

**GATEWAY REGION PLAYER’S HANDBOOK
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This Gateway Region Player's Handbook contains the policies, procedures, bylaws and due process adopted by the first Board of Directors in 1994 and includes all additions and amendments through August 2011. Any questions regarding deviations from these set policies and/or procedures should be directed to the Regional Commissioner, Tim Neels. In unusual circumstances, waivers may be granted.

** ADMINISTRATIVE INFORMATION **

GATEWAY HISTORY

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

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

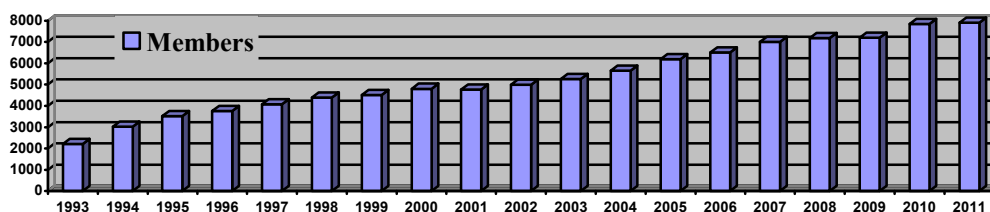
GATEWAY BOUNDARIES

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

REGIONAL STATISTICS

The following breakdown shows the registration numbers since becoming the Gateway Sub-Region of USA Volleyball in 1993 and a full Region in 1994.

	<u>Men</u>	<u>Women</u>	<u>Boys</u>	<u>Girls</u>	<u>TOTAL</u>
2011	686	1127	583	5504	7900
2010	669	1148	565	5457	7839
2009	655	1018	542	4983	7198
2008	655	1063	555	4905	7178
2007	706	1055	511	4733	7005
2006	668	977	488	4372	6505
2005	675	902	450	4159	6186
2004	583	794	467	3801	5645
2003	640	786	380	3452	5258
2002	602	739	364	3228	4993
2001	573	719	378	3090	4760
2000	631	707	373	3093	4804
1999	665	689	352	2800	4506
1998	644	704	303	2737	4388
1997	616	694	298	2461	4069
1996	540	622	317	2277	3756
1995	589	584	294	2051	3518
1994	481	458	299	1791	3029
1993	394	288	1538 (Juniors combined)		2220



BOARD INFORMATION

Each office of the *Executive Board* is a three-year term and is elected by a vote of the Board of Directors (Executive, Advisory and At Large Directors). The new administration assumes its responsibilities in May. Each year three offices are up for re-election. The offices of Commissioner, Scorekeeper Chair and Men's Player Representative will be elected in 2012. The Junior Coordinator, Secretary and Treasurer positions will be elected in 2013. The Associate Commissioner, Referee Chair and Women's Coordinator positions will be elected in 2014. The cycle begins again in the year **2015**.

The Executive Board appoints *Advisory Board* members for a one-year term. They assume their responsibilities upon appointment.

There are nine *At Large Directors*. Each year three positions are up for election from the general membership for three-year terms. The new Directors join the Board after the May elections.

There is a joint meeting of all three Boards four times a year. These meetings are in August, December, March and May. In addition, the Executive Board meets in February and April. Board meetings are open to ALL members of the Gateway Region and any others interested in volleyball. Check the web page for meeting locations and times. Each of you is invited and encouraged to attend these open meetings to become more knowledgeable about volleyball in our region. We welcome your comments and suggestions!

DENNIS LAFATA MERITORIOUS SERVICE AWARDS

The Meritorious Service Award is designed to recognize those individuals who have made a significant contribution to volleyball at the regional level. Each region is allowed to recommend up to five individuals each year to the National Office who issues the awards. Recipients may receive the award only once.

2011	2010	2009	2008	2007	2006
Brad Bruns	Tom Ackerman	Larry Furrer	Tanya Jansen	Alison Anderson	Todd Gober
Karen Davis	John Chittakhone	Gretchen Moser	Matt Klump	Corey Arbini	Don LaChance
Denise Naes	Rebecca Czuppon	Kevin Nelson	Melanie Korte	Rich Farmer	Scott Mebruer
Chris Reid	Anne Kordes	Debbie Palmer	Shannon Loso	Tom Irvin	Sharen Speckhals
Paul Scovill	John Yehling	Shawna Stover	Kevin Stapleton-Cloud	Tom Schaefer	Bill Wagner

2005	2004	2003	2002	2001	2000
Jeff Gabbert	Chuck Auer	Steve Burkard	Dave Brenner	Ken Archibald	Albert Fields
Tim Mills	Larry Dolvig	Steve Mueth	Michelle Brenner	Barbara Schmidt	Trish Knight
Matt Ryan	Chris Frankenfield	Marie Self	Peter Dore'	Tim Tolson	Jay Schenk
Phil Stalling	Donna Gunning	Bill Williams	Jeff Juenger	Pete Wung	Mary Schenk
Nicki Werner	Marty Prochko	Dan Williams	Larry Matysik	Ron Young	Jo Ellen Stringer

1999	1998	1997	1996	1995	1994
Teri Clemens	Pam Bauer	Kathy Harris	Barb Eichner	Tracy Ammons	Lee Clauss
Joe Flanigan	John Curran	Pam Jones	Pat Steele	Ruth Beardslee	Steve Elmore
Mark Harris	Mary Klauke	Donna Mayer	Genie Swanson	Tracy Herr	Dennis Lafata
Wayne Pounds	Dennis Nosco	Scott Mertens	Pete Watts	Ruth McGrory	Sue Mailhot
Denise Silvester	David VanTrump	Ken O'Day	Augie Werner	Bill Scalise	Chris Warner

** ANNUAL MEMBERSHIP INFORMATION **

DEFINITION of SEASONS (September 1 - October 31 of the following year)

Note: The Adult Rec level program requirements vary and are located in the Extraordinary Events section.

ADULT FRIENDSHIP SEASON

The Adult Friendship Season runs from **September 1 to November 30** (there is no friendship season for juniors). All Friendship Tournaments must be sanctioned and players participating in Friendship Tournaments must be registered*. All sanctioned tournament rules and policies apply, with the following **three** exceptions:

1. A **\$10** One-Day membership option is offered (the One-Day membership option is extended through Martin Luther King weekend for college students). A player may register multiple times at the **\$10** one-day rate through November 30. However, to participate in any Regular Season event beginning December 1, the full **\$45** membership fee must still be paid. None of the **\$10** one-day fees, if paid, will be applied toward the full rate of **\$45**.
2. Players on a team do not have to have identical uniforms as long as there is a clearly visible unique number on each player's shirt.
3. A player does not have to be affiliated with a team to participate in Friendship Tournaments. Teams do not need to be registered with the Gateway Region, but all individuals participating must be current registered members.

REGULAR SEASON

The Adult Regular Season runs from December 1 to the conclusion of the Adult Regional Championships. The Junior Season runs from September 1 through the Junior National Championships for all but Junior Boy's 15s - 18s (see following section). All Regular Season tournaments must be sanctioned and participating players must be registered*. In order to play in sanctioned tournaments, members must declare team affiliation.

REGULAR SEASON (Junior Boy's 15s, 16s, 17s and 18s)

Because boy's high school volleyball is a spring sport, the Gateway Region has amended the season to allow participation in both high school and club programs. The Regular Season for boy's 15s, 16s, 17s and 18s will begin September 1, with a Regional Championship Tournament to be held in February (before the high school season begins). Those boys playing high school volleyball during the Regular Season must suspend USAV play for the duration of the high school season. They may continue with their USAV team after the high school season ends. All tournaments must be sanctioned and participating players must be registered*.

OUTDOOR SEASON

The Outdoor Season runs from May 1 to August 31. You must be a registered USAV member* to participate in any sanctioned outdoor event. There are several outdoor membership options including a Summer membership and a One-Day membership option.

* Registering with Gateway USAV provides the liability insurance that is a requirement for all USAV participants.

ANNUAL INDIVIDUAL MEMBERSHIP FEES

September 1, 2011 - October 31, 2012

REGULAR (Adult/Junior)	\$45
Players, Coaches, Officials, Chaperones	
Includes insurance, rule books for coaches and certified officials, and Player's Handbook (online).	
JUNIOR (Limited Participation)	\$30
Junior players who register after their school spring volleyball season	
Includes insurance.	
10 and UNDER PLAYER (Born on or after September 1, 2001)	\$15
Players using this option are ineligible for national level events and are restricted to participating in 10 and Under Gateway events only. To participate in 11s or older events, the team must register in the appropriate age division, players must register as Regular members (\$45) and the team will then be ineligible for 10s events.	
Includes insurance.	
8 and UNDER PLAYER (Born on or after September 1, 2003)	\$5
The 8 and Under Player option is available for 8 and Under club programs only. To participate in 10 and Under or older events, the team and players must register in the appropriate age division and corresponding membership fees for that age category must be paid.	
Includes insurance.	
ADULT SUMMER PLAYER / COACH (Valid after 5/1)	\$10
Players / coaches using this option are ineligible for the USAV National Championships.	
Includes insurance.	
JUNIOR SUMMER PLAYER (Valid after 5/1)	\$15
Players using this option are ineligible for the USAV Junior National Championships and national Qualifiers.	
Includes insurance.	
ONE-DAY ADULT MEMBERSHIP	\$10
Applies to outdoor, special events, Adult Friendship Season and college students through MLK weekend; not valid for national events.	
Provides insurance.	

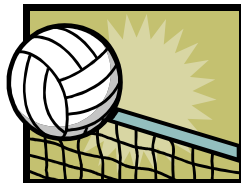
RELATED FEES

BACKGROUND SCREENING FEES	\$20
Applies to adults affiliating with junior teams or officiating / mentoring junior events. Members who are subject to background screening will be screened every two years.	
Checks should be made payable to GATEWAY REGION - USAV.	

CONSEQUENCES FOR FEES OWED / FACILITY POLICIES VIOLATED

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

Members/clubs who have sanctioned activities through the Gateway Region where USAV insurance is provided must be in good standing in the region. Good standing may be revoked if facility requirements are violated or outstanding fees are due for facility usage. If a member's/club's good standing is revoked, they may forfeit the privilege of sanctioning activities in the region for the remainder of the season or for the following season.



REGISTRATION INFORMATION

For an individual to participate in any events after September 1, they must register with the Gateway Region for the new season. A player is officially considered registered when they have completed the online registration process and submitted appropriate fees or their completed registration form and appropriate fees are in the hands of the office manager, any Executive Board member or anyone specifically designated by the office manager. For insurance purposes, the registration process must be complete before the member is allowed to take part in any training, competition, practice/warm-up sessions, and meeting or testing sessions.

For a team to participate in Regular Season events, the Team Registration Form must be submitted to the region office. Once a member has registered and declared club/team affiliation (for adults this does not include Friendship Season) she/he may not leave that club to represent another club during that season unless a transfer is granted (refer to Transfers, page 7).

