

MOKU O KEAWE REGION HANDBOOK

Table of Contents

I. Introduction.....	1
II. Membership Registration.....	4
a. Policy and Procedures	
b. Team and Club Affiliation Registration Application	
c. Individual Membership Form	
d. Ratings	
III. Junior Programs.....	8
a. Junior Coaches Application Form	
b. Coaches Code of Conduct	
c. Coaches Code of Ethics	
IV. Guidelines for Hosting USAV Sanctioned Tournaments.....	19
a. Facility Requirements	
b. Equipment Requirements	
c. Tournament Host Responsibilities	
d. USAV Responsibilities	
e. Application for Hosting a Tournament	
V. Registering for a Tournament.....	21
VI. Tournament Play.....	23
a. Tournament Format	
b. Player Certification Requirements	
c. On-site Official's Duties and Responsibilities	
d. Other Tournaments	
i. Regional Championships	
ii. National Championships	
iii. Haili Men's Club	
VII. USAV Officiating Requirements/Clinic.....	30
a. Referees	
b. Scorekeepers	
c. Good Standing	
d. Officials' Clinic	

VIII. Insurance Programs..... 40
 a. InsuranceCoverage - see Moku O Keawe website
 b. Information needed for Facilities Insurance Requirements

IX. Discrimination and Sexual Harassment Policy..... 51

X. Due Process..... 53

INTRODUCTION - USA VOLLEYBALL MOKU O KEAWE REGION MEMBER' S HANDBOOK

The purpose of this handbook is to provide general information regarding volleyball in the Moku O Keawe Region.

Goals of the Moku Region Organization

Member and Club Registration Procedure

Insurance Legal Issues

Junior Volleyball Programs

Guidelines for hosting USAV Sanctioned Tournaments

Registering for a tournamentTournament Play

USAV Officiating Requirements

USAV - MOKU O KEAWE REGION MISSION STATEMENT AND GOALS

The Moku O Keawe Region is a member of the United States Volleyball Association (USAV). USAV is the national governing body for the sport of volleyball in the United States and is recognized by the Federation International de Volleyball (FIVB) and the United States Olympic Committee (USOC). The mission of USAV is to be the world leader in volleyball.

- Develop, standardize, and coordinate volleyball activities on the local level.
- Development of players, coaches, and officials on the local level.
- Provide an opportunity for members to participate and improve their volleyball skills.
- Provide a competitive, safe, and healthy environment for members to compete in the sport of volleyball.
- Stimulate participation and growth at all levels of play.
- Increase communication among members concerning volleyball.

As a member of USAV, the Region has adopted USAV's mission statement and goals. The Executive Committee/Board of Directors of the Region has committed its efforts to the maintenance of the mission statement and achievement of its goals.

MEMBERSHIP REGISTRATION

TEAM CLASSIFICATION

Adult teams are required, at time of registration, to indicate their level of play, i.e., "A", "BB", "B". Team members are given the same classification as the team on which they are registered. Teams which win their division for two consecutive years and which retain at least four championship players shall be elevated to the next higher division for the following season. No team will be allowed to play below their registered classification.

Teams that register in the Masters Division will be classified in their respective level of play. The team would be able to play below their level of classification in a tournament containing only Masters teams. For example, a team registering as Masters whose members are all classified as A will not be able to participate in any BB or B tournaments. However, they may participate in a Masters tournament whereby age vs. level of play is the determining factor.

Individuals may play on different teams that are registered under the same club. However, players may only participate at the same or at a higher level. Tournament directors should be informed of the player's team affiliation, when the member is added to the team roster.

CLUB AFFILIATION AND ASSOCIATION

Within the Region, teams are allowed to form associations or club co-registrations. Multiple teams may register under one association/club name. This association provides many possible benefits: a) use of one coach; b) share gym space; c) share equipment and uniforms; d) more easily comply with other organizational restrictions.

Association or co-registration must be accomplished at time of registration. Associations/clubs having more than one registered team must designate one person to serve as its representative. This person will be responsible for all matters concerning the entire association/club.

ROSTER FREEZE DATE/TRANSFER POLICY

Registered players must compete with the same team during the entire season, except as outlined above under Club Affiliation and Association.

The region's transfer policy, applies to all registered players, both adults and juniors. The Region's transfer policy prohibits a player from transferring teams during the season once the player registers with a team and that team participates in a sanctioned event. A player shall represent no more than one club or team in sanctioned competition during the same season. A change in geographical location due to a job or military transfer may receive special consideration. The player (or in the case of a minor, the parents or guardian) desiring the change shall submit a request for transfer to the commissioner of the RVAs involved.

POST–SEASON PLAYER TRANSFER POLICY

The goals of USA Volleyball include “providing an opportunity for members to participate and improve their volleyball skills.” The following Post-Season Player Transfer Policy for Out of State Tournaments {Volleyball Festival} provides an opportunity for individual Junior players to continue development of their playing skills, compete at a higher level, experience mainland competition, and the opportunity to be scouted by collegiate programs.

The Moku O Keawe Region’s Player Transfer Policy, which applies to all registered players, adults and juniors, prohibits a player from transferring teams during the season once the player registers with a team and that team participates in a sanctioned event.

This policy is limited to a player who wishes to participate in a post-season out of state tournament {Volleyball Festival} with another team/club provided his/her team/club is not participating in the same tournament. The policy is not intended for the formation of conglomerate teams to participate in Post-season tournaments out of the State of Hawaii. {Volleyball Festival}

A player may participate in Post-Season Tournament(s) out of the State of Hawaii {Volleyball Festival} with another team/club when such participation is:

- 1) allowed by the respective tournament sponsor;
- 2) the arrangement is approved by both teams;
- 3) the tournament is located outside of the State of Hawaii.

The Receiving Team¹; however, should strongly consider the extent to which the addition of another player will inevitably reduce the participation of one or more existing members.

Requirements:

1. Under no circumstances should a new player replace (“bump”) a member of the Receiving Team, unless such replaced player is unable or unwilling to travel with the Receiving Team.
2. The post-season tournament must be out of the State of Hawaii. {Volleyball Festival}
3. The Exiting Team/Club will not be participating in any post-season tournaments, which are at the same time or overlap in time. The exiting team should not be deprived of a player if the Exiting Team is playing at the same or overlapping time.

Example of overlap. If the AAU tournament is from June 27 to June 30, and the Volleyball Festival is from June 30 to July 5, the two tournaments overlap. If the Exiting Team is playing in the AAU tournament, a player would not be allowed to join the Receiving Team to play at the Volleyball Festival.

4. The Receiving Team/Club should obtain a fully executed Post-Season Tournament Player Permission Form from the Exiting Team/Club, acknowledging and approving its member’s participation with the Receiving Team/Club. In approving its member’s participation, the Exiting Team/Club may, but need not, consider whether the member is current in all financial obligations to the team/club.
5. Player transfers are limited to no more than two (2) per team.
6. The transferring player is not allowed to practice or participate in any USAV sanctioned tournaments, in Hawaii or out of state, with the Receiving Team/Club until play ends at the last Junior National Championship in the respective season. (See Sanctioned Season, Tryout and Commitment Policy)

7. The Moku Region's Coaches' Code of Conduct and Ethics will be strictly enforced and specifically provides, that:

"Once a player has committed to a team or club for the season, either verbally or in writing, no coach from another team or club, players under the direction of another team or club coach, or parents under the direction of another coach, may contact that player for the purpose of persuading them to leave the club to which they have committed." (*Emphasis added.*)

8. The Player for whom there is a request for approval to play with the receiving team/club may not "bump" a player from the receiving teams' tournament roster. No member of the Receiving Team/Club should be replaced on the team unless the member is unwilling or unable to participate in the post-season tournament.

9. The properly fully executed Post-Season Tournament Player Permission Form from the Exiting Team/Club, acknowledging and approving its member's participation with the Receiving Team/Club must be submitted to the Moku Region Commissioner for final approval.

1. *Definitions:*

Exiting Team/Club – Team/Club of which the player is a member.

Receiving Team/club – Team/Club of which the player is NOT a member

RATING COMMITTEE

The region also has a Rating Committee, which evaluates and classifies teams according to ability regardless of age. The committee is comprised of – the Executive Tournament Director and the Officials Chair.

The committee reviews requests for exemptions and downgrades. Requests for exemptions are forwarded to the chairperson of the Rating Committee detailing the reason(s) for the exemption/downgrade and the team's entire roster. Exemption requests are evaluated on multiple factors including, but not limited to, age, physical ability, affect on play, and present team.

All teams requesting an exemption are required to participate in one (1) sanctioned tournament of the higher division in order to be objectively reviewed. If a team plans to participate in the Haili Tournament, all exemption requests must be filed and decided on **PRIOR** to the Haili deadline. If a copy of the committee's decision is not attached to the completed application, the team will be entered into the higher division.

Decisions on exemption requests, including notification, will be completed within three weeks of receipt; subject to the team participating in the required two tournaments. The decisions on exemption requests are final with no appeal. Exemptions are valid for only one year. If the request is granted, the Rating Committee reserves the right to rescind the exemption if the team makes it to the semi-/final round in three consecutive tournaments.

USAV - MOKU REGION JUNIOR PROGRAMS

USA Volleyball is one of the leading amateur sports bodies in the country...innovative programming, aggressive in the pursuit of improved benefits for its athletes, and dedicated to bringing world excellence in volleyball to the United States. USAV is headed towards that goal with the creation of the USA Youth Volleyball and Junior Olympic Volleyball programs.

USA Youth Volleyball

The USA Youth Volleyball program is a co-educational system that emphasizes instruction through the fun of participation. The rules are simple and easy to understand. It is a progressive skills program, based on the physical development of young volleyball players by age group. Fundamental skills are introduced at the appropriate age when players are most likely to be physically ready to learn and perform each of the skills. The team structure, equipment, and court size are modified to make the game more enjoyable and most beneficial for children ages seven to twelve. At this level, players are interested in organized games, not complicated rules. The objective is to keep the game moving and fun.

The USA Youth Volleyball program is divided into three divisions by age:

Setters Division: Ages 7 and 8

Diggers Division: Ages 9 and 10

Spikers Division: Ages 11 and 12

Junior Olympic Volleyball

Junior Olympic Volleyball is a program for boys and girls 18 years of age and younger, who have not graduated from high school prior to the end of the spring semester of the current season. The purpose of the program is to offer teenagers an opportunity to become involved in a wholesome and beneficial athletic activity, which they can pursue at various skill levels. In many cases it is a chance for all athletes to receive high quality instruction in skills development and team strategy. The program is an extension of learning from the high school program and a natural bridge between youth (ages 12 and under) and college volleyball or USA adult volleyball.

USAV - MOKU REGION YOUTH JUNIOR OLYMPIC VOLLEYBALL GOALS

The Region developed a Youth Junior Olympic Volleyball (YJOV) program, which mirrors that of USA Volleyball. The goals of the program are:

- Teach young people the skills of volleyball.
- Help kids HAVE FUN and enjoy volleyball.
- Build confidence and self-control.
- Understand winning.
- Teach teamwork.
- Improve players' imagination and anticipation skills.
- Improve communication skills.
- Develop emotionally.
- Nurture, never destroy.
- Develop friendships.
- Parent participation.
- Learn a sport for a lifetime.

JUNIORS TRAVEL POLICY

Members of the Moku Region are expected to conduct themselves at all times in a sportsmanlike and responsible manner. This policy covers coaches, athletes, chaperones, and all others traveling with team. It is important to remember when traveling that any team from the Moku Region reflects on all the teams from the region. It is expected that all participants including athletes, coaches, managers, and chaperones will fulfill their roles and responsibilities as outlined in this policy, the Code of Conduct, and Code of Ethics. Individuals who fail to do so will be subject to disciplinary action.

