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This Gateway Region Junior Handbook contains the policies, procedures and Due Process adopted by the first Board of Directors in 1994 and includes additions and amendments through August 2008. Any questions regarding deviations from these set policies and/or procedures should be directed to the Regional Commissioner, Tim Neels. In unusual circumstances, waivers may be granted.

Attachments

- Coaches Code of Ethics
- Tryout Sanction Form
- Instructions for Tryout Registration and Waiver Form
- Tryout Registration and Waiver Form
- FAQ Sheet
- Background Screening Consent and Waiver Release Form
- Individual Membership Form (includes Waiver and Release of Liability/Code of Conduct)
- Team Registration Form
- Player Medical History and Release Form
- Sport Accident Insurance Fact Sheet
- Tournament Sanction Form
- Tournament Entry Form
- Tournament Evaluation Form

As soon as they become available, current copies of the following forms may be downloaded from the Publications page on the Gateway Region website at www.gatewayvb.org:

- **Insurance Information Sheet on Incident and Claim Forms**
- **Incident Form**
- **Claim Form**
- **Instructions for Certificate of Insurance Request**
- **Certificate of Insurance Request**

In addition to this Junior Handbook, The Gateway Region Players' Handbook and Tournament Director's Manual can be found on the gateway website, www.gatewayvb.org with additional copies at the Gateway Region Office.

GATEWAY REGION HISTORY

The Gateway Region was formed in 1993 to promote the growth of volleyball within our area. Tim Neels was the first Commissioner and continues to be Commissioner of the Region to date.

At the August 1993 USAV Heart of America Regional meeting, the HOA Board voted to release the Gateway district to apply for full region status at the 1993 mid-year ROD meeting. In the 1994 season, the Gateway Region was fully established as a separate and autonomous region.

GATEWAY BOUNDARIES

The Gateway Region encompasses the eastern and southern parts of Missouri and the southern part of Illinois. In Missouri, the region includes all areas with zip codes beginning with 630 through 639 plus 654 and 655. In Illinois, the boundary includes all areas south of interstates 70 and 270. Our membership comes from cities as far away as Quincy and Springfield in Illinois, to Springfield and West Plains in Missouri.

GATEWAY REGION JUNIOR MISSION STATEMENT

The USA Volleyball Gateway Region Junior's Program Mission Statement is to promote a wholesome environment so that players can develop skills, team work, positive attitude, competitive spirit, responsibility and sportsmanship. This Mission can only be accomplished with the cooperation of coaches, parents, players and officials.

JUNIOR OLYMPIC VOLLEYBALL

Junior Olympic volleyball is a program for girls and boys 18 years of age and younger.

The purpose of the USA Volleyball Junior Olympic volleyball program is to offer youths an opportunity to become involved in a wholesome and beneficial athletic activity that they can pursue at various skill levels. In many cases, it is a chance for athletes to receive high quality instruction in skills development and team strategy. USA Volleyball Junior Olympic volleyball program should be an extension of learning from the high school program and a natural bridge between youth volleyball (ages 10 and under) and college volleyball or USA Volleyball adult volleyball.

USAV Junior Olympic volleyball competition runs from November 1 (October 1 for the Boys 15s – 18s) until the Junior Olympic Volleyball Championships (JOVC) in July. Many athletes are also involved in their schools' programs at the same time they are learning from you. Do not put unreasonable demands on the athletes. Let them stay loyal to their school programs as well. If they enjoy your program and that is where they want to focus their attention, let that be their decision. You, not their school coach, will need to be flexible. Try to schedule practice on days or times that don't conflict with the majority of their games. Be reasonable; keep the athlete's best interest at heart. Remember the philosophy of USAV Junior Olympic volleyball program: ***ATHLETES FIRST--WINNING SECOND.***

HOW TO ESTABLISH A USA VOLLEYBALL JUNIOR CLUB / TEAM

Key items listed in the following sections:

Coaches' Requirements – IMPACT and Background Screening (Section II)

Tryout Guidelines (Section VI – VII)

Registration Process (Section VIII - IX)

Officiating Requirements (Section X and p 19)

Uniform & Tournament Information (Section XII – XIII)

- I. Decide on what type of program you will have. If you are a new team/club contact the Gateway Region Office to make sure that the name you are planning to use is available.
 - A. What age groups will you have?
Boys 18, 17, 16, 15, 14, 13, 12, 11, 10 or Girls, 18, 17, 16, 15, 14, 13, 12, 11, 10 and Coed 10 and under age groups are possible. (No Junior Olympic Volleyball Championships, JOVC, will be offered in the 10s and 11s divisions.)
 - B. What will be your club's focus, your goals and objectives?
 - Take all comers, everyone plays.
 - Elite, accepts only the best.
 - A combination of the above.

- II. Recruit any coaches you will want or need in the program. *Remember, leadership is the key to any program, without strong committed leadership any program is doomed to flounder and eventually fail.* Listed below are 3 requirements regarding coaches:
 - a. Each team must have at least one adult coach (18 years of age or older) who is, at minimum, IMPACT certified at every practice and tournament.
 - b. Every coach must be a registered member (see Section IX.)
 - c. Each coach must receive a background screen every other year (see Section IX)Also, for insurance purposes, ANY adult affiliating with a junior team (e.g. coaches, team representatives, club representatives, chaperones and junior team assistants) must become a member and receive a background screen (see Section IX). Members who are subject to screening will be screened every two years.

Note: For the JOVC and Qualifying events, it is recommended that the team roster lists two chaperones (registered and background screened) and additional IMPACT (at minimum) certified coaches. This may be necessary in emergency situations.

IMPACT Clinic dates for the 2009 season:

Saturday, October 18, 2008, 8 am – 12 pm, Affton White Rodgers Community Center

Saturday, November 15, 2008, 1 pm – 5 pm, Kirkwood Community Center

Saturday, December 6, 2008, 8 am – 12 pm, Kirkwood Community Center

Saturday, December 13, 2008, Time TBD, Lindenwood Belleville Campus

Additional dates and a registration form can be found on our web page.

The cost for an IMPACT clinic is \$25. Contact Shannon Loso at the Gateway Region office, losos@gatewayvb.org or 314-849-1221, for IMPACT clinic information.

Continue to check the Gateway website, www.gatewayvb.org for updates to the IMPACT clinic schedule. Any teams without an IMPACT certified coach will not be allowed to participate in Gateway Region sanctioned tournaments. If a team is found to be playing in a tournament without an IMPACT certified coach on its bench, the team may be immediately dropped from the tournament, forfeiting any games played and may be subjected to a fine up to \$100 and probation. In unusual circumstances, a waiver may be granted. Contact Chris Clauss, the Gateway Region Junior Development Coordinator, at cmwarner24@aol.com or 636-343-4029 with questions regarding IMPACT certification.

- III. Decide how the program will be financed.
 - A. Initial assessment
 - B. Regular monthly dues.
 - C. Fund raisers.
 - D. Local merchants in your community to donate to the program.
 - E. Solicit a sponsor for a team or club.
 - F. A combination of the above methods.
 - Filing as a non-profit organization is an option. Consult an accountant for details.
- IV. Find a place to hold your tryouts and a place to practice. Obtain volleyballs for tryouts and practice.
- V. In order to help players and parents make informed decisions when choosing clubs, our website includes a “Junior Club Profile” page for clubs to provide more details about their program. Guidelines for submitting a Club Profile are available on the Gateway website. Clubs can also direct players and parents to the “Parents’ Page” on the website, for guidance in making their club decisions.

VI. **Tryout Guidelines**

If players want the opportunity to represent their high school, the Missouri State High School Activities Association requires that all potential USAV participants must attend open and publicized tryouts for your club. Many area newspapers offer publication of team tryouts free of charge. You may also generate flyers to send to area schools, give to individuals and post in gyms. Another option is to include your tryout information on the Gateway web page through the sanction process detailed in the next paragraph. The Illinois State High School Association rules, in some cases, greatly differ from those in Missouri; please check and abide by all pertinent rules for both states.

