



Club Directors Manual

2025 – 2026 Season

KEYSTONE REGION OF USA VOLLEYBALL
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DEFINITIONS & ACRONYMS

AES: Advanced Event Systems, a tournament registration and scheduling database

IMPACT: A required coaching clinic within USA Volleyball

Juniors/Junior: A player who is 18 years of age or younger

KRVA: Keystone Region Volleyball Association

National Events: Those events sanctioned or run by USA Volleyball

NTDP: National Team Development Program (Formerly the USA High Performance program)

Region or Region Office: Keystone Region Volleyball Association

Region Events: Those events hosted or run by or within Keystone Region

RVA: Regional Volleyball Association. Keystone Region is one of the 40 RVAs of USA Volleyball

Safesport: The USOPC-endorsed program to promote child safety that is required by all rostered adults

SportsEngine: Keystone Region and USA Volleyball’s membership management system (MMS)

USAV: USA Volleyball, the National Governing Body for volleyball in the country and the only one recognized by the United States Olympic and Paralympic Committee (USOPC) and FIVB (international volleyball federation)

Section 1 Welcome to Keystone Region

1.1 Introduction

Welcome to USA Volleyball (USAV) and its affiliated association, the Keystone Region Volleyball Association (KRVA). This manual is a guide to USAV and KRVA, providing specific procedures and requirements for involvement with KRVA.

We understand that some of the regulations included in this manual may be interpreted differently than intended. While we make every effort to ensure this handbook is as clear as possible, the final interpretation of any policy in this document is delegated to the KRVA staff and, in some cases, the KRVA Board of Directors.

1.2 Mission Statement & Philosophy

The Region shall promote the development and growth of volleyball.

1.3 KRVA Structure

KRVA is comprised primarily of volunteers. The Board of Directors' (BOD) responsibilities include all aspects of managing the business, property, and affairs of the Region, and promoting membership, participation, training, and development in organized volleyball.

There are three KRVA employees: An Executive Director, a Director of Events, and a Communications Manager. The Executive Director's primary duties include implementing policies established by the Board, acting as the principal representative for KRVA to USA Volleyball, leading short and long-term efforts as well as managing the day-to-day needs of the organization. The Director of Events coordinates all KRVA event operations including facility rental, portable court rental, club registration, membership, tryouts, rankings, club-hosted tournaments, website, event formatting and management. The Communications Manager is responsible for social media, website development, monthly newsletters, event contests, and assistance with planning and organizing KRVA events.

1.4 Board of Directors

The Board is composed of a Commissioner, Secretary, and Treasurer, along with six at-large Board members. All nine individuals are responsible for the direction and organization of the Region. Complete information about our Board of Directors and past board meeting minutes can be found on the KRVA website or obtained by written request from the KRVA office.

1.5 Financial Information

KRVA is a Pennsylvania 501(c)(3) nonprofit corporation. KRVA's main sources of revenue are registration fees, tournament fees, fundraising programs, and individual & corporate sponsorships. Region expenses include funding programs and services, renting facilities for events, and employing office staff. KRVA also supports teams participating in post-season National Championships by assisting with payment of entry fees. A complete financial statement is

available to any KRVA member, and requests must be made in writing to the KRVA office. KRVA also provides financial information to USAV.

1.6 Contact Information

Office Address: 1013 Brookside Rd., Suite 203, Allentown PA 18106
Mailing Address: PO Box 3234, Allentown, PA 18106
Office Phone: 610-401-3362 | 610-223-2288
Website: www.krva.org
Email: commissioner@krva.org | results@krva.org | staff@krva.org

1.7 Marketing Information & Data Collection

The KRVA office staff has access to information about each member registered with the Region which is collected as part of the registration process. KRVA does not distribute personal information to outside entities unless legally obligated to do so. KRVA will occasionally send out marketing information on behalf of sponsors or partners. This information will come directly from KRVA and will be vetted by staff prior to distribution.