Standard of Conduct

1. Respect for Others

Participants will refrain from any comment or behavior, which is disrespectful, offensive, or abusive.

2. Residence and Lodging

Unless prior approval is received from the athlete's parents/guardian, all athletes must reside at the assigned lodging. Athletes should have proper supervision at all times. Proper supervision includes Coaches or Chaperones. Participants should adhere to a reasonable curfew. Participants not ready to retire for evening must respect those wishing to sleep and/or those who must sleep due to early competition.

3. Transportation

Assigned drivers transporting athletes must have a valid license and be covered by insurance. Drivers must not have been convicted of serious driving offenses. Drivers must obey all traffic laws and will not take any driving risks that place anyone in a harmful situation. All occupants of vehicle must wear seatbelts. Drivers will not transport more athletes than vehicle has seatbelts for.

4. Alcohol and Tobacco

Minors shall not consume alcohol, nor use any tobacco products at any time during the tournament or during travel to or from the tournament. Minors found possessing any illegal drugs, alcohol, or tobacco products will have these items confiscated. Notifications to parents/guardians and Junior Program Coordinator or if not available Asst Junior Program Coordinator will be made in a timely manner. Participants involved will be subject to further discipline depending on severity of incident.

Adults shall refrain from smoking in the presence of juniors and at all competition sites. Adults shall not consume alcohol in the presence of juniors, nor shall they be under the influence of alcohol at any time they are performing their official duties as a member of the Moku O Keawe Region.

JUNIOR COACHES CODE OF CONDUCT

The Region has developed a Junior Coaches Code of Conduct to which all coaches and administrators are expected to adhere to.

As a Junior Volleyball coach in the Moku O Keawe Region, I will put the athlete first....winning second. Develop a positive self image in each athlete. Be aware of the health and safety of each athlete and provide quality coaching and instruction.

I further agree never to use any form of verbal, physical, or emotional abuse in my coaching of juniors...

VERBAL ABUSE

- Name calling
- Hurtful comments regarding performance
- Swearing at players or game officials
- Swearing at practice
- Comments directed to demean a child's integrity

PHYSICAL ABUSE

- Slapping
- Grabbing
- Shoving
- Hitting
- Excessive exercise as a form of punishment or team discipline

EMOTIONAL ABUSE

- Winning every game
- Scoring the most points
- Being the best player on the team
- Playing without errors
- Unreasonable benching of less skilled players

FAILURE TO ADHERE TO THIS CODE OF CONDUCT MAY RESULT IN THE IMMEDIATE DISMISSAL FROM JUNIOR VOLLEYBALL.

JUNIOR COACHES CODE OF ETHICS

The Region has adopted a Junior Coaches Code of Ethics Conduct to which all coaches and administrators are expected to adhere to. All junior coaches are required to complete and sign this code before their registration is accepted or they will not be allowed to coach a junior program of USA Volleyball.

All coaches and/or administrators of USAV Junior programs in the Region shall follow the following Code of Ethics:

- All coaches must be adults (minimum 18 years of age) and registered members of the Moku Region.
- Head coaches (effective the 2002 season) must be certified (minimum IMPACT) to qualify to coach in the Moku Region, any National Junior tournaments, or National qualifiers. All other coaches must be IMPACT certified by the 2003 season.
- The coach shall ensure that an adult chaperone accompanies each team traveling to any "off-island" event. All chaperones must be registered with the Moku Region and sign the appropriate chaperone form.
- All coaches must inform both their players and the players' parents or guardians that they must sign a Release and Waiver of Liability form before they can become USAV members.
- All coaches must inform their players and the players' parents or guardians of the Region's transfer policy during the season. The policy prohibits a player from transferring teams during the season once the player registers with a team and that team plays in a sanctioned event.
- Coaches will provide a positive role model and atmosphere in practices and matches acting courteous, respectful, and polite to all players, parents, other coaches, and officials.
- Coaches will work with and develop every member of your team, not just the starters.
- No coach will supply or condone the use of drugs, alcohol, or tobacco.
- No coach will participate, require or condone any action by their players, which is illegal under either the civil or criminal code.
- A registered adult coach must be present at all practices, during team-supervised travel, and during competition.
- No coach shall allow, encourage, condone, or require any behavior that threatens a player's High School Association, USAV, or NCAA eligibility.

- Once a player has committed to a team or club, either verbally or in writing, no coach from another team or club, players under the direction of another team or club coach, or parents under the direction of another coach, may contact that player for the purpose of persuading them to leave the team or club to which they have committed. This does not prohibit anyone from talking to another player or giving the player, his/her parents or guardians information about their team or club tryouts, practices, organization, etc.. If it is requested by the player or his/her parents or guardians. The information must not relate to any promises of future considerations or inducements to leave the present team or club.
- All coaches must sign this Code of Ethics to coach in the Moku O Keawe Region, a region of USA Volleyball. Violation of this code may result in sanctions being taken against the coach, team, or club involved. The sanctions may extend to the loss of eligibility of the coach, player, team, or club.

Effective July 2015: Club Tryouts and Recruitment

Club Tryouts:

* 14 & under non-rostered high school athletes, non-returning & returning club members may begin tryouts for a club team beginning August 15th for the following USA season to begin October 1st of each year.

*Rostered high school player regardless of age may try out for club season after the Hawaii High School State Championships. (2017 High School State Championships DIV I: OCTOBER 23, 26–28 (MONDAY, THURSDAY–SATURDAY)DIV II: OCTOBER 25–28 (WEDNESDAY–SATURDAY)

Recruitment policy:

'Recruiting is the active pursuit of an athlete to play for a particular club or team' during the High School and Club Season. This policy pertains to High School coaches, Club coaches, Club representatives and parents. Recruiting harassment of junior players shall not be tolerated. If any of the violations above are reported to the region it will be subject to potential sanctions by the board of directors.

GUIDELINES FOR HOSTING USAV SANCTIONED TOURNAMENTS

The host team must be registered and in good standing with the Region and USA Volleyball. The host is required to abide by the published "Guidelines for Hosting a Tournament" and the Region's Tournament Format as published. The Executive Tournament Director (adults) or Junior Tournament Director (juniors) must approve all exceptions for their respective tournaments. The following applies to hosts of an Adult or Junior tournament.

The host team is required to contact the Regional Commissioner at least three (3) weeks in advance of the date of the tournament. A Certificate of insurance request form must be submitted. The Regional Commissioner will forward it to the Tournament Director.

The host team must secure all necessary permits prior to submission of the application. A copy of the permit and a map showing the location of the playing site must accompany the application. The host team is responsible for the payment of all site fees.

DEPENDING ON THE NUMBER OF TEAMS AND SITES ALL REQUESTS MAY NOT BE FILLED.

Facility Requirements:

The playing site must be in compliance with the current year's USAV Rules of the Game and sanctioned by the Region's Executive Tournament Director (adults) or Junior Tournament Director (juniors) and Officials Chair. The facility is subject to inspection.

Equipment Requirements:

The host is responsible to provide the following:

- a) Net(s)/standards - the net(s) and standards must meet current USAV specifications; standards must be padded
- b) Referee stand for each court - the stands must be **SAFE** and position the referee no less than 50cm (19-1/2") above the top of the net
- c) Antennas (1 pair/court)
- d) Whistles (2/court)
- e) Volleyballs (1/court) - The balls should be in no less than "very good condition".
- f) Towels (2/court)
- g) Scoreboard (1/court)
- h) Score sheets and Line-up sheets (master provided by USAV)
- i) A black/blue pen and at least four #2 pencils for each court
- j) Rosters (master provided by USAV)
- k) The schedule/statistic sheet should be clearly posted. The playing schedule and statistic sheet is provided by USAV.
- l) First-Aid kit - must contain proper equipment to handle blood situations.

Host responsibilities:

- a) Conduct the captain's meeting
- b) Inform the teams of the ground rules and answer any questions
- c) Collect the rosters with entry fees
- d) Ensure that safety concerns have been addressed.
- d) Pay the awards and the on-site referee, \$50
or \$10/hour with a minimum \$50 for Junior tournaments).
- e) Turn in the completed Tournament Results sheet, rosters, and sanction fee if any
- f) Remittance of the statistic sheets, equipment, and fee will factor in the hosting of future tournaments.

USAV Responsibilities:

The host will be contacted and arrangements made to provide the host with a MASTER PACKET, which contains the required forms for the tournament. Copies of the forms are the responsibility of the host. The MASTER PACKET contains:

- a) USA Volleyball Tournament Format (***Adult or Junior***)
- b) Master copy of the score sheet and line-up sheet
- c) Playing schedule and statistic sheet
- d) Master copy of the roster

The Officials Chairperson will assign an on-site official to ensure that the current USA Volleyball Rules of the Game that govern play are followed. Responsibilities of the on-site official are to assist the host with management of the tournament, provide rule interpretations when required by the host and/or participating teams, assist the team officials, and officiate the championship match.

The Executive Tournament Director or Junior Tournament Director will answer any questions and resolve any problems that may arise during the tournament.

REGISTERING FOR A TOURNAMENT

Teams interested in participating in a scheduled tournament must contact the tournament director of designee prior to the deadline. See the Moku O Keawe website for tournament schedules.

A tournament schedule will be posted on the Region' s website – www.leaguelineup.com/mokuokeawe. However, the schedule is subject to change due to unforeseen factors, i.e., number of teams, gym facilities, etc. All reservations will be made on-line” by the designated team representative. Confirmation of participation will be forwarded back to the team representative, who will confirm acceptance or withdrawal from the tournament. All scheduling (reservations, confirmations, and cancellations) is coordinated by the Tournament Director or designate.

Junior teams wishing to participate in an Adult tournament will also complete their reservations ‘on-line” and follow the process noted above.

Junior Tournaments follow the same procedures with the exception being the point of contact.

Boys' Tournaments

If there are an insufficient number of boys' teams to run tournaments, the Junior Tournament Director may allow boys (12's & 14's age group) to play in appropriate girls division. Boys in the 16's & 18's age group will not be allowed in the girls division but may play in the adult men's tournaments.

USAV - TOURNAMENT FORMAT

During the USA Volleyball season (January through June), all tournaments in the region must be sanctioned. Friendship tournaments are usually held in November and December. The current year's USA Volleyball Rules of the Game as well as the USAV Participant Code of Conduct will apply.

The format for the Junior tournaments varies for each tournament. Circumstances that factor into the format are number of teams participating and availability/time constraints of the facility.

POOL PLAY:

At a minimum, pool play will consist of two (2) games with no time limit. The format may vary due to the number of participants and/or time constraints.

There is one (1) 30-second time out per game. There will be one (1) minute between games and two (2) minutes between matches. The two-minute period begins after the last court of that round has completed play.

FINALS:

Depending on the number of teams in the tournament, the top team(s) in each pool will advance. In the case of an eight-team tournament, the top two teams will advance and play a semi-final match, with the winners playing for the championship. The semi-final and championship matches will be one game 25 points, deuce, no time limit. Teams will have two time-outs in the semi-final and championship matches.

TIE BREAKERS:

If there is a tie between two teams, the following will be used to determine the winner:

1. Head-to-head score involving the two teams
2. If still tied, total pool points will be counted
3. If still tied, a coin toss will decide the winner

If there is a tie between three teams, the following will be used to determine the winner:

1. Total pool points will be counted
2. If still tied, a coin toss will decide the winner

SCHEDULE:

The Executive Tournament Director (adults), Junior Tournament Director, or designate, reserves the right to adjust the tournament pools to enable maximum participation within the allotted time. The tournament host may do the same only with the approval of the respective Tournament Director. At no time shall the tournament host add a team not scheduled to participate in the tournament.