For insurance purposes all tryouts must be sanctioned. To sanction your tryout, complete the Gateway Region Tryout Sanction Form located on the “Publications” page on the Gateway website. There is no sanction fee. If indicated on your form, your information will be added to the tryout schedule posted on the web page.

Tryout Starting Dates (2008-2009 Season)

Boy’s 15’s, 16’s, 17’s and 18’s may have tryouts on or after Friday, **September 26.**

Girls 10s – 14s, Boys 10s – 14s and Coed 10’s - Friday, **October 24.**

Girls 15’s, 16’s, 17’s and 18’s – Friday, **November 21.**

(Tryouts for Girls 15's, 16's, 17's and 18's **cannot** begin until after the Missouri and Illinois State Volleyball Championships.) Girls eligible to play 14 and under who are in high school cannot tryout before **November 21**.

No athlete can be required to make a formal commitment prior to the commitment dates noted in Section VII, Notification/Acceptance Procedure.

Note: Boys who attend summer team tryouts must not be currently registered with any junior boys' team. An exception may be granted in advance, if a team declares that they will not continue playing after the boys' high school season. This intent must be on file at the Gateway Region office before tryouts. Violation of this policy may result in a player's suspension from USAV participation for up to one year.

Tryout Paperwork Required

1. Junior Tryout Information Registration & Waiver Form (see website or attachments)
2. FAQ Sheet (see website or attachments)
3. Information Sheet (created by club)

For insurance purposes, each player must complete a combined Junior Tryout Information Registration and Waiver Form which requires player and parent/guardian signatures. Players under 18 years of age must have a parental signature before being allowed to tryout. If the parents do not sign, USAV insurance will not apply and your team/club must assume any liability risks. If a participant is injured, return their Waiver Form to the office. Otherwise retain the forms in case they are later needed for insurance purposes.

Upon request, parents will be permitted to observe tryouts provided that they are not disruptive or pose a safety hazard to players or coaches.

Each club/team will be required to make an **FAQ sheet** and an **Information Sheet** available at tryouts. This information sheet must be pertinent to all teams within the club. The minimal information that must be included is as follows:

Club History—Years of operation.

Club Philosophy—What level of teams (high, intermediate, training)? Club organization of administration: is it centralized or does each team run independently? Club goals: to service certain localities, national level competition, training players, or all of the above. Policy of moving players from one team to another within the club during the season. Level of commitment from players and parents (fundraising, travel etc.). Attendance at practice, and parents' required behavior and responsibilities within the club.

Budgets—Estimates; line item estimates; non-refundable club fees, uniforms, registration (USA Volleyball, AAU), tournament fees, travel costs. Are coaches or club directors paid? And how much? When are moneys due? Does individual player money go to support another team within same club?

Team Information—How many teams are planned per age group? Who will coach? (if known) Will teams practice together?

Head Coach Biography—Past coaching experience, including age groups and accomplishments, formal coaching education (IMPACT, CAP Level training, other); assistant coach biographies are welcomed.

Practice—Estimated times per week, location, and approximate length of practices. Penalties for failure to attend practice?

Tournaments—Approximately how many tournaments per month? In town? Out-of-town? Starting in what month?

- VII. Select team or teams (in accordance with Missouri and Illinois State High School Association rules) as outlined below.

NOTIFICATION / ACCEPTANCE PROCEDURE

Coaches may let players know if they have been selected for an age division within their club at any time after their tryout. At that time, a coach can tell the player one of three things:

1. You have made a team.
2. You are an alternate.
3. You did not make a team.

For tryouts held on the first available weekend, the coach must allow a “waiting period” for the chosen athlete to make the decision on whether or not to commit, according to the following guidelines. If the tryout start date is Friday, September 26, 2008, the commitment date/time is 7 pm Monday, September 29, 2008. If the tryout start date is Friday, October 24, 2008, the commitment date/time is 7 pm Monday, October 27. If the tryout start date is Friday, November 21, 2008 the commitment date/time is 7 pm Monday, November 24. If a coach makes an offer to a player, the offer cannot be rescinded unless a player declines an offer or does not respond by the commitment date/time listed above.

Rescinding an offer before the commitment dates/times listed for each applicable tryout period constitutes a recruiting violation by the coach and/or Club, which is a punishable offense under Gateway Region policies. “Conditional offers” (offers made with a condition attached, such as “commit right now and we’ll guarantee you ...”) are likewise unethical and constitute a punishable recruiting violation. These dates are the official dates that the Gateway Region will recognize the contract between an individual and a club.

A “waiting period” is not required for clubs holding tryouts on or after the official commitment dates and time defined above.

For tryouts held on the first available weekend, a player essentially has 3 options when the coach notifies them that they have been selected for a team:

1. To verbally accept the offer*
2. To reject the offer
3. To use the several day “waiting period”, according to the above guidelines, before making their decision

* If a player knows they want to play for your club they may let you know. However, this is not a binding commitment. A coach may not accept any official commitment (completing the registration process and payment of fees) from any athlete **until the commitment dates defined above**. At that time, **club administrators may now direct players to register online through the process detailed on the Gateway website or collect the signed Individual Membership Form. Any additional paperwork and club fees may also be collected at this time**. After completing this registration process with the club administrators, the player may not leave that club to represent another club during the season (see page 11).

For tryouts held on or after the commitment date, the player may be asked to officially commit to the team immediately.

- VIII. Conduct a meeting with players and at least one parent or guardian of each player.
- A. Introduce your coaching staff and their qualifications.
 - B. Explain how the program will operate.
 - C. Discuss the methods of financing the program.
 - D. Decide on how the team will get equipment and uniforms.
 - 1. Borrowed.
 - 2. Purchased by the club and rented to the players.
 - 3. Purchased by the club and owned by the players.
 - 4. Each player to purchase their own.
 - E. You **MUST** tell both the players and their parents or guardians that players can be hurt seriously playing volleyball. (THIS MUST BE DONE FOR LIABILITY INSURANCE PROTECTION.)
 - F. Participants should complete **the registration process online** or the Individual Membership Form and pay appropriate fees. Both methods include a waiver and release of liability and code of conduct sections where the parent either authorizes through the online process or signs the Individual Membership Form. Parental authorization is required if the player is under the age of 18.
 - G. In addition to completing the registration process, any adult affiliating with the team must also complete the **background screening process (either through the online registration system or by submitting the Background Screen Consent and Waiver Form and fees)**. (See Section IX). Also, coaches should complete and submit the Coaches Code of Ethics Form.
 - H. A notarized Medical History and Release form must be completed by all players and signed by parents of any player under 18 years of age. Coaches should carry these forms with them during team practices and competitions. You do not need to send a copy of the Medical History forms to the region office.
 - I. You should tell them that neither the players nor their parents or guardians may recruit another player who has already committed to another club during the season.
 - J. Get a commitment from parents as to what their assistance to the program will be (help with travel, uniforms, fund raising, treasurer, etc.)

- IX. Register all individuals and teams with the Gateway Region. **Club Directors will have administrative access to the online system, Webpoint. In order to transition smoothly from one season to the next, Club Directors should complete the registration process online or submit forms/fees to the Gateway Region Office as soon as possible after September 1.** For insurance purposes, any adult intending to affiliate with the team must complete the registration process online (or their *Individual Membership Form* and the *Screening Consent form*) and submit all associated fees in the Gateway Office a minimum of 10 days prior to participating in any sanctioned junior event and or activity (e.g. tryouts). The *Team Registration Form (and players' Individual Membership Forms for those who have not registered online)* and all fees must be in the office a minimum of 10 days prior to practicing or participating in a sanctioned event. Individuals that register late may be required to pay a \$10 late fee for each player.

