

**KEYSTONE REGION
VOLLEYBALL ASSOCIATION**



CLUB DIRECTOR MANUAL

2018-2019 SEASON

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It is advised that all club directors, administrators and coaches read the TD Manual as well.

Club Registration – September 1, 2018

All new and existing club directors must register their club each season. 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 (beginning 9/1/2018)
2. Submit and pass a background screen
3. Complete SafeSport training verified through Webpoint
4. Sign and complete the checklist on the Club Registration Signature page
5. Fill out the Club Registration form and submit online

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 Webpoint system as the club director. The club director is deferred to for any critical decisions regarding the club.

Administrators must also comply with numbers 1 through 4 above.

Please be advised that we require all correspondence to come from the e-mails addresses provided to us on the club registration form. E-mails should also be signed by the author.

Pre-Season Club Commitment Offers (Junior Girls Clubs only)

Pre-Season club commitment offers are new for the 2018-19 season. Junior Girls Clubs are permitted to send Pre-Season Club Commitment offers to eligible players (Junior Girls who played for their club the previous season) between the dates specified by the KRVA Office. Pre-season club commitment offers are NOT mandatory. Those electing to send out these offers are required to use the “KRVA Jr Girls Pre-Season Club Commitment Offer Template” available on our website. All offers and acceptances must be submitted in writing via email and cc’d to offers@krva.org. Please refer to the KRVA Junior Operating Codes for further details.

Tryouts

Club tryout dates will be set and published on the appropriate pages of the KRVA website. All tryouts MUST be sanctioned by the KRVA office. Please enter your tryout proposal(s) online using the link to the 2018-19 KRVA Tryouts/Clinics/Camps Proposal form found on the Club Director’s page of our website. There is a \$50 tryout sanction fee for each proposal. Fee(s) must be paid to the KRVA Office before we can sanction your tryouts.

All players and coaches in attendance are required to have a current USAV membership. 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.

All teams are required to provide printed copies of the Region Recruiting Guidelines at all sanctioned tryouts. A copy of that handout is posted on our website and may be downloaded for distribution.

Regular Season Offers

Except for the pre-season club commitment offers, no Junior Girls offers may be sent prior to the Monday following tryouts at 7 pm. Any offer sent prior to that will be considered non-binding. (GIRLS CLUBS ONLY). Junior Boys offers may be sent any time after the tryout period opens. Clubs are required to use the "KRVA Jr Girls Offer Template" available on our website to send out regular season offers. All offers and acceptances must be submitted in writing via email and cc'd to offers@krva.org. Please refer to the KRVA Junior Operating Codes for further details.

Club Insurance Certificates

Clubs may request insurance certificates for tryouts and practices by completing the online Certificate of Insurance Request Form found on the Club Director's page of our website. Request your COIs in a timely manner. Certificates can take up to 10 business days to process. There is no fee for this service.

Team Fees

Due dates for team fees will be published on the appropriate pages on the KRVA website. There is a \$30 per team fee for the 2018-19 season. Clubs need only pay for the team or teams they will use for the season. Teams marked as unpaid in Webpoint should not enter and will not be accepted into tournaments. Checks should be made payable to KRVA.

Webpoint Rosters

Once teams have been selected, all junior teams are **REQUIRED** to roster their players and coaches one time in Webpoint to verify their eligibility. All players must have a current full membership and coaches must be marked eligible to coach in Webpoint. Team Rep positions are reserved **ONLY** for club directors.

Coaching Requirements

It is the club director's responsibility to ensure that their coaches have met all of the following KRVA 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 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

Team Requirements

Each team from every club must have a minimum of one (1) Certified Junior Scorekeeper on the roster. The region STRONGLY RECOMMENDS each team have 2-3 certified junior scorekeepers on each roster to rotate the scorekeeping duty. (New for 2018-19 season).

Junior Scorekeepers can be certified via an online course through Webpoint or at a clinic hosted by their club.

Players that choose to take the coursework online can find instructions for sign up and completion on the Junior Referees and Scorers page of the KRVA website. The coursework is free to KRVA members.

