

Iowa Region Handbook & Operating Code



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Table of Contents

ARTICLE I.....	MISSION	3
ARTICLE II.....	MEMBERSHIP BENEFITS	3
ARTICLE III.....	MEMBERSHIPS TYPES.....	3
ARTICLE IV	MEMBERSHIP CARDS	4
ARTICLE V.....	REGISTRATION.....	5
ARTICLE VI	ADDING PARTICIPANTS	6
ARTICLE VIII	SANCTIONS FOR UNREGISTERED PARTICIPANTS	7
ARTICLE IX	LEVEL OF PLAY & TEAM AGE DEFINITIONS.....	7
ARTICLE X.....	TEAM COMPOSITION	8
ARTICLE XI	FORMING A TEAM	9
ARTICLE XII	TRYOUT POLICIES & COMMITMENT LETTER.....	10
ARTICLE XIII	TRANSFERRING / CHANGING TEAMS	12
ARTICLE XIV	FORMING A CLUB	12
ARTICLE XV	CLUB REGULATIONS	12
ARTICLE XVI.....	CLUB DIRECTORS RESPONSIBILITIES	14
ARTICLE XVII.....	SOCIAL MEDIA & ELECTRONIC COMMUNICATIONS POLICY.....	15
ARTICLE XVIII	SAFESPORT SUPERVISION & TRAVEL POLICIES.....	16
ARTICLE XIX.....	RULES OF THE GAME.....	17
ARTICLE XX.....	UNIFORM RULES.....	18
ARTICLE XXI.....	TEAM OFFICIATING DUTIES & REQUIREMENTS.....	18
ARTICLE XXII.....	OFFICIALS' CLINICS	19
ARTICLE XXIII	REFEREE LEVELS & REQUIREMENTS	19
ARTICLE XXI.....	SCORERS LEVELS & REQUIREMENTS.....	20
ARTICLE XXV	OFFICIALS' UNIFORM	20
ARTICLE XXVI	SANCTIONED SEASON	20
ARTICLE XXVII	TOURNAMENT CALENDAR	21
ARTICLE XXVIII.....	TOURNAMENT REGISTRATION.....	21
ARTICLE XXIX	TOURNAMENT ENTRIES.....	22
ARTICLE XXX	TOURNAMENT ENTRY FEES.....	22
ARTICLE XXXI	HOSTING A TOURNAMENT.....	22
ARTICLE XXXII.....	SANCTIONED LEAGUE GUIDELINES	23
ARTICLE XXXIII.....	SANCTIONED TOURNAMENT GUIDELINES	24
ARTICLE XXXIV.....	TOURNAMENT AWARDS.....	26
ARTICLE XXXV	HANDLING BLOOD & BODY FLUIDS ISSUES.....	27
ARTICLE XXXVI.....	COMMON TOURNAMENT PROBLEMS & POSSIBLE SANCTIONS	27
ARTICLE XXXVII	FACILITY CONDUCT CODE.....	28
ARTICLE XXXVIII	COACHES CODE OF CONDUCT	29
ARTICLE XXXIX.....	PARENT CODE OF CONDUCT	30
ARTICLE XL	SPECTATOR CODE OF CONDUCT	31
ARTICLE XLI	INSURANCE	32
ARTICLE XLII	DUE PROCESS	32

IOWA REGION HANDBOOK

ARTICLE I MISSION

- 1.01 To promote widespread interest in the sport of volleyball, to increase the number of participants in the sport, and to develop skillful playing of the game. Any individual is eligible to become a member of the USA Volleyball Iowa Region regardless of age, race, creed, religion or ethnic background.

ARTICLE II MEMBERSHIP BENEFITS

The Individual Membership is available for athletes and non-players (i.e., administrative personnel, coaches, chaperones, managers, referees, scorers, team representatives, trainers, and volleyball supporters). These individual memberships are available:

2.01 **Adult Full and Junior Full membership benefits:**

- A. The right to participate in the USA Volleyball regional, zonal and national events.
- B. Region Office personnel services.
- C. Voice in regional leadership selections.
- D. A USA Volleyball Domestic Competition Regulations book (rules) is distributed to clubs, each team getting 2 books (now published every other season).
- E. Online access to the Iowa Region Team Handbook.
- F. Free clinics for officials, coaches, players and tournament hosts. Reduced fees to national level Coach's CAP clinics.
- G. A \$1,000,000 limit of liability for bodily injury and property damage insurance coverage.
- H. Free liability insurance for practice and tournament facilities.
- I. Merchandise and exhibitions discounts.
- J. Affiliation with athletes and leaders, who represent the United States in Olympic and World competitions, as well as the National Governing Body, USA Volleyball.

2.02 **Single Event, Summer, Camp membership benefits:**

- A. A \$1,000,000 limit of liability for bodily injury and property damage insurance coverage.
- B. Affiliation with athletes and leaders, who represent the United States in Olympic and World competitions, as well as the National Governing Body, USA Volleyball.

ARTICLE III MEMBERSHIPS TYPES

USA Volleyball Iowa Region sanctioned season activities (e.g., camps, clinics, leagues, tournaments) require all individuals who occupy the team bench to register prior to participating. A USA Volleyball membership is valid for 14 months, September 1 through the following October 31.

- 3.01 **The Individual Membership** is available for athletes and non-players (i.e., administrative personnel, coaches, chaperones, managers, referees, scorers, team representatives, trainers, and volleyball supporters). These individual memberships are available:

A. **ADULT PLAYER MEMBERSHIPS.**

- 1. **Adult Player** is available for all players not eligible for the Collegiate Player membership. No Junior Club activities allowed with this membership. Adult players who coach juniors need an Adult Junior Club Staff membership.
- 2. **Collegiate Player** includes adult players who are attending a college or university. No Junior Club activities allowed with this membership. Collegiate age players who coach juniors need an Adult Junior Club Staff membership.

B. **ADULT WORKING WITH JUNIOR CLUB STAFF MEMBERSHIP.**

- 1. **Adult Junior Club Staff** includes all Adults participating as a Junior Club Coach, Team Representatives and/or Club Directors/Administrators.

2. **Other Adult Working with Juniors** includes Chaperones, Officials, Tournament/Site Directors, Parents Officials, and Junior Program helpers.
- C. **Limited Adult Memberships.**
1. **One-Day Membership.** Any adult participating in an Iowa Region tournament, tryout or one-day event may purchase a One-Day membership. This participant is not eligible for Regional/Zonal/National Championships or clinics. This member may elect to upgrade to a full membership upon payment of the balance of the Adult membership fee. If multiple one-day memberships are used only the last fee paid will be applied to the upgrade fee. Adults participating as Junior Club Staff who use this membership must have a completed background check (good for 2 years) and do the online Junior Club Personnel Code of Ethics.
 2. **Summer Membership.** Good for indoor and outdoor play from May 1st through October 31st. This membership cannot be used for National Events or High Performance events.
- D. **JUNIOR GIRLS & BOYS MEMBERSHIPS.** Any person born on or after September 1, and who are 18 years old or younger and **high school students** in the 12th grade or below, during the current academic year, or who are 12th graders who are 19 years of age or younger on September 1 of the current season may register as a Junior member. This means that a player must be the age they are applying for through August 31st of that season.
1. Once a player participates in a club or varsity program for any university, college, community college or junior college, he/she is ineligible to play in any regional or national JNC qualifying and championship events.
- E. **TYPES OF JUNIOR MEMBERSHIPS**
1. **Junior Girls 12U-18U** or still in high school.
 2. **Junior Boys 9U-18U** or still in high school.
 3. **Junior Girls 11U & Younger.** This membership is for any girls who are born on or after September 1 of the correct year & younger that qualifies them for 11U or younger competition.
 4. **Junior Girls & Boys 8U & Younger.** This membership is for any girls or boys who are born on or after September 1 of the correct year & younger that qualifies them for 8U or younger competition.
- F. **Limited Junior Memberships.**
1. **Limited League (Girls 12-18U).** This membership is for Junior Players who are **ONLY** participating in an Iowa Region Sanctioned league and **the league team (not individual) can participate in two (2) Silver level region tournaments.**
 2. **One-Day Membership.** Any junior or youth athlete participating in an **Iowa Region tournament, tryout or one-day event** may purchase a One-Day membership. This participant is not eligible for Regional/Zonal/ National Championships. This member may elect to upgrade to the appropriate full membership upon payment of the balance of the Junior membership fee. If multiple one-day memberships are used only the last fee paid will be applied to the upgrade fee.
 3. **October/November Tryout Membership.** Valid October 4, 2016- November 22, 2016; **limited to only 5 tryout dates.** This member upgrade to the appropriate full membership upon payment of the balance of the Junior membership fee.
 4. **Summer Membership.** Good for indoor and outdoor play from May 1st through October 31st. This membership cannot be used for National Events or High Performance events.
- G. **TYPES OF UPGRADE MEMBERSHIPS:**
1. Junior Upgrades: Junior player Tryout, and one-day upgrades. A special upgrade membership option is available for those 8U FREE memberships who want to play national events.
 2. Adult upgrades: Adult or Collegiate Player to full Adult Junior Club Staff or Adult working with Juniors. Adult upgrades from Other Adults working with Juniors to a full Adult Junior Club Staff membership.

ARTICLE IV MEMBERSHIP CARDS

- 4.01 **Membership cards.** The online membership system allows members to print paper copies of their membership card with barcode verification.

ARTICLE V

REGISTRATION

5.01 Registration process.

- A. **Individual Membership Process.** Have each participant (players, coaches, chaperone, manager, referees, scorers, trainer, administrative personnel, team rep) apply online.
1. **If they did not pay online, Club Directors need to collect the membership fees to turn in with the unpaid members list from the online system.**
 2. **Benefits become effective.** Registered member's benefits, including insurance coverage, become effective when the online membership process is completed and fees are paid online or received and processed in the Region Office.
- B. **Medical Release Form.** The form can be printed directly from the online system for all **Youth & Junior members** during the registration process. The Region strongly suggests that all Adult members also complete a Medical Release form. The Adult form can be found on the Region website.
1. **Team Representatives/Coaches need to keep the Medical Release forms with the team at all times.** Do **NOT** send to the Region Office. At the end of the season the Medical Release forms should be shredded.
 2. Medical Release forms should be available at all practices and USA Volleyball events. It is further recommended that all participants keep a copy in their own bag. This is especially important when traveling or when an individual is injured and unable to communicate necessary information.
 3. The Iowa Region has an **Adult Medical Release** form that may be helpful, but not required, to take to all events.
- C. **Background Screening.** The screening is good for 2 seasons. The background screening process starts only after the fee is paid and the online process is complete. The process during high demand or holiday periods can take up to 10 days to 2 weeks. The Background Screening Authorization form can be signed online
1. **All Adults who want to be associated with a Junior program,** officiate junior events or direct junior events will have to go through the background screening process.
 2. **Junior Aged Assistant Coaches will need a background screening if they are 18 or when they turn 18.**
 3. Juniors who turn 18 after they start as assistant coaches can return to the online system after their birthday and complete the form
- D. **Junior Club Personnel Code of Ethics.** All adults associated with a junior program or working junior events must sign a USA Volleyball Junior Club Personnel Code of Ethics. The code is required of all adults actively participating as a club director, administrator, coach, chaperone, official (Ref/Scorer) and/or tournament director.
- E. **Junior Age Assistant coaches must complete** a paper copy of the **Junior Club Personnel Code of Ethics and** turned it into the Iowa Region Office before they participate at practices or events.
1. **If under 18 years of age a parent or guardian must also sign the form.**
- F. **For those not registered online:** Collect membership forms and fees and send to the Region Office at least two (2) weeks prior to playing in your first practice.
1. Have individuals who did not pay via the internet make checks payable to the club's account.
 2. Print the Club Unpaid Members list from the online system.
 3. Signed paper individual membership forms should be collected and submitted to the Region Office for any individual who is unable to complete the online registration process.
 - a. The applicant and parent/guardian for a junior age applicant will need to sign the form.
 - b. Paper forms of the background screening and Junior Club Personnel Code of Ethics may be found on the website as well for those who need them and didn't complete the process online.
 4. All other required paper forms should be collected and submitted including the Individual Membership forms, Background Screening Consent form, and the Junior Club Personnel Code of Ethics form.