For example, if a team is short of players, the respective Tournament Director may adjust the pools to allow that particular team to have a bye. Each incident will be determined on an individual basis to avoid abuse. Continued abuse will result in the forfeiture of the offending

team's deposit with suspension of participation in future tournaments until the deposit is replaced.

ENTRY FEES:

Entry fees for all tournaments EXCEPT FOR THE REGIONAL CHAMPIONSHIPS are \$50.00 per team. All checks are payable to the tournament host. There will be a \$15.00 charge for returned checks. **All entry fees must be paid at the start of the tournament.**

ROSTERS:

A completed roster is required for every tournament and must be turned in to the tournament host along with the entry fee. The roster should contain each team member's name and jersey number. CERTIFIED PLAYER OFFICIALS must be identified.

A player is not allowed to participate if he/she is not currently registered as a member of USA Volleyball - Moku O Keawe Region. Any team using a non-registered player will automatically forfeit the tournament or games in which the player participated. Additional sanctions may be imposed on the coach and/or team.

AWARDS:

Awards will be given for first and second place after every tournament by the tournament host.

All sanctioned tournaments will have an on-site official assigned to oversee the player officials and officiate the championship match. The on-site official's fee is \$50 for the adult tournaments and \$10/hour for the Junior tournaments with a minimum of \$50.

UNIFORMS:

All teams must comply with the uniform requirements at the start of the season. Non-compliance will result in the forfeiture of all matches with the offending team still responsible for the tournament fee.

The current USAV rules governing uniforms will be strictly enforced. Any exemptions must be filed and approved by the Executive and/or Junior Tournament Director prior to the start of each tournament.

OFFICIALS:

Each team is required to supply six (6) certified player officials. IT IS STRONGLY RECOMMENDED THAT THE ENTIRE TEAM OBTAIN CERTIFICATION.

If a team is unable to fulfill their officiating responsibility, they will be assessed a fine of \$25 per match. The offending team will be noted by the on-site official and reported to the Officials Chair and respective Tournament Director. A team who has not met the officiating requirements of the Region will not be allowed to participate in future tournaments until the requirements are met.

Team officials will not be replaced or removed during the match. The on-site official will note unsatisfactory performances. The individual/team will be reported to the Officials Chair and respective Tournament Director for sanction.

The on-site official is there to **ASSIST** the tournament host and oversee the tournament to ensure timeliness, orderly play, and conduct.

All Junior teams are required to have a minimum of one (1) certified second referee and two (2) certified scorekeepers. Teams that plan to travel to the Volleyball Festival, Junior National Qualifiers, Junior National Championships, and/or Junior Invitational tournaments are required to have a certified R2, along with the scorekeepers.

CONDUCT:

Every member is required to sign the USAV Participant Code of Conduct and is expected to abide by the rules set forth therein. Every member is expected to observe and adhere to the site and/or host rules.

Any individual or team not abiding by USAV, site, or host rules will be subject to the USAV/RVA Disciplinary Policy contained in the USAV Participant Code of Conduct. The tournament committee and hosts will not tolerate any abusive language or behavior.

ALCOHOL & DRUGS ARE NOT PERMITTED AT ANY PLAYING SITE.

Violators will be subject to the USAV Policies and Sanctions for Substance Abuse.

ROSTER OF PLAYERS

NAME OF TEAM: _____
CITY: _____ STATE: _____ ZIP: _____

TEAM REPRESENTATIVE: NAME: _____ PH: (____) _____
CITY: _____ STATE: _____ ZIP: _____

FULL NAME OF EACH PLAYER (PLEASE PRINT OR TYPE)

<u>LAST</u>	<u>FIRST</u>	<u>INITIAL</u>	<u>UNIFORM #</u>	<u>USAV REGISTRATION #</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____

We, the undersigned, hereby certify that the persons whose names appear on this Roster of Players are bonafide members of USA Volleyball, that they are amateurs and are otherwise eligible according to the definition, rules, and spirit of our organization, under whose auspices they are entered and which they represent in this formal championship competition. We have read the amateur definition, rules, and Participant Code of Conduct of USA Volleyball with whom our players have registered with and have explained and interpreted them to our players.

OTHER PERSONNEL: (PLEASE PRINT OR TYPE)

COACH: _____ USAV REGISTRATION # _____

ASST. COACH: _____ USAV REGISTRATION # _____

CAPTAIN: _____ USAV REGISTRATION # _____

MANAGER: _____ USAV REGISTRATION # _____

Responsible Party: (Name, address, phone) _____

REGION: _____ TEAM REGISTRATION #: _____

PLAYER CERTIFICATION REQUIREMENTS

Player certification was instituted to promote a clearer understanding of the rules and interpretations governing the game resulting in a more competitive and higher level of play with minimum disruption.

Player certification does not translate into official's certification as the requirements to become a certified official are much more stringent. However, there are a number of player officials who are quite competent and are encouraged to become certified officials. Anyone interested in becoming a certified official should contact the Officials Chair for requirements and additional information.

Referee Clinics

Every team, Adults and Juniors, registered in the Region is required to officiate during pool play. It is recommended that all team members become certified. The minimum number a team is required to have is six.

To become certified, the players must attend an official's clinic. The clinics cover rules of the game, changes and interpretations of the rules, techniques and mechanics of officiating, and scorekeeping. Clinics are usually scheduled in December and January with specific dates provided at the general membership meeting.

All Junior teams will be required to have a minimum of one (2) certified second referee and two (2) certified scorekeepers. Teams that plan to travel to the mainland for the Volleyball Festival, Junior National Qualifiers, Junior National Championships, and/or the Junior Invitational tournaments are required to have a certified R2, along with the scorekeepers. The certified official could be a player, coach, or parent and must be a registered member of the RVA and USA Volleyball. Refer to USAV Certification requirements for referee and scorekeeper.

There is no fee assessed for the required certification of Juniors. However, participation may be limited to the minimum required per team due to space and/or time constraints.

Clinic Fee

The clinics are online and FREE of charge, see the Moku website for instructions.

Scorekeeping Clinics Scorekeeping clinics are usually held in concurrence with the Referee clinics online

Teams traveling to off-island tournaments have increased significantly. A large majority of the tournaments (Qualifiers, Junior National Championships, Volleyball Festival, and the new Junior Invitational) require a both a certified R2 and certified scorekeeper. Refer to USAV Certification requirements for referee and scorekeeper.

Penalties for non-compliance

For those teams who are not in compliance, there is a fine of \$25.00per match. The fine is assessed when the offending team has an insufficient number of certified player officials to officiate pool play. The fine is due prior to the end of the tournament.

By agreement with the Region's Tournament Director, the offending team will not be allowed further participation until the fine is cleared. The fine will not be deducted from the offending team's deposit.

ON-SITE OFFICIAL

The primary goal of the on-site official is to ensure that all USA Volleyball rules governing sanctioned play are followed. The “on-site official’s” responsibilities are to assist the tournament host with management of the tournament, provide rule interpretations when required by the host and/or participating teams, assist team officials, and officiate the semi-final and/or championship match.

Specific Duties and Responsibilities:

1. Arrive at the tournament site at least thirty-minutes (30) prior to the start of the tournament. Introduce yourself to the host.
2. Assist the on-site official of the previous tournament by serving as the second referee for the finals.
3. Check the facility, ground rules, equipment, etc. Check with the tournament host if there are any specific “house rules” which need to be followed or enforced. Contact the Officials Chair immediately about questionable facilities.

The tournament host, not the on-site official, should enforce rules concerning the site. However, repeated offenses should be noted and brought to the attention of the Officials Chair.

4. Attend the captain's meeting and clarify any rule changes or questions the host or players may have. Questions concerning uniforms should be cleared before start of play. Do not make up rules.
5. Review submitted rosters for certified player officials and validate with master list. The fine for having an insufficient amount of player officials is \$25.00 per match. The on-site should notify the offending team and attempt to collect the fine. In all occurrences, the offending team must be noted and reported to the Officials Chair.

The region will allow a team to use a player official from another team only within a club. However, the player official must be from a similar or higher rated team. For example, a player official from the BB team cannot officiate at an A tournament.

6. Watch all courts during the tournament. If it appears that a player official is having a difficult time either officiating and/or keeping score or if the player(s)/team is being difficult, go over to the court and assist where applicable. Do not interrupt the match - if you are needed, the player/official should ask for your help.

If a team or official is having a difficult time or if the player(s)/team are being difficult, make a note of and inform the Officials Chair. Be specific - we want to know who they are (if you can't get a name, get a team name and uniform number), and how they were or caused a problem.

If there is a major problem, contact the Officials Chair and Executive Tournament Director immediately.

Uniform

The on-site official's are required to be in uniform. The uniform consists of USA Volleyball official's shirt, the appropriate official's emblem, navy slacks or shorts, solid white crew socks or solid white anklets, and white shoes. The uniform should be clean and presentable.

Compensation

Every sanctioned tournament, including junior tournaments, will have an on-site official assigned to oversee the player officials and officiate the championship match. The on-site official's fee is \$50 for the adult tournaments and \$10/hour for the junior tournaments with a minimum of \$50.

OTHER TOURNAMENTS

During the USAV season, there are a number of other tournaments, sanctioned by the Region, which allow additional playing time and involve inter-island travel.

Haili Invitational Volleyball Tournament:

This is the largest tournament in the State of Hawaii and is held in Hilo on the Big Island. The tournament is hosted by the Moku O' Keawe region in concert with the Aloha Region. The tournament consistently draws teams from the US mainland, Japan, Guam, and Oahu. One sanctioned tournament is required in order to participate in the Haili Tournament. There is a \$100 penalty fee for nonparticipation in a sanctioned tournament prior to the Haili.

Regional Championships:

Regional championships are held to determine national bids for selected age divisions. Divisions, bids, and tournament format is subject to change based on number of teams entered and national bids available.

Youth Junior Olympic Volleyball National Championships:

This is the National championship for the junior divisions. The championships are governed and conducted by the National office and hosted by a different city each year. The tournament annually occurs in the last week of June and the first week of July. Due to the number of teams entered in the championships, it has been divided into two halves. The girls tournament is usually the first half, followed by the boys with some overlap.

US Open Championships:

This is the National championships for the opens, AA, A, BB, and various age divisions. The championships are governed and conducted by the National office and hosted by a different region, in a different city, each year. The tournament annually occurs in the last week of May.

BECOMING A VOLLEYBALL REFEREE

Certification of volleyball referees for USAV and RVA sanctioned competition is under the jurisdiction of USA Volleyball, the Officials Division and the Regional Volleyball Associations (RVAs). USAV also has the responsibility to train and identify candidates for certification as International Arbiters by the FIVB. USAV has established six classifications of referees: Junior Olympic Volleyball, Provisional, Regional, USA Volleyball Junior National, USA-National, USA-National (Retired) and Provisional USA-International Referee.

Some prerequisite requirements are waived if the referee certification is being obtained under the conditions of the Certification Reciprocity Agreement between USAV and Professional Association of Volleyball Officials (PAVO), the provisions of which are published in the USA Volleyball Official 2002 Guidebook.

Junior Olympic Volleyball, Provisional, Regional and National Retired referees will be certified through their respective RVA under the supervision of the Regional Referees' chair, in cooperation with the Regional Commissioner and according to prescribed criteria.

Junior National and National referees will be certified by the National Commissioner for Evaluation and Development upon the recommendation of that Committee.

In accordance with Article VII, Section B 1 of the Operating Code, all referees shall be registered with USA Volleyball and their local RVA for the current season.