Section 2 Junior Player Eligibility

2.1 Forms for Junior Players

Player Medical History and Release Form (strongly recommended)

This form should be completed and signed by a parent or guardian for each Junior participating in a KRVA/USAV approved event (including tryouts). The original form (paper or electronic) may be carried by the coach at all times but must be kept secure. A copy should be kept in the club's file. Please do not send any copies to the Region Office. In the event of a medical emergency, coaches should be prepared to have this information accessible. Note: There are two versions of this form available. One version includes a section to be signed by a Notary. The notarized form is only required for teams that will participate in certain states.

USAV Membership Card/QR Code

This can be printed from an individual's record after registering online with SportsEngine, the registration system used by KRVA/USAV. The QR code will arrive in your email and can be stored in your Apple Wallet or Google Pay. Instructions can be found at www.KRVA.org under Membership. This membership card will be proof of current membership (with dates) and may be required to be presented at region-approved clinics and tryouts.

2.2 Junior Player Affiliation

According to USA Volleyball, players are not allowed to transfer from one club to another. It is based upon this National guideline that the Region sets forth the following protocol regarding the changing of Club Representation by Junior players within the Keystone Region during the current club season.

1. Upon official team/player sanctioning of the athlete with the Keystone Region by a specific "club" or "team," said athlete must remain with that club/team for the remainder of the Junior National Volleyball Season. Exceptions may only occur for the USAV Junior National Championships.
2. The Keystone Region will consider changing club/team for players if the original club/team dissolves.
3. Keystone Region does not get involved in financial disputes. The procedure to change clubs is a manual process once a club assignment has been accepted in SportsEngine and requires agreement by both the former club and the new club. The procedure is as follows:
 - a. The player/family requesting to leave contacts the current club director and asks for release, and for that club director to contact results@krva.org to verify that release and to which club the player will be transferring to. Please note, the current club is under no obligation to release, but the Region asks that each instance be handled on a case-by-case basis, as there are sometimes extenuating circumstances.
 - b. The new club director also contacts results@krva.org to verify the acceptance of the new player.

- c. The Region asks the club directors who find themselves in this type of situation to remain in contact by keeping lines of communication open. Please contact the Region office if one line of communication stops so that we can ensure everyone is on the same page.

2.3 Junior Player Age Definitions

The Keystone Region offers competition at the junior level in single age divisions, 10-and-under through 18-and-under. The USA Volleyball Junior Player Age Definitions are posted on our website each season. It should be noted that there are some exceptions, and that the age definitions are only for domestic club programs and are NOT the same as the age definitions for FIVB Competition and Regional and National High-Performance Programs including the National Team Development Program.

Exceptions include:

- 18 and Under Division: Players who were born on or after July 1 AND are a high school student during some part of the current academic year.
- Players who meet the age definition for 18 and under but are no longer in high school may participate if they have NOT participated in a club or varsity program for ANY university, college, community college, or junior college.
- Age-waivered 14 and under boys who will turn 15 after the current academic year and have not completed a grade higher than 8th, may apply for a waiver to compete in the 14 and under Age Division at all events, including USAV Boys Junior National Qualifiers and Championships

2.4 Boys/Girls 12 & Under Participation

Junior boys can play on junior girls' teams in KRVA-sanctioned events with the restrictions below. Teams participating in non-KRVA events should confirm if participation by male players is allowed.

- 12 & under teams ONLY
- A minimum of three girls must always be on the court during play
- No age waivers will be allowed for any boys for these teams
- Co-ed teams cannot play in a Bid tournament or receive a bid to GJNC
- Boys may wear shorts in lieu of spandex, but the shorts must be the same color
- Uniform tops must be identical

2.5 Player Identification / Age Verification Policy

The Keystone Region considers player identification and age verification very important. Players, families, and clubs hold the responsibility of providing accurate identification. Anyone found falsifying a member's name or age, or knowingly using age-inappropriate players, for regional

tournaments will be referred to the Region Ethics and Eligibility Committee and due process for sanctioning. Sanctions may include suspension or a permanent registration ban.

For all USA Volleyball corporate events (National competitions, qualifiers, festivals), any person who alters any document that certifies the age or identity of a participant, or falsifies any statement which lists the age or identity of a participant, will be sanctioned as follows:

1. Be immediately suspended from USA Volleyball registration, RVA membership and barred from further participation in the event;
2. Be barred from participation in any USAV Corporate events in any capacity, for a minimum of two (2) years; and
3. Have a minimum probation of one additional year, to run consecutively to the suspension.

