



HANDBOOK
Of the
**Chesapeake Region Volleyball
Association
(CHRVA)**

2025-2026 Season Edition

Preface

This Handbook is the product of the volunteer effort of a number of individuals over the years. The CHRVA Board of Directors desires to keep the Handbook current and abreast of the needs of the volleyball community that the Region serves, it is subject to ongoing scrutiny and revision. If you, a member of CHRVA, have any questions, concerns, or suggestions with regard to this Handbook, please do not hesitate to contact the Chair of the Communications Committee.

Changes to the Handbook since the Last Publication

The following changes were made by the Board of Directors for the July 2025 release of the Handbook. Please read the rules in full.

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1. General Information

1.1. USA Volleyball

- 1.1.1. USA Volleyball is the United States' National Governing Body for the sport of volleyball and is the parent organization of the USA Men's and Women's National (Olympic) Volleyball Teams. USA Volleyball is affiliated with the US Olympic and Paralympic Committee and is the United States' exclusive representative to the Federation Internationale de Volleyball (FIVB), the worldwide volleyball organization.
- 1.1.2. USA Volleyball's involvement in the sport spans all levels of competition, from Olympic competition to recreational play. It manages and administers its volleyball programs through its member organizations and regional affiliates. USA Volleyball conducts national programs for training and certifying coaches through its Coaching Accreditation Program. USA Volleyball hosts annual National Championship competitions, bringing together the most outstanding players and teams from throughout the country.
- 1.1.3. Activities and programs of USA Volleyball are carried out by a nationwide work force, composed mostly of volunteers working within the Regional Volleyball Associations (RVAs), and by professional staff at the administrative office in Colorado Springs, Colorado.

1.2. Chesapeake Region Volleyball Association

- 1.2.1. The Chesapeake Region Volleyball Association (CHRVA) is one of 40 Regional Volleyball Associations (RVAs) of USA Volleyball. The Region encompasses the States of Delaware and Maryland, the District of Columbia, and the northern counties of the Commonwealth of Virginia. It is bordered on the north by the Keystone Region, on the northeast by the Garden Empire Region, on the west by the Ohio Valley Region, and on the south by the Old Dominion Region.
- 1.2.2. It is the goal of both USA Volleyball and the Chesapeake Region Volleyball Association to provide all members a competitive volleyball environment, one that is challenging and enjoyable for amateur athletes, officials, and volleyball enthusiasts. Welcome to Chesapeake Region Volleyball!
- 1.2.3. CHRVA is a nonprofit organization incorporated in the Commonwealth of Virginia. CHRVA Board of Directors (Directors) are elected to three-year terms by the general membership. Directors are charged with the responsibility of creating policies, establishing goals and objectives, and overseeing the affairs of the Corporation. The Directors represent the players, coaches, and officials registered in the Region. The policies, regulations, and rules contained in this Handbook have been approved by the Board of Directors. Info on the Region's public IRS documents can be requested to the Commissioner.

A Director may, with prior notice, attend internal or external meetings of the CHRVA Commissioner and/or Staff Members as a non-participant to stay informed and fulfill their responsibilities, so long as the meeting relates to CHRVA business. Should the Commissioner and/or Staff Member object to the attendance of a Director for any reason, the Commissioner and/or Staff Member may raise the issue with the Executive Committee. The determination of the Executive Committee is final. Should the Executive Committee elect not to address the issue or fail to issue a determination at least twenty-four hours before the start of the meeting, the presumption is that the Director shall be able to attend the meeting.

- 1.2.4. Staff Members are responsible for the day-to-day management of the Region; with only a few exceptions, they are all volunteers. Staff Members are charged with enforcing the policies, regulations, and rules contained in this Handbook.

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1.3 USA VOLLEYBALL AND SAFE SPORT

The safety of its participants is of paramount importance to USA Volleyball and the Chesapeake Region. USA Volleyball has a ZERO TOLERANCE for abuse and misconduct. This includes not only on-court safety, but also off-court safety in any part of USA Volleyball's programs. USA Volleyball is committed to creating safe and fun environments for youth. This includes, but is not limited to, providing training, educational materials and resources for our Region, clubs, coaches, and parents. All Chesapeake Region members must abide by the Safe Sport policies. For the most current information, refer to our website, www.chrva.org/SafeSport.

1.4 Chesapeake Region Volleyball Association Handbook

- 1.4.1 The Chesapeake Region Volleyball Association Handbook (the Handbook) contains the policies, rules, and regulations that control the management and administration of the USA Volleyball (USAV) Programs in the Chesapeake Region Volleyball Association (CHRVA or the Region). The Handbook is written under the authority of, and in support of, the Bylaws of the Chesapeake Region Volleyball Association. Should there be a conflict between any provision of this Handbook and the Bylaws, the Bylaws shall take precedence.
- 1.4.2 The Handbook is available on the Internet at the CHRVA Website (see chrva.org), where it may be browsed, downloaded, or printed. It is the club directors' and/or team representatives' responsibility to ensure that all players, coaches, trainers, chaperones, and others connected with their teams know where to find the Handbook.
- 1.4.3 It is the responsibility of all CHRVA members to familiarize themselves with the provisions of this Handbook and USAV rules and to abide by them. It is the responsibility of Junior clubs, team personnel, coaches, and club directors to assist Junior players in this regard. Sanctioned tournaments, competition, and activities are governed by this Handbook. Ignorance of the policies, rules, and requirements specified in this Handbook is no excuse for failure to abide by the same.
- 1.4.4 A request for an exception or waiver to a policy, rule, or requirement specified in this Handbook must be made in writing by the individual requesting the exception or waiver. The Secretary must receive the request for the exception or waiver not later than 30 days prior to the date the exception or waiver is to take effect. A request for an exception or waiver will be reviewed and acted upon (granted or denied) by the Executive Committee on a case-by-case basis.
- 1.4.5 In the event that a CHRVA board member or CHRVA staff designated in this Handbook is not able to act, whether due to recusing oneself or unavailability, the President of the Board (or the Vice President in the President's place) may appoint an eligible board member or staff member to replace that individual (including himself/herself). This applies to all committee members and staff members herein.
- 1.4.6 Unless otherwise specified, all timeframes in the CHRVA Handbook should be interpreted as calendar days, not business days.

2. Registration

2.1. In General

- 2.1.1. Any individual who participates in an event sanctioned by CHRVA must be a currently registered member of USA Volleyball (USAV). The annual USAV membership period begins September 1 and extends through August 31 of the following calendar year (a 12-month membership).
- 2.1.2. Registration fees include both regional and national assessments. The national fees pay for liability insurance for the Region and its members for USAV sanctioned events, secondary sports accident insurance for participants of those events, publication and mailing costs of the USAV newsletter, Volleyball USA, and other administrative costs necessary to manage the many regions. The regional fees defray the annual expenses incurred by CHRVA, entry fees for CHRVA teams participating in National Championships, travel by Staff Members, stipends to selected Staff Members for expenses and services, and for general operating and management costs. Questions about fees should be directed to the Commissioner.

2.2. Registration Procedures

- 2.2.1. An individual must register online via the Sports Engine system, which can be found at www.chrva.org, and by then selecting "Register for CHRVA." All information including "signing" the Code of Conduct and waiver/release are handled by the online system. Payment must either be made online. Other payment arrangements are on a case to case basis.
 - 2.2.1.1. Anyone registering for a collegiate membership must also provide proof of current college attendance to the Registrar to be considered fully registered.
 - 2.2.1.2. Collegiate membership is used only as a player. If a college player will be coaching in addition to playing, they must upgrade to a full membership with a background check and Safe Sport training for coaching juniors.
- 2.2.2. An adult team is registered only when the following items are all in the possession of the Registrar.
 - 2.2.2.1. A minimum of six individual players are registered online and their payments received.
 - 2.2.2.2. The team registration form properly completed, with a minimum of six players listed on the form submitted to the CHRVA Registrar. Only adult team representatives can make changes to the roster. The form can be found on chrva.org.
- 2.2.3. A Junior team may only be formed and registered after the beginning of the Open Tryout Period, as identified in the Junior Recruiting Policy in Appendix C. The club administrator must create the team roster in USAV membership database, consisting of a minimum of six players, and a Head coach who is a legal adult in the state in which the club is registered with a current background check, Safe Sport training, and IMPACT certification. A CHRVA club that violates the Junior Recruiting Policy in Appendix C may be sanctioned and/or precluded from registering a team with CHRVA.
- 2.2.4. No one will be allowed to play, warm up, practice, or participate in any CHRVA-sanctioned event, including Fellowships, unless registered with USAV.

2.3. Registration Deadlines

No team or individual registered during the Prohibition Period will be eligible for Regional Championship competition, except as provided in Section 5. Seven days prior to that division's Regional Championship competition, the Registrar will lock the team roster for Regional Championship roster.

2.4. Late Registration

All paperwork and fees for team and individual registrations must be received not later than the Wednesday prior to the date the new individual or team will participate in an Adult Regular Volleyball Season tournament (Monday for Juniors). A submission request received later than these deadlines is considered late. Each late member registration submission requested to the Registrar requires a payment of a \$20 late fee. Each late team registration requested to the Registrar requires payment of a \$30 late fee. A submission received on the Thursday prior to the date of the tournament will be handled on a case-by-case basis at the sole discretion of the Registrar. Late fees shall be paid by separate check or money order made payable to the Registrar by name.

2.5. Additions or Changes to Team Roster

- 2.5.1. Only the team representative may add a player to the team roster, except for clubs, where the club representative may make an addition for any team within the club.
- 2.5.2. The player to be added to the roster must be fully registered including full payment of the registration fee before the player can be added to the roster.
- 2.5.3. For the Registrar's assistance, the club or team representative must include the team name and CHRVA registration number along with a written request that the player be added to the team roster. This can be submitted via email to the Registrar.
- 2.5.4. Additions or changes to the team roster are subject to the same time constraints and fees as late registrations as specified in Section 2.4.
- 2.5.5. No player may be added to a team's Regional Championship roster during the Prohibition Period.
- 2.5.6. In the Junior Boys division, teams are permitted to add up to four players already registered within the CHRVA Region for Out-of-Region Tournaments and USAV National Championships after the completion of the team's CHRVA Regional Championships. In addition, teams may add one player registered in another USAV Region with the approval of the CHRVA Commissioner. The new players cannot be added if both teams are traveling to the same tournament.

2.6 Designation of Club Status

A club registration form is used to establish a club after approval by the Commissioner. The Club Director completes the online form at chrva.org. The club is not recognized and in good standing until the club has been approved and gives CHRVA admin access into its club HQ.

2.7 Registration Types and Fees

2.7.1 Individual Registrations

2.7.1.1 Junior Full Membership: \$55 membership fee. All registrations must be completed online. Any individual registrant who is not a participant in a collegiate club or varsity volleyball program and is 18 years of age or younger through June 30 of the year in which the season concludes (or 19 years of age and a high school student during some

part of the current academic year). Consult the USA Volleyball website for more information.

2.7.1.2 Adult Full Membership: \$45 registration fee. All registrations must be completed online. A role of adult player, coach, official, chaperone, or booster.

2.7.1.3 Collegiate: \$15 registration fee. A member who is a college student (must show proof of current attendance to Registrar) and will be registered only as a player.

2.7.1.4 Limited membership: Registration fees vary depending on the type of membership and length of memberships. Most limited memberships cannot be added to an official roster. Limited memberships can be upgraded to a full membership.

2.7.1.5 Outdoor Season: \$24 for Junior, \$30 for Adult. Any junior or adult player who would like to participate in CHRVA sanctioned outdoor tournaments and activities, but did not play during the indoor season may register for the CHRVA outdoor season (April 1-August 31 or September 1- December 31).

2.7.1.6 Parents or guardians may pay a \$25 Parent membership, which would allow parents to shag balls, call lines, and be considered CHRVA members. A completed background check and Safe Sport training is required. This membership cannot be on an official roster.

2.7.2 No individual is required to register more than once, though he or she may compete with a Junior Volleyball, Mixed 6, Conglomerate, and/or Regular team. In cases where there is a conflict in the registration fee, the highest fee prevails. A player registered in another Region who participates with a CHRVA Conglomerate team must pay a \$7 registration fee.

3. Eligibility

3.1 Eligibility Committees

CHRVA Administrators (including the Commissioner, program directors, and division/age coordinators) are empowered to make initial determinations regarding rule infractions so long as the determinations do not involve assessing sanctions (such as fines, suspensions, loss of points, or the forfeiture of sets) on a member, team, or club. The CHRVA Administrators may order the repayment of actual expenses incurred by a member club, team or player resulting from a rule infraction (such as paying a referee or scorer if a team does not fulfill its work team assignment) so long as the expense does not exceed \$75. Items handled on an administrative basis will not be referred to the appropriate Eligibility Committee unless a member, team or club disagrees with the decision of a CHRVA Administrator and files a complaint pursuant to the procedures outlined in Section 6.

- 3.1.1 The Eligibility Committees defined below, unless otherwise noted, are responsible for resolution of all matters that may affect the eligibility of clubs, teams, and individuals. The Eligibility Committee is responsible, unless otherwise noted, for the recommendation and administration of disciplinary action against clubs, teams, and individuals. The composition of each committee will vary depending upon the circumstances being considered and the action being taken.
- 3.1.2 Composition of Eligibility Committees: The Eligibility Chair will direct assembly of the appropriate committee for the purpose of addressing matters as described below.
 - 3.1.2.1 Registration Committee: All matters pertaining to the registration of clubs, teams, and individuals, or the movement of individuals from one team to another team will be the responsibility of a committee chaired by the Eligibility Chair and composed of the Registrar and the Division Coordinators of affected divisions.
 - 3.1.2.2 Referee Committee: All matters pertaining to referee requirements and performance will be the responsibility of a committee chaired by the Referee Chair and composed of the Referee Assignor and a third person appointed by the Eligibility Chair who shall be a non-referee and non-scorer active member.
 - 3.1.2.3 Scorekeeping Committee: All matters pertaining to scorekeeping requirements will be the responsibility of a committee chaired by the Scorer Chair and composed of the Referee Chair and a third person appointed by the Eligibility Chair who shall be a non-referee and non-scorer active member.
 - 3.1.2.4 Tournament Committee: All matters pertaining to tournament-host requirements will be the responsibility of a committee chaired by the appropriate Tournament or Competition Chair and composed of at least two Division Coordinators and the Referee Chair.
 - 3.1.2.5 Junior Volleyball Ethics and Rules Committee: All matters pertaining to compliance with the Junior Volleyball Code of Ethics and Conduct, as set forth in Appendix C- Policy Statements- Junior Volleyball Code of Ethics and Conduct, will be the responsibility of a committee chaired by a Director and composed of at least two members appointed by the chair. The committee shall be accountable and make regular reports to the Board of Directors as requested.
 - 3.1.2.6 Ombudsman Committee: All matters pertaining to the movement of teams from one division to another, either voluntary or involuntary, and all eligibility matters not addressed by other committees, will be the responsibility of a committee chaired by the Eligibility Chair and composed of at least one

Division/Age Coordinator and one active member appointed by the Eligibility Chair.

3.1.3 Disposition of Matters before Eligibility Committees

- 3.1.3.1 CHRVA-Initiated Actions (Non-Disciplinary). Consistent with the desire to do what is in the best interest of the Region, it is sometimes necessary for CHRVA to initiate action through the authority of its various eligibility committees. Such action may affect one or more clubs, teams, or individuals (e.g., involuntary team movement). Prior to making a determination regarding a CHRVA-initiated action, an eligibility committee is required to hold a hearing to give all affected parties the opportunity to voice their opinions and respond to questions by the committee members. This section does not apply to matters involving disciplinary action.
- 3.1.3.2 CHRVA-Initiated Actions (Disciplinary). Disciplinary actions may be imposed as a response to violations of CHRVA policies, rules, and regulations and are dispensed by the appropriate eligibility committee (for other than USA Volleyball Code of Conduct violations) and in accordance with the USA Volleyball disciplinary policy (for USA Volleyball Code of Conduct violations). If any affected party feels that an injustice results from an imposed disciplinary action, then the opportunity to present its case at a hearing is available at all stages of appeal as prescribed in Section 7. A hearing is not required prior to an eligibility committee taking disciplinary action.
- 3.1.3.3 Non-CHRVA-Initiated Actions (Non-Disciplinary). Requests submitted by clubs, teams, or individuals are expected to contain sufficient information for an initial ruling to be made by the appropriate eligibility committee. If the eligibility committee makes a ruling that is contrary to the desires of the applicant, then the opportunity to present further information during a hearing is available at all stages of appeal as prescribed in Section 7, Complaints and Appeals. A hearing is not required prior to an eligibility committee making its initial ruling.
- 3.1.3.4 Non-CHRVA-Initiated Actions (Disciplinary). Disciplinary actions may be imposed as a response to complaints alleging violations of CHRVA Policies, Rules, and Regulations
and are dispensed by the appropriate eligibility committee (for other than USA Volleyball Code of Conduct violations) and in accordance with the USA Volleyball disciplinary policy (for USA Volleyball Code of Conduct violations). If any affected party feels that an injustice results from an imposed disciplinary action, then the opportunity to present its case at a hearing is available at all stages of appeal. A hearing shall be granted if requested by a complainant or a party who may be affected by a ruling on the complaint.
- 3.1.3.5 Decisions made and disciplinary actions taken by the various eligibility committees will be communicated in writing by the appropriate Committee Chair to all clubs, teams, and individuals involved not later than seven days after the decision/disciplinary action is determined. In addition, by 1 November of each year, the Eligibility Chair must notify the Registrar, the appropriate Tournament or Competition Chair, and the appropriate Division Coordinators of any disciplinary actions still in force or in process against any club, team, or individual from past seasons.
- 3.1.3.6 A CHRVA Committee (see Appendix A, Article XIII of the CHRVA Bylaws), at its own discretion, may determine whether an action is a CHRVA-Initiated Action and such a determination will not be grounds for an appeal. As a

general guideline, Non-CHRVA-Initiated Actions generally involve disputes between clubs, teams and individual members of CHRVA. CHRVA-Initiated Actions generally involve other regions, multiple clubs, issues raised by CHRVA Directors or Staff, or issues that impact the Chesapeake Region volleyball community.

- 3.1.3.7 The CHRVA Commissioner, a Program Director, a Division/Age Coordinator, the President of the Board, or the Eligibility Chair must recommend pursuing a CHRVA Initiated Action (whether disciplinary or non-disciplinary) prior to such action being initiated through the authority of the appropriate eligibility committee..

3.2 Eligibility Requirements

- 3.2.1 Violation of any eligibility rule by a club, team, or individual will result in disciplinary action against the violator(s). Ignorance of the eligibility rules does not excuse a violation. The consequences of eligibility rule violations are defined in Section 6. If disciplinary action is imposed, affected clubs, teams, and individuals may appeal as prescribed in Section 7.
- 3.2.2 A club, team, or an individual may request that an exception be made to a stated rule of eligibility. Such a request must be submitted, in writing, to the Eligibility Chair, the Chair of the appropriate eligibility committee, or the Secretary and should contain sufficient information to present and support a valid argument.
- 3.2.3 Individual Eligibility
- 3.2.3.1 All persons participating in CHRVA activities must be registered with USAV/CHRVA. Individual member registration is done by the online registration system. No person is duly registered until all fees (and proof of fulltime student status in the case of collegiate membership) have been received by the Registrar. Registration requirements are detailed in Section 2.
- 3.2.3.2 Prohibition Period: Various actions regarding the addition of a player to a team's roster are prohibited during the seven-day period leading up to and through the conclusion of the Regional Championship for the division of the team in question. The Prohibition Period does not pertain to the Junior Girls Club level of the Regional Championships.
- 3.2.4 Player Not registered with a CHRVA Team
- 3.2.4.1 A player who is not registered with a CHRVA team may participate in Fellowship Tournament with any team and at any level provided that the USAV registration requirements have been met.
- 3.2.4.2 Any player who is not a CHRVA member in good standing may not participate in any CHRVA-sanctioned competition.
- 3.2.4.3 A player who is not registered with a CHRVA team may be added to a team's roster except during the Prohibition Period. An adult player not registered with a CHRVA team may be borrowed two times (by any combination of teams) during the season, and must be added to an adult team's roster before participating in any other CHRVA-sanctioned competition.
- 3.2.4.4 A Junior Volleyball player who is not registered with a CHRVA team may be added to a Junior Volleyball team's roster at any time; however, player eligibility for the Regional Championships is governed by Section 5.

3.2.4.5 During the Prohibition Period a player who is not registered with a CHRVA team shall be allowed to join a team as a replacement for an injured player. The team's roster must have been reduced to fewer than seven players as a result of injury. The injury must be of a verifiable nature and prior approval must be obtained from the Registration Committee. The injured player may return during the season.