JUNIOR OLYMPIC VOLLEYBALL REFEREE

To become certified/re-certified as a Junior Olympic Volleyball Referee the candidate must:

1. Be a currently registered USAV member in good standing.
2. Attend at least one Regional Junior Olympic Volleyball Officials clinic.
3. Attain a minimum score of 75% on the approved USAV Form A or D written examination and corrected to 100%. Regions are encouraged to offer a reexamination where necessary.
4. Successfully complete the Junior Olympic Volleyball Scorekeepers examination.
5. Show the desire and ability to officiate satisfactorily as a 1st and 2nd referee during the Regional clinic and subsequent practical evaluations.
 - a. The Regional Referee Chair, or designee will observe all candidates prior to, during or after the Officials' clinic.
 - b. Each Junior Olympic Volleyball Referee candidate must receive at least one favorable rating by the Referee Chair, or designee, in a minimum of one game as 1st referee and one game as 2nd referee.

Responsibilities and Entitlements of a Junior Olympic Volleyball Referee:

1. After successful completion of the testing process and certification by the Regional Referee Chair, the candidate will be authorized to officiate at all Regional Junior Olympic Volleyball level tournaments.
2. A Junior Olympic Volleyball Referee may elect to become USAV Provisional Referee candidates, during the same season providing they meet the requirements established for that rating.
3. Certification as Junior Olympic Volleyball Referee is valid for a period of one year.

PROVISIONAL REFEREE

To become certified/re-certified as a Provisional Referee the candidate must:

1. File the official USAV application form with his/her Regional Referee Chair.
2. Attend at least one Regional official's clinic.
3. Attain a score of "100" on the approved USAV Form "C" written test for referees.
4. Successfully complete the Regional Scorekeeper examination.

5. Demonstrate the ability to officiate as a 1st and 2nd referee during the clinic or subsequent practical evaluations.
 - a. The Regional Referee Chair or designee will observe all candidates for Provisional Referee.
 - c. Each candidate for Provisional Referee must receive at least two favorable ratings by the Regional Referee Chair or designee, in a minimum of three games.

Responsibilities and Entitlements of a Provisional Referee:

1. After certification by the Regional Referee Chair, the Provisional Referee shall accept assignments for sanctioned and other approved volleyball competitions within the Region from Regionally designated assignors.
2. After certification by the Regional Referee Chair, the Provisional Referee will be entitled to wear the official Provisional Referee emblem while officiating at USAV sanctioned events and will be authorized to purchase and wear the Official Approved Uniform for USAV Referees.
3. A Provisional Referee may elect to become a candidate for Regional Referee upon completion of one total season (after the year certified) as a Provisional Referee. The Provisional rating may be retained indefinitely provided all other re-certification requirements are met.
4. A Provisional Referee is authorized to officiate any USAV sanctioned competition, including Junior Olympic Volleyball competition, within the Region where certified, and in other Regions with the approval of the appropriate Regional Referee Chair.
5. Certification as a Provisional Referee is valid for a period of one year.
6. With the approval of the Regional Commissioner, an application fee may be assessed for the administration of the clinic and examination process. Payment of the fee shall be to the Regional Volleyball Association.

REGIONAL REFEREE

To become certified/re-certified as a Regional Referee, the candidate must:

1. File the official USAV application form with his/her Regional Referee Chair.
2. Attend at least one Regional officials' clinic annually. The clinic shall be one approved by the Regional Referee Chair and the Regional Commissioner and shall be conducted by the Regional Referee Chair or designee.
3. Attain a score of 85 percent on the approved USAV written test for referees (A or B).
4. Successfully complete the Regional Scorekeeper examination.
5. Serve as a Provisional Referee for at least one complete year after the year certified.
6. Be rated in a minimum of two matches or four games of USAV competition during the current season. Raters of these candidates will be assigned by the Regional Referee Chair.

Responsibilities and Entitlements of a Regional Referee:

1. After certification by the Regional Referee Chair, the Regional Referee shall accept assignments for sanctioned and other approved volleyball competitions within the Region from Regionally designated assignor(s).
2. After certification by the Regional Referee Chair, the Regional Referee will be entitled to wear the official Regional Referee emblem while officiating at USAV sanctioned events and will be authorized to purchase and wear the Official Approved Uniform for USAV Referees.
3. A Regional Referee is authorized to officiate any USAV sanctioned competition, including Junior Olympic Volleyball competition, within the Region where certified and in other Regions, with the approval of the appropriate Regional Referee Chair.
4. Certification as a Regional Referee is valid for a period of one year.
5. With the approval of the Regional Commissioner, an application fee may be assessed for the administration of the clinic and examination process. Payment of the fee shall be to the Regional Volleyball Association.

USAV JUNIOR NATIONAL REFEREE

To become certified/re-certified as a USAV Junior National Referee a candidate must:

1. File the official application form with the Assistant Vice President, USA-National Referee Commission. Forms are available from the Regional Referee Chair or the Assistant Vice President. An application fee of \$100.00 must accompany the application.
2. Obtain the approval of the Regional Referee Chair and Region Commissioner.
3. Have served as a Regional Referee for two years.
4. Attend the United States Junior Olympic Volleyball National Championships or a designated USA Volleyball Junior Olympic Zonal Qualifying Tournament and successfully complete all requirements at that tournament. These requirements include:
 - a. Attendance at the candidates' clinic.
 - b. Complete the approved USAV written examination (A or B).
 - c. Demonstrate proficiency as a scorekeeper by showing evidence of certification as Regional, National Junior Olympic or USA-National Scorekeeper or a successfully completing the written scorekeeper examination.
 - d. Successfully complete the rating sessions.
 - e. If the candidate attends a designated USAV Junior Olympic Zonal Qualifying Tournament as a candidate and is recommended for certification, the candidate must complete certification by attending the officiating at that season's United States Junior Olympic Volleyball National Championships.

Responsibilities and Entitlements of a USA Volleyball Junior National Referee:

1. After certification by the National Commission for Evaluation and Development, a USAV Junior National Referee will be entitled to wear the official USAV Junior National Referee emblem while officiating at USAV sanctioned events.
2. A USAV Junior National Referee is authorized to officiate all USAV sanctioned competition within any of the USAV Regions, including Junior Olympic Volleyball competition, and is qualified to officiate at the United States Junior Olympic Volleyball National Championships.
3. Certification as a USAV Junior National Referee is valid for a period of four years. To extend certification, the Referee must:
 - a. Officiate at the United States Junior Olympic National Championships at least twice during the four year certification period.
 - b. Officiate at a USAV Junior Olympic Zonal Qualifying Tournament or the United States Junior Olympic National Championships once during one of the remaining two years of the four year period.
 - c. Submit to reevaluation by the National Commission for Evaluation and Development at any time while officiating at the United States Junior Olympic National Championships or a USAV Junior Olympic Zonal Qualifying Tournament.
 - d. Register annually with USAV and the appropriate Regional Volleyball Association and remain in good standing within the Regional Volleyball Association.
4. A USAV Junior National Referee may be absent from all national and zonal competition one year out of each four year certification period.

USA-NATIONAL REFEREE

To become certified as a USA-National Referee a candidate must:

1. Have attended the United States Junior Olympic Volleyball National Championships and be a certified USAV Junior National Referee.
2. Obtain the recommendation of the Rating Committee at the United States Junior Olympic Volleyball National Championships at which the referee was last certified or re-certified as a USAV Junior National Referee.
3. Pay all required fees in applying for candidacy.
4. Attend the U.S. Open Championships and successfully complete all requirements at that tournament. The requirements include:
 - a. Attendance at the National Referee Clinic and the candidates' clinic.
 - b. Demonstrate scorekeeper proficiency by showing evidence of certification as a Regional, National Junior Olympic or USA-National Scorekeeper or by successfully completing the written scorekeeper examination.

- c. Successfully complete the rating sessions.

Responsibilities and Entitlements of a USA-National Referee:

1. After certification by the National Commission for Evaluation and Development, a USA-National Referee will be entitled to wear the official USA-National Referee emblem while officiating at USAV sanctioned events.
2. A USA-National Referee is authorized to officiate all USAV sanctioned competition within any of the USAV Regions, including Junior Olympic Volleyball competition, and is qualified to officiate at the U.S. Open Championships, U.S. Mixed-Six Championships, U.S. Outdoor Championships and the U.S. Junior Olympic Volleyball National Championships.
3. Certification as a USA-National Referee is valid for a period of three years. To extend certification, the Referee must:
 - a. Officiate at the U.S. Open Championships, the U.S. Junior Olympic Volleyball National Championships or (accompanying the USAV Team) an international tournament or a complete exhibition tour at least once during the three-year certification period.
 - b. Officiate at the U.S. Open Championships, U.S. Mixed-Six Championships, U.S. Outdoor Championships, USAV Junior Zonal Qualifying Tournament, U.S. Junior Olympic Volleyball National Championships or (accompanying the USAV Team) an international tournament or a complete exhibition tour once during one of the remaining two years of the three year period.
 - c. Submit to reevaluation by the National Commission for Evaluation and Development at any time while officiating at a U.S. Championships tournament, the U.S. Junior Olympic Volleyball National Championships or a USAV Junior Zonal Qualifying Tournament.
 - d. Register annually with USAV and the appropriate Regional Volleyball Association and remain in good standing within the Regional Volleyball Association.
4. A USA-National Referee may be absent from all national and zonal competition one year out of each three-year certification period.
5. A USA-National Referee encountering unusual difficulty in attending a U.S. Open Championships may, with the approval of the Assistant Vice President, obtain a one-year extension of certification.
6. A USA-National Referee who allows certification to expire may:
 - a. During the three years immediately following expiration of certification, apply to the Assistant Vice President to attend and be reevaluated at a U.S. Open Championships.
 - b. After the three year period following expiration of certification, apply to attend and be reevaluated at a USAV Junior Olympic National Championships for the opportunity to attend and be evaluated at a U.S. Open Championships.

USA-NATIONAL REFEREE (RETIRED)

1. Any National Referee in good standing, with at least five years service as a USA- National Referee, may apply to the Assistant Vice President for voluntary Retired status.
2. To retain certification, a USA-National Referee (Retired) must register annually with USAV and the appropriate Regional Volleyball Association and remain in good standing within the RVA. Remaining in good standing within the RVA includes satisfying all requirements for recertification as a Regional Referee within RVA.
3. A USA-National Referee (Retired) is authorized to wear the USA- National Referee emblem while officiating at USAV sanctioned events.
4. A USA-National Referee (Retired) is authorized to officiate all USAV sanctioned Regional and inter-Regional competition, including Junior Olympic Volleyball competition, and is qualified to officiate the USAV Junior Olympic Zonal Qualifying Tournaments.
5. A USA-National Referee (Retired) may also remain qualified to officiate at the U.S. Junior Olympic Volleyball National Championships by officiating at that tournament at least once every three years and submitting to reevaluation by the Nation Commission for Evaluation and Development at any time while officiating at the U.S. Junior Olympic National Championships or a USAV Junior Olympic Zonal Qualifying Tournament.

6. A USA-National Referee (Retired) may apply for re-certification as a USA-National Referee by following the procedure listed under *Responsibilities and Entitlements of a USA-National Referee #6*.

COLLEGIATE REFEREE

Regional Volleyball Associations and various college administrative organizations and conferences will identify USA-National, USAV Junior National and Regional Referees for assignment to collegiate matches and tournaments.

BECOMING A SCOREKEEPER

Certification of volleyball scorekeepers for USA Volleyball and RVA sanctioned competition is under the jurisdiction of the Official's Division and the Regional Volleyball Associations (RVAs). USA Volleyball has established 11 classifications of scorekeepers; Junior , Provisional, Regional, Junior National, USA-National, USA-National (Retired), USA- International, USA-International (Retired), Regional Outdoor, USA-National Outdoor and USA-International Outdoor.

Junior, provisional, Regional and Regional outdoor scorekeepers will be certified through their respective RVA under the supervision of the Regional scorekeepers chair, in cooperation with the Regional commissioner and according to prescribed criteria.