A junior player who knowingly plays in a lower age classification than he or she is eligible for, or an adult player who knowingly plays in a higher age classification than he or she is eligible for shall:

1. Be immediately suspended from USA Volleyball membership and barred from further participation in the event;
2. Be barred from participation in any USAV Corporate events in any capacity, for a minimum of two (2) years; and
3. Have a minimum probation of one additional year, to run consecutively to the suspension

Any player in question must provide proof of identity and age eligibility, if requested.

When discovered and confirmed during an event, these penalties shall be the required minimum penalty imposed by the Event Arbitrator or the Event Ethics and Eligibility Appeals Committee.

The Event Arbitrator and the Event Ethics and Eligibility Appeals Committee may recommend a more severe penalty. The Event Arbitrator or the Event Ethics and Eligibility Appeals Committee shall file a report of any age or identity violation with the Corporation's Ethics and Eligibility Committee and with the registering Member Organization with its recommendation.

2.6 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.

A player may quit their club team at any time. However, KRVA policy does not govern a family's contractual obligations to their current club. Players and guardians must be aware of all contractual obligations to their club before pursuing a release. KRVA does not restrict players from joining a non-KRVA club or playing in non-KRVA/USAV competitions.

The current Club Director, parents, and the KRVA Administration must all agree in order to grant a release.

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.

2.7 End of Season Player Transfer

When a player reaches the end of their team's season and wants to continue, they can join another team. Clubs can borrow a player from another club if their team is finished for the season. The new Club is responsible for ensuring 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 in and compete with a new club of their choosing for the remainder of that club's 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 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's 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 can make a Loyalty Offer to them. The new club does not have the right to make a Loyalty offer to the transferred player.

Section 3 Club Director and Coach Eligibility

3.1 Coaching Requirements

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

1. Must be 18 years of age at the time the coach begins the season.
 - a. Must be at least 2 years older than the age level they are coaching
 - b. May not be in High School
2. Must complete USA Volleyball's online registration process and submit all required forms.
3. Must successfully pass a background screen as part of registration.
4. Must meet the IMPACT Certification requirements.
5. Must complete the SafeSport Certification requirements.
6. Read, understand and electronically sign all Keystone Region/USA Volleyball waivers in Sports Engine.

Without meeting all the requirements listed above, the coach will remain ineligible and may not coach in any capacity with the club. Any team or club utilizing an ineligible coach may be sanctioned. Additionally, the individual coach(es) may be subject to sanction by the Region. Club administrators and board of director members, even if not acting in a coaching capacity, should fulfill the above requirements since these individuals are setting and overseeing policy and participation for junior members, and should understand their obligations to child safety requirements.

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.

3.2 Junior Managers

Juniors under the age of 18 who are still in high school can be listed on the roster as a manager during the season, with the following provisions:

- At NO time may this individual be allowed to be a head coach.
- At NO time may this individual have sole responsibility for the team (including practices, tournaments, fundraisers, etc.).

3.3 IMPACT Clinic

IMPACT (Increased Mastery and Professional Application of Coaching Theory) is a baseline and required USA Volleyball coaching education course for anyone who would like to coach. IMPACT on Demand (the online course) is FREE to KRVA/USAV members. Please make sure there is a current membership for the new coach in place prior to the clinic as it expedites the post-clinic certification process.

3.4 Background Screening Policy

The Keystone Region follows the USA Volleyball background screening guidelines found [here](#). Screenings take a minimum of 7-10 business days to clear. The Keystone Region does not have

access to any background screening information and cannot expedite the process, nor is the Region involved in any resolution. Should a member fail on a screen, they will receive information on how to dispute the findings and/or appeal for participation. Please contact the Region office with any questions.

ENFORCEMENT: The hiring entity (club) is responsible for ensuring adherence to this policy and ensuring those individuals who are disqualified do not participate in RVA/USAV sanctioned junior events and/or activities.

PENALTY: Failure of a club/entity to request background screening or enforce disqualification is cause for the RVA or USAV to impose penalties. The minimum penalty shall be suspension of all members of the offending club/entity until background screening and enforcement requirements are met. Additional measures may include financial penalties and/or extended suspensions against individuals and/or the club/entity.

