



## Hoosier Region Handbook

We are working on transitioning links that need to be edited frequently out of the Handbook, those links are posted and edited on a regular basis on our web site at [www.hoovb.com](http://www.hoovb.com).

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### GLOSSARY OF ACRONYMS

#### GENERAL

**IOC** - International Olympic Committee

**FIVB** - Federation of International Volleyball

**NORCECA** - North American Central American and Caribbean Volleyball Association

**USOC** - United States Olympic Committee

**NGB** - National Governing Body

**FOVA** - Federation of Outdoor Volleyball Associations

**USAV** - USA Volleyball

**BOD** - Board of Directors

**RVA** - Regional Volleyball Association (plural is RVAs)

**RVAA** - Regions Volleyball Association Assembly (Added 8/2/13 HB meeting)

#### ASSEMBLIES OF USA VOLLEYBALL

**BA** - Beach Assembly

**OA** - Officials Assembly

**RVAA** - RVA Assembly

**JA** - Junior Assembly

## COACHING PROGRAMS

**CAP** - Coaches Accreditation Program (advanced coaches training courses offered by USA Volleyball)

**IMPACT** - Increased Mastery and Professional Application of Coaching Theory (entry level course in CAP program)

**USA Volleyball Coach Academy**

## MISCELLANEOUS

**AMATEUR SPORTS ACT** – Public Law 95.606, as amended by the Ted Stevens Olympic and Amateur Sports Act of 1998, Subsection 220529. This is the legislation governing USA Volleyball as a NGB.

**DCR** - Domestic Competition Regulations (rulebook)

**JNC** – Acronym for USA Junior National Volleyball Championships

**NATIONAL OFFICE** – USAV Administrative Office is commonly referred to as the "National Office."

**OTC** – Olympic Training Center

**SCOUT** – Student Collegiate Outlook of USA Volleyball Talent (manual available to collegiate coaches for player recruitment)

**MRC** – Member Relations Commission

**ASEP** – American Sport Education Program

**AES** – Advance Events System

**STP** – SignUpToPlay

## AFFILIATED ORGANIZATIONS

**AAHPERD/NAGWS** (pronounced A-FERD) - American Alliance for Health, Physical Education, Recreation and Dance;

**AAU** - Amateur Athletic Union of the United States;

**ALA** - American Latvian Association;

**AMERICAN TURNERS** - no acronym;

**AVA** - Amateur Volleyball Association;

**AVCA** - American Volleyball Coaches Association

**AVP** - Association of Volleyball Professionals;

**CBVA**- California Beach Volleyball Association;

**Disabled Sports USA**;

**GS-USA**- Girl Scouts of the USA;

**Huntsman World Senior Games**;

**JCC** -Jewish Community Centers;

**JVA** – Junior Volleyball Association

**NAGWS** - National Association of Girls & Women's Sports;

**NAIA** - National Association of Intercollegiate Athletics;

**NAPAL** - National Association of Police Athletic Leagues;

**NCAA** - National Collegiate Athletic Association (sometimes referred to as NC2A);

**NCSG** - National Congress of State Games;

**NFHS** - National Federation of State High School Associations

**NIRSA** (pronounced NUR-SA) - National Intramural Recreational Sports Association;

**NJCAA** - National Junior College Athletic Association;

**NRPA** - National Recreation and Parks Association;

**PAVO**- Professional Association of Volleyball Officials;

**PCA** – Positive Coaching Alliance

**President's Council on Physical Fitness and Sport;**

**PVA** Women's Professional Volleyball Association

**PVL** - Premier Volleyball League, USAV affiliated professional adult leagues

**SFU** - Sports for Understanding;

**SOI** - Special Olympics, Inc.;

**The Side-Out Foundation**

**USA Deaf Sports Federation**

**USAF** - United States Air Force;

**USAFA** (pronounced U-SAW-FA) - United States Air Force Academy (Colorado Springs);

**USA**- United States Army;

**USMC**- United States Marine Corps;

**USN**- United States Navy;

**USPV**- United States Professional Volleyball; Volleyball Hall of Fame;

**USSSA** – U.S. Specialty Sports Association

**USYVL** – U.S. Youth Volleyball League

**Volleyball Hall of Fame Incorporated**

**Wallyball, International Incorporated; USWA** – United States Wallyball Association

**William G Morgan Foundation Inc.;**

**YMCA of the USA** (USA Volleyball Founding Organization);

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## **Statement of Purpose**

### **Vision**

The vision of the Hoosier Region Volleyball Association (hereinafter referred to as the Region) is to be the leader in amateur volleyball for the state of Indiana.

### **Mission**

The Region is the governing body for the sport of Region sanctioned amateur volleyball in the state of Indiana. The Region is incorporated as a Federal and State Not-For-Profit legal entity and as such is a member of the Regional Volleyball Associations (RVAs) division of the United States Volleyball Association (hereinafter known as USA Volleyball or USAV). All is being consistent with the bylaws of USAV.

The Corporation shall have the responsibility to:

- Attain excellence in the sport of volleyball.
- Credential teams, players, administrators, and officials for all region-sanctioned amateur volleyball competitions.
- Promote and develop, through its members, the sport of volleyball.
- Establish standards for the region.
- Conduct region-sanctioned events, tournaments, championships, and other amateur competitions.
- Ensure compliance with USAV, USOC, NFHS and collegiate policies and procedures to maintain recognition as the Regional Volleyball Association for amateur volleyball in the state of Indiana.

### **Goals**

The Corporation shall have the following goals:

- Achieve greater participation in volleyball at all levels and in all areas of the Region
- Improve support services to ensure recognition as the authority and expert for amateur volleyball
- Attain influential positions on all local, regional and national boards and commissions
- Receive consistent recognition of volleyball coaches, officials and athletes as top national and excellent performers
- Develop and maintain a structure which will effectively and efficiently assist in achieving the vision and mission of the Region
- Develop, implement, and maintain a financial plan to achieve the vision and mission of the Region

The Region is committed to and works toward opportunity for all to participate. It is an advocate for anyone endeavoring to assure universal access to opportunities at all levels of the game.

The Region will diligently:

- Work to provide ample opportunity, quality opportunity and equal access for every resident of this diverse nation
- Act to expand opportunity for under-represented groups and aggressively recruit participation from those groups
- Make its daily decisions concerning resources, players, coaches, officials, administrators, and employees on the basis of individual merit and excellence of performance regardless of age, class, ancestry, color, national origin, race, religious creed, disability or handicap, gender, or sexual orientation
- Encourage other amateur volleyball organizations to act in accordance with the foregoing principles.
- Work to assure that our elected and appointed board reflects and fairly represents its constituents and business operations

## **General Membership Information**

### **Benefits of Becoming a Registered Member of the Hoosier Region of USA Volleyball**

USA Volleyball, a non-profit, non-government supported organization, is connected at all levels from the [National Teams](#) to the youngest and oldest age groups in [indoor](#), [beach](#), grass and [Paralympic](#) disciplines for both genders. No other organization is so totally invested in creating volleyball as a lifetime sport from top to bottom.

The Hoosier Region Volleyball Association is an affiliated region of USA Volleyball operating as a non-profit and non-government supported organization. The Hoosier Region shares the goals and philosophies of USAV while focusing on our specific mission to grow and improve the sport of volleyball in the state of Indiana. When you join Hoosier Region a portion of your membership fee is passed on to USA Volleyball to support their programs.

**USA Volleyball is the National Governing Body (NGB)** in the United States for indoor and beach volleyball, the only organization so recognized by the [United States Olympic Committee \(USOC\)](#) and the [Federation Internationale de Volleyball \(FIVB\)](#).

**[College scholarships](#) and Olympic dreams begin with USA Volleyball**, which has 40 member regions, over 400,000 individual members, and 5,000 clubs affiliated nationwide. Membership with a USAV affiliated region provides opportunities for teams from all 50 states to compete for the title of “National Champion.”

Players have the opportunity to play in quality, exciting Hoosier Region and USAV sanctioned competitions – both [indoor](#) and outdoor – that are open only to Hoosier Region/[USAV members](#).

USA Volleyball hosts [National Championship](#) level events for girls’and boys’ youth under age 18, along with elite qualifying tournaments into their gender-specific USA Volleyball Junior National Championships and Beach Nationals.

Hoosier Region and USAV provide extensive safety and security checks in which every adult coach, official, team representative, or club staff member that has contact with youth-level players is required to pass an extensive bi-annual background screening process. **Our combined organizations are committed to the protection of our junior membership. USA Volleyball and their affiliated regions are the ONLY volleyball organizations which require this degree of mandatory background screeni**

We set standards for facilities and are proactive in [teaching safety issues](#) to players, coaches, club directors, officials and event organizers to ensure the safest environment possible.

Our members benefit from having a [comprehensive insurance package](#) provided to them as a no charge benefit of their registration fees.

Opportunities exist for parents to be involved in the Hoosier Region Volleyball Association governance structure and to make positive changes in the sport at the national level. Parents can also become active in the sport as scorekeepers, referees, coaches or even play in their own adult league. We provide [parent outreach programming](#) to better educate the entire family unit on the sport of volleyball and the impact our organization can provide.

USAV sets the standards for [governance](#) and specifies that every region in the country meet specific criteria to remain in good standing. Hoosier Region and USAV meetings – including its Board meetings – are open to the public and member participation is encouraged.