5. Each incomplete application submitted (such as: lacking signatures, additional required forms...) will need to be resubmitted and may result in a \$10.00 processing fee.
 6. **Make a copy of all forms submitted** to keep for your file, before you mail them, as sometimes the forms are lost in the mail.
 7. **One check payable to Iowa Region Volleyball** should be written for all fees owed. Payment may also be by credit card (Discover, MasterCard or Visa are accepted).
 8. In the event a **bad check, non-sufficient funds (NSF) check**, etc. is submitted, the Iowa Region office staff will be in contact and the team involved will be ineligible to play until the check is made good and an additional \$20.00 "NSF" fee is paid.
- G. **Individuals on Junior Clubs cannot participate in any tryouts, practices or events, until all required membership forms and club staff forms are completed.** Non-registered participants including players, coaches, and parent helpers have no USAV insurance coverage and cause the liability insurance for the facility and clubs to be invalid.
- H. **Team eligibility for sanctioned events.** An official roster created online (Webpoint) must be turned in at all tournaments. An adult coach or Team Representative must check mark all attending club personal and sign the roster.
1. Team members can only be added to the official roster once they have finished the registration process, including payment of all fees owed, and are current. All participants must be listed on the official roster or show documentation of current membership (membership confirmation or membership card) to participate. **No exceptions are allowed, as the team would not have insurance coverage.**
 2. **Junior Grade Teams the players who are waived** need to be added by office staff and should be submitted at least one (1) week before the event if possible.
 3. **Single-Event players and staff** may not be on the added from Webpoint to the official roster. They will have to provide proof of membership; membership card, pending registration confirmation from Webpoint or paper membership forms required. The team rep or coach will need to **HAND WRITE** their info on the official roster at check in.

ARTICLE VI ADDING PARTICIPANTS

No unregistered individual will be allowed to participate in a USA Volleyball - Iowa Region sanctioned event as an unregistered individual will affect and can negate the insurance coverage.

- 6.01 **Adding players.** Players may be added to team rosters **ANYTIME** during the year provided the registrant has become a current member and completed all required form(s).
- A. **Last minute full player registration** may be completed and paid via the internet. A copy of the first page of the Membership Confirmation form should be printed and submitted to the tournament director.
 - B. **One-Day memberships** may be completed and paid via the internet. A copy of the first page of the Membership Confirmation form should be printed and submitted to the tournament director.
 1. The One-Day membership should list the day the membership will be used. The membership will show pending until the day of the event.
 2. Take the copy of the first page of the online form and it should list the date for which the membership is valid.
- 6.02 **Adults on junior team staffs, adults officiating at junior events or tournament/site directors of junior events** must meet several requirements listed below and most will not be eligible for last minute (day of event) memberships, unless they can produce proof of:
- A. A current membership. Bring a copy of the online completed membership to the event.
 - B. **A current USAV background check.** This usually takes at least 2-3 days, but is good for 2 years, so an adult from the last season might have this completed. The completed background check will appear on the membership card.
 - C. A completed Junior Personnel Code of Conduct form, which can be completed during the online membership process.

ARTICLE VIII

SANCTIONS FOR UNREGISTERED PARTICIPANTS

To insure events and participants do not lose insurance coverage due to unregistered players or staff the following penalties have been imposed. For teams found competing with unregistered players or staff, the following actions will be taken:

8.01 **First Offense:**

- A. The team is disqualified and all sets forfeited for the tournament.
- B. Individuals not registered are required to complete the Individual Membership Form(s) and pay the full membership fee. They will be registered with that club for the rest of the season.
- C. The team will be assessed a \$200 fine and 2-weeks suspension of team coaches.
- D. All fines must be paid before players or staff listed on that day's roster may participate again.

8.02 **Second Offense:**

- A. The team is disqualified and all sets forfeited for the tournament.
- B. Individuals not registered are required to complete the Individual Membership Form(s) and pay the full membership fee. They will be registered with that Club for the rest of the season.
- C. The team will be assessed a \$300 fine and 1-month suspension of team coaches.
- D. All fines must be paid before players or staff listed on that day's roster may participate again.

ARTICLE IX

LEVEL OF PLAY & TEAM AGE DEFINITIONS

9.01 **Adult Playing Levels**

- A. **Select team's skill level.** Adult teams may select to be AA, A, BB or B. These levels were developed to help teams be more competitive in out of region competition. When selecting the level to register, your team should consider your players' skills:
 - 1. The "B" level is designed to accommodate players with a variety of beginning and intermediate skills and interests. Level "B" teams usually perform passing and other skills with up to 50% to 60% accuracy.
 - 2. The "BB" level is designed for players with a combination of intermediate and advance skills and interests. Level "BB" teams perform skills with 70% accuracy.
 - 3. The "A" level is designed for advance skills and interests. Level "A" teams perform skills with an accuracy rate of 80%.
 - 4. The "AA" level is designed for advance skills and interests. Level "AA" teams perform skills with an accuracy rate of 90%.
- B. **Teams when selecting their classification** should take into consideration where they can best compete when traveling to other regions and playing in post-season events; e.g., National Championships.
- C. **Adults may also have age division teams.** Men and Women can compete on 30, 35, 40, 45, 50, 55, 60, 65, 70 & 75 age bracket teams. Players on age division teams may be registered on a level play team and multiple age level teams. These teams do not have to be in a club. Since few age tournaments are offered, the age level teams may enter division level tournaments.
- D. **Adults may also participate in U-Volley events.** These events are for teams of players 185 centimeters (approximately 72.83. inches) or less for men and 175 centimeters (approximately 68.89 inches) or less for women.
- E. **Adults may also participate in Sitting Volleyball events.**
- F. **Adults may also participate in Beach Volleyball events.**

9.02 **Juniors Playing Levels**

- A. **Age Divisions.** USA Junior Volleyball teams are classified according to age divisions. Players need not be currently enrolled in high school. For each season check the age chart found on the Iowa Region website on the Forms page. http://www.iavbreg.org/forms_membership.html
- B. **Once a player participates in a collegiate level club or varsity program (university, college, community college, or junior college)** he/she is ineligible to take part in any regional or national programming, which includes but is not limited to national JNC qualifying and championship events. Participation includes but not limited to practicing, training, attending workouts and/or competition.
- C. **Note:** These age definitions are used by domestic club programs and are NOT the same as the age definitions for the International and Domestic High Performance programs.

- D. **USAV Male Only Age Rule** – Player who are 15 years or younger, who shall neither have completed nor are in a grade higher than the 8th grade during the current academic year are eligible to play in the 14 & Under division.
- E. **For the Current Age chart check the Iowa Region Website forms page.**
http://www.iavbreg.org/forms_membership.html
- F. **Iowa Region Grade Level Division requirements.**
 - 1. Grade team may have unlimited waived players as long as the waived players are in that grade. Young players and correct age players may also play on a grade team.
 - 2. A Grade team with a waiver cannot play in the Qualifying Tournaments Series.
 - 3. A Grade team with a waiver cannot play in the Iowa Regional Qualifying division, at a Qualifier event or the National Championships.
- G. **Age Requirements for Junior Regionals.** Junior Regionals will offer the following championships in each age division – Qualifying, and Non-Qualifying Gold or Silver division events.
 - 1. **The Qualifying Championship division** is for those teams attempting to win a bid to Nationals (for team’s 12U-18U). Qualifying teams pay an additional fee, and must meet the USAV age requirements. The Qualifying division will play for bids to the USAV Junior National Championships.
 - 2. **The Non-Qualifying Championship division** is open to both age and grade teams. These teams will not win bids to any other competition. If there are not enough boys’ teams, the 14U and younger teams will be placed in flights with the appropriate girl's division for pool play and pulled out for playoffs, and the boys’ teams older than 14U can be added to the Adult Men’s Regional Championships.

ARTICLE X TEAM COMPOSITION

To prohibit clubs and players from abusing their playing privileges, the following rules are to be followed when playing in a tournament.

- 10.01 **All one gender.** Adult and Junior men’s, women’s, boy’s and girl’s volleyball teams must be comprised of male only or female only players.
 - A. **An exception is made in Iowa to allow boys** to play on girl’s teams in the 14’s and younger grade division teams
 - 1. Boys are not allowed to play in out of region events, qualifying Regionals, National Qualifiers or Nationals on girl’s teams.
- 10.02 **Mixed/Co-Ed teams.** Mixed or Co-ed teams must have an equal number of male and female players on the court.
- 10.03 **Juniors playing on adult teams.** USA Junior Volleyball athletes may opt to play on an adult team prior to their USA Junior volleyball season. Once the USA Junior volleyball season begins, these athletes must make a decision to play on one team, adult or USA Junior Volleyball, not both. An exception would be when the adult and junior teams have formed a club. Junior players will not be allowed to play on adult teams at National Championship events.
- 10.04 **Junior team composition.** A USA Junior Volleyball team must be comprised of USA Junior Volleyball athletes as defined by USA Volleyball.
 - A. **Junior athletes are restricted to a team by age.** They may play at their own age group or at an older age level, but never younger unless a waiver is granted by the Region Office. Approved Region waivers apply to events sanctioned within the Iowa Region.
 - B. **Grade Waivers:** Waivers for junior players is by grade. If players are in the corresponding grade (15s-9th, 14s-8th, etc) then the team can register as a grade level team.
 - 1. **A grade level team can only play** in non-qualifying Iowa events unless they play at the appropriate age level of the oldest athlete. Grade level teams cannot play in Qualifying Regionals, National Qualifiers or National Championships at their corresponding age level; but they can play at the appropriate age level of the oldest athlete if they want to participate in qualifying events.
 - 2. To play in another Region’s events the waiver must be approved by that Region’s Commissioner and signed. Proof of age by an ID or birth certificate may be requested of any player by the tournament director at tournaments.

- C. **14 & younger female teams can still have male players on their rosters.** The boys must be the listed age (born on or after 9/1 or are in the correct grade). **These teams will have to be grade teams.** These boys will need to be added to the roster by the region Registrar.
- 10.05 **Playing roster.** Teams are allowed a maximum of 15 players and 5 staff positions per team. To prohibit clubs and players from abusing their playing privileges, the following rules are to be followed when playing in a tournament. No excuses, no exceptions; this will be strictly enforced.