Clubs that choose to host an in-person clinic can certify all Junior players that participate. The clinic MUST be run by one of KRVA's certified Scorekeeping Clinicians. Contact the KRVA Office for a list of approved clinicians and to create your clinic.

All costs for the in-person clinic(s) are the responsibility of the host club, including the Clinician Fee. Please check the Schedule of Fees in the KRVA General Operating Codes for the current rate of Clinician Fees.

The minimum requirement of one junior player per roster must be met no later than December 1 of the current season for Junior Boys and January 1 of the current season for Junior Girls.

Tournament Participation Policy

Team Eligibility for Tournament Entry

KRVA teams must be affiliated with a current KRVA club in good standing with team fee paid prior to registering for events.

Out-of-Region teams must be in good standing in their region and the Keystone Region.

Club must have a TM2Sign account to enter tournaments.

Team fee must be marked paid in Webpoint.

Team name and team code in TM2Sign **must match** team name and code in Webpoint.

Foreign Team Entry - Teams from outside the United States may enter KRVA sanctioned tournaments but must comply with all USAV requirements for foreign team participation. It is a condition of every sanction that Tournament hosts notify KRVA if foreign team(s) will participate and to ensure compliance with all requirements. For more information and required documents please click on this link:

<http://www.teamusa.org/usa-volleyball/membership/forms-and-information> scroll down to Foreign Team Participation Policy and Procedures.

Tournament Registration

Registration dates will be published on the appropriate pages on the KRVA website.

Out-of-Region teams may register at the same time as KRVA teams.

Minimal roster will be required for tournament entry – Team name and team code.

Girl's teams may enter any tournaments of the same age level or one year above the age level of the team. Tournaments will have a suggested level of tournament listed in the name and description of the tournament to help teams choose which events are best to enter.

BOYS – Boys teams may play up two age levels with the exception of Boys' 12U and Girls' Tournaments (please see below)

Boys' 12U teams may register to play in Girls' 13U tournaments.

Out-of-Region Team/Club Compliance

Out-of-Region teams participating in KRVA sanctioned tournaments are subject to the same policies and rules as in region teams. Out-of-Region teams that fail to comply may be removed from future tournaments without refund of registration fees and denied entry to all future KRVA sanctioned events.

Team Acceptance and Tournament Fee

After accepting the teams affiliated with the Tournament Director's (TD's) club all other teams will be accepted in the order in which they registered (indicated by time stamp on registration).

Any teams in excess of the maximum number of teams will be waitlisted.

If a problem arises and a team that was accepted initially is removed by the TD without appropriate cause, a KRVA complaint form should be filled out and all proof should be emailed to events@krva.org.

GIRLS

Once a team has been accepted to a tournament the tournament registration fee is due by December 20 or within 5 days of acceptance whichever is later.

BOYS

Once a team has been accepted to a tournament the tournament registration fee is due by November 20 or within 5 days of acceptance whichever is later.

Teams should have the courtesy to notify the TD should they decide not to attend the tournament prior to the payment deadline.

Teams not paying by the deadline are subject to being dropped from the tournament.

Waitlisted teams will be offered a slot in a tournament, if one should come open, chosen in the same manner originally described. Tournament Directors must notify and cc events@krva.org to the waitlisted team to offer them a spot before they are accepted into the event. The waitlisted team is not required to take the spot but should let the TD know their choice one way or the other as soon as possible. Payment arrangements will be made with the TD.

Tournament Withdrawal and Cancellations

Teams wishing to withdraw from a tournament prior to submitting payment to the TD should notify the TD of their decision so that the slot may be filled by a waitlisted team or newly registering team.

Teams seeking to withdraw from a tournament after they have paid must contact the TD by e-mail and cc'd to events@krva.org (for purposes of follow up if necessary). The refunds are at the total discretion of the TD and KRVA will not interfere in the financial aspect of withdrawing from a tournament.

Teams failing to show for tournament participation without notifying the TD will forfeit their entry fee and be subject to a \$300 fine. The event coordinator may waive the penalty if the team shows good cause for failure to show or provide notice.