3.2.4.6 No junior girl may participate on more than one junior's team for the CHRVA Regional Championships teams except if that Junior team's roster is reduced to fewer than seven players as a result of injury. Only a player from within the team's club may be transferred to that team's roster as a replacement for the injured player. The injury must be of a verifiable nature and prior approval must be obtained from the Registration Committee. The result of any such movement will not cause a team's roster to consist

of more than seven players. The injured player may continue to compete following the completion of the team's Regional Championship competition.

3.2.5 Player Registered with a CHRVA Team

3.2.5.1 A player who is registered with a CHRVA team may participate in a Fellowship Tournament with any team and at any level provided that the USAV registration requirements have been met.

3.2.5.2 Players registered with both a Regular and Conglomerate (adult age bracket), or both a Regular and Junior Volleyball team, may play with both teams during a weekend, but not on the same day.

3.2.5.3 A player may participate with his or her team or with any lateral or higher division team in his or her club an unlimited number of times.

3.2.5.4 A Junior Volleyball team may participate with any team of the same level (or age eligible team) and gender from his or her club an unlimited number of times.

3.2.5.5 A Regular player may participate with any other CHRVA team in non-CHRVA-sanctioned USAV competition, except as specified in Section 3, and the rules governing USAV nationally sanctioned competitions.

3.2.5.6 Playing with Another Team in CHRVA-Sanctioned Adult Regular Season Volleyball Season Competition: The following subsections assume that the player does not wish to transfer permanently to another team.

3.2.5.6.1 A Regular or Collegiate player may participate with a higher division team from his or her club an unlimited number of times from the start of the Adult Regular Season to the start of the Prohibition Period. In a situation where an Adult team is reduced to seven or fewer players, the team may borrow as many players as needed from the same level or lower club team. There is no limit to the number of players who can be borrowed.

When an Adult team is reduced to five or six players and is not able to borrow from within its club or is not a member of a club, that team may borrow one or two players outside of its club so long as the borrowed players do not increase the number of players participating in the event to greater than seven. If the borrowed player is already part of another CHRVA team, the player must be on a team at the same level or lower (i.e., a player on an A-team may not be borrowed by a BB-level team). If the borrowed player is not already part of another CHRVA team, the borrowed player must be at the same level or lower than the player's CHRVA Level

of Play on their Team registration (i.e., a player registered with an A-Level of Play may not be borrowed by a BB-level team).

Teams borrowing players from outside of their club may only earn points toward the Regional Championships if a minimum of five (5) players from the team's roster are playing.

When a Conglomerate team is reduced to fewer than six players, that team has two options:

- Add a player to the team roster from any divisional team who meets the age requirement. (Requires assistance from the Registrar).
- Borrow a player from another conglomerate team registered within the region as long as the player fits the age range of the playing team.

When an Adult team is reduced to five or six players and is not able to borrow from within its club or is not a member of a club, that team may borrow one or two players from outside of its club so long as the borrowed players do not increase the number of players participating in the event to greater than seven. However, if two players will be there for only half the day (one in the morning and one in the afternoon), as long as the two players do not play in the same match, they can be counted as if they are a single player. If the borrowed player is already part of another CHRVA team, the player must be on a team at the same level or lower (i.e., a player on an A-team may not be borrowed by a BB-level team). If the borrowed player is not already part of another CHRVA team, the borrowed player must be at the same level or lower than the player's CHRVA Level of Play on their Webpoint registration (i.e., a player registered in Webpoint with an A-Level of Play may not be borrowed by a BB-level team).

The only exception to this rule would be if a team is playing up a level (i.e. BB team playing in an A tournament), the BB team may borrow ONE A player. In this case that player will be treated as if he or she is from another club so the team must follow all rules associated with borrowing from outside the club. (Applies to Adults only)

Teams borrowing players from outside of their club can only advance to playoffs and earn points toward the Regional Championships if a minimum of five (5) players from the team's roster are playing.

Players who have played on an Adult Team may change to another Adult team of the same or higher level during the season as long as the following circumstances have been met:

- Change must be made in writing to the Registrar and copied to the Team reps from the current team and the new team
- All obligations to the current team have been met including financial and the return of equipment and uniforms

The player cannot play with the new team until the Registrar has approved the move and made the necessary roster changes. Until that time, the player would be considered borrowed.

The player may only change teams once during a season.

- 3.2.5.7 CHRVA members not affiliated with an adult team may be borrowed by an adult team as long as the level of play chosen by that member is the same or lower than the team level. The only exception to this rule would be if a team is playing up a level (i.e. BB team playing in an A tournament), the BB team may borrow ONE A player. In this case that player will be treated as if BB team may borrow ONE A player. In this case that player will

be treated as if he or she is from another club so the team must follow all rules associated with borrowing from outside the club. (Applies to Adults only).

3.2.5.8 Adult teams can borrow up to two (2) junior 17 or 18 age eligible junior players to their tournament roster if the junior player's team is not scheduled to play on the same day and only if the adult team has followed all USAV requirements for adding junior player(s) to the adult team. (Waiver) Adult teams are not permitted to borrow junior players to participate in CHRVA Adult Regional Championships or USAV National Championships. If the junior player permanently leaves their junior team during the same season, under no circumstances is the junior player permitted to join an adult team from another club.

3.2.6 A Junior Volleyball player may participate with any team that is from the player's club and the player is age eligible, an unlimited number of times.

3.2.7 Permanently Transferring to another Team

3.2.7.7 A player who has not participated (participated is defined as: A player's name is on the roster submitted at the tournament check-in and in attendance) with his or her registered club in USAV/CHRVA sanctioned Adult Regular Season or Junior Volleyball Season competition (as appropriate) may leave that club to join another club except during the Prohibition Period provided the player reimburses his/her registered club (if requested) for any registration membership fees paid by the club on the player's behalf. The player must advise the CHRVA Registrar in writing of the intention to transfer.

3.2.7.7.1 Once a player has participated (player's name is on the roster submitted at the tournament check-in and in attendance) in a CHRVA or USAV sanctioned competition with a club, he/she may not transfer to another club except as outlined in Section 3.2.11

3.2.7.8 A player who has played with his or her registered team in CHRVA-sanctioned Adult Regular Season or Junior Volleyball Season competition (as appropriate) may make a voluntary transfer to a higher or older division team in his or her club. Such a transfer is not permitted during the Prohibition Period. The player or club representative must advise the Registrar in writing of the intention to transfer.

3.2.7.9 A player registered on a Junior Volleyball team may transfer to another team of the same division in his or her club. Such a transfer is not permitted during the Prohibition Period for teams in the Bid Level. The player or club representative must advise the Registrar in writing of the intention to transfer.

3.2.7.10 A Regular or Collegiate player may not transfer to a team in a division lower than that in which the player is registered. Junior Volleyball players may transfer to any team in their club where they are age eligible.

3.2.7.11 No player may transfer between CHRVA teams during the Prohibition Period except as follows. A Junior team's roster is reduced to fewer than six players or a Regular team's roster is reduced to fewer than seven players as a result of injury, a player from within the team's club may be transferred to that team's roster as a replacement for an injured player. The injury must be of a verifiable nature and prior approval must be obtained from the Registration Committee. The injured player may return during the season; however, his or her replacement will no longer be eligible to play on that team in CHRVA-sanctioned competition for the

remainder of the Adult Regular Season or Junior Volleyball Season (as appropriate).

- 3.2.7.12 A Junior Volleyball team may receive a transferred player from any team in the same division in the same club.
- 3.2.7.13 A team registered in any other division may only receive a transferred player from a lower/lateral or younger division team in the same club.
- 3.2.7.14 If an Adult team disbands before 1 February, it may release its players. With the approval of the Registration Committee, the players may join other teams.
- 3.2.8 If a Junior Volleyball team disbands before 1 March, it may release its players. With the approval of the Registration Committee, the players may join other teams.
- 3.2.9 If a Junior Volleyball team has completed its season on or before 1 May, a player from that team may join another club for the remainder of the season with a written release by the initial club director and permission of the Commissioner. Only one change per player per season will be allowed. Per the USAV Qualifier and National Championship Manual, a player who joins a team after May 1 may not be listed on the National Championship Roster of a team that has won a bid to the USAV National Championships.
- 3.2.10 Adult Players who have played on an Adult Team may change to another Adult Team of the same or higher level during the season as long as the following circumstances have been met:
 - 1. Change must be made in writing to the Registrar and copied to the Team Representatives from the current and new team.
 - 2. All obligations to the current team have been made met including financial and the return of equipment and uniforms.

The player cannot play with the new team until the Registrar has approved the move and completed the necessary roster changes. Until that time, the player would be considered borrowed.

The Adult player may only change teams once during the season.

- 3.2.11 If none of Section 3.2 apply, then a player who has participated with his or her registered team/club in CHRVA-sanctioned Adult Regular Season or Junior Volleyball Season competition is forbidden, under ordinary circumstances, from transferring to another team/club. A player may submit a written request for release from his or her registered team to the Eligibility Committee. For such a request to be approved, it must show, to the satisfaction of the appropriate eligibility committee, that a verifiable hardship condition exists. A sufficiently extreme hardship case is rare.
- 3.2.12 Team Eligibility
 - 3.2.12.1 No team may participate in CHRVA-sanctioned or USA Volleyball competition (including competitions in another USA Volleyball region) unless registered pursuant to the provisions of Section 2.
 - 3.2.12.2 A team may compete in a division higher or older than the one in which it is registered without affecting the status of its individual players. See Section 5 for impact on the 30% Rule for Regional Championship eligibility.

- 3.2.12.3 A Conglomerate adult team preparing for post-season competition may be formed at any time and must register in the division in which it intends to compete.
- 3.2.12.4 In order for a junior volleyball athlete (i.e., a minor under the age of 18 at the time of registration) to participate on an adult, indoor team, that junior volleyball athlete's parent or guardian must first sign the appropriate release of liability and file it with the CHRVA Registrar.
- 3.2.12.5 A Junior Club Director must reside within the geographical area of the Chesapeake Region.

3.3 Voluntary and Involuntary Movement of Adult Teams

- 3.3.1 It is the objective of CHRVA to create and manage divisions such that sufficient tournament opportunities exist in each division. CHRVA will attempt to balance the number of teams within each division so long as doing so does not place a team in a division that would create a clear imbalance. CHRVA also reserves the right to move teams when it is in the best interest of the Region, its teams, and players to improve competition within divisions or to redress obvious imbalances in team performance.

3.3.2 Team-Requested Voluntary Movements

- 3.3.2.1 A club or team representative may request that his or her team be voluntarily moved to a higher/lower or older/younger than the one in which it is registered. The request must be made in writing to the Adult Program Director stating the facts, reason, and circumstances in favor of the movement. The Adult Program Director will review the request and notify the Registrar, appropriate Division Coordinators, and the team representative of the decision in writing, not later than seven days after receipt of the request.
- 3.3.2.2 All team requests for voluntary moves must be made on or before February 15th of each year with decisions made by the Adult Program director no later than March 1st of each year.

3.3.3 CHRVA Team Movements

- 3.3.3.1 Division Coordinators and/or the Adult Program Director will be responsible for identifying teams for movement. The criteria for identifying such teams includes, but is not limited to: (1) prior season performance: (2) match wins and losses (and percentages): (3) set wins and losses (and percentages): (4) points for and against (and average margin of victory or loss): (5) the points awarded for competition: and (6) team rosters. These criteria may include an evaluation within a specific division and/or the division for which the team is being considered. Once teams have been identified for movement, the Adult Program Director will forward the recommendation to the Ombudsman Committee.
- 3.3.3.2 Ombudsman Committee will determine if the criteria used to identify teams for movement was appropriate to justify their movements. In other words, the Ombudsman Committee must show how the teams recommended for movement compare against other similarly-situated teams (or all teams) against the competitive field.

- 3.3.3.3 For Regular, Collegiate, and Conglomerate teams, this process will begin at the start of the Adult Regular Season and will continue until 1 March. The first voluntary movement period will ordinarily occur towards the end of January of the Adult Regular Season.
- 3.3.3.4 The Division Coordinator will communicate with the team representative of the team identified for movement and determine whether the team will voluntarily agree to move. Should a team not voluntarily agree to move, the Adult Program Director will listen to the team representative's arguments against movement and will forward concerns to the Ombudsman Committee. The Ombudsman Committee will deliberate after considering those arguments, and make a decision on movement. The Division Coordinator and/or the Adult Program Director will notify the team of its decision via email after a decision is made, but not later than five (5) business days after deliberating.

3.3.4 Challenging Involuntary Team Movements

- 3.3.4.1 Involuntary movements made by the Ombudsman Committee may be challenged within three (3) business days of being notified about the movement. The Adult Program Director will forward the challenge to the Ombudsman Committee along with all information supporting the decision within two (2) calendar days of receiving the challenge. Challenging a determination is not considered to be an appeal.
- 3.3.4.2 The Ombudsman Committee will make a *de novo* review of the involuntary movement (i.e., is not bound by the determination) including a review of all material considered. The team movement will be *stayed* (not enforced) pending a final determination by the Ombudsman Committee.
- 3.3.4.3 The team representative (or other person appointed by the team representative) will be afforded the opportunity to address the Ombudsman Committee. The Ombudsman Chair will notify the team representative of the date and time of the meeting and invite him/her to participate.
- 3.3.4.4 At the meeting, the representative proposing the move will present his/her reasons for the action. The team representative, if electing to participate, will have an opportunity to present any objections the team might have to the move. The Ombudsman Chair will ask the team representative to leave the discussion so the Committee may deliberate. After discussion, a simple majority vote of the Ombudsman Committee will determine whether the team will be involuntarily moved. The team representative will be informed of the Committee's decision immediately after the vote, and the Ombudsman Chair will follow by announcing the decision in writing to the team representative not later than five (5) days after the date of the meeting.
- 3.3.4.5 Should the team representative not be satisfied with the determination of the Ombudsman Committee, he/she is entitled to two additional rounds of appeal (the Commissioner and the Appeals Committee).

- 3.3.4.6 Should the Adult Staff not be satisfied with the determination of the Ombudsman Committee, they may request the Commissioner to appeal the determination and will also be entitled to two additional rounds of appeal (an Ombudsman Committee and the Appeals Committee).
- 3.3.5 A team moved to a higher/lower division will be granted the following benefits in conjunction with the move.
 - 3.3.5.1 The team will be granted a two-weekend “window” after the date of the decision to move the team to a new division before it will be required to compete in the new division. This window of time will allow the team to honor any tournament commitments made in its current division and to begin to apply for tournaments in the new division. The two-weekend “window” begins the later of: (1) the date of the voluntary movement; (2) the date of the involuntary movement by the Adult Staff if not challenged; or (3) the date of the Ombudsman Committee decision if the involuntary movement is challenged.
 - 3.3.5.2 The team will retain and will be authorized to use in the new division any unused Priority Entries earned for hosting a sanctioned tournament.
 - 3.3.5.3 If the team is scheduled to host a tournament after the date of the movement to a new division, the appropriate Tournament or Competition Chair will amend the tournament sanction to enable the team to compete in its event. This will be accomplished by making the tournament a multi-division tournament, such as a WA/WBB, etc.
 - 3.3.5.4 A Regular, Collegiate, or conglomerate team moved to a higher division will retain any points awarded, but no more than the fifth place team in points in the higher division at the time of the movement.
 - 3.3.5.5 A Regular, Collegiate, or Conglomerate team moved to a lower division will be granted one Priority Entry in the new division, in addition to any other unused Priority Entries they may have earned. The team will retain any points it may have earned in the higher division.

3.4 Eligibility for Different Types of Competition

- 3.4.1 Notwithstanding any other eligibility provision, a player registered with a CHRVA team may participate in another USAV-sanctioned and CHRVA-sanctioned practice, open gyms, trainings, fellowships, as long as these activities are not used for recruiting of players. Junior Players may not be placed upon the roster of another club for the same type of season i.e. indoor season, outdoor season.

3.5 CHRVA Safe Sport Committee

- 3.5.1 Safe Sport Coordinator shall be appointed as the Chair of the committee by the Commissioner and complete all required USAV Safe Sport training.

- 3.5.2 Safe Sport Chair is responsible for administration and reporting of all Safe Sport complaints/violations to the USOPC Safe Sport Center. Chair is responsible for communicating all processes to the Commissioner.
- 3.5.3 Safe Sport Chair shall oversee any complaints sent to CHRVA by the USAV Safe Sport Center. The Chair will oversee a committee of no less than three (3) adult CHRVA members.
- 3.5.4 Safe Sport Committee shall follow CHRVA Handbook Section 6 Disciplinary Action processes for penalties and has the authority to impose sanctions.

4 Sanctioned Tournaments

4.1 In General

- 4.1.1 All tournaments conducted by the Chesapeake Region Volleyball Association must be sanctioned by CHRVA.
- 4.1.2 The Tournament Scheduling Program referred to in this Handbook is applicable to all sanctioned tournaments. Approved tournament sanctions will be required for tournaments conducted during the following phases of the CHRVA indoor volleyball season.
 - 4.1.2.1 Adult Fellowship Season: Begins the first full weekend (Saturday and Sunday) of October and continues until the beginning of the Regular Season.
 - 4.1.2.2 Adult Regular Season: Begins the first full weekend (Saturday and Sunday) in December and continues through the Regional Championship for a given division.
 - 4.1.2.3 Adult Post Season: Begins after the Regional Championship for a given division and continues through the conclusion of the National Championships. Sanctioned tournaments may be held during this time period.
 - 4.1.2.4 Junior Volleyball Season: Begins on 1 December and continues through the conclusion of Junior Volleyball National Championships.
- 4.1.3 Tournament Priorities
 - 4.1.3.1 Historical Date Priority (HDP). Established by a Tournament Host by conducting a sanctioned tournament (of any type) on a particular weekend day (Saturday or Sunday) for two or more consecutive years.
 - 4.1.3.2 Priority of Fill. When two or more sanctioned tournaments of the same age group or Adult gender/level are conducted on the same weekend day, the host with the higher Historical Date Priority will receive the Priority of Fill. This means the HDP host's event must be filled before competing events.
 - 4.1.3.3 The Tournament Chair(s) shall publish one calendar specifying which Saturday and Sunday are in the first through the fourth weekends of each month to be used for the following season and the next season's Historical Date Host Priorities. To use the Historical Date Priority designation in the following season, the host team with a Historical Date Priority must fulfill the requirements specified in the CHRVA Handbook. Weekends that are not specified as first through fourth weekend or Historical Date Priority Dates are open on an equal basis to all hosts. This calendar shall be published no later than 1 August for Juniors and 1 September for Adults.

4.2 Tournament Committee

- 4.2.1 The Tournament Committee consists of the following.
 - 4.2.1.1 The Tournament or Competition Chair.
 - 4.2.1.2 The Division Coordinator for each division.
 - 4.2.1.3 The Referee Chair

- 4.2.2 The Tournament Committee will meet at least annually, normally during the month of September. It is within the discretion of the Chair to call additional meetings of the Committee, if deemed necessary.
- 4.2.3 Tournament Chair. The Tournament Chair is responsible for the following.
 - 4.2.3.1 Host compliance with the policies, rules, and regulations set forth in this Handbook.
 - 4.2.3.2 Coordinating the scheduling and sanctioning of Fellowship, Regular, and Post Season tournaments.
 - 4.2.3.3 Approval/disapproval of requested tournament dates, number of teams requested, division competition, site location, and any other factors pertaining to the requested event.
 - 4.2.3.4 Resolving tournament-scheduling conflicts in keeping with the policies set forth in this Handbook.
- 4.2.4 Division Coordinators. Division Coordinators are appointed by the Adult Program Director and are responsible for the administration of the division(s) assigned to them, including the following.
 - 4.2.4.1 Ensuring that all eligible teams registered in a division are afforded an equal opportunity to compete.
 - 4.2.4.2 Working with the Adult Program Director to achieve a realistic and workable regular-season schedule.
 - 4.2.4.3 Working with each Adult Program Director to ensure a quality event.
 - 4.2.4.4 Working with the Eligibility Chair to ensure that teams compete at their proper competitive level.

4.3 Types of Sanctioned Tournaments

- 4.3.1 Fellowship Tournament. A sanctioned tournament conducted prior to the start of the Regular USA Volleyball season, for the purpose of training referees and scorers and offering newcomers the opportunity to familiarize themselves with CHRVA-sanctioned play.
- 4.3.2 Historical Major Tournament (HMT). Historical Major Tournaments are those tournaments designated and approved by the Commissioner, and distinguished by their continuous and extensive contribution to the development of competitive volleyball within the Region. Unless the Commissioner gives special permission, a host organization is limited to one Historical Major Tournament per season. These tournaments must consist of a minimum of six courts utilized during any single day of competition at a single site, or at multiple sites that are located no more than ten minutes walking distance from each other. The hosting of competition on consecutive days utilizing six or more courts each day shall be considered one Historical Major Tournament. Historical Major Tournaments may be composed of one division or multiple divisions.
 - 4.3.2.1 Historical Major Tournaments will have Priority of Fill over all other tournaments, regardless of historical date.
 - 4.3.2.2 Not more than one Historical Major Tournament will be scheduled for any single weekend.