ARTICLE XI FORMING A TEAM

- 11.01 **Team Player Requirements.** All players participating in USA Volleyball sanctioned competition are required to register with a team (club) for the purpose of securing players to a team and to specify the level of play.
- 11.02 Types of Teams
- A. **Adult Team.** An Adult team is composed either entirely of adult athletes, or a composite of Adult and Junior athletes. Junior age athletes on an Adult team will not be allowed to play in National or Zonals Championship competitions.
- B. **Junior Team.** A Junior team is composed entirely of junior athletes and adult team staff.
- 11.03 **Each Adult & Junior team shall name a Team Representative.** The Team Representative, a key club leadership position, is someone who usually takes care of team finances, travel arrangements, team communications and other jobs as needed.
- 11.04 **Teams must be part of a club.** The club may be single team clubs or multi-team clubs.
- 11.05 **Organizational meeting.** The initial meeting should cover an explanation of the operation of all the programs, methods of financing (fundraising, dues, and tryout fees), playing time philosophy, team uniforms, and code of conduct expectations for spectators, players and staff. It is recommended to conduct periodic meetings with players, officials, parents, sponsors, etc.
- 11.06 **Junior teams should receive commitment from their parents** as to what their assistance will be: e.g., fundraising, uniforms, housing, transportation, becoming certified as an official, etc. Teams or club sometimes have a written Parent Commitment form.
- 11.07 **An Adult Coach is REQUIRED for each USAV Junior Volleyball team.** Adults in Iowa are defined as graduated from high school and 18 years of age.
- A. **Requirements for all Adults** (defined as 18 years of age) **associated with a Junior club or team.** **All coaches, assistant coaches, and adults on a Junior roster** must complete the following requirements:
1. Be a registered member.
 2. Have a current USAV Background screen.
 3. Have signed Junior Personnel Code of Ethics.
 4. All Junior Team Coaches must have a must have an IMPACT USAV coaches training certification before being placed on a team roster. This included all Junior assistant coaches.
 - a. For Coaches coaching in region events only: IMPACT Part A must be completed by first year coaches before being placed on a team roster. IMPACT part B must be completed in the 2nd year of coaching before being placed on a team roster.
 - b. For Coaches coaching out of region, at USAV Qualifiers or Bid tournaments and also at USAV Junior National Championships: IMPACT Part A and B must be completed before being placed on a team roster.
 5. Have completed the **required USOC SafeSport coursework.** All Adults associated with a Junior team will have must have the requirement met before being added to a Junior team roster.
- B. **A registered adult coach must be at all practices and events.** It is strongly recommended to have 2 adults present at all practices and events for risk management purposes. The second adult does not have to be a coach, but must meet all the above listed requirements.
- C. **Coaches may coach for more than one club** but must pick a primary club. To be added to the team roster of another club they must contact the Iowa Region Registrar at least 3 days before their first event.

- 11.08 **Junior age assistant coaches are allowed by the Iowa Region.** These Junior-age assistant coaches must meet the following requirements
- A. **Must be at least 2 years older than the players.**
 - B. **Must have an adult coach** over the age of 21 with them at all practices.
 - C. Be a registered member.
 - D. Must complete a hard copy of the **Junior Personnel Code of Ethics** signed by them as well as their parent/guardian and submit it to the Region Office by mail or fax.
 - E. Must complete the **IMPACT USAV coach's certification** process before being added to a Junior team roster
 - F. Must complete **the required USOC SafeSport coursework** before being added to a Junior team roster
 - G. **Will need a background screening if they are 18 or when they turn 18.**
 1. Juniors who turn 18 after they start as assistant coaches can return to the online system **AFTER** their birthday and complete the form.
- 11.09 **Tryouts, Invitation, or combination of Invitation and Tryout for certain positions.** Decide on what works best for your program:
- A. A Club/team where tryouts are conducted and selections are made for teams at various age or skill levels;
 - B. A team where all players are invited for all positions; or,
 - C. A team where part of the members are invited and open positions are filled by tryouts.
- 11.10 **Clubs and teams interested in holding open tryouts** should send their dates to the Region Office to be sanctioned and (if desired) posted on the website. **High school girls may not attend** tryouts while they are in season unless approved by their school board. **Each participant must be a current USAV Member. Each person on the tryout staff must be a current member with a current USAV Background screening if they are 18 years or older prior to participating.**
- A. Participants should bring a copy of their completed online confirmation or membership card and their Medical Release form to the tryout.
 - B. It is recommended to have copies of the Individual Paper Membership form and Medical Release form on hand at the tryout for those that were unable to register online prior to attending the tryout.
 1. **All paper forms and registration fees collected at a tryout should be mailed to the Region Office within 3 days of the event.**
- 11.11 **Tryout Policies & Commitment Letter.** All Clubs and players need to follow the Iowa Region and High School Association tryout guidelines. See the following Article for those policies. All Clubs should have all players sign the Commitment Letter each year. Players also need to keep a copy of the contract.
- 11.12 **Junior Grade Teams.** Players on these teams who are waived need to be added by office staff and should be submitted at least one (1) week before the event if possible.

ARTICLE XII TRYOUT POLICIES & COMMITMENT LETTER.

- 12.01 **A club or team may offer a player a position** in their club or team at any time. Coaches or club directors may not force players to give a verbal commitment before the commitment dates listed in this policy.
- A. Clubs who extend offers must keep the offered position open until the same deadlines listed below.
 - B. Early tryouts (before the start of school volleyball season), must keep the offer open until the commitment dates.
 - C. Clubs may not make offers for more positions than are listed for a team in the Sanction and Commitment letter.
 - D. A club or team should use the Commitment Letter. Only a signed letter will be accepted as proof of commitment.
 - E. The Commitment Letter should be sent to players that are invited verbally or by email. A Player accepting an invitation by phone, in-person or via email must sign a Commitment Letter as well.
 - F. All Commitment Letters are kept with the club to present in case of a dispute.

- 12.02 **Players who are invited** to play on a team/club may sign a Commitment Letter at any time. Coaches or club directors may not force players to give a verbal commitment before the commitment dates listed in this policy.
- A. Once an athlete signs a Commitment Letter they cannot attend any other club's tryouts.
 - B. A player is committed to the team/club they signed with for the entire season.
 - C. If a player has received more than one Commitment Letter or offer, any non-selected clubs must be informed within 24 hours of final acceptance with another club.
 - D. Players should also keep a copy of the Commitment Letter to present in case of dispute.
 - E. If a club extends a verbal offer and does not include a Commitment Letter, it is recommended that the player's parents or guardians fill out the information of the offer on the Commitment Letter and send to the club to get a signature on the offer. This is for the protection of the player and to prevent clubs from forcing a commitment before the deadline.
- 12.03 **Offer Periods:** A player cannot be forced to sign or commit to the club or team before the following deadlines. Clubs who extend offers must keep the offered position open until the same deadlines listed below.
- A. **Offer Period for 15U and older.**
 1. A club cannot force a player 15U and older to make a commitment until 4 PM on the Wednesday following the State of Iowa Girls High School Volleyball Tournament.
 2. For tryouts which occur after that date, a player 15U and older has until 4 PM on the Wednesday following the tryout to inform the club if they accept or decline the offer.
 3. Once the offer is made, the club must hold that position available for the player, until the above deadlines.
 4. If a player has received more than one Commitment Letter, the non-selected clubs must be informed within 24 hours of final acceptance.
 - B. **Offer Period for 14U and younger.**
 1. A club cannot force a player 14U and younger to make a commitment until 4PM on the Wednesday following the first Sunday in November.
 2. For tryouts which occur after that date, a player has until 4 PM on the Wednesday following the tryout to inform the club if they accept or decline the offer.
 3. Once the offer is made, the club must hold that position available for the player, until the above deadlines.
 4. If a player has received more than one Commitment Letter, the non-selected clubs must be informed within 24 hours of final acceptance.
- 12.04 **Violations of Tryout Policies by Players & Penalties**
- A. **Violation of Tryout Policy by Player**
 1. It is a violation for a player to sign more than one (1) Commitment Letter.
 2. It is a violation for a player to back out of this commitment, or to attend another tryout.
 3. It is deemed a falsification of the Commitment Letter if a player falsifies any part of this Commitment Letter including the date.
 - B. **Player Penalty:** If a player violates the Tryout Policy, the player is suspended for the entire season.
- 12.05 **Violations of Tryout Policies by Coaches or Club Directors & Penalties**
- A. **Forcing Commitment:** It is a violation of the Tryout Policy when coaches or club directors to force a player to give a verbal or written commitment before the dates listed above.
 - B. **Not Holding Position:** It is a violation of the Tryout Policy when coaches or club directors do not hold the offered position for an athlete.
 - C. **Penalties for Clubs** who violate the Tryout (recruiting) Policy:
 1. When a club violation has occurred, all team members for that particular team will be released. These players will then have the option to play on the team that is reformed or tryout or play for other club teams.
 2. **Qualifier Restrictions:** Furthermore, the team and age division in which the violation occurred, will not be allowed to play in any Qualifying event in the Iowa Region or Nationally.

3. Out of Region Events: When a club Tryout Policy violation has occurred, the team will be banned from out of region events held after the Iowa Regionals.

12.06 **IOWA REGION COMMITMENT LETTER** Clubs should use the Commitment Letter to send for all offers made to players for a season. The club and the player should keep a copy of the letter to submit to the Region office in case of a dispute. The letter can be found on the region website forms page.

http://www.iavbreg.org/forms_cd.html

ARTICLE XIII TRANSFERRING / CHANGING TEAMS

- 13.01 **Registered Players cannot move between teams except in multi-team clubs.** Once a player signs a Commitment Letter or registers with a club, they may not play with another team except in multi-team club situations. **Multi-team clubs may move players** according to Iowa Region policy as stated in Article XVII. Athletes may can play with other teams in their club for which they are age/gender eligible to play.
- 13.02 **Registered Players may only transfer to other Regions.** After a player registered for the season transfers will only be granted to players whose family has moved to a new region.

ARTICLE XIV FORMING A CLUB

- 14.01 **Teams can elect to be a single team club or group together to form a multi-team club.** Multi-team clubs form so that players, staff, practice facilities, etc. can be shared.
- 14.02 **One-Team Club.** Some people prefer to play as a single team composed of six to fifteen players. These teams prefer not to spend the time coordinating activities and players with other teams. These clubs may NOT borrow players from any other club or team.
- 14.03 **Multi-Team Club program.** Clubs in the Iowa Region often consists of two or more teams.
 - A. There are numerous advantages for multiple teams in a club: e.g., teams can be coached together, share a practice facility, share players for tournaments teams (**note you can only play or coach on 1 team per tournament**), and it allows players within the club to progress to a higher classification as their skills improve.
 - B. **Multi-team clubs must have one registered adult to be their Club Director.** The club director will be the main contact with the Region and will have administrative access to create teams, add members to rosters, edit rosters and email club members. Additional registered adults may be added as club administrators to help.

ARTICLE XV CLUB REGULATIONS

- 15.01 Club must submit a Club Activation form every year. The form may be found on the Region website.
- 15.02 **Regulations for Players and Teams within a Club.**
 - A. **Player & Team Limitation.** A club may have an unlimited number of players and teams.
 - B. **Team Registration.** Club administrators make each team in their club active online so that club members can be assigned and an official roster completed.
 - C. **Team Code.** Each team will have their own 11-digit team code; which shows their gender, playing level, 5-digit club code, team rank in the club and finally that they are an Iowa Region team – **FJ4USAHP1IA. FJ4USAHPBIA**
Example #1: F...J4...USAHP...I...IA Example #2: F...J4...USAHP...B...IA
(**F**= Female, **J4**= Junior 14U, **USAHP**= USA High Performance Club, **I**= highest ranking team in the 14U age level, **IA**= Iowa Region). In the second code example the **B** indicated this is a grade team with a waived player and is the second strongest team. **A** being the strongest team.
 - D. **Adding Teams.** Registering additional teams--Anyone may register a team at a later date; simply follow the USA Volleyball - Iowa Region registration guidelines.
 - E. **Regional Event Frozen Rosters.** The Regional Tournament roster will be frozen 2 days prior to the event. **EXCEPTION:** If a team is entered in Junior Regionals and finds that they have lost a player due to injuries, illness or conflicts, that team must contact the Region Office to have their roster

changed on the AES system. Day of event changes must be made at the Tournament Championship Desk/registration.