Note: The background screening process and payment (\$14 every season) is completed through the membership registration on Sports Engine. Anyone who does not have an updated screen will automatically be prompted for a new one upon registration for the next season.

ADMINISTRATION: Any club director who would like to purchase background screenings for their coaches, click [here](#) to be directed to the USA Volleyball background screening purchase form.

3.5 SafeSport

USA Volleyball, in conjunction with the United States Olympic and Paralympic Committee (USOPC), has developed a SafeSport program to help protect our nation's youth. This includes not only on-court safety, but also off-court safety in any part of Keystone Region's and USA Volleyball's programs. Keystone Region and USA Volleyball are committed to creating safe and fun environments for youth. This includes, but is not limited to, providing training, educational materials and resources for our members, including clubs, coaches, parents, and athletes. Visit the Keystone Region SafeSport page for more information, including how to report misconduct.

All adults who will have contact with junior athletes must be SafeSport trained each season by taking the online modules required to satisfy the SafeSport requirements. There are four stages of SafeSport that must be taken by members over the span of four years. Year 1: Core training; Year 2: Refresher 1; Year 3: Refresher 2; Year 4: Refresher 3. In Year 5, all members are required to take Core training again. The system will keep track of progress and prompt for the next stage upon registration for the next season.

All clubs should be familiar with the latest MAAPP (Minor Athlete Abuse Prevention Policies) document and have procedures in place in order to be compliant with requirements. The most recent MAAPP can be found [here](#).

3.6 Coaching Restrictions

Current high school or college coaches may have restrictions imposed by state or collegiate associations pertaining to their involvement in club sports. It is the coach and their club director's responsibility to ensure association rules are not violated. KRVA and USA Volleyball have no control, influence, or interest in these rules, nor are KRVA or USAV responsible for their enforcement.

Coaches are restricted to being rostered with one club for the season. However, coaches may be associated with two different clubs of the opposite gender if neither club has a team of that gender. Coaches may not be listed on a team roster in two different regions.

Section 4 Club Management

4.1 Definition of a Club

All teams must be a part of a club, and all clubs must be registered and activated by the Region to compete in KRVA and USAV sanctioned tournaments. Each club must be represented by a Club Director. The Club Director is the official liaison between the club and its teams, and the KRVA office. KRVA treats each club as a separate, independent business.

4.2 Activation of a Club

All clubs must be activated by the KRVA office to be fully licensed for the club season. Active clubs may request certificates of insurance, have tryout information posted on the KRVA website, and register for KRVA/USAV tournaments. On September 1, all memberships for 2025-2026 club season will be available to purchase on the KRVA website, and this handbook will be sent to all clubs.

New Clubs: Please choose your club's name carefully because we do not allow club name changes. To be activated for the current season, clubs must fulfill the following requirements:

- Club Director must purchase a USAV membership for the upcoming club season and have a current background screen & current SafeSport certification on file.
- Club Director must reside within the boundaries of the Keystone Region.
- Club Director must sign the Agreement Form electronically.
- Club must have no outstanding financial balances with the Region.
- Any other requirements as outlined by KRVA in the Club Directors Manual or on the KRVA website.

We strongly advise the designation of a club administrator in the event that the club director cannot be reached. The club administrator will have the same access as the club director to information in the SportsEngine system. 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 training.

4.3 Memberships for Administrators & Coaches

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 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 PA 153.

4.4 Responsibilities of Club Director

The Club Director is responsible for all administrative and fiduciary aspects of the club. These responsibilities include, but are not limited to, the following:

- Accountability for all matters relating to registration and payment of fees for the team(s), players, coaches, team representatives, chaperones, and in-house tournament directors.
- Entry of team(s) into KRVA sanctioned tournaments.
- Eligibility of team and/or club for KRVA and national events that the team/club may participate in.
- Ensuring information or documentation sent by KRVA is distributed to all club members.
- Ensuring all necessary information, documentation, fees, and related materials or funds are forwarded to the KRVA office promptly.
- Provide completed rosters to tournament hosts in a timely manner.
- Compliance with guidelines detailed in this manual, and all other KRVA/USAV policies.