USAV recommends beach and indoor [rules standards](#) for use by every other youth and adult volleyball organization in the United States. USAV has 36 [Affiliate Organizations](#) supporting its mission, all who are eligible to participate in the annual USAV Congress in May.

All Hoosier Region/USAV junior coaches must complete minimum coaching education requirements through the USAV [Coaching Accreditation Program](#) (CAP). A state of the science, annually updated introductory level coaching clinic, called [IMPACT](#), is delivered both locally by the RVAs and in national webinars. USAV has partnered with the National Federation of High Schools (NFHS) and the American Volleyball Coaches Association (AVCA) to offer the next level of training with a [new online course](#).

Individuals within Hoosier Region/USAV have the opportunity to advance their coaching skills through the CAP program with modules taught by highly qualified coaches including members of the National Team coaching staffs.

USAV [CAP](#), [Sports Medicine](#) programs provide cutting-edge teaching methods, information and technology through its relationship with the United States Olympic Committee (USOC) programs and other national federations.

Hoosier Region and USAV develop high-quality referees and scorekeepers who must undergo [certification training](#), creating a pool of regionally and nationally certified court officials.

Both the Hoosier Region and USA Volleyball maintain full time staffs that are dedicated to only the sport and business of volleyball. Please see our web sites for office information, contacts and business hours.

Hoosier Region/USAV members are eligible to try out for and participate on Regional or [All Star Championships](#) teams, including Team USA squads that compete internationally in zonal and World Championship events that are part of the Olympic pipeline.

USAV has an [extensive awards program](#) with categories for athletes, coaches, officials/scorekeepers, junior representatives, sports medicine and national leaders for the sport.

Hoosier Region and USAV re-invest in the sport through financial support for under-represented populations including [Starlings USA](#) economically-disadvantaged clubs, [boys' youth/college men](#), military and a wealth of [disabled programming](#).

A huge amount of free [grassroots sport development](#) material is available on the USA Volleyball Web site, including Best Practices and "How To" instructions designed for [players](#), [club directors](#), [coaches,officials](#) and [parents](#) for all levels.

### **Annual Hoosier Region Sanctioned Playing Season**

The official USAV/Hoosier Region sanctioned season begins September 1 and ends August 31 each year. *The last competition date played at a USAV or USAV region sanctioned event in a given season will constitute the official end of that Hoosier Region club's playing season. (NOTE: Revised by BOD motion 7/30/2010).*

To sanction tournaments for the coming season, we ask that all participants register as early as possible. Each individual player must be a registered member of a club.

### **Team, Club and Individual Rules Applying to All Teams**

When players intend to form a volleyball club in Hoosier Region, each participant and team must be registered members of this region. The region office must be notified a minimum of six (6) days prior to a tourney if they are forming a club and plan to use players from the teams within that club. A team may only belong to one (1) club. There can be an interchange of players between teams of the same club.

A high level/division player can never compete in a lower level of competition, such as F-16 down to F-15.

A lower-level/division player can compete in a higher level of competition, such as F-15 up to F-16. The individual must be on the playing roster for that tournament.

At the junior level, the age and possibly grade-level rules determine where an individual must compete. Junior players can play up in a higher division but can never play down in a lower division.

If there is a written complaint filed and upon a completed investigation it is determined that a tournament director knowingly allowed a higher-level player to compete with a lower-level team in a division lower than that player's known level of competition, that player, the team he/she competed with and the tournament director of that tournament are automatically suspended for (1) one month. Further infractions of the same nature could result in a year or longer ban from sanctioned competition. (Revised HB meeting 8/2/13). We hope that tournament directors and the players themselves will police this to prevent it from happening.

USAV Junior National rule - Once a junior player has participated in a USA/JNC Qualifying Event, they may not participate in another JNC Qualifying or Championship Event with a different club unless a waiver is granted by the region(s) involved and approved by the USA Volleyball Junior Assembly Arbitrator. Once a player has been a part of a team that has qualified for the Junior National Championship, there are special frozen roster rules. Please refer to the **USAV Qualifier Manuals** for those rules. Hoosier Region and USAV Juniors rule - In addition to the above rule, all adults involved with junior registered teams must be aware of and abide by the conditions stated in both the Code of Conduct and the Administrators, Coaches, Team Trainers and Chaperones Code of Ethics.

## Uniform Rules

The [USA Volleyball DCR](#) (Domestic Competition Regulations - our rule book) has the exact description and requirements for uniforms and numbering. If you do not have a copy, it can be viewed on [the USAV website](#) at this link: <http://usavolleyball.org/resources/officials-rules/domestic-competition-regulations>.

Teams intending to compete in sanctioned tournaments in other USAV Regions must be aware of and abide by the uniform rules of that region. Likewise, teams from other regions competing here must abide by Hoosier Region rules. Teams should be aware that teams are not allowed to use the logo or terminology of USA Volleyball or USA Olympics on their sweat suits or uniforms.

See the USA Volleyball DCR for the uniform requirement of the Libero player(s).

## Hoosier Region Age Falsification Policy.

(As adopted and mandated By USA Volleyball and Hoosier Region Board of Directors.)

For all Hoosier Region Volleyball Association (a.k.a. Hoosier Region) sanctioned events, any person who alters any document that certifies the age of a participant, or falsifies any statement which lists the age of a participant, will be sanctioned as follows:

Any team representative, coach, program director or responsible adult found to be party to such action shall:

1. Be immediately suspended from registration with the Hoosier Region of USA Volleyball and barred from further participation in the event; and
2. May be barred from participation in any Hoosier Region events in any capacity, for a minimum of two (2) years; and
3. May have a minimum probation of one additional year, to run consecutively to the suspension.

A junior player who knowingly plays in a lower age classification than he or she is actually eligible for, or an adult player who knowingly plays in a higher age classification than he or she is actually eligible for shall:

1. Be immediately suspended from registration with the Hoosier Region and barred from further participation in the event;
2. May be barred from participation in any Hoosier Region events in any capacity, for a minimum of two (2) years; and
3. May have a minimum probation of one additional year, to run consecutively to the suspension.

When discovered and confirmed during an event and after consultation with the tournament or event director and the parties involved, these penalties shall be the required minimum penalty imposed by tournament or event director. The tournament or event director may recommend a more severe penalty.

The tournament or event director shall file a report of any age violation with the Region's Eligibility Committee with its recommendation. The Eligibility Committee will confer on their recommendation and advise the individual(s) involved of their decision by registered mail, return receipt requested.

If the individual(s) does/do not agree with the decision of the committees, a grievance may be filed using the Region ***due process procedure***, as described in the Policy Area of this handbook.

## **USA Volleyball Age Falsification Policy**

For all USA Volleyball corporate events, any person who alters any document that certifies the age of a participant, or falsifies any statement which lists the age of a participant, will be sanctioned as follows:

Any team representative, coach, program director or responsible adult found to be party to such action shall:

1. Be immediately suspended from registration with USA Volleyball and barred from further participation in the event; and
2. Be barred from participation in any USAV corporate events in any capacity, for a minimum of two (2) years; and
3. Have a minimum probation of one additional year, to run consecutively to the suspension.

A junior player who knowingly plays in a lower age classification than he or she is actually eligible for, or an adult player who knowingly plays in a higher age classification than he or she is actually eligible for shall:

1. Be immediately suspended from registration with USA Volleyball and barred from further participation in the event;
2. Be barred from participation in any USAV corporate events in any capacity, for a minimum of two (2) years; and
3. Have a minimum probation of one additional year, to run consecutively to the suspension.

When discovered and confirmed during an event, these penalties shall be the required minimum penalty imposed by the event arbitrator or the Event Ethics and Eligibility Appeals Committee.

The event arbitrator or the Event Ethics and Eligibility Appeals Committee may recommend a more severe penalty. The event arbitrator or the Event Ethics and Eligibility Appeals Committee shall file a report of any age violation with the Corporation's Ethics and Eligibility Committee and with the registering member organization with its recommendation.

## **Hoosier Region Membership Fees Breakdown**

Approximately fifty percent of the total HR membership registration fees collected is passed on to the USAV National office to help run their organization and pay for our insurance supplied by USA Volleyball. A portion also goes toward expenses for the USA National and Olympic Teams, their training facilities, tours and travel, volleyball mailings and magazine for our members; also, regional, national and international meetings, clinics and general USAV National Office operating expense.

The Region also uses a portion of the membership and team fees to purchase the USAV DCR, printed materials and supplies for the Region office and other divisions within our Region.

The remainder stays in the Region. This subsidizes general operating costs of the entire Region as well as the Region office. It includes such items as, telephone bills, taxes, office equipment purchases and maintenance agreements for various division chairs, high speed internet costs, website maintenance and all mailings. Travel expenses for division chairs and others are also covered when the expense is not paid by another division of the Region or a division of the USAV National structure. Region travel expenses have increased due to some of our Region leadership are now on USAV Junior Assembly National committees and they are required to attend several meetings each season. There are also the Region Board of Directors, adult and junior player division, scheduling and the Adult and Junior Advisory Council

meeting expenses and the Adult Championships and Junior Bid and Regional Events. Each season, the Region may pay a portion of entry fees for Hoosier Region adult teams that play in the USA Central Zone Championships and US Open Championships. The Region may also pay a portion of entry fees for Juniors team that qualify to play in the USA Volleyball National Championships.