The Event coordinator will monitor events for participation numbers. Tournaments with fewer than 3 teams registered 4 weeks prior to the tournament date will be cancelled. Tournaments with fewer than 6 teams, representing a minimum of 3 clubs, two weeks prior to the event will be cancelled unless all teams remaining have agreed to attend prior to that two-week cutoff date. Confirmation must be cc'd to events@krva.org.

If the TD announces a major change to the event, such as location or date of the event and it is no longer viable for a team to enter, the team must be allowed to drop with a full refund.

If teams are missing a refund of a registration fee from a tournament they dropped out of due to low team registrations, weather, or major tournament changes, the Club Director should contact the TD. If the problem persists and the TD is not sending the refund, a KRVA complaint form should be filled out and events@krva.org should be copied on all email communications with the TD. KRVA is not responsible for monetary dealings for events or any transfers of money between the TD's and the clubs. However, if a tournament director is not following the rules outlined in the TD manual, there are ramifications the region will take to help the team receive the money it is owed.

Before the Tournament

Team rosters must be submitted through TM2Sign by the roster deadline indicated on the tournament description and notes. TDs reserve the right to charge a late roster fee or drop the team and replace with a waitlisted team at their discretion.

Coaches are required to bring two copies of the TM2Sign roster to check in at the tournament. (see Rosters page 8)

TD will distribute the tournament schedule to the Club Director and Head Coach preferably once the event is filled, but no later than the Monday prior to the tournament. It is club/teams' responsibility to see that all interested parties receive a copy. The TD may opt to send the schedule to additional individuals at their discretion.

TDs will use the AES rankings, other event system rankings, and tournament results to rank their tournaments, using their discretion for out of region teams and teams playing up.

Any questions about the schedule must be directed to the TD.

At the Tournament

Uniforms – requirements are set forth in the current USAV Domestic Competition Regulations (DCR) see 4.1 in the Junior Op-code for uniform regulations for co-ed 12U teams. The decision of the Tournament Director and Chief Referee as to whether or not a team's uniforms are in compliance with the DCR is final and may not be appealed.

Rosters

Coaches are required to bring 2 copies of the TM2Sign roster to each event and must hand in both when signing in with the TD. Both rosters should be exactly the same and adhere entirely to the criteria below. 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 rep
4. Six to 15 players with USAV and Jersey numbers
5. No rosters with handwritten names should be submitted, nor accepted
6. TM2Sign Roster should have the appropriate tournament name on the roster
7. 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 hand written names and no coach will result in a \$300 fine).

Tournament Code of Conduct

Teams attending USAV sanctioned events must abide by the rules policies set by the USAV, KRVA, and the event host.

TDs or host management may eject any person from the event site for failure to comply with the USAV Participant code of Conduct, Coaches Code of Conduct, the KRVA Code of Conduct, the Spectator Code of Conduct or the posted facility rules. The TD must report all violations and ejections to the KRVA office via the Chief Referee/TD report form. Rostered members who are active participants in the event may

be ejected from the event only by a majority vote of the event Protest Committee. For the purpose of this section, an active participant is defined as a player, coach, chaperone or club director of a team.

Work Teams

As a condition of participation in all USAV events sanctioned by KRVA, teams are required to provide rostered individuals to serve as the officiating team when scheduled. The officiating team includes a certified or qualified scorekeeper, assistant scorekeeper, two line judges and a Player Referee or higher second referee. An adult Player Referee or higher is required to work as the second referee at all playoff matches in the 12 and 13 divisions. There will be no electronic devices (i.e. cell phones, iPods, etc.) permitted at the scorer's table unless being used as a timing device. A 10 point penalty will be awarded to the next opponent for failing to comply with this rule. If this infraction occurs during the last set of the day, **a \$100 fine will be imposed before this team's next event.**

Other USAV events may require additional work team qualifications. When competing in other Regions or National Championship events, teams should check the appropriate pre-tournament manual or instructions. A rostered adult from the team, if not serving on the work team, must be at the scorer's table.