Junior national, USA national and USA national outdoor scorekeepers will be certified by the assistant vice president of the USA Scorekeeper Commission at approved national clinics.

USA International Scorekeepers will be certified by the assistant vice president of the USA International Scorekeeper Commission through the approved process and at times and locations to be determined annually.

In accordance with Article VIII, Section B 1 of the operating code, all scorekeepers shall be registered with the National Corporation and their local RVA for the current season. Failure to register will automatically terminate scorekeeper certification at all levels.

JUNIOR SCOREKEEPER

To become certified/recertified as a Junior Scorekeeper a candidate must:

1. Be a current USA Volleyball registered member in good standing with his/her RVA.
2. Attend a clinic annually covering techniques and procedures and scorekeeping for modified USA volleyball substitution rules. Pay clinic fee if applicable.
3. Pass an annual written examination. The current Junior Scorekeepers Examination would be the minimum standard.
4. Annually obtain one passing rating on a junior level match.
5. Complete other requirements as prescribed by the local Regional scorekeeper chair.

PROVISIONAL SCOREKEEPER

To become certified as a Provisional Scorekeeper a candidate must:

1. Be a current USA Volleyball registered member in good standing within his/her RVA.
2. Attend a clinic annually covering techniques and procedures of scorekeeping for modified USA volleyball substitution rules. Pay clinic fee if applicable. Certification expires at the end of the current season.
3. Pass an annual written examination.
4. Be successfully rated on one match annually.
5. Complete other requirements as prescribed by the local Regional scorekeeper chair.

NOTE:

- a. *A Provisional Scorekeeper shall automatically carry junior scorekeeper certification.*
- b. *A Provisional Scorekeeper must be certified in this capacity for one year prior to applying for Regional Certification.*

REGIONAL INDOOR AND/OR OUTDOOR SCOREKEEPER

To become certified/re-certified as a Regional Indoor and/or Outdoor Scorekeeper the candidate must:

1. Be a current USA Volleyball registered member in good standing within his/her RVA.
2. Be currently certified as a Provisional Scorekeeper (indoor only).
3. Take and pass the Regional scorekeeper clinic online. Pay clinic fee if applicable.

4. Pass an annual written examination. The current scorekeepers certification examination would be the minimum standard.
5. Be successfully rated on at least two (2) matches.
6. Complete other requirements as prescribed by the local Regional scorekeeper chair.

JUNIOR NATIONAL SCOREKEEPER

To become certified as a Junior National Scorekeeper, the candidate must:

1. Be a current USA Volleyball registered member in good standing within his/her RVA.
2. Be certified as a USA Volleyball Regional or Junior scorekeeper and have demonstrated proficiency in the use of the USA Volleyball score sheet in sanctioned competition.
3. File the official application form with the national commissioner for junior scorekeeper certification and evaluation via you Region scorekeeper chair. These forms are available from the Regional scorekeeper chair, the assistant vice president, or. the national commissioner for junior scorekeeper certification and evaluation.
4. Attend an approved junior national scorekeeper clinic in its entirety.
5. Successfully complete the written and practical scorekeeper examinations.
6. Pay appropriate fees.
7. Completion of other requirements as prescribed by the USA-National Scorekeeper Commission.
8. To retain junior national scorekeeper status, the scorekeeper must:
 - a. Remain a USA Volleyball registered member and active scorekeeper in good standing within his/her RVA.
 - b. Attend a Boy(s) or Girl(s) USA Junior Volleyball Championship at least once during each three-year period and score a minimum of six (6) matches.
9. In those years that a junior national scorekeeper cannot attend a USA Junior Volleyball Championship, attendance and participation at the USA Coed Volleyball Championships is strongly encouraged.

NOTE: A scorekeeper encountering unusual difficulty in attending a USA Junior Volleyball Championship during a three-year may apply to the Assistant Vice President, USA-National Scorekeeper Commission for a one-year extension of his/her certification.

USA NATIONAL SCOREKEEPER

To become certified as a USA-National Scorekeeper, the candidate must:

1. Be a current USA Volleyball registered member in good standing within his/her RVA.
2. Be certified as a USA Volleyball Regional Scorekeeper , and have demonstrated proficiency in the use of the official USA Volleyball score sheet in USA Volleyball sanctioned competition and must have taken and successfully completed the current written examination in the year of candidacy.
3. File the official application form with the national commissioner for scorekeeper certification and evaluation by the published closing date. These forms are available from the Regional scorekeeper chair, the assistant vice president, or. the national commissioner for scorekeeper certification and evaluation.
4. Attend an approved national scorekeeper clinic in its entirety.
5. Successfully complete the written and practical scorekeeper examinations.
6. Pay appropriate fees.
7. Complete other requirements as prescribed by the USA-National Scorekeeper Commission.
8. To retain USA-National Scorekeeper status, the scorekeeper must:
 - a. Remain a USA Volleyball registered member and active scorekeeper in good standing within his/her RVA.
 - b. Attend the USA National Open Volleyball Championship at least once during each three-year period and score a minimum of two (2) matches.
 - c. If unable to attend the USA National Open Championship in a three-year period, attend a USA Junior Volleyball Championship and score a minimum of six (6) matches. NOTE: This alternative may only be used once in a six-year period.

9. In those years that USA-National Scorekeepers cannot attend the USA National Open Volleyball Championship, attendance and participation at the USA Junior National Volleyball Championship and/or USA Co-Ed National Volleyball Championship is strongly encouraged. The intent of this provision is to:
 - a. Provide for a time/site more convenient for the individual; and,
 - b. Better provide a nucleus cadre of scorekeepers for each of the USA National Championship programs.

NOTE: A scorekeeper encountering unusual difficulty in attending a USA National Open Volleyball Championship may apply to the Assistant Vice President of the USA-National Scorekeeper Commission for a one-year extension of his/her certification.

USA-NATIONAL OUTDOOR SCOREKEEPER

To become certified as a USA-National Outdoor Scorekeeper, the candidate must:

1. Be a current USA Volleyball registered member in good standing within his/her RVA.
2. Be certified as a USA Volleyball Regional outdoor scorekeeper or USA-national scorekeeper.
3. File the official application form with the national commissioner for outdoor/beach scorekeeper certification and evaluation by the published closing date. These forms are available from the Regional scorekeeper chair, the assistant vice president, or the national commissioner for scorekeeper certification and evaluation.
4. Attend an approved national outdoor scorekeeping clinic in its entirety.
5. Successfully complete the written and practical outdoor scorekeeping examination.
6. Pay appropriate fees.
7. Completion of other requirements as prescribed by the USA-National Scorekeeper Commission.
8. To retain the USA-national outdoor scorekeeping certification, the scorekeeper must:
 - a. Remain a USA Volleyball registered member and an active outdoor scorekeeper in good standing with his/her RVA.
 - b. Attend the U.S. Outdoor Championships at least once in a five-year period and score a minimum of six (6) matches.

USA-NATIONAL SCOREKEEPER (RETIRED)

1. Any USA-National Scorekeeper in good standing, with at least five (5) years service as a USA-National Scorekeeper, may apply for Voluntary Retired Status.
2. The USA national scorekeeper retains national scorekeeper status. The scorekeeper continues to wear the USA national scorekeeper patch in all regional competitions. The retired USA national scorekeeper must remain in good standing within his/her Region and must re-certify as necessary according to the process of that Region.
3. The retired USA national scorekeeper continues to receive all publications directed at the USA national scorekeeper's group.
4. The retired USA national scorekeeper is not eligible to keep score at the USA Open National Volleyball Championships.
5. The retired USA national scorekeeper may retain the right to keep score as a primary scorekeeper at the USA Junior Volleyball Championship by attending the USA Junior Volleyball Championships at least once during each four-year period.
6. The retired USA national scorekeeper will lose the status as qualified/certified USA international scorekeeper and will not be allowed to serve as scorekeeper on any international matches.
7. The retired USA national scorekeeper may apply for re-certification as a national scorekeeper by following the procedures listed in 2-7 under USA National Scorekeepers.

USA-INTERNATIONAL INDOOR AND/OR OUTDOOR SCOREKEEPER

The USA International Scorekeeper Commission administers this program under the supervision of the Officials division.

GOOD STANDING

Certification of volleyball referee for USA Volleyball and Regional Volleyball Association sanctioned indoor competition is under the jurisdiction of USA Volleyball, the Officials Division, and the Regional Volleyball Association. USA Volleyball has established classifications of referees for indoor volleyball and scorekeepers for both indoor and outdoor volleyball.

A common requirement in each classification of referee and scorekeeper to be certified or re-certified is that the referee or scorekeeper *“Be a current, registered USA Volleyball member in good standing.”*

It is the responsibility of the Moku Region Officials Chairperson to administer the referees and scorekeepers within the Region. The following criteria for good standing are being established to protect the due process rights of any referee and/or scorekeeper of the Region, the safety of Region members, and the integrity of the Region.

GOOD STANDING:

To be a referee and/or scorekeeper in good standing, the referee and/or scorekeeper must:

1. Be a current, registered member of the Region.
2. Register and pass the online Region’s officials’ clinic.
3. Attain the prescribed score on the appropriate USA Volleyball approved online test for referees and/or scorekeepers as provided in the current year’s USA Volleyball Guide Book.
4. Assist with player certification clinics.
5. Serve as an on-site referee for a minimum of two sanctioned tournaments.
6. Participation in the Regional Championships both adult and juniors.

SANCTIONS:

As part of the registration, each official is required to complete and execute the current USA Volleyball Code of Conduct, Disciplinary Policy, Waiver and Release of Liability. Accordingly, each official will be held to those rules of conduct and are subject to whatever disciplinary action is deemed appropriate by the authorized person, persons, boards or committees of the Moku Region.

The severity of the violation will determine the degree of sanction. The degrees of sanction are – probation; suspension; and removal of certification.

USA Junior National, USA Junior National (Retired), USA National, USA National (Retired) referees and/or scorekeepers not in good standing will be reported to the USA Volleyball’s Administrative Council of the Officials Division.

APPEALS:

Refer to Due Process section of the Handbook.

USAV INSURANCE

General Liability Insurance

General liability insurance, a \$2,000,000 limit, provides the named insured protection against claims USAV is legally obligated to pay, subject to the limits of liability and terms of the policy, involving “bodily injury”, “property damage”, and “personal injury”.

- Personal injury is described as libel, slander, false arrest, or an invasion of a right of privacy. These types of claims will normally result from direct activity with the name insured.
- Bodily injury is defined as injury to the body caused by physical contact, disease, or sickness, including death. The act causing injury must be accidental or the name insured must be found negligent.
- Property damage is defined as damage to tangible property that is not in the care, custody or control of USAV, the region or any other entities under the policy during a sanctioned event. There is protection against damage to buildings or equipment owned by, rented by, used by, or in the control of USAV for sanctioned events, the limit is \$50,000.

Sports Accident Excess Medical

The purpose of the Sports Accident Excess Medical coverage provided to USAV members is provide a basic limit (\$25,000) of medical protection for injuries sustained during an approved or sanctioned practice or event when no other primary medical insurance is available to the injured party. When other primary medical insurance is available, the sports accident coverage is excess over any medical payments paid by the primary insurance, subject to a \$25,000 limit. Medical claims not paid by the primary insurance may be submitted under the under sports accident excess medical coverage payment subject to a \$250.00 deductible. When no other primary medical insurance is available, the sports accident coverage would provide coverage subject to a \$1,000 deductible per claim.

If injury to the member athlete requires treatment by a legally qualified physician, or confinement in a legally constituted hospital, or employment of a trained nurse, x-ray, or ambulance services, and if the first expense of such treatment is incurred within fifty-two weeks of the date of the accident, the insurance company will pay the actual expenses incurred up to \$25,000, subject to the appropriate deductible and any other collectible insurance.