Online registration instructions and all forms are on the website, www.gatewayvb.org with hard copies of forms also included in the appendix. Complete forms, and collect the necessary funds. Compile into one check, if possible, made payable to the Gateway Region. Mail or deliver the Team Registration Form and check (and any necessary membership and screening forms) to the Gateway Region Office. It is a good idea to bring the completed forms and check to the office, if possible. You can then pick up Domestic Competition Regulations (rule books) and officials' material for your teams. All forms must be properly completed, including both player and parental (or guardian) signatures where required. Additional players may be added to your original team roster at a later date; however, you need to send in a new team roster with only the additional players on it.

| | |
|-----------------------------------|------------|
| Background Screen Fees | \$20.00 ea |
| Individual Membership Fees | |
| Regular Membership (Adult/Junior) | \$35.00 |
| Junior (Limited Participation) | \$20.00* |
| Chaperone / Jr team Assistants | \$15.00** |

*The Region offers a discounted membership rate for junior players registering after their school's spring volleyball season and/or **10 and Under instructional teams limited to participating in 10s events only (10s teams participating in 11 or older events must pay the Regular Membership fee.)**

** Adults who assist junior teams on a limited non-coaching basis, such as a national event chaperone, referee or scorer, may register for \$15. (Both chaperones and junior team assistants must complete background screens as explained above.)

ALL TEAMS MUST REGISTER WITH SEPARATE DISTINCT NAMES. THIS NAME MUST BE USED WHEN ENTERING ALL TOURNAMENTS.

If it is found that a non-registered individual participates in a sanctioned event, a \$35 fine must be paid in addition to the regular membership fee before the individual will be allowed to participate. Additional penalties may apply.

If an Individual Adult or Junior Member (or person acting in this capacity) owes fees to the Gateway Region, the individual is considered not in good standing and is ineligible to participate in USAV sanctioned events until the debt is paid in full. If a Junior Team Rep (or person acting in this capacity) owes fees to the Gateway Region, all team members are not in good standing and are ineligible to participate in USAV sanctioned events until the debt is paid in full. The Junior Club Representative (or person acting in this capacity) is ultimately responsible for any of their club's debt to the Gateway Region and that individual is considered not in good standing and ineligible to participate in USAV sanctioned events until the debt is paid in full.

You will receive the USA Volleyball Domestic Competition Regulations (rule book) with your membership. In addition to this Junior Handbook, the Gateway Region Player's Handbook is available on the Gateway website. It is your responsibility to be familiar with this material.

- X. USA Volleyball competition has traditionally been officiated by the players. Each team must supply Junior or Adult Certified Officials. (Any junior team that plays at the adult level must meet the adult officiating requirements or be subject to the \$30 penalty fee.) It is strongly recommended that several players (if not all) receive certification as referees and/or scorers. Officiating responsibilities include: 1st referee (certified), 2nd referee (certified), scorer (certified), two line judges and an assistant scorer to attend to the visual score and to track the Libero. Refer to the Junior Officials' Requirements section.
- XI. Begin practice.
- XII. Order uniforms.
 - A. Uniform restrictions:
 - 1. Player's uniforms consist of a jersey and shorts. Socks, shoes and kneepads are not part of the uniform.
 - 2. The color and the design for the jerseys and shorts must be uniform and clean for the entire team. The Libero must wear a different color uniform, shirt or jacket in contrast to the other members of the team.
 - 3. If undershirts, boxer shorts, tights, leotards, body suits, bicycle shorts, etc., are worn by more than one team member in such a manner that they are exposed, they must be similar and of the same color for any team members who wear such a uniform (except for the libero).
 - 4. It is forbidden for junior age players to wear **any** jewelry.
 - 5. Player's jerseys must be numbered from 1 to 99. **The number must be centered on the chest and the back. It is recommended that the size of the numbers be a minimum of 6 inches on the chest and a minimum of 8 inches on the back. It is acceptable for the number size to be 4 inches in height on the chest and a minimum of 6 inches in height on the back. Uniforms that comply with the former numbering requirements will still be allowed for Gateway tournaments this season.** The stripe forming the numbers shall be a

minimum of $\frac{3}{4}$ inches in width. The color and brightness of the numbers must contrast with the color and brightness of the jerseys. Each uniform jersey must use the same color and number height for all team members (except the Libero).

Note: For the JOVC, all players (including the Libero) are required to wear the same jersey number throughout the entire event. Refer to the current Rule Book for specific details regarding uniform requirements.

6. If a team has any players at **Gateway** tournaments without a proper uniform, the club/team will be subject to a \$10 fine per violation. This fee should be given to the Tournament Director and forwarded to the Gateway Region Office.

- XIII. Enter tournaments as early as possible because they fill up fast. (You do not need to wait until registrations have been processed by the office.) The later you enter, the less likelihood there is you will be accepted. A list of junior tournaments and the tournament directors can be obtained from the Gateway Region Office and will be listed on the Gateway Website: www.gatewayvb.org. The list is constantly updated.

If a team withdraws from a tournament, the team forfeits its entry fee unless a replacement team can be found. The withdrawing team cannot play in another Gateway sanctioned tournament on the same weekend regardless if the spot is filled or not. Tournament directors may keep 25% of a team's entry fee if a team chooses not to participate due to dangerous travel conditions. If a tournament director cancels an event for any reason, a team's total entry fee must be refunded. **If the region office can confirm that the tournament director owes tournament fees to a club/team, then the tournament director is not in good standing and ineligible to participate in USAV sanctioned events until fees are paid.**

PLAYER CONTACT

Recruiting is the active pursuit of an athlete to play for a particular club or team. Once an athlete has signed with a team or club, contacts with the player or parents of the athlete with respect to recruiting cannot be done during the official Junior Olympic Volleyball Season. The junior season runs from Nov 1 (Oct 1 for boys 15s – 18s) and concludes at the end of the JOVC. If the athlete's team has finished playing for the season it is acceptable for a recruiter to contact the player or parents of the athlete. This must be confirmed by the head coach or club/team rep prior to the contact or the recruiter will be subject to penalties.

TRANSFERS / REASSIGNMENT of JUNIOR PLAYERS

There are no player transfers between active junior teams. The regular junior season runs from Nov 1 (Oct 1 for boys 15s – 18s) and concludes at the end of the JOVC. Once a junior member has officially committed to a team/club (completed registration process and paid fees) she/he may not leave that club to represent another club during that season.*

***A player can be reassigned to a different club in the Gateway Region if the team the player is currently affiliated with has discontinued play for the season. This must be confirmed by the head coach or club/team representative before any contact with the**

player. The process to reassign a player is for the club/team representative to notify the Gateway Region Office that the current team of affiliation has concluded play for the season, followed by a request from the new club/team representative to reassign that inactive player to their team.

Recommendations for Gateway Coaches

The following are recommendations from the Gateway Region. Some are suggested in fairness to all Gateway clubs and current or potential new participants, while other recommendations are included to protect a player's school eligibility. Failure to follow these recommendations may result in sanctions (e.g. probation, suspension, denial of membership in the Gateway Region).

- Do not make excessive contacts with a player or parents in preseason. (Example: sending a mailer or making 1 or 2 contacts is enough to let a player know you are interested).
- Do not try to influence a commitment from a player or parents once they have accepted a position with another club.
- Promote the game of volleyball as positively as possible.
- Support and understand the region's policies.
- When traveling out of region with other teams, support our region's teams.
- Explain extra costs up front to parents and any possible fundraising the team might do. (Example: uniforms, coaches travel expenses, tournament entry fees, gym rental fees....)
- Know when your team will practice, where and for how long.
- If your club has two teams in the same age group, know the club's policy on placing players on teams.
- Explain to parents/players what level of team you are expecting to have this season (competitive vs. developmental; waived vs. non-waived).
- Know how many tournaments and weekend trips you expect to take.
- Have an idea of how many players you will keep (8---12???)
- Explain to parents and players they are paying to be coached, not to play every minute of every game.