We pay the expenses for our Junior Administrative Council meetings that now handle all junior volleyball in the Region. Some activities included under the Junior Council are the editing and revision of various Region policies and expansion of junior volleyball all year long.

Also, referee and scorekeeper clinician clinics, as well as the actual referee and scorekeeper clinics, tourney director scheduling and their respective meeting, printing, and mailing costs are additional expenses.

### **Hoosier Region Different Membership Definitions**

**Participant:** Any individual registered with the Hoosier Region, including administrators, involved in sanctioned volleyball activities.

**Administrator:** A registered individual who does not fall into one of the categories listed below.

**Club:** A group of registered participants all registered under one common name. There may be one or more teams in a club.

**Indoor Team:** A group of players comprised of a minimum of six registered individuals of the same gender with the exception of co-ed teams that participate at the same level of play. There is a limit of 15 players allowed on each Hoosier Region team tournament roster.

**Beach Team:** Any team composed of (doubles, triples, quads, sixes) that plays outdoors on sand or grass.

**Adult Team and Players:** Individuals registered as an adult player with an adult team. Registered junior players may play on adult team.

**Junior Team and Players:** Individuals registered as junior players. The team must consist of all junior members who meet the correct age requirements as posted annually by USA Volleyball. Only girls are allowed to play on girl's teams and only boys are allowed to play on boy's teams.

**Junior Coach:** A registered coach must be at least 18 years of attained age and at least two years older than the age group they are working with. A coach must have completed Safe Sport training and passed a background screening and then completed their IMPACT certification process. Any individual under the age of 18 years of attained age cannot be a head coach nor be working/coaching a group of younger volleyball participants alone.

**Officials:** Must be at least 18 years of age. Must have completed Safe Sport training and passed a background screening

**Chaperone:** A registered adult, other than a coach, who is age 25 or older, who has cleared their USA Volleyball background screening, and who assists a team in any manner.

**Trainer:** A registered individual not classified above but who is involved in active participation with a USA Volleyball/Hoosier Region team or club.

**The Hoosier Region will consider offering one-day and one-event memberships for the present season. Not all other USAV regions accept these limited memberships as acceptable to enter their sanctioned events. Check with the event director or the Hoosier Region office for verification.**

## **Volunteers**

Organizations that utilize volunteers for the conduct of their programs have resources that rarely can be equaled by a comparable staff of employees. Volunteers are the heartbeat of many American sport or recreation programs because their dedication, their enthusiasm, and their budget-saving involvement in tandem enable more programs to reach more participants than could otherwise be possible. Volunteers can be administrative concerns as well. Whether a volunteer must be treated as an employee or

independent contractor is a matter of law to be determined in each situation. However, as representatives of the sponsoring organization for the program being offered, their actions or non-actions can cause problems for which the organization will be held responsible. For that reason, every volunteer should be:

- Trained for the function(s) assigned to them until they can skillfully accomplish those tasks with minimal supervision.
- Oriented as to the policies, rules, and regulations which they must observe and help others observe during the course of their involvement, especially those related to emergency care of the injured and emergency evacuation of the premises.
- Supervised and coordinated as warranted to ensure their proper relationship to others and their tasks during the course of their involvement.
- Required to understand and agree by signature to the terms and conditions of their involvement including, if assigned to duty within any "restricted area" of participants, a waiver-release form required of any participant. Check the region web site at [www.hoovb.com](http://www.hoovb.com) for the appropriate forms.
- Agreeable to being checked for past moving-vehicle violations and accidents if considered for functions that involve the driving of an automobile on organizational business.
- Should be a Hoosier Region registered member of your club, team and/or organization. If they are not a registered member none of our insurance coverage applies to or for that individual. This will also put your insurance coverage in jeopardy.

These expectations are normal and best addressed at the outset of the volunteer's involvement with the organization. Also normal is a system for volunteer feedback to the management of the organization as to concerns and suggestions for improvements in their program and the role of the volunteer.

## **USA Volleyball Guide**

The Guide contains the list of the present corporate and division officers and directors, member organizations of USAV; the USAV National Office staff, their positions and area of responsibility; corporate and other related documents of the organization. The annually revised Guide is available on the [USAV website](#) for downloading, viewing, and printing if desired.

## **Policy on Alcohol at Sanctioned Events**

Hoosier Region of USA Volleyball prohibits the consumption of alcoholic beverages on or near courtside by any participant listed on the roster (e.g., players, coaches, assistant coaches, team representatives, managers, and trainers) during competition and work assignments. Consumption of alcoholic beverages on or near courtside during competition or work assignments will result in disciplinary action such as a warning, deduction of point(s), participant disqualification, game or match forfeiture, team disqualification, or other such sanction.

## **Hoosier Region Member Registration**

Thank you for your interest in joining the Hoosier Region of USA Volleyball. We are looking forward to another great season of fun-filled competition. No matter your level of play or interest, the Hoosier Region has events and programs to match. From young to old, from grass roots to elite national play, the Hoosier Region Volleyball Association has something for you.

All members will register online directly with our member management system of Sports Engine. Go to our website [www.hoovb.com](http://www.hoovb.com) and then to the memberships page for registration.

### **Adult Memberships:**

Please read and accept the *Code of Conduct and Waiver and Release* form. These will be available once you register and can be completed on line.

### **Coaches and Officials Memberships:**

Please read and accept USA Volleyball Acknowledgement of SafeSport and MAAPP, the Code of Conduct and Waiver and Release form. You will be required to pass a background screening and complete a Safe Sport module. These will be available once you register and can be completed on line. (Coaches will also be required to complete Impact training)

### **Junior Players:**

Parents will be required to obtain a Sport Engine Account and once this is completed they will be able to register their daughter / son. This can be completed by going to the [www.hoovb.co](http://www.hoovb.co) and then to the membership page. Your club may also be able to send you the information you need for registration.

### **Background Screening**

Mandatory background screening requirements must be met for all adult individuals intending to participate in any manner with a junior volleyball club.

No other kind or form of background screening is acceptable, according to the rules passed by the Regional Operations Division of USA Volleyball.

### **Code of Ethics**

- Since 2010 the Junior Club Personnel Code of Ethics and the Waiver Release are electronic online forms which include the electronic signature feature.
- It is the duty and requirement of the club director and head coach to make sure the code of ethics is followed by all administrators, coaches, assistant coaches, trainers, chaperones and parents or any other individual taking an active role in junior volleyball programs in the Hoosier Region.
- There must be at least one coach for each junior team in your program. All coaches must have attained the age of 18 and be at least 2 years older than the individuals they are coaching.
- Chaperones are required for the Hoosier Region Junior Championships, Junior Qualifiers and the Junior National Championships. We highly recommend at least one chaperone for each junior volleyball team if you plan overnight stays.

- The chaperone will *not* be a coach and must be a minimum of 25 years of age. If that team is involved in an overnight stay, the chaperone should be the same sex as the participants on the team.

### **Medical History and Release Form**

For junior players - This is an electronic online form that is available for those clubs/team the want to have a completed copy. It is not a requirement.

### **Forms for Internal Use by Junior Teams and Clubs**

**These three USAV forms are to be retained by the club director. Do not send these with your required membership forms. These forms are posted on the Region website in the Jump Serve menu on the home page under “Forms and Documents”.**

- *Chaperone responsibilities form* - Explains the expectations and duties of a registered chaperone.
- *Volunteer consent form* - Explains the expectations and limitations of doing volunteer work.
- *Volunteer waiver and release form* - For volunteers 18 years of age or older. Covers the possible hazards and problems of doing volunteer work and includes a “Medical authorization” section in case of injury.

### **Registration Fees**

All fees are annual. Memberships are required before the issuance of official's license, tryouts, practice, and tournaments and run from date of registration through August 31 each season.

#### **Hoosier Adult – Coach of Juniors:**

- This membership is for adults who will be participating as a Coach or Club Director of a junior club.
- Region Cost \$42 USAV Cost \$23
- Requirements: Background Screening (additional cost of \$14), IMPACT certification, Safe Sport, and Jr Club Code of Ethics.

#### **Hoosier Adult:**

- This membership is for adults who will be participating as club staff, chaperones, or Hoosier Region Board members/staff.
- Region Cost \$42 USAV Cost \$23
- Requirements of: Background Screening (additional cost of \$14) and Safe Sport.