Note: The Adult Rec level program requirements vary and are located in the Extraordinary Events section.

Also, for insurance purposes, adults who intend to affiliate with a junior team or officiate / mentor junior events must receive a background screen before they may participate. Adults requiring background screens must be screened every two years.

1. INDIVIDUAL REGISTRATION

Instructions regarding the online registration process in Webpoint can be found on the Gateway website. Hard copy Individual Membership Forms will still be accepted but this method of registering is discouraged. For insurance purposes, both methods require a waiver acceptance in order to register and participate. The online system includes a waiver acceptance process for both adult and junior participants (under the age of 18) while hard copy forms require appropriate signatures.

- During Friendship Season (Sept - Nov), adult players must apply for membership in Webpoint and may submit fees to the office or bring fees to their first Friendship Tournament.
- For Regular Season adult and junior events*, participants must apply for membership in Webpoint and submit fees to the office. To avoid any penalties, individuals should register a minimum of 10 days prior to participation in any Regular Season sanctioned event. Individuals who register after the Monday before the tournament in which their team will be playing will require a \$10 late fee per player (**this \$10 late fee is waived for adult December tournaments**). **Adult college teams or adult teams residing outside the Gateway Region may participate in Regular Season Gateway Tournaments provided all individuals register using the "one-day adult membership" option. It is the responsibility of the Tournament Director to collect Individual Membership Forms and fees for all individuals prior to participating.** If it is found that a non-registered individual participates in a sanctioned event a \$35 fine must be paid in addition to the regular membership fee before the individual will be allowed to participate. Additional sanctions may be applied.

*Junior participants generally submit fees to club administrators who must ensure that the registration process is complete prior to participation in sanctioned events.

2. TEAM REGISTRATION

Team Registration Forms (found on the Publications page of the website) must be submitted to the office 10 days prior to participation in any regular season event. Adult teams may complete and return the form by email to mayer@gatewayvb.org. Generally, the Club Director of junior teams submits the Team Registration Forms (and any Individual Membership Forms for those who did not register online) together with fees. All club/team rep information must be completed, including an accurate email address. All teams are required to provide the name of the Club Director who is the club contact and responsible for club activities (only one individual may be identified for the season). Team Representatives and Club Directors must be registered USAV members. A separate team form must be submitted for each team in a club.

3. BACKGROUND SCREENING

For insurance purposes, a background screening policy has been adopted by USA Volleyball. Any adult who intends to affiliate and/or participate with a junior club team or officiate / mentor junior events must be screened every two years. This includes club directors, team reps, coaches, officials and chaperones. Background screens will be prompted during the online registration process in Webpoint. Associated fees must be in the office a minimum of 10 days prior to participating in any sanctioned junior event and/or activity (e.g. tryouts).

CLUBS

Multiple teams may register under one club. An advantage to forming a club is that individuals may participate on any team within their own club with the following provisions:

1. All individuals must be listed on the appropriate team roster prior to the start of the event.
2. Level of play must be correct as described on page 8.

Two or more teams that have formed a club cannot de-club for the remainder of the season. In cases where a team's level of play changed during the season, the Commissioner may be contacted regarding club status.

Once a member has officially committed to a team/club (completed registration forms and paid appropriate fees) she/he may not leave that club to represent another club during the Regular Season unless a transfer is granted; refer to transfer policies below.

Clubs must have a distinct club name. Teams within the club may be a variation of the club name but each team name must be unique. (e.g. Mizzou-Gold, Mizzou-Black).

Clubs must provide information on the Club Director as well as the Team Representative. Only one Club Director may be identified for the season. This information is included on the Team Registration Form. The Club Director, designated from the prior season, retains the rights to the club name, logo, etc. and is the individual who is ultimately responsible for club activities. In order to retain the club name from the prior season, the Club Director must become a member and submit a Team Registration Form.

ADULT CLUB NOTES:

Gateway Region has set a limit of up to 30 members on adult clubs. Multiple teams within a club must register separately (submit separate Team Registration Forms) with a unique team name and must list all participants that will be affiliated with that team.

Two established teams that wish to club together may do so with no additional fees, provided they submit the required paperwork to the Gateway Office by the Wednesday before any tournament in which they will be playing. (No clubbing will be allowed after the Regional Tournament entry deadline). A letter, email or fax is required from the team reps and club director stating the desire to club together. You also must provide the new club/team names and designate the new club director.

JUNIOR CLUB NOTES:

Junior clubs may have an unlimited number of members and an unlimited number of teams per gender within any given level. Each team in the club must register separately (submit separate Team Registration Forms) with a unique team name and must list all team members, coaches, officials and chaperones that will be associated with that team. (Adults listed on the junior team roster must receive a background screen every other year.) Individuals may still move from team to team* within their own club provided they are listed on the appropriate roster the day of play.

* Players must meet age requirements for that level (e.g. players can participate within their own age level or play up, but may not play down).

A packet of junior volleyball information is available which contains specifics on club formation, tryout procedures, coaching requirements and membership restrictions. Check the Gateway website, contact the Gateway Office or the Junior Development Coordinator for a copy of the Gateway Region Junior Handbook.

ADDING NEW PARTICIPANTS TO AN EXISTING TEAM

The deadline for adding adult or junior players to your roster for a tournament is the Monday before the tournament date. If you need to register a player after that time, the Gateway Office must be notified and any forms/fees given to a person designated by the office manager. The registration process must be complete before the player is allowed to participate. There will also be a \$10 late fee imposed for a late registration (after Monday). This additional fee needs to be paid prior to the player's participation.

The deadline for adding an adult to a junior team is 10 days prior to any participation with the junior team. This is to allow time to complete the screening process. All background screening and registration paperwork and fees must be submitted by this deadline.

TRANSFER OF ADULT PLAYERS WITHIN THE GATEWAY REGION

Once a member has officially committed to a team/club (completed registration form and paid appropriate fees) she/he may not leave that club to represent another club during the Regular Season unless a transfer is granted. **At the conclusion of the Regular Season, after Adult Regionals, adult players may transfer to a different club team of the same or higher level of play, within the USAV National Championship entry guidelines.**

For **adult members**, transfer of a player from one Gateway Region **club** to another is possible once per season under the following conditions:

1. Before **December 1**, a registered player may transfer with no transfer fee provided the Region Office is notified 24 hours prior to the tournament.
2. After **December 1**, transfers will be valid only after written statements indicating mutual agreement to transfer from both current and new team reps, have been sent to the Gateway Office.
3. A \$5.00 transfer fee must accompany the statements.
4. All transfers require the approval and signature of the Gateway Region Commissioner.

TRANSFER OF JUNIOR PLAYERS WITHIN THE GATEWAY REGION

There are no player transfers between active junior teams. The regular junior season runs from September 1 and concludes at the end of the Junior National Championships. Once a junior member has officially committed to a team/club (completed registration process and paid fees) she/he may not leave that club to represent another club during that season.*

*A player can be reassigned to a different club in the Gateway Region if the team the player is currently affiliated with has discontinued play for the season. This must be confirmed by the head coach or club/team representative before any contact with the player. The process to reassign a player is for the club/team representative to notify the Gateway Region Office that the current team of affiliation has concluded play for the season, followed by a request from the new club/team representative to reassign that inactive player to their team.

TRANSFER OF PLAYERS FROM / TO OTHER REGIONS

In a situation regarding a transfer request with a player from/to a Gateway Region club to/from a club in another region a written release/notification must be secured from the Commissioners of both regions. In the case of a transfer into the Gateway Region, all other conditions concerning transfer of players must be met.

WAIVERS

The Gateway Region may grant waivers in certain instances (e.g. uniform waivers, etc.). Requests for waivers will be considered on an individual basis by submitting a request in writing to the Gateway Office or the Regional Commissioner. These waivers require the written approval and signature of the Gateway Region Commissioner and are only valid in the Gateway Region.

Age waivers will be granted to junior players born between June 1 and August 31, to play in the lower age group only within the Gateway Region. With the exception of the Boy's 14s division, there are restrictions for Gateway teams who register with age waived players. Refer to the Junior Handbook for all policies related to age waivers.

**REGIONAL REGULATIONS **



The Gateway Region USAV adheres to the rules and regulations of the USA Volleyball's current official Guidebook and Rulebook. Exceptions are noted in this document, the Junior Handbook and Tournament Director's Manual. In addition, the following Regional regulations apply.

LEVELS OF PLAY DEFINED

Adult levels of play are difficult to quantify. The following definitions are rough estimates of playing level. Use your best judgment in determining your level of play.

<u>Division</u>	<u>Definition</u>
"Open"	open to teams of all skill levels
"AA"	highest skill level
"A"	player above average in most fundamentals and/or outstanding in key skills
"BB"	above average player, competent in most skills
"B"	average skill level/novice
"Rec"*	beginners;

***There are unique requirements for Rec level events. Refer to the Extraordinary Events section for details.**

Junior Boys & Girls are classified by the following age divisions: 18, 17, 16, 15, 14, 13, 12, 11 or 10 and Under teams, Coed 10 and Under teams or **an 8 and Under program.**

Only Junior 15s through 18s are allowed to play at the adult level.

ADULT TEAM LEVEL OF PLAY

Adult team reps identify the team level of play when they submit the Team Registration Form. Team levels are subject to review and/or change by the Men's and Women's Player Reps and their appointed committees. If a team's level of play needs to be changed during the season, the player rep will notify the team rep. The new level of play will become effective immediately.

Individuals on a team CAN be added to the roster of a different team within the club provided the team is the same or is a higher level of play. An individual CANNOT be added to the roster of a team with a lower level of play.

APPEAL PROCESS

Any team rep wishing to appeal a change to the team level of play may do so by submitting their intent in writing to the Men's/Women's Player Representative along with the reasons for the appeal. The appeal will be subject to a full vote of the player rating committee, consisting of a representative from each level of play. Details of the appeal process are as follows:

1. After a written appeal to retain the original team level of play is received by the appropriate player representative, a written response will be sent within 7 to 10 days.
 2. The response will be either an approval of the appeal (the original team level remains) or a denial pending further evaluation.
 3. If the appeal is denied, the Committee will make arrangements to evaluate the team at the soonest possible time.
 4. Following the reevaluation, the new decision will be presented in writing to the appropriate team rep and region office.
 5. If the team rep is still dissatisfied with the decision, a further appeal may be submitted in writing to the Gateway Executive Board.
- ◆ The entire appeal process should take no longer than three weeks.
 - ◆ A decision by the Executive Board will be considered final.

UNIFORM CODE

A player's uniform consists of a jersey and shorts. Uniforms must be similar, clean and of the same color except for the Libero. If undergarments (i.e. t-shirts, boxer shorts, bicycle shorts, etc.) are worn in such a manner that they are exposed, they will be considered a part of the uniform. In that case, they must be similar and the same color for any team members who wear such a uniform. Jerseys must be numbered from 1 to 99, in sharp contrast to the color of the jersey. Non-contrasting numbers will be treated as any other uniform code violation and subject to a fine.