Age Division Definitions for 2008-2009

Once a player participates in a club or varsity program for any university, college, community college, or junior college, he/she is ineligible to play in any regional or national JOVC qualifying and championship events.

18 and Under: Players who were born on or after September 1, 1990

or

Players who were born on or after September 1, 1989 AND a high school student in the twelfth grade or below during some part of the current academic year

17 and Under: Players who were born on or after September 1, 1991

16 and Under: Players who were born on or after September 1, 1992

15 and Under: Players who were born on or after September 1, 1993

14 and Under: Players who were born on or after September 1, 1994

13 and Under: Players who were born on or after September 1, 1995

12 and Under: Players who were born on or after September 1, 1996

11 and Under: Players who were born on or after September 1, 1997 - No JOVC div.

10 and Under: Players who were born on or after September 1, 1998 - No JOVC div.

- **Boys 14 and Under Division:**

Regionally waived boys teams in the 14 and under age group will be allowed to participate at the USA **Boys'** JOVC using the following age/grade definition:

Players who were born on or after September 1, 1994

or

Players who were born on or after September 1, 1993 (15 years or younger) who shall neither have completed nor are in a grade higher than the eighth grade (8th) grade during the current academic year. (This exception is based on the net height difference of 7' 4 1/8" to 7' 11 5/8" between the 14 and Under Division to the 15 and Under Division.)

Boys' teams planning to attend the National Championships are required to send a birth certificate and proof of grade for the players who fall within this time span.

These age definitions are used by domestic club programs and are NOT the same as the age definitions for the International and Domestic High Performance programs for 2009.

Notes:

- a. A team or an individual may play up in any division but not down, for example: a 15 year old sophomore on a 16 and under team may play in an 18 and under tournament, but they could not play in a 14 and under tournament. **NOTE:** A player who is technically a lower age division player, but registered on an upper age division team, may play on a team within their club at the lower age division.
- b. Only Girls and Boys 15's, 16's, 17's and 18's may play in an adult division. Note that any junior team that plays in adult tournaments must meet the adult officiating requirements or be subject to the \$30 penalty fee imposed on all adult teams that are not in compliance. Junior teams who plan to play at the adult level should also dually register by checking the appropriate junior and adult team classifications on the team registration form. A notarized copy of the player's medical release must be available during adult tournament play.

Waivers

Waivers will be granted to players born between June 1 and August 31, to play in the lower age group only within the Gateway Region. Individuals that fall within this time period will automatically be issued waivers by the Gateway Region office. Other Regions may not accept these waivers, but it is the decision of each region. Please call individual Tournament Directors to see if they will allow age-waived players. In unusual circumstances other age waivers may be granted. In these cases, contact the Junior Development Coordinator.

PLEASE NOTE: *Girls' teams with age waived players (registered with the region at the beginning of the season) will not be allowed to participate in any Qualifiers and/or National Championship events.*

Girls' teams with age waived players will also not be allowed to participate in the gold/silver division of the Regional Championships at any age group. Girls' teams with age waived players may participate in the bronze/copper division of the Gateway Regional Championship at their own age group or the bronze/copper division of a higher age group. See the Section on the Junior Regional Championships on page 22).

Developmental boys may apply for team waivers to play in a lower age group (Region play only, excluding the Gateway Boys Festival*). If it is found that these teams are too strong for the lower age level they will be evaluated and may be required to move up to the appropriate level.

*Boys with individual or team age waivers are excluded from participation in the bid offering divisions of the Gateway Boys Festival. This event is a bid tournament sanctioned through USAV.

MEMBERSHIP BENEFITS

Membership will provide:

- USA Volleyball individual registration number for use on all tournament entry forms.
- USA Volleyball team registration number for use on all tournament entry forms.
- Domestic Competition Regulations (rule book) for all members.
- USA Volleyball's National newsletter for all coaches and players, published quarterly.
- A liability insurance policy related to sanctioned events and certificates of insurance when required.
- Organized practices that are directly under the control of a registered USA Volleyball coach.
- A player injury sport accident secondary policy.
- The right to enter any sanctioned USA Volleyball Tournament in any region in the United States provided the entry criteria are met.
- The right to enter any sanctioned USA Volleyball Gateway Tournament or USA Volleyball Junior Olympic Volleyball National Championships in which you qualify and are accepted.

HIGH SCHOOL ASSOCIATIONS

Whether coaching a state high school team, junior volleyball team, or hosting a junior tournament for high school aged girls or boys, please remember that the high school associations have certain restrictions on players, coaches, awards, clinics, camps, and all-star matches. Tournament directors and coaches must take the rules into consideration when considering USA Volleyball competition. It is imperative that USA Volleyball sanctioned coaches, teams, practices, tournaments, clinics and camps comply with these high school regulations in every aspect. The Gateway Region and USA Volleyball will not tolerate any action, whether intentional or unintentional, which will jeopardize the high school or college eligibility of these young athletes.

Missouri Rule Regarding Non-School Competition By-Law Standard (235.2 b) HAS BEEN ELIMINATED. All players on a non-school team MAY be comprised of members from the same school team. In the past, this By-Law did not allow a non-school volleyball team to be comprised solely of members of the same school team.

By-Law Standard (235.2 d)

If held during the school year, but outside the designated school season for the sport, the participant shall receive no coaching from a member of the coaching staff of the school the student attends or will attend the following year. **Editors note:** the participants in any sport may be coached, during the summer months only, by a member of the school coaching staff the participant has or will attend next year.

Illinois Rule

Illinois rules state that a player may tryout for a non-school team while they are on a school team in that same sport. A player may not practice, receive instruction, participate in workouts or participate in competition with a non-school team until the school team ceases play in that sport. This means your school team has terminated for the season.

Special Note to Clubs: The High School Associations and NCAA have rules that do not permit letting an athlete play for free, if you charge for your program, or at a reduced rate from what is charged other athletes in your program. Violation of this rule will cause an athlete to lose her/his amateur standing and be declared ineligible for high school and NCAA competition. If you have any questions, contact the NCAA or your state association first!

Missouri State High School Athletic Association
1 North Keene St.
P.O. Box 1328
Columbia, MO 65205
(573) 875-4880
www.mshsaa.org
email: email@mshsaa.org

Illinois State High School Athletic Association
PO Box 2715
Bloomington, IL 61702
(309) 663-6377
www.ihsa.org
email: general@ihsa.org

HOSTING A JUNIOR TOURNAMENT

Tournaments are defined as competition between teams from more than two clubs

- I. You must be a current registered member of the Gateway Region. Choose a site and get a list of available dates. In choosing a site consider the following: condition of the court, nets and standards, parking and seating accommodations, restrooms and specific policies of that facility.
- II. To ensure date availability, contact the Region Office. The number of tournaments allowed on a specific date is limited based on the number of teams registered in that particular division from the prior season. This is to protect the tournament directors from competing for limited numbers of teams and to ensure the quality of tournaments at those divisions. Limited sanctions will be allowed on the weekends of the Junior Regional Championships.
- III. Complete the Tournament Sanction Form, which can be found on the Gateway website or in the appendix of this manual, and return to the Gateway Region office with two checks, payable to "Gateway Region USAV". One check should cover your sanction fee of **\$5.00 per team (\$10 per team for multi-weekend events)** and the other is a results deposit of \$100. The sanction fee is an administrative fee to run a Gateway tournament. The results deposit will be refunded if you have turned in the results AND ALL Tournament Entry Forms (rosters) within **one** week of the tournament. The Gateway Region has established guidelines for all sanctioned tournaments (e.g. maximum 4 teams/ct, \$100 entry fee). If you want to deviate from these guidelines, you must note it on your sanction application and you will be notified whether the exceptions will be allowed. If a sanction exception is granted, you must inform teams upon receipt of entry or before, of the deviations from the standard guidelines so the team can decide if they wish to enter the tournament.
- IV. After the sanction process, follow the guidelines in the Tournament Directors' Manual posted on the Gateway website. The manual and related forms include: entry forms, playing schedules, score sheets, line-up sheets, posting grids and brackets, as well as information on tournament procedures and minimum requirements. Your tournament will be listed on the Gateway tournament schedule and published on the Gateway website.