4.5 Team Rosters & Fees

All rostering will be done in AES/TM2Sign/SportWrench. All players must have a current full membership, and coaches must be marked as eligible to coach 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.

Clubs may add individual players to their roster at any time. Club Directors can add the player to a roster once the player completes their SportsEngine registration, associates themselves with the club via SportsEngine, and submits the appropriate paperwork to the Club Director.

Clubs with multiple teams may move players within the club freely. However, teams qualifying for Junior National Championships will have their roster frozen at the time the team qualifies. The club is responsible for adhering to the Frozen Player rules outlined by USAV. Junior players may play only in their own age group or in an older age group (unless waived). Coaches may appear on multiple team rosters, but junior players may only appear on one team roster.

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.

4.6 USAV Insurance Information

As a member of USAV, Keystone Region provides liability insurance 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. You must 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 KRVA/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 questions about contract language, please contact the Region before 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 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) regarding sanctioned USAV and Keystone Region Volleyball events.

4.7 Club Handbook

The Keystone Region encourages clubs to produce a club handbook and distribute it to their members. It is recommended this handbook include a formal grievance policy, refund policy, and a due process policy affording at least one level of appeal to an independent body.

Section 5 Juniors Club Enrollment

5.1 Season

The Keystone Region Girls' Junior Volleyball season runs from the first day of allowable tryouts through the last day of the USA Volleyball Girls' Junior National Championships, "GJNC" (early July).

The Boys' Junior Volleyball season runs from the first day of allowable tryouts through March 15th.

5.2 Loyalty Offer Period

Junior Girls Clubs can send Loyalty Offers, allowing them to extend binding offers to players that were part of their program the previous season. These offers are only for Junior Girls Clubs and Players. Loyalty Offers are NOT mandatory. The goals of Loyalty Offer 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 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 entire season. The season ends at the conclusion of the USAV Girls Junior National Championships.

All Loyalty Offers and acceptances must be submitted in writing via email and cc'd to offers@krva.org with the requirements listed below. 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.

- Club Name in the email and subject line
- Player Name
- Tuition range for the season
- What Club Tuition includes (i.e. uniforms, 6-8 tournaments, practices, coaching fees...)
- What Club Tuition does not include
- PDF attachments do not count as part of the offer

If a player does not want to commit early, the Loyalty 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 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.

5.3 Tryout Policy

Each player must be a registered member of KRVA/USAV. Registration should be verified by a player/parent presenting a membership card with a “CURRENT” status reflecting the appropriate date range for your tryout.

ALL club administrators, coaches and staff hosting/conducting tryouts must be current KRVA/USAV members with current background screening and SafeSport certification prior to participation. All administrators in the SportsEngine system must meet these same requirements. Memberships are paid via credit card through SportsEngine. Clubs can collect additional fees to cover facility use or other expenses. These fees must be separate and distinct from Region membership fees. If a player accepts a position on a team, the player must upgrade their membership to Full Junior Membership prior to participation in team/club activities (e.g., practice, tournaments, fundraising, etc.)

5.4 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 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 18, 2025 | July 24, 2026
- Email offers can be sent out on July 18, 2025 | July 24, 2026
- All offers made after July 18, 2025 | July 24, 2026 are at the discretion of the club

Junior Girls 15 & Older

- First available period clubs can hold tryouts: July 18 – 27, 2025 | July 17 – 26, 2026
- Email offers can be sent out Wednesday @ 7pm on July 23 to August 1, 2025 | July 22 -31, 2026
- No tryouts may occur between July 28 -November 6, 2025 | July 27 -November 5, 2026
- No offers permitted between August 2 -November 11, 2025 | August 1 -November 10, 2026

Clubs Located within 75-mile Radius of Pittsburgh (Junior Girls 15 & Older)

- First available period clubs can hold tryouts: July 5 – 27 2025 | July 10 – 26, 2026
- Email offers can be sent out Saturday @ 7pm on July 5th 2025 to August 1st, 2025 | July 10 – 31 2026
- No tryouts may occur between July 28 -November 6, 2025 | July 27 to November 5, 2026
- No offers permitted between August 2 -November 11, 2025 | August 1 to November 10, 2026

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 attending must have a current USAV membership.