- F. **USAV Qualified Team Frozen Roster Policy:** Players on the roster of a Junior team that Qualifies for a berth at a USAV National Championships will be frozen to that roster and may not play on any other team in that club that is competing for a berth at a National Championships. For local events it is okay to play with another team. This is preventing elite players for qualifying 2 teams for Nationals.
- G. **Moving Players in Multi-Team Clubs.** Players at the same level/age can move between teams in order to fill out a roster for a particular tournament with the exception of the Regional roster, see above. A club may move an unlimited number of players up a level/age for all tournaments (Note the Frozen Roster restrictions listed above).
 - 1. A player may play on (or be on a roster of) only 1 team per tournament.
 - 2. Grade or gender waived players that are moved can only be reassigned to their original official roster by Region staff.
 - 3. A waived player being moved from one team to another can only be done by Region Staff.
- H. **Waivered Players:** Junior players who are playing on grade teams because they do not meet the age requirements need to be added by the Region Office. Team Reps should send in the Waiver form listing all waived players on the team that must be added.
- I. **Moving Adult Team Players down a level Within Multi-Team Clubs. An Adult team can move two (2) players down, one level only,** to field a team of seven (7) for any tournament, except for the Regional Championships when players cannot play at a lower level.

15.03 Club and Team Personnel and Staff regulations

- A. **All club personnel must be registered.** All club directors, club administrators, coaches, players, officials (Ref/Scorer), chaperones, and other personnel assisting in team affairs must hold a current membership.
- B. **No coach may coach two teams at a tournament.** Each Junior team must have a dedicated coach for the tournament.
- C. **It is recommended to have 2 adults at all practices and events for risk management purposes.**
 - 1. At least 1 adult coach must be present at all practices and competitions.
 - 2. Another register adult, that meets all requirements for an adult on a Junior team, should be present.
- D. **Requirements for all Adults** (defined as 18 years of age) **associated with a Junior club or team.** This includes all coaches, assistant coaches, and adults on a Junior roster, must complete the following requirements
 - 1. Be a registered member
 - 2. Have a current USAV Background screening
 - 3. Have signed Junior Personnel Code of Ethics
 - 6. If they are a coach, all Junior Team Coaches must have a must have an IMPACT USAV coaches training certification before being placed on a team roster. This included all Junior assistant coaches.
 - a. For Coaches coaching in region events only: IMPACT Part A must be completed by first year coaches before being placed on a team roster. IMPACT part B must be completed in the 2nd year of coaching before being placed on a team roster.
 - b. For Coaches coaching out of region, at USAV Qualifiers or Bid tournaments and at USAV Junior National Championships: IMPACT Part A and B must be completed before being placed on a team roster.
 - 7. Have completed all **required USOC SafeSport training.** All Adults associated with a Junior team will have must have the requirement met before being added to a Junior team roster.
- E. **Junior Age assistant coaches are allowed by the Iowa Region.** These Junior-age assistant coaches must meet the following requirements:
 - 1. **Must be at least 2 years older than the players.**
 - 2. **Must have an adult coach** (over the age of 21) with them at all practices.
 - 3. Be a registered member.
 - 4. Must complete a hard copy of the **Junior Personnel Code of Ethics** (signed by them as well as their parent/guardian) and submit it to the Region Office by mail or fax.

5. If they are a coach, all Junior Team Coaches must have a must have an IMPACT USAV coaches training certification before being placed on a team roster. This included all Junior assistant coaches.
 - a. For Coaches coaching in region events only: IMPACT Part A must be completed by first year coaches before being placed on a team roster. IMPACT part B must be completed in the 2nd year of coaching before being placed on a team roster.
 - b. For Coaches coaching out of region, at USAV Qualifiers or Bid tournaments and at USAV Junior National Championships: IMPACT Part A and B must be completed before being placed on a team roster.
6. Must complete **the required USOC SafeSport training**, All Junior Age Assistant Coaches must have the requirement met before being added to a Junior team roster.
7. **Will need a background screening if they are 18 or when they turn 18.**
 - a. Juniors who turn 18 after they start as assistant coaches can return to the online system AFTER their birthday and complete the form.

ARTICLE XVI CLUB DIRECTORS RESPONSIBILITIES

- 16.01 **Position of Club Director:** Your Club Director will be the means of communication between the Region and the individual players within your club structure.
- 16.02 **Liaison.** The Iowa Region staff will contact Club Directors concerning regional events, current happenings, unexpected events, etc. A Club Director should be organized and willing to distribute information to team members year-round via emails and phone trees.
- 16.03 **Club Director Duties:**
- A. **Collect all forms that were not completed during the online registration and fees if not paid online.**
 - B. **Assign team reps**, if desired, to help with team task such as collecting fees, shirt sizes, phone list, etc....
 - C. **Insure that all coaches, assistant coaches and junior aged assistant coaches have an IMPACT coach's certification.** If a coach has attended a clinic in the past they do not need to repeat the course.
 - D. **Insure that all adults and junior aged coaches working with the junior club have completed the SafeSport USAV course.**
 - E. **Pays Fees.** Making certain all appropriate fees and/or fines are paid on time.
 - F. **Communicates Information.** Directors should promptly and accurately relay Iowa Region information to every team representative and club members as needed.
 - G. **Send insurance request** for any facilities not used the season before to the Iowa Region Office. Form on the website.
 - H. **Enters Team in Tournaments** unless assigned to a Team Representative, coach or team parent.
 - I. **Checks Officials' certification.** Check that all currently certified team officials have attended required clinics, and that new officials complete all the requirements for certification.
 1. With the online tracking for clinics the club director should check that club members have completed the modules and test needed. This material will be on the online membership system.
 2. **For ages 12U and younger teams** may have a group of maximum 3-4 players per adult meet as a group to view the online clinics.
 - a. If they meet as a group, they may take the tests together.
 - b. The names of attendees, with date of clinic and the supervising adult must be emailed to the Region Office. Office.mail@iavbreg.org
 3. **Families that have several members** may view the clinics in groups of 2 or 3. Only registered family members will get a certification, but parents are always welcomed to know the rules.
 - a. If they meet as a family, they may take the tests together.
 - b. The names of the family, with date of clinic must be emailed to the Region Office. Office.mail@iavbreg.org
 4. **All Adult officials on junior teams** - referees, scorers and lines people need to be current members, have a current USAV background screening, have signed a Junior Club Personnel Code of Ethics and complete the SafeSport USAV course.

- J. **Supervises Officiating Crew.** Makes certain all team members carry out their assigned duties as referees, scorers and line judges at tournaments with due diligence.
 - K. **Represents the Club on All Appeals;** i.e., fines, disciplinary action, etc.
 - L. **Supervises Club Members' Change of Address.** Often members do not receive regional or national publications because non-profit mailings are not forwarded or an email is undeliverable. It is of the utmost importance to keep lines of communications open among players, coaches, officials, and Club Directors. Make sure members go online to correct changes in emails and other personal information.
 - M. **Has A Registered, Background Screened Adult at Junior Activities.** Junior Volleyball teams must have an adult coach (18 years of age and a high school graduate) and adult referee on their roster (can be the same person); and a registered background screened adult coach at all practices and events. It is recommended to have 2 registered adults at all practices and events for risk management purposes.
- 16.04 **Reports Accidents or Damages.** All registered members are covered with **Secondary Sport Accident** coverage while functioning on behalf of or while participating in a sanctioned event. In the event of an incident that results in “bodily injury” or “property damage”, the Club Director is responsible for:
- A. **Obtaining and recording the required information on an "Incident Report" form** (found on website). The completed form should be mailed or faxed to the Region Office.
 - 1. **Serious incidents** should be reported to the Region Office and the insurer **immediately (within 24 hours)**. They may be submitted by FAX or phone for the following: serious bodily injury, death, property damage in excess of \$10,000 or the receipt of any document/notice of third party liability such as Lawsuit or Summons.
 - 2. **All other incidents or claims should be reported within 48 hours.**
 - B. **If the incident involves injury to a participant a Medical Claim Form should be provided to the participant** (found on website). Injured party sends completed form to the address listed on the form.
 - C. **Notifying the Regional Office** of the injury(s) by the next working day.
 - D. **Fraudulent Claims.** Completing the Incident Report will enable USA Volleyball to curtail or prevent fraudulent claims from being paid unnecessarily by matching it to each claim for damages submitted. **Please report all incidents - serious or not.**
- 16.04 **Reports SafeSport violations.** USA Volleyball requires reporting of sexual misconduct by any member and strongly encourages reporting of any concerns relating to safe sport. USA Volleyball appreciates your willingness to report inappropriate behavior. Call **1-855-306-7775** or go to the online reporting form at: <https://www.volleyballrefraining.com/SafeSport/index.php>

ARTICLE XVII SOCIAL MEDIA & ELECTRONIC COMMUNICATIONS POLICY

- 17.01 Communications involving minor participants should be appropriate, productive and transparent, as part of USA Volleyball’s emphasis on participant safety. Communications concerning travel, practice or competition schedules and administrative issues among coaches, administrators and players and their families is critical. However, the use of mobile devices, web-based applications, social media and other forms of electronic communications increases the possibility for improprieties and misunderstandings, and provides potential offenders with unsupervised and potentially inappropriate access to participants. The improper use of mobile devices and electronic communications can result in misconduct.
- 17.02 Below are USA Volleyball Social Media and Electronic Communications Policy requirements.
- A. **Policy**
 - 1. USA Volleyball junior clubs are strongly recommended to implement a Social Media and Electronic Communications Policy. If a club chooses not to, or is unable to, create a written Social Media and Electronic
 - 2. Communications Policy, the model policy will become the default policy for that club in the second year of the SafeSport program (2014-15).
 - 3. All electronic communication between adult and player must be for the purpose of communicating information about team activities.

4. Adults, players and all team personnel must follow appropriate guidelines regarding the volume and time of day of any allowed electronic communication.
5. All content between adult and player should be readily available to share with the public or families of the adult or player.
6. If the player is under the age of 18, any email, text, social media or similar communication must also copy or include the player's parents.
7. Request to Discontinue All Electronic Communications
 - a. Immediate compliance without repercussion must be granted following receipt of a written request by the player's parents that their child not be contacted by any form of electronic communication by coaches or other adults, their club, team, coaches and administrators.

ARTICLE XVIII SAFESPORT SUPERVISION & TRAVEL POLICIES

18.01 Two-Deep Leadership (from USOC SafeSport)

- A. **Predators look for ways to be alone with a child athlete.** The corresponding prevention method is to minimize one-on-one interactions between a child athlete and an adult by providing two-deep leadership, i.e., at least two adults are present with an individual athlete. For example, it could be two adult coaches or an adult coach and the parent of the athlete. This two-deep leadership strategy makes it more difficult to isolate an athlete and avoid detection.
- B. **Additional Avenues for Predators:** Unfortunately, there are always additional ways for a predator to find time alone with a child athlete. Consider the other times and places a predator might be able to get an athlete alone based on your sport, club, and physical facilities. For example, does your facility have any long, dark hallways closed off by doors?
- C. Following policies and procedures intended to minimize one-on-one interactions protect not only your athletes, but also your coaches and staff members from false accusation.
- D. **Five common ways predators isolate a child athlete:**
 1. Unsupervised interactions outside of sport, usually at a personal residence
 2. Locker rooms, changing areas and other on-site private spaces
 3. Social events involving alcohol
 4. Vehicles during local travel
 5. Vehicles or hotels during overnight travel

18.02 Minimizing Unsupervised One-on-One Time with Athletes (from USOC SafeSport)

- A. **Local Travel** Local travel involving one-on-one situations between an athlete and an unrelated adult is a high-risk situation. The goal of these guidelines is to prevent athletes from routinely spending time alone with other adults.
- B. **Tips to Consider**
 1. Plan an early team social event so that families from the same neighborhood can meet one another and discuss travel arrangements.
 2. Create team directories, neighborhood maps and sign-up sheets to help parents arrange their own carpools.
 3. Provide parents with the club's central phone number or coach's cell phone number in case of emergency or delay.
 4. Provide the coach with parents' cell numbers as well as a list of back-up contacts for alternate transportation for each athlete in the event that practice ends early.
 5. Notify parents and athletes of schedule changes as soon as possible so that they can arrange alternative transportation if needed.
 6. Ask parents to notify the organization when their transportation plan changes, such as when a child rides home with a different teammate.