- V. Below is an abbreviated list of tournament guidelines. Please consult your Tournament Director's Manual for specifics.
- ◆ \$100 per team entry fee limit. **If a Tournament Director is owed tournament entry fees by a Gateway registered club/team/individual (or person acting in this capacity) and the region office can confirm the debt owed, the entity owing the debt is not in good standing and ineligible to participate in USAV sanctioned events until the debt is paid. This does not include a situation where the Tournament Director has failed to collect entry fees prior to the team's participation.**
 - ◆ A maximum of 4 teams per court
 - ◆ Teams must be guaranteed a minimum of 8 sets
 - ◆ All teams, players, coaches, referees and scorers must be registered USAV members. Tournament Directors must ensure that each team participating in the tournament is registered with the USA Volleyball by contacting the Gateway Region Office (jansen@gatewayvb.org) one week prior to the tournament. Tournament Directors must contact the appropriate region for registration verifications for teams from other regions (contacts are listed on the National USAV web page at volleyball.teamusa.org).
 - ◆ USA Volleyball rules will be used
 - ◆ A "Volleylite" type ball must be used for all 12 and under divisions and below
 - ◆ 6'6" step in will be used for 12 and younger age groups for regular season tournaments and the bronze/copper division of Regionals (the exception is gold/silver division of Regionals & gold/silver 12s Seeding Tournaments)
 - ◆ No admission fee will be charged
 - ◆ If a team withdraws from a tournament, the team forfeits its entry fee unless a replacement team can be found.
 - ◆ Tournament directors may keep 25% of a team's entry fee if a team chooses not to participate due to dangerous travel conditions.
 - ◆ If a Tournament Director cancels an event for any reason, a team's total entry fee must be refunded. **If the region office can confirm that the tournament director owes tournament fees to a club/team, then the tournament director is not in good standing and ineligible to participate in USAV sanctioned events until fees are paid.**
 - ◆ All teams must supply a roster, containing any changes, prior to the team's first match
 - ◆ A registered IMPACT certified coach must accompany all junior teams
 - ◆ Format should be round robin play followed by playoffs. (Tournament directors will be allowed a sanction exception to eliminate tiebreak games if all teams advance to any level playoff bracket.)
 - ◆ The warm-up time allotment will be separate 3-minute time slots followed by 1 minute shared serving. The serving team will have the first 3 minutes. An additional 2 minute warm up time period must be scheduled prior to a team's first match.
 - ◆ An abbreviated format is suggested for the 10 and under division (check manual)
 - ◆ Teams not advancing to playoffs will not be required to officiate playoff matches.
 - ◆ Finals should not be scheduled later than 9 pm

- ◆ Junior Tournament Directors must be prepared to present 10 individual awards per team. Awards must be given to all rostered players on the placing team, up to 10 total. Additional awards may be given as desired. The number of awards that must be presented is also dependent on the number of entries as follows:
 - 0-20 teams: Individual awards for 1st and 2nd place.
 - 21 or more teams: Individual awards for 1st, 2nd and 3rd place.
- ◆ Tournament Directors may designate that either the winning or losing team from a playoff match will officiate the next playoff match. An acceptable method would be the following: Teams losing in playoffs will be expected to stay and officiate the subsequent match on their court, with the exception of championship match responsibilities, which will be determined by a coin flip between the losing teams in semi-final matches unless one semi-final match finishes before the other reaches 10 points in the 2nd set, or if one semi-final match goes 2 sets and the other goes 3 sets. In these cases, the losing team from the shorter semi-final match will be allowed to leave. The method chosen must be announced before the tournament begins.
- ◆ Tournament directors should publicize, in advance, regulations and restrictions specific to their facility. Vandalism in any facility used in a sanctioned Gateway event will not be tolerated and penalties to responsible individuals will be imposed.

Tournament directors may issue penalties for behavioral problems of players, coaches, parents or spectators. Parents are responsible for the supervision of their non-playing children. In addition, tournament directors may issue penalties for individuals in violation of facility policies such as, but not limited to:

- Entering restricted areas
- Food and/or coolers in restricted areas
- Alcohol and/or tobacco violations

Possible penalties a tournament director may impose to a team or teams in violation:

- Loss of points / sets in the team's next match
- Individual or team expulsion from the tournament and/or facility
- Financial penalty if the violation is discovered after completion of the event

Facilities are to be kept clean. It is the responsibility of participants, junior coaches and parents to pick up trash and keep all areas litter free.

- VI Junior teams must be certified to referee and keep score at tournaments. See Junior Officiating Policies section for details.
- VII. The Publications page of our web page, www.gatewayvb.org, contains a Junior Results Form, formatted in excel. Completing this form and emailing to mayer@gatewayvb.org is the preferred method to submit junior tournament results. In addition to the Junior Results Form, ALL Tournament Entry Forms (rosters) must also be mailed or faxed to the region office. If the results and all rosters are received within one week, your deposit check will be returned to you.

You may lose your tournament sanction if you do not comply with these guidelines. Consult the Tournament Directors' Manual for more specific details.

Playing with 5

For adult men's, adult women's, junior boys' and junior girls' competition, a team may start any set with 5 players and a ghost player, regardless of reason. **The 6th player can substitute in for the ghost player at any time during the set.** An automatic loss of service is charged to a team and a point is awarded to the opponent at the ghost player's term of service. On the scoresheet this is indicated by recording the exit score in the appropriate service round box beneath the ghost server's player number. The service round number is not checked.

The court position vacated by the ghost player is a back row position. When a team of 7 with a Libero is reduced to 6, for any reason, the Libero will become a regular player for the remainder of that set. The player who left the set may return in any subsequent set but not in the same set.

For coed competition only, the ghost player must rotate all positions.

Boys Participation in Girls' Tournaments

Boys 12's may participate in designated Girls 12, 13, 14/Boys 12 tournaments.
Boys 14's may participate in designated Girls 14, 15, 16/Boys 14 tournaments.
Boys 12 tournaments may accept Girls 12's
Boys 14 tournaments may accept Girls 14, 15 & 16's.

** JUNIOR TEAM OFFICIALS REQUIREMENTS **

PHILOSOPHY

The Gateway Region philosophy is to develop junior athletes as officials and as players. The Officials' Board requires that all junior teams participating in Gateway Region tournaments have trained officials. Our emphasis is placed on training the teams to officiate and function as a unit rather than require individuals to be rated and certified.

Initial training is required prior to participating in any tournaments. A practical evaluation will be conducted in a gymnasium using a game situation format. An approved evaluator will assist the coaches with training their players to officiate (referee, keep score, line judge, etc.). The evaluator will assist the coach with development and training of their team so that they may better understand their role and responsibility as officials. The purpose of this requirement is to ensure that all teams know how to officiate prior to the playing season. Coaches will be required to continue to develop and train their athletes as officials throughout the season.

TEAM REQUIREMENTS

Each participating team is required to have a minimum of one 1st Referee, one 2nd Referee, one Scorekeeper (recommended to have an assistant scorekeeper to track the Libero and aid with the visual score) and two Line Judges in attendance at every tournament. A maximum of four people are allowed at the scorekeeping table: scorer, flipper, libero tracker and additional person in training or supervising. These officials need to officiate during any pool play match or tournament playoff match.

TEAM FEES

If teams do not have certified officials for matches they are scheduled to officiate, they will pay a fee of **\$60** per official needed. This non-refundable fee is paid to the Tournament Director, who will then ensure there are certified officials to officiate at that time. It is recommended that each certified replacement official receive \$20 per match. This fee does not "buy" the rest of the officiating team. The team that is scheduled to officiate must still provide line judges and a visual score operator.

