Please see the Player Release Policy -3.4 for details)

### **3.2. Rosters**

All adults and juniors being registered with a team must be affiliated (rostered) with the team in the online database prior to participating with the Club in any practice sessions or competitions. All affiliated (rostered) members must be members in good standing of USA Volleyball and the KRVA. Please review the 1415 Tournament Participation Manual for current rostering policies.



### **3.3. Player Release Policy**

Any player that has participated in a sanctioned practice or tournament with a USAV team during the season or whose parent or legal guardian has committed, in writing, the player to a team, may not participate with any other team without receiving a release.

No player who has committed to a team for the current season will be released unless the player requests a release from the appropriate Juniors Chairperson. The release must be requested in writing and verify the consent of the releasing Club, the parent of the player, the new club and some hardship for either the Club or the player as a basis for the release. Upon completion of the above conditions, and upon recommendation of the Juniors Chairperson, the Commissioner will grant the release.

Denial of a release may be appealed.

Participation in a tryout, camp, clinic or open gym will not be considered evidence of a commitment to the team. Written (email) commitments are the only binding commitment. (See item #12 under Tryout and Recruiting Policy below).

#### **Boys**

All players are considered released from their present clubs on March 15.

### **3.4. Tryout and Recruiting Policy**

Club representatives include the Club Director, all coaches, chaperones, and club/team representatives or anyone representing the club in any capacity including parents and other unaffiliated members of any kind. Contact includes flyers, phone calls, text messages, emails, comments and conversation.

1. All players are considered released from their present Clubs at the conclusion of the GJNC (Boys March 15).
2. Club Representatives may NOT contact any players for any reason; the only exception being players that were on team rosters and played for their Club in the previous season.
3. Club representatives that switch Clubs during the season or off-season may NOT contact players from their previous Club.
4. This policy applies to players of all ages/skill levels.
5. Clubs may contact parents of the players at any time throughout the year
6. Playing contracts, invitations or offers can be made any time throughout the year between Clubs and parents, however:
  - a. Contracts, invitations and/or offers made prior to the announced start of the tryout period each year shall be considered non-binding

b. NO money to play, team fees, expenses, or funds of any kind (or deposits on such) may be accepted by, or paid to, a Club until after the beginning of the tryout period. (Tryout cost is not a team fee).

c. Written acceptance of any offer to play for a club must be submitted in writing via e-mail to the Club Director and cc'd to [offers@krva.org](mailto:offers@krva.org)

7. Playing contracts, promises, invitations or offers can NEVER be made with or to players at any time of year.

8. Each year, the relevant Junior's chair shall designate and announce the date(s) for the start of tryouts for each age group at the Region's annual planning meeting. The date(s) shall be posted on the appropriate pages of the regions website no later than September 1st.

9. Once a Club (through a player's parent) offers a player a position on a team roster, the offer must remain open, without changes in conditions, for a minimum of 96 hours from the date/time of the offer as time stamped on the e-mailed offer unless the offer is declined, in writing, prior to the expiration of the offer period. Once an offer is accepted, in writing, it is binding to that club unless the player is released in accordance with provisions of the relevant governing documents. Binding offers cannot be made to any player until the start of the tryout period. All written correspondence must be submitted via email.

10. All offers must be in writing and e-mailed with a cc to [offers@krva.org](mailto:offers@krva.org).

11. The Region will not become involved in contractual or monetary issues between the Club and its players or parents except if the terms of the contract are in violation of either the USAV 's or the Region's regulations, Codes of Conduct or Ethics, or Governing Documents.

12. If any Club Representative is contacted directly by a player, the team representative must respond that all questions must come from a parent. The Club Representative *may*, however, ask the player for contact information for her parent or instruct the player to have her parent contact the Club, providing contact information for the Club Director.