18.03 **Travel for Younger or Less Experienced Athletes** (from USOC SafeSport)

A. Misconduct often consists of a series of actions that extend beyond normally accepted behavior. Inexperienced athletes are at risk because they aren't aware of the boundaries and look to a coach or other adult for guidance. Sport clubs can reduce the risk of misconduct by preparing athletes for overnight travel and involving parents in monitoring and prevention.

B. **Tips to Consider**

1. Communicate the rules of travel (such as traveling in groups and multiple chaperones) to athletes.
2. Identify first-time travelers so that chaperones can offer additional monitoring and support to these athletes.
3. Pair first-time travelers with more experienced athletes of a similar age.
4. Provide a full itinerary to families as soon as possible so that the athlete can become familiar with the schedule.
5. Assign rooming/travel groups before travel.
6. Where practical, consider scheduling an early season competition trip that is close enough for families to drive.

18.04 **Overnight Travel**

A. Overnight travel poses specific challenges for organizations, since these trips can create opportunities for athletes to be alone with an adult. During official team travel, it can be difficult to monitor athletes at all times, especially with larger teams. By implementing the right policies and communicating them to coaches, staff, parents and sport clubs, we can work to keep athletes safe.

B. **Tips to Consider**

1. Schedule overnight travel as far in advance as practical so parents can make travel arrangements to attend.
2. Prepare for a trip by making a list of chaperones to accompany traveling athletes.
3. For mixed-gender teams, try to include both male and female adult chaperones if possible.
4. With younger athletes, consider having chaperones stay in a nearby room. Often times, the hotel will block rooms in groupings of three to make this easier.
5. Ask athletes to wear team gear during travel to ease monitoring.
6. Establish a curfew and conduct bed checks with adults visiting rooms in pairs.
7. Schedule time for a team breakfast, team meetings and entertainment outings to maintain a predictable level of interaction with the athletes.
8. De-brief experiences with all athletes and adults

ARTICLE XIX RULES OF THE GAME

19.01 **USA Volleyball Domestic Competition Regulations** will be used at All Adult & Junior levels events except High Performance events which will use FIVB rules.

19.02 **Iowa Region Rules Variances.** These variances are good only for Iowa Region events.

- A. Junior girl's teams 14U and younger may have male players, but they can only participate in Iowa Region events that are non-qualifying events (non-bid earning events for the National Championships).
- B. Boys playing on 14U and younger girl's teams may wear a similar colored jersey in a males' design.
- C. Junior teams 12U and younger may serve from an end line that is 2 meters in from the regulation end line. (6'6" from the end or 23' from centerline).
- D. Teams may wear shorts that are of the same color, but different styles.
- E. Junior teams may have grade waived players.
- F. All boy's teams may play in girl's junior events 14U and younger.

ARTICLE XX

UNIFORM RULES

- 20.01 **Uniform Code.** USA Volleyball rules requires teams to have similar, clean and of the same color uniforms. **For nationally sanctioned USA Volleyball competition, uniforms must be identical** with the exception of the sleeve length (and the Libero position). Tanks or sleeveless are not considered the same as a T-shirt. If you wear tanks or sleeveless shirts, everyone must wear the same style. **The Iowa Region requires that the shirts match, have clearly visible numbers; and that shorts are of the same color. For National and out of region competitions, the shorts must match.** Please check rule 4.3 of the Domestic Competition Regulations (rulebook) for details.
- 20.02 **Uniform numbers must be numbered from 1-99;** (zero & 00 are **ILLEGAL numbers**).
- A. Numbers must be clearly visible. Each jersey must use the same color and number height for all players except the Libero or Reserve Libero.
 - B. The number must be placed in the center both vertically and horizontally on the player's chest and upper back. **It is recommended** that the numbers be a minimum of 15 cm (6") in height on the chest and a minimum of 20 cm (8") on the back. At a minimum the numbers must be 10cm (4") on the chest and a minimum of 15cm (6") in height on the back. The stripe forming the number should be a solid line minimum of 2cm (3/4") in width and be a contrasting color.
- 20.03 **Team jerseys & Libero jersey requirements.**
- A. **The Libero player's jersey: The Libero** must wear a uniform top that is immediately recognized from all angles as being in clear contrast to other team members.
 - B. **Predominant colors** are those that appear on approximately half of the body of the uniform jersey.
 - C. **Color combinations** such as dark green/black, navy/black, navy/maroon and white/light yellow are not distinctive enough to comply. The Iowa region recommends considering contrasting color as a Light (not necessarily bright) color and a dark color to help with color selection.
 - D. **The Libero and Reserve Libero uniform** may have a different design. USAV Competitions require that a player has a unique number for the whole event. If you are using 3-4 players as Liberos they should have 2 jerseys with the same number.
 1. In Iowa Region Events a team may use a Libero shirt for several players, but must write the number on the event roster listing the unique player number/Libero uniform number.
 - E. **Names and Logos on jerseys**
 1. Logos may be placed anywhere on the jersey if:
 - i. Numbers remain in legal position
 - ii. Visibility/readability of number is not hindered
 - iii. Libero Jersey clearly contrast the regular jersey.
 2. Player names on back of jerseys is allowed
 - i. Teams may mix jerseys with player names and those without names.
- 20.04 **Boys on Girls Team Uniforms.** A male cut jersey may be worn by the boys, so long as it is of a similar color and design. The jersey must meet the contrasting requirements for the Libero uniform.
- 20.05 **Adult Team Uniforms** in Iowa Region: Each tournament will state whether they will be using shirts numbered to USAV Standards. Adult teams should note that out of region events and National events will require that USAV uniform standards are met.

ARTICLE XXI

TEAM OFFICIATING DUTIES & REQUIREMENTS

- 21.01 **Officiating responsibilities.** Every Adult and Junior team is expected to provide officiating personnel each time a team is assigned to officiate.
- A. Officiating assignments will be listed on your schedule. The schedule indicates the officiating team in parenthesis; e.g., (4).
 - B. The team's officiating crew will consist of a certified R1 and R2, 2 lines people, a certified scorer, a certified Libero tracker (assistant scorer) and visual scorer (The visual scorer may also be the Libero tracker on adult teams).
 1. **Penalty for no certified referees or scorers.** The team will not be allowed to participate in the event.
 - C. **A certified adult must be the up referee for all playoff matches.**

1. **Junior Team may have a junior R1** for pool play matches, but an adult official must be either the down official or standing beside the junior up official with a whistle ready to take an **active part** in the match. The adult official should whistle missed infractions and have the up official signal the infraction.
- D. **A certified adult scorer must be sitting and participating** in one of the three tasks at the scoring table. scoresheet, Libero Control or visual score for the ages below. An adult will be required to sit at the scoring table for teams 14U and younger. The age definitions and for the “Adult” are as follows:
 1. Assistant coaches or club players who are 16 or older and scoring certified may assume the adult scorer position for teams 14U or younger.
 2. Teams 15U-18U are not required to have an adult at the scoring table.
 3. These who are not coaches, assistant coaches or junior players may use the \$30 parent membership. Assistant coaches and junior players must use the \$50 regular membership.
- 21.02 **Know your officiating assignments.**
 - A. Always check pool play schedules for officiating assignments.
 - B. After pool play check to see what your officiating assignments are for bracket play
 - C. Ask to see if you have further officiating duties before leaving a tournament.
- 21.03 **Adult Referees must be:**
 - A. A registered USAV Member
 - B. Have successfully completed the USAV background screening process
 - C. Completed the Junior Club Personnel Code of Ethics
 - D. Completed the SafeSport training.
 - E. Complete the online referee certification modules and passed online referee exam for their level.
- 21.04 **Adult Scorer must be:**
 - A. A Registered USAV Member
 - B. Have successfully completed the USAV background screening process and
 - C. Completed the Junior Club Personnel Code of Ethics
 - D. Completed the SafeSport training.
 - E. Complete the online scoring certification modules and passed online scoring exam for their level
 - F. It is recommended that the officials get a rating by a regional or national official at tournaments.
- 21.05 **Junior Referees must be:**
 - A. A Registered USAV Member
 - B. Complete the online referee certification modules and passed online referee exam for their level.
- 21.06 **Junior t Scorer must be:**
 - A. A Registered USAV Member
 - B. Complete the online scoring certification modules and passed online scoring exam for their level
- 21.07 **Adult Tournament.** Adult tournaments may or may not have officials. On “Call Your Own” events team captains are responsible for making sure players call their own faults. If an opponent questions a call the point will be replayed.

ARTICLE XXII OFFICIALS’ CLINICS

- 22.01 To access Online modules for both Referees and Scorers:
 - A. You will access the clinics through Webpoint using the USAV Academy link.
 - B. Register for the Referee and Scorer clinics separately.
 - C. Each clinic will have modules, quizzes, and/or tests that must be completed.
 - D. Once all the clinic curriculum has been completed your membership will reflect your certification.

ARTICLE XXIII REFEREE LEVELS & REQUIREMENTS

- 23.01 **National Levels.** There are two levels of National Referees: Junior National and National. Requirements for these levels may be found by going to the officiating page at: https://www.volleyballreftraining.com/certifications_indoor_officials.php

- 23.02 **Regional Levels.** There are 3 Iowa Region levels of referees: Junior, Provisional and Regional. Requirements for each level are stated below.
- A. **Junior.** Must take the required on-line modules *This level is for juniors and adults who are only participating at the Junior level.* The certification is only good until October 31st of the next season.
 - B. **Provisional.** Must take the required on-line modules, certification is valid until October 31st of the second season.
 - C. **Regional Referee.** Must take the required on-line modules. Regional officials must be rated two (2) matches as a first referee and two (2) matches as a second referee by either the Region Rating Team or a member of the National Rating Team (Regional referees must also be certified as a Regional Level Scorer.) The Regional Certification will last for a period of four years.
 - D. **Referees recertifying at the same level referee** you must take the required on-line modules and test every year and be rated by the Region Rating Team twice as an R1 and twice as an R2 in the four-year period. Failure to complete the yearly or quarterly requirements may result in losing certification and become a member NOT in good standing with the region...
- 23.03 **Officials Evaluation Sheets.** For out of region evaluations by the National Rating Team, send a copy of your completed evaluation sheet to the Region Office.

ARTICLE XXI SCORERS LEVELS & REQUIREMENTS

- 24.01 **National Level.** Requirements for this level may be found by going to the officiating page at https://www.volleyballrefraining.com/certifications_indoor_officials.php
- 24.02 **Regional Levels.** There are three levels of Iowa Region Scorers: Junior, Provisional and Regional. Requirements for each level are stated below.
- A. **Junior Scorer.** Must take the required on-line modules and tests. *This level is for juniors and adults who are only participating at the Junior level.* No evaluation is required and certification is valid until October 31st of the next season.
 - B. **Provisional Scorer.** Must take the required on-line modules and tests and be evaluated twice by a Regional or National Scorer. Certification is valid until October 31st of the second season.
 - C. **Regional Scorer.** Must have been a Provisional Scorer for two years, must take the required on-line modules and test, and be evaluated twice by another Regional or a National Scorer. Certification is valid until October 31st of the third season.
- 24.03 **Officials Evaluation Sheets.** Send a copy of your completed evaluation sheet to the Region Office. Keep a copy for yourself

ARTICLE XXV OFFICIALS' UNIFORM

- 25.01 When referees and scorers are officiating and are not playing on a team, they should be in uniform. The official's uniform consists of an officially certified polo shirt of white, blue or gray, patch, dark navy-blue pants, black belt, and white shoes and white socks. An official's pullover or jacket is optional for cool facilities. For more information check the officiating page: https://www.volleyballrefraining.com/training_materials_indoor.php

ARTICLE XXVI SANCTIONED SEASON

- 26.01 **Sanctioned seasons.** The USA Volleyball offers two sanctioned seasons for single gender and co-ed. They are:
- A. **Indoor.** The indoor sanctioned season is November 1st through the National Championships.
 - B. **Outdoor.** The official USA Volleyball outdoor sanctioned season varies depending on the section of the country. The Iowa Region's outdoor sanctioned season is May through September.
 1. **Summer Membership.** The Summer Membership is offered for most outdoor events. This reduced fee membership starts May 1 and is good through October 31.
- 26.02 **Co-ed events for both Adults and Juniors** are promoted for co-ed teams of doubles, fours and sixes.