The definition of a “sanctioned or approved” event is any event in which USAV, its board of directors, or regional commissioner has granted prior approval for as received and approved a sanctioning application. Events shall include team competition, practices, sports clinics, or any other pre-event or post-event conducted or attended as part of a sanctioned event.

Chaperones

It is important to understand that while providing your services as a chaperone and a member of the Moku O Keawe Region, you are also covered by USAV insurance. However, if you are transporting athletes, supplies, etc., in your privately owned vehicle, in relations to a sanctioned event, the general liability that covers you should an accident occur comes under your own policy, **NOT USAV**. However, all USAV members injured would be eligible for the excess sports accident coverage as described above. If you were driving a rented or leased vehicle, (rented or leased in the name of USAV-Moku O Keawe c/o "theclub"), the USAV general liability policy would be in effect.

The USAV blanket liability policy only provides general liability protection for the Regional Volleyball Association, affiliated clubs, officers, directors, employees, sponsors, volunteers, registered members and any other persons working for or on the behalf of USAV in an approved or sanctioned USAV event. The policy is designed to protect against claims resulting from practicing or participating in a USAV event. Each volleyball club is a separate association (or business) there may be activities that fall outside the scope of approved or sanctioned volleyball events. If a club conducts any of the following activities, separate insurance would be required (if these activities are to be covered):

1. Rent or lease office space
2. Own or rent office equipment or volleyball equipment
3. Employ clerical office employees, coaches or any other employees
4. Conduct fund raisers or events not approved or sanctioned by USAV
5. Use a board of director to make policy decisions
6. Use a volunteer or employee's automobile for club activities not related to an approved or sanctioned event.

To cover such activities the insurance coverage needed would be:

1. Property and general liability
2. Property or miscellaneous equipment insurance
3. Worker's compensation insurance
4. General liability
5. Directors and officers insurance
6. Non-owned automobile insurance

SPORTS ACCIDENT EXCESS MEDICAL

OBTAIN INFORMATION - MEDICAL CLAIM FORM

1. At the time of the injury, or as soon as possible thereafter, the injured Participant must complete and sign the TOP PORTION of the MEDICAL CLAIM FORM and forward the form to ESIX.
2. If injury requires medical attention BEYOND THAT GIVEN BY THE MEDICAL ATTENDANT AT THE EVENT, the Physician, or health care provider, must complete and sign SIDE TWO (2) of the MEDICAL CLAIM FORM. The form shall then be forwarded to ESIX.

American Specialty Insurance & Risk Services, Inc.
7609 W. Jefferson W. Suite 150
Ft. Wayne, Indiana 46804
Claims Fax: 260-969-4729
Customer Service 800-245-2744
email: claimsPA@amerspec.com

Insurer: National Union Fire Insurance Company of PA
Claims Administrator: AIG

CLAIMS FOLLOW-UP

1. The ESIX Claims Coordinator will receive payment updates, as well as claims status information, on all medical claims from National Union Fire Insurance Company of PA.
2. ESIX will update USA Volleyball as to the status of all pending Participant Accident (medical) claims on a QUARTERLY basis.
3. Any questions which USA Volleyball has on the medical program, the claims process or Participant Accident claims may be directed to the ESIX Claims Coordinator.

SPECTATOR AND PARTICIPANT LIABILITY

INFORMATION TO BE OBTAINED FROM THE COACH, MANAGER OR TOURNAMENT DIRECTOR

Have Coaches, Managers or Tournament Directors obtain and record the following information immediately at the scene of or upon notice of an incident resulting in bodily injury or property damage. The Coaches, Manager, or Tournament Director should complete the USA Volleyball Event Liability Incident Report form then mail or FAX to ESIX.

1. Name, address, and phone numbers of all individuals involved.
2. A complete description of how the incident occurred from the third party involved and any witness, including officials, or volunteers, acquainted with the facts.
3. Any other pertinent information which may assist in handling of any potential claims.
4. If the incident involves injury to a participant, an Excess Medical claim form shall be provided to the participant for completion and submittal to ESIX.

The Coach, Manager or Tournament Director should retain a copy of the incident report and forward a copy to the Regional Volleyball Commissioner.

REPORT TO ESIX

1. All accidents, incidents, occurrences, losses, claims, injuries and/or property damage caused by, arising out of or in the course of conducting a volleyball event.
2. Notice of third party subrogation requests
3. Notice of third party subrogation requests
4. Any incidence from which a claim may arise.
5. Serious injuries or fatalities.
5. Property damage in excess of \$10,000.
6. The receipt of any document/notice of third party liability such as a lawsuit or summons.

HANDLING OF INCIDENT REPORTS

Coaches, Manager or Tournament Directors shall be required to submit incident reports on ALL INCIDENTS that give rise to bodily injury or property damage losses.

1. ESIX upon receipt of the incident report, will assign an Incident Number and will review the report to determine if the incident is likely to give rise to a claim under the terms of the policy (i.e. situations which involve serious injury or gray areas with regard to liability are examples of the types of situations which will be sent to the insurance carrier).
2. If the incident is NOT turned in to Guaranty National under the General Liability policy, the incident will be logged and no further action will be taken. The log will include:
 - Date of Incident
 - Location of Incident/Event Name
 - Parties involved
 - Nature of the injury
 - Description of Accident/Incident
3. If the incident is submitted to Guaranty National under the G.L. policy, the incident will be reviewed to determine if a liability exposure exists.
 - a. If it is determined that liability exposure **DOES** exist, Guaranty National:
 - Will do the preliminary investigation and establish a reserve, if appropriate;
 - Will take no action unless an actual claim is received;
 - May recommend to USA Volleyball an attorney assignment in the jurisdiction in which the incident occurred.
 - b. If Guaranty National determines that liability exposure **DOES NOT** exist:
 - The Managing Adjuster for Guaranty National will complete the "Incident Review Letter" to indicate the reasoning behind the decision;
 - If the parties disagree with the evaluation contained in the Incident will be logged (as per section C. part 2).
4. ESIX will review the Incident Review Letter;
 - a. If ESIX disagrees with the evaluation contained in the Incident Review Letter, ESIX will contact Guaranty National's Managing Adjuster for discussion.
 - b. If the parties agree that there is no need for investigation, the incident will be logged (as per Section C. Part 2).

INVESTIGATION AND SETTLING OF CLAIMS

Guaranty National reserves the right to handle the adjustment of the claim. USA Volleyball and ESIX agree to provide Guaranty National with all information which relates to the incident, and, when requested, will assist Guaranty National in the settlement of the claim.

CLAIMS FOLLOW-UP

The ESIX Claims Coordinator will receive payment updates, as well as claims status information, on all General Liability claims from Guaranty National. ESIX will update USA Volleyball as to the status of all pending General Liability claims on a QUARTERLY basis.

Any additional documentation, which is received by USA Volleyball and which pertains to these claims shall be mailed to Melissa Johnson at Guaranty National. In addition, any phone calls which concern these claims may be directed to Melissa Johnson.

Any questions which USA Volleyball has on the claims process or on specific General Liability claims may also be directed to the ESIX Claims coordinator for research.

UPON RECEIPT OF ANY DOCUMENT OR NOTICE OF THIRD PARTY LIABILITY (I.E., SUBROGATION DEMAND, REQUEST FOR PAYMENT FROM PARTICIPANT/SPECTATOR LAWSUIT) USA Volleyball, its Regional Commissioners, Coaches and/or Managers shall FORWARD such document to ESIX IMMEDIATELY.

The ESIX Claims Coordinator will match this notice of claim to the original Event Liability Incident Report and will forward the information to Guaranty National to be processed.

PARTICIPANT EXCESS MEDICAL COVERAGE

Participant excess medical coverage provided under the USA Volleyball master insurance policy is intended to provide up to \$25,000 of EXCESS medical coverage for injuries sustained while driving to, participating in, or returning from an approved or sanctioned event. The coverage is NOT designed to replace existing medical coverage available to a participant through employment nor is coverage to be used in lieu of existing medical coverage to take advantage of a more favorable deductible. The sole purpose of the excess medical coverage is to provide reimbursement for covered sports accidents when no other collectible insurance is available or primary limits have been exhausted. The excess medical coverage does not and will not reimburse an injured participant for that portion of any loss subject to a primary health care deductible. Coverage will reimburse an injured participant for any coinsurance amount self insured under the primary medical insurance subject to the excess medical deductible.

The excess medical coverage afforded under the policy is currently subject to either a \$250.00 deductible if other primary health care coverage is available, or \$1,000 deductible if no other health care coverage is available.

The following are examples only and may not reflect the terms and conditions of the policy that might apply to an individual claim.

SCENARIO #1 \$3,500 broken ankle
 Primary health care \$500.00 deductible and 80/20 coinsurance

PRIMARY COVERAGE

\$3,500 Medical claim submitted to primary health care insurer
- 500 Deductible amount subtracted from claim
\$3,000 Value of claim to be adjusted by primary insurer
- 600 20% coinsurance amount retained by the injured participant
\$2,400 Amount of the claim to be paid by the primary health care insurer

EXCESS COVERAGE

\$ 600 Coinsurance amount retained by Participant under the primary health insurance coverage
- 250 Excess medical deductible
\$ 350 Value of claim to be adjusted by excess medical insurer

SCENARIO #2 \$3,500 broken ankle
 No primary health care coverage

EXCESS COVERAGE

\$3,500 Medical claim submitted to excess medical insurer
1,000 Excess medical deductible
\$2,500 Value of claim to be adjusted by excess medical insurer

SCENARIO #3 \$500 sprained wrist
 Primary health care \$250 deductible 80/20 co-insurance

PRIMARY COVERAGE

\$ 500 Medical claim submitted to primary medical insurer
- 250 Primary medical deductible
\$ 250 Value of claim to be adjusted by primary medical insurer
- 50 20% coinsurance retained by injured participant
\$ 200 Amount of the claim to be paid by primary medical insurer

EXCESS COVERAGE

\$ 50 Coinsurance amount retained by injured participant
- 250 Excess medical deductible
\$ 0 Amount of claim to be paid by excess medical insurer

SCENARIO #4 \$500 sprained wrist
 No primary health care coverage available

EXCESS COVERAGE

\$ 500 Medical claim submitted to excess medical insurer
-1,000 Excess medical deductible
\$ 0 Amount of claim to be paid by excess medical insurer

SCENARIO #5 \$250,000 paraplegic
 Primary health care \$250 deductible 80/20 coinsurance

PRIMARY COVERAGE

\$250,000 Medical claim submitted to primary medical insurer
 250 Primary medical deductible
\$249,750 Value of claim to be adjusted by primary medical insurer
 49,950 20% coinsurance amount retained by injured participant
\$199,800 Amount of the claim to be paid by primary medical insurer

EXCESS COVERAGE

\$ 49,950 Coinsurance amount retained by injured participant
 250 Excess medical deductible
\$ 49,700 Value of claim to be adjusted by Excess medical insurer
 25,000 Maximum coverage amount paid by Excess medical insurer
\$ 24,700 Amount of claim self-insured by injured participant

\$224,800 Total amount of claim covered by insurance
 25,200 Total amount of claim retained by injured participant

SCENARIO #6 \$250,000 paraplegic
 NO Primary health care available

EXCESS COVERAGE

\$250,000 Medical claim submitted to excess medical insurer
 1,000 Excess medical deductible
\$249,000 Value of claim to be adjusted by excess medical insurer
 25,000 Maximum coverage amount paid by excess medical insurer
\$224,000 Amount of claim retained by injured participant

SCENARIO #7 \$30,000 Knee injury
 Primary health care but participant elects not to use coverage because he/she
 does not want to use the recommended doctor.