- 4.3.2.3 If a Historical Major Tournament date conflicts with a host with Historical Date Priority (HDP), the HDP host may apply for an exception to scheduling priorities, provided the HDP host agrees to conduct the event only if sufficient teams are available after the filling all pools in the Historical Major Tournament in those divisions in conflict with the HDP host's event.
- 4.3.3 Regular Tournament: Regular Tournaments are conducted on a single day using more than one court located either at one site or at multiple sites that are not more than ten minutes walking distance from each other. A pool of four or five teams competes on each court. However, a pool of six or seven teams competing on two courts may be used if required due to absent or incomplete teams. A six or seven team tournament may be sanctioned as two pools of three or four teams.
- 4.3.4 Half-day Tournament: Half-day Tournaments are conducted on a single day using two courts located either at one site or at two sites that are not more than ten minutes walking distance from each other. A pool of four teams competes on each court. However, pools of three teams may be used if required due to absent or incomplete teams.
- 4.3.5 Mini Tournament: Mini Tournaments consist of a single court with four or five teams competing. A four or five team pool competing separately within the confines of, and in conjunction with, a Historical Major Tournament or Regular Tournament will not be considered a Mini Tournament but will be included within the rules and policies governing those tournaments. Mini Tournaments will be sanctioned only if time or court limitations preclude the hosting of a Regular Tournament or Half-day Tournament. All Mini Tournaments with fewer than four teams will be canceled.
- 4.3.6 Regional Championship Tournament: These tournaments are hosted and administered by the Board of Directors.
- 4.3.7 Major/Multi-day tournaments sanctioned by the Chesapeake Region will be administered by a host organization(s). This will make allowance for unlimited numbers of teams from in and out of the region. A Major/Multi-day tournament will not be denied sanction due to the tournament priority system. A request for sanction will be made by 1 August each year. No points or seeding index will be factored on result of play in a major/Multi-day tournament. The play format will be determined and announced on invitations by the host administrator. All advertising, invitations, and acceptance of teams will be handled by the host administrator.
- 4.3.7.1 Major/Multi-day Tournaments are those designated and approved by the Commissioner and distinguished by their extensive contribution to the development of competitive volleyball within the region.
- 4.3.7.2 These tournaments must consist of a minimum of twelve courts in one or multiple locations and held on a minimum of two consecutive days.
- 4.3.7.3 A Major/Multi-day tournament may be composed of one division or multiple divisions.
- 4.3.8 Post-Season Tournaments: These may be traditional or non-traditional tournaments sanctioned by CHRVA. No official Sports Engine roster is required, but all players must be USAV members. They will be self-officiated. Matching uniforms are not required.
- 4.3.9 Other. Any other tournament deemed appropriate by the Tournament Chair/Adult Program Director or Junior Program Director.

4.4 Planning a Sanctioned Tournament

The following guidelines for conducting sanctioned tournaments must be followed, unless prior permission for an exception or alteration has been authorized in writing by the Tournament Chair (for Regular divisions) or the Competition Coordinator (for Junior Volleyball divisions).

4.4.1 Sanctioned Competition. CHRVA authorizes only the following sanctioned types of tournament play.

4.4.1.1 Round Robin. Every team in a pool will play every other team in that pool. Not more than five teams will be scheduled per court. Multi-pool round-robin play in the same adult division requires play-offs to determine a tournament winner.

4.4.1.2 Round Robin Variant. If a tournament consists of two 4-team pools, the Tournament Host may elect to have winners' and consolation play-off brackets. In addition to the winners' bracket, the bottom team(s) from each pool move(s) to the consolation bracket.

4.4.1.3 Double Elimination. A team must lose twice before it is eliminated from further tournament play. Provision must be made for teams that lose two matches early, such as a consolation bracket or a guaranteed minimum of three matches per tournament. Only match play will be used for double elimination tournaments.

4.4.2 Pool Play Format. There is no point cap in any pool play format. During the third set of any three-set match, teams will switch sides at 13 points (for a 25-point set), 15 points (for a 21-point set starting at 4 points), or 8 points (for a 15-point set), as appropriate.

4.4.2.1 5-Team Pools

4.4.2.1.1 Round Robin (Non-Match Play): Hosts have the choice to run pool play matches as two 25-point sets or two 21-point sets.

4.4.2.1.2 Round Robin (Match Play): Matches consist of the best 2 out of 3 sets. Non-deciding sets shall be played to 25 points or 21 points as specified by the Tournament Host. Deciding sets shall be played to 15 points.

4.4.2.2 4-Team Pools for Regular Tournaments or Mini Tournaments

4.4.2.2.1 Round Robin (Non-Match Play): Matches consist of three 25-point sets or three 21-point sets as specified by the Tournament Host.

4.4.2.2.2 Round Robin (Match Play): Matches consist of the best 2 out of 3 sets. Non-deciding sets shall be played to 25 points or 21 points as specified by the Tournament Host. Deciding sets shall be played to 15 points.

4.4.2.3 4-Team Pools for Half-day Tournaments

4.4.2.3.1 Round Robin (Non-Match Play): Matches consist of two 21-point sets.

4.4.2.3.2 Round Robin (Match Play): Match Play is not permitted.

4.4.2.4 3-Team Pools. Matches for 3-team pools use the same pool-play format as matches for 4-team pools of tournaments of the same type (Regular Tournament, Half-day Tournament, or Mini Tournament).

4.4.3 Play-Off Format

4.4.3.1 Number of Teams

4.4.3.1.1 Regular Tournament. The top two teams from each pool move to the play-offs or all teams move to play-offs.

4.4.3.1.2 Half-day Tournament. The top team from each pool moves to the play-offs.

4.4.3.1.3 Split Playoffs

In Adult tournament play, many tournaments are multi-divisional. When this occurs, each division will be allowed to hold playoffs as long as there are at least three teams in each division (two to play and one to work).

4.4.3.1.3.1 If a lower level team earns a place in the top two (2) teams on the court, as long as there are at least three other lower division teams, that team will be included in the higher division playoffs. If advancing that team to the higher division will reduce the lower division to two teams, that team will play in the lower division's playoff.

4.4.3.1.3.2 When the playoffs are divided, ONLY the top two (2) of the division with fewer teams will advance to the final and the top two (2) teams from each net of the division with more teams will advance to playoffs. The two teams from the division with fewer teams will be the work team for the two semi-finals of the other division. The losing teams from the semi-finals will BOTH stay to work the two finals (one for each division).

4.4.3.1.3.3 In the event of a tie in playing record between two teams for the last playoff spot in the division with fewer teams, the tied teams will play one deciding set to 25 points. The work team for a two-team playoffs will be the bye team.

4.4.3.1.3.4 When there are four, five, or four/five teams from each division, each will hold pool play against the other teams in the same division. The top two finishing teams in each division will play a Final and the last team to lose on that court that is not involved in playoffs or the last work team, will stay to work the Final.

4.4.3.2 No play-offs will be conducted for any single-pool tournament, including a Mini Tournament or Match Tournament. First and second place teams are determined by pool finish.

4.4.3.3 Play-offs are not required for Junior Volleyball tournaments.

4.4.3.4 There is no point cap in any play-off format. During the deciding set of any play-off match, teams will switch sides at 13 points (for a 25-point set) or at 8 points (for a 15-point set).

4.4.3.5 Unless otherwise approved in advance, all semifinal and final play-off matches shall be the best 2 of 3 sets. Non-deciding sets shall be played to 25 points. Deciding sets shall be played to 15 points.

4.4.3.6 All other play-off rounds shall be the best 2 of 3 sets. Non-deciding sets shall be played to 25 points or 21 points, as determined by the Tournament Host. Deciding sets shall be played to 15 points.

4.4.4 Entry Fees

4.4.4.1 These guidelines have been established to allow Tournament Hosts to conduct sanctioned events without financial loss.

4.4.4.2 Entry fees are based on a minimum of four paying teams in each pool.

4.4.4.3 Awards are encouraged but not mandatory. If given, the cost of the awards may be added to the total cost. If the game balls are given as awards, no additional cost may be added.

4.4.5 Time Allowances for Matches

4.4.5.1 The following match times will be used for planning tournaments. Times include a warm-up period of 10 minutes between the end of one match and start of the next match.

TIME ALLOWANCES FOR MATCHES									
Sets in Match	1	1	2	2	3	3	2/3	2/3	3/5
Points per Set	15	25	21	25	21	25	21	25	25
Time Allowed (hh:mm)	0:20	0:30	0:45	0:50	1:05	1:15	1:00	1:05	1:45

4.4.5.2 The normal start time for a tournament will be 9:00 a.m. However, a tournament may begin as early as 8:00 a.m. Any other start time must be approved by the Tournament Chair (for Regular divisions) or the Competition Chair (for Junior Volleyball divisions) and shown on the Sanction Form.

4.4.5.3 CHRVA may use an established third party tournament scheduling program for CHRVA sanctioned junior tournaments. CHRVA Adult tournaments may continue to use the suggested formats in the pool schedules listed below. In the event the third party provider cannot provide a pool schedule/format for a unique Juniors situation, the CHRVA Jrs. Program Director may develop the appropriate pool schedule/format. CHRVA may contract with the third party provider on a yearly or multi-year basis, whichever is more economical.

4.4.5.3.1 Tournament Pool Schedules. The following pool schedules can be used for planning purposes or alternate formats can be used with the permission of the appropriate Adult or Junior Program Director, prior to the day of the tournament.

4.4.5.4 3-Team Pool

3-TEAM POOL		
Match	Play	Work
1	1 – 2	3
2	2 – 3	1
3	1 – 3	2
4	1 – 2	3
5	2 – 3	1
6	1 – 3	2

4.4.5.5 4-Team Pool

4-TEAM POOL		
Match	Play	Work
1	1 – 2	3
2	3 – 4	2
3	2 – 4	1
4	1 – 3	4
5	2 – 3	1
6	1 – 4	2

4.4.5.6 5-Team Pool

5-TEAM POOL		
Match	Play	Work
1	1 – 2	3
2	3 – 4	5
3	1 – 5	4
4	2 – 3	1
5	4 – 5	2
6	1 – 3	4
7	2 – 5	3
8	1 – 4	2
9	3 – 5	1
10	2 – 4	5

4.4.5.7 6-Team Pool on 2 Courts

6-TEAM POOL ON 2 COURTS				
Court 1		Match	Court 2	
Play	Work		Play	Work
1 - 2	3	1	4 - 5	6
2 - 3	1	2	5 - 6	4
1 - 3	2	3	4 - 6	5
1 - 4	3	4	2 - 5	6
3 - 5	4	5	2 - 6	1
4 - 3	5	6	1 - 6	2
4 - 2	6	7	1 - 5	3
3 - 6	1	8	None	None

4.4.5.8 7-Team Pool on 2 courts

7-TEAM POOL ON 2 COURTS				
Court 1		Match	Court 2	
Play	Work		Play	Work
1 - 2	7	1	4 - 6	5
2 - 3	1	2	5 - 7	6
3 - 4	2	3	1 - 6	7
4 - 5	3	4	2 - 7	1
5 - 6	4	5	3 - 1	2
6 - 7	5	6	4 - 2	3
7 - 1	6	7	5 - 3	4
1 - 4	5	8	2 - 6	7
2 - 5	1	9	3 - 7	6
3 - 6	2	10	1 - 5	4
4 - 7	3	11	None	None

4.4.6 Request for Tournament Date

4.4.6.1 The Tournament Scheduling Program is applicable to Fellowship and Regular Season tournaments. Tournaments will be scheduled based on the Historical Date Priority established by host organizations and the "first come, first considered" rule. The Historical Date Priority becomes the basis for annual tournament scheduling and in the resolution of complaints. A Historical Date Priority host maintains the right to host the event each year on the same corresponding Saturday or Sunday of the previous year, except in specific cases and circumstances as specified in this Handbook.

4.4.6.2 Deadlines for Scheduling Tournament Dates

- 4.4.6.2.1 Fellowship Tournaments. To reclaim a Historical Date Priority, host organizations will submit a request for tournament dates not later than 31 July each year.
- 4.4.6.2.2 Historical Major and Regular Tournaments. To reclaim a Historical Date Priority, host organizations will submit a request for tournament dates that correspond to the same Saturday or Sunday of the preceding year(s), not later than 31 August each year.
- 4.4.6.2.3 A host organization failing to apply for a Historical Date Priority by the deadline will relinquish all rights to that date and the benefit granted thereto.

- 4.4.6.3 Change of Dates and/or Divisions. Not later than 30 September each year, an organization with Historical Date Priority may apply for a change of date and/or division. If this request for change conflicts with another host organization's Historical Date Priority or division, the conflict will be resolved in favor of the organization that has the original Historical Date Priority and/or division. This rule does not apply to organization hosting a Historical Major Tournament.
 - 4.4.6.4 New or Additional Dates. Each year as of 1 August (for Fellowship Tournaments) and 1 September (for Adult Regular Season Tournaments), requests for new or additional tournament dates will be accepted under the "first come, first considered" rule.
 - 4.4.6.5 Weekend Scheduling. For the purpose of Historical Major/Multi day tournament scheduling, a weekend is considered as a whole, and not as two separate, distinct, and unrelated days. For all single day tournaments, Saturdays or Sundays are considered as two separate distinct days.
 - 4.4.6.6 Priority of Fill Designator. In the event that more than one tournament is scheduled for the same division on a given Saturday or Sunday, a Priority of Fill Designator will be assigned based on the Historical Date Priority or the "first come, first considered" rule. This Designator defines for the Division Coordinator which tournament has Priority of Fill for the purpose of filling pool vacancies.
- 4.4.7 Request for Sanction
- 4.4.7.1 All Adult Fellowship Season, Adult Regular Season, Junior Volleyball Season, and Regional Championship tournaments require an approved tournament sanction.
 - 4.4.7.2 Fellowship Tournaments
 - 4.4.7.2.1.1 Not later than four weeks prior to the date of the tournament, the host will send the Adult Program Director the Fellowship Tournament Sanction Form.
 - 4.4.7.2.1.2 A Region sanction fee of \$30 per court will be assessed to Fellowship Tournament hosts. This fee, paid by check or money order payable to AAVO, must be sent by the host immediately following the conclusion of the Fellowship.
 - 4.4.7.2.1.3 The Fellowship Coordinator will review the request, indicate any restrictions or conditions, assign an insurance number, and return the signed and approved original sanction form to the host organization.
 - 4.4.7.2.1.4 No final reports are required from host organizations at the conclusion of Fellowship Tournaments.
 - 4.4.7.3 Regular Season Tournaments
 - 4.4.7.3.1.1 Tournament hosts requesting to host a tournament must submit the Tournament Sanction Request form no later than the deadline established by the appropriate Program Director (Adult or Junior) in order to be considered for the Regular Adult and Junior Season. Any Tournament Sanction Request form received after the deadline will be considered only on an as-needed basis.
 - 4.4.7.4 The Tournament Chair will perform the following duties.
 - 4.4.7.4.1.1 Review the sanction request to ensure the request is in accordance with the season master schedule, and list any conditions or restrictions on the sanction that may be imposed on the host organization.

- 4.4.7.4.1.2 Approve, assign an insurance number, sign and date the sanction request form, and return the original form to the host organization. The Tournament Chair will furnish copies of the approved request to the Referee Assignor and to each responsible Division Coordinator.
 - 4.4.7.4.1.3 Return disapproved requests to the host organization and responsible Division Coordinator, with an explanation for the denial.
 - 4.4.7.4.1.4 After a tournament sanction has been approved, no change may be made to the conditions set forth in the sanction without prior approval of the Tournament Chair. Any approved change will be noted by the Tournament Host on the original approved tournament sanction form and on the file copy of approved tournament sanction form maintained by the Tournament Chair.
- 4.4.7.4.2 The Adult Tournament Chair will not sanction a tournament or more than one tournament in a weekend if there are more slots available than there are teams in the division(s). The only exception is AA.
- 4.4.8 Regional Championships. The Vice President will furnish the dates, formats, levels of competition, and number of teams to the Tournament Chair for sanction. The Tournament Chair will approve the sanction, assign an insurance number, sign and date the sanction request form, and return the original form to the Vice President. The Tournament Chair or Program Director will forward copies of the approved request to the Referee Assignor and to each Division Coordinator.

4.5 Filling a Sanctioned Tournament

- 4.5.1 Fellowship Tournaments. The Priority of Fill Designator is not applicable to Fellowship Tournaments.
- 4.5.2 Regular-Season Tournaments. Division Coordinators will fill pool positions for sanctioned tournaments using the following priorities:
 - 4.5.2.1 Historical Major Tournaments will be filled before any other scheduled tournament on the same weekend and with the same divisions.
 - 4.5.2.2 Regular Tournaments and Half-day Tournaments will be filled based on the Priority of Fill Designator as applicable.
 - 4.5.2.3 Mini Tournaments will be filled after all other tournaments are filled unless the host organizations of the other tournaments waive their priority rights.
 - 4.5.2.4 Host organizations may elect to withdraw their right to Priority of Fill for the overall good of the Region where conflicts between tournaments exist. This waiver of their rights is only for the tournament in conflict and will not affect retention of their Historical Date Priority for subsequent seasons.
- 4.5.3 When a Sanctioned Tournament is Considered "Filled." A sanctioned tournament is considered "filled" when four of the five requested pool positions or three of the four requested pool positions in each pool have been filled. In the event that two or more tournaments of the same division are to be hosted on the same day (Saturday or Sunday), Division Coordinators will ensure that the host organization with the highest Priority of Fill Designator receives enough teams so that their tournament is considered 'filled' before pool positions are assigned to host organizations with a lesser Priority of Fill Designator.

4.5.4 Tournament Entry

- 4.5.4.1 An entry will not be accepted from a team serving a disciplinary penalty for any tournament occurring during the period of the sanction.
- 4.5.4.2 Except for the limitations set forth in Section 7, all teams registered in CHRVA are guaranteed the right to enter all Regular Season tournaments in their respective divisions.
- 4.5.4.3 Out-of-region teams are allowed to enter any tournament.
- 4.5.4.4 The Division Coordinator will provide access to the entry system not later than four weeks prior to the date of the tournament. The tournament entry Closing Date will be no later than 14 days prior to the date of the tournament adult tournaments and four weeks for junior tournaments.

4.5.5 Team Acceptance into a Tournament

- 4.5.5.1 To be guaranteed consideration for acceptance into a tournament, a properly completed team entry application and entry fee must be received by the Division Coordinator by the tournament entry Closing Date. For Adult Tournaments, any team wishing to take advantage of the self-referee discount, must apply with a completed form and full payment be received by the Division Coordinator or tournament host by the tournament entry Closing Date.
- 4.5.5.2 Hierarchy of Selection. Teams will be selected for Regular Season Tournaments in the following order assuming the requirements of registration have been met.

4.5.5.2.1 Host-Team Entries

- 4.5.5.2.1.1 A team that hosts a tournament earns one non-transferable entry into that tournament.
- 4.5.5.2.1.2 A club that hosts a tournament earns one entry into that tournament per pool. The club may assign an entry to any team that is a member of the club as of the tournament's closing date for submission of applications. Additional club teams interested in competing will be considered along with other team entries.

4.5.5.2.2 An out-of-region team whose name has been submitted to the Division Coordinator by the Tournament Host prior to the tournament entry deadline.

4.5.5.2.3 Team Priority Entries. A Priority Entry is a tournament entry wildcard.

- 4.5.5.2.3.1 A club or team earns a Priority Entry into a regular-season tournament for each Fellowship, Adult or Junior Regular Season Tournament hosted by that club or team.
- 4.5.5.2.3.2 Teams using a Priority Entry must indicate use of the Priority Entry on the entry and indicate the date of the tournament for which the Priority Entry was earned.
- 4.5.5.2.3.3 A Priority Entry must be used in the season in which it was earned.
- 4.5.5.2.3.4 A team that earns a Priority Entry may not assign the Priority Entry to any other team. A club that earns a Priority Entry may only assign the Priority Entry to a team that is a member of the club. Priority Entries must be submitted by the Closing Date for team applications for the tournament in which the Priority Entry will be used.