- A. **The Indoor Co-ed season** is held from September through May. If air-conditioned facilities are available, summer events can be sanctioned for those facilities.
- B. **The Outdoor Co-ed season.** Sanctioned events may be held from April through Fall depending on the weather conditions.

ARTICLE XXVII TOURNAMENT CALENDAR

- 27.01 The Iowa Region Junior Event Calendar will be posted mid-November with tournaments added as the sanctioning forms arrive. The calendar is located online at www.iowaregionvolleyball.com/
 - A. Out of Region events may be found on the website of each region.
 - B. Qualifier and National events may be found at <http://www.teamusa.org/USAVolleyball/Events/Indoor.aspx>
- 27.02 The Iowa Region Adult Event Calendar can be found at <http://www.iavbreg.org/index.php/adults/tournaments/>
 - A. Out of Region events may be found on the website of each region.
 - B. National events may be found at <http://www.teamusa.org/USA-Volleyball/Events/Indoor/Adult-Open.aspx>

ARTICLE XXVIII TOURNAMENT REGISTRATION

- 28.01 **Any registered team is eligible** to enter a tournament at or above the level for which they are registered.
- 28.02 **Adult Team Official Tournament Roster** will be the one printed off the USAV online registration site by the club administrator or Region Registrar.
- 28.03 **Adult Event Roster**
 - A. For established teams a current copy should be taken to all tournaments entered. Only individuals submitting the required complete and signed forms (online or paper) and correct fees will be able to be added to a team roster.
 - B. Teams that are not established / put together for just one tournament. The names of the players that are intending to play should be sent to the Tournament Director and the Region Office by the Friday of the weekend event. Players memberships will be checked to ensure they are current. Those not in the online membership will have to do a paper form at the event or show a printed online membership if they did it after office hours.
- 28.04 Junior
 - A. **Boy's 16 & 18's** may enter men's tournaments as a regular entry.
 - B. **Boy's 14u or under** teams may enter any girl's club tournaments in Iowa as a regular entry. Girl's teams may also enter boy's tournaments. These teams will play at their current age or grade level.
 - C. **Mixed teams of Boy's 14u or under** and the rest females 14u or under may also enter Girl's events. These teams will play at their current age or grade level.
 - D. **Junior girl's teams** may enter women's tournaments as a regular entry.
- 28.05 **Junior Teams Entering a Tournament. Junior Team should register** through the Iowa Region Online system located at <http://www.iowaregionvolleyball.com/> unless they are entering an event they are hosting or an invite only event. Tournaments are allowed to add invited teams up to 50% (2 of 5) in each tournaments age division before the event. In which case the Tournament Host will need to go on line at the designated pre-tournament entry date and enter these teams. The tournament host will then manually enter the club teams or invite teams. The Tournament Host will be responsible for sending a \$10 sanction fee for each of their club teams or invite teams to the Region Office.
 - A. **For the Iowa Junior Regionals**, teams will register using the TM2Sign system. To access follow directions on the website page Iowa Junior Regional http://iavbreg.org/Regional_Registration.html
 - B. **Teams may start entering tournaments** at the times designated on the Iowa Region website. The times will be listed at this location <http://iavbreg.org/tournaments.html>
 - C. Or they may enter any time after a tournament is sanctioned (after the opening weekend) when it has appeared on the tournament calendar.

- D. **Junior teams will need a Visa, MasterCard or Discover to pay for the tournament entry at the time of registration.**

ARTICLE XXIX TOURNAMENT ENTRIES

- 29.01 **Junior Tournament Directors** will receive the tournament entries from the online registration system. The entry money minus the \$10 sanction fee will be sent twice a month by the online system.
- 29.02 **Withdrawing from a tournament.** If a team wishes to withdraw from a tournament they must notify the Tournament Director and Brett@iavbreg.org as soon as possible.
- A. **Entry fees do not have to be refunded unless** the withdrawing team finds another team to replace them. The Region Office will send out notices of event openings at the request of the tournament director or teams dropping.
- B. The transaction fee charged junior teams to enter a tournament online is **non-refundable**.

ARTICLE XXX TOURNAMENT ENTRY FEES

- 30.01 **Adults and Juniors event entry fees** may vary with the approval of the Iowa Region Office staff.
- A. **The Iowa Region lets Tournaments establish their Tournament Entry.** A recommended entry fee for events without officials is \$85- \$125.
- B. A \$10 Sanction fee is paid to the Iowa Region Office for every team in a junior event.
1. The \$10 sanction fees for the teams entered online are automatically sent to the Region Office.
 2. For teams not entered online the Tournament Director must send the \$10 sanction fee to the Regional Office. This includes the team for the club hosting the event.
- C. Adult tournaments do not pay sanction fees as these tournaments are having trouble filling.
- 30.02 **Admission Fees may be charged.** The maximum fees for 1-day events is \$5 for Adults, \$ 2 for Seniors (55+), \$2 for school age children ages 9-18 and children ages 8 and younger are free. Fees for two-day events must be approved by the Iowa Region Office.
- A. **Admission fees must be listed** on the Sanction form or they cannot be charged at the door.
- B. **Instead of Admission fees** many events are increasing the cost and listing in the event information section the reason for the increase is to eliminate an admission fee. This also prevents having to staff an admissions table.

ARTICLE XXXI HOSTING A TOURNAMENT

- Any individual, club or organization may host a sanctioned tournament as long as the policies and procedures are abided. Teams are encouraged to secure facility(s) and date(s) as early as possible.
- 31.01 The Tournament Sanction form must be filed for all Indoor events in order to be sanctioned.
- A. All Information on the Sanction form should be completed. Teams base their tournament choices on this information.
1. Admission fees must be listed on the sanction form or they CANNOT be charged at the door.
 2. If no coolers/food items are allowed this must be listed on the sanction form or they will be allowed.
 3. If less than four (4) out of (5) teams in a pool advance to playoffs this must be indicated or four (4) teams will be advancing
- 31.02 **Tournament procedure** variances MUST be requested on the sanction form and APPROVED by the Region Office.
- 31.03 **Tournament Director Requirements:** All people acting as site and tournament directors should meet the following requirements. These requirements are implemented for insurance and risk management reasons.
- A. Be a USAV member
 - B. Have a current USAV background screening
 - C. A signed a Junior Club Personnel Code of Ethics
 - D. **Have completed the SafeSport USAV training.**

- 31.04 **Sanctioned outdoor tournaments.** Sanctioned outdoor tournaments may be held from spring through fall depending on the weather.
- A. **Tournament policies.** Sanctioned outdoor tournament requirements are:
1. All players are current USA Volleyball members.
 2. An application for tournament sanction form is sent to the Regional Office.
 3. The tournament director is a USA Volleyball member, has a current background screening and completed the SafeSport USAV training.
 4. No Sanction fee is required
 5. Set teams for the season are not required. Players may form new teams for each event.
 6. If players join an outdoor club they must play with players from within that club, unless permission is granted by the Club Director and the Region Office.
- B. **Insurance protection. USA Volleyball liability and sport accident insurance is in effect.** Tournament hosts also have liability protection if all participants are USAV members.
1. Tournament Directors should fill out an Insurance request form for each event site.
 2. Insurance forms for parks and non-business facilities will be sent to the Tournament Director to distribute as needed.
- 31.05 **Co-ed events for both Adults and Juniors** are promoted for Co-ed teams of doubles, fours and sixes.
- A. **The Indoor Co-ed season** is held from September through May. If air-conditioned facilities are available, summer events can be sanctioned for those facilities.
- B. **The Outdoor Co-ed season.** Sanctioned events may be held from April through Fall depending on the weather conditions.
- C. Sanctioning Co-ed tournaments
1. **Tournament policies.** Sanctioned Co-ed tournament requirements are: All players are current USA Volleyball members. No team registration required and team composition may change from event to event.
 2. **Insurance protection.** USA Volleyball liability and sport accident insurance is in effect. Tournament hosts have liability protection only if all participants are USAV members.
 3. **The Iowa Region offers a summer membership** for all events including Co-ed summer events. The Membership runs from May1 through October 31.

ARTICLE XXXII SANCTIONED LEAGUE GUIDELINES

- 32.01 **Cost.** The sanction fee is \$10 per team.
- 32.02 **All players and coaches must be USAV members;**
- A. Coaches, assistant coaches and Junior Aged coaches must have a current background screening, a current Jr. Club Personnel Code of Ethic, completed SafeSport training and be IMPACT certified.
 - B. Officials (Ref/Scorer) should be certified, have a current background screening, a current Jr. Club Personnel Code of Ethic and SafeSport training.
 - C. League only memberships are available for those junior players, but does not allow them to participate with non-league (regular) teams in tournament play.
- 32.03 **Listed in calendar.** Once the league is officially sanctioned, the league shall be listed on the Iowa Region Calendar of Events, located at <http://www.iowaregionvolleyball.com/>.
- 32.04 **Recommended Method of play for 2-4 dates.**
- A. Each match will consist of 2 – 25-point s rally sets, if time allows. You may play the described sets, but the last set may not be fully completed if time expires.
 - B. Minimum of two to three matches per session.
 - C. League shall consist of a round robin format.
 - D. If desired, teams in the lower part of the pool may have an opportunity to challenge up.
- 32.05 **Recommended Method of play for weekly leagues.**
- A. Each match will consist of 2 – 25-point s rally sets and third set can either be to 15 or 25-point s.
 - B. League shall consist of a round robin format.
 - C. If desired, teams in the lower part of the pool may have an opportunity to challenge up.
- 32.06 **Teams unable to play on a given date.** When teams are unable to play on a specific date they are responsible for finding their own replacement and any monetary exchange will be handled between team representatives. The record of the substitute team will be used.

- 32.07 Morning and afternoon sessions. It is suggested that sessions alternate AM to PM so that teams do not always have to travel early or late.
- 32.08 **Awards.** Individual awards are presented to the first and second place teams in each division at the end of the league. (When planning awards, the League Director should plan on 12 per team).

ARTICLE XXXIII SANCTIONED TOURNAMENT GUIDELINES

Tournaments are expected to adhere to the Iowa Region Tournament Manual and the "Guidelines for Conducting Indoor Tournaments/Leagues" located in your current USA Volleyball Domestic Competition Regulations (rule book).