13. High school coaches, administrators or teachers may not pressure athletes into playing for a specific Club. The Region can take no action unless the violation is reported, in writing to the Junior Girls Chairperson ([girls@krva.org](mailto:girls@krva.org)). All suspected violations should be reported immediately.

Clubs that violate these tryout and recruiting rules will be subject to discipline and entitled to Due Process review, as provided in the KRVA Governing Documents. The Region can take no action unless the violation is reported, in writing to the relevant junior's chairperson ([girls@krva.org](mailto:girls@krva.org) or [boys@krva.org](mailto:boys@krva.org)). Violations may only be reported by the player or the player's parents. KRVA is unable to take any action unless the reporting party is willing to go on record with their statement. All suspected

violations should be reported immediately using the Violation Report Form found on the forms and documents page of the KRVA website.

Clubs are not required to hold tryouts. Clubs choosing to hold tryouts must obtain a KRVA sanction of the event. In order to receive sanction for tryouts, the host must first register a club with KRVA.

Every participant in the tryout must be a current member-in-good-standing of USA Volleyball. Participants may register with USAV using the regular Junior Membership or the Junior Tryout Membership. Tryout hosts must verify membership. **One-day event memberships may NOT be used for tryouts.** Any participant who cannot provide proof of current membership may not participate.

During tryout sessions the Region may send a Representative to explain the recruiting guidelines for the region to players and their parents/guardians. All teams are required to provide printed copies of the Region Recruiting Guidelines at all sanctioned tryouts. A copy of that handout is posted at [www.krva.org](http://www.krva.org) and may be downloaded for distribution.

### **3.5. Contact with Athletes**

Club directors and coaches or anyone representing the interests of a particular club may talk with parents of the players at any time.

No club representative may have further contact with any Junior Volleyball player or that player's parent or legal guardian after the player, parent, or legal guardian says STOP and requests, in writing, that there be no further contact. A copy of the request should be sent to the relevant juniors' chairperson ([girls@krva.org](mailto:girls@krva.org) or [boys@krva.org](mailto:boys@krva.org)). Use the complaint form found on the KRVA website.

Each KRVA-registered coach has agreed, by signing the Participants Code of Conduct that they will not allow, encourage, condone, or require any action that threatens a player's High School Association, USAV or NCAA eligibility. While the KRVA will not actively monitor Clubs relative to other associations' rules, a coach who takes actions in a manner that leads to an athlete's ineligibility to play volleyball should expect to receive the most severe sanctions from the KRVA.

### **3.6. Violations of Tryout and Recruiting Policies**

Clubs, Club Directors, Administrators, Coaches and/or Team Representatives that are involved in any way in a violation of Tryout or recruiting policies may be sanctioned by the Region as established in the governing documents of the Region or at the discretion of the relevant junior's committee. Use the complaint form found on the KRVA website.

The following sanction scale is established for these violations:

A. 1st Offense: Will be fined \$500

B. 2nd Offense: Will be ineligible to participate in KRVA Bid or Championship Tournaments for that season and fined \$500.

C. 3rd Offense: Will be suspended from membership for a period of two (2) years, beginning with the next season and fined \$1000 to be paid before being allowed to register after the suspension time is up.

Additional offenses shall be addressed on an individual basis.

## **Team Requirements and Eligibility**

### **4.1. Team Composition**

Junior Teams are classified in single age groups, from 10 & under to 18 & under. Age definitions are published annually by USAV and may be viewed on the USAV web site.

Junior Girls and Boys teams will not have a skill level classification.

A girls' team may compete in the next higher age group level at the same skill level.

A boys' team may compete in the next two higher age group levels at the same skill level. A KRVA boys' 12U team may compete in a girls' 13U tournament.

Juniors may play in the adult division if allowed by the adult competition. The Adult Operating Code governs adult events.

Boys meeting the age requirements of a 12U team may be rostered on a girls' 12U team with the following stipulations: (removed info regarding trial period)

- A minimum of three girls must be on the court during play at all times.
- No waivers will be allowed for any boys for these teams.
- Coed teams cannot play in a Bid tournament or receive a bid.
- Boys may wear shorts in lieu of spandex, but the shorts must be the same color as the rest of the team. Uniform tops must be identical.