Work teams must report to the playing area a minimum of 5 minutes before the start of the match. Failure to provide a complete officiating crew for assigned matches could result in the forfeit of the first set of the work team's next match: for every minute the officiating team is late, two (2) points are given to their next opponent - up to the 25-0 forfeit. The clock starts at the scheduled time of the match, or when the First Referee believes the match would start, in case of an ASAP start time. The second occurrence during the same event will result in a forfeit of the work team's next match. Any team failing to provide a work team is subject to sanctions, which may include fines, loss of points or sets, or suspension from sanctioned events including the regional championship. If a team is scheduled to work either the last match of pool play or any playoffs leaves prior to fulfilling their assignment, unless released by the Tournament Director, **they shall be fined \$100.00.**

Work Team -Tie-Breakers and First Round Playoffs:

- If both playing teams from the last pool play advance, then the work team from the preceding match must stay and work the next match also.
- The first preference work team in any tiebreaker or playoff process is any team that team receives a "bye" in the first round of competition.
- The second preference work teams are the losers of the last set from pool play, or from any tiebreaker matches.

Subsequent Round Playoffs

- The work team for each match is the loser of the previous match on that court.

- If more teams are eliminated than work teams are required, the team with the least amount of travel will be designated to work. Travel distance is based on the distance from the playing site to the Club Representative's address. The decision of the Site/Tournament Director is final.
- The designated work team may find a suitable replacement work team, but only with the permission of the Site/Tournament Director.

Region Tournaments

When practical KRVA run tournaments will be seeded using AES

The Boys' Atlantic Northeastern Tournament and the Girls' Bid and Club Challenge will be **STAY to PLAY** events. Please read below to learn more about this policy and what it means for you! Please go to the KRVA website (http://www.krva.org/events_krva_events.php) for additional information and housing company contact information.

What is Stay to Play?

Stay to Play means that in order to compete at the tournament, teams must stay in one of the official hotels set up by the contracted Housing Company (currently Team Travel Source). All reservations must be made online or via phone with Team Travel Source. Coaches and parents cannot call the hotels directly or book with a direct hotel website. Reservations with a third party (Expedia.com, Hotels.com, etc.) will not be compliant with the stay to play policy.

Stay to Play benefits for Clubs and Teams:

- Guaranteed lowest group rates – this is contracted with the properties by Team Travel Source!
- More inventory to choose from – we try to provide a variety of options for different price levels, preferences and amenities. If you don't see the hotel you want, please let us know!
- You do not need to sign any hotel contracts and, therefore, run no risk of contracting rooms and not picking them up.
- Team Travel Source will provide a customer service rep to assist throughout the entire process...we make it easy!
- Each team will receive a customized easy-to-use reservation link showing their specific logos, team photos, etc. Team Travel Source can also set up a separate link for the parents. This helps insure they are in the right place and booking at the correct hotel AND the team contact can keep an eye on pick up.
- Room nights are trackable with the CVB in each city, giving KRVA more negotiating power in the future for preferred event dates and venues, making the events even better.

Requirements:

- Clubs 75 miles or more away (as registered in Webpoint) from the venue will be required to use Stay to Play for their teams. Clubs with multiple locations must provide a list of teams for each location and their practice facility address.
- Each team must book a total of four (4) rooms per night.

Exemptions:

As always, there will be exemptions to the policy. You must provide proof to be eligible for exemptions. Here are a few examples:

- **USING POINTS FOR A FREE ROOM** - If you have enough points to redeem them for an entirely FREE stay, you are allowed to do so. We would just need written confirmation that you are using points for your entire stay.
- **CLUB IN CLOSE PROXIMITY** – If the club’s registered address (as shown in Webpoint) is within 75 miles of the venue, the club is exempt.
- **STAYING WITH A FAMILY MEMBER** - If you are staying with a family member that lives within 75 miles from the venue, you are not required to stay in a hotel.
- **MILITARY DISCOUNT** - If you are able to get a lower rate with a military or government discount, this will be accepted.