- 4.5.5.2.4 Newly registered CHRVA teams who would be playing for the first time.
 - 4.5.5.2.5 For Adult teams only, the first tournament entry submitted by a team following its involuntary movement from another level.
 - 4.5.5.2.6 Teams with the earliest "last-scheduled-played" date.
 - 4.5.5.2.7 Teams that satisfy the following final criterion.
 - 4.5.5.2.7.1 Regular teams with the earliest date of receipt of payment by the appropriate Division Coordinator.
 - 4.5.5.2.7.2 Junior Volleyball teams with the earliest date of receipt of payment by the appropriate Division Coordinator.
 - 4.5.5.2.8 Out-of-Region Teams. There is no limit to the number of out-of-region teams selected.
 - 4.5.5.2.9 Late Entries. Teams that submit their entries after the tournament entry deadline may not be accepted to play unless there are still slots available. Teams who are consistently missing the deadline and/or paying the entry fee late may be subject to disciplinary sanctions.
 - 4.5.5.2.10 Tournaments Not Filled by the Deadline. If the Division Coordinator has available openings after the deadline for entry, the Coordinator should further advertise the event. On the 10th day before the tournament, the Coordinator must provide the Host a status update and mail to the Host the entry checks received to date. Any remaining checks should be mailed to the Host along with all tournament paperwork so that they arrive no later than the Thursday before the tournament. Entrants applying seven or fewer days before the tournament should coordinate with the Host and Coordinator to mail their entries directly to the Host or bring them to the tournament if the Host allows it.
 - 4.5.5.2.11 When a tournament has fewer than four teams registered by the Monday before the tournament, the Coordinator is not obligated to continue to seek additional entries and in fact has the right to cancel the tournament. In some cases, Priority Fill will be waived with permission from the Tournament Chair.
- 4.5.6 Seeding Teams for Pool Positions
- 4.5.6.1 Single-Division Tournaments. Teams accepted for Regular-division tournaments will be seeded for pool positions, based on their latest available point count. If a team has no points (e.g., early in the season) or if there is a substantial disparity between the pools after seeding solely by point count, the Division Coordinator will use any reasonable means to determine pool seeding.

2-POOL, 10-TEAM SEEDING EXAMPLE										
Team	A	B	C	D	E	F	G	H	I	J
Total Points	15	14	12	10	7	6	5	5	4	0
Seed	1	2	3	4	5	6	7*	8*	9	10
Assigned Court	1	2	2	1	1	2	2	1	1	2

* In this example, Team G was seeded over Team H based on the Division Coordinator's knowledge of team strength and pool competitiveness.

4.5.6.2 Multi-Division Tournaments. Teams accepted for tournaments will be seeded for pool positions based on criteria determined annually by the Tournament Chair (for Regular divisions) or the Competition Chair (for Junior Volleyball divisions).

4.5.7 Team Withdrawal from a Tournament

4.5.7.1 Adult teams and Junior boys' have the right to withdraw from a CHRVA adult or boy's tournament 11 or more days (31 or more days for multi-day tournaments) before the date of the tournament. Junior girl's teams have the right to withdraw from a tournament 28 or more days (31 or more days for multi-day tournaments) before the date of the tournament. The team's entry fee will be refunded.

4.6.12.2 If an adult or Junior boys' team withdraws from a tournament, for any reason, 10 days or less, or a Junior girls team 27 days or less (30 days or less for multi-day tournaments) before the date of the tournament, the team entry fee will be forfeited to the Tournament Host, regardless of whether a replacement team is found for the tournament.

4.6.12.3 A team withdrawal from a tournament two days or fewer before the date of the tournament is considered a late withdrawal. A late-withdrawal team must notify the host Tournament Director of the withdrawal as soon as possible, but not later than 6:00 a.m. on the date of the tournament. The team will forfeit its entry fee to the Tournament Host and will be subject to disciplinary action, as prescribed in Section 6.

4.5.8 Team and Referee Assignor Notification. Not later than 10 days prior to the date of a tournament, the Division Coordinator will do the following:

4.5.8.1 Notify teams denied entry into the tournament of their non-acceptance and return Pay Pal entry fees and shred any checks.

4.5.8.2 Make available to each accepted team the tournament match and work schedule, directions to the playing site, and any other information the host desires to make available to the teams.

4.5.8.3 Send to the Referee Assignor a copy of the tournament playing and work schedule, and a list of the player-referees designated by the teams on their entry form.

4.6 Conducting a Sanctioned Tournament

- 4.6.1 Rules. All sanctioned tournaments, Tournament Hosts, participating teams, and officials will be governed by the current United States Volleyball Rules – Modified, as approved by USA Volleyball, unless otherwise cited in this Handbook. The current rules are CHRVA policy for all questions concerning facilities, uniforms, nets and standards, volleyballs, etc. For Fellowship Tournaments, the similarity requirements on players' uniforms are waived.
- 4.6.2 Tournament Host Responsibilities
- 4.6.2.1 A non-playing CHRVA member will be appointed as the Tournament Director and will handle all administrative matters related to the conduct of the tournament. The Tournament Director will make himself or herself known to all participating team representatives, captains, coaches, and officials as they arrive on site but not later than the team's first match of the day.
- 4.6.2.2 The host will have the following on site during the tournament.
- 4.6.2.2.1.1 A copy of the approved tournament sanction.
- 4.6.2.2.1.2 A current USAV rulebook.
- 4.6.2.2.1.3 A copy of this Handbook.
- 4.6.2.3 The Tournament Director will assist the Head Referee in forming a Protest Committee prior to the first match of the day. The Committee will be composed of the Head Referee and two other certified referees. Whenever possible, Committee members should be those with a Regional Referee certification or higher.
- 4.6.2.4 The Tournament Director will ensure that, prior to a team's first match of the day, the team representative, captain, or coach verifies the USAV Sports Engine team roster, making any corrections to uniform numbers only. Adults may add borrowed player's information, including name, member number, and either (a) the player's CHRVA Level of Play on their Sports Engine registration (if not on a CHRVA team), or (b) club affiliation, regular team name, and regular team level of play (if on a CHRVA team). The roster will become the official team roster for the day and will be used to resolve any disputes concerning eligibility, etc. The Tournament Director may ask any player at any time to produce a picture ID.
- Junior teams may not make any changes to the teams' printed out roster except for making any corrections to uniform numbers.
- 4.6.2.5 The Tournament Director will promptly notify the Head Referee if a player-referee listed on the team's entry form will not be present. The Tournament Director will collect a \$75 fee from the team prior to the team's first match of the day to cover the cost of the absent referee's work assignment.
- 4.6.2.6 The Tournament Director will prominently post any changes that will affect play (e.g., in pool alignment or match start time(s) due to a team late withdrawal or no-show) and will notify the Head Referee of such changes.
- 4.6.2.7 The Tournament Host must provide the following for each court at the tournament site:
- 4.6.2.7.1.1 Poles, nets, antennas, and referee stands that meet USAV specifications.

- 4.6.2.7.1.2 A new or slightly used, USAV-approved volleyball. It is also acceptable to the teams to provide their own balls as long as they are USAV-approved and agreeable to both teams. In the event that there is dispute over which ball to use, the first referee will choose the ball. The first referee has the right to reject both balls presented by the teams if they don't meet the CHRVA criteria. When the host provides new balls, they must provide proof of purchase upon request and add to calculations.
- 4.6.2.7.1.3 Areas for team benches.
- 4.6.2.7.1.4 A scorer's table and two-three chairs, a visual scoring device, and an ample supply of USAV scoresheets (for both non-deciding and deciding sets), libero-tracking sheets, line-up sheets, blue or black pens, pencils, and erasers.
- 4.6.2.7.1.5 A playing schedule will be posted at each scorer's table.
- 4.6.2.8 The Tournament Director will keep the official time for the tournament; and the Head Referee will verify the time upon arrival at the site.
- 4.6.2.9 There shall be a 10-minute warm-up period prior to each match. After the second match, the warm-up period shall begin at the end of each match. The referee shall conduct a Captains' Meeting as soon as possible after the start of the warm-up period.
 - 4.6.2.9.1.1 For Adult Divisions: Teams will have shared use of the court for the entire warm-up period unless the Captains do not agree at the Captain's Meeting. In that case, the remaining time after the Captains' Meeting will be equally divided for non-shared warm-up activities. If either team worked the previous match, then their opponents shall warm up first. If neither team worked the previous match, then the team with first serve shall warm up first.
 - 4.6.2.9.1.2 For Junior Volleyball Divisions: The warm-up period shall consist of a 2-minute interval of shared non-hitting activity followed by two, four-minute intervals of non-shared hitting activity. The team with first serve shall have the first four-minute warm-up interval. If there are not eight minutes remaining in the 10-minute warm-up period, then the remaining time will be equally divided between the two teams.
- 4.6.2.10 Should a team not have a certified scorer for any reason, the Tournament Director will collect \$20 for every match not covered, and will assign a certified replacement scorer to work the uncovered matches. The Tournament Director will pay the replacement scorer \$20 per match. This includes playoff matches.
- 4.6.2.11 The Tournament Director will enforce all Region policies, rules, and regulations, the USA Volleyball Participant Code of Conduct, and the rules pertaining to the use of the facility. Tournament directors have the right to evict any player, coach, spectator, or official who violates any of the above policies, rules, regulations, or Codes. Any violation report (made by a Tournament Host or Tournament Director) must be made within five days of the date of the tournament, or it will not be considered or acted upon by the Region. Failure to timely report a violation will subject the host to disciplinary action.

- 4.6.3 Restrictions governing tobacco usage (smoking and smokeless) shall be strictly observed and enforced at all venues conducting Region sanctioned activities e.g. tournaments, clinics, practices. In addition, the USAV Coaches Code of Ethics and Conduct (II.E) specifically prohibits tobacco product usage in the presence of Juniors players. Tobacco usage (smoking or smokeless) is prohibited for the duration of the event inside all venues where sanctioned Juniors events and activities are being conducted. This policy applies to all Junior and Adult participants, including officials.
- 4.6.4 The Tournament Director will ensure that AAVO has received payment within ten (10) calendar days of the last day of the tournament. This may be done by check or money order, payable to "AAVO", (or other method of payment previously agreed to in writing by the treasurer of AAVO) for referee expenses and the CHRVA Sanction fee (\$7 per team competing). Such payment may be remitted to the Head Referee at the tournament or directly to the AAVO treasurer after the tournament. Any payment received more than ten (10) calendar days after the last day of the tournament will be assessed a \$50 late fee in addition to the amounts owed. Each additional thirty (30) calendar days a payment is late will be assessed an additional \$100 late payment fee in addition to the amounts owed. (i.e., the total additional late fee will be \$150 should AAVO receive payment after forty (40) calendar days after the last day of the tournament, \$250 should AAVO receive a payment after seventy (70) calendar days after the last day of the tournament etc.)
- 4.6.5 Neither the Tournament Host nor the Tournament Director is authorized to make any change to the playing schedule, pool seeding, match format, play-off format, play-off schedule, or work-team schedule as received from the Division Coordinator, except in the following circumstances:
- 4.6.5.1.1 The Tournament Chair has granted prior approval and the approved Sanction form has been amended (by the Tournament Chair) to reflect the change.
 - 4.6.5.1.2 A team makes a late withdrawal, is a no-show, or must withdraw because of forfeit or injury. In such a case, the Tournament Director may make the necessary minor adjustments in the match schedule, work schedule, or pool alignment to successfully conduct the tournament.
- 4.6.6 The following language in this section applies to Junior tournaments only. In a situation where the winning teams(s) may receive bids to USAV Nationals, changes to the tournament format (e.g., points per set, number of sets, number of matches) may be made before or during the tournament if agreed to by the Tournament Director and two (2) of the following three CHRVA representatives: (a) the CHRVA Commissioner, (b) the CHRVA Junior Director, and (c) the CHRVA Board Vice President. For all other tournaments, changes to the tournament format may be made at any time if agreed to by the Tournament Director and one (1) of the following CHRVA representatives: (a) the CHRVA Commissioner, (b) the CHRVA Junior Director, or (c) the CHRVA Age Group Coordinator or Division Coordinator for that particular age group or Division.
- 4.6.7 Referee Assignments
- 4.6.7.1 All non-playing referee assignments for sanctioned tournaments will be made by the Referee Assignor.
 - 4.6.7.1.1 The Referee Assignor will assign referees to a particular tournament after receipt of the approved Sanction Form from the appropriate Tournament or Competition

- 4.6.7.1.2 Chair. Information concerning the tournament (i.e., number of courts, sets per match, start time, etc.) is found on the sanction form.
- 4.6.7.1.3 Unless otherwise requested by the Tournament Host (as indicated on the approved Sanction Form), the Referee Assignor will assign at least one non-playing referee per court, and designate a Head Referee for the event. In Adult Tournaments, the Assignor will take into consideration the number of teams that have elected to officiate both of the team's work assignments.
- 4.6.7.1.4 The Division Coordinator will provide the Referee Assignor a list of player-referees, team court assignments, and the tournament schedule as soon as the Division Coordinator completes filling the tournament (at least 10 days prior to the date of the tournament, but no later than the Wednesday before the tournament). If any changes to the schedule or available Player Referees are made after the schedule has been submitted to the Assignor, an amended schedule must be submitted immediately. Upon receipt of this information, the Referee Assignor will confirm the assignment with the non-playing referees. However, in Adult tournaments, no changes can be made on or after the Monday before the tournament except in the case when the team official will not be present.
- 4.6.7.2 Administration of all referee work assignments at a tournament, for both non-playing referees and player-referees, is the responsibility of the Head Referee.
 - 4.6.7.2.1 Only certified referees are authorized to work Adult Regular Season and Junior Volleyball Season tournaments.
 - 4.6.7.2.2 Teams are required to furnish a certified player-referee to work one match during pool play. Should a team be unable to furnish the referee, it will be assessed a \$75 fee, payable to the Tournament Host, which must be paid prior to the team's first match of the day. The certified player-referee must be present and available to work the team's first scheduled work match of the day. In certain circumstances, a team's player-referee may be asked to work an additional match and will be paid by the AAVO for such work. In Adult tournaments, when entering the tournament, teams may elect to officiate both pool play work assignments in order to receive a discount to the entry fee. A team is only eligible to receive this discount as long as it applies and pays in full by the tournament entry deadline.
 - 4.6.7.2.3 Teams must supply a competent (as judged by the first referee) second referee for all matches where the team is assigned as the work team, with the exception of playoff finals. If a team is unable to do so, it will be assessed a \$25 fee, payable to the Tournament Host; and a second referee will be assigned and paid.
 - 4.6.7.2.4 For Adult Tournaments, teams are required to designate their player-referee when they submit their entry form for the tournament. If they will not be able to supply a player-referee, they will be assessed a \$75 fee, which will be added to the entry fee. If a team designates a player-referee on their entry form and the player-referee fails to attend the tournament or work the assigned match, the team will be assessed a \$75 fee, which must be paid to the Tournament Host before the team may play. The Head Referee will then assign a non-playing or player-referee to work the match. The AAVO will pay any player-referee for working any matches other than those required. The Tournament Director is not responsible for paying referee fees to anyone other than the Head Referee at the conclusion of the tournament.

- 4.6.7.2.5 The certified player-referee must be designated at the time the team submits its entry application for the tournament. If no individual is designated on the entry application, the \$75 fee will be charged and will not be refunded, even if the team subsequently provides a substitute referee on or before the date of the tournament.
 - 4.6.7.2.6 Any certified referee may be assigned to work as the first referee during pool play. Only non-playing referees (NPR) will be assigned as first referees for play-off matches (except in the instance where only one NPR is assigned to the tournament. In that case, the work team must provide the first referee.)
 - 4.6.7.2.7 The Head Referee is responsible for all referee assignments at the tournament. The Head Referee will not make decisions that pertain to the conduct of the tournament (e.g., changes to the playing schedule, match format, etc.). The Tournament Director will attend to such changes in accordance with USAV Rules and this Handbook.
- 4.6.8 Work Team Assignments. Work team assignments are designated by the Division Coordinator on the match schedule sent to the teams, Tournament Host, and Referee Assignor.
- 4.6.8.1 A work team is defined as a certified scorer, assistant scorer, second referee, and two line judges. The team coach, captain, or representative is responsible for providing the required, competent work team and ensuring its readiness to work at the time assigned. The full work team must be ready to work a minimum of three minutes prior to the start of the match. The Tournament Director is responsible for monitoring work team readiness.
 - 4.6.8.2 Failure to perform player-referee or work team assignments may result in disciplinary action against the player-referee, or team, or both, in accordance with Section 0.
- 4.6.9 Play-offs
- 4.6.9.1 The play-off format for tournaments is specified in Section 4.4.3.
 - 4.6.9.2 Determining Play-off Teams
 - 4.6.9.2.1 Pool-play win/loss record will be used to determine advancement to the play-offs. Ties will be broken using the Statistical Tie-breakers. However, no team will be eliminated from play-off competition using Statistical Tie-breakers. Instead, Tie-breaker Matches will be used, as prescribed below.
 - 4.6.9.2.2 Statistical Tie-breakers
 - 4.6.9.2.2.1 1st Tie-breaker: Win/loss record of head-to-head competition between (or among) the tied teams during pool play.
 - 4.6.9.2.2.2 2nd Tie-breaker: Point percentage (points won divided by points lost) of head-to-head competition between (or among) the tied teams during pool play.
 - 4.6.9.2.2.3 3rd Tie-breaker: Point percentage against all opponents during pool play.
 - 4.6.9.2.2.4 4th Tie-breaker: Coin Toss.

4.6.9.2.3 Tie-breaker Matches

- 4.6.9.2.3.1 If two teams are tied for a last play-off position, a one-set, 25-point match will be played to determine the position.
- 4.6.9.2.3.2 If three teams are tied for a last play-off position, the top team will draw a bye. The remaining two teams will play a one-set match. The winner will meet the bye team for a one-set match per for the last position.
- 4.6.9.2.3.3 If four teams are tied for the last play-off position, each team will be seeded per the Statistical Tie-breakers. Team #1 will play team #4, and team #2 will play team #3, in a one-set match. The winners will play a one-set match for the final play-off position.
- 4.6.9.2.3.4 If three teams are tied for two play-off positions (i.e., a three-way tie for first place in a pool), the top team fills the first position. The remaining two teams will play a one-set match for the last play-off position.

4.6.9.3 Seeding Play-offs

- 4.6.9.3.1 Play-off assignments should be arranged, wherever possible, so that first place and second place teams from the same pool will not meet until the finals.
- 4.6.9.3.2 Two Courts: The first place team from each pool will play the second place team from the other pool in each of the semi-finals.
- 4.6.9.3.3 Three Courts: The first place teams and second place teams from all courts shall be ranked by win/loss record or point differential. Every first place team shall be ranked higher than any second place team. The top two first place teams (teams 1 and 2) are afforded a first round bye. The third ranked first place team and all second place teams are arranged within the play-off bracket, such that no first place team plays the second place team from the same pool, until the finals.
- 4.6.9.3.4 Four Courts: The first place and second place teams from all courts shall be ranked by win/loss record or point differential, following Play-off Seeding Chart, CHRVA Form 7. Every first place team shall be ranked higher than any second place team. The first place and second place teams shall be arranged in the play-off bracket using Bracket 8, CHRVA Form 9, such that no first place team plays the second place team from the same pool, until the finals.
- 4.6.9.3.5 More Than Four Courts: Follow same guidance as for four courts for ranking and seeding teams.
- 4.6.9.3.6 Half-day Tournaments: Although Half-day Tournaments consist of two pools, only the top team from each pool will advance to the play-offs. In the case of ties, a one-game match will be played.

4.6.9.4 Court Assignments

- 4.6.9.4.1 The Tournament Director has the final authority for assigning play-off courts, and may deviate from these rules provided an explanation is given to the teams so affected. The decision of the Tournament Director is final and is not grounds for protest.