The number must be centered on the chest and the back. It is recommended that the size of the numbers be a minimum of 6 inches on the chest and a minimum of 8 inches on the back. It is acceptable for the number size to be 4 inches in height on the chest and a minimum of 6 inches in height on the back. Uniforms that comply with the former numbering requirements will still be allowed for Gateway tournaments this season. For nationally sanctioned USAV competition, uniforms must be identical with the exception of sleeve length and the libero player. In addition, all players (including the Libero) are required to wear the same jersey number throughout the entire event. This is not required for Gateway sanctioned events (excluding Gold/Silver Regionals). This policy allows a team to use one Libero jersey for multiple players. It is allowable to have differing logos on teammate's uniforms provided no logo is larger than 2 1/4 " square.

A \$10 fine will be assessed to each person who does not have a legal uniform. The fine should be made payable to the Gateway Region - USAV and given to the Tournament Director for any and all team members who are not in legal uniforms. This fee is nonrefundable even if the uniform violation is corrected. Tournament Directors should submit to the Gateway Office, any uniform violation fees with their required paperwork noting the name of the team and individuals effected.

A written waiver for uniforms may be allowed for up to one year if requested in writing to the Gateway Region Commissioner. The waiver must be presented to the Tournament Director if requested to avoid the uniform violation fee.

PLAYER ELIGIBILITY RULE

If it is discovered that an ineligible player (i.e., not registered, wrong team, wrong division, etc.) is participating in a tournament, it should be brought to the attention of the Tournament Director or someone on the Gateway Region Board immediately. Such a player may be disqualified from the tournament and subject to additional sanctions. If it is found that a non-registered individual participates in a sanctioned event, a \$35 fine must be paid in addition to the regular membership fee before the individual will be allowed to participate. The team that allowed the ineligible player to participate may also be subject to sanctions. It is the responsibility of the Tournament Director/Board member to contact an Executive Board member for appropriate disciplinary action.

GATEWAY REGIONAL CHAMPIONSHIPS



Teams that drop out of the Gateway Regional Championships less than 24 hours prior to the start of the tournament may be penalized. Penalties may include, but are not limited to the following: imposing a \$200 monetary fine to the club, prohibiting the club from registering the following season and/or prohibiting the club from participating in the Gateway Championships for the following season. If a team drops from Regionals to play in another volleyball event (i.e. Qualifier) after the entry deadline, the club will be banned from participating in Regionals the following year.

If a junior girl's team qualifies for the national Junior Olympic Volleyball Championships at one of the Qualifying Tournaments, individual players are frozen on that team's roster for the Gateway Regional Championships. The Girl's Junior Regional Championships include a combined Gold/Silver Tournament (Qualifying event for the Girl's JNC) and a combined Bronze/Copper Tournament. Specific information on the Junior Regional Championships is listed in the Junior Handbook.

USA VOLLEYBALL CODE OF CONDUCT

The USA Volleyball Code of Conduct states the following rules of conduct and disciplinary policy for registered USAV members. Members violating any of the following rules might be subject to whatever disciplinary action is deemed appropriate by the authorized person, persons, boards or committees of USAV or its RVAs (Regional Volleyball Associations).

THE FOLLOWING ACTIONS ARE PROHIBITED

1. Violation of any anti-doping policies, protocols or procedures as defined by the International Olympic Committee (IOC), World Anti-Doping Agency (WADA), Federation Internationale de Volleyball (FIVB), US Anti-Doping Agency (USADA) or the United States Olympic Committee (USOC). Violations of this provision will be adjudicated only by USADA or the proper anti-doping authority, not USA Volleyball (USAV).
2. Possession, consumption or distribution of alcohol and / or tobacco if illegal or in violation of USAV or RVA policy. USAV policy prohibits the possession, consumption or distribution of alcohol and / or tobacco by anyone registered as a junior volleyball player at the event venue of any USAV / RVA sanctioned junior event.
3. Use of a recognized identification card by anyone other than the individual described on the card.
4. Physical damage to a facility or theft of items from a room, dormitory, residence or other person. (Restitution will be part of any penalty imposed.)
5. Possession of fireworks, ammunition, firearms, or other weapons or any item or material which by commonly accepted practices and principles would be a hazard or harmful to other persons at USAV/RVA sanctioned events.
6. Any action considered to be an offense under Federal, State or local law ordinances.
7. Violation of the specific policies, regulations, and/or procedures of the USAV, RVA, or the facility used in conjunction with a sanctioned event. (It is the responsibility of the individual to be familiar with applicable specific policies, regulations and procedures.)
8. Conduct which is inappropriate as determined by comparison to normally accepted behavior.
9. Physical or verbal intimidation of any individual.
10. Actions that will be detrimental to USAV or the RVA.

USAV/GATEWAY REGION DISCIPLINARY POLICY

Suggested Maximum Penalty For:

1. First Infraction
 - a) Before or during event:
Individual disqualified (if person is a junior, he/she will be sent home as soon as possible and parent or guardian notified). The individual may be declared ineligible for USAV registration or RVA membership for one year starting from the date of infraction.
 - b) After event concludes:
The individual may be declared ineligible for USAV registration or RVA membership for one year starting from the date of the infraction.
2. Second Infraction
 - a) Before or during event
Individual disqualified (if person is a junior, he/she will be sent home as soon as possible and parent or guardian notified). The individual may be declared ineligible for USAV registration or RVA membership for two years starting from the date of infraction.
 - b) After event concludes
The individual may be declared ineligible for USAV registration or RVA membership for two years starting from the date of the infraction.

3. Third Infraction

Individual may be declared ineligible for USAV registration or RVA membership for the remainder of his/her lifetime.

NOTE : Major misbehavior (e.g. verbal or physical abuse of a child, sexual harassment, etc.) may subject the violator to a lifetime ineligibility for USAV registration or RVA membership after the first infraction. Penalties are only applied after affording the participant due process as required by the Ted Stevens Olympic and Amateur Sports Act (TSOASA), USOC, USAV and RVA. Appeals, other than for doping violations, may be made in accordance with procedures set forth in the bylaws and operating codes of USA Volleyball and the RVA as printed in the current *Official USA Volleyball Guide* and RVA Handbook, respectively.

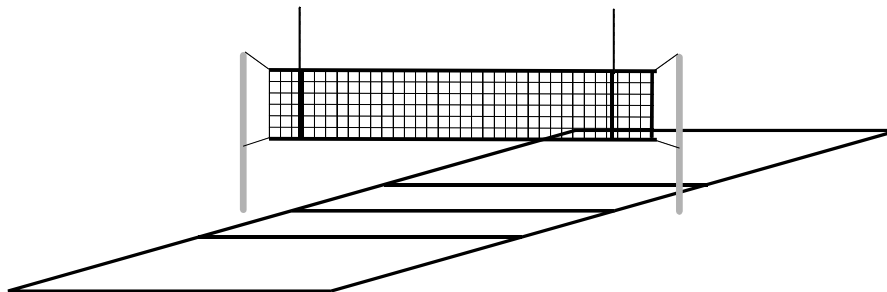
COURT CONDUCT CODE

Any person who physically assaults or verbally intimidates anyone at a Gateway Region sanctioned friendship or regular season tournament may be subject to suspension after being afforded due process as defined in this Player's Handbook.

The use or possession of illegal substances within a tournament facility will not be tolerated. Some facilities used for tournaments sell alcohol on site. In such facilities, alcohol is restricted from the playing areas. Tournament Directors may specify other areas where alcohol (or smoking) may be restricted in such facilities. Facilities are to be kept clean. It is the responsibility of participants, junior coaches and parents to pick up trash and keep all areas litter free.

NOTE: Tournament Directors should record all instances of violation on the Tournament Results Form.

** TOURNAMENT PROCEDURES **



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

A USAV Gateway Region Tournament Director's Manual is available at the Gateway Region Office or on the Gateway website. The manual contains very specific and valuable information on hosting a Gateway Indoor Sanctioned Tournament. The following information is intended to provide a general background for Gateway's tournament procedures, requirements and participant expectations.

USA Volleyball tournaments are conducted in the Gateway Region under the "Guidelines for RVA Sanctioned Regional and Interregional Competition" as described in the Annual Official Guidebook USA Volleyball. All Tournament Directors and participants must be a registered member of the Gateway Region and must follow the guidelines described in the USAV Rule Book, this Player's Handbook and the Tournament Director's Manual. All deviations from these guidelines must be approved in advance by the Regional Commissioner, Regional Tournament Coordinator or the Associate Commissioner before a tournament may be sanctioned.

SANCTION PROCEDURES

HOW TO GET A TOURNAMENT ON THE GATEWAY USAV SCHEDULE

Contact the Gateway Region Office to determine an available date. The number of tournaments sanctioned on a particular weekend is based on a percentage of teams registered in that level from the prior season. A completed Tournament Sanction Form, the sanction fee of \$5/team (\$10/team for multi-weekend events) and the results deposit fee of \$100 must then be sent to the Gateway Region Office. No dates will be guaranteed until the sanction fee and the Tournament Sanction Form have been received and the sanction has been granted. In addition, no tournament advertising or announcement is allowed until the sanction has been granted in writing. Details on the sanction and results reporting processes are listed in the current Tournament Director's Manual.

Violation of the above regulations may result in refusal of tournament sanctions for that Tournament Director and/or organization for one full year from the date of the infraction.

TOURNAMENT ENTRY FEES / MAXIMUM TEAMS PER COURT/ CANCELLATION POLICY

For both **adult and junior** tournaments, the Gateway Region has set a limit of 4 teams per court with a maximum \$100 per team entry fee for a sanctioned one day tournament. In unusual circumstances, a waiver may be granted allowing a 5 team per court format with a maximum \$80 per team entry fee. **Refer to the Extraordinary Events section for specific requirements for an Adult Rec level tournament.** Tournament entry checks may not be cashed until a team has been accepted into the tournament. Teams on a waiting list must be notified prior to placing them into the tournament and they must be given the option to decline the spot. There will be no admission fee charged at any Gateway Region sanctioned event unless a sanction exception has been obtained from the Commissioner.

If a Tournament Director is owed tournament entry fees by a Gateway registered club/team/individual (or person acting in this capacity) and the region office can confirm the debt owed, the entity owing the debt is not in good standing and ineligible to participate in USAV sanctioned events until the debt is paid. This does not include a situation where the Tournament Director has failed to collect entry fees prior to the team's participation.

Tournament Directors may apply for a sanction exception (e.g. higher entry fee, standard format deviations, etc). In cases where a higher entry fee is requested, justification for such an increase must be shown (e.g. paid officials, more expensive prizes, etc.). If a sanction exception is granted the Tournament Director must inform teams of the deviations from the standard guidelines. This must be done upon receipt of entry or before so the team can decide if they wish to enter the tournament.