Girls’ Bid Tournament

KRVA Bid Tournament Participation Policy and Requirements – additional information regarding this tournament will be posted on the KRVA website under Events

1. All teams entering the KRVA Bid tournament must be from a club registered in KRVA.
2. The team as well as each player on the team must have competed in two (KRVA sanctioned tournaments)
3. May not have received an Open Bid at a qualifier
4. Must submit signed GJNC entry form to the KRVA office
5. Register for KRVA Bid tournament in TM2Sign
6. Submit roster in TM2Sign
7. Pay registration fee (non-refundable after the close of registration)
8. Complete housing requirement (see stay to play information above)
9. Teams will be accepted into the tournament when all paperwork and payment has been received in the KRVA office.

Any qualifying team denied entry because the event is full will have the option of being placed on the waitlist or of withdrawing their entry without penalty. Teams on the waitlist will be notified on a first come first serve basis if any openings occur for the event.

Except as otherwise provided above KRVA will award its GJNC bids to the highest finishing team at a Region-run Bid tournament. Additional National, American or At-Large bids (if any) will be awarded to the runners-up, in turn. If a team has already been awarded an Open bid at a qualifier, they may not compete in the Region’s Bid Tournament.

Any teams winning their age level at the Bid Tournament are required to accept the bid and attend the GJNC. In addition, teams coming in 2nd or 3rd place must be prepared to accept any trickle-down bid offered prior to midnight May 1st. Any team declining a bid prior to the deadline will be excluded from participation in Region Championships or Bid Tournament for the next year. This penalty is enforced against all rostered members of the team who failed to attend, including individual players and coaches, regardless of their future team affiliations.

No Bid Tournament will be held for any age level for which there are more National Championship bids available than teams seeking bids.

KRVA Club Challenge

This will be held in conjunction with the KRVA Bid Tournament. Entry in to this event is open to any team including teams outside of KRVA.

1. All teams entering the KRVA Club Challenge must be from a club registered with USA Volleyball
2. Register for tournament in TM2Sign
3. Submit payment
4. Submit roster in TM2Sign
5. Make hotel reservations using KRVA housing company (see stay to play policy above)

Teams will be accepted as they complete the requirements listed above. Any qualifying team denied entry because the event is full will have the option of being placed on the waitlist or of withdrawing their entry without penalty. Teams on the waitlist will be notified on a first come first serve basis if any openings occur for the event.

Girls' Regional Championships

Regional Championship Tournament Participation Policy and Requirements. This tournament will be two single-day events (Each division will only be competing for one day). The days and divisions will be announced after the tournament is posted on AES at the beginning of tournament registration for the current season.

1. All teams entering the Regional Championships must be from a club currently registered in the KRVA region.
2. Must compete at registered age level (no teams may play up)
3. The team as well as each player on the team must have competed in a minimum of one (1) KRVA sanctioned tournament in the current season
4. Must register for tournament in TM2Sign
5. Submit roster in TM2Sign
6. Pay registration fee (non-refundable after the close of registration)
7. Complete housing requirement
8. Teams will be accepted in the order in which they have completed the necessary steps for participation until the division is full or the deadline has passed. Teams failing to meet the requirements by the deadline may be accepted into the event at the discretion of the KRVA event coordinator.

Any qualifying team denied entry because the event is full will have the option of being placed on the waitlist or of withdrawing their entry without penalty. Teams on the waitlist will be notified on a first come first serve basis if any openings occur for the event.

Boy's Atlantic Northeastern Bid Tournament

Please refer to the Boy's Atlantic Northeast Bid Tournament for entry information -

<https://www.teamusa.org/USA-Volleyball/Calendar/2019/February/22/Boys-Atlantic-Bid>

Out-of-region and non-USAV Tournaments

Clubs/Teams entering out of region tournaments should check with those TDs for any special requirements or information regarding those tournaments. This also includes USAV sanctioned qualifiers and tournaments run within the KRVA boundaries.

Teams attending events or activities not sanctioned by USAV are not covered under the insurance included in USAV membership.