- 4.6.9.4.2 The first place teams should be given a "home court" advantage for their first play-off round.
- 4.6.9.4.3 Court assignments for subsequent play-off rounds shall be at the discretion of the Tournament Director, based upon facility/court availability.
- 4.6.9.4.4 Tournament Directors should make every effort to continue to assign first place teams to their "home court," wherever possible during subsequent play-off rounds.
- 4.6.9.5 Work Teams for Play-offs
 - 4.6.9.5.1 Each team must check with the Tournament Director before leaving for the day to determine whether it is required to work. If a team fails to check with the Tournament Director, and fails to perform a required work-team assignment, disciplinary action will be taken in accordance with Section 6.3.
 - 4.6.9.5.2 Work-team assignments for play-offs will be determined using the following criteria in order:
 - 4.6.9.5.2.1 A team with a bye will work a tie-breaker match or the first round of play-offs.
 - 4.6.9.5.2.2 The loser of the last set of the last match of the day.
 - 4.6.9.5.2.3 The winner of the last set of the last match of the day if the loser is in the play-offs.
 - 4.6.9.5.2.4 The work team from the last match of the day if both teams playing in the last match are in the play-offs.
 - 4.6.9.5.2.5 The work team for each subsequent round of the play-offs will be the losing team of each round just concluded.
 - 4.6.9.5.2.6 The work team for the final match will be the semi-final loser with the least distance to travel, based upon the roster address of the team representative.
- 4.6.10 Point Awards. Regular teams will be awarded points based on their success during Adult Regular Season competition. Junior Volleyball teams are not awarded points.
 - 4.6.10.1 Conglomerate teams will earn points for the purpose of seeding said teams in Adult Regular Season tournaments. Conglomerate teams are eligible for any trophies or awards they win.
 - 4.6.10.2 Total points will be used as one of the qualification criteria for entry into the Regional Championships.
 - 4.6.10.3 The point calculation for an Adult Regular Tournament with four-team or five-team is as follows:
 - 6-10 Teams in two pools:
 1. 8
 2. 6
 3. 3 Tied for second on the net but loses the tiebreaker gets 1 point

12-15 Teams in three pools or 16-20 teams in four pools:

1. 14
2. 12
3. 3/4. 8 (loses in semi-finals)
- 5/6. 3 (loses in the first round)

Tied for second on the net but loses the tiebreaker gets 1 point

7-Team Round Robin

1. 8
2. 6 (ties for second each team gets 6 points but there is no third place)
3. 3 (Ties for third each team gets 3 points)

6-Team Round Robin

1. 8
2. 6 (ties for second each team gets 6 points but there is no third place)
3. 3 (Ties for third each team gets 3 points)

4-5 Teams in One Pool:

1. 4
2. 2 (Ties for second each team gets 2 points)

Multi-division Tournaments with Split Play-offs

6-7 Teams in one division (Top 4 teams advance; 2 semis and 1 final)

1. 8
2. 6
3. 3

Tied for second on the net but loses *the tiebreaker* gets 1 point

3-4 Teams in other division (Top 2 teams advance with 1 final)

1. 6
2. 3

Tied for second on the net but loses the tiebreaker gets 1 point

4.6.10.4 The point calculation for a Half-day tournament will be five points to the first place team, three points to the second place team, and one point to each of the third and fourth place teams.

4.6.10.5 Teams which draw a bye for any play-off round will be awarded the number of points they would have received if they had won that round.

4.6.10.6 The loser of a one-set play-off match for a last play-off position will be awarded one point.

4.6.10.7 A point will be awarded to any Women's BB team who registers and competes in a Women's A/BB tournament. No point will be given if the tournament is cancelled, but the teams will receive credit for the tournament towards the 30% rule.

- 4.6.10.8 Points earned by Chesapeake Region teams for competition in out-of-region tournaments will not count in the Region. Out-of-region tournaments in which Chesapeake Region teams compete will not count towards the 30% Rule for the Regional Championships.

4.7 Team Responsibilities

4.7.1 No team may compete in any CHRVA-sanctioned tournament without submitting a current printout of its USAV Sports Engine roster. To avoid confusion, no roster may be submitted other than a printout of the official USAV Sports Engine roster.

4.7.2 Adult Clarifications

4.7.2.1 The official USAV Sports Engine roster submitted at the beginning of a tournament must meet the registration procedures.

4.7.2.2 No changes may be made to an adult team's printed out CHRVA-Sports Engine roster except for the following:

4.7.2.3 Correcting the uniform number of a roster player only, or

4.7.2.4 Identifying a borrowed player

4.7.2.4.1.1 Any borrowed player must be a CHRVA member in good standing.

4.7.2.4.1.2 The team borrowing a player must identify the borrowed player below the signature line of the official USAV Sports Engine roster (so as not to suggest the borrowed player is a roster player). The team must also provide the following information for the borrowed player: the borrowed player's current CHRVA number and either (a) the player's CHRVA Level of Play on their Sports Engine registration (if not on a CHRVA team), or (b) club affiliation, regular team name, and regular team level of play (if on a CHRVA team). It is incumbent on the team representative to check with a borrowed player that is not registered with another CHRVA team to make sure they have not participated as a borrowed player on two occasions or the team is subject to the penalties in Section 6.10.

4.7.2.5 No team will be allowed to compete other than as identified in this Section.

4.7.3 Junior Clarifications

4.7.3.2 The official USAV Sports Engine roster submitted at the beginning of a tournament must meet the registration procedures.

4.7.3.3 The team must have a coach (either head coach or assistant coach) at the tournament who is listed on the official Sports Engine roster.

4.7.3.4 The official USAV Sports Engine roster submitted at the beginning of a tournament must be signed by a coach (either head coach or assistant coach) and that coach must be present and coaching the team at the tournament. No changes may be made to a junior team's printed out USAV Sport Engine roster except for making any correction to the uniform number.

4.7.3.4.1 Should a junior team wish to borrow an age-eligible player from the same club pursuant to Section 3 of the CHRVA Handbook, that team must add the borrowed player to its official USAV Sports Engine roster and print out that roster for the tournament. There is no allowance to write-in players for juniors.

4.7.3.4.2 Following the tournament in which the borrowed player competed, that player must then be transferred back to the player's primary team's roster.

- 4.7.3.4.3 Only CHRVA members with their IMPACT certification, background check, and listed on the official team roster submitted at the beginning of a tournament may sit on the team's bench. The only exception is the Club Director of the team if they have IMPACT, completed background, and Safe Sport.
- 4.7.4 Any team that participates in a competition in violation of this Section 4.7 will be subject to disciplinary action as specified in Section 6.

4.8 Post-Tournament Host Responsibilities

- 4.8.1 Follow all timeline guidance as stated in the CHRVA Tournament Results Reporting Document supplied to all Tournament Hosts.
- 4.8.2 Reporting. At the conclusion of a sanctioned tournament, the Tournament Host is responsible for the following reports:
 - 4.8.2.2 Notify the appropriate Adult Division Coordinator and provide the results of the tournament (winner, second place team, etc.) and the points earned by the teams for Adult Tournaments. Complete all sections of the Chesapeake Region Adult Tournament Results Form and send a copy to the appropriate Division Coordinator and Adult Program Director.
 - 4.8.2.3 For junior events, within 24 hours the completed Advanced Event System (AES) results should be entered into AES.
 - 4.8.2.4 After the conclusion of the tournament, complete the "Actual" column on the Tournament Sanction Request and send the form to the Adult/Junior Program Director.
 - 4.8.2.5 After the conclusion of an Adult Tournament, send all scoresheets to the appropriate Scoresheet Reviewer.
 - 4.8.2.6 For junior events, within 48 hours, send all scoresheets to the Junior Results Coordinator. Scoresheets can be scanned.
 - 4.8.2.7 After the conclusion of the tournament, send the teams' rosters to the Registrar, who will compare them with the teams' registrations of record. The Registrar will then report any discrepancy to the Eligibility Chair for Adults and Junior Rules and Ethics Chair for juniors within two days of receipt of the rosters from the Tournament Host. Any non-CHRVA Sports Engine roster should be sent to the Commissioner. Rosters can be scanned.
- 4.8.3 Nonperformance. In accordance with Section 6, disciplinary action will be taken against any host who fails to complete the post-tournament-host responsibilities.

5 Regional Championships

5.1 In General

- 5.1.1 The Regional Championships will be conducted in and around April for the purpose of determining the Championship teams in each division.
- 5.1.2 The Board of Directors will host the Regional Championships: the Vice President will be in charge of planning, managing, and overseeing the Regional Championships, except as prescribed herein.
- 5.1.3 A Regional Championship will be conducted for each division that participates in the Adult Regular Season or Junior Volleyball Season, unless there are insufficient team entries to justify the tournament (four team minimum).
- 5.1.4 Not later than 1 October, the Vice President will announce and disseminate to all members, the dates of the Regional Championships and the divisions that will compete on the individual dates. Any change to the dates and/or divisions made after 1 October will be disseminated to all members not later than two days after the change is made.
- 5.1.5 The Vice President will determine entry fees for the Regional Championships.

5.2 Team Eligibility

- 5.2.1 Teams invited to compete in the Regional Championships must meet the following eligibility requirements:
 - 5.2.1.1 The team must not be under any disciplinary penalty.
 - 5.2.1.2 A Junior Girls Volleyball team must compete in at least two CHRVA-sanctioned Junior Volleyball tournaments. A Junior Boys Volleyball team must compete in at least one CHRVA-sanctioned Junior Volleyball tournaments. Additional requirements for teams will be provided each year to Club Director's at the Annual Club Directors Meeting held in October of each year.
 - 5.2.1.3 The "30% Rule." A team must compete in at least 30% of the Adult Regular Season Tournaments for which it was eligible.
 - 5.2.1.3.1 For the purposes of this rule, an "Adult Regular Season weekend" constitutes a tournament, since there may be more than one tournament scheduled for a particular weekend.
 - 5.2.1.3.2 Example: The Adult Regular Season for the Women's A Division had 17 weekends during which tournaments were conducted. Team X registered prior to the Adult Regular Season. Team X must have competed in five tournaments ($17 \times 30\% = 5.1$, rounded down to five) to be eligible to compete in the Women's A Division Regional Championship. Team Y registered after the fifth week, leaving 12 tournament weekends. Team Y must have competed in four tournaments ($30\% \times (17 - 5) = 3.6$, rounded up to four).
 - 5.2.1.3.3 A team who applied for and was accepted in a tournament that was canceled for any reason after the entry closing date will be given credit as "having played," and the tournament will count toward the team's "30% Rule" minimum. However, the Division Coordinator will not count the tournament when determining averaged points earned for pool seeding.

- 5.2.1.3.4 A team that has moved from one division to another during the Adult Regular Season, whether voluntarily or involuntarily, is required to meet the "30% Rule for the division to which it has moved. Tournament competition in the division from which the team moved will be continued in the new division toward eligibility.

Example: The Adult Regular Season for the Women's A Division had 17 weekends during which tournaments were conducted. Team Z registered in the Women's BB Division after the fourth week, played in three Women's BB tournaments, and then was involuntarily moved up to the Women's A Division after the eighth week. There were 13 tournament weekends in the Women's A Division after the date of registration (in the Women's BB Division). To be eligible for the Women's A Division Regional Championship, Team Z must have competed in at least four tournaments in both divisions combined ($30\% \times (17 - 4) = 3.6$, rounded up to four). This means it would have to have played at least two tournaments in the Women's A Division.

- 5.2.1.3.5 A team who competes in a higher-division tournament will have that tournament count towards meeting the requirement of the "30% Rule" for Regional Championship eligibility. It is the responsibility of the higher Division Coordinator to ensure, within seven days of completion of the tournament, that the Division Coordinator of the division in which the team is registered is made aware that the team has competed in a higher division tournament. Competing in a higher division tournament does not affect the team's "having played" status in its own division.
- 5.2.2 The team entry application and fee must be received by the Division Coordinator on or before the Regional Championship tournament entry Closing Date.
- 5.2.3 Points attained by a team from competition in Adult Regular Season tournaments will determine Regional Championship acceptance. If two or more teams are tied for the last available position(s), the following criteria will be applied. First, preference is given to the team with the highest average points per tournament. Second, preference is given to the team with the lowest registration number.
- Example: The Men's BB Division Regional Championship will be a three-court, 15-team event. The 15 teams with the highest point count, who apply before the closing date, will be accepted to compete.
- 5.2.4 A team registering after 15 March for Adults and 1 March for Juniors will not be eligible for the Regional Championships unless there are insufficient entries. A team that has not earned any points in Adult Regular Season competition will not be accepted for the Regional Championships unless there is insufficient number of teams with points in a division.
- 5.2.5 Individual eligibility requirements, as specified in Section 3 apply for Regional Championship competition.
- 5.2.6 Failure to meet one or more of the above requirements will disqualify a team from acceptance into the Regional Championships.
- 5.2.7 To the extent reasonable and practical under the circumstances, CHRVA representatives will endeavor to identify and correct any errors that may affect team eligibility for a given tournament prior to the disqualification of that team.

5.3 Team Notification, Selection, and Competition

5.3.1 Division Coordinators will follow the procedures for team selection/rejection, notification, development of playing schedules, and the distribution of the playing schedule and directions to playing sites to teams selected to compete in the Regional Championships.

5.3.2 Regional Championship Format

5.3.2.1 The format for Regional Championships with six or more teams entered will be round-robin pool play followed by single elimination play-offs. See Section 4 for round-robin pool formats.

5.3.2.2 The format for Regional Championships with four or five teams entered will be round-robin play only. The top two teams will play a one-set match will be played to determine the Champion.

5.3.2.3 The Vice President may adjust the above format requirements only when such requirements do not meet the existing situation prevailing at the time of the Regional Championship.

5.3.3 Determination of the Number of Teams and Pools per Division

The number of teams per division for the Regional Championships will be as follows:

- Men's AA (Gold) one court with four or five teams
- Men's A (mixed in with Gold or Silver) one court with four or five teams
- Men's BB (Silver) two courts with 10 teams
- Men's B (Bronze) two courts with 10 teams
- Women's AA two courts with 10 teams
- Women's A two courts with 10 teams
- Women's BB two courts with 10 teams
- Women's B two courts with 10 teams

5.3.3.1 The number of teams per bracket (e.g., Open, Club Gold, etc.) and brackets per division for the Regional Championships will be determined by the number of teams registered by 1 March for the Junior Girls Volleyball Season and the Junior Boys Volleyball season, by the Junior Girls' and Junior Boys' Program Directors, respectively within the constraints set by the Vice President per Section 5.

5.3.4 Seeding of Teams for Pool Positions

5.3.4.1 The objective of the Regional Championships is to allow the top teams in each division to compete in order to determine a champion. To make this competition as fair and equitable as possible, it is important that teams be seeded in such a way as to reflect their true strength. For this reason, seeding for the Regional Championships will differ from the seeding system used for Adult Regular Season tournaments.

5.3.4.2 Seeding of teams for pool positions in Regular-division Regional Championships will be made based upon average points earned during the Adult Regular Season (total points earned divided by the number of tournaments played).

10-TEAM REGIONAL CHAMPIONSHIP SEEDING EXAMPLE										
Team	A	B	C	D	E	F	G	H	I	J
Adult Regular Season Points	46	43	40	37	31	25	22	19	18	18
Tournaments Played	10	7	7	8	7	9	9	10	7	9
Average	4.6	6.1	5.7	4.6	4.4	2.7	2.4	1.9	2.5	2.0
Seed	3*	1	2	4*	5	6	8	10	7	9
* Team A is seeded over team D due to higher point total.										

5.3.4.3 Seeding of Junior Volleyball teams for pool positions in Junior Volleyball Regional Championships will be determined by the Competition Chair.

5.3.5 Play-offs will be handled in accordance with Section 4.

5.4 Awards

5.4.1 The Vice President will determine the type awards to be presented at the conclusion of each Regional Championship.

5.4.2 The following minimum awards will be given.

5.4.2.1 Team award for first and second place for Junior's.

5.4.2.2 Individual awards for first and second place.

5.4.2.3 Individual award for the Most Valuable Player (MVP) selected in each Adult division.

5.4.2.4 Individual awards for the remaining five All-Tournament Players selected in each Adult division.

5.5 Championship Entry Pool

A Championship Entry Pool will be budgeted by CHRVA to provide reimbursement of entry fees for each advertised CHRVA Adult team, and any Junior club and age-group division earning bids to the USA National Championships. The funds for teams participating in USAV National Championships will be distributed as follows.

5.5.1 Boys Junior and Adult Regional Champions entering and participating in the club or age-group USAV National championship competition in their division will be reimbursed up to 80% of their entry fees.

5.5.2 Junior Girls CHRVA-registered teams that earned USAV bids and participated in the USAV National Championships will be reimbursed not to exceed 80% of their entry fees.

5.5.3 Adult CHRVA-registered teams containing players registered in other regions will share in the budgeted funds but will be entitled to only a proportionate share based on the percentage of CHRVA-registered players. For example, if the roster for an Adult age-group team consists of six CHRVA-registered players and four out-of-region players, the team would be eligible to receive 60% of the funds to which they would be entitled if all members were registered with CHRVA.

- 5.5.4 In accordance with National Collegiate Athletic Association (NCAA) and National Federation of State High School Athletic Associations (NFHSAA) guidelines, all CHRVA Junior Volleyball teams participating in the Junior Volleyball National Championships will receive equal percentages of their entry fees up to 80% of their entry fees.
- 5.5.5 Within two weeks after the completion of the Adult and Junior National Championships (whichever is later), the CHRVA Commissioner shall provide a list of payees, mailing addresses and entry fee reimbursement amounts to the Treasurer for disbursement.

6 Disciplinary Action

6.1 In General

- 6.1.1 Disciplinary action will be taken against individuals, teams, and clubs (or combination thereof) as appropriate for violation of CHRVA policies, rules, or regulations. All CHRVA members are responsible for knowing and abiding by the policies, rules, and regulations of the Region. Disciplinary action taken against Junior Volleyball Athletes will consider the responsibilities and actions of junior teams, clubs, coaches, and club directors in the alleged violation, which may result in additional disciplinary actions as appropriate. Ignorance of a policy, rule, or regulation will not be accepted as an excuse for violation.
- 6.1.2 Disciplinary action may result in a suspension, fine, or both. Members under suspension are not in good standing with CHRVA, may not participate in CHRVA activities, and may not reregister for membership in subsequent seasons until the suspension is lifted.

6.2 USA Volleyball Participant Code of Conduct

Violations will result in disciplinary actions in accordance with the USA Volleyball disciplinary policy specified in the Code of Conduct.

In accordance with the Code, all members, including players, coaches, officials, club personnel, and chaperones, are required to treat the CHRVA staff and volunteers with respect. Bad and/or inappropriate behavior will not be tolerated. In any instance of bad and/or inappropriate behavior occurs, penalties, as dictated in Section 6.3.6, will be imposed.

6.3 Penalties

Unless otherwise stated, the following penalties will be imposed:

- 6.3.1 Disciplinary penalties will begin with the date the violation occurred, the date the violation was discovered, or the date the team or individual last played, whichever is later.
- 6.3.2 Disciplinary penalties imposed in one season will carry over to the next season, or following season(s), as dictated by the date the penalty was imposed, the length of the penalty, and the end of the season during which the penalty was imposed.
- 6.3.3 Decisions pertaining to disciplinary action will be made by the appropriate Eligibility Committee, unless otherwise noted, and timely communicated by the chair to the affected parties.
- 6.3.4 All disciplinary actions shall be communicated in writing to all affected parties. Any disciplinary action may be appealed (in writing) pursuant to the provisions of Section 7, Complaints and Appeals.
- 6.3.5 Unless otherwise specified, a team or individual is considered suspended until all fines and fees are paid in full. All fines payable to CHRVA must be paid by certified check or money order. Payment of fines must be submitted to the Eligibility Chair (unless otherwise notified), who will notify the appropriate Staff Members that the fine has been paid.
- 6.3.6 Consequences of Offenses. Unless otherwise stated, the following penalties may be imposed.
 - 6.3.6.1 1st Offense: Up to 30 days suspension from Adult Regular Season or Junior Volleyball Season competition (as appropriate) and/or a fine of up to \$100.

- 6.3.6.2 2nd Offense: Up to 60 days suspension from Adult Regular Season or Junior Volleyball Season competition (as appropriate) and/or a fine of up to \$300.
- 6.3.6.3 3rd Offense: Up to 90 days suspension from Adult Regular Season or Junior Volleyball Season competition (as appropriate) and/or a fine of up to \$300.
- 6.3.6.4 Any club, team, or member who willfully breaks a CHRVA rule may be subject to additional penalties.

6.4 Failure to Fulfill Work Team Responsibilities

- 6.4.1 A work team consists of the personnel specified in Section 4.
- 6.4.2 Pool Play
 - 6.4.2.1 A team failing to perform any scheduled work team assignment during pool play due to an unintended oversight will be penalized one point for every minute the full work team is not ready to perform as specified in Section 4 up to a maximum of 25 points assessed to its next match if the team is still in match play. The Tournament Director (with the support of the Head Referee) is responsible for monitoring work team readiness. If the team has completed pool play, the team is fined \$25; no suspension will be imposed.
 - 6.4.2.2 Refusal to perform any scheduled work team assignment will subject a team to disciplinary action in accordance with Section 6.3. In addition, the team will forfeit all remaining matches in favor of its match opponents and any playoff position it may have earned.
- 6.4.3 Play-offs. Failure to perform any play-off work team assignment will subject a team to disciplinary action in accordance with Section 6.3.
- 6.4.4 Regional Championships. Failure to perform any work team assignment during the Regional Championships will subject a team to disciplinary action in accordance with Section 6.3.
- 6.4.5 If a team's designated referee fails to work as scheduled, the team will be subject to a \$75 fee, payable to the Tournament Host, which must be paid before the team may compete again, either in the same tournament or subsequent tournaments, including the Regional Championships.
- 6.4.6 If the failure to perform a work team assignment is the result of a scheduling conflict or unforeseen change in the schedule, no disciplinary action will be taken.