GENERAL REGULATIONS

EVERY SEASON, A TEAM MUST:

1. Register the team and all individuals associated with that team. (Parents wanting to participate as referees and/or scorekeepers must register and every other year pass a background screen. A reduced cost of \$15 is offered for this membership category).
2. Attend a clinic given by an approved clinician.
3. Complete and pass an open-book written examination.
4. Complete and pass a practical evaluation given by an approved evaluator.
* Certification expires January 1 of the next year.

To compete in adult tournaments, junior teams are required to meet the adult officiating requirements. These requirements include a \$30 penalty fee if the team is not in compliance.

CLINICS

1. If your club has an approved clinician and evaluator you will need to obtain all pertinent materials from the Gateway Region office. You will also need to inform the office personnel of your scheduled dates for conducting the required clinics and practical evaluations at least two weeks in advance.
2. If your club does not have an approved clinician and/or evaluator, but does have persons interested in obtaining approval, Train the Trainer clinics will be offered for administering referee and scorekeeping clinics. You will be responsible for obtaining all pertinent materials from the Gateway Region office. You will also need to inform the office personnel of your scheduled dates for conducting the required clinics and practical evaluations at least two weeks in advance.
3. If your club does not have an approved clinician or evaluator, you will be required to contact the office as soon as possible. Depending on the size and location of your club, one or more of the following options may be available:
 - a. A region approved clinician and evaluator will be sent to your area to conduct the clinic and practical evaluation.
 - b. Attend a clinic and practical evaluation being held by another club in your area
 - c. Attend a region sponsored clinic and practical evaluation.

The region requires a two week time period in order to coordinate clinics and clinicians. You will be responsible for obtaining all pertinent materials from the Gateway Region office.

PRACTICAL EVALUATIONS

1. Practical evaluations must be conducted in a gymnasium during a game situation. (Minimum of 18 participants required. Two (2) teams playing and one (1) team officiating).
2. An approved evaluator will conduct all practical evaluations. Date, time, and place is required to be approved two weeks in advance.
3. Must be completed one (1) week prior to competing in a sanctioned tournament.

JUNIOR OFFICIATING POLICIES

- When players are officiating (at any age group), it is mandatory that the officiating team's coach or responsible adult remain at courtside for the duration of the match.
- Coaches, parents and all others are not allowed to stand on/at the referee stand with the referee during junior events. If assistance is needed, it is suggested that the coach position themselves across from the 1st referee either behind the scorer's table or by acting as the 2nd referee.
- A maximum of four people are allowed at the scorekeeping table: scorer, flipper, libero tracker and additional person in training or supervising.
- A Junior Officials' Mentoring Program has been implemented for the 11s and 12s Division. When available, the region will provide one mentor per each court to assist/critique the officiating throughout the pool play and then referee the playoffs. If no mentors are at a tournament, only adults or juniors, 15 years and older, are allowed to be the 1st referee; exceptions must be approved by the Tournament Director.
- If a junior player is refereeing a playoff match, the Tournament Director has the authority to replace that official if deemed necessary, unless the player is an adult certified referee.

PLAYOFF REQUIREMENTS

- Teams not participating in playoffs cannot be required to perform any officiating duties in playoffs.
- Teams that advance to playoffs and then cannot continue playing for any reason must still fulfill any officiating duty required of the losing team in bracket play.
- It is the responsibility of the individual teams to check the standings for playoff berths and/or officiating duties.

TEAM PENALTIES

1. If your team does not attend and complete their clinic requirements one (1) week prior to competing, you will not be eligible to play in any Gateway Region tournaments until compliance is met or officials fees are paid (preferably in advance) to the Tournament Director.
 2. Written reports of repeated unsatisfactory officiating will result in a review by the Officials' Board or their designee and another practical clinic may be required. If subsequent practical clinics are required, a \$75 fee per clinic must be paid to the Region. This fee will cover the costs associated with the clinic.
 3. Continued problems may result in team suspensions.
- Teams that arrive late for officiating duties will be charged a \$100 fine, payable to the Tournament Director to pay the replacement officials (1st Referee, 2nd Referee and Scorer paid \$20 each, the visual Scorer, each line judge, and the Tournament Director paid \$10 each). In addition, the team will be penalized one point per minute late in the next set up to a maximum of one set.
 - Teams that do not stay for officiating assignments will be fined \$150 payable to the Gateway Region to, in part, pay the replacement officials (1st Referee, 2nd Referee and Scorer paid \$20 each, each line judge and the visual Scorer paid \$10 each, Tournament Director paid \$20 and \$40 to the Gateway Region).
 - Teams with outstanding fines may not participate in any sanctioned USAV event until all debts are paid.

GIRLS' TEAM RANKINGS

In an effort to place regional teams in their correct order when seeding events, the USAV National Office has asked all regions to provide a list of junior girls' teams ranked by strength. This list is also helpful to Gateway tournament directors when seeding events within our region. The first rankings of each season will be posted in early March and will be updated frequently as additional results are processed. We will discontinue updating the ranking list at the time of seeding for the Gateway Regional Championships.

The ranking system used is based on head-to-head game record of teams within the same age level. Results from competition between two Gateway teams played outside the region, will be included provided the results are verified by a rep/coach from both teams. This information can be emailed to mayer@gatewayvb.org. No results are considered when a team's opponent is from a higher or lower age level. Playing more tournaments within the correct level will contribute to the accuracy of each team's rank.

GATEWAY REGIONAL CHAMPIONSHIPS

Teams that drop out of the Gateway Regional Championships less than 24 hours prior to the start of the tournament may be penalized. Penalties may include, but are not limited to the following: imposing a \$200 monetary fine to the club, prohibiting the club from registering the following season and/or prohibiting the club from participating in the Gateway Regional Championships for the following season.

GIRLS' JUNIOR REGIONAL CHAMPIONSHIPS TOURNAMENT FORMAT

The Gateway Regional Championships are divided into 2 weekends. Specific information regarding the dates and entry process will be posted on the Gateway website.

Teams will enter the Regional Championships in either a combined Gold/Silver tournament OR a combined Bronze/Copper tournament with the following restrictions:

- Girls' teams may not play in the gold/silver division of the Gateway Regional Championships in a higher age level than the level of registration at the beginning of the season. (This policy would restrict age waived teams from playing in the gold/silver division of regionals at any age group.) Girls' teams with age waived players may participate in the bronze/copper tournament of their own age group or the bronze/copper division of a higher age group. However, the tournament director has the right to 'bump' the team up to a higher age group if he/she feels the team is too strong to participate in the bronze/copper tournament at their age group.
- Players on the roster of a team in the gold/silver division of regionals **ARE NOT** eligible to participate on a team in the bronze/copper division. Players on the roster of a team in the bronze/copper division **ARE** eligible to participate with a team in the gold/silver division.
- Teams that enter the gold/silver tournament must have participated in a minimum of two Gateway tournaments **prior to April 1**. These tournaments must be the same age level that they will be playing in regionals. This requirement is for seeding purposes.
- All individual prizes will be custom-made Gateway Region medals.

SPECIFICS ON THE COMBINED GOLD/SILVER TOURNAMENT

- All teams are seeded into combined gold/silver pool play on Saturday based on season results.
- POOL PLAY will determine seeding into either the gold or silver playoffs – **at minimum**, the top two teams advance to gold playoffs, all others advance to silver playoffs. Additional brackets may be added as needed, based on the number of entries.
- All playoffs will be double elimination format throughout (guaranteeing a minimum of 2 matches on Sunday).
- Individual awards for 1st, 2nd and 3rd place teams in gold playoffs plus team award.
- Individual awards for 1st and 2nd place teams in silver playoffs plus team award.
- Gold division finish will be used to award GJOVC bids to eligible teams.

