



**ECVA**

*Eastern Collegiate Volleyball Association*

**ECVA EVENT HOSTING APPLICATION**

***Please complete as thoroughly as possible, and submit to your Divisional Director by no later than December 1st. This form must be completed and submitted for each event that your school wishes to host.***

**CONTACT INFO:**

School: \_\_\_\_\_

Club President: \_\_\_\_\_

President Email: \_\_\_\_\_

President Phone: \_\_\_\_\_

Event Supervisor (can be club president): \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Phone: \_\_\_\_\_

\*If the club president will be the main contact/Event Supervisor, please list a secondary contact that will assist in the planning (name, phone, & email):

Secondary Contact: \_\_\_\_\_

Secondary Contact Email: \_\_\_\_\_

Secondary Contact Phone: \_\_\_\_\_

Name of Club Sports Director:

CSD Email: \_\_\_\_\_

CSD Phone: \_\_\_\_\_

Has your school submitted your ECVA Team Membership Fee for the current season?

Yes

No

**EVENT INFO:**

Type of event you wish to host:

Divisional Play Date

Divisional Championship

ECVA East Coast Championship

On what date(s) do you wish to host the event?

Has your school hosted any other ECVA regular season events in the past?      Yes      No

If so, what was title and date of the *most recent* event?

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**FACILITY:**

Name of Facility: \_\_\_\_\_

Number of courts available: \_\_\_\_\_

Duration of availability: From \_\_\_\_\_ a.m. - \_\_\_\_\_ p.m.

Have you already confirmed your reservation of the facility? Yes No

Will an athletic trainer be available throughout the duration of the event? Yes No

Are there areas where teams can place their belongings/food? Yes No

Will spectators have to pay a fee for entry into the facility? Yes No

Will spectator seating (bleachers/chairs) be available inside the facility? Yes No

Will there be free parking? Yes No

Is there a cost to the club to rent the facility? Yes No

Are concessions available on site or within close walking distance? Yes No

Please provide a list of area hotels and restaurants:

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**COVID-19 Health & Safety Info:**

Please use the space below to explain all health and safety protocols that must be followed, specific to this event and in accordance with your campus policies. If necessary, send separate documentation of relevant school policies.

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## **REGULATIONS & REQUIREMENTS:**

Please read the following information thoroughly. All hosting schools require the acknowledgment of these rules and regulations.

### **EVENT SUPERVISOR**

Every ECVA regular season event must have an officially designated Event Supervisor on site throughout the duration of the event. The Event Supervisor is responsible for working directly with the Club President and/or Divisional Director to run the event. The Event Supervisor is responsible for sending detailed directions/maps to the facility and parking lot(s) to all teams, recording all scores and updates, and for submitting all results in the official NCVF Results Spreadsheet (available on the NCVF website), to the appropriate Divisional Director within 48 hours of the event's completion. The Event Supervisor must hold a captains meeting at the beginning of all play, distribute voting ballots for player awards to all other Club Presidents and collect those ballots before the end of the event, submit those ballots to the appropriate Divisional Director, settle all protests and disputes, and ensure smooth operations of the event.

### **FACILITY & EQUIPMENT**

To host a regular season event, sufficient court space, equipment, supplies, and parking are needed. Adequate parking must be available at each site. For each court, the host school must provide:

- Regulation and standard volleyball nets, poles, and pads
- Scoreboards
- USAV score sheets, libero tracking sheets and line-up forms
- One scorer's table with three chairs
- Referee stands that meet USAV padding requirements
- Five chairs or a bench for each team's sideline
- Spectator seating
- New Molten "V5M5000 Flistatec" game ball for each court

### **OFFICIALS**

Certified Officials (USAV or PAVO) must be hired. A First referee must be provided for all matches. Officials must not have any tie or affiliation to any of the teams in attendance (for example, even though a school's assistant coach is a certified he/she is not allowed to officiate). It is **required** that the officials have a private area in which they will have sole access to keep belongings and rest.

### **TRAINERS**

At least 1 athletic trainer must be present for the duration of the event. The use of volunteer student trainers is acceptable.

### **HOTEL ROOM BLOCKS**

It is highly recommended that hosting schools secure blocks of rooms at several nearby hotels for teams and spectators that are traveling farther distances for your event (especially for two-day events). The Event Supervisor and/or Club President should send hotel information to all participating teams at least one week prior to the event.

### EVENT ENTRY FEE

Entry fees may NOT be charged to any EIVA member team for participation in an ECVA event.

### ELIGIBILITY

Teams must adhere to the most current NCVF Governance Rules including all player and team eligibility requirements. Any player or team not in compliance may not participate. Any player or team violating the NCVF Governance Rules are subject to sanction by the NCVF Compliance Committee, and all ECVA matches will be considered forfeits.

### ROSTERS

Every participating team must submit a complete roster to the Divisional Director no later than one week prior to the event. It is recommended that all players who might participate in the event be listed on the roster. All rosters will be subject to an eligibility check by the NCVF Compliance Committee. Please see [www.ncfvolleyball.org](http://www.ncfvolleyball.org) for specifics on eligibility for players and teams.

### PLAYING FORMAT

All formats, schedules, and seeding will be determined by the Divisional Director prior to the event.

### WARM UP

Warm up for the matches will follow USAV protocol.

### ECVA PLAYER AWARDS:

At each ECVA event, all players are eligible to earn votes for divisional and/or conference awards. At the captains' meeting the Event Supervisor will distribute ballots to all Club Presidents present. The Event Supervisor will collect those ballots from each team before the end of competition and submit them to the Divisional Director within 48 hours of the event's completion. Players may earn votes based on the following criteria:

- Playing effectiveness
- Demonstration of good sportsmanship, general attitude, and conduct on and off the court
- Any player who has been sanctioned by the Tournament Director, and/or received a red card from a match official shall not be considered for selection

### MISCELLANEOUS

The host school may not use the NCVF's name, logo, copyrights or trademarks without the expressed written consent of the NCVF. The host school may not make disparaging or negative comments about the NCVF or its members on any website, social media site, or any other medium. Posting of such information is good cause to not allow the hosting to school to host future events.

**AGREEMENT:**

By signing below you are stating that you have thoroughly read and completely understand the rules, regulations and requirements to host an ECVA regular season event. You are also agreeing that if selected to host an ECVA event, you will adhere to all rules, regulations, and requirements as stated above. Finally, the ECVA and/or NCVF reserves the right to recognize the results of the event at anytime if the host school fails to abide by all rules, regulations, deadlines, or fails to properly communicate with the Divisional Director.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_