6.5 Failure of a Tournament Host to Fulfill Responsibilities

- 6.5.1 The following violations are grounds for disciplinary action.
 - 6.5.1.1 Failure to have the team captain or representative verify (and, if necessary, amend) the team roster prior to the team's first match of the day.
 - 6.5.1.2 Failure to abide by the provisions of the approved tournament sanction.
 - 6.5.1.3 Failure to complete the required post-tournament-host responsibilities.
- 6.5.2 Disciplinary action
 - 6.5.2.1 1st Offense: Written warning.
 - 6.5.2.2 2nd Offense: Loss of Priority of Fill privilege for one season.

- 6.5.2.3 3rd Offense: Denial of privilege to host any sanctioned tournament for one year from the date of the 3rd offense.

6.6 Checks Returned for Insufficient Funds

- 6.6.1 The fee for checks returned for insufficient funds ("bad checks" or credit card disputes) for any reason will be \$25 plus any returned bank fees incurred by the payee (individual, team, or club). Subsequent insufficient funds in the same season will subject a team to disciplinary action in accordance with Section 6.3.
- 6.6.2 Restitution of the original check amount plus fee will be made by certified check or money order payable to the original payee.

6.7 Team Non-Attendance or Late Withdrawal from a Tournament

- 6.7.1 If the host is notified of a team's withdrawal and the circumstances are legitimately mitigating, no disciplinary action will be taken against the team except that the Host may keep the entry fee as prescribed in Section 4. Subsequent withdrawals may result in the team's suspension for up to 30 days from the date of the tournament.
- 6.7.2 A team failing to report for play without having notified the Tournament Host will be suspended for up to 60 days from the date of the tournament, unless the team can provide evidence of a valid emergency that prevented them from attending the tournament and notifying the Tournament Host. Subsequent such failures may result in up to a one-year suspension.

6.8 Team Use of a Non-Certified Referee or Scorer

If a non-certified referee or scorer works a set or match (with the exception of a Fellowship Tournament), the following penalties and fines may apply.

- 6.8.1 1st Offense
 - 6.8.1.1 Individual player, coach, or club director: Up to 30 days suspension.
 - 6.8.1.2 Team: Fine of up to \$50.
- 6.8.2 2nd Offense
 - 6.8.2.1 Individual player, coach, or club director: Up to 60 days suspension.
 - 6.8.2.2 Team: Up to 30 days suspension and/or a fine of up to \$100.

6.9 Failure of a Paid Referee to Work

- 6.9.1 If the referee fails to provide a compelling reason for missing the assignment, the referee may be suspended from officiating for up to 30 days.
- 6.9.2 If the referee's failure to work was due to a refusal to work, the referee's certification may be revoked for the remainder of the season.

6.10 Illegal Team

- 6.10.1 Any player not meeting the eligibility requirements of Section 3 is an illegal Player. Any adult not meeting the eligibility requirements of Section 3, or an adult on a junior team not meeting all certification requirements (including, but not limited to, background checks, IMPACT certification, and Safe Sport) is an Illegal Adult. Any roster containing either an Illegal Player or Illegal Adult (including an Illegal Player or an Illegal Adult being on an Invalid Roster, in which both sanctions will apply) constitutes an Illegal Team. All matches in which an Illegal Team participates in competition will be declared forfeits. Illegal Teams

will lose all benefits earned from those matches (titles, bids, etc.). In addition, the following actions below may be applied.

- 6.10.2 Illegal player: Up to 90 days suspension.
- 6.10.3 Illegal Adult: Up to 180 days suspension.
- 6.10.4 A team, coach, club director, or team representative for whom the Illegal Team played: Up to 90 days suspension and/or a fine of up to \$200 for an Illegal Player or up to 180 days suspension and/or a fine of up to \$500 for an Illegal Adult.

6.11 Illegal Roster

Any Roster not meeting the CHRVA requirements is an Invalid Roster. The club associated with a team, coach, club director, or team representative submitting an Invalid Roster will be automatically assessed a fine, by the CHRVA Commissioner, for each occurrence in which an Invalid Roster is submitted, escalating with each Invalid Roster submitted by its coaches, club director, or team representative pursuant to the following schedule:

- A club will be assessed a fine of \$100 for the first Invalid Roster submitted by a coach affiliated with the club.
- A club will be assessed a fine of \$300 for the second Invalid Roster submitted by a coach affiliated with the club.
- A club will be assessed a fine of \$500 for each additional Invalid Roster submitted by a coach affiliated with the club.

All fines must be paid within fourteen (14) calendar days of notification by the CHRVA Commissioner and a team not paying within the fourteen (14) calendar days is precluded from competing in any USAV events until such fine is paid. The fine may be appealed, as described in Section 7, to the Registration Committee, which will consider any unusual circumstances that may justify a waiver of alteration of the fine.

6.12 Junior's Purple Card Sanction Program

The purpose and intent of the Purple Card Sanction Program is to effectively address and sanction any inappropriate or prohibited behavior exhibited by any CHRVA member or spectator attending or observing any CHRVA sponsored/sanctioned Junior activity. Additionally, this pertains to anyone involved in the actual Junior activity, including the behavior of the participants immediately before and after the activity. This does not preclude the current Yellow and Red cards used by the Officials during the tournament match for the match participants.

6.12.1 Prohibited Behavior

- A. Prohibited behavior would include, but not limited to, any comments(s) made, or actions displayed, deemed by others as rude, profane, disrespectful, disruptive, or aggressive, which interferes with the normal progress of a CHRVA Junior activity.
- B. Any behavior prohibited by USA volleyball or Chesapeake Region Code of Conduct and Safe Sport policies.
- C. Any misconduct deemed contrary to normally accepted behavior, which results in the unnecessary interruption of a CHRVA Junior activity.

6.12.2 Administration of the Purple Card Sanction Program

- A. CHRVA Commissioner will be responsible for the oversight of the program.
- B. CHRVA Junior Program Director will be responsible for the implementation of the program through the Tournament Host and Junior Club Directors.
- C. The Commissioner will oversee the disciplinary and sanctions of the program.

6.12.3 Application of the Purple Sanction Card

- A. CHRVA will provide tournament hosts with a supply of purple cards.

- B. During a tournament, if the host staff notices or is made aware of a spectator exhibiting unsportsmanlike or inappropriate behavior, the host staff will approach the spectator safely and give the spectator a purple card. Host staff will ask the spectator which team the spectator is affiliated. Host staff will explain that the behavior that is being exhibited is not appropriate and to cease.
- C. At the end of the match, host staff will approach the coach of the team who the spectator was affiliated. Host staff will explain to the coach the appropriate behavior at a CHRVA event and the club is responsible for the behavior of the team's spectator.
- D. Tournament host will report the purple card to the CHRVA Program Director and the Commissioner within 24 hours of the tournament conclusion.

6.12.4 Sanctions of the Purple Card Sanction Program

- A. 1st card received: Written email to the Club Director as a warning and to require the Club Director to speak to the team and parents about appropriate behavior.
- B. 2nd card same team, same season: Club will be assessed a fine of \$100. Fine must be paid within 14 days of notification. Team is precluded from playing until fine is paid and received by CHRVA Treasurer.
- C. More than 2 cards in a season: Club will be assessed a fine of \$500. Fine must be paid within 14 days of notification. All Club teams are precluded from playing until the fine is paid and received by CHRVA Treasurer.

7 Complaints and Appeals

7.1 In General

- 7.1.1 The Complaint and Appeal Procedures are an extension of the CHRVA Bylaws. They are intended to provide members, teams, and clubs with an efficient, timely, and orderly process by which they may have their complaint or appeal (generically referred to herein as "grievances") heard, resolved, and acted upon.
- 7.1.2 The Complaint and Appeal Procedures provide for the following.
 - 7.1.2.1 A clear and simple means of filing a grievance by mailing, emailing, or hand-delivering the written complaint or appeal to either the Secretary or President, who will immediately refer the matter to the appropriate Staff Member or committee.
 - 7.1.2.2 The right of a party to a full and fair hearing regarding a complaint.
 - 7.1.2.3 Initial review and disposition of a complaint by a committee. Other than complaints regarding an action taken by CHRVA Staff (see Section 7.2.3), all complaints will be initially considered and resolved by one of the committees.
 - 7.1.2.4 The right of a party to appeal an initial decision to at least two further levels of review and the right to a full and fair hearing on appeal.
 - 7.1.2.5 Finality of decision. USAV will no longer resolve disputes that arise within a Region.
- 7.1.3 Filing. The following requirements must be met in order for a grievance (complaint or appeal) to be considered officially filed. It must be:
 - 7.1.3.1 In writing. See Section 7.2.4 for the minimum complaint content. See Section 7.3 for the minimum appeal content.
 - 7.1.3.2 Timely filed. See Section 7.2.1 for specific complaint deadlines and Section 7.3.3 for specific appeal deadlines.
 - 7.1.3.3 Delivered to the CHRVA Commissioner or President of the Board of Directors.
 - 7.1.3.3.1 The burden of demonstrating that a grievance was delivered rests with the person filing it.
 - 7.1.3.3.2 A grievance may be filed by mail or email.
- 7.1.4 The timetable for distribution of a grievance to appropriate CHRVA personnel and to other parties who may be affected by a ruling is defined in Section 7.2.2 for complaints and in Section 7.3.5 for appeals.
- 7.1.5 CHRVA Committees (see Appendix A. Article XIII) may seek information from its member clubs, teams and individuals regarding any CHRVA action, whether a CHRVA-Initiated Action or a Non-CHRVA Initiated Action. Member clubs, teams and individuals, as members of the Chesapeake Region volleyball community, are obligated to respond to such information requests, including providing documents requested, in good faith and in a timely manner. Any failure to provide the requested information in the timeframe requested may be taken as an admission of fault, and may result in sanctions.

7.2 Complaints

- 7.2.1 A complaint shall be filed not later than 10 days after the date of the alleged violation giving rise to the complaint, or the date of discovery of the alleged violation giving rise to the complaint, whichever is later.
- 7.2.2 The officer receiving a complaint shall, within seven (7) days of receipt, assure that a copy of the complaint has been sent to the chair of the committee responsible for initial action on the complaint. This officer shall also acknowledge receipt of the complaint in writing within seven (7) days of receipt of the complaint. The chair shall then, within fourteen (14) days of receipt, assure that copies of the complaint have been sent to the President, the Secretary, the Commissioner, and parties who may be affected by a ruling. The above time frames are only guidelines and may be extended by either the CHRVA Commissioner or President of the Corporation due to any extenuating circumstances determined by either officer that affects the timely actions.
- 7.2.3 Initial action on a complaint shall be taken by the committee with primary jurisdictional purview for the subject matter of the complaint. Complaints concerning tournament notification, application, entry selection/rejection, pool assignment, etc. will be referred to, and acted upon by, the appropriate Division Coordinator/Age Group Coordinator.
- 7.2.4 In order to be considered and acted upon, a complaint must contain, at a minimum, the following information.
 - 7.2.4.1 The name and signature of the person making the complaint, and the name of his or her team (and club, if any), if the person is a player or coach.
 - 7.2.4.2 The date the alleged violation occurred.
 - 7.2.4.3 The policy, rule, or regulation that was allegedly violated.
 - 7.2.4.4 A clear and complete statement of the facts and circumstances relevant to the complaint.
 - 7.2.4.5 Sufficient information to accurately identify all individuals, teams, or clubs involved in any aspect of the complaint.
 - 7.2.4.6 The remedy being sought.
- 7.2.5 A hearing shall be granted if requested by the complainant or a party who may be affected by a ruling on the complaint.
- 7.2.6 The committee with jurisdiction for the complaint shall review the complaint and issue a written ruling within forty-five (45) days of receipt by CHRVA. The ruling shall be sent to the complainant, all parties involved, the Eligibility Chair, the Commissioner, the Secretary, and the President. The above time frame (45 days) is only a guideline and may be extended by either the CHRVA Commissioner or the President of the Corporation due to any extenuating circumstances determined by either officer that affects the timely actions of the committee.
 - 7.2.6.1 In order for a CHRVA Committee (see Appendix A. Article XIII of the CHRVA Bylaws) to issue a sanction, the Committee must believe that the preponderance of the evidence supports such a sanction. In other words, the Committee members must believe that it is more likely for a violation to have occurred than not occurred.

7.3 Appeals

- 7.3.1 A party adversely affected by an initial ruling has the right to appeal and has the right to a full and fair hearing.

- 7.3.2 A hearing shall be granted at any level of appeal if requested by the appellant or by a party who may be affected by a ruling on the appeal.
- 7.3.3 Any appeal must be filed not later than five days following receipt of a ruling on a complaint, CHRVA-initiated action, or subsequent appeal, except where the ruling is made at the final level. At this point, no further appeal is allowed.
- 7.3.4 In order to be considered and acted upon, an appeal must contain, at a minimum, the following information.
 - 7.3.4.1 The name and signature of the appellant and the name of his or her team (and club, if any), if the person is a player, captain, or coach.
 - 7.3.4.2 A statement indicating that an appeal is requested. Additional supporting facts may be submitted for consideration.
 - 7.3.4.3 The remedy being sought.
- 7.3.5 The officer receiving an appeal shall, within two days of receipt, assure that copies of the appeal have been sent to the Commissioner or chair of the committee responsible for review of the appeal. This officer shall also acknowledge receipt of the appeal in writing within five days of receipt of the appeal. The Commissioner or chair shall then, within seven days of receipt, assure that copies of the appeal have been sent to the President, the Secretary, the Commissioner, and parties who may be affected by a ruling.
- 7.3.6 An appeal will be referred to the Commissioner or committee responsible for review of the appeal.
 - 7.3.6.1 The first level of appeal regarding a ruling made by a CHRVA Administrator (Commissioner, Division Coordinator, etc.) will be referred to the appropriate Eligibility Committee for review. Notwithstanding the above, review of a determination by a junior or adult coordinator may be first reviewed by a Division Coordinator pursuant to Section 7.2.3 without this review being considered a first level of appeal.
 - 7.3.6.2 The first level of appeal regarding a ruling made by an Eligibility Committee described in Section 3.1.2 will be referred to the Commissioner for review.
 - 7.3.6.3 The second level of appeal of a ruling made in Sections 7.3.6.1 or 7.3.6.2 will be referred to the Appeals Committee for review. Refer to the CHRVA Bylaws (see Appendix A), Article XIII.A.6. A ruling by the Appeals Committee is final. Further appeal is not allowed and will not be considered either by CHRVA or USAV.
 - 7.3.6.4 The Appeals Committee will not conduct a *de novo* review of the merits of the issue being appealed. Rather, the Appeals Committee will limit its review to determine if: (1) the proper procedures outlined in the CHRVA Bylaws and Handbook were followed: and (2) the determination are consistent with the CHRVA Bylaws and Handbook.
- 7.3.7 The Commissioner or committee responsible for review of an appeal shall issue a written ruling in a timely manner. The ruling shall be sent to the appellant, the complainant, the Eligibility Chair, the Commissioner, the Secretary, the President, and the parties involved.

8 Sports Accident Insurance

8.1 In General

- 8.1.1 All registered athletes, coaches, officials, and managers of USAV, participating in events and activities sponsored by the USAV, are covered by the Sports Accident Insurance Policy. There are two membership levels.
 - 8.1.1.1 Class I: All registered coaches, managers, officials, and athletes of the Junior Olympic Program under 19 years of age;
 - 8.1.1.2 Class II: All registered coaches, managers, officials, and athletes of the Adult Program who are 19 years or older.
- 8.1.2 This policy provides Excess Coverage, meaning all benefits are payable on an Excess Basis only. Any other insurance (personal, employer group, parents, etc.) under which a participant is named must be submitted for claim before this coverage takes effect. Proof of payment is submitted when you file for Sports Accident Insurance coverage with USAV.
- 8.1.3 Sports Accident Insurance coverage is in effect from 1 November to 31 October annually.

8.2 Coverages and Exceptions

- 8.2.1 This policy covers injuries that occur at practices and competition sanctioned or sponsored and supervised by USAV. Coverage is provided to the limits of the policy for medical/dental expenses and death/dismemberment as a result of a qualifying injury. Coverage for direct travel, as a group, to and from USAV-sanctioned events is provided for all registered Class I and Class II members.
- 8.2.2 Exceptions. This policy does not cover sickness or re-injury (which is considered a pre-existing condition).

8.3 Benefits

Since USAV annually seeks to obtain the best and the most cost-effective insurance for its programs, the insurer and the benefits provided will usually change yearly. Contact the Commissioner, for information concerning the name(s) of the current insurer(s), coverages, and monetary benefits (i.e., medical expense, total payable benefit, etc.).

8.4 Certificate of Insurance

Club and team representatives, sanctioned Tournament Hosts, and others sponsoring USAV events and activities may obtain a copy of the current Certificate of Insurance from the Commissioner.

APPENDIX A

CHRVA on the Internet

The official CHRVA website can be found at the following Universal Resource Locator (URL).

<http://www.chrva.org/>

The website contains a wealth of information, including contact information, publications, forms, documents, playing opportunities, etc. for the entire CHRVA membership.

Issues concerning the operation or content of the website should be directed to the following address.

webmaster@CHRVAVB.org

Issues concerning the operation of CHRVA.org email services should be directed to the following address.

email@CHRVAVB.org

APPENDIX B

CHRVA Bylaws

The Corporation's bylaws govern, in broad language, the operation of the corporation and the programs conducted under its auspices. This Handbook is the operating code of CHRVA; its policies, rules, and enforcement procedures are derived from the powers vested in the Board of Directors under the Bylaws. Should there be a conflict between any provision of the Handbook and the Bylaws, the Bylaws shall control. The Board of Directors shall be the final adjudicator and interpreter of all of the governing documents of the corporation. The Bylaws reprinted below are those in effect as of the date of publication of this revision of the Handbook and were last amended May 2020.

BYLAWS OF THE CHESAPEAKE REGION VOLLEYBALL ASSOCIATION

Article I. Name

The name of the Corporation shall be the Chesapeake Region Volleyball Association (CHRVA), hereinafter referred to as the Corporation.

Article II. Offices

- A. The principal office of the Corporation in the Commonwealth of Virginia shall be located in the county of the residence of the Commissioner, provided the Commissioner is a resident of the Commonwealth of Virginia. If the Commissioner is not a resident of the Commonwealth of Virginia, the principal office of the Corporation may be designated by the President as the residence of a duly-elected member of the Board of Directors whose legal place of residence is within the Commonwealth of Virginia.
- B. The Corporation may have such other offices, either within or without the State of Virginia, as the Board of Directors may designate or as the business of the Corporation may require from time to time.

Article III. Mission

This Corporation is organized for the following purposes:

- A. To teach the sport of volleyball to children and adults by holding clinics conducted by qualified instructors in schools, playgrounds, parks and other suitable facilities;

- B. To provide practice volleyball sessions, classroom lectures, seminars and panel discussions in which trainees may be schooled in competitive coaching, playing, officiating and scouting techniques;
- C. To foster and conduct area, regional, state and national amateur volleyball competitions;
- D. To act as the official representative of the United States Volleyball Association within the area designated as the Chesapeake Region;
- E. To select and train suitable candidates in the techniques of volleyball in national and international competition and thereby assist in improving the caliber of candidates representing the United States in Olympic, Pan American, World Games, and other international competitions; and,
- F. To foster and conduct amateur volleyball programs between the United States and foreign nations for the exchange and training of suitable candidates in the techniques and practices of volleyball in countries other than their own.

Article IV. Affiliation

- A. This Corporation is a Region Member Organization according to the provisions of the "Operating Code of the United States Volleyball Association", hereinafter referred to as "The Code".
- B. Upon approval by the Board of Directors, this Corporation may associate with volleyball groups or organizations operating within the geographic area comprising the CHRVA.

Article V. Governance

- A. The Articles of Incorporation of CHRVA, these Bylaws, the CHRVA Handbook, and such other documents as authorized or prescribed by the aforementioned documents, in order of precedence, respectively, shall serve as the bases for the operations of this Corporation.
- B. The USVBA Bylaws and "The Code", as they pertain to Region Member Organizations, as presently constituted, shall be incorporated by reference as an integral part of these Bylaws. All amendments to the USVBA Bylaws or "The Code", subsequent to the adoption of these Bylaws, shall be incorporated by reference into these Bylaws.
- C. The USVBA governing document(s), as they pertain to Region Member Organizations, shall take precedence in the event of any conflict between those USVBA documents and these CHRVA Bylaws.
- D. Any action required to be taken in writing may be accomplished by conventional writing as well as by fax, telex, telegram, electronic mail (email) or any other means authorized by the Board of Directors.