If a team withdraws from a tournament and a replacement team cannot be found, the Tournament Director may elect to keep that team's entry fee. Tournament Directors may keep 25% of a team's entry fee if a team chooses not to participate in a tournament due to dangerous travel conditions caused by bad weather. The team rep should notify the Tournament Director as soon as the decision is made not to attend the event. Any disputes related to this issue will be resolved by the Gateway Region Executive Board. If a Tournament Director cancels an event for any reason, a team's total entry fee must be refunded. If the region office can confirm that the Tournament Director owes tournament fees to a club/team, then the Tournament Director is not in good standing and ineligible to participate in or host USAV sanctioned events until fees are paid.

MINIMUM NUMBER OF SETS/MATCHES

Teams should be guaranteed a minimum of eight sets. Sets will all be played utilizing rally score. Rally score sets may be 19 or 25 point sets or any combination of the two with a minimum two-point advantage (no scoring cap). 19-point sets should begin at 0. Deciding sets will be won by the team that first scores 15 points with a minimum two-point advantage (no scoring cap).

AWARDS

Awards must be given the day of the tournament. Tournament Directors of **adult** tournaments should be prepared to award top placing teams with the following minimum awards:

- 0 to 10 teams* Team and individual awards for 1st place. Team and/or individual awards for 2nd place.
- 11 to 20 teams* Team award for 1st place. Individual awards for 1st and 2nd place.
- 21+ teams* Team awards for 1st, 2nd and 3rd place. Individual awards for 1st and 2nd place.

Tournament Directors of **junior** tournaments should be prepared to award top placing teams with the following minimum awards:

- 0 to 20 teams* Individual **medals** for 1st and 2nd place.
- 21+ teams* Individual **medals** for 1st, 2nd and 3rd place.

Tournament Directors of junior tournaments must be prepared to present 10 individual **medals** per team. **Medals** must be given to all rostered players on the placing team, up to 10 total. Additional awards may be given as desired. Tournament Directors of adult tournaments must be prepared to award up to 10 prizes per team OR prizes to the number of players participating up to 10.

FORMAT

The tournament format should be round robin pool play followed by single elimination playoffs. Tiebreak sets are not required if all teams advance to a playoff bracket (this includes gold, silver, bronze, etc). For **adult and junior** tournaments, no more than four teams per court are allowed in a single day tournament without a sanction exception. Sample pool play schedules and brackets are included on the Gateway website or in the appendix of the Tournament Director's Manual.

For five team pools, it is highly recommended that three teams advance to the playoffs. Teams not participating in playoffs will not be required to perform any officiating duties in playoffs. This prevents a team that has already been eliminated from the tournament from having to stay to officiate. Tournament Directors may designate that either the winning or losing team from a playoff match will officiate the next playoff match. An acceptable method would be the following: Teams losing in playoffs will be expected to stay and officiate the subsequent match on their court, with the exception of championship match responsibilities, which will be determined by a coin flip between the losing teams in semi-final matches unless one semi-final match finishes before the other reaches 10 points in the 2nd set, or if one semi-final match goes 2 sets and the other goes 3 sets. In these cases, the losing team from the shorter semi-final match will be allowed to leave. The method chosen must be announced before the tournament begins.

Pool play and playoff sets may be 19 points (start at 0) with the rally scoring system if time is a consideration; however, deciding sets must be 15 point rally score sets - no cap (switching sides at 8 points). The abbreviated format (19 point sets) may only be used in the championship match if both teams agree. **FINALS SHOULD NOT BE SCHEDULED TO START LATER THAN 9:00 P.M.**

EXCEPTIONS

There may be instances where these requirements or any others listed cannot be met due to constraints on the facilities, financial considerations, etc. When these instances occur, they must be noted on the Sanction Form and are subject to approval. Tournament Directors must also inform teams, upon receipt of entry or before, of the deviations from these requirements and guidelines so the team can reasonably decide whether or not they wish to enter the tournament. Exceptions may include, but are not limited to, 5 team pools, invitational format, higher entry fees due to paid officials, etc. The sanction form also includes a section where the Tournament Director must indicate if they are giving silver division awards (in addition to the required gold awards) if their planned format includes silver division playoffs. Half-day events are allowed, but they must be applied for as a half-day event on the sanction form. In sanctioning tournaments, preference will be given to full day events. A half-day event sanction may not be granted until it is certain that no full day events are being planned for that date. For half-day events each team should be guaranteed a minimum of six sets. Tournament fees should be adjusted downward with fewer sets being guaranteed.

ADULT OFFICIATING REQUIREMENTS



TEAM REQUIREMENTS

Each participating team is required to provide:

1. A minimum of one 1st Referee and,
2. A minimum of one 2nd Referee (1st Referee is automatically qualified to be a 2nd referee) and,
3. A minimum of one Scorekeeper (recommended to have an assistant scorekeeper to track the libero and aid with the visual score) and,
4. Two Line Judges.

Those officials must be in attendance at every match and officiate all pool play matches and playoff matches.

Note: A maximum of four people are allowed at the scorekeeping table: scorer, flipper, libero tracker and additional person in training or supervising.

Adult teams must provide capable officials for all sanctioned Gateway adult tournaments (Friendship and Regular Season). For teams to be capable they may:

- ❖ Have adult certified officials (Provisional, Regional, etc). **Requirements are defined on the Gateway website.**
- ❖ Have junior qualified officials. Junior teams must complete a training process defined in the Junior Handbook or on the Gateway website.
- ❖ Attend referee / scorekeeper clinics which are scheduled every season and posted on the Gateway website.

Mentors / raters will attend adult tournaments to determine team officiating capability and rate individuals who are in the process of becoming certified. Mentors / raters will provide feedback to officials, continue to train the officiating team, and identify problem areas which will be reported to the Gateway Office.

FEEES TO PAY FOR OFFICIALS

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

If the tournament director is intending to furnish paid referees, the amount of payment is \$20/automatic 2 sets, \$25/2 of 3 match, \$30/automatic 3 sets for Provisional I and higher, certified USAV referees.

Note: Background screens are required for adult officials/mentors who work junior events. The cost is \$20 per screen and screens are required every other year. Background screens are prompted during the membership application process in Webpoint (found on the Gateway homepage, www.gatewayvb.org). Individuals should apply for membership / screens at least ONE week prior to participation in events in order to allow time for the screen to clear.

PLAYOFF REQUIREMENTS

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

TEAM PENALTIES

- ◆ Teams that arrive late for officiating duties will be charged a **\$100** fine, payable to the Tournament Director to pay the replacement officials (1st Referee, 2nd Referee and Scorekeeper paid **\$20** each, the visual scorekeeper, each linejudge, and the Tournament Director paid **\$10** each). In addition, the team will be penalized one point per minute late in the next set up to a maximum of one set.
- ◆ Teams that do not stay for officiating assignments will be fined **\$150** payable to the Gateway Region to, in part, pay the replacement officials (1st Referee, 2nd Referee and Scorekeeper paid **\$20** each, each linejudge and the visual scorekeeper paid **\$10** each, Tournament Director paid **\$20** and **\$40** to the Gateway Region).
- ◆ Teams with outstanding fines may not participate in any sanctioned USAV event until all debts are paid.

CERTIFIED OFFICIALS

Anyone interested in becoming a certified official (referee or scorer) should view the requirements on the Gateway Region website: <http://www.gatewayvb.org/officials.html>. Those interested in becoming Junior National or National Officials should contact the appropriate Official's Chair for information regarding the national certification process.

JUNIOR OFFICIATING REQUIREMENTS

PHILOSOPHY

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

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

TEAM REQUIREMENTS

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

TEAM FEES

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

GENERAL REGULATIONS

EVERY SEASON, A TEAM MUST:

1. Register the team and all individuals associated with that team. Parents who want to participate as referees and/or scorekeepers must register and pass a background screen (every other year).
 2. Attend a clinic given by an approved clinician.
 3. Complete and pass an open-book written examination.
 4. Complete and pass a practical evaluation given by an approved evaluator.
- ◆ Certification expires January 1 of the next year.

CLINICS

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

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

PRACTICAL EVALUATIONS

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

JUNIOR OFFICIATING POLICIES

- When players are officiating (at any age group), it is mandatory that the officiating team's coach or assistant coach be part of the officiating team or remain at, or near, the scorer's table throughout the entire officiating assignment. Coaches, parents and all others are not allowed to stand on/at the referee stand with the referee during junior events.
- A maximum of four people are allowed at the scorekeeping table: scorer, flipper, libero tracker and coach or assistant coach who is supervising.
- Members of the officiating team may not use any electronic devices (including, but not limited to cell phones and I-pods) during their officiating assignment, except for the purpose of timing warm-ups. Officiating members found using electronic devices during a match will be subject to a five-point penalty assessed to the first set of their next match.
- A Junior Official's Mentoring Program has been implemented for the 11s and 12s Divisions. When available, the region will provide one mentor per each court to assist/critique the officiating throughout the pool play and then referee the playoffs. Adult mentors must be background screened. If no mentors are at a tournament, only adults or juniors, 15 years and older, are allowed to be the 1st referee; exceptions must be approved by the Tournament Director.
- If a junior player is refereeing a playoff match, the Tournament Director has the authority to replace that official if deemed necessary, unless the player is an adult certified referee.

PLAYOFF REQUIREMENTS

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

TEAM PENALTIES

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

EXTRAORDINARY EVENTS

1. Uniform Violations:

A \$10 fine will be assessed to each person who does not have a legal uniform; this includes non-contrasting Libero uniforms. Refer to specific uniform requirements in the official USAV rule book noting the following exceptions:

- ❖ The former jersey number requirements are allowed in Gateway this season without penalty.
- ❖ For National Championship events, all players (including the Libero) are required to wear the same jersey number throughout the entire event. This is not required for Gateway sanctioned events (excluding Gold/Silver Junior Regionals). This policy allows a team to use one Libero jersey for multiple players.

Any fine should be made payable to the Gateway Region and given to the Tournament Director for any and all team members who are not in legal uniforms. This fee is nonrefundable even if the uniform violation is corrected. Once this fine has been paid, the player may continue to use the illegal uniform for the remainder of the tournament. Tournament Directors should submit to the Gateway Office, any uniform violation fees with their required paperwork noting the name of the team and individuals affected.

2. Altering Tournament Format:

The Tournament Director has the authority to make schedule allowances for teams arriving late. Also, if time becomes a factor, the Tournament Director may change the format so long as no team is thereby unfairly disadvantaged. Consideration should be given to the number of matches scheduled for each team, the entry fee assessed and the travel time of the teams. In bracket play, if two teams are scheduled to share officiating duties, the Tournament Director has the authority to release one of the teams if wait time is a factor. The remaining team must provide the complete officiating crew.

3. Tournament Director Authority Regarding Behavioral Issues and Facility Regulation Violations:

Tournament Directors should publicize, in advance, regulations and restrictions specific to their facility. Vandalism in any facility used in a sanctioned Gateway event will not be tolerated and penalties to responsible individuals will be imposed.