#### **Hoosier Junior Try Out:**

- This membership is for junior players to cover the cost of insurance during tryouts. The entry level membership entitles the player to five different try outs between September 1st and December 31st and is ideal for players new to club volleyball who are unsure if they will be joining a club and/or playing out the entire season. It may be upgraded at a later time (with the full \$15 credit) to the Full Junior 17 and under or Junior 18’s Membership. Should a player decide to join a club, this membership must be upgraded before any practice or play takes place beyond try outs.
- Region Cost \$12 USAV Cost \$3

- Requirements: None

#### **Hoosier Junior Starlings 17 & Under:**

- This reduced priced membership is only available to Starlings participants. The Mission of Starlings Volleyball, USA is to positively impact the lives of at-risk girls through the sport of volleyball. Lowering the cost of membership will hopefully allow more girls to participate in the sport of volleyball.
- Region Cost \$17 USAV Cost \$23
- Requirements: None

#### **Hoosier Junior 18's Starlings:**

- This reduced priced membership is only available to Starlings participants turning 18 during the season. The Mission of Starlings Volleyball, USA is to positively impact the lives of at-risk girls through the sport of volleyball. Lowering the cost of membership will hopefully allow more girls to participate in the sport of volleyball.
- Region Cost \$17 USAV Cost \$23
- Requirements: Safe Sport

#### **Hoosier Junior 17 and Under – Player:**

- This membership is for Junior Players through age 17 playing in all aspects of competition without limitations.
- Girls Region Cost \$32 USAV Cost \$23
- Boys Region Cost \$17 USAV Cost \$23
- Requirements: None

#### **Hoosier Junior 18's – Player:**

- This membership is for Junior Players turning 18 within the season playing in all aspects of competition without limitations. This membership has the.
- Girls Region Cost \$32 USAV Cost \$23
- Boys Region Cost \$17 USAV Cost \$23
- Requirements: Safe Sport

#### **Hoosier 11 & Under Youth:**

- This membership is for Junior Girls and Boys ages 9, 10, and 11 years old. Player is eligible for regionally sanctioned play (indoor/outdoor) and practice only. Individuals in this category are not eligible to play in national level events (Qualifiers, JNC, National High Performance teams/camps, etc.). If a member is participating in a national level activity (except tryouts), the membership would need to be upgraded to a full Hoosier Junior membership.
- Region Cost \$10 USAV Cost \$10
- Requirements: None

#### **Hoosier 8 and Under Youth:**

- This membership is for girls and boys up to and including age 8 involved ONLY in local and regional play. This membership is not valid for any national-level participation and must be upgraded to the full Hoosier Membership in order to participate in any national championship events.
- Cost FREE

- Requirements: None

**Hoosier Adult Official:**

- This membership is for any adult who will be participating as a certified official with the Hoosier Region and USA volleyball.
- Region Cost \$42 USAV Cost \$23
- Requirements: Background Screening (additional cost of \$14) and Safe Sport.

**Hoosier Adult – Player:**

- This membership is for adults who will be participating as a player.
- Region Cost \$27 USAV Cost \$23
- Requirements: None

**Hoosier Event Staff/Trainer:**

- This membership is for adults participating as Staff personal or Trainers for tournament events.
- Region Cost \$12 USAV Cost \$8
- Requirements: Background Screening (additional cost of \$14) and Safe Sport.

**Club/team Code:**

Every team that intends to compete in any Hoosier Region or USA Volleyball tournament must have a 5 digit club code: Example: Hoosier Region All Stars code **HSTAR**, Circle City Volleyball code **CCITY**. This code will be assigned once the club has registered.

Team codes are generated using the following system

The example team number is:

**FJ8CCITY1HO**

- F=Female.
- J=Junior.
- 8=18-and-under age group.
- City=5-character club code
- 1=Rank of team within that age group in the club.
- HO=Hoosier Region

It is the responsibility of the team representative or club director to correctly rank within each age group the teams in your club.

*Important:* Once this code is assigned, it *must* remain as that team code throughout the season, regardless of whether the team name changes during the season, the team personnel changes, or the rank of the team within the age group of the club changes.

If you have any questions on this issue, contact the Hoosier Region office.

**Team and Player Residency Requirements**

An adult team representative may be a resident of Indiana or the Pioneer Region of USA Volleyball. The designated junior club representative must be a resident of Indiana.

## **No Non-Registered Participants**

It has been brought to our attention that more and more Hoosier Region junior volleyball clubs are now based out of either a volleyball or multi-sport facility. We must caution that with the exception of tryouts for Hoosier Region registered teams and players (who must have all the required membership forms completed and fees paid prior to participation by any individual involved), there cannot be tryouts, practices or tournaments that also include any non-registered participants. If an injury or serious accident should occur while this is going on, it will result in the delay and possible denial of payment regarding any and all insurance claims filed through our insurance program.

Hoosier Region registered members must belong to a team before they are allowed to participate in any sanctioned tournament. Categories such as independent, freelance, etc., do not exist and are not allowed to register or compete.

### **Junior Club Commitment**

Once an individual has become a registered member of and competed in a sanctioned tournament for a club, that individual is considered to be on that club for the entire season, even if that club disbands.

The last competition date played at a USAV or USAV region sanctioned event in a given season will constitute the official end of that Hoosier Region club's playing season.

## **Junior Boys Competing with Junior Girls**

This rule is for sanctioned Hoosier Region events. If a team plays out of Region the rule may be different or non-existent.

Boys 10 & under may compete with Girls 10 & over.

Boys 12 & under may compete with Girls 12 & over

Boys 13 & under may compete with Girls 13 & over

Boys 14 & under may compete with Girls 15 & over

If a Boys team has entered a Hoosier Region event, the tournament director shall notify all teams registered in that division that a Boys team will be competing in the tournament.

The tournament director has the right to deny a boy's team if it will affect attendance of girls teams in the division. Boy's teams cannot enter the Hoosier Region Girls Championships or Girls Bid Tournament.

## **Transfer of Already-registered Junior Players**

### **Hoosier Region Registered Player Transfer Request Rule and Procedure.**

After a player has registered with a club and requests to transfer to another club there are certain requirements that must be met. Until all these requirements are completed, the player in question is not to be allowed to participate with a different club in any manner. If the player in question has participated in a sanctioned tournament and a complaint is filed the request for transfer will be denied. In a situation such as this and if the transfer is still requested, then a special exception to this USA Volleyball rule must be made directly with the Chairperson of the USA Volleyball Junior Assembly

The requirements listed below must be sent to the Region Commissioner at [terrysweasy@comcast.net](mailto:terrysweasy@comcast.net)

1. The parent/guardian of the player in question must send a letter or email to the Region Commissioner that a transfer is being requested.

2. The parent/guardian of the player in question is responsible for requesting a letter or email from the original club director that they are in agreement with such a transfer and they release that player. This letter or email must also be sent to the Region Commissioner.
3. The parent/guardian of the player in question is responsible for requesting a letter or email from the director of the club to which they are transferring confirming that the player is accepted. This letter or email must also be sent to the Region Commissioner.

When the Region Commissioner is satisfied that all requirements have been met, the transfer will be made. Electronic notification will be sent to the player and the new club.

**If the region verifies that a player release was granted, be advised that the release does not necessarily allow the player to compete in USAV National Events for juniors.**

### **Junior Recruiting Policy and definition of illegal recruiting**

Hoosier Region definition of illegal recruiting (Motioned and passed at 3/8/13 HR BOD meeting):

1. Making the initial contact with a protected member either verbally or by electronic means with the intention of influencing their Hoosier Region club choice.
2. Making the initial contact with that member's parent, adult guardian, or other acquaintances with the intention of influencing their Hoosier Region club choice.

Definition of a protected member: A current or previous season member of any current USA Volleyball region affiliated club including Hoosier Region clubs.

Those who may not approach protected individuals outside of their own USAV affiliated club for the purpose of illegal recruiting include club directors, coaches, players, chaperones or any club members or their associates asked to do so by the aforementioned individuals. Violators of this rule will be subject to sanction.

NOTE: Individual training sessions may be legally conducted by entities outside a player's current USAV affiliated club provided the initiation of these sessions comes from the player/family side.

Exceptions to this rule (acceptable means of advertising and member contact) include:

The distribution of flyers in mass without direct contact or targeting a specific player or team (as an example, leaving flyers on all vehicles in a public lot).

Mass electronic mail (email) sends without direct contact or targeting a specific player or team.

The posting of flyers or messages on public boards or spaces without direct contact or targeting a specific player or team.

If the initial contact with a USAV affiliated club with the intention of obtaining possible information on that club comes from a registered USAV affiliated member or that member's family then no recruiting violations will be alleged or considered for sanction. We strongly suggest that club staffs document initial contacts with protected members and their families in the event that violations are alleged.

## **AGE WAIVERS**

Age waived players (players allowed to play in an age division in USAV sanctioned play despite them being defined by the annual USAV age definition as ineligible) are not allowed in any USAV national championship junior events\* including the GJNC, BJNC or any national qualifying events for those championships including the Hoosier Region Bid Tournament.

\* The Patriot Division at the GJNC does now allow some age waived participation, see the current year's GJNC event manual to verify details.

Hoosier Region reserves the right at it's discretion to consider age waivers for sanctioned play only within our region and not part of any national USAV event as mentioned above. Also please keep in mind that an age waived player may not be accepted to play in non-national championship USAV sanctioned events in other regions per their region rules.

## **Adult Play Information**

The Hoosier Region does not currently have adult sanctioned tournaments. We do however, encourage and will help with adults wanting to play locally, regionally and at national tournaments. For anyone wanting to run or participate in a sanctioned tournament, please contact the adult player representative of the Hoosier Region Board

## **REGIONAL VOLLEYBALL ASSOCIATION of USA VOLLEYBALL BACKGROUND SCREENING POLICY**

The current USAV/HR background screening policy is posted on our web site at [www.hoovb.com](http://www.hoovb.com).

There is a \$14.00 per person fee for each background screening submitted.

### **PROCESS:**

Every individual required to submit Background Screening must complete the process as they register for membership through their Sports Engine Account.

All information received because of a background check will be strictly confidential. Notice of clearance or disqualification for all applicants will be provided to:

- The designated contact of the RVA that submitted the application.
- USA Volleyball National Office

A notice of automatic disqualification will be sent by email by the RVA's approved Background Screen Vendor along with instructions on how to complete the appeal process. During this process the individual is prohibited from participating in RVA/USAV sanctioned junior events and/or activities.