Article VI. Membership

- A. This Corporation shall provide an equal opportunity to anyone to participate in amateur volleyball competition in any capacity, without discrimination on the basis of race, color, religion, age, gender, or national origin. (See Appendix C: CHRVA Diversity Policy).
- B. Other memberships may be authorized by the Board of Directors within the guidelines of USAV.
- C. A member in good standing is an individual, team, or organization whose membership privileges have not been suspended and who follow the procedures set forth in these Bylaws, the USAV Bylaws, or "The Code."

Article VII. Board of Directors

- A. Mission
 - 1. The business, property, and affairs of this Corporation shall be managed by the Board of Directors.
 - 2. The Board of Directors, in furtherance of the specific and primary purposes of this non-stock Corporation as expressed in its Articles of Incorporation, may perform such acts that are necessary or convenient to exercise the powers of this non-stock Corporation stated in its Articles of Incorporation, and generally may do, or cause to be done, any lawful act in furtherance of its specific and primary purposes as stated in its Articles of Incorporation.
- B. Policy Governing the Exercise of Powers by the Board of Directors
 - 1. It shall be the policy of this Corporation to budget and disburse each year substantially all of its ordinary net income in the furtherance of its primary and specific purposes as stated in its Articles of Incorporation.
 - 2. It also shall be the policy of this Corporation that this Corporation shall not engage in any of the following transactions:
 - a. Lending any part of its income or principal without adequate security or at unreasonable rates of interest to donors, to members of the families of donors, or to Corporations controlled by donors or to members of donors' families;
 - b. Making any part of this Corporation's services available on a preferential basis, to donors, or to members of donors' families, or to Corporations controlled by donors or to members of donors' families;
 - c. Making any substantial purchases of securities or other property from donors, members of donors' families, or Corporations controlled by donors or members of donors' families for less than adequate consideration;
 - d. Selling any substantial part of the property of this Corporation to donors, members of donors' families, or Corporations controlled by donors or members of donors' families for less than adequate consideration;
 - e. Engaging in any transaction which results in a substantial diversion of the income or corpus of this Corporation to donors, members of donors' families, or Corporations controlled by donors or members of donors' families.
- C. Board membership and composition:

1. The Board of Directors shall consist of no more than 13 CHRVA members in good standing.
2. The immediate past President may sit on the Board of Directors in an ex officio capacity with voice, but without vote, for a term not to exceed two (2) years following his or her term as President, unless he or she is a currently-elected Director.
3. Creation of new Directorship(s) shall not be effective until the following Annual Meeting, and shall be filled by the nomination and election procedures.

D. Election of Directors

1. Election Process

- a. Directors shall be elected by vote of those dues-paying members in good standing whose ballots are received by a date specified by the Election Committee.
- b. In the case of a vacancy, director(s) shall be elected by a vote of those dues-paying members in good standing who are present and voting at a Regular or Special Meeting of the Board of Directors of this Corporation held as provided in Appendix A.Article VII.H.

2. Nomination and election procedures shall be as prescribed in Article XI.

3. Annual Selection of Directors

- a. Having concluded the 2024-2025 Directors election, and installation of the elected Directors, the CHRVA Board will consist of Directors with three (3) year overlapping terms or until their successors are duly elected and installed.

E. Term of Service

1. Directors may succeed themselves.

F. Removal of a Director

1. Any Director may be removed from the Board by a two-thirds (2/3) vote of the total Board. The removal shall be without prejudice to the contract rights, if any, of the person so removed.
2. The impeached Director shall be given written notice of the impending action, at least fourteen (14) days prior to a regular or special meeting at which the proposed removal action is part of the Board of Directors' meeting agenda.
3. The impeached Director shall be afforded the opportunity to speak before the Board of Directors, on his or her own behalf, at that meeting.

G. Regular or Special Meetings

1. Meeting Schedule

Regular meetings of the Board of Directors shall be held at least once each quarter per the following schedule:

- i. 1st quarter: September 1 to November 30
- ii. 2nd quarter: December 1 to February 28/29
- iii. 3rd quarter: March 1 to May 30
- iv. 4th quarter: June 1 to August 31

- b. The times and places of all meetings shall be determined by the Board or the President.
- c. The Board of Directors shall hold an organizational meeting to assimilate newly-elected Directors and to elect the Officers of the Corporation, prior to the annual USAV National meetings. Such organizational meeting shall not constitute one of the regular meetings.

2. Notice of Meetings

- a. Regular meetings of the Board of Directors may be held upon giving at least thirty (30) days written notice to all Directors.
- b. Special Meetings of the Board of Directors may be held upon giving at least fourteen (14) days oral or written notice to all Directors.

3. Waiver of Notice

- a. Whenever any notice is required to be given to any member or Director of this Corporation under the provisions of these Bylaws, or under the provisions of Virginia law, a waiver thereof in writing, signed by the person or persons entitled to such notice, or by telegram sent to them, whether before or after the holding of the meeting, shall be deemed equivalent to the giving of such notice.
- b. The presence of a Director at any meeting shall constitute a waiver of any notice required for such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

H. Vacancy

1. A vacancy occurring on the Board of Directors, or among the Officers of the Board, may be filled at a Regular or Special Meeting of the Board of Directors.
2. The new Director or Officer shall serve the unexpired term of his or her predecessor.

I. Voting Privileges

1. Each Director shall be entitled to one vote.
2. Voting may be by show of hands, voice, or ballot.
3. There shall be no proxy or absentee voting at Board meetings.

J. Compensation of Directors:

1. Directors shall serve without compensation for attendance at Regular or Special Meetings. No person who now is, or who later becomes, a Director of this non-stock Corporation shall be personally liable to its creditors for any indebtedness or liability, and any and all creditors of this non-stock Corporation shall look only to the assets of this non-stock Corporation for payment.

Article VIII. Officers

A. Principal Officers

1. The principal elected Officers of this Corporation shall be a President, a Vice President, and a Secretary, each of whom shall be elected by the Board of Directors.
2. No two elected positions shall be held simultaneously by the same person.

B. Elections of Officers

1. All Officers shall be elected by the Board of Directors prior to the annual USAV National meetings.
2. Officers shall be elected for two-year overlapping terms as follows:
 - a. The President shall be elected in odd-numbered years.
 - b. The Vice President and Secretary shall be elected in even-numbered years.

C. Term of Office

1. Officers' term of office shall begin fourteen days after election, but in no case later than June 1.
2. Each Officer shall be a Director at the time of his or her election and shall remain a Director during his or her tenure as an Officer.

D. Removal of an Officer

1. Any Officer or agent elected or appointed by the Board of Directors may be removed by the Board of Directors whenever the best interests of the Corporation would be served thereby.
2. Removal of an Officer shall follow the procedures prescribed in Appendix A.Article VII.F, regarding removal of a Director.

E. Vacancy

1. A vacancy in any office because of death, resignation, removal, disqualification, or other reason, may be filled by the Board of Directors for the unexpired portion of the term, pursuant to Appendix A.Article VII.H.

F. Other Officers, Staff

1. The Board of Directors may elect or appoint such other officers, assistant officers, agents, administrators, teachers, and employees as it shall deem necessary or desirable.

They shall hold their offices or appointed position(s) for such terms and shall have such authority and perform such duties as shall be determined by the Board of Directors.

G. Duties of Officers

1. President - The President shall:
 - a. Serve as Chair of the Board of Directors and the Executive Committee and shall be the chief executive officer of the Corporation;
 - b. Preside at all meetings of the Board and the Corporation;
 - c. Sign and execute, with the Secretary and/or any other appropriately designated Officer(s) of the Corporation, who are so authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments, which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors, or by these Bylaws, to some other Officer(s) or agent of the Corporation, or shall be required by law to be otherwise signed or executed;
 - d. Perform oversight duties of the staff and such other persons the Corporation may employ for compensation;
 - e. Attend official meetings and functions of the USVBA as the Corporation's representative, in the absence of the Commissioner;
 - f. Perform all other duties incident to the office of President and such other duties as may be prescribed by the Board of Directors.
2. Vice President - The Vice President shall:
 - a. Be the primary person responsible for the preparation, scheduling, and conduct of all Regional Championships;
 - b. Serve in the absence of the President, or in the event of his or her death, inability or refusal to act, perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President;

- c. Perform all the duties incident to the office of Vice President and such other duties as may be prescribed by the President or the Board of Directors.
3. Secretary - The Secretary shall:
- a. Keep, or cause to be kept, the minutes of the Directors' Meetings;
 - b. Ensure that all notices are given as provided for in these Bylaws or as required by Law;
 - c. Have oversight responsibilities for all official corporate mailings;
 - d. Perform all duties incident to the office of Secretary, and such other duties that may be assigned by the President or Board of Directors.

Article IX. Staff

A. Commissioner

- 1. Appointment of the Commissioner
 - a. The Commissioner may be a dues-paying member of CHRVA, but shall not concurrently be an Officer of the Corporation and shall not concurrently be a member of the Board of Directors.
 - b. The Commissioner shall be recommended for appointment by the President and confirmed by a majority vote of the entire Board of Directors.
- 2. Term of Appointment
 - a. The Commissioner's term of appointment shall begin with the conclusion of the USVBA Annual Meetings, or June 1, whichever is later.
 - b. In the event of a change in the Commissioner, the immediate past Commissioner shall be extended full benefit of the position for the current USVBA Annual Meetings.
- 3. Duties of the Commissioner:
 - a. Serve as the Corporation's principal representative to the USVBA and the USVBA Regional Operations Division;
 - b. Serve as the Corporation's chief administrative officer;
 - c. Recommend to the President, the appointment of appropriate members to leadership roles, for subsequent Board approval;
 - d. Have oversight responsibility for the competitive and ancillary programs of the Corporation, to include, but not be limited to tournament sanctions, officials' development, Junior Olympic Volleyball development, Fellowship tournaments, exhibition events, publicity and public relations, publications, and player and team registrations.
 - e. The Commissioner shall sit on the Board of Directors in an ex officio capacity, with voice, but without vote.
 - f. Be custodian of the corporate records.

B. Treasurer - The Treasurer shall

1. Have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for monies due and payable to the Corporation from any source whatsoever, and deposit all such monies in the name of the Corporation in such bank, trust companies, or other depositories as shall be selected in accordance with the provisions of these Bylaws, and shall withdraw or pay out such sums only as directed by the Board of Directors;
2. Keep full and accurate books of account and shall make such reports of such official transactions of the Corporation as the Board of Directors may require;
3. Perform all of the duties incident to the office of Treasurer and such other duties that may be assigned by the President or by the Board of Directors;
4. Have the account books and records of the Corporation examined by a disinterested party or parties annually, the cost of said examination, if any, being approved by the Board of Directors. The examination will be conducted in sufficient time in order that the results of said examination will be available, in an unaudited financial statement, at the second quarter meeting of the Board of Directors.
5. Ensure that the annual financial statement is made available to the general membership no later than the end of the 3rd quarter.
6. If not an elected Director, the Treasurer shall sit on the Board of Directors and the Executive Committee in an ex officio capacity with voice, but without vote.

C. Registrar - The Registrar shall

1. Register all dues-paying members of the Region and maintain records pertaining to such membership registrations.
2. Provide any update report(s) requested by the Board of Directors, concerning membership registration.
3. Provide the National offices of the USVBA with any reports or information concerning registrations and or membership within the CHRVA.

Article X. Executive Committee

A. Composition and Term of Office

1. There shall be an Executive Committee of the Board of Directors of this Corporation which shall consist of the elected Officers, two Board representatives, one of whom shall be a current player. If not an elected Director, the Treasurer shall sit on the board of Directors and the Executive Committee in an ex officio capacity with voice, but without vote.
2. The Board representatives shall serve overlapping two-year terms.
3. Vacancies in the membership of the Executive Committee shall be filled by the Board of Directors at a regular meeting, or at a Special meeting called for that purpose.

B. Mission and Conduct of Business

1. The Executive Committee shall serve as the Personnel Committee for the Corporation, and shall conduct the affairs and business of the Corporation, as directed by the Board of Directors, except for those matters which may only be conducted by the Board of Directors or by the membership of the Corporation, or both.
2. A majority of the members of the Executive Committee may fix its rules of procedure.
3. All actions taken by the Executive Committee shall be by a majority of those serving on the Committee if taken at a meeting or by unanimous written approval if taken without a meeting.

C. Meetings

1. Meetings of the Executive Committee may be called, from time to time, at the direction and upon the request of the President.
2. Notice of such meetings, unless waived, shall in each instance be given verbally to each member of the Executive Committee at least seven (7) days before the meeting.

D. Records and Reports

1. The Executive Committee shall keep records of its activities and proceedings, as it may deem appropriate.
2. All actions by the Executive Committee shall be reported to the Board of Directors at the meeting succeeding such action and shall be subject to revision, alteration, and approval by the Board of Directors; provided, however, that no rights or acts of third parties shall be affected by such revision or alteration.

Article XI. Nominations and Elections

A. Nomination Procedures

1. The President shall appoint a Nominating Committee by not later than September 30. Committee membership shall not be restricted to Board members. The Chair shall be a current Director. Appointments of current Directors to this Committee are strictly limited to those Board members whose terms of office are not expiring or who are not seeking reelection. Committee size shall be not less than three and not more than five persons.
2. The membership at large shall have the opportunity to nominate both their representatives and members at-large. Incumbent Directors may indicate their desire to stand for reelection, in which case, an affirmative decision no later than February 14 is equivalent to nomination.
3. The general membership shall be solicited for nominations consistent with these Bylaws. Deadlines for receiving written nominations shall be not later than February 14 of the current season. Written nominations shall include the name, address, and team affiliation, if any, of the nominee, a brief personal and volleyball-related background statement of the nominee, and the name of the nominator. Any member may submit a nomination on his or her own behalf.

4. A ballot including the names of the candidates and the closing date of the election will be sent electronically to all members at least three weeks before the election closing date.

B. Election Procedures

1. Conduct and Supervision of Elections

- a. The President shall appoint an Elections Committee to conduct and supervise the election of Directors. Committee size shall be not less than three and not more than five persons.
- b. The Chair of the Nominating Committee shall serve as the Chair of the Election Committee. Other members of the committee may be any dues-paying members of the Corporation.
- c. The Election Committee shall ensure that the election process provides a fair and equitable opportunity for the general membership to elect suitable representatives to the Board of Directors.
- d. The Election Committee shall be empowered to determine the authenticity of the election, and to declare the election valid or invalid.

2. Election of Directors

- a. Directors shall be elected by plurality vote of dues-paying members in good standing, whose ballots are received by the closing date specified by the Election Committee.
- b. The terms of newly-elected Directors shall begin immediately following the CHRVA General Member Meeting.
- c. If there is no nominee for a particular constituency, that position shall be filled with an at-large representative.

3. Election of Officers

- a. The nomination and election of Officers shall be processed by the new Board of Directors and shall be accomplished begin immediately following the CHRVA General Member Meeting.
- b. A majority vote of the total number of Board members shall be required for the election of Officers.
- c. The consent of each nominee shall be required prior to the election process. Oral consent may be received from each nominee who is present at the election; written consent, signed by the nominee, must be submitted at the time of nomination of a nominee who is not present at the election.

Article XII. Association of Approved Volleyball Officials

- A. The Association of Approved Volleyball Officials (AAVO) shall be an integral part of the Corporation. All currently-certified referees and scorers shall be members of the AAVO, without any additional assessment of dues.
- B. The AAVO shall function under an operating code approved by the Board of Directors and included as infrastructure of these Bylaws.

- C. The Referee Chair for the Corporation shall serve as the Chair of the AAVO. If not an elected Director, the Chair shall sit on the Board of Directors, in an ex officio capacity, with voice but without vote, as the AAVO liaison to the Board.
- D. The AAVO shall be accountable to, and make regular reports to, the Board of Directors, as requested.

Article XIII. Committees

A. Standing Committees - There shall be the following Standing Committees of the Corporation:

1. Eligibility Committees: the number and function of the Eligibility Committees shall be as prescribed by the CHRVA Handbook, with responsibilities including, but not limited to, determining the eligibility of teams and individual players, and determining, setting, or changing team classification.
2. Communications Committee: responsible for maintaining an open channel of communication for the Corporation both internally, with and among the individuals and groups who are members of or affiliated with CHRVA, and externally, with those individuals and groups with whom CHRVA has association, or should have association, in furtherance of the Mission of the Corporation.
3. Finance Committee: responsible for developing the annual budget and addressing such other fiduciary matters of the Corporation, as required.
4. Nomination and Election Committee: responsible for processing and conducting the annual nomination and election procedures, pursuant to these Bylaws.
5. Personnel Committee: responsible for the review of performance for all incumbents in a staff position, and recommendation to the Board of Directors for appointment, compensation, and creation of new positions not otherwise constituted by these Bylaws. Membership on this Committee shall be restricted to members of the Executive Committee.
6. Appeals Committee: responsible to act as the final review body in the Corporation to adjudicate disciplinary matters and acts or omissions which are in violation of the rules, regulations, or requirements of the Corporation. Membership on this Committee shall be appointed by the President and confirmed by the Board of Directors.

B. Special or Ad Hoc Committees

1. The President and/or Board of Directors may appoint special or Ad Hoc Committees.
2. Each Committee shall have such powers and shall perform such duties as may be delegated and assigned to that Committee by the Board or the President.
3. Ad Hoc Committee: Safe Sport Committee. This committee shall be responsible to act on all complaints sent by the USPOC Safe Sport Center, USAV, or member. Committee Chair shall be appointed and managed by the Commissioner.

C. Committee Membership

1. Membership of each Standing and Special Committee shall include at least one Director. Membership of Ad Hoc committees shall not require the inclusion of a Director.
2. Committee membership shall not be restricted to only members of the Board of Directors.
3. Each Committee Chair, with the authority and approval of the Board of Directors, may select the membership of his or her Committee, unless the Committee's membership is otherwise appointed by the President or is otherwise prescribed by any of the governing documents enumerated in Appendix A. Article V.A.

D. Committee Chair Appointments

1. The Chair of each Standing Committee shall be appointed by the President from among the Directors.
2. The Chair of each Special or Ad Hoc Committee shall be appointed by the President and may be any dues-paying member of the Corporation, not necessarily a Director.
3. All such appointments shall be subject to the approval of the Board of Directors.

- E. Approval of Committee Actions - Any matter transacted by any committee, other than the Eligibility, Appeals, and the Nomination and Election Committee, or Safe Sport Committee in the name of the Corporation, shall be submitted to the Board of Directors for ratification or approval at the next regular or special Board of Directors meeting.

Article XIV. Indemnification

- A. The Corporation shall indemnify any person who was or is a party or is threatened with being made a party to any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, including all appeals by reason of the fact that he or she is or was a Director or Officer of the Corporation, or is or was serving at the request of the Corporation as a Director or Officer of another Corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorney's fees), judgment, decrees, fines, penalties, and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding if he or she acted in good faith and in the manner he or she reasonably believed to be in the, or not opposed to the, best interests of the Corporation, and with respect to any criminal action or proceeding, had no reasonable cause to believe his or her action was unlawful.
- B. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in the manner which he or she reasonably believed to be in or not opposed to the best interest of the Corporation, and with respect to any criminal action or proceeding that he or she had reasonable cause to believe that his or her conduct was unlawful.
- C. To the extent that a Director or Officer of the Corporation has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in Appendix A. Article XIV.A, or in defense of any claim, issue, or matter therein, he or she shall be indemnified against

expenses (including attorney's fees) actually and reasonably incurred by him or her in connection therewith.

- E. Unless indemnification is ordered by a court having jurisdiction therein, any indemnification shall be made by the Corporation only as authorized in the specific case upon determination that indemnification of the Director or Officer is proper in the circumstances because he or she has met the applicable standard of conduct set forth in Appendix A. Article XIV.A. Such determination shall be made (a) by the Directors who were not parties to such action, suit or proceeding, or (b) if such a quorum is not available, or even if obtainable, if a majority of such quorum of disinterested Directors so directs, by independent counsel (compensated by the Corporation) in written opinion.
- F. Expenses of each person indemnified hereunder incurred in defending a civil, criminal, administrative, or investigative action, suit, or proceeding (including all appeals) or threat thereof, may be paid by the Corporation in advance of final disposition of such action, suit, or proceeding as authorized in Appendix A. Article XIV.E, upon receipt of an undertaking by or on behalf of the Director or Officer to repay such expenses unless it shall ultimately be determined that he or she is entitled to be indemnified by the Corporation.
- G. The indemnification provided by this Article shall not be deemed exclusive of or in any way limit any other rights to which a person indemnified may be or become entitled as a matter of law, by the Articles of Incorporation, Bylaws, regulations, agreements, insurance, or vote of disinterested Directors or otherwise, with respect to action in his or her official capacity and with respect to action in another capacity while holding such office and shall continue as to a person who has ceased to be a Director or Officer and shall inure to the benefit of the heirs, executors, and administrators of such a person.
- H. If any part of this Article shall be found, in any action, suit or proceeding, to be invalid or ineffective, the validity and the effect of the remaining parts shall not be affected.