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

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

Possible penalties a Tournament Director may impose to a team or teams in violation:

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

Note: Tournament Directors should report such events to the Region Office as soon as possible. Facilities are to be kept clean. It is the responsibility of participants, junior coaches and parents to pick up trash and keep all areas litter free.

4. Playing with 5:

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

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

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

5. Exhibition play:

A team that does not have 6 players to begin or complete a tournament may elect to play their matches as exhibition only. These matches may be played with less than 6 players or the team may pick up another USAV registered member from any other team. Such an exhibition team will forfeit all matches in pool play and may not advance to playoffs. Other teams may choose to accept the forfeit and not play the exhibition games. The ratings of any player added may not cause the team rating to be higher than the tournament level being played.

6. The Libero is allowed to serve in Gateway sanctioned tournaments (excluding Gold/Silver designated junior events).

7. **Adult Rec level for men and women:**

- a. 15s and older age divisions are eligible.
- b. 4 teams per court format.
- c. \$125 per team maximum entry fee; \$100 to the Tournament Director, \$25 to the Gateway Office.
- d. Rec Team Roster / Membership Form must be completed. Everyone (even current members) must sign the team form.
- e. Tournament must be sanctioned, no sanction fee and no results required.
- f. The Tournament Director must submit the Rec Team Roster / Membership Form and \$25 to the GW office within one week of the tournament.
- g. Teams must provide capable officials; region will send an adult mentor.
- h. No uniforms, unlimited subs, flip score only.



JUNIOR TOURNAMENTS

USA VOLLEYBALL GATEWAY REGION JUNIOR'S PROGRAM MISSION STATEMENT: Coaches, Parents, Players, and Officials strive to promote a wholesome environment so players can develop: Skills, Teamwork, Self-confidence, Positive Attitude, Competitive Spirit, Responsibility and Sportsmanship.

THERE ARE SPECIAL REQUIREMENTS THAT MUST BE ADHERED TO IN JUNIOR TOURNAMENTS. Missouri and Illinois State High School Rules restrict what may be presented as awards at athletic events. Juniors may accept awards such as T-shirts, articles of clothing, food, etc., up to a maximum value of \$25. Monetary awards are still prohibited, however. If you have any questions about the suitability of a possible award, please contact the Gateway Region Juniors' Coordinator.

Failure to abide by these award rules jeopardizes player's high school eligibility and will not be tolerated by the region. At the moment, this rule is from the Missouri State HSAA.

Boy's Participation in Girl's Tournaments:

B-12 may participate in G-12, G-13, G-14.

B-14 may participate in designated G-14, G-15, G-16/B-14 tournaments.

B-12 tournaments may accept G-12.

B-14 tournaments may accept G-14, G-15, G-16.

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

There is a suggested abbreviated format for the Coed 10s division specific to this young age group. The policies for this division and all tournament related policies are listed in the Tournament Director's Manual which can be found on the Gateway Region web page with additional copies available at the Gateway Region Office.

PRE-SEASON TOURNAMENTS – ADULTS

The Adult Rec level program requirements vary and are located in the Extraordinary Events section.

A player's registration expires on October 31st. As an example, a player who participated during the **2011** season would be considered registered until **October 31, 2011**. If the player participates in a USA Volleyball tournament in **November or December of 2011**, the player must register for the **2012** season to be eligible for that tournament. **Registration begins on September 1.**

After September 1st and before December 1st, tournaments are Friendship Tournaments. To participate in these tournaments, players, coaches and officials must be currently registered members of USA Volleyball. A **\$10 One-Day** membership will be offered during the Friendship Season. A player may register multiple times at the **\$10 One-Day** rate through November 30 (the One-Day membership option is extended through Martin Luther King weekend for college students). However, on or after December 1, the full **\$45** membership fee must still be paid. None of the \$10 One-Day fees, if paid, will be applied toward the full rate of \$45. All of the normal rules and policies governing these tournaments are in force with the following three exceptions:

1. A **\$10 One-Day** Membership option is offered.
2. Players on a team do not have to have identical uniforms as long as there is a clearly visible unique number on each player's shirt.
3. A player does not have to be affiliated with a team to participate in pre-season tournaments. Teams do not have to be registered with USA Volleyball, but all individuals participating must be current registered members of USA Volleyball.

Just as in regular season tournaments, each team entered must submit a team roster prior to the start of play. Players may be listed on only one roster. It is the Tournament Director's responsibility to ensure that all participants are registered USA Volleyball members. If it is found that a player participated without being registered a penalty fee of \$35 must be paid in addition to the regular membership fee of **\$45** before the individual will be allowed to participate and will be subject to disciplinary actions that may include suspension from play for up to one year.

**** GATEWAY REGION USAV BYLAWS ****

ARTICLE I. NAME.

The name of this Non-Profit Corporation shall be: THE GATEWAY REGION VOLLEYBALL ASSOCIATION. This Corporation, encompassing Central and Eastern Missouri and Southern Illinois as defined in the code, is an affiliated Group D organization under the USAV Operating Code for the Regional Operations Division, hereafter referred to as "The Code". The Code, as presently constituted, shall be construed to be an integral part of these Bylaws. In the event of any conflict between the provisions of the Code and these Bylaws, the Code shall take precedence. In the event of amendments to the Code by the USAV subsequent to the adoption of these Bylaws, all such amendments shall be deemed to be incorporated into these Bylaws, until and unless expressly disapproved by the Directors of this Corporation within sixty days after the conclusion of the Annual Meeting of this Corporation, during which such amendments to the Code first become effective.

ARTICLE II. CORPORATE OFFICE.

The principal office of the Corporation shall be within the State of Missouri. The Corporation may have such other offices, either within or without the State of Missouri, as the Board of Directors may designate or as the business of the Corporation may require from time to time.

ARTICLE III. CORPORATE PURPOSE

The purpose for which this Corporation is organized is to foster national and international amateur volleyball competition. In furtherance of this main purpose, the following sub-purposes are set forth:

- (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 through which selected 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 USA Volleyball within an area designated as the Gateway 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 and World Games competitions.
- (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. CORPORATE FISCAL YEAR.

The fiscal year of this Corporation shall begin on July 1 and end on June 30.

ARTICLE V. CORPORATE SEAL

A corporate seal is not required for this Corporation.

ARTICLE VI. CORPORATE ANNUAL MEETINGS.

The Annual Meeting of this Corporation shall be held each year during the 4th quarter meeting at which time the new members of the Board of Directors shall assume the duties of their office and such other business shall be transacted as may properly be brought before the meeting.

ARTICLE VII. CORPORATE POLICY.

General Statement.

In order to carry out the purpose of the Corporation, the Corporation shall have the power to receive and hold money or other property, tangible or intangible, real or personal, for any of the purposes of the Corporation, from whatever source derived.

The Corporation shall also have the power to borrow money and to mortgage or pledge real or personal property as security therefore, to use, borrow, or expend any funds and properties of the Corporation and do all things necessary or convenient to carry out the powers expressly granted. 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. 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, members of the families of donors, or corporations controlled by donors or donors' family members;
- (b) Making any part of the Corporation's services available on a preferential basis to: donors, members of donors' families or to corporations controlled by donors or donors' family members;
- (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 the 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.

Section 1. Management of Business.

The business, properties, and affairs of this Corporation shall be managed by a Board of Directors composed of not less than five (5) and not more than forty (40) members.

Section 2. Meetings.

The Executive Board of Directors shall meet quarterly.

Regular or special meetings of the Board of Directors may be held at set times as published in the Regional Handbook or by written notice, twenty (20) days in advance, at such times and at such places as shall be determined by the Board, or as may be determined by the President. Regular meetings of the Board of Directors shall be held at least once each quarter per the following schedule:

1st quarter: July 1 to September 30-Annual Meeting

2nd quarter: October 1 to December 31

3rd quarter: January 1 to March 31

4th quarter: April 1 to June 30

Elections should be conducted before National Tournament if possible.

ARTICLE VIII. CORPORATE WAIVER OF NOTICE.

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 the laws of the state of Missouri, a waiver thereof in writing, signed by the person or persons entitled to such notice, or by telegram sent by them whether before or after the holding of a meeting, shall be deemed equivalent to the giving of such notice. 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.

ARTICLE IX. QUORUM.

At the General Board meetings, one third of the members of the Board of Directors shall constitute a quorum for the transaction of business, provided however, that at least three (3) Executive Board Members are present. An Executive Board Meeting quorum consists of a simple majority. The act of a majority of the Directors present at any meeting in which a quorum is present shall be the act of the Board of Directors.

ARTICLE X. ACTION WITHOUT MEETING.

Any action required or permitted to be taken at a meeting of the Board of Directors, or any other action which may be taken at a meeting of the Board of Directors, may be taken without a meeting if written consent setting forth the action so taken shall be signed by all the Directors entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as a vote of such Directors at any convened meeting and may be stated as such in any articles or documents filed with the Corporation Commissioner of the state of Missouri, any other governmental authority, person, or entity.

ARTICLE XI. CORPORATE OFFICERS.

Section 1. Officers.

The principal officers of this corporation shall consist of a President (hereinafter referred to as Regional Commissioner), a Vice President (hereinafter referred to as Associate Commissioner), a Secretary, and a Treasurer, each of whom shall be elected by the Board of Directors. Any two or more offices may be held by the same person, except the offices of Commissioner and Associate Commissioner and the offices of Commissioner and Secretary, and the offices of Commissioner and Treasurer. All principal officers shall be Directors of the Corporation. The duties of the principal officers are listed in Article XIV, Section 1.

Section 2. Election and Assumption of Office.

The officers of this Corporation will be elected at the Fourth Quarter Meeting and prior to the National Tournament by the Board of Directors. They will assume their corporate responsibilities immediately. The election procedures are detailed in Article XIII, Section 5. In all cases the qualifications listed in Article XIV, Section 1 must be met by all nominees. Each officer shall hold office until his/her successor shall have been duly elected and qualified in the manner hereinafter provided.

Section 3. Removal of Officers and Agents.

Any officer or agent elected or appointed by the Board of Directors may be removed by a majority vote of the Executive Board whenever in its judgment the best interest of the Corporation would be thereby served.

Section 4. Filling Vacancies.

A vacancy in any office due to: death, resignation, removal, disqualification, or other reasons, may be filled by the Executive Board for the unexpired portion of the term. A simple majority vote of a quorum is required to fill a vacant office.

Section 5. Special Officers.

The Executive Board may elect or appoint such other officers, assistant officers, agents, administrators, teachers, and other employees as it shall deem necessary or desirable. They shall hold their offices for such terms and shall have such authority and perform such duties as shall be determined by the Board of Directors.

ARTICLE XII. CORPORATE ASSETS.

Section 1. Bank Checks.

All bank checks drawn against the Corporation's checking accounts shall be signed by the Regional Commissioner or Treasurer, or by such other person or persons as the Board of Directors may from time to time designate.