## **Junior Coaches and Chaperones Tournament Requirements**

There will be at least one coach for each junior team in your program, and we highly recommend one (1) chaperone for each junior volleyball team in your program if you plan overnight stays. Chaperones are required for our Region Junior Championship tournaments, Junior Qualifiers and the Junior National Championships. The chaperone will not be a coach and if overnight stay is involved should be the same sex as the participants on the team and a minimum of 25 years of age.

## **Chaperones Requirements at Junior National Events**

Teams intending to compete in the USAV JNC must be aware of the chaperone rule for this Championship Event. USAV Director of Junior Championship Events has stated that all entries to this championship event must include a registered chaperone or the entry will not be accepted.

## **Junior Officiating Requirements**

The official must be an adult or junior registered individual and is to be the official working the team assigned matches in this position. It is highly suggested that each team have more than one Region-certified official for each position. Certification is required as prescribed by our head official, Jason Marshall.

A coach of the officiating team must be present at the court during all the team's assigned officiating duties (USAV rule). This rule also applies to region-sanctioned junior tournaments where junior officials are used.

The following rule applies to any team intending to compete in the Hoosier Region Junior Bid or Regional Championship tournaments:

It is recommended that each team have at least two Region-certified R2 (second referee) and at least two Region-certified junior scorers. These individuals are the only people allowed to perform those duties when fulfilling their team's officiating obligations at these events. A higher-level official's certification is acceptable.

The Region offers Hoosier Region Junior R2 Certification and Hoosier Region Junior Scorer Certification. These certifications will be for a term of two years unless there are significant rule interpretations or changes that warrant a re-certification. This information will be on the Region website.

Junior officiating requirements for USAV national events will be posted on the USA Volleyball website in the pre-tournament booklets when they become available. It is the responsibility of club and team representatives to familiarize themselves with and abide by those rules.

Certification clinics can be set up through the Hoosier Region Referee and Scorer chairs. Their contact information is on the region website. A minimum of 20 to 25 people in attendance is necessary for a club to host such a clinic. Several clubs can combine to host such a clinic.

## **Education and Accreditation for Coaches**

Every Person Who Intends to be a Junior Volleyball Coach Shall at Minimum Have Completed USAV IMPACT training. This training is free and can be completed on line. The module for this training will be within your membership under your Sports Engine Account.

## **Hosting a Sanctioned Tournament**

Before applying for a tournament sanctioning, you must be a registered USAV/Hoosier Region regular member. When you wish to hold a sanctioned Hoosier Region volleyball tournament you should indicate the date you want, the location of the tourney and the level of the competition. Send that information to Terry Sweasy at [terrrysweasy@comcast.net](mailto:terrrysweasy@comcast.net).

### ***Event Sanctioning and Insurance Coverage Clarification***

1. Events operated by the USA Volleyball (“USAV”) are ***de facto*** sanctioned events and covered by USAV’s insurance policy on the condition that all participants are registered with USAV or a Region of USAV.
3. Events operated by a team or club registered and in good standing with a Region of USAV and upon the approval of the Region are sanctioned events and covered by USAV’s insurance policy on the condition that all participants are registered with USAV or a Region of USAV and that USAV does not withhold approval of the event.
4. Events operated by entities or organizations other than USAV itself, a Region of USAV or a team or club registered with and in good standing with a Region of USAV are considered “third party events”. In order for such third party to obtain a USAV sanction for its event it must:
  - Obtain the approval of BOTH USAV and the USAV Region in which the event takes place, which is not automatically granted even if the other required conditions are met;
  - Ensure that all participants are registered and in good standing with USAV or a Region of USAV;
  - Provide proof (through a valid certificate) of General Liability Insurance in an amount acceptable to USAV provided by an admitted insurance carrier with an A.M. Best rating of A or higher for the entity or organization that is operating the event and naming USAV and the region as an additional insured under the policy.

### **Hoosier Region Sanctioned Event Junior Club Membership Requirement**

Any club that has been granted the privilege to host a Hoosier Region Sanctioned Event must have the majority of their club members fully registered with Hoosier Region at least 30 days before the entry closing date of their first scheduled Sanctioned Event. For the purpose of this rule, the term “the majority of their club members” shall mean at least 80 percent of all the adults and junior individuals that are participating in volleyball in any manner within that club.

### **Penalty**

If the above requirement has not been confirmed by the Region Office by the entry closing date of the first scheduled Sanction Event for that club:

1. The Sanction is automatically withdrawn and is void.
2. All other Sanctioned Events for that season are withdrawn and are void.
3. The club, club director and tournament director of the junior club charged with running that Event are suspended and prohibited from hosting any Hoosier Region Sanctioned Events for one year after the date of the Event where the violation occurred.

Any club or individual that is suspended for cause has the right of appeal as described in the Region Handbook on our website.

### **Tournament Director Rules and Guidelines**

All tournament directors must set their entry deadline date a minimum of 10 days before the scheduled event. No entries should be accepted after that date. Tournament Directors will not accept entry forms without USAV/Hoosier Region membership numbers and the 11-digit club/team code! Entry forms with "applied for", "waiting on numbers" or "will bring numbers along to the tournament" must be returned

at once and not accepted as entries into a tournament. Tournament directors can protect themselves from last-minute team dropouts if all the above is complied with and depositing all entry fee checks at the close of the entry acceptance deadline.

The team (a minimum of six registered players) must be registered seven days prior to the event in which they wish to participate.

Any team wishing to drop out of a tourney they have entered may do so without penalty if they make this decision before the entry deadline and advise the tourney director. If a team wishes to drop after the entry deadline date, no entry refund is required by the tournament director. The tourney director may return the entry fee if it poses no problem for him/her.

**Failure to return the proper sanctioned tournament reports and the proper sanctioning fees within 10 days of the tournament's completion may result in a 30 days suspension for the host from Hoosier Region sanctioned tournament play.**

## **Procedures for Foreign Team Participation in Regionally Sanctioned Tournaments**

In accordance with the USA Volleyball Policy on Foreign National Participation, these procedures are to be followed when foreign teams enter regionally sanctioned tournaments.

**1.** The coach or team rep for each foreign national team must have in his/her possession and make a legible copy available to the tournament director for each fostered member of the team:

- a.** Government-issued photo Identification
- b.** Verification of registration with the team's national volleyball federation.
- c.** A completed copy of the Foreign Team Tournament Registration form, including the USAV Code of Conduct and Waiver and Release of Liability (2 pages).

**2.** Additionally, the coach or team rep of junior-age teams must also have in his/her possession and make a legible copy available to the tournament director for each participant under 18 years of age:

- a.** Copy of birth certificate.
- b.** USA Volleyball's "Consent for Medical Treatment & Release" form signed by the participant's parent or legal guardian.

**3.** Foreign athlete insurance will be provided by USA Volleyball at a cost of \$100 per team for the first tournament and \$10 per person for additions to the original roster for subsequent tournaments during the season.

**a.** A waiver of the foreign athlete insurance fee will be granted to Canadian teams whose members can all provide written proof of 24-hour health coverage valid in the United States.

**1)** Canadian team members must have written proof of coverage in their possession and make a legible copy available to the tournament director.

**b.** Foreign teams must submit \$100, the Team Summary Form and the Foreign Team Tournament Registration Forms for all rostered members of the team prior to participation in the first tournament of the season.

**1)** The foreign team coach or team rep will keep a copy of the summary form and all individual forms.

**2)** The tournament director/region will forward to the National Administrative Office Events Department the insurance payment and original copy of all of the forms.

**c.** Foreign teams entering subsequent tournaments in the same season are required to submit copies of the individual registration forms and proof of payment of the original \$100 team insurance fee.

Additions to the original roster will be charged at \$10 per person. The additional participants must also submit the Foreign Team Tournament Registration Form.

**1)** Verification of payment of the initial team insurance fee by the tournament director/region can be done through the National Administrative Office Events Department.

**2)** The tournament director/region will forward to the National Administrative Office Events Department additional fees and a copy of all of the forms.

4. Pre-tournament: Provide to foreign teams who inquire about entry into your tournaments the following documents in addition to your tournament entry requirements:

- a. Foreign Team Tournament Registration form including the Code of Conduct and Waiver and Release of Liability (needed for each rostered member of the team) – 2 pages.
- b. Summary of Coverage (except for Canadian teams who have been waived from the insurance fee requirement).
- c. For junior-age teams, USA Volleyball's Consent for Medical Treatment and Release Form.

5. Post-tournament: Send to the National Administrative Office Events Department:

- a. \$100 insurance team fees and/or \$10 additional participant fees.
- b. Copies of all individual Foreign Team Tournament Registration Forms including the Code of Conduct and Waiver and Release of Liability (2 pages).
- c. Team Summary Form.

Note: Contact the region office for the required forms before accepting any foreign teams into a Hoosier Region sanctioned event.

## **Officiating**

### **Becoming Certified As a Referee**

To become a certified Hoosier Region/USAV referee, you must:

1. Join the Hoosier Region Volleyball Association.
2. Attend an official's clinic.
3. Be rated on your officiating as both an R1 and R2.

### **On line testing requirements (These test are available on line through the Officials Academy within your Sports Engine account).**

1. New officials should take the 'C' test.
2. Regional or higher officials should take the 'A' test.
3. Provisional officials who want to move up to regional should take the 'A' test.