- 33.01 **Tournament Play.** While there are many tournament formats possible, the most often used is round-robin pool play. This format guarantees teams will play a specified number of matches. Play-offs are recommended with this format.
- 33.02 **Tournament Procedure** (Variances **MUST** be requested and **APPROVED** by the Region Office)
 - A. **Entries per court. A MAXIMUM OF 5 TEAMS PER COURT.**
 - B. **Levels per court.** No more than 1 level of play per court without prior regional approval.
 - 1. **Adults.** Combining divisions is not allowed unless the tournament is a scheduled combination such as: A/BB or BB/B. In these cases, if there is more than one pool there should be a championship and a consolation held.
 - 2. **Juniors.** These combinations of levels are allowed: 10/11, 11/12 (lower nets & different ball), 13/14, 15/16 or 17/18. Teams are always allowed to play up in age level, but not in a lower age level.
 - C. **Playoffs/Bracket.** A Championship and Consolation pool may be used during the playoffs; a consolation pool is not required, but recommended.
 - 1. The Iowa Region suggests that 4 teams out of a 5-team pool advance to playoffs. The minimum USAV requirement is to take 2 teams per pool.
 - 2. If you are taking less than 4 teams per pool you must inform the Iowa Region when you sanction the tournament.
 - D. **Number of teams advancing in a one-day tournament.** No more than 8 teams in the Championship playoffs/bracket.
 - E. **Finals begin.** Finals should be scheduled to start no later than 8:00 PM.
 - F. **Scoring System. All sets will use rally scoring.** A point will be scored on each rally. Non-deciding sets will be won by the team that scores 25-points with a minimum two-point advantage (no scoring cap).
 - 1. For shortened sets to 21 points, the sets will be start at 4 points with the first points being T-barred and then the set will finish at 25-point s. This will help teams to learn to finish at 25.
 - 2. If there is a deciding set it will be won by the team that scores 15 points with a minimum two-point advantage (no scoring cap).
 - G. **Tournament Scheduling.** The following time parameters are found in the rule book. The time allowances for matches provide for a six-minute warm up and three minutes between sets.
 - 20 minutes 1 set 15 points
 - 26 minutes 1 set 25-point s
 - 50 minutes 2 sets 25-point s
 - 45 minutes 2 sets of 21 points
 - 1 hour 2/3 set match to 21 points (15-point 3rd set)
 - 1 hr 5 min..... 2/3 set match to 25-points (15-point 3rd set)
 - 1 hr 45 min..... 3/5 set match to 25-points (15-point 5th set)
 - H. **4 Team vs 5 Team Pools.** 4 team pools should play two 25-point sets in pool play to balance out the possible point total of two 21-point sets played in 5 team pools.
 - I. **Round-robin schedule.** The following playing schedules are the ones most often used during tournament play. A break for lunch is allowable. Other formats may be used. Starting anytime between 8:00 and 8:30 AM is acceptable. If the start time for an event is different it must be listed in the Tournament Sanction form.

60 Minutes	50 Minutes	45 Minutes	4 Team (Ref)	5 Team (Ref)
8:30	8:30	8:30	1 - 3 (2)	1 - 3 (2)
9:30	9:20	9:15	2 - 4 (1)	2 - 4 (1)
10:30	10:10	10:00	1 - 4 (3)	3 - 5 (4)
11:30	11:00	10:45	2 - 3 (1)	1 - 2 (5)
12:30	11:50	11:30	3 - 4 (2)	4 - 5 (3)
1:30	12:40	12:15	1 - 2 (4)	2 - 3 (4)
2:30	1:30	1:00		1 - 5 (2)
3:30	2:20	1:45		3 - 4 (1)
4:30	3:10	2:30		3 - 5 (3)
5:30	4:00	3:15		1 - 4 (5)

- J. **Establishing pools.** In multiple pools of a division the Tournament Director should use the website points listed for the teams to seed the pools, <http://www.iaregionresults.com/> or contact the Region Office for help seed teams.
1. **Host teams and in town teams** should be the teams that play or officiate the earliest, and teams that should travel the greatest distance should be allowed the later starting times to facilitate their travel in bad weather and to cut down on hotel expenses.
 2. **Junior Point Structure:** The Junior Point Formula is used to seed teams into more balanced pools at tournaments and Jr. Regionals. No seeding formula is perfect and only on court performance can decide the best team on any given day.
 - a. Junior teams will not be assigned to playing divisions other than those who have age or gender waived players. Teams may play in different levels at different events during the season.
 - b. Points earned are based on sets won/lost in pool play, the number of teams playing in the division and where the team finished in the playoff bracket.
- K. **Playing schedules & Event Information** should be emailed to the Region Office and participating teams at least ten (10) days before the tournament if possible.
1. Tournament format, tie-breaking procedures and teams advancing should all be included.
 2. Site specific event information and rules (i.e.: No Coolers, admission charge) should also be included. Remember if you did not include No Coolers or admission charges in your sanction form, you may not add them later.
- K. **Playing ahead of schedule.** After each team has played or officiated their first match of the day, the following matches will start 6 minutes after the previous match has ended unless specified in event rules.
1. Teams cannot be forced to play or officiate their first match of the day earlier than scheduled. If the team is there and ready to start ahead of time they may choose to do so.
- M. **Tiebreaking Procedures to determine playoff positions.** This is the method most often employed for determining tie breakers in the Iowa Region. Different variations for determining tie breakers can be found in the USAV Domestic Competition Regulations (rule book); if a tournament uses different criteria, it must be stated at the beginning of the event. Teams should NOT be eliminated from assignment to the Championship bracket by point differential or any other non-competitive system unless listed in the pre-tournament information.
1. **Tied Teams both qualify for playoffs** (both qualify for Championship bracket or both qualify for Consolation bracket), **but are tied for position.** Teams tied for a position in the same bracket should not compete in a playoff set to determine position. Tie breaking criteria differs if you are using match play during pool play (win 2 out of 3) or simply playing 2 sets in pool play. Position assignment should be determined by:
 - a. Results of the match (es) between the tied teams, first on the won-lost record, and second on the point spread of the match (es).
 - b. If still tied, comparison of the point differential based on the total round robin competition. Point differential should be determined by subtracting the total points gained by opponents from the total points earned by the team. The highest remainder should be considered the superior team for tie-breaking purposes.
 - c. If still tied, position shall be determined by coin toss.

3. **If playing match play (2 out of 3) in pool play:**
 - a. Head to head results if they played.
 - b. Set percentage (sets won by team divided by total sets played).
 - c. Point percentage (total points earned by the team in pool play divided by total points earned by the team's opponents in pool play).
 4. **More teams tied for a playoff position than there are positions.** The tied teams must compete for the position in further direct competition. Direct competition must take place to determine which tied team will go to the Championship bracket vs. the Consolation bracket, or to determine which tied team will advance to a playoff bracket vs. which team will be finished after pool play.
 5. **In direct competition to determine tie breakers for a playoff positions,** at least one additional 25-point set should be played. Teams will change sides at 13 points. No cap shall be in effect. Where pre-tournament guidelines stipulate, a 15-point set may be used instead. A side-change would take place at 8 points.
 6. **Examples of tie-breaking procedures:** 25-point sets will be used unless 15-point sets have been listed in pre-tournament materials.
 - a. Two teams tie for last position: one set.
 - b. Three teams tie for last position in a playoff bracket:
 - i. the team with the highest point differential (Team #1) shall receive a bye.
 - ii. Teams 2 & 3 shall play one set, and
 - iii. the winner of that set plays Team #1 in a set to determine who will receive the last position.
 - c. Four teams tie for last position: As determined by point differential,
 - i. Team #1 vs. Team #4 will play a set;
 - ii. Team #2 vs. Team #3 will play a set;
 - iii. winners play a set to determine who will receive the last position.
 - d. Three teams tie for two playoff positions:
 - i. The team with the highest point differential will receive the first playoff position.
 - ii. The other two teams shall play one set for the remaining playoff position.
 - iii. If all three teams are tied based on head-to-head competition and point differential, follow the procedure outlined in 6.b. (Team #1 with the bye determined by a coin flip)
- N. **2 Libero plus 12 substitutions.** Use of the Libero plus 12 substitutions are the maximum per team per set in all competition (except Open Level Competition – Libero plus 6 subs). More than one sub may enter a set in each position in the rotation order. They must always occupy the same position in the rotation order unless there is an exceptional substitution.
- O. **The Libero(s) will be permitted to serve** in only one rotation during each set.
- P. **Only One Libero is allowed on the court at any time.** See the USAV Domestic Competitions Regulations (rulebook) for more Libero rules.

ARTICLE XXXIV TOURNAMENT AWARDS

- 34.01 **Awards for Adult tournaments are optional.** To keep down the cost of events, awards are optional.
- 34.02 **Awards for Junior tournaments: Individual first place awards are mandatory.** Award cost cannot exceed \$10 due to collegiate and high school eligibility rules. No cash awards may be given. Team awards are optional.
- A. Determine how many divisions and the kind of awards to be distributed. Sometimes local sponsors will donate awards.
 - B. Distribute awards to winning teams at the tournament. If the awards are being personalized or sized, they should be completed and sent to the winning teams within 6 weeks of the tournament date.
 - C. Plan on giving 12 individual awards per team.
- 34.03 **College athletes** competing in any USAV sanctioned tournaments should check with their respective Athletic Director before accepting any award.
- 34.04 **Amateur status.** Any player, Adult or Junior, wishing to maintain their amateur status, may not receive a cash prize award.

ARTICLE XXXV

HANDLING BLOOD & BODY FLUIDS ISSUES

35.01 Team Reps should carry a first aid kit that includes supplies for handling spilled blood and body fluids. Use the following procedures when dealing with blood and body fluids:

- Step 1:** Put on disposable gloves (latex or vinyl).
- Step 2:** Use paper towels to absorb spill.
- Step 3:** Place used towels in leak-proof plastic bag. (Extensive spills - use RED plastic bag).
- Step 4:** Flood area with bleach solution*, alcohol, or dry sanitary absorbent agent. (Check with the Custodian or Building Supervisor first).
- Step 5:** Clean area with paper towels, vacuum or broom/dust-pan.
- Step 6:** Place used towels, vacuum cleaner bag or waste in a leak-proof plastic bag.
- Step 7:** Remove gloves - pull inside out.
- Step 8:** Place used gloves in bag and seal securely.
- Step 9:** Wash hands with soap and water for at least 10 seconds.

*Bleach solution = 1-part bleach to 10 parts water.

35.02 **If a uniform is blood saturated, the player must change the uniform.** This change should take place as quickly as possible to cause no additional delay of set. **A player with bleeding that is not on the uniform or court is treated as an injured player.** Thus, if they cannot continue within **30 seconds** they must be replaced by a legal or exceptional substitution. (Teams may also use their time outs, if available.)

ARTICLE XXXVI

COMMON TOURNAMENT PROBLEMS & POSSIBLE SANCTIONS

VIOLATION	SANCTION
A. NOT HAVING 6 PLAYERS.	Forfeit all matches with less than 6 players. Opponents may scrimmage the team if desired.
B. TEAM ARRIVING LATE:	
1. Because of severe weather:	May rearrange matches if possible
2. Just Late:	Forfeit the match
C. OFFICIALS:	
1. Non- certified official	Forfeit the next match
2. Leaving without fulfilling officiating duties & not supplying replacement officials.	\$60 fine. Team may not play until the fine is paid.
3. Not fulfilling assignment	\$30/official and forfeit next match
D. FOOD IN GYM: NOT COMPLYING WITH THE FACILITY REQUIREMENTS.	Tournament Directors have the right to charge monetary fees or suspend playing privileges for the tournament.
E. NON-REGISTERED PARTICIPANT	<ul style="list-style-type: none"> • Must pay full membership fee, an additional \$200 fee, and 2-week suspension of team coaches. • Forfeit all sets with the non-registered player. • All fees must be paid before the players on that day’s roster play again.
F. ILLEGAL PLAYER: (Examples: non-club member playing on a team, a junior playing in an age division younger than their age, an adult club player playing two levels below registered level. etc.)	Forfeit all matches that the illegal player participated in and charge the team a fee equal to the tournament fee.