Section 2. Deeds, mortgages, leases and contracts.

Deeds, mortgages, leases and contracts may be signed by both the Regional Commissioner and the Treasurer, or by such other authorized.

Section 3. Loans.

No loans shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued in its name unless authorized by an action of the Board of Directors.

Section 4. Funds.

All funds of the corporation not otherwise employed shall be deposited as received in the Corporation's checking accounts or savings accounts with such bank or banks or other depositories as the Board of Directors may select.

Section 5. Dedication of Assets.

The properties and assets of this nonprofit corporation are irrevocably dedicated to fostering national or international amateur competition. No part of the corporation's activities involves the provision of athletic facilities or equipment for its directors or officers. No part of the net earnings, properties or assets of this corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or any officer or director of this corporation. On liquidation or dissolution, all properties and assets and obligations shall be distributed and paid over to the USAV for the express purpose of regenerating interest in national and international amateur volleyball competition in the Gateway Region geographic area. In the event the USAV shall no longer exist, then all properties and assets shall be distributed and paid over to an organization dedicated to fostering national or international amateur volleyball sport competition, provided that the organization continues to be dedicated to the exempt purposes as specified in Internal Revenue Code Section 501(a)(3).

ARTICLE XIII. THE BOARD OF DIRECTORS.

General Statement.

The Board of Directors, in furtherance of the specific and primary purpose of this nonprofit Corporation as expressed in its Articles of Incorporation, may perform such acts as are necessary or convenient to exercise the powers of this nonprofit Corporation stated in its Articles of Incorporation, and generally may do or perform, or cause to be done or performed, any act which the Corporation lawfully may do or perform in the furtherance of its specific and primary purposes as stated in its Articles of Incorporation.

Section 1. Membership.

Membership on the Board of Directors shall be open to all persons who are interested in furthering the purposes of this Corporation as expressed in Article III.

Section 2. Composition.

The Gateway Board of Directors shall consist of three governing committees:

- (1) The Executive Board shall be composed of nine (9) members, elected by the Board of Directors.
- (2) Advisory Board Members shall be appointed by the Executive Board to serve on a committee of no less than four (4) persons.
- (3) A committee of nine (9) At Large Directors shall be elected by the general membership.

Hereafter the term "Board" will refer to the combination of all Elected and Appointed Directors unless otherwise specified.

Section 3. Vote.

All Directors shall be entitled to one (1) vote. Those Directors absent may vote by written proxy. Proxies must be specific in indicating who may vote for the absent Director.

Section 4. Compensation.

No person who now is, or who later becomes, a Director of this nonprofit Corporation shall be personally liable to its creditors for any indebtedness or liability, and any and all creditors of this nonprofit Corporation shall look only to the assets of this nonprofit Corporation for payment. Directors may be reimbursed for any reasonable expenses incurred in the performance of their duties to this Corporation. Directors shall be reimbursed for their membership fees provided they attend at least 75% of the previous year's board meetings.

Section 5. Elected Directors

(a) Executive Board Directors shall be elected by vote of the Board of Directors, which includes Executive Directors, Advisory Board Directors and At Large Directors. Each year three offices are up for election: 1) Junior Coordinator, Secretary and Treasurer 2) Associate Commissioner, Referees' Chair and Women's Coordinator 3) Commissioner, Scorekeepers' Chair and Men's Player Representative. The cycle begins again every third year. The Associate Commissioner shall be in charge of nominations and identifying candidates for each position to be filled. Notification of these nominees shall be sent to all members of the Board of Directors at least fourteen (14) days prior to the Fourth Quarter meeting. Nominations may also be made by the general regional membership prior to the elections at the Fourth Quarter meetings. In all cases the qualifications listed in Article XIV, Section 1 must be met by all nominees. Each Director shall hold office until his/her successor shall have been duly elected and qualified in the manner hereinafter provided. Election information shall be included on the Gateway website.

(b) Each year, three (3) At Large Directors shall be elected by vote of the general membership and serve for three (3) years. Nominations for these positions shall be sought through the Gateway website. Nominations must be submitted prior to the deadline indicated. An At Large Director's Ballot will be distributed to the regional membership on the Gateway website or can be obtained by contacting the Gateway Region Office. In all cases the qualifications listed in Article XVI, Section 3 must be met by all nominees. The three (3) Directors will assume their responsibilities after the election. Each Director shall hold office until his/her successor shall have been duly elected and qualified in the manner hereinafter provided.

No single member can hold a position on both the Board of At Large Directors and the Executive Board concurrently.

Section 6. Appointed Directors.

Appointed Directors of the Board of Directors shall be appointed at the Fourth Quarter meeting or at any special meeting called for that purpose, in accordance with Article XV.

Section 7. Removal of a Director.

Any Director having unexcused absences from two consecutive scheduled regular meetings is subject to removal by the Executive Board. Any Director may be removed from the Board by a two-thirds majority vote of a quorum at any Special or Quarterly Meeting. The removal shall be without prejudice to the contract rights, if any, of the person so removed. Prior to any removal, the Director in question must be given at least twenty-one (21) days prior notice of the impending action and provided the opportunity to speak in his/her own behalf before the Board of Directors at that meeting.

ARTICLE XIV. THE EXECUTIVE BOARD.

Section 1. Composition

There shall be an Executive Committee of the Board of Directors of this Corporation. These directors shall be elected in accordance with Section 5 of Article XIII above. The term of office for Executive Board Directors shall be three (3) fiscal years. The Executive Board shall consist of:

(a) **Regional Commissioner.**

BASIC FUNCTION OF JOB:

The Regional Commissioner shall be the principal executive officer of the Gateway Region, and subject to the control of the General Board, shall in general supervise and control all of the business and affairs of the Region.

MAJOR DUTIES AND RESPONSIBILITIES:

- (1) When present, preside at all meetings of the Executive Board and General Board;
- (2) Sign with the Secretary and/or Treasurer or any other proper officer of the Corporation there unto authorized by the Executive Board, any deeds, mortgages, bonds, contracts, or any other instruments which the Executive Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Executive Board or by these Bylaws to some other officer or agent of the Region, or shall be required by law to be otherwise signed or executed.
- (3) Perform all duties incident of the office of Regional Commissioner.
- (4) Perform all duties as prescribed by the Executive Board, Advisory Board, and At Large Directors of the Gateway Region.
- (5) Hire and supervises office staff.

QUALIFICATIONS:

- (1) Must have served on the General Board for at least one year of the two years preceding election.
- (2) Must have been a regular member of the Gateway Region at least one year.
- (3) Must be approved by the National Organization of USA Volleyball.

TERM:

The Commissioner is elected for a three-year term by the Executive Board, the Advisory Board and At Large Directors at the 4th quarter General Board Meeting of the year the office is up for election. The new Commissioner will begin his/her term prior to the National Tournaments.

(b) Associate Commissioner.

BASIC FUNCTION OF JOB:

Perform the duties of the Regional Commissioner in the absence of the Regional Commissioner, or in the event of the Regional Commissioner's death, inability or refusal to act. When acting as the Regional Commissioner, the Associate Commissioner has all the powers of and is subject to all the restrictions of the Regional Commissioner.

MAJOR DUTIES AND RESPONSIBILITIES:

- (1) Presides at meetings in the absence of the Regional Commissioner.
- (2) Performs duties as assigned by the Regional Commissioner or Executive Board, Advisory Board, and At Large Directors of the Gateway Region.

QUALIFICATIONS:

- (1) Must have served on the General Board or served on the governing body of another region for at least one year.
- (2) Must have been a regular member of the Gateway Region for at least one year.

TERM:

The Associate Commissioner is elected for a three-year term by the Executive Board, the Advisory Board, and the At Large Directors at the 4th quarter General Board Meeting of the year the office is up for election. The new Associate Commissioner will begin his/her term prior to the National Tournaments.

(c) Secretary.

BASIC FUNCTION OF JOB:

Perform as the officer in charge of minutes, correspondence, attendance of members at meetings, and similar matters. Is a member of the Executive Board of the Gateway Region, attends Executive Board and quarterly General Board meetings, and participates in policy making decisions and in the general operations of the Region.

MAJOR DUTIES AND RESPONSIBILITIES:

- (1) Records minutes of all meetings, keeps them in a book. Forwards copies of minutes to meeting participants, makes copies of minutes available to Region members by keeping an additional book of minutes at the Region office.
- (2) Oversees maintenance of current, accurate copies of all organizational documents, including the Constitution and ByLaws, Policies and Procedures.
- (3) Files reports, noting their date and disposition.
- (4) Prepares meeting agendas for presiding officer.
- (5) Notifies members in writing of meetings.
- (6) Calls the roll and records attendance at meetings.
- (7) Keeps an accurate list of members of the Advisory Board and At Large Directors and of all other committees and their members.
- (8) Prepares a summary of minutes of Executive Board meetings for inclusion the Region Newsletter and submits summary to Newsletter Editor by the deadline.
- (9) Presides at meetings in absence of the Commissioner, Associate Commissioner and Treasurer.
- (10) Performs other duties as requested by the Commissioner or Executive Board, Advisory Board and At Large Directors of the Gateway Region.

QUALIFICATIONS:

- (1) Must be a regular member of the Gateway Region.
- (2) Must be able to type and have access to a typewriter/computer.

TERM:

The Secretary is elected for a three-year term by the Executive Board, the Advisory Board, and the At Large Directors of the Gateway Region at the 4th quarter General Board Meeting of the year the office is up for election. The new Secretary will begin his/her duties prior to the National Tournaments.

(d). Treasurer.

BASIC FUNCTION OF JOB:

Supervises all funds and securities of the Region, receives and gives receipts for monies due and payable to the Region, deposits all such monies in the name of the Region in banks, trust companies, or other depositories as selected according to Bylaws, keeps full and accurate books of account and makes reports of official transactions as directed by the Executive Board. Is a member of the Executive Board of the Gateway Region, attends Executive Board and quarterly General Board meetings, and participates in policymaking decisions and in the general operation of the Region.

MAJOR DUTIES AND RESPONSIBILITIES:

- (1) Oversees Bank Accounts and Reconciliation
- (2) Oversees Payroll
- (3) Oversees General Ledger
- (4) Oversees Tax Issues
- (5) Oversees computer data back-ups
- (6) Oversees insurance
- (7) Presides at meetings in absence of the Commissioner and Associate Commissioner
- (8) Performs other duties as requested by the Commissioner or Executive Board, Advisory Board and At Large Directors of the Gateway Region.

QUALIFICATIONS:

- (1) Must have served on the General Board or served on the governing body of another region for at least one year.
- (2) Must be a regular member of the Gateway Region.
- (3) Should possess bookkeeping skills.

TERM:

- (c) The Treasurer is elected for a three year term by the Executive Board, the Advisory Board, and the At Large Directors at the 4th quarter General Board Meeting of the year the office is up for election. The new treasurer will begin his/her term prior to the National Tournaments.