#### **4.2.1. Scorekeeper Representative**

Each Club must have at least one certified Scorekeeper (provisional or higher), age 18 or older by the first competition attended by any team registered with the Club. The Scorekeeper Representative will be responsible for the training of scorekeepers within the team, as well as recommending to the Region's Scorekeeper Chairperson those individuals from the team who should be certified with the rating of Junior Scorekeeper.

#### **4.2.2. Referee Representative**

Each Club must have at least one certified Referee (provisional or higher), age 18 or older by the first competition attended by any team registered with the Club. The Referee Representative will be responsible for the training of referees to serve as Second Referees within the team, as well as

recommending to the Region's Referee Chairperson those individuals from the team who should be certified with the rating of Player Referee.

#### **4.3. Season**

Each year, the juniors' Committee shall designate and announce the date(s) for the start of the season and tryout period(s) at the Region's annual planning meeting. The date(s) shall be posted on the appropriate pages on the Region's web site no later than September 1st.

The girls' season ends with the completion of the GJNC.

The boy's season ends March 15.

No girls' tournaments at any age or skill level may take place earlier than January 1st.

No boys' tournaments at any age or skill level may take place earlier than December 1<sup>st</sup>.

#### **4.4. Skill Levels / Divisions**

Clubs may establish teams at any and all age levels. Players, teams, rostered adults and clubs participating in the region are subject to all provisions established by USAV and the Region.

Please see the current Club Director Manual for information regarding participation in all KRVA sanctioned and KRVA run tournaments.

#### **4.5. Coaches**

Please see Appendix A for the current policy regarding qualifications and requirements of coaches in the KRVA.

Every junior's team must have at least one coach on the roster and present at all practices, tournaments and events.

Teams failing to have an IMPACT or CAP certified coach on their bench cannot compete in any events sanctioned by any region or by USAV. Any team participating in an event without a certified coach on the roster will be disqualified from the event; forfeit all matches and the tournament entry fee. Further sanctions may also be imposed against the coach or the team. See sanctions for improper rosters in Appendix B.

#### **4.6. Frozen Rosters**

National Championship events and events sanctioned in other Regions may have specific frozen roster rules. Check the appropriate pre-tournament manual or with the Tournament Director to verify these and any other competition rules, and for additional information.

## **Region/Zonal Championships & Bid Tournament**

[Regional Championships & Bid Tournament]

### **5.1. Region Championships and Participation Limitations**

Players may participate in ONE KRVA sanctioned Bid Tournament and ONE KRVA Juniors' Championship event per season.

KRVA may offer an annual Regional or Zonal Championship for each Juniors Age and Skill Level.

No KRVA team may play up a level at Regional or Zonal Championships.

See Tournament Participation Manual for additional participation policies and requirements.

[the tournament participation policies can be found in the Club Director Manual]

["Regional or Zonal Championships" is now considered "Regional Championships"]

### **5.2. Tournament Entry Fees**

Each year, the event coordinator shall announce the entry fee(s) for the Region's Bid, and Regional Championship tournaments at the Region's annual planning meeting. The entry fee(s) shall be posted on the appropriate page on the Region's web site no later than September 1st.

Registration for the Bid, and Regional Championship tournaments shall be announced at the KRVA Planning meeting and posted to the appropriate page on the Region's web site no later than September 1st.

**5.3. Bid Tournament** – See tournament participation manual for current policies and requirements.

[the tournament participation policies can be found in the Club Director Manual]

## **APPENDIX A**

To be a coach you must:

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 of KRVA
3. Have a current background screen
4. Have IMPACT or above certification
5. Have Concussion training (certificate on file in the KRVA business office)
6. Have Safesport Certification on record in webpoint