All offers must be sent via email based on the Summer Offer Requirements below 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. Email Summer Offer must include the following:

- Club Name in the email and subject line
- Player Name
- Team Name
- Age Group
- Maximum number of players on the team
- Tuition range for the season
- What Club Tuition includes (i.e. uniforms, 6-8 tournaments, practices, coaching fees...)
- What Club Tuition does not include
- PDF attachments do not count as part of the offer

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.

5.5 Fall Tryouts & Offers

Club tryout dates will be set by the office 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 17, 2025 | October 16, 2026
- Email offers can be sent out on Wednesday @ 7 PM October 22, 2025 | October 21, 2026
- All offers made after 7:01 pm October 22, 2025 | October 21, 2026 are at the discretion of the club

Junior Girls 15 & Older

- Clubs can hold tryouts: Friday November 7, 2025 | November 6, 2026
- Email offers can be sent out on Wednesday @ 7 PM November 12, 2025 | November 11, 2026
- All offers made after 7:01 pm November 12, 2025 | November 11, 2026 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 attending must 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 tryouts other than the club with whom they accepted the Loyalty Offer. 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 immediately 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 following requirements below:

- Club Name in the email and subject line
- Player Name
- Team Name
- Age Group
- Maximum number of players on the team
- Tuition range for the season
- What Club Tuition includes (i.e. uniforms, 6-8 tournaments, practices, coaching fees, etc.)
- What Club Tuition does not include
- PDF attachments do not count as part of the offer

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

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

5.6 Recruiting Policy & Guidelines

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

The Keystone Region has the following Recruiting Policy designed to:

- Protect the interests of a player and/or family regarding club contact;
- Allow players and families to seek information they want from clubs;
- 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.

- May 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 the director or club, probation, or suspension from the Region.

PROFESSIONAL INTEGRITY

- Clubs and their representatives should act professionally 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.

5.7 Membership Requirements

Registration via SportsEngine must be completed prior to participation in any KRVA/USAV sanctioned event (including tryouts, practices, tournaments, fundraising activities, etc.). Each individual KRVA member must:

- Complete online registration and pay required membership fees.
- Acknowledge & agree to all waivers as part of registration.
- Additional requirements for coaches are listed in Section 4

Section 6 Tournaments & Events

6.1 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. It is your job to know when our events are open for registration and to register teams from your club. It is also your job to understand how the AES system works and to adhere to the payment/acceptance policies outlined for each event. KRVA does not require rosters to be uploaded at the time of registration. The events open for team registration in November as follows:

Sunday night – 12s, 16s, and 18s

Tuesday night – 13s and 17s

Thursday night – 14s and 15s

How to enter a tournament, please visit our website: <https://krva.org/event-registration/>

6.2 Early Event Registration

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

6.3 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). Teams will be waitlisted once the maximum number of teams has been filled.

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

Payment for Boy's Events is due December 1st, 2025, or within 5 days of acceptance to the event, whichever is later.

Payment for Girl's Events is due January 1st, 2026, 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.

6.4 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.

6.5 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 can drop with a full refund. Major changes include switching dates or venues.

6.6 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.

6.7 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 of events.

6.8 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.

Section 7 Event Management

7.1 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 a timely manner to allow club directors to relay the information 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.

7.2 Event Rosters

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

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).

7.3 Team Check-In

Each event will have a team check-in prior to the start of pool play. 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.

7.4 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.

7.5 Work Assignments

Teams must supply the following during pool play and playoffs: one second referee, two (2) 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.

7.6 Play-Off Work Assignment

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.

7.7 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 owed to tournament directors, will not be permitted to register for the following season until all financial responsibilities have been resolved.

Section 8 Region Hosted Tournaments

8.1 Regional Championships

Champ Division of the Champions Cup

Keystone Region hosts a Region Championship for girls' teams in 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., 17/18). No other region tournaments will be sanctioned during the Keystone Region Championships, taking precedence in scheduling officials on those weekends.