If primary health care coverage is available and the choice is made not to use the primary health care physician or hospital, for what ever reason, the EXCESS MEDICAL COVERAGE WILL NOT APPLY. The intent of the Excess Medical coverage is to supplement Primary Medical coverage whenever it is available.

USA VOLLEYBALL

NON-OWNED AND HIRED AUTOMOBILE LIABILITY

Non-owned Automobile Liability

Every business entity, Sports Federation or National Governing Body, Tournament or Event Director, Coach or any other person asking someone else to use their own personal automobile for the benefit of the business, Federation, event, team, etc. faces a financial exposure to loss called Non-Owned Automobile Liability. Liability for loss arising out of the non-owned auto can be impinging on the business, Federation, etc. if the vehicle owner did not carry insurance, had inadequate limits, drove a defective vehicle, or any other host of reasons. The fact that the vehicle owner would not have been using his or her vehicle at the time of the loss if it were not for the request of the business, Federation, Director, etc. places some burden of the responsibility for the loss on the requesting entity.

Primary responsibility for any automobile loss always rests with the OWNER of the vehicle. If the owner of an automobile carries automobile insurance, any driver using the auto, with the permission of the owner, has coverage extended to them from the owner's insurance policy. This would not be the case for an entity who is not driving the vehicle but who has requested that the vehicle be used for their benefit. It was for this reason that NON-OWNED AUTOMOBILE LIABILITY INSURANCE coverage was developed.

The purpose of non-owned liability insurance is to provide insurance protection to the employer, the Federation, Event Director, or coach whenever they are held responsible for a loss arising out of an auto they do not own, hire, rent, or personally drive. Coverage under this insurance DOES NOT extend to the driver of the vehicle involved in the claim for damages. THIS IS A VERY IMPORTANT FACT TO REMEMBER WHEN ASKING VOLUNTEERS, EMPLOYEES, OR OTHERS TO USE THEIR OWN PERSONAL VEHICLES FOR THE BENEFIT OF THE EVENT OR BUSINESS.

The Master Insurance Policy provided by USA Volleyball does provide NON-OWNED AUTOMOBILE LIABILITY INSURANCE protection for the Association, its directors, coaches, and others acting on behalf of the Association when requesting others to use their personal autos for the benefit of the Association.

Some risk management principles that should be applied to help minimize the loss potential arising from the use of non-owned automobiles are:

1. Always advise the vehicle owner that his/her auto insurance is the primary and that the Association's policy would not offer any primary coverage to the driver or vehicle owner in the event of a loss.
2. Be sure to ask if the volunteer driver's automobile is covered by insurance. It is recommended that the volunteer's insurance policy have limits of at least \$300,000.
3. Ask what type of vehicle will be driven. Whenever possible, make a visual evaluation of the vehicle to determine if it is in good mechanical order.
4. Whenever possible, request a Motor Vehicle Record (MVR) on the driver to determine driving habits.
5. Don't assume anything. Place yourself in the shoes of a "reasonable and prudent" person and ask yourself, "Would I drive that car or ride with that driver?"

You may deem these risk management concepts too cumbersome and they may be for some situations. Nevertheless, you have an obligation to yourself and others to insure that people driving vehicles on your behalf are doing so in a prudent and reasonable manner. The non-owned liability exposure you face in conducting your business or event should not be taken lightly.

Hired Automobile Liability

The exposure to loss arising from the use of a hire automobile occurs anytime an entity or individual hires, rents, or leases (under six months) an automobile for business purposes. The exposure contemplates both the car/truck being driven by the person renting the vehicle and a car/truck that is hired with a driver. The first example is the most common in which a Tournament Director or Race Director rents a Hertz truck for three days to move equipment to and from the event site or several Hertz cars rented in order to provide transportation for players or officials. The second example would involve a Director that hires a bus or van service to haul spectators or participants from a remote parking facility to the event complex. Both situations occur regularly at many sporting events.

As indicated under the Non-Owned Automobile Liability section, primary responsibility for loss arising out of an auto rests with the owner of the vehicle. This would be the case with autos that are hired, rented, or leased by an entity. Typically, the rental agreement signed to take possession of the vehicle transfers the burden of responsibility from the vehicle owner to the vehicle operator. This contractual transfer of responsibility can cause a tremendous loss exposure to the Director, entity, coach, etc., if not dealt with prudently.

If a business entity or individual has either a commercial auto or personal auto liability policy in force that covers the entity or individual for loss arising out of the use of ANY vehicle, the need for any additional insurance coverage for the hired automobile is minimized. Hired Automobile Liability insurance coverage was designed to provide automobile liability coverage for those entities or individuals that do not OWN autos and therefore, would not have a need to purchase a commercial or personal auto liability policy.

The Master Insurance Policy provided by USA Volleyball does provide HIRED AUTOMOBILE LIABILITY insurance coverage to the Association and all individuals renting, hiring, or leasing vehicles on behalf of the Association. The vehicle would have to be rented in the name of the Association or in the NAME OF THE SANCTIONED EVENT for coverage to apply. Only those people authorized by USA Volleyball to conduct business on behalf of USA Volleyball can give permission to rent a vehicle in the name of the ASSOCIATION or SANCTIONED EVENT. Permission must be granted in writing by a USA Volleyball official with a copy sent to the USA Volleyball National Office. Directors or others renting, hiring, or leasing a vehicle in their own name without written permission by USA Volleyball would **NOT** have coverage under the USA Volleyball policy.

Examples of how non-owned and Hired Automobile coverage would apply: (Examples are generic in nature and may not reflect the actual outcome of a claim.)

Non-Owned Automobile

1. A coach asks a Junior player's mother to transport several players to an upcoming, sanctioned tournament and an ensuing "at fault" accident occurs injuring players as well as others. Because of the severity of the accident, the mother, the coach, and USA Volleyball are sued for damages. Coverage for the coach and USA Volleyball would be provided by the USA Volleyball policy. No coverage would be provided to the mother.
2. A coach transports players in his/her vehicle and is involved in an accident causing injury to players and others. An injured player sues the coach, the Regional Commissioner, and USA Volleyball for damages. Coverage would be provided to the commissioner and USA Volleyball but not the coach.
3. A parent or player is transporting other players to a sanctioned or approved event in their own personal auto and a fatality accident occurs. Neither parent nor player were asked by USA Volleyball to transport players. No coverage would be provided by the USA Volleyball policy.
4. A Tournament Director of a sanctioned event asks a 17 year old volunteer to use her vehicle to pick up some important officials and sponsors from the airport. On returning from the airport, there is an accident resulting in severe injury to one of the passengers. Suit is brought against the driver, the Director, the Region, and USA Volleyball for negligence in allowing the inexperienced driver to drive. Coverage would be provided for the Director, Region, and USA Volleyball but not the driver.

Hired Automobile

1. A Regional Commissioner hires a truck and driver to transport equipment to the tournament site of the Regional Championships. While transporting the equipment, the driver rear-ends a school bus. The \$100,000 of insurance coverage on the truck is inadequate to cover the loss. Parents sue the Regional Commissioner and USA Volleyball for their negligence in hiring an underinsured trucker. Coverage would be provided to the Commissioner and USA Volleyball but not the driver.
2. Four courtesy cars are rented from Hertz to be used by the officials of a sanctioned event. Permission was granted by USA Volleyball to the Tournament Director to rent the cars in the name of the Tournament. An official is involved in an auto accident causing injury to another party. The injured party seeks damages from the official and the Tournament Director. If the official has an auto policy in force, that policy would respond to cover the official. The USA Volleyball policy would provide coverage for the Tournament Director and potential excess coverage for the official.
3. An auto is rented by the Tournament Director with the permission of USA Volleyball. The Director asks a volunteer to use the vehicle to pick up officials at the airport. On the way to the airport, an accident occurs. The injured party sues the driver and the Tournament Director. The USA Volleyball policy would provide coverage to both the driver and the Director.
4. An auto is rented in the name of the Tournament Director to haul equipment to and from a tournament site sanctioned by USA Volleyball. No authorization was granted by USA Volleyball for the use of the auto. While hauling equipment, The Director is involved in an accident. No coverage would be provided to the Tournament Director. Coverage would be provided to USA Volleyball if the Association was named in a suit.

DISCRIMINATION AND SEXUAL HARASSMENT POLICY

Discrimination:

It is the policy of the USAV Moku O Keawe Region is not to discriminate against any person on the basis of race,color,religion,sex,age, national origin,handicap,or status as a disabled veteran or veteran of theVietnam era.

Sexual Harassment:

As an extension to the USA Volleyball Participant Code of Conduct, by which all members of the Moku Region (the Region) are bound; and, to establish the Region's prohibition of such harassment, to define procedure for reporting such harassment, and to establish guidelines for the administration of discipline, the Region does hereby adopt the following policy on sexual harassment (the Policy).

Policy

The Region believes that all of its members have the right to an environment totally free of sexual harassment and ethnic, racial, discriminatory, or sexual joking and epithets. Sexual harassment is illegal and will not be tolerated by the Region. Any employee or member of the Region who engages in sexual harassment will be subjected to disciplinary action.

Definition

Sexual harassment is described as a continuing pattern of unwelcome sexual overtures, request for sexual favors, or other conduct of a sexual nature when submission to, or rejection of, such conduct by an individual is used as the basis for participation or team selection decisions; or such conduct has the purpose or effect of unreasonably interfering with an individual's opportunity to participate in volleyball events or creating an intimidating, hostile or offensive environment.

Conduct constituting sexual harassment may include, but not be limited to: suggestive comments about physical appearance; leering or staring; use or display of sexual material not legitimately connected to participation in volleyball; sexual teasing; jokes with sexual themes; unwanted physical conduct; promises or rewards in return for sexual favors; sexual assault or certain sexual physical contact; and touching, propositions or advances.

Response to Sexual Harassment

If you are a Region member and are sexually harassed by another Region member, you may take any or all of the following actions:

- Respond immediately and do not ignore the problem; and
- Speak to the offender about his or her behavior. Additionally, you should report such behavior to your coach and the Commissioner.

Complaints

If you are a Region member and are sexually harassed by another Region member, you should immediately notify your coach and/or team representative, as applicable, and the Commissioner.

Please send the following information, in writing to the Commissioner: a) your name; b) the name of the alleged offender; c) the specific nature and dates of the sexual harassment; and d) witnesses to the actions, if any. The name and address of the Commissioner is listed in the front of the Handbook.

The Commissioner will investigate the charges. Any member may be suspended from participation in sanctioned events, pending the investigation. Based upon the results of the investigation, and on a case-by-case basis, the Commissioner or his duly assigned designee will determine whether the conduct of the alleged offender constitutes sexual harassment. If a determination that the member is guilty of sexual harassment is made, immediate and appropriate disciplinary action will be taken. The disciplinary action will be consistent with the nature and severity of the offense, and shall be approved by the Review Board. Such disciplinary action may include, but shall not be limited to warnings; suspension; termination; or permanent expulsion from the Region. Additionally, any member who fails to cooperate in an investigation of alleged sexual harassment is subject to appropriate sanctions including without limitation, all of the above.

Appeals

Any member who feels he or she has not been treated fairly according to these policies should utilize the Region's due process procedures.

Amendment

This policy may be amended from time to time as recommended by the Commissioner and/or adopted by the Board.

DUE PROCESS

Introduction:

It is the responsibility of the Moku O Keawe Region Regional Volleyball Association Board of Directors to administer volleyball rules within the Moku O Keawe Region. Region members who violate, or accused of violating, Region rules (as spelled out in the Handbook), United States Volleyball Association rules (as described in its Guidebook), or the USA Volleyball Code of Conduct for players or coaches may require action by the Region. "Due process" procedures are hereby established to protect the rights of any accused Region member, the safety of Region members, and the integrity of the Region.