Article XV. Assets

- A. All bank checks drawn against the Corporation's checking accounts shall be signed by the Commissioner or the Treasurer, or by such other person(s) as the Board of Directors may determine.
- B. Deeds, mortgages, leases, and other contracts may be signed by both the President and the Secretary, or by such other person or persons as the Board of Directors may authorize.
- C. No loans shall be contracted on behalf of the Corporation, and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors.
- D. All funds of the Corporation not otherwise employed shall be deposited as received in the Corporation's checking account or in a savings account with such bank or banks, or other depositories, as the Board of Directors may select.
- E. The Corporation may obtain and use a corporate credit card for all expenditures that cannot be invoiced to the Corporation. The Corporation's credit card shall be authorized by the Commissioner or the Treasurer, or by such other person(s) as the Board of Directors may determine.

Article XVI. Fiscal Year

The fiscal year of this Corporation shall begin on September 1, and end on August 31.

Article XVII. Dispute Resolution

A. Complaints

1. Any sports organization, club, team, or individual who is affiliated with or who is eligible for affiliation with this Corporation may seek redress of any volleyball-related grievance that directly affects it, him or her, by filing a written complaint with the Corporation.
2. Any complaint shall be in writing and shall be sent by the complainant to either the CHRVA Commissioner or the President of the Corporation. A complaint shall be sent via email, USPS, or any overnight mail service. In order for complaints to be addressed in a timely manner, none of these delivery means should require a signature by the recipient.
3. The Corporation shall acknowledge receipt of the complaint in writing within seven (7) working days of the receipt of the complaint.

B. Action on Complaints

1. All written complaints shall first be directed, by the complainant to the CHRVA Commissioner or President of the Corporation.
2. All written complaints shall be acted upon by the appropriate Staff Member, Committee, group, or organization, within forty-five (45) days of receipt by the CHRVA Commissioner or President of the Corporation.
3. The above time frames in paragraph XVII.A.3 and XVII.B.2 are only guidelines and may be extended by either the CHRVA Commissioner or President of the Corporation due to extenuating circumstances determined by either officer that affects the timely actions of the committee.
4. A complainant shall be afforded a fair opportunity for a hearing in which to present his or her complaint to the appropriate Staff Member, Committee, group, or other organization, after having been given fair notice.
5. Any action taken by the Staff Member, Committee, group, or organization shall be communicated to the affected complainant in writing in a timely manner.

C. Appeals

1. Any individual adversely affected by a decision regarding a complaint shall have the right to appeal the decision, as prescribed by the CHRVA Handbook. Such appeal provisions shall ensure the due process rights of all members of CHRVA and all persons with substantial contacts with CHRVA.
2. An appellant shall be granted the opportunity to be heard regarding the matter in dispute and shall be provided with adequate and timely notice of the date, time, and place of the hearing.
3. The Appeals Committee shall be the final reviewing authority, and the final level of appeal, for any matter in dispute regarding violation of any rule, regulation, or requirement of CHRVA other than removal of an Officer or Director. Decisions by the

Appeals Committee are not appealable or reviewable, either within CHRVA, or outside CHRVA.

Article XVIII. Annual General Membership Meeting

The Annual General Membership Meeting of this Corporation shall be held each year during the fourth (4th) quarter, at which time the results of the annual elections for the Board of Directors shall be determined and announced, annual reports shall be presented, and such other business shall be transacted as may be properly brought before the meeting.

Article XIX. Action Without Meeting

Any action required or permitted to be taken at a meeting of the Board of Directors, or any other action which might be taken at a meeting of the Directors, may be taken without a meeting. Such votes shall have the same force and effect as a vote of such Directors at a regularly convened meeting and may be stated as such in any articles or documents filed with the Corporation Commissioner of the Commonwealth of Virginia, any other governmental authority or person or entity.

Article XX. Seal

A corporate seal is not required for this Corporation. The Board of Directors may, however, authorize a corporate seal.

Article XXI. Quorum

One half (1/2) of the incumbent Directors shall constitute quorum for the transaction of business.

Article XXII. Amendment

The Bylaws may be amended by a two-thirds (2/3) favorable vote of the incumbent Directors; provided, however, notice of the proposed amendment(s) has been submitted to the Board of Directors in writing at least thirty (30) days prior to said meeting. Any dues paying member of the United States Volleyball Association registered with the Chesapeake Region Volleyball Association may submit a proposal to amend through the Secretary of the Corporation, and said proposal shall be placed on the agenda of the next regular meeting of the Board of Directors consistent with the provisions for amendment contained herein. All references and language companion to the approved amendments to the Bylaws shall also be considered as amended, provided the intent of an Article/Section is not changed.

Article XXIII. Dissolution

In the event of the dissolution of this Corporation, or upon termination of its recognition as a Group D Member Organization of the USVBA, its remaining assets shall be distributed by the last Board of Directors, after its just debts and obligations have been paid or adequately provided for, to the benefit of the USVBA for use in promoting the sport of volleyball within the geographic area of the Chesapeake Region Volleyball Association.

Article XXIV. Rules of Procedure

In all cases not otherwise provided by these Bylaws, this Corporation shall be governed by *Robert's Rules of Order, Newly Revised*.

Approval:

This document represents the Bylaws of the Chesapeake Region Volleyball Association as amended by the Board of Directors.

Attest:

Rebecca Johannes

Rebecca Johannes, President

August 2023

Date

Lynette Muller

Lynette Muller, Secretary

August 2023

Date

APPENDIX C Policy Statements

Sexual Harassment Policy

Chesapeake Region Volleyball Association (CHRVA) is committed to maintaining an athletic environment that is free from sexual harassment and unwanted sexual attention.

Harassment can occur between any combination of members of our volleyball community: coaches, players, parents, organizers, etc. It generally occurs when one person, the harasser, holds a position of real or perceived authority over another individual.

Sexual Harassment may involve:

- Suggestive comments about physical appearance.
- Leering or staring.
- Use or display of sexual material not legitimately connected to coaching volleyball.
- Sexual teasing.
- Jokes with sexual themes.
- Unwanted physical contact.
- Promises or rewards in return for sexual favors.
- Sexual assault.

CHRVA members are not to engage in sexual harassment, unwelcome and unwanted sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, gestures, graffiti, posters, writings, touching or other physical contact that may constitute sexual harassment when:

- Submission to, or rejection of, such conduct by an individual is used as the basis for participation or team selection decisions.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's opportunity to participate in volleyball events or of creating an intimidating, hostile, or offensive environment.

Adult members encountering behavior perceived as harassment may seek to resolve the matter in direct conversation with the individual understood to have engaged in the harassment. In the case of Junior Volleyball members, such matters should be taken to the team coach or club director. If it is felt that this approach is not likely to be productive, or if such an approach has been tried and failed, the person being harassed should make a report to the alleged harasser's team representative or club director. In the event that these procedures fail, the matter should be reported to the Junior Ethics and Rules Chair and Eligibility Chair for investigation.

Reports of sexual harassment will remain confidential to the extent that maintaining confidentiality is not inconsistent with investigating reports of harassment, eliminating or remedying any sexual harassment found to have occurred, or preventing future harassment.

CHRVA members may be restricted from participating in sanctioned events pending the conclusion of any investigation pertaining to sexual harassment reports lodged with the Eligibility Chair. Members accused of sexual harassment failing or refusing to cooperate in an investigation of sexual harassment, or who otherwise violate or act in a manner inconsistent with this policy, may have their CHRVA membership immediately revoked.

Junior Volleyball Code of Ethics and Conduct

The purpose of the Junior Volleyball Code of Ethics and Conduct is to provide guidelines for ethical behavior and to establish mandatory rules of professional conduct for Junior Volleyball coaches and participants. These guidelines and rules apply to all individuals who coach or represent Junior Volleyball in the Chesapeake Region. The Junior Volleyball Ethics and Rules Committee is responsible for enforcing these guidelines and rules of conduct. Violators are subject to the disciplinary actions as prescribed in Section 2 of the Chesapeake Region Volleyball Association Handbook.

Guidelines for Ethics

All coaches and team representatives shall commit themselves to support and comply with the goals, policies, and rules of USA Volleyball (USAV), and the Chesapeake Region Volleyball Association (CHRVA).

All coaches and team representatives shall strive to improve their professional knowledge and skills by participating in continuing education and training programs, especially those sponsored by USAV.

All coaches and team representatives shall strive to enhance communication with players and parents to foster greater understanding of USAV and CHRVA goals and objectives.

All coaches and team representatives shall not require, counsel, or otherwise condone activities that are illegal under either civil or criminal law.

All coaches and team representatives shall not participate in, encourage, tolerate, or otherwise condone the sexual harassment of any participant.

All coaches and team representatives shall treat the athlete's welfare as the paramount consideration in the coaching decision: "Athletes first, winning second."

All coaches and team representatives shall abide by the respective high school rules and regulations of each player's home state so as not to jeopardize any player's high school eligibility or high school team's rules. This applies to all team activities including tryouts, practices, tournaments, etc.

Code of Conduct

Whereas the purposes of USA Volleyball and the Chesapeake Region Volleyball Association are to encourage interest and participation in youth volleyball; to insure that youth are presented with the opportunity to attain the fullest possible moral, mental, and physical benefits from their participation in volleyball; and to instill in all participants the highest ideals and standard of sportsmanship; I pledge to conduct myself and insure that all team affiliates and supporters shall also conduct themselves in a manner that is consistent with these goals and principles. I have read and will abide by the following Code of Conduct.

I shall never knowingly permit an ineligible player to play with my team or club. I will ensure that all required paperwork is completed in a timely manner as required.

I shall conduct myself, and insure that all team affiliates and supporters shall conduct themselves, in a manner that is consistent with good sportsmanship before, during, and after every game and practice.

I shall not harass the game officials in any manner or form. I shall treat all persons with respect, and insure that all team affiliates and supporters do the same.

I shall keep my team and players informed about the rules and guidelines established by USA Volleyball and the Chesapeake Region Volleyball Association.

I shall insure that team players are supervised by an adult at all times and are never left unattended or unsupervised at a game or practice.

I shall never knowingly allow an injured player to play or return to play without proper medical approval.

I shall not promote, encourage, or facilitate the use of illicit drugs, tobacco, or alcohol.

I shall not engage in physical, verbal, or emotional harassment, or abuse, or exploitative coercion of any person associated with my team or club.

I shall not engage in or condone the illegal recruitment of any player.

CHRVA Junior Recruiting Policy

Purpose

In an effort to protect players from possible NCAA violations and to limit conflicts with high school volleyball where relevant, the CHRVA Junior Recruiting Policy has been developed to allow players and their agents to make informed decisions about selecting a club without the influence of such clubs in an aggressive or biased manner. This policy is designed to govern the conduct and sanction of teams/clubs and staff that are in violation of this policy. The scope of this policy is limited to the USAV/CHRVA indoor season.

Definitions

Agent - for purposes of this document, “agent” refers to an athlete’s parent, guardian, family member, or any other such person who acts on behalf of the athlete.

Recruiting – is defined as any contact with a prospective junior player or the player’s agent in an effort to commit that player to a particular team/club.

- Contact includes but is not limited to:
 - In person
 - Phone or Fax
 - Electronic (email, text)
 - Correspondence directly to player or the player’s agent such as letters, post cards, etc., addressed specifically to said player
- The distribution of generic club materials is permitted at any time
- A Chesapeake Region member club may not actively recruit a player from another region.
 - Actively recruiting is defined as contacting a player directly with any means of communication to include e-mails, phone, and/or postal mail.

Recruiting is not allowed once the Open Tryout Period begins for each age group, each season.

Tryouts / Clinics / Camps

A **tryout** is an organized event for the purpose of evaluating prospective players. They may be private (invitation only) or open to the public (preferred).

- Tryouts may not begin until the start of the Open Tryout Period specified in the table above. **“Open Tryout Period”** is defined as the block of days so players may tryout with no expectations of having to make a commitment to a team/club, nor can a team/club require a commitment from a player. During this period, teams/clubs may extend offers to players. An offer must be dated and in writing, via verifiable electronic (e.g. email) or non-electronic means. Once made, those offers may not be rescinded by the club until the end of the “Open Tryout Period “or until said player has communicated a decline of offer to the club.

- An offer must be dated and in writing, via verifiable electronic (e.g. email) or non-electronic means.
- If an offer is made, that player's spot on the team is guaranteed only until the end of the "Open Tryout Period" or until he/she formally accepts an offer from another team/club.
- A player or the player's agent may accept an offered position prior to the expiration of "Open Tryout Period" if they choose.
- Extending a greater number of offers than there are open positions on a team, and subsequently indicating that those limited number of open positions will be filled on a first-come-first-serve basis, is not in the spirit of this rule and is therefore a violation.
- Upon conclusion of the "Open Tryout Period", offers and commitments may take place with no expectation of a grace period.
- Open Tryout Periods are published annually prior to the start of the season, sent to Club Directors, and posted on the CHRVA Juniors website.

Clinics are organized events for the purpose of coaching and training. They may be private (club only) or open to the public (preferred). Clinics are not to be used as pseudo tryouts and no offers can be made or implied.

- Clinics may be offered at any time during the year. However, if they are offered during the Competition Period as defined above, they are only open to current club members or players who are not committed to another club.

Camps organized or operated by clubs are permitted to be held at any time during the year for the purpose of player development, but not to be used as pseudo tryouts and no offers can be made or implied.

Commitments / Offers

A commitment to a club is a written agreement between the club and the prospective player or the player's agent, for such player to play for that team/club.

- No offer (verbal or written) may be made to any prospective player or the player's agent prior to the start of the "Open Tryout Period" for the age group of that team.
- No acceptance may be made by a prospective player or a player's agent prior to the start of the "Open Tryout Period" for the age group of that team.

An **offer** is a written promise of a position on a team that is presented to a player or the player's agent for acceptance or rejection.

- **Offers** must be dated and in writing, via verifiable electronic (e.g. email) or non-electronic means.

Incentives

An **incentive** is the perceived belief that a prospective player or the player's agent receives some form of a benefit based on the commitment to a particular team/club.

- Clubs or teams are not permitted to offer discounts, scholarships, or other financial offers to any one or a group of prospective players in exchange for commitment to the respective club unless those same opportunities are available to all players and are public knowledge.
- Clubs or teams are not permitted to offer targeted “special” terms or “guarantees,” gifts, or the threat of consequences if targeted prospective player(s) do not commit to respective club.
- Unless the club/team is a non-profit corporation recognized by the IRS in a manner that makes it permissible to offer such items, a club/team cannot offer discounts, scholarships, etc.
- Any such “privilege” given to players not done in the above manner can jeopardize a player’s NCAA eligibility.

Player Eligibility (NCAA)

Each club must understand that its actions may result in the prospective player's NCAA eligibility being jeopardized based on respective recruiting attempts.

- If at any time an NCAA recruiting rule is violated and is the direct result of a club’s recruitment of such player, the club will be held liable for such actions.
- If an NCAA rule is violated, the violation will be reported to the appropriate parties.

Reporting a Recruiting Violation

Recruiting violations must be reported within 30 days of the infraction or discovery of the infraction. Reports must be submitted in writing, via USPS or email to the Juniors Ethics Chairperson or any member of the CHRVA Board of Directors. Include the details of the violation, the player(s), the club involved as well as the name, phone, and address of the individual filing the complaint. Phone calls and in person conversations are not considered valid reports. Confirmation of the receipt of complaint will be sent to the complainant within seven (7) business days.

Sanctions

Once a decision on a recruiting violation has been made by the Chesapeake Region, a response will be sent to the appropriate parties. The decision could result in a sanction against an individual(s), team(s) and/or a club up to and including suspension, monetary fines and the inability to register a team with CHRVA. Appeals can be made to the Regional Commissioner. All sanctions will be issued in accordance with the CHRVA Handbook.

Recruiting Recommendations

- Do not make excessive contacts with prospective players. One or two contacts should be sufficient.
- Do not talk negatively about other clubs or coaches.
- Be honest about your club. Let the club promote itself.
- Encourage prospective players to go to other tryouts. Let them make informed decisions about which club to choose.
- At your tryout, give written letters to the players you select.

- Do not place restrictions on your commitments. You may force the player to choose another club because of these restraints.

CHRVA Junior Recruiting and Tryout Policy

2024-2025 Season

Following information establishes the dates and processes for the selection of juniors to a club. Offers from clubs to a prospective player must follow the established timelines below. All offers to a prospective player must be dated and in writing to the player's parent/guardian.

Indoor Season

I. Girls

A. Unrestricted Period: This period begins at the end of the USAV Girls Junior National Championship through the start of the Open Tryout Period. Club staff can begin making recruiting contacts with prospective players or her agent.

B. Open Tryout Period:

a. Girls (14 and under): 11 am on the last Friday of October through 10 pm on the following Tuesday. (2026 season: October 24 - 28, 2025)

Girls (15 and under): 11 am on the first weekend of November through 10 pm on the following Tuesday. (2026 season: October 31- November 4, 2025)

b. No recruiting contacts can be initiated with a prospective player or her agent once the Open Tryout Period begins. Players or their agent may initiate contact during this time. No recruiting contacts can be made once a prospective player has committed to a club.

c. Clubs may extend offers to a prospective player after the Open Tryout Period without a waiting period.

C. Competition Period: This period begins with the first CHRVA/USAV/or other USAV Region tournament through the end of the USAV Girls Junior National Championship.

II. Boys

A. Unrestricted Period: This period begins at the end of the USAV Boys Junior National Championship through the start of the Open Tryout Period. Club staff can begin making recruiting contacts with prospective players or her agent.

B. Open Tryout Period:

a. 11 am on the 4th Friday of August through 10 pm on the following Tuesday. (2026 season: August 22 – August 26, 2025)

b. No recruiting contacts can be initiated with a prospective player or her agent once the Open Tryout Period begins. Players or their agent may initiate contact during this time. No recruiting contacts can be made once a prospective player has committed to a club.

c. Clubs may extend offers to a prospective player after the Open Tryout Period without a waiting period.

C. Competition Period: This period begins with the first CHRVA/USAV/or other USAV Region tournament through the end of the USAV Boys Junior National Championship.

Outdoor Season

I. Clubs who are establishing outdoor teams to represent their club in tournaments must follow the Outdoor Open Tryout Period.

A. Open Tryout Period: (using the appropriate next season USAV Age Definitions)

a. 11 am the first Friday of August through 10 pm on the following Monday. (2024 season: August 1 – 4, 2025)

b. Clubs may extend offers to a prospective player after the Open Tryout Period without a waiting period.

B. No recruiting contacts can be initiated with a prospective player or her agent once the Open Tryout Period begins. Players or their agent may initiate contact during this time. No recruiting contacts can be made once a prospective player has committed to a club.

C. Players who commit to a club may only partner with a player from the same club.

II. Outdoor players who do not commit to an outdoor club are not restricted to partners for any outdoor tournament.

CHRVA Diversity Policy

The Chesapeake Region of USA Volleyball (CHRVA) recognizes the diversity within our membership and is committed to creating an environment that draws strength from this diversity.

CHRVA will work diligently toward provisions of ample, equal, and quality opportunities for every member. CHRVA is committed to providing educational resources and training for members to facilitate these opportunities.

CHRVA will make its daily decisions concerning resources, players, coaches, officials, and staff on the basis of individual merit and excellence of performance regardless of age, class, ancestry, color, national origin, race, religious creed, disability, gender, or sexual orientation.

CHRVA will demonstrate in our communications respect for each member regardless of age, class, ancestry, color, national origin, race, religious creed, disability, gender, or sexual orientation.

CHRVA will work toward the encouragement of diversity and tolerance for each member regardless of age, class, ancestry, color, national origin, race, religious creed, disability, gender, or sexual orientation.

Handbook Change Request Form

Chesapeake Region Volleyball Association

<i>Date:</i>		<i>Request made by:</i>	
<i>Handbook Section:</i>		<i>Page:</i>	
Existing Language			
Proposed Language			
Summary of Concern and Reason for Change			
Secretary Use Only			
<i>Motion made by:</i>		<i>Motion Second by:</i>	
<i>Board Approval:</i>	Yes	No	<i>Date:</i>
<i>Signature:</i>			
Comments/Discussion			