SPECIFICS ON THE COMBINED BRONZE/COPPER TOURNAMENT

- All teams are seeded into pool play on Saturday based on season results.
- POOL PLAY will determine seeding into either the bronze or copper playoffs - at minimum, the top two teams advance to bronze playoffs, all others advance to copper playoffs. Additional brackets may be added as needed, based on the number of entries.
- All playoffs will be double elimination format throughout (guaranteeing a minimum of 2 matches on Sunday).
- Individual awards for 1st, 2nd and 3rd place teams in bronze playoffs plus team award.
- Individual awards for 1st and 2nd place teams in copper playoffs plus team award.

ENTRY TO USA GIRLS' JUNIOR OLYMPIC VOLLEYBALL NATIONAL CHAMPIONSHIPS (GJOVC)

In all of the girls' divisions, teams must earn a bid into the JOVC due to the high number of teams that want to enter. Entry process details are listed in the Pre-Tournament Manual located on the USA Volleyball website, volleyball.teamusa.org. For a team to be eligible the entry process must be completed and the appropriate forms in the Gateway Office by the deadlines posted on the Gateway web page. Some general policies regarding the bid process are as follows.

- I. Girls teams interested in playing in the **Open Division** must attend one of the USAV Junior National Qualifiers. A schedule of these events is listed on the USA Volleyball web page. Teams who forfeit bids earned at a Qualifier will be subject to penalties imposed by USA Volleyball. If a team qualifies for the JOVC at one of the Qualifying Tournaments, individual players are frozen on that team's roster for the Gateway Regional Tournament. Teams that have participated in the Open Division at a Qualifier(s) but did not earn a bid may still be eligible for an "At-Large" Open bid. The At Large application process is detailed in the USAV Pre-Tournament Manual. Bids are awarded based on results submitted.

- II. The Gateway Region is guaranteed entries into two separate **Club Divisions**: the National Division and the American Division (excluding the Girls 11's and Coed 10's divisions). Each region in the country with a minimum of 200 registered junior girls from the season prior receives one bid into the National Division. The highest finisher in the Gateway Region Championships that has completed the entry process for the JOVC and has not already qualified will receive the National Division bid for Gateway. American Division bids are allocated to regions based on the total number of girls registered from the season prior. Generally, the larger regions receive at least one American Division bid while the smaller regions do not receive any bids. The next highest finisher that has completed the entry process and has not already qualified will receive the American Division bid for Gateway. Bids into the National and American Divisions can also be earned through the National Qualifiers.
- III. Additional American Division bids may be reallocated to Gateway if other regions return their bids to the pool. Again, these bids will be offered to teams based on their having completed the entry process and their finish in the Gateway Regional Championships.

NOTES:

- Any team entering the GJOVC will be totally responsible for their own entry fees and expenses.
- If a team applies for entry into the GJOVC, earns a bid at regionals and chooses to not take the bid, they must be prepared to forfeit their entry fee and may be subject to additional penalties by USA Volleyball. The highest ranked team not accepting the bid will be responsible for the fee and possible penalties.

If your team is interested in qualification or entry procedures for this event, contact the USAV web page, volleyball.teamusa.org or the Gateway Region Office.

ENTRY TO USA BOYS JUNIOR OLYMPIC VOLLEYBALL NATIONAL CHAMPIONSHIPS (BJOVC)

Entry process details are listed in the Pre Tournament manual posted on the USA Volleyball web page, volleyball.teamusa.org. For a team to be eligible the entry process must be complete and the appropriate forms in the Gateway Office by the deadlines posted on the Gateway web page. Some general policies regarding the bid process are as follows:

- I. The Boys' JOVC will offer an Open Division in the 18, 17, 16, 15 and 14 age levels. Teams may earn a position into the Open Division based on their performance in designated Bid Tournaments (such as the Gateway Boys' Festival in January) offered throughout the country. Check the USAV web page for a list of these events. "At Large" bids will also be available for teams that have completed the At Large application process and awarded primarily based on team strength.
- II. A Club Division is offered in the 12 – 18 age levels. Entries for the boys' event are lower than the girls; therefore, teams that have completed all entry requirements by the deadlines have historically been accepted. However, if a club division is oversubscribed, date of entry is the current criteria being used to determine the field.

If your team is interested in qualification or entry procedures for this event, contact the USAV web page, volleyball.teamusa.org or the Gateway Region Office.

NOTE:

- Any team entering the BJOVC will be totally responsible for their own entry fees and expenses.



****GATEWAY REGION USAV DUE PROCESS****

PURPOSE

If an individual or team is suspected of wrongdoing within a Regional volleyball context where a sanction or penalty may be necessary, due process involves the right of the individual to present his/her side of the story, to receive fair consideration and to have the opportunity to have the Region's decision reconsidered by a higher authority. Gateway's due process guidelines were developed to:

1. Ensure that Region members are treated fairly.
2. Render consistent treatment of members within the Region and throughout the country.
3. Increase the probability that Region decisions will be upheld on appeal within USA Volleyball.
4. Form a foundation of comprehensive factual information that would be necessary in the event of any legal action.

GRIEVANCE PROCEDURE PROCESS

Gateway members have an obligation to be familiar with the rules, guidelines and ethics codes of the Gateway Region and USA Volleyball. Lack of awareness, misunderstanding of a rule or standard is not a defense to a charge of wrongdoing. When a member is uncertain whether a particular situation or course of action would violate policy or ethics, they must consult with knowledgeable authorities.

When a member believes that there may have been a violation of the policy or ethics by another member, they should attempt to resolve the issue by bringing it to the attention of that individual if an informal resolution appears appropriate and when intervention does not violate any member rights.

If you feel a violation is not appropriate for informal resolution or informal resolution did not resolve the violation properly, you may file an official grievance. The steps for this process are:

1. Contact the Gateway Region Office or the appropriate Executive Board Member.
2. A report must be submitted in writing to the Gateway Office or an Executive Board member within 10 days from the date of the occurrence. Include the following information:
 - a. Date, your name, phone number and email address
 - b. Identify Club and Club Representative in violation
 - c. Identify the violation
 - d. Contact information from witnesses and any witness supporting documentation
3. The Regional Commissioner may take such steps as appropriate to resolve the matter informally. If informal attempts are not successful, a hearing will be held. The member accused of a violation shall have an opportunity to present his/her position and the complainant shall also have an opportunity to present evidence of their position.

Members of the Gateway Region must cooperate in Ethics and Eligibility investigations, proceedings and resulting requirements. Failure to cooperate is itself an ethics violation.

Members of the Gateway Region are not encouraged to file complaints that are frivolous and are intended to harm the respondent rather than to protect the public.

DUE PROCESS GUIDELINES

The Executive Board is charged with the primary responsibility of judicial consideration relating to 1) Violations of the USAV participant Code of Conduct contained on the Gateway Region Individual Membership Form 2) All club, team and individual eligibility matters and 3) Any other matter of ethics pertaining to participation in Gateway Region events.

PROCESS OF ADJUDICATION

I. VIOLATIONS

All violations, general and specific, committed by registered members, which are related to actions on behalf of the Gateway Region and/or an administrator, shall be categorized according to the following schedule:

A. Category I Violations

Minor incidents for which an automatic penalty, fine or sanction may be imposed. Examples include, but are not limited to 1) Failure to complete officiating duties at a tournament and 2) Improper uniforms

B. Category II Violations

Incidents involving misconduct. Examples include, but are not limited to 1) Improper recruiting (undue pressure, false promises, post-commitment recruiting, undermining another club, team or coach) 2) Eligibility and/or registration violations or 3) Failure to fulfill the terms of a previous sanction.

C. Category III Violations

Incidents involving serious misconduct, which may, or may not, require immediate action, before and without hearing. Examples include, but are not limited to 1) Possession and/or use of alcohol by a junior member 2) Intentional damage to property, including facilities, equipment and vehicles or 3) Theft of property.