For more information, contact Jason Marshall, referee chair, by email at [marshalljasonb@gmail.com](mailto:marshalljasonb@gmail.com)

### **Becoming Certified as a Scorer**

#### **Provisional scorer**

To become a certified Hoosier Region/USAV Provisional scorer, you must:

1. Join the Hoosier Region Volleyball Association.
2. Attend a clinic annually covering techniques and procedures of scorekeeping for USA Volleyball.
3. Complete Scorekeeping Test B, corrected to 100%

4.Score one match and submit the score sheet to the Hoosier Region scorer chair.

5.Complete above requirements before the Hoosier Region Juniors Regional Championships.

The following additional rules apply to provisional scorer:

- Provisional certification expires at the end of the current season.
- A Provisional scorer must be certified in this capacity for one year prior to applying for Regional certification.
- A Provisional scorer shall automatically carry a Junior scorer certification.

### **Regional scorer**

To become certified or recertified as a Regional scorer, a candidate must:

1. Join the Hoosier Region Volleyball Association.
2. Attend a clinic annually covering techniques and procedures of scorekeeping for USA Volleyball.
3. Complete Scorekeeping Test A, corrected to 100%.
4. Score two matches and submit the score sheets to the Hoosier Region scorer chair.
5. Complete above requirements before the Hoosier Region Juniors Regional Championships.

### **Special Region Certification for Junior Players**

The Hoosier Region offers a special region certification for junior players. This is a Region certification only; it will be accepted at Hoosier Region events but not at events in other regions. This certification is good for two years.

Below are links to rating sheets for both Junior R2 certification and Junior Scorer.

- [\*\*Junior R2 certification form\*\*](#)
- [\*\*Junior scorer certification form\*\*](#)

We suggest that at least two players from each team in your club be certified. Once the players who are to be certified have received appropriate training, they can take a copy of the rating sheet with them to their next tournament. When it is time for their team to officiate, they can give the rating sheet to the official working that match. That official will then rate them during the match they are working. We will be instructing officials during our region officiating clinics that they are to take the time to rate the junior player.

After the rating has taken place, the official will give the form back to the player. The club director or the coach then needs to send the rating sheet to Terry Sweasy. Please send several at a time. A master list will be kept of all junior players who have been certified.

For this to work, club directors must commit to training players on the proper techniques for R2 officiating and the correct way to keep score.

You can also hire a certified official to come in and train your players. This would be a contract between you and the official. Neither the Hoosier Region nor the referee and scorer chairs will be involved in this process.

Officiating is a part of the game for junior players. Club directors and coaches must ensure that players are committed to doing a good job when they are required to assist in officiating a match.

## **Insurance Area**

### **Extended insurance coverage for USA Volleyball certified officials**

The USA Volleyball insurance program provides protection to USA Volleyball certified officials while officiating "approved or sanctioned" events as part of the regional annual membership fee. USA Volleyball certified officials can protect themselves against claims of negligence by players or spectators and from personal injury resulting from an accident while officiating non-sanctioned USA Volleyball activities for an additional charge. USA Volleyball certified officials subscribing to this extension of insurance coverage can now have excellent insurance coverage for any volleyball officiating activity in which they are involved. Please keep in mind that coverage is afforded for volleyball officiating only and would not extend to basketball, soccer or any other sport. Members of PAVO already have coverage that includes officiating at any volleyball event (excluding back-yard volleyball events and/or bar events).

For an additional **\$6.85**, the General Liability and Excess Medical coverage previously described is provided to RVA members who are USA Volleyball certified officials for all volleyball officiating activities during the current membership year.

To obtain this coverage, mark the proper box on the individual membership application and include the fee when sending in your membership forms.

## **Insurance**

### **Reporting Insurance Claim Incidents**

Tournament directors are responsible for completing and mailing the incident form for the current season. They are also responsible for following all incident reporting procedures, including advising the injured party of appropriate next steps.

All sanctioned tournament directors receive this form in their tournament packet. If an incident occurs, make sure you write down the exact date, time and location where the accident happened. If there is an injury, obtain immediate medical assistance, either an on-site trainer or EMT, or call for medical help at once. Obtain immediate written statements from all persons involved, including the person giving medical treatment, officials, coaches and disinterested witnesses, if any. Get the written Incident Report to the Hoosier Region Office within 48 hours of the incident. If there is a serious incident, telephone or fax the Region office with preliminary data at once and follow up with the required written reports.

### **Occurrence Reporting**

A "claim" is an occurrence that may lead to a request for payment to the injured person for 1) reimbursement of medical bills, lost wages, or other direct out-of-pocket expenses resulting from the injury, and/or 2) the wrong that the insured did to the person by enabling the injury to occur.

A "loss" is the dollar value of a claim, both as payment to the injured person and as expenses in investigating and defending the claim. While the claim is "open" (action on the claim is not concluded), whether a request for payment is received or not, the potential loss is set as a "reserve", a confidential estimate of what the loss will be when the case is closed. Obviously, the goal of the insured is to minimize occurrences through good loss control. The insured's goal should also be to control losses

through good occurrence reporting. Many insureds fear that good reporting will increase premiums because their reserves will be increased. Not so. A high percentage of claims are closed without payment. In addition, if the information received by the insurer's claims experts is evaluated as having no basis for a request, the occurrence is not given the status of a claim but filed as an "incident".

Further, 1) the insurer is more apt to increase premiums if a number of claims are experienced that had not been reported by the insured, 2) a claims manager is more apt to increase a reserve when information about an occurrence is sketchy, and 3) the insured's attorney is more apt to defend well against unwarranted claims if relevant information was provided at the time of the occurrence while observations and memories are fresh. The insured need not be a claims manager or attorney to keep losses minimized. All that is needed is trust in your insurer and a system for:

- Prompt awareness and proper handling of injurious occurrences that are experienced (employees, first aid station);
- Prompt investigation of your own with photos and statements from witnesses to make sure the circumstances are described accurately;
- Prompt correction of any hazardous situation found, and;
- Prompt use of the insurer's preferred procedures and report form to share information.

For example, if the person slipped and fell, it may be due to footwear more than the surface. Accurate documentation is much easier to obtain at the time than later.

### **Incident Handling Guidelines At the Venue**

When a patron at or around the venue goes down with an injury and whether attention is given by an usher, nurse, EMT or other assigned personnel both the injured person and the situation need to be evaluated and stabilized, whether it is until the ambulance arrives and takes over, until the person can be taken to the first aid room for care and observation, or until the person refuses care and/or elects to resume activity without further attention. Regardless of which scenario and which personnel, there are do's and don'ts while attending to the injured person's needs.

Among them are:

- Don't accept or even suggest fault for the incident.
- Don't make any promises about anything.
- Don't make payment or say his/her medical bills will be paid.
- Don't give any information about your insurance coverage.
- Don't recommend any medical facility unless told to do so.
- Don't reflect an attitude of boredom or nuisance or impatience.
- Don't argue or patronizingly agree with any disagreeable statement by the injured person.
- Don't leave the person unattended until transferred to health or security personnel in the pre-authorized manner or released at their own request.
- Don't fail to observe and record any significant circumstance.

- Don't hesitate to correct any hazardous situation (e.g., wet spot) as soon as reasonable after attending to the person.
- Do give respect and appropriate attention to the stricken person.
- Do assist within the local system of obtaining and recording the relevant information about the incident on the Report Form being used for this facility/program.
- Do contact security or other designated personnel so that an investigation and warranted controls/remediation can be launched without unnecessary delay.
- Do ask the person what he/she believes happened and record such in his/her own words if at all possible.
- Do note in the report if observable circumstances differ from, or reflect in any way on, what the person is claiming.
- Do note in the report if the person is noticeably upset or actually complaining about the cause of his/her accident.
- Do give respect to any complaint. If warranted, offer to "check with the insurer" and get back to them "after talking with a knowledgeable person".

## **Policy Area - Hoosier Region and USAV**

### **Operating Code of USA Volleyball**

The USAV Guide contains the Operating Code of our associations. We recommend all members read this section of the USAV Guide. Three very important statements are contained in this code, and we highly recommend our members read at least these three important policies. These are:

- **USA Volleyball Substance Abuse Policy.**
- **USA Volleyball Drug Program.**
- **USA Volleyball Ethics & Eligibility Violations Adjudication Flow Chart.**

As the Hoosier Region is a member of USA Volleyball, which is the National Governing Body of volleyball, the above statements and policies also apply to the participants and membership of the Hoosier Region.

### **Hoosier Region General Operating Code**

Any alleged infraction that could result in disciplinary action against a registered participant of our organization may be initiated by phone contact, email or in writing but must be formally addressed in writing (hard copy) to the Chair of the Registered Members Eligibility Committee. Alleged infractions involving the USAV DCR or Hoosier Region playing rules and rulings of local, state and federal judicial systems will not be addressed.

The following USAV/Hoosier Region policies and online forms contain their own rules of conduct, infractions, disciplinary policies and penalties: the USAV DCR, USAV Participant Code of Conduct, USAV Substance Abuse Policy and the USAV Drug Program.

The Hoosier Region has adopted the Indiana High School Athletic Association (IHSAA) rules and regulations for administrators, coaches and players for our Junior Division. If you are in violation of a rule or policy of either of these associations, you are also in violation of Hoosier Region rules. We will abide by their disciplinary policies and resulting actions.