<p>G. PROFANITY & INTIMIDATION directed at officials, player or spectator; if heard by officials, line judges or tournament staff:</p>	<ul style="list-style-type: none"> • 1st Offense: Automatic suspension for set • 2nd Offense, same day: Suspension from event • Habitual Offender: Reviewed by Iowa Region Office
<p>H. HARASSMENT OF OFFICIAL after the match</p>	<p>Grounds for immediate expulsion from facility</p>
<p>J. GROSS UNSPORTSMANLIKE ACTS (fighting, spitting, etc.)</p>	<p>Disqualification from event.</p>
<p>J. PHYSICAL ASSAULTS</p>	<ul style="list-style-type: none"> • Expulsion from event, subject to immediate membership suspension until reviewed. • Law Enforcement Officials should be called.
<p>K. SMOKING, ALCOHOL on school grounds where prohibited.</p>	<p>Tournament Directors can expel individual from facility and deny access to future events at that site.</p>
<p>L. CONSUMING ALCOHOL OR ILLEGAL DRUGS DURING THE EVENT</p>	<p>Expelled from tournament and facility, plus one (1) month suspension from date of violation.</p>
<p>M. OTHER INCIDENTS AS LISTED In the USAV Code of Conduct</p>	<p>Maximum penalties are listed in the USA Volleyball Code of Conduct</p>

ARTICLE XXXVII FACILITY CONDUCT CODE

Due to the deterioration of courtesy on the volleyball court, and the increasing number of spectators witnessing this behavior, it has become necessary to **CLEAN UP OUR ACT**. The Region needs to ensure that our Iowa Region players and coaches set a good example in their conduct. It is the Team Rep's responsibility to pass this information out to each person associated with his or her team, so that we can secure everyone's cooperation in this matter.

37.01 Personal Conduct

- A. **Do not yank on the net**; this is hard on the equipment. In many regions, this is a sanctioned offense.
- B. **Keep our gyms clean.**
 1. **Team should keep bench areas and scoring tables** free of trash and extra water bottles as these create dangerous situation for players chasing balls.
 2. Eat in designated areas only. Pick up your trash. Tournament Directors do not want to clean up your leftover food etc.
 3. **Tournament Directors may impose fines or expel** players or spectators for food offenses; if these consequences have been posted or given to Team Reps.
- C. **Profanity & Intimidation** Any person affiliated with a team who directs a profane remark or gesture toward any official, player or spectator obvious enough to be heard or seen by any Official (1st referee, 2nd referee, Scorer, or line judges) will be automatically suspended by the 1st referee from the set.
 1. **NOTE:** This behavior should be reported immediately to the 1st referee.
 2. **A second similar offense occurring that same day** will be cause for that individual to be suspended for the rest of the tournament. Habitual offenders will be reviewed by the Region Office and subject to the disciplinary action deemed appropriate.
 3. **Tournament Directors may expel a participant or spectator for any action that is deemed to be inappropriate by normal standards or posted rules.**
- D. **Harassing an official during or after a match** will be grounds for expulsion from the facility.
- E. **GROSS Unsportsmanlike Acts** a Tournament Director may disqualify an individual from the tournament for unsportsmanlike behavior such as fights, spitting, etc.

F. **Any person who physically assaults anyone** at an Iowa Region sanctioned tournament will be subject to immediate suspension, with further disciplinary action as determined by the Region Office.

1. Physical Assault should be reported to Law Enforcement Officials immediately.

37.02 **Tournament Site Regulations:** Schools are trying to set a good example for our youth so **Do Not Smoke, use Illegal Drugs or Drink Alcohol on School Property.**

A. A Tournament Director may expel or deny a team entry into future tournaments if it violates any of the regulations listed below. This includes school property (*parking lots included*).

B. **Any Member caught by any tournament official with Any Alcoholic Beverage (i.e., Beer) Or Illegal Drugs** inside any school building or public tournament facility, or on any premises which prohibits this usage (school grounds or parking lots);

1. Will be expelled from tournament from that point forward.

2. Will be banned from participating in any sanctioned event in the region for 1 month.

ARTICLE XXXVIII COACHES CODE OF CONDUCT

The following information comes from the USAV CAP coaching program and the American Volleyball Coaches Association. It is your responsibility as a member of USAV to maintain professional relationships with athletes.

38.01 **Coaches will work with people from the perspective of dignity** and sound educational and scientific foundation and to:

A. **Direct comments and criticism at the performance**, not the athlete.

B. **Display high personal standards**, including avoiding the use of illegal drugs, using profane, insulting, harassing or otherwise offensive language while in the presence of athletes.

C. **Coaches & Junior Team Staff will NOT USE alcohol and tobacco** in the presence of their team at events or post event activities, and under no circumstances allows the use of controlled substances by minors.

D. **Ensure that the activity being undertaken is suitable** for the age, experience, ability and fitness level of the athletes.

E. **To educate the athletes** as to their responsibility in contributing to a safe environment.

F. **Consider the athletes' future health** and well being as foremost when making decisions regarding an injured athlete's ability to continue competing or training.

G. **Be aware of academic pressures**; conduct practices/matches in a manner so as not to unduly interfere with academic success.

H. **Implement only ethical recruiting practices** and know compliance regulations of governing sports organizations.

I. **Reasonably ensure that facilities and equipment meet safety standards** and make sure that they are age and ability appropriate.

J. **Strive to develop individual and team respect** for the ability of opponents, and officials.

K. **Show regard** for the moral, social and religious orientations of the athletes.

38.02 **Harassment comes in many forms, for your own protection as coaches please read the following section.** This section is not to imply a lack of faith in Iowa region coaches, but to give you information on practices to follow to avoid the risk of a sexual harassment suit. Report any suspected cases of abuse to appropriate authorities.

A. **Physical**

1. Use appropriate discipline.

2. Take injuries seriously.

3. Avoid engaging in behavior which causes awkwardness or embarrassment to another, or endangers a person's safety or negatively affects performance.

B. **Verbal**

1. Replace negative remarks with instruction.

2. Motivate with praise, not abusive remarks.

3. Address athletes by their first name or preferred nickname.

4. Be careful using coaches seen on television as examples for appropriate behavior.

5. Under no circumstances use racial, ethnic, gender or sexual orientation related slurs.

C. **Emotional**

1. Treat all athletes with equal respect; never condescend, patronize or exhibit favoritism.
2. Keep winning in perspective.
3. Bullying should not be tolerated by team members or staff.

D. **Sexual Abuse**

1. All behavior which is defined or construed as sexual abuse must be avoided.
2. Use only positive touches (i.e. high fives, handshakes, pats on the back) and respect the privacy of an athlete's body.
3. In potentially compromising situations (i.e. showering, changing clothes, individual conferences) make sure another adult is present.
4. Avoid going anywhere alone with an athlete.
5. Report any suspected cases of sexual abuse to law enforcement as required by law.

E. **Sexual Harassment** Avoid the following behaviors.

1. Suggestive comments about physical appearance.
2. Leering/staring.
3. Using sexually offensive or degrading pictures or reading material.
4. Sexual teasing.
5. Jokes with sexual themes.
6. Unwanted physical contact.
7. Promises or rewards in return for sexual favors.

38.02 **Never be alone with a Junior aged player or assistant coach.** This rule is for your own protection for accusations being made against you.

- A. Always have another adult with you at practices, events, or private lessons.
- B. Never be alone with a minor aged player at the end of the evening.
- C. Never give a single player a ride home without another adult in the car.
- D. If conducting room checks when traveling always do so with another adult.
- E. Never have a player in your hotel room.

ARTICLE XXXIX PARENT CODE OF CONDUCT

39.01 The Iowa Region expects parents, and guardians to maintain a civilized code of conduct at volleyball events. To help define these expectations we have compiled the list below.

As a Parent, I will:

- A. Remain in the spectator areas during all games.
- B. Not advise the coach on how to coach, who to put in the game and/or who to take out of the game.
- C. Not coach my child during the game.
- D. Respect the integrity of the officials and not advise them how to call the match.
- E. Respect the integrity of the scoring table and line judges.
- F. Learn the rules of the game to help me better understand what is happening on the court
- G. Understand that physical or verbal intimidation of any individual is unacceptable behavior
- H. Be supportive of all attempts to remove verbal or physical abuse from organized volleyball activities, including language.
- I. Model sportsmanship for my child by treating all coaches, officials, tournament directors and players of either team with courtesy and respect.
- J. Encourage hard work and honest effort that will lead to improved performance and participation.
- K. Emphasize the cooperative nature of the sport.
- L. Encourage my child to participate for enjoyment as well as competition.
- M. Encourage athletes to participate in volleyball drug, tobacco and alcohol free.
- N. Cheer for my child's team.
- O. Applaud good and fair play during matches.
- P. Be in control of my emotions.
- Q. Attend all volleyball events alcohol and drug free

- R. Understand that conduct that is inappropriate as determined by comparison to normally accepted behavior is unacceptable.
- S. Protect the ability to continue using the facility by following all the rules of the facility, such as
 1. NO FOOD, DRINK OR COOLERS IN THE GYM,
 2. Smoking in designated areas only,
 3. Throwing all trash in an appropriate receptacle, etc.
 4. Park in marked spots to help allow emergency vehicles access.
- T. Protect athletes from sanctions and/or suspension by producing accurate documentation
- U. Honor financial commitments.

ARTICLE XL SPECTATOR CODE OF CONDUCT

40.01 **IMPORTANT NOTICE – ENTRY** to Iowa Region sanctioned events are granted as a courtesy. If you enter/attend a sanctioned event, you agree to abide by the SPECTATOR CODE OF CONDUCT

40.02 **SPECTATORS WILL:**

- A. Abide by the official rules of USA Volleyball.
- B. Display good sportsmanship at all times.
- C. Encourage my child and his/her team, regardless of the outcome on the court.
- D. Honor the rules of the host and the host facility.
- E. Not bully or intimidate officials, players or other spectators.
- F. Generate goodwill by being polite and respectful to those around me at this event.
- G. If necessary, clear out of spectator areas if necessary to allow the fans for the teams on the court an opportunity to watch their teams play.
- H. Encourage my child to speak directly with his/her coach when coaching decisions are made that may be confusing or unclear.
- I. Redirect any negative comments from others to the Tournament Director.
- J. Notify the Tournament Director if witnessing any illegal activity.
- K. Support the policies and guidelines of the team/club that I represent.
- L. Acknowledge effort and good performance, remembering that all players in this event are amateur athletes.
- M. Model exemplary spectator behavior while attending this event.
- N. Respect the tradition of the sport of volleyball by being a good ambassador.

40.03 **SPECTATORS WILL NOT:**

- A. Will NOT harass or intimidate the officials, line judges, or score table personnel.
- B. Will NOT coach my child from the bleachers and/or sidelines.
- C. Will NOT criticize his/her team players or coaches.
- D. Will NOT participate on the court without having a current USA membership.
- E. Will NOT bring and/or carry any firearms at any Iowa Region event.
- F. Will Refrain from bringing or consuming alcohol, tobacco, or any illegal substances at any Youth/Junior volleyball event.

40.04 **Note: Any violation of this Code of Conduct will result in you being asked to leave the site/facility,** and may result in you possibly being banned from attending future Iowa Region sanctioned events.

- A. The Tournament Director has the final say regarding their individual event.
- B. Local law enforcement will be contacted if necessary to resolve any disputes or altercations.
- C. Questions or concerns may be directed to the Iowa Region Office.

ARTICLE XLI INSURANCE

- 41.01 The USAV insurance coverage, procedures and forms may be found on the region website, www.iavbreg.org on the forms page.
- 41.02 Sports Accident insurance is a benefit of USAV membership.
- 41.03 Clubs should submit facility insurance forms for all practice sites. The form maybe filled out online or called into the office. The forms do not take long to be made and become effective immediately. So clubs can turn in last minute facility additions when practice sites change.
- 41.04 Tournament directors should request insurance for all site used for their events.
- 41.05 All insurance forms and the insurance handbook are found on the region website form page: <http://www.iavbreg.org/index.php/forms/>

ARTICLE XLII DUE PROCESS

- 42.01 The Iowa Region Due Process procedures and forms may be found on the region website form page: <http://www.iavbreg.org/index.php/forms/>