D. Category IV Violations

Incidents involving behavior which jeopardizes the safety of any individual, requiring immediate action, before and without hearing. Examples include, but are not limited to 1) Sexual misconduct, or other inappropriate conduct with a junior 2) Violence or threatening behavior or 3) Actions which seriously undermine or threaten a player (including oneself), club, team, coach, official or the Gateway Region.

I. DISCIPLINARY ACTIONS

Individuals, groups of individuals or organizations which violate the terms of membership in the Gateway Region shall be subject to one or more of the following disciplinary actions, consistent with the USA Volleyball Participant Code of Conduct:

1. Financial penalty – assessment of a specific monetary penalty.
2. Probation – a warning that further violation of the rules may result in suspension.
3. Suspension – removal of eligibility for participation in sanctioned events for a period not to exceed 12 months.
4. Expulsion – removal of eligibility for a period of more than 12 months.

III. RECEIPT OF AN ACCUSATION

The occurrence of an incident must precipitate an accusation. Any club, team or individual which is a member of the Gateway Region, or which is eligible for membership in the Gateway Region, may seek a redress of any volleyball related grievance that directly affects it, him or her, by filing a written complaint as defined in the Grievance Procedure Process. In cases of serious misconduct (Category III) or when the safety of an individual is at risk (Category IV), notification may initially be given verbally to the Commissioner, an Executive Board member, or an authorized representative of the Gateway Region.

IV. FIRST LEVEL OF ADJUDICATION

Upon receipt of an accusation, the Gateway Region Commissioner, after reviewing the allegations, will make an initial determination as to the Category of Violation. The Commissioner shall advise the Executive Board of the allegation and will review the facts and act accordingly by:

1. Taking no action, or
2. The Regional Commissioner may take such steps as appropriate to resolve the matter informally, or
3. Scheduling a hearing as follows:

Within 14 days of the receipt of an accusation, or after a failed attempt at informal resolution, the parties shall be sent written notification of the hearing by USPS certified mail, or by a nationally recognized overnight delivery service. Said notice shall include:

- a. A complete list of the charges/accusations;
- b. A description of any temporary sanction imposed;
- c. A statement that the accused has a right to respond in writing, including the required timeframe;
- d. The date, time and location for a hearing before a review panel;
- e. The names of the individuals who will constitute the review panel
- f. A description of possible sanctions; and
- g. Complete disclosure of the right to appeal.

Informal resolution outcome or hearing notification may be done verbally or via electronic media, however the oral, fax or email notice must be immediately followed up in writing and sent by USPS certified mail, or by a nationally recognized overnight delivery service.

Initial Hearing Process

The hearing shall be structured in such a way as that the Review Panel has an opportunity to be presented with all sides of the controversy. The Review Panel has full authority to conduct the hearing and has authority over decisions concerning procedural matters. The hearing may include direct testimony, written sworn testimonies or verbal, by those directly involved. The hearing may be conducted in person or via electronic media. The hearing may be open or closed to other parties. An official recorder of minutes will be provided by the Gateway Region.

1. Review Panel

The Review Panel shall be comprised of three Executive Board members (one member will be identified as Chair).

2. Rights of the parties

The parties shall be afforded the opportunity, prior to and/or during the hearing, to review any written complaints, or other papers, that will be provided to the Review Panel. The parties shall also be given the opportunity to respond to their accuser(s) through direct inquiry. In specific instances, however the right to a hostile cross examination may be determined to be inappropriate (i.e. sexual abuse of a minor). In such cases, confrontation shall mean the right of the Chair of the Review Panel to ask questions of a witness on behalf of the parties. This review and confrontation may be conducted in person or via electronic media.

3. Notice of the outcome

The parties shall be notified of the Review Panel's fact findings and decision, in writing, by USPS certified mail, or by a nationally recognized overnight delivery service, and in a timely manner. Their conclusion shall be by a majority vote of the individuals serving, taken outside the presence of the parties. Where disciplinary action is imposed, the notice of sanction shall include:

1. A summary of the charges/accusations;
2. The facts found by a preponderance of the evidence supporting the decision;
3. A description of the sanction(s) imposed, including the term(s) of effect;
4. A statement of the authority for said discipline; and
5. Complete disclosure of the right to appeal.

Initial notification to the parties may be given verbally; however, the oral notice must be immediately followed up in writing, by USPS certified mail, or by a nationally recognized overnight delivery service. An official report of the proceedings, and the Review Panel's findings and decision, must also be filed with the Gateway Region by submitting the report to the Gateway Region Office.

V. APPEAL PROCESS

An appeal of any sanction imposed may be requested of the Regional Commissioner or his designate. The individual(s) appealing must notify the Commissioner, or his designate in writing of their request for hearing, no later than 14 days from the receipt of a sanction or Notice of Outcome. An Appeal Hearing will be scheduled upon receipt of a request from an appellant who may be appealing either a decision or a process. In cases where a sanction was imposed without an initial hearing, a hearing may be requested. The Initial Hearing process will then be followed. The appeal must be filed by USPS certified mail, or by a nationally recognized overnight delivery service. Failure to file the request in the prescribed manner will result in forfeiture of the right to appeal.

Appeal Hearing

The Appeal Hearing is not required to be a de novo proceeding. The Appeal Panel will be restricted to the reason for the appeal and may call such witnesses as it deems necessary to make a ruling. The Appeal Panel has full authority to conduct the hearing, has authority over decisions concerning procedural matters and has the authority to amend (eliminate, reduce or increase) any sanctions imposed as necessary. The hearing may be conducted in person or via electronic media. The hearing may be open or closed to other parties. An official recorder of minutes will be provided by the Gateway Region.

1. Notification of hearing

Within 14 days of the receipt of a request for appeal, the appellant shall be sent, by USPS certified mail, or by a nationally recognized overnight delivery service, written notification of the scheduled hearing, and shall include:

1. A complete list of the charges/accusations;
2. A description of the assessed penalty being appealed;
3. The date, time and location for hearing before an Appeal Panel;
4. The names of the individuals who will constitute the Appeal Panel; and
5. A statement that the decision of the Appeal Panel shall be final and not subject to further review, except as an Exceptional Appeal (section VI below).

2. Appeal Panel

The Appeal Panel shall be comprised of three At-Large Board members (one member will be identified as Chair) excluding any member who has served at the first level of adjudication.

3. Rights of the appellant

The appellant shall be afforded the opportunity to address the Appeal Panel and, prior to and/or during the hearing, to review any written documentation that will be provided to the Appeal Panel.

4. Notice of the outcome

The appellant shall be notified of the Appeal Panel's fact findings and decision in writing, by USPS certified mail, or by a nationally recognized overnight delivery service, and in a timely manner. Their conclusions shall be by a majority vote of the individuals serving, taken outside the presence of the appellant. The notice of outcome shall include:

1. A summary of the charges/accusations;
2. The facts found by a preponderance of the evidence supporting the decision;
3. A description the sanction(s) imposed/upheld, as modified, including the term(s) of effect;
4. A statement of the authority for said discipline; and
5. A statement that the decision of the Appeal Panel shall be final and not subject to further review, except as an Exceptional Appeal (section VI below).

Initial notification to the appellant may be given verbally or via electronic media; however, the oral notice must be immediately followed up in writing, by USPS certified mail, or by a nationally recognized overnight delivery service. All parties initially involved shall also be notified in writing as to the outcome of the hearing. An official report of the proceedings, and the Appeal Panel's findings and decision, must also be filed with the Gateway Region by submitting the report to the Gateway Region Office.

VI. EXCEPTIONAL APPEAL

Teams or individuals registered with a USVBA Regional Volleyball Association, who have been disciplined by such Regional Volleyball Association, may appeal in writing to the Corporation Ethics and Eligibility Committee, but such appeal shall be limited only to determining whether the appealing party received due process. Information regarding USA Volleyball Corporate Ethics and Eligibility appeal processes can be found in Article XI of the Official USA Volleyball Operating Code or By-laws.