## **Hoosier Region Violations and Disciplinary Actions**

All major complaints, accusations and allegations, violation(s) and disciplinary action(s) that may involve a suspension or expulsion from membership in Hoosier Region or USA Volleyball must be handled in writing. Minor infractions, violations or disciplinary actions that do not carry a penalty of suspension or expulsion from membership in Hoosier Region or USA Volleyball may be handled by telephone.

1. All major complaints, accusations and allegations, violation(s) and disciplinary action(s) that do not contain their own penalties will be handled by the *Region Eligibility Committee* (see printed Board of Directors list). In addition, other individuals may be asked for interpretations, such as but not limited to a tournament director, the head referee or head scorer for matters pertaining to their area of expertise. This committee will screen the alleged complaint and issue a decision within no more than seven (7) days after the proper receipt of the complaint delivered to the Chair of the Region Eligibility Committee either by electronic mail or U.S. Postal Service delivery. The initial notification of the decision will be made verbally, either in person or by telephone, with hard copy of the decision to follow. Copies of any such letters must also be mailed to the Region Commissioner.
2. If this decision is not acceptable to the individual(s) involved in that specific action, a letter stating the reason(s) for not accepting a disciplinary action, along with a copy of the original allegation(s), must be sent to the Region Commissioner.
3. The Region Commissioner will send copies of the written allegations and refusal statement to the Executive Committee for review of the allegations and a decision will be rendered based on the facts presented.
4. If this decision is still not acceptable to the parties involved, a written reason must be sent to the Region Commissioner at once. The Region Due Process Procedure will then apply and that decision will be final. The Adjudication and Due Process procedures as described in the Hoosier Region Handbook and the USAV Guide are accepted as the working process for the Hoosier Region Executive Committee. Other Adjudication and Due Process rules may have to be used if the above procedure conflicts with Indiana law(s).

## **Physical Abuse, Sexual Abuse and Sexual Harassment**

It is the policy of Hoosier Region Volleyball Association Inc. that there shall be no physical abuse, sexual abuse nor sexual harassment of any participant involved in our sanctioned programs, including, but not necessarily limited to, sanctioned tryouts, practices, camps, clinics and tournaments, by an employee, appointed chairs and coordinators, officials, tournament directors, volunteers or independent contractors. Any such action of this nature will not be tolerated by Hoosier Region and can result in severe sanctions and penalties. Any such action(s) that involve a minor may involve police and legal action by Hoosier Region.

Physical Abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with or intimidation of a participant that intentionally creates a threat of bodily harm or personal injury.

Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a volleyball skill. Permitted physical conduct may include, but is not necessarily limited to, hitting volleyballs at a participant, in a reasonable manner, in a practice mode, demonstrating various volleyball skills, communicating with or directing participants during the course of tryouts, camps, clinics, practice or games, by touching them in a non-threatening, non-sexual manner.

Sexual Abuse of a participant occurs when one individual touches another for the purpose of causing the sexual arousal or gratification of either the person doing the touching or the recipient of such an advance. Neither consent of a participant to the sexual contact, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a sanctioned volleyball event are defenses to a complaint of sexual abuse.

Sexual Harassment of an individual includes among other things, but is not necessarily limited to, verbal, physical or visual harassment. Use of social media for the purpose of sexual harassment may also be construed as actionable.

Although the Federal statutes pertaining to harassment are specifically targeted at "for profit" business organizations, there may be a significant impact on "non-profit" organizations as well. USA Volleyball, its Regional Associations and clubs should take all reasonable and necessary steps to minimize the threat of harassment within the overall Association.

To further our commitment to the safety of our junior members the Hoosier Region supports the United States Olympic Committee (USOC) mandated Safe Sport program adopted by USA Volleyball (USAV) and other NGB's (National Governing Bodies) of sports in the United States. (HR BOD motion 8/28/15). Information on the Safe Sport program may be found on the USAV web site at [usavolleyball.org](http://usavolleyball.org) as well as at [safesport.org](http://safesport.org).

## **Discrimination**

An employer must provide a work environment that is free of discrimination. This means a workplace that is free of harassment, whether it is intentional or unintentional. Employees and applicants for employment must be free of harassment on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age. Harassment in the workplace is illegal, no matter what its form; even innocently intended remarks or uninvited touching may be seen as harassment. The employer may become liable if he/she knows or even should have known of conduct considered harassment and failed to take immediate and appropriate corrective action. This applies not only to employers, but also to labor organizations, employment agencies, apprenticeship programs or any of their agents or supervisors. Employers are required to have a program in place to prevent harassment and discrimination from occurring. Exempted are religious organizations or corporations not organized for private profit.

Harassment includes, among other things, verbal, physical or visual harassment. Sexual harassment includes conditioning a promotion or benefits on sexual favors. Although other provisions of the Fair Employment and Housing Act apply only to employers with five or more employees, the harassment provisions apply to all employers who regularly employ one or more persons.

However, where the employee establishes that the violation was willful, the employer becomes liable for damages and compensatory and punitive damages. Regardless of whether the employee proves intent, the employer will be liable for court costs and reasonable attorney's fees if a violation is proved. If an individual supervisor failed to take action to warn the harassing party and failed to report the incident, the supervisor may be individually liable.

The Federal Equal Employment Opportunity Commission (EEOC) has issued some guidelines that declare sexual harassment to be a form of sex discrimination in violation of Title VII. They are:

- "Unwelcome " conduct. The commission considers "unwelcome" conduct which the victim did not solicit or incite and which the victim regarded as undesirable or offensive. The commission

will look at whether the victim's conduct was consistent with the assertion that the sexual conduct was unwelcome.

- Evaluating evidence of harassment. While not a necessary element of a claim, whether the charging party made a contemporaneous complaint or protest will be looked at carefully by the commission when evaluating evidence of sexual harassment.
- "Hostile" environment. A "reasonable person" standard will be used in determining whether a hostile environment existed and no violation is likely to be found "if the challenged conduct would not substantially affect the work environment of a reasonable person."
- Employer liability. The employer will always be held responsible for acts of "quid pro quo" sexual harassment. In hostile environment cases, the commission will examine carefully whether
- employer has in place an appropriate and effective complaint procedure designed to encourage victims to come forward, and if so, whether the victim used it.
- Remedies. If it finds that the "harassment has been eliminated, all victims made whole and preventive measure instituted," the commission normally will administratively close the charge on the basis the employer took prompt remedial action. Harassment because of sex, race, color, religion or national origin is a violation of the Civil Rights Act of 1964. The EEOC has published guidelines on harassment because of sex, which can be summarized as follows.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- A) Submission to such conduct is made a condition of employment; or
- B) Submission to or rejection of such conduct is used as the basis for employment decisions; or
- C) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

In addition to the publication of a policy outlining corporate non-discrimination policy, employers need to specify the executive to whom complaints of harassment or any other form of discrimination may be directed. If in effect, an employer needs a policy and a mechanism to enforce the policy equitably.

Because the threshold of offense varies between and among individuals, and because avoidance of harassment is so important in the workplace, there needs to be some focus on the issue by supervision and management. Following do's and don'ts for your consideration.

- Do write and distribute a clear statement of the company's position on harassment of employees and visitors to the workplace.
- Do set a good example as a member of management.
- Do take any complaints seriously, even if your initial judgment is that the complaint is trivial or unwarranted
- Do investigate complaints and take corrective action.
- Don't use your management position to request personal favors of any kind.
- Don't wait for a complaint if you personally observe something that is likely to be offensive.

The employer is held strictly liable for harassment of an applicant or employee through the employee's supervisors or agents. The employer also can be held liable for harassment if one employee harasses another employee and if the employer fails to have a policy about the harassment and fails to take corrective action. If the employer, supervisor or agent turns his or her back on the situation, it does not relieve the employer of responsibility or liability. Therefore, the employer, supervisor or agent should take immediate corrective action at the highest level. This could include speaking to the involved employees (complainant, accused and witnesses), and/or taking immediate disciplinary action. It would be wise to establish an ongoing program to eliminate harassment in the workplace.

When an incident occurs involving harassment - sexual, racial or otherwise-the employer should:

- Document the event.
- Treat it confidentially.
- Treat it seriously.
- Have management treat the situation as far up the chain of command as possible.

Incidents involving serious violations that appear to be deliberate or inexcusable may be subject to punitive damages.

## **Region Governance**

### **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 stated in its Articles of Incorporation, and generally may do or perform, or cause to be done or perform any act which the corporation lawfully may do or perform in the furtherance of its is specific and primary purposes as stated in its Articles of Incorporation and By-Laws.

### **Policies of the Board of Directors of Hoosier Region**

The Hoosier Region Board of Directors, (hereinafter "Board"), may adopt policy governing the actions and compensation of Hoosier Region volunteers.

The policies set forth shall pertain only to the operational practices of the "Lay" portion of the corporation known as The Hoosier Region Volleyball Association, Inc. (hereinafter "The Region"). The policies approved by the Board shall apply to all structures and substructures of the Region. The approved policies shall be issued to the membership as guidelines for administration at the local level.

Service as an Officer, Director or Specific Appointed Position shall be considered the highest priority within The Region responsibilities and shall pre-empt participation in all other Region activities and events. Meetings of the Board shall take priority over all other Region events. Responsibilities which are vocational in nature shall be deemed as having a legitimate conflict.