(e). Referee Chair.

BASIC FUNCTION OF JOB:

Responsible for organizing, directing, and administering referee programs for the Gateway Region. Selects, with Executive Board approval, and supervises a committee, consisting of adult referee and junior referee representatives. Is a member of the Executive Board of the Gateway Region, attends Executive Board and quarterly General Board meetings, and participates in policy making decisions and in the general operation of the Region.

MAJOR DUTIES AND RESPONSIBILITIES:

- (1) Ensures that the Gateway Region's certification processes for referees are current and meet the minimum National standards.
- (2) Conducts clinics and administers tests.
- (3) Issues cards and patches.
- (4) Receives complaints.
- (5) Oversees the process of accurate and permanent record keeping of all ratings to be copied and submitted to the Commissioner and Secretary by May 1 each year.
- (6) Notifies referees of expiration dates and renewal procedures.
- (7) Assists staff with assigning referees for the Regional Championship.
- (8) Attends the annual National RVA meetings or sends a designated rep.
- (9) Supervises members of committee, assuring that all representatives are fulfilling required duties in a timely manner.
- (10) Updates guidelines for the next year and has them ready for distribution by August 1.
- (11) Writes appropriate articles for the newsletter.
- (12) Upholds all officials' standards at the highest possible level to set an example for others.
- (13) Performs other duties as requested by the Commissioner, or Executive Board, Advisory Board and At Large Directors of the Gateway Region.

QUALIFICATIONS:

- (1) Must be a regular member of the Gateway Region.
- (2) Must be a USA Volleyball Certified National Level Referee. If a National Level Referee is not available, the candidate must have been a Regional Referee of the Gateway Region for the previous two years.

TERM:

The Referees' Chairperson is elected for a three-year term by the Executive Board, the Advisory Board and the At Large Directors at the 4th quarter General Board Meeting of the year the office is up for election. The new Referees' Chairperson will begin his/her term prior to the National Tournaments.

(f). Scorekeeper Chair.

BASIC FUNCTION OF JOB:

Responsible for organizing, directing, and administering scorekeeper programs for the Gateway Region. Selects, with Executive Board approval, and supervises a committee, consisting of adult scorekeeper, and junior scorekeeper representatives. Is a member of the Executive Board of the Gateway Region, attends Executive Board and quarterly General Board meetings, and participates in policy making decisions and in the general operation of the Region.

MAJOR DUTIES AND RESPONSIBILITIES:

- (1) Ensures that the Gateway Region's certification processes for scorekeepers are current and meet the minimum National standards.
- (2) Conducts clinics and administers tests.
- (3) Issues cards and patches.
- (4) Receives complaints.
- (5) Oversees the process of accurate and permanent record keeping of all ratings to be copied and submitted to the Commissioner and Secretary by May 1 each year.
- (6) Notifies scorers of expiration dates and renewal procedures.
- (7) Assists staff with assigning scorekeepers for the Regional Championship.
- (8) Attends the annual National RVA meetings or sends a designated rep.
- (9) Supervises members of committee, assuring that all representatives are fulfilling required duties in a timely manner.
- (10) Updates guidelines for the next year and has them ready for distribution by August 1.
- (11) Writes appropriate articles for the newsletter.
- (12) Upholds all officials' standards at the highest possible level to set an example for others.
- (13) Performs other duties as requested by the Commissioner, or Executive Board, Advisory Board and At Large Directors of the Gateway Region.

QUALIFICATIONS:

- (1) Must be a regular member of the Gateway Region.
- (2) Must be a USA Volleyball Certified National Level Scorekeeper. If a National Level Scorekeeper is not available, the candidate must have been a Regional Scorekeeper of the Gateway Region for the previous two years.

TERM:

The Scorekeepers' Chairperson is elected for a three-year term by the Executive Board, the Advisory Board and the At Large Directors at the 4th quarter General Board Meeting of the year the office is up for election. The new Scorekeepers' Chairperson will begin his/her term prior to the National Tournaments.

(g). Junior Development Coordinator.

BASIC FUNCTION OF JOB

Responsible for organizing and directing the Gateway Region Junior Volleyball Program. Selects, with Executive Board approval, and supervises the Junior Girls' and Junior Boys' representatives. Is a member of the Executive Board of the Gateway Region, attends Executive Board and quarterly General Board meetings, and participates in policy making decisions and in the general operation of the Region.

MAJOR DUTIES AND RESPONSIBILITIES:

- (1) Recruits new Junior membership.
- (2) Designs and oversees implementation of programs and procedures for Juniors.
- (3) Oversees revisions and distributes Junior information and form packets before each season.
- (4) Oversees IMPACT program.
- (5) Answers questions regarding Junior program.
- (6) Handles problems and addresses concerns.
- (7) Takes care of disciplinary actions.
- (8) Acts as liaison between the Junior membership and the Executive Board of the Gateway Region.
- (9) Acts as liaison between the Gateway Junior Program and the National Junior Program.
- (10) Attends Junior Development meetings at the Regional and National level.
- (11) Performs other duties as requested by the Commissioner or Executive Board, Advisory Board and At Large Directors of the Gateway Region.

QUALIFICATIONS:

- (1) Must be a regular member of the Gateway Region.
- (2) Should have experience working with Junior-aged players, volleyball camps and clinics.

TERM:

The Junior Development Coordinator is elected for a three-year term by the Executive Board, the Advisory Board, and the At Large Directors at the 4th quarter General Board Meeting of the year the office is up for election. The new Junior Development Coordinator will begin his/her term prior to the National Tournaments.

(h). Women's Players Representative.

BASIC FUNCTION OF JOB:

Selects, with Executive Board approval, and supervises committee of women players representing each division. Evaluates, along with this committee, all women players' skills and abilities to determine each player's playing level. Is a member of the Executive Board of the Gateway Region, attends Executive Board and quarterly General Board meetings, participates in policy making decisions and in the general operation of the Region.

MAJOR DUTIES AND RESPONSIBILITIES:

- (1) Notifies players in writing of change in player rating. Handles appeals.
- (2) Performs duties as assigned by the Regional Commissioner or Executive Board, Advisory Board, and At Large Directors of the Gateway Region.

QUALIFICATIONS:

- (1) Must be a regular member of the Gateway Region.
- (2) Must be a player with an adult team registered with the Gateway Region.

TERM:

The Women's Coordinator is elected for a three-year term by the Executive Board, the Advisory Board, and the At Large Directors of the Gateway Region at the 4th quarter General Board Meeting of the year the office is up for election. The new Women's Coordinator will begin her duties prior to the National Tournaments.

(i). Men's Player Representative.

BASIC FUNCTION OF JOB:

Selects, with Executive Board approval, and supervises committee of men players representing each division. Evaluates, along with this committee, all men players' skills and abilities to determine each player's playing level. Is a member of the Executive Board of the Gateway Region, attends Executive Board and quarterly General Board meetings, participates in policy making decisions and in the general operation of the Region.

MAJOR DUTIES AND RESPONSIBILITIES:

- (1) Notifies players in writing of change in player rating. Handles appeals.
- (2) Performs duties as assigned by the Regional Commissioner or Exec. Board Advisory Board, and At Large Directors of the Gateway Region.

QUALIFICATIONS:

- (1) Must be a regular member of the Gateway Region.
- (2) Must be a player with an adult team registered with the Gateway Region.

TERM:

The Men's Coordinator is elected for a three-year term by the Executive Board, the Advisory Board, and the At Large Directors of the Gateway Region at the 4th quarter General Board Meeting of the year the office is up for election. The new Men's Coordinator will begin his duties prior to the National Tournaments.

Section 2. Presiding at Board Meetings.

The Commissioner shall preside at all meetings of the Board. In the absence of the Commissioner this duty shall be performed by: the Associate Commissioner; the Treasurer if all Associate Commissioners are absent; and finally the Secretary if the Treasurer is absent.

Section 3. Control of Affairs and Business.

The Executive Board shall have and exercise control of the affairs and business of the Corporation as may be directed to it from time to time by the Board of Directors.

Section 4. Rules of Procedure.

A majority of the members of the Executive Board may fix its rules of procedure. All actions by the Executive Board shall be reported to the Board of Directors at the meeting succeeding such action and shall be subject to approval by the Board of Directors; provided, however, that no rights or acts of third parties shall be affected by such approval. Meetings of the Executive Board shall be called, from time to time, at the direction and upon the request of any member thereof. Written notice of such meetings, unless waived, shall in each instance be given to each member of the Executive Board at least seven (7) days before the meeting. All

actions taken by the Executive Board shall be by a majority of those Committee members present if taken at a meeting or by unanimous written approval if taken without a meeting. The Executive Board shall keep a record of its activities and proceedings as it shall deem appropriate.

ARTICLE XV. ADVISORY BOARD

General Statement.

The purpose of the Advisory Board is to assist and advise the Executive Board in the operation of the Gateway Region Volleyball Association. In addition the Advisory Board provides assistance in accomplishing the Corporate Purposes as stated in Article III above. The Advisory Board also represents its constituent part of the general membership of the Gateway Region Volleyball Association and to present the viewpoints and ideas of that constituency. The Advisory Board, in addition to the Executive and At Large Directors, elects the Executive Board members. Finally, it is the responsibility of each Director on the Advisory Board to administer and advise the Board of Directors in all matters encompassed by the title of their position.

Section 1. Members.

The Advisory Board shall be composed of the following members (other positions may be added as the need arises):

Men's Masters Representative	Women's Masters Representative	Junior Girls' Representative
Men's AA Representative	Women's AA Representative	Junior Boys' Representative
Men's A Representative	Women's A Representative	Junior Referee Chairperson
Men's BB Representative	Women's BB Representative	Junior Scorekeeper Chairperson
Men's B Representative	Women's B Representative	Newsletter Editor
Outdoor Coordinator	Education Coordinator	Tournament Coordinator

Section 2. Term of Office.

The Executive Board will appoint Advisory Board members for one (1) year positions in May. They will assume their responsibilities upon appointment.

Section 3. Qualifications for Advisory Board Membership.

Advisory Board members must have been a regular member of the Gateway Region USAV for at least one (1) year of the preceding three (3) years prior to appointment.

ARTICLE XVI. AT LARGE DIRECTORS.

General Statement.

The purpose of the At Large Directors is to assist and advise the Executive Board and Advisory Board in the operation of the Gateway Region Volleyball Association. In addition, the At Large Directors shall provide assistance in accomplishing the Corporate Purposes as stated in Article III above. The At Large Directors represent the general membership of the Gateway Region Volleyball Association and shall present the viewpoints and ideas of that constituency. The At Large Directors, in addition to the Advisory Board members, elect the Executive Board members. Finally, the At Large Directors, may assist in the due process procedures of the Gateway Region Volleyball Association when required to do so.

Section 1. Members.

The At Large Board shall consist of nine (9) Directors elected from the general membership.

Section 2. Term of Office.