8.2 Girls Bid Divisions

Pennsylvania Kick Starter – 18 & 17 Freedom

Capitol City Freeze – 18 & 17 National & American

Lucky Charm Classic – 14-16 Freedom

Champions Cup – 12-16 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 play date. There is no minimum match requirement. Matches will be played out to secure an accurate order for re-allocation of 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 more 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, with a second reallocated a possibility. Bid totals for the current season will be updated and sent to club directors at a later date.

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 National/American event 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.

Bid winners at the Keystone Region Bid Division will be required to sign a bid acceptance form and verify their roster before leaving the gym that day. The team roster will be frozen starting on that day, too.

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.

It is disruptive to the quality of the Event when Bids are returned after being accepted. There are financial consequences, administrative challenges, and logistical delays for Teams, Region administrators, and USAV personnel. Inevitably this takes opportunities away from other Teams participating in the qualification process.

A Team that does not use a GJNCs Open, National, USA, Liberty, American, or Freedom Bid which it has earned and accepted may be subject to sanctions, penalties, and suspensions as defined by USA Volleyball. Penalties apply to the club director, the team's coaches, and all players listed on the roster. USAV penalties for not using a bid can be found in the USAV Girls Championships Manual and in the USAV Boys Championship Manual. Further sanctions and penalties may be assessed on a case-by-case basis by both the Region and USA Volleyball.

8.3 Club Hosted Tournaments

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, and managing the event through reporting results.

Section 9 Keystone Region Policies

9.1 Food & Drink Policy

Some tournament sites designate an area for team food and beverage consumption while other tournament sites and hosts prohibit food and drinks in the playing gym area, except for team water bottles. A violation of the Food and Drink Policy consists of any parent, coach, club director, player or affiliated spectator who violates the individual facility's food and drink policies. For KRVA and Club hosted tournaments, the sanctions for violations of a facility's food and drink policy are as follows:

1. First violation, the team receives a verbal warning.
2. Second violation by the same team, there is a five-point penalty on the next set played.
3. Third violation, there is a ten-point penalty on the next set played.
4. For each additional violation by the same team, there is a five-point increase to the penalty (i.e., six violations by the same team would result in the forfeit of a 25-point set.)

9.2 Clean Up Policy

Teams are responsible for cleaning their area during and upon completion of play.

9.3 Failure to complete Officiating Assignments

Teams failing to fulfill their officiating assignments will be fined \$50. Coaches and/or adult team representatives must be courtside each match their team is acting as the work team at all KRVA-licensed tournaments or be the R2 for that match. Teams who are late to their scheduled officiating assignments may be penalized one point per minute, starting at the scheduled game time, on their next played set, up to a maximum of 25 points.

9.4 Red Cards & Ejections

Keystone Region strives to create a positive environment at its events. We take a stance against coaches or other team personnel who receive red card sanctions from officials, as well as anybody, including a spectator, who is asked to leave a facility due to their behavior.

After consultation with officials, tournament directors, and the club director, KRVA may fine clubs up to \$250.00 for a red card sanction or a removal from a facility. Removal may also be grounds for prohibition from attending future KRVA-licensed events. Repeated occurrences by the same individual or club may lead to harsher sanctions, including a \$250.00 increase to the fine for each subsequent instance (i.e., a second occurrence by the same individual or club results in a \$500.00 fine).

9.5 Ball Handling Policy

Some tournament sites do not allow ball handling off the playing surface. A team in violation of this policy consists of any parent, coach, club director, or player who violates the individual facility's ball handling policies. For KRVA and Club-hosted tournaments the sanctions for violations of a facility's policy are as follows:

1. First violation by any team member, a verbal warning will be given, and athlete(s) in question will need to provide the Coach and Team names.
2. Second violation, the ball will be taken to the desk where the head coach can retrieve it.
3. Third violation, there is a five-point penalty on the next set played.
4. For each additional violation by the same team, there is a five-point increase to the penalty (i.e., six violations by the same team would result in the forfeit of a 25-point set.)
5. Club directors will be notified of all violations of the Ball Handling Policy.

9.6 Violations of Tryout and Recruiting Policies

As stated in the Junior Operating Code: 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:

1. First Violation: Will be fined \$500
2. Second Violation: Will be ineligible to participate in KRVA Bid or Championship Tournaments for that season and fined \$500.
3. Third Violation: 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.