Application:

This policy applies to all members of the Region - officials, coaches, chaperones, team or any person participating or attending a USA Volleyball function in the Region.

Conduct Requiring Disciplinary Action:

Disciplinary action shall be based on a violation of any of the following:

- A. Region Coaches of Ethics
- B. Coaches Code of Ethics found in the USA Volleyball IMPACT Manual.
- C. Code of Conduct as printed on the back of Moku Region/USA Volleyball individual membership application.
- D. Eligibility rules per the USA Volleyball Guide.
- E. USA Volleyball substance abuse policy, per the USA Volleyball Guide.
- F. Actions pertaining to volleyball **NOT** to be in the best interest of the Region.

The method and time of imposing sanctions is dependent on the type of infraction:

1. Minor Infractions:

Infractions of a procedural nature require prompt action sooner than a meeting of the Administrative Board of the Region. Infractions by individuals or teams result in automatic sanctions in accordance with the Region Handbook

- ◆ Failure to have certified officials by specified dates;
- ◆ Failure to appear at an event for which a team is pre-registered;
- ◆ Untimely withdrawal from a tournament;
- ◆ Failure to fulfill work (officiating) obligations;
- ◆ Irregularities in the roster.

The appropriate officer of the Region (e.g. Commissioner, Executive Tournament Director, or Officials Chairperson), after considering the evidence of wrongdoing, may administer a sanction. If there is no clearly appropriate Board officer, the Commissioner shall administer the sanction.

The Commissioner, after considering the evidence, shall impose a sanction for routine wrongdoings by Region members not otherwise provided for by the Handbook.

2. Serious Infractions (Immediate action *before and without a hearing*)

These generally involve considerations of safety, (child molestation, violence, significant property damage, and/or comparable activity). Such actions always should be followed by a hearing as soon as possible. Serious matters requiring immediate action, includes, but are not limited to the following:

THE FOLLOWING ACTIONS ARE PROHIBITED AND WILL RESULT IN AN AUTOMATIC AND IMMEDIATE SANCTION IF AN INDIVIDUAL IS CAUGHT IN THE ACT:

1. Illegal transport, illegal possession, or illegal use of drugs or other substances banned by MOKU REGION or USAV. (NOTE: Disciplinary actions for use of banned substances shall be in accordance with USAV Drug Policy Program.)
2. Use of a recognized identification card by anyone other than the individual described on the card.
3. Physical damage to a facility or theft of items from a room, dormitory, residence or other person. (Restitution will be a part of any penalty imposed.)
4. Possession of fireworks, ammunition, firearms, other weapons or any item or material which by commonly accepted practices and principles would be a hazard or harmful to other persons.
5. Any action considered to be an offense under Federal, State or local laws/ordinances.
6. Violation of the specific policies, regulations, and/or procedures of any facility used in conjunction with a sanctioned event. (It is the responsibility of the individual to be familiar with applicable specific policies, regulations and procedures.)
7. Conduct that is inappropriate as determined by comparison to normally accepted behavior.
8. Physical or verbal intimidation of any individual.

The schedule of sanctions shall be as follows:

<u>Infraction</u>	<u>When Occurred</u>	<u>Suggested Maximum Penalty**</u>
First	Before or During Event	Individual disqualified immediately (if person is a junior she/he will be sent home as soon as possible and parent or guardian notified). The individual will be ineligible to participate in any USAV sanctioned events for the remainder of the season and up to one year starting from the date of the infraction.
	After event concludes	Individual will be declared ineligible for MOKU REGION membership or USAV registration for one year starting from the date of the infraction.
Second	Before or during event	Individual disqualified immediately (if person is a junior she/he will be sent home as soon as possible and parent or guardian notified). The individual will be declared ineligible for MOKU REGION membership or USAV registration for two years starting from the date of the infraction.
	After event concludes	Individual will be declared ineligible for MOKU REGION membership or USAV registration for two years starting from the date of the infraction,
Third		Individual will be immediately declared ineligible for MOKU REGION membership or USAV registration for the remainder of her/his lifetime.

NOTE: Major misbehavior (e.g. verbal or physical abuse of a child, sexual harassment, etc.) may subject the violator to immediate lifetime ineligibility for MOKU O KEAWE REGION membership or USAV registration.

For any event occurring at a tournament site, within a reasonable time before, during, or after the tournament, the sanction may be immediately imposed by the host of the tournament or the Commissioner.

3. Other Serious Infractions:

Unless the safety of Region members is at risk, physical or other substantial injury has resulted, or the accused was clearly caught in the act of a serious wrongdoing relevant to volleyball, no penalty, sanction or fine shall be imposed against the accused without a hearing by the Review Board. In the instances cited, the Commissioner may impose a temporary sanction after careful consideration of the evidence and situation; any sanction shall be in writing and delivered to the accused.

PROCEDURE FOR SERIOUS MATTERS AND APPEALS FROM DECISIONS ON ROUTINE MATTERS

Sanctions for Serious Matters:

A complaint citing a violation of any of the above shall be *in writing* to the Commissioner, and to the Tournament Director, if the event occurred at a Tournament.

The complaint should include the following:

- a. Summary of the accusation or allegations.
- b. Specific facts detailing the allegations of the complaint with specific details as to the time and place of the occurrence.
- c. The names, addresses, and phone numbers of all witnesses and where possible, their statements describing the infraction/event.

Upon receipt of a complaint regarding a violation, the Commissioner shall provide copies to the Board of Directors of the Region.

The Commissioner shall ascertain whether the complaint requires immediate action, prompt action, or may wait to convene the Board of Directors. The Commissioner shall thereafter cause an investigation to begin to verify the complaint. Such investigation shall be done expeditiously and handled in a timely manner, but not later than twenty days (20) from receipt of the complaint. The Commissioner may, after further investigation, reclassify the incident, based on the facts surrounding the complaint.

The Commissioner, or investigative designate, may accept statements from witnesses, obtain evidence and take the appropriate steps to confirm and verify the complaint.

Once the validity of the complaint determined and confirmation that a violation occurred, a written copy of the complaint shall be forwarded by **CERTIFIED MAIL** to the last known address of the alleged violator.

The complaint shall include:

- a. A statement that the individual has the right to present his/her side of the violation.
- b. Sanction(s) imposed, if any.
- c. Date, time and description of any hearing or conference scheduled.
- d. Statement that a penalty or sanction may be imposed as a result of the hearing.
- e. Request for a response within twenty days of receipt of the complaint and a statement that if the individual fails to respond, that the sanction(s), if not already in effect, will be imposed, or if already imposed, shall continue. The response should provide statements of witnesses and/or the name, addresses and phone numbers of witnesses intended to be called by the accused, and who have personal knowledge of the incident(s).
- f. Copy of this policy.

APPEAL PROCESS:

1) FIRST LEVEL

Appeals on sanction(s) for routine matters shall be in writing and addressed to the Commissioner no later than thirty calendar days after the accused was notified orally or in writing of the sanction. The Commissioner may rule on the appeal or refer the appeal to the Review Board (as described below). If the Commissioner rules on the appeal and the accused wishes to appeal the decision, the appeal shall be made to the Review Board.

2) SECOND LEVEL

The Review Board consists of - the Registrar, Executive Tournament Director, and Officials Chairperson. The Registrar shall serve as the administrative chair of the Committee.

The Review Board shall be responsible for acting on alleged wrongdoings of a serious nature by Region members or for appeals from sanctions for minor infractions. The Review Board shall also meet to determine the appropriate sanction (if not already imposed) if the alleged violator does not respond within the above time frame.

If the violator provides a written response, the Review Board shall set a date in order to allow the accused to present his/her side of the violation to the Review Board. The alleged violator may provide evidence, witnesses, in response to the complaint. (The hearing shall be private and witnesses, if questioned, shall be questioned out of the presence of other witnesses.)

The alleged violator and the Review Board may agree to a conference call. If by conference call, the head of the Review Board shall initiate the conference call at a time and date agreed upon by both parties.

The accused, if a junior, may have either or both parents present and his/her coach, but only one adult representative of the junior may provide argument or question witnesses.

In conducting a hearing or conference call, common sense shall prevail. Each such hearing has four essential segments:

- a. Presentation of the complaint and any evidence in support of the complaint.
- b. Response, defense or counter argument of accused.
- c. Opportunity for accused to confront accuser.
- d. Making decision.

After the hearing, all interested parties shall be dismissed and the Review Board shall consider and discuss the evidence (but not necessarily the same day). The Review Board shall reach a decision as soon as possible and notify the accused in writing.

The Review Board may take the following actions:

- a. No Action - the Review Board may elect to take no further action on this matter, allowing any imposed sanction to remain in place.
- b. Probation - the Review Board may recommend probation. Whereby, the imposed sanction is suspended and may be re-imposed if any subsequent violation of the Region's Coaches Code of Conduct; Code of Ethics found in the USA Volleyball Impact Manual; Code of Conduct on the reverse of the Individual Membership Application; Eligibility Rules as defined in the current year's USA Volleyball Guidebook; USAV Substance Abuse Policy; or any other action not to be in the best interest of the Region.
- c. Reprimand - the Review Board may recommend a reprimand and additional fines or sanctions.
- d. Suspension - the Review Board may recommend suspension from any USA Volleyball activities within the Region for a determined period of time

The Review Board is empowered to impose whatever sanctions it deems appropriate. The decision of the Review Board shall be binding on the accused, pending the next Board of Directors meeting.

The Review Board shall submit its recommendations to the Board of Directors of the Region for review at the next scheduled meeting. A copy shall be submitted to the Region Office and a file maintained as to the complaint and decision of the Review Board.

Any member disciplined for a violation of any of the above will be notified in writing of the committee's findings, decisions, and the appeal process.

If a member is to be disciplined, copies of findings, decision, recommendations, and sanctions shall be afforded the violator and copies retained by the Region Office.

All results of Suspensions will be reported to the National Office and upon request, made available to any/all USA Volleyball Regions under the Reciprocity Agreement passed in May 1997.

Final Appeal

Appeals of decisions from the Review Board shall be to the Commissioner and if needed, a Legal Advisor. An appeal hearing shall follow the same format as described above for the Review Board. The Legal Advisor shall serve as chairperson of the hearing of any appeal.

The accused must provide written notice to the Commissioner of an intention to appeal a Review Board decision within thirty days after such decision has been mailed by certified mail or delivered by hand delivery to the accused. Otherwise, the accused shall not be entitled to an appeal.

An appeal hearing shall occur within thirty days after notice of intent to appeal has been mailed unless the appellant and Commissioner agree otherwise. Any decision and sanction of the Review Board shall remain in effect until the appeal hearing.

Miscellaneous

The Region Board is not a court of law, but rather, a non-profit private group of volunteers, volleyball players, coaches and organizer selected by the Region membership to administer volleyball within the Region. It is the duty of the Region Board to strive to obtain just and fair results when a Region member or team is accused of wrongdoing relevant to volleyball within the Region. As a private body, the Region Board does not follow the Federal Rules of Evidence but shall accord weight to evidence based on its substance and on common sense.

Note that the Review and Region Boards have the authority to suspend membership privileges for more than one year.

The United States Volleyball Association now provides that the only appeal from a decision of the Region Board shall be to the United States Volleyball Association National Ethics and Eligibility Committee and only for a determination of whether the accused received due process.

If an individual moves into the Region, or a team attempts to register in the Region, subject to the sanctions of another Region, which has a procedure for appealing from sanctions, the Moku o Keawe Region shall respect and observe the other Region's sanction for the balance of its term (regardless of whether the individual or team exercised such appeal process).

All results of Suspensions will be reported to the National Office and upon request, made available to any/all USA Volleyball Regions under the Reciprocity Agreement passed in May 1997.