Each year, three (3) At Large Directors shall be elected by vote of the general membership and serve for three (3) years. The three (3) Directors will assume their responsibilities after the election. Each director shall hold office until his/her successor shall have been duly elected and qualified in the manner hereinafter provided.

Section 3. Qualifications for At Large Directors.

At Large Directors must currently be a regular member of the Gateway Region Volleyball Association and may not hold an Executive Board position concurrently.

ARTICLE XVII. AMENDMENTS.

These Bylaws may be amended, altered, or repealed and new Bylaws may be adopted by a two-thirds majority vote of the Executive Board present at any regular or special meeting; provided however, notice of the proposed amendment has been submitted to the Commissioner, Secretary, and Treasurer in writing at least ten (1) days prior to said meeting. If less than one-half of the total members of the Executive Board are present, the amendment must be tabled until at least one-half of the total Executive Board is present.

ARTICLE XVIII. RULES OF PROCEDURES.

In all cases not otherwise provided for by these Bylaws, this Corporation shall be governed by Roberts' Rules of Order.

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

PURPOSE

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

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

GRIEVANCE PROCEDURE PROCESS

Gateway members have an obligation to be familiar with the rules, guidelines and ethics codes of the Gateway Region and USA Volleyball. Neither lack of awareness, nor misunderstanding of a rule or standard is a defense to a charge of wrongdoing. When a member is uncertain whether a particular situation or course of action would violate policy or ethics, he or she must consult with knowledgeable authorities.

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

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

1. Contact the Gateway Region Office or the appropriate Executive Board Member.
2. Submit a written complaint summarizing the violation to the Gateway Region Office or an Executive Board member, which complaint should include the following information:
 - a. Your name, phone number and email address;
 - b. Identity of the club and club representative in violation;
 - c. Description of the violation; and
 - d. Contact information for any witnesses to the violation and any supporting documentation from witnesses, if available.

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

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

DUE PROCESS GUIDELINES

The Executive Board is charged with the primary responsibility of judicial consideration relating to:

1. Violations of the USAV Participant Code of Conduct set forth on the Gateway Region Individual Membership Form;
2. All club, team and individual eligibility matters; and
3. Any other matter of ethics pertaining to participation in Gateway Region events or activities.

PROCESS OF ADJUDICATION

I. VIOLATIONS

All violations, general and specific, committed by registered members will be categorized according to the following schedule:

A. Category I Violations

Minor incidents for which an automatic penalty, fine or sanction may be imposed under applicable Region policies. Examples include, but are not limited to, failure to complete officiating duties at a tournament, failure to have certified officials by specified dates, and failure to wear proper uniforms at a tournament.

B. Category II Violations

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

C. Category III Violations

Incidents involving serious misconduct, which may, or may not, require immediate action, before and without hearing. Examples include, but are not limited to, possession and/or use of alcohol by a junior member, intentional damage to property (including facilities, equipment and/or vehicles), or theft of property.

D. Category IV Violations

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

II. DISCIPLINARY ACTIONS

Individuals, groups of individuals or organizations which commit a violation are subject to one or more of the following disciplinary actions, consistent with the USA Volleyball Participant Code of Conduct:

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

III. RECEIPT OF A COMPLAINT

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

IV. FIRST LEVEL OF ADJUDICATION

Upon receipt of a complaint, the Gateway Region Commissioner, after reviewing the complaint, shall make an initial determination as to the Category of Violation. The Commissioner shall advise the Executive Board of the complaint and shall review the facts and take one or more of the following actions:

1. In the case of a Category I Violation, imposing a sanction appropriate for such violation as provided by applicable Region policies; by way of clarification, applicable Region policies may authorize the Commissioner, the Gateway Region Office, a tournament director or other person to impose a sanction in the case of a Category I Violation;
2. In the case of a Category II, III or IV Violation, imposing any temporary sanction as the Commissioner may determine is appropriate, such sanction to remain in force until the complaint and such sanction may be considered at a hearing of a Review Panel, which the Commissioner shall schedule as described below;
3. Taking no action after determining that the complaint is without merit or that the Region is not the proper authority for addressing the complaint;
4. Taking such action as the Commissioner may determine is appropriate to attempt to resolve the matter informally; and/or
5. Scheduling a hearing of a Review Panel to consider the complaint, as follows:
On or before the 15th day after the later of the receipt of a complaint or the conclusion of a failed attempt at informal resolution, if any, the Gateway Region Office shall send written notice of the hearing by USPS certified mail or by a nationally recognized overnight delivery service. The notice will include:
 - a. A list of the alleged violations to be considered at the hearing;
 - b. A description of any temporary sanction imposed;
 - c. A statement that the alleged offender has a right to respond in writing, including the required timeframe;
 - d. The date, time and location for a hearing before the Review Panel, which will not be sooner than the 10th day following the date of mailing of the notice unless the Commissioner makes a specific determination that an earlier hearing is appropriate under the circumstances;
 - e. The names of the individuals who will constitute the Review Panel;
 - f. A description of possible sanctions; and
 - g. Complete disclosure of the right to appeal (inclusion of a copy of these Gateway Region USAV Due Process guidelines with the notice of the hearing is sufficient for this purpose).

Notification of the scheduling of a hearing may be done verbally or via electronic media, however the oral, fax or email notice must be promptly followed by a written notice sent by USPS certified mail or by a nationally recognized overnight delivery service.

In the case of a Category I Violation for which the Commissioner, the Gateway Region Office, a tournament director or other person has imposed a sanction authorized by applicable Region policies, the offender may appeal the sanction to the Commissioner by filing a written request for appeal, reciting the reasons for the appeal, with the Gateway Region Office on or before the 15th day following the date of the violation. If the offender fails to file a timely and proper request for appeal, then the offender shall have forfeited his or her right to appeal. If the offender files a timely and proper request for appeal, the Commissioner shall consider the appeal promptly and the Commissioner's decision shall be final. There shall be no further appeals with respect to a Category I Violation.

Initial Review Panel Hearing Process

The hearing will be structured so that the Review Panel has an opportunity to be presented with all sides of the controversy. The Review Panel has full authority to conduct the hearing as it may determine in its discretion, and has full authority over decisions concerning procedural matters; the Review Panel is not required to apply any formal rules of evidence to the hearing. The hearing may include testimony by those directly involved, whether in person or in writing. The hearing may be conducted in person or via electronic media. The hearing may be open or closed to other parties. An official recorder of minutes will be provided by the Gateway Region.

1. Review Panel

The Review Panel will be comprised of three Executive Board members selected by the Commissioner (one member will be identified as Chair).

2. Rights of the Alleged Offender

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

3. Determination of Outcome

The Review Panel will make its decision based upon a preponderance of the evidence, i.e., whether it is more likely than not (51%) that a violation occurred, and the decision of a majority of the individuals serving on the Review Panel shall constitute the decision of the Review Panel. The Review Panel will make its decision promptly following the conclusion of the hearing, but no later than 60 days following the conclusion of the hearing unless the Commissioner determines to extend such time period. The Gateway Region Office shall notify the alleged offender of the outcome of the Review Panel hearing, in writing, by USPS certified mail or by a nationally recognized overnight delivery service, promptly following the Review Panel reaching a decision. Where disciplinary action is imposed, the notice of sanction shall include:

1. A summary of the violations;
2. The facts found by a preponderance of the evidence supporting the decision;
3. A description of the sanction(s) imposed, including the term(s) of effect;
4. A statement of the authority for the sanction(s); and
5. Complete disclosure of the right to appeal (inclusion of a copy of these Gateway Region USAV Due Process guidelines with the notice of the hearing is sufficient for this purpose).

Initial notification to the offender may be given verbally or via electronic media, however the oral, fax or email notice must be promptly followed by a written notice sent by USPS certified mail or by a nationally recognized overnight delivery service. The Review Panel's findings and decision must also be filed with the Gateway Region Office.

The sanction(s) imposed, the Review Panel's finding and decision, and/or any of the testimony, materials or other information presented at the hearing or made available to the Review Panel or the offender may be made publicly available at the discretion of the Commissioner.

Any sanction imposed by the Review Panel shall take effect immediately upon the issuance of the Review Panel's decision and shall remain in effect during the pendency of any appeal, unless the Commissioner determines otherwise at his or her discretion.

V. APPEAL PROCESS

An individual receiving a sanction from a Review Panel may appeal the sanction by notifying the Commissioner, or his or her designate, in writing of his or her request for an Appeal Hearing, which request must recite the reasons for the appeal, on or before the 15th day following the date of the offender's receipt of the notice of outcome of the Review Panel hearing. The appeal request must be sent by USPS certified mail or by a nationally recognized overnight delivery service. Failure to file the request in the prescribed manner will result in forfeiture of the right to appeal. Upon receipt of a timely and proper appeal request, the Gateway Region Office will schedule an Appeal Hearing in the same manner as the Review Panel hearing.

Appeal Hearing

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

1. Notification of Hearing

On or before the 15th day after the receipt of a timely and proper appeal request, the Gateway Region Office shall send written notice of the hearing by USPS certified mail or by a nationally recognized overnight delivery service. The notice shall include:

1. A list of the violations/sanctions being appealed;
2. The date, time and location for hearing before an Appeal Panel, which shall not be sooner than the 10th day following the date of mailing of the notice unless the Commissioner makes a specific determination that an earlier hearing is appropriate under the circumstances;
3. The names of the individuals who will constitute the Appeal Panel; and
4. A statement that the decision of the Appeal Panel shall be final and not subject to further review, except as an Exceptional Appeal (section VI below).

2. Appeal Panel

The Appeal Panel shall be comprised of three At-Large Board members selected by the Commissioner (one member will be identified as Chair), and shall not include any member who served on the Review Panel.

3. Rights of the Appellant

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

4. Notice of the Outcome

The Appeal Panel will make its decision based upon a preponderance of the evidence, i.e., whether it is more likely than not (51%) that a violation occurred, and the decision of a majority of the individuals serving on the Appeal Panel shall constitute the decision of the Appeal Panel. The Appeal Panel will make its decision promptly following the conclusion of the hearing, but no later than 60 days following the conclusion of the hearing unless the Commissioner determines to extend such time period. The Gateway Region Office shall notify the appellant of the outcome of the Appeal Panel hearing, in writing, by USPS certified mail or by a nationally recognized overnight delivery service, promptly following the Appeal Panel reaching a decision. The notice of outcome shall include:

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

Initial notification to the appellant may be given verbally or via electronic media, however the oral, fax or email notice must be promptly followed by a written notice sent by USPS certified mail or by a nationally recognized overnight delivery service. The Appeal Panel's findings and decision must also be filed with the Gateway Region Office.

The sanction(s) imposed, the Appeal Panel's finding and decision, and/or any of the testimony, materials or other information presented at the hearing or made available to the Appeal Panel or the appellant may be made publicly available at the discretion of the Commissioner.

VI. EXCEPTIONAL APPEAL

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