"Attendance" shall be defined as being present at all Board sessions consistent with advance notification. To verify attendance, roll shall be taken each time the Board reconvenes. Inability to conform to this requirement because of vocational conflict and/or personal emergencies shall be referred to the Executive Committee.

The Executive Committee is comprised of the Elected Board members and shall be authorized to review and determine which absences shall be considered "excused" in conformity with approved policy and current practices of the Region and/or if prior non-notification of an absence was justified by extraordinary circumstances.

The following guidelines shall be utilized in determining whether a Director may be removed for non-attendance at Board Meetings:

- 1) Two consecutive absences from meetings without advance notification to the President or Secretary that he/she cannot attend, whether or not a new term of office as a Director is being assumed.
- 2) Three total absences during three consecutive years.

Each candidate for election to the Board shall sign a statement acknowledging awareness of a Director's responsibilities (Policies of the Board) and the USA Volleyball Code of Conduct. The circulation of this statement shall be the responsibility of the Secretary.

Minutes of all the official meetings shall be distributed to all Directors of the Board within 75 days.

### **Terminology/Definitions Regarding Financial Items**

The positions of President/Commissioner, Treasurer and Registrar are the only paid positions in the Hoosier Region. This was established by the Board of Directors at the April 1992 , April 1993 and October 2010 meetings.

The Region shall not compensate other officers, directors, delegates or other members of structures or substructures for performance of duties directly related to their position(s) within the Region beyond documented expenses consistent with its fiscal policies. The exceptions are the President/Commissioner, Treasurer and Registrar.

All of the above-named may receive honoraria or other compensation for assignments not related, nor in conflict with their position(s) as an officer, director, delegate or member of a structure or substructure consistent with the current approved fiscal policies of the Hoosier Region. Furthermore, these responsibilities shall not be self-designated.

Wages: By definition are not available to "Lay" personnel.

Contract labor: Monetary compensation, in unit measure, for specified services. The individual shall not be considered an employee of the Region, and the individual is responsible for tax withholding and FICA payments.

Honoraria: Lump sum compensation, which may possibly be paid in installments, for specific service(s) rendered. The individual would not be considered an employee of the Region, and the individual is responsible for tax withholding and FICA payments.

Expense reimbursement: Direct compensation of actual expenses incurred, based on the submittal of required documentation in keeping with adopted fiscal procedures. Expense reports will not be honored if sent in more than 60 days after the event for which an expense payment is being requested. Any Region issued check that has not been cashed in 60 days will be voided and not re-issued.

These remunerations shall be related to an approved budget item or specifically approved by the appropriate authority. Expense reimbursement is not subject to tax withholding or FICA deductions.

## **Approval of budgeted, Unbudgeted Compensation and Expense Reimbursement**

All compensation not supported by the current budget may be approved by the following schedule:

A) The Executive Committee/Board shall have sole authority in budgeting the annual compensation of any paid position as defined in the Articles of Incorporation and/or Bylaws.

B.) The Commissioner/ President shall have a contingency fund of up to \$5,000 (five thousand dollars), with the approval of the Executive Committee of the Board of Directors, and may use sole discretion to recommend an expenditure up to \$1,000 (one thousand dollars) per request. The Executive Committee shall be required to approve all amounts more than those which the President may approve, and shall not exceed the authority granted by the Board.

## **Board of Directors – Membership Requirements**

Membership on the Board of Directors shall be open to adult registered members who are interested in furthering the purposes of this corporation as expressed in the Hoosier Region Statement of Purpose. Officers of the Board of Directors shall be appointed by the Commissioner/President and voted on by the current board. elected by a majority vote of the then existing Board of Directors at the Annual Meeting of the Corporation or any special meeting called for that purpose. Officers are elected to the Board of Directors for a term of four (4) years. Any Director may be removed from the Board by a two-thirds vote of the Directors present and voting at any special or annual meeting.

## **Meetings**

The Board of Directors will meet twice a year preferably in the fall and spring. The Commissioner/President will have the discretion of calling meetings as deemed necessary to conduct business. These meeting can be conducted on line or in person.

## **Organizational Structure**

Standing Committee: The Region Eligibility Committee is a committee legislated by this Handbook and continually operates from year to year as authorized by this document.

Ad Hoc Committees: These committees shall be formed for specific purposes, targeted to a mission and with specific timelines designated. These committees shall be terminated upon completion of their assignment. Should it become evident that the ultimate mission of the committee is more substantive and long-term than originally commissioned, the committee status shall be reassessed and upgraded to either a Special Committee or Standing Committee. An Ad Hoc Committee shall automatically be terminated with a change of administration unless specifically exempt by vote of the Board of Directors.

Committee membership: All special and standing committees shall be composed of persons registered as regular members of the Hoosier Region. Committees shall number no more than five, including the chairperson, unless mandated by the Region governing documents, the Board of Directors, USAV or United States Olympic Committee requirements or appropriate special interest representation.

Expenses for committees: Expense for committee reimbursement is subject to the currently approved budget and only if funds are available. Preparation and monitoring of these budget items shall be assigned to the appropriate authority (the Treasurer) as defined by the Handbook of Hoosier Region. In absence of such designation, the authority shall be designated by the President.

## **Article VII (non-profit Domestic Corporation) Articles of Incorporation**

All the property of this corporation and accumulations thereof shall be held and administered exclusively to effectuate the purposes set forth herein. In the event of dissolution, all assets, real and personal, shall be distributed to such other organizations as are qualified as tax exempt under Section 501(c)(3) of the 1954 Internal Revenue Code as amended, or the corresponding future United States Internal Revenue Law.

### **Adult Advisory Council**

The Adult Advisory Council (AAC) will be made of the registered adult members in attendance at a Region Board meeting. Those individuals may establish and suggest adult policies to be implemented for that volleyball division. The Executive Committee (EC) will generally accept the decisions made by the AAC as long as they adhere to the general operational principles of the Region and do not adversely affect another division of Hoosier Region or the rules, regulations and policies of USA Volleyball. The EC retains the right to amend or refuse any change that is improperly worded or could possibly cause a problem in our operations.

### **Hoosier Region Board Members, Associates and Terminology**

Membership of the board of directors: Membership on the Board of Directors shall be open to all legally registered members of the Region. Members of the Board of Directors shall be elected by a majority vote of the then-existing Board of Directors at the Annual Meeting of the Corporation or any special meeting called for that purpose. The new Board of Directors, after being elected in the spring meetings, will take office, and assume duties as of the fall meetings of an election year

The Board of Directors shall consist of fourteen (14) positions: Commissioner/ President, Vice President, Treasure, Register, Secretary, Junior Coordinator, Beach Representative, Region Junior Boys Coordinator and Representative, Referee Chair, Scorekeeping Chair/Officials Chair, Inner City / Grass Roots Divisions Representative, Large Club Representative, Small Club Representative: Adult Male / Adult Female Representative.

- **President:** The individual either elected or appointed to the position and shall be a director of this corporation. The individual is the principal executive office of the corporation and, subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of this corporation. He/she shall, when present, preside over all meetings of the Board. The individual shall appoint the chair of all standing and special committees from the then members of the Board or other interested individuals. The Corporate President is also the Region Commissioner as voted upon and approved by the Executive Committee.
- **Treasurer:** The individual either elected or appointed to the position and shall be a director of this corporation. The Treasurer shall: Have charge, custody and be responsible for all funds and securities of the corporation and in general perform all duties incident to the office of Treasurer and perform other such duties as from time to time may be assigned by the President or the Board.
- **Commissioner (a.k.a. the Executive Director):** General supervision of services of the Region. File all local, state and Federal legal forms and taxes. File necessary reports (membership, tournaments, financial, etc.,) as required by the USAV National Office. Attend all local, regional and national meetings as requested, or required, by USA Volleyball.

- Vice President: The individual either elected or appointed to the position and shall be a director of this corporation. In the absence of the President or in the event of his death, inability or refusal to act, the Vice-President shall perform all duties of the President. The Vice-President shall perform other such duties as from time to time may be assigned by the President or the Board.
- Secretary: The individual either elected or appointed to the position and shall be a director of this corporation. The Secretary shall: Keep the minutes of all Board meetings, special meetings, see that notices are issued as provided by the By-laws or as required by law, be custodian of the corporate records. In general perform all duties incident to the office of Secretary and perform other such duties as from time to time may be assigned by the President or the Board.
- Registrar: The individual either elected or appointed to the position and shall be a director of this corporation. The Registrar shall: Be responsible for registering individual participants as members in the USAV/Hoosier Region using the materials and guidelines established by USAV. The individual shall have full authority to accept or reject membership applications. Shall be responsible for establishing procedures for the registering of individuals, issuance of membership numbers and cards and perform other such duties as from time to time may be assigned by the President or the Board.
- Player representative(s): These individuals (1 male and 1 female), either elected or appointed, shall come from the highest level of competition within the Region, having played within the last ten years. They will have the responsibility of replying to questions regarding volleyball competition, levels of competition, membership and general Region policy information. These two individuals are also the Hoosier Region representatives to the USAV Player Representative Committee. They will respond in a timely manner to any communications received from that division of USA Volleyball.
- Large and Small Club Reps: The head of each of these division would be an individual either elected or appointed and shall be overseen by the junior rep. Each division rep should preside over a subcommittee that will determine things in quarterly meetings that are relevant to their division. These quarterly meetings will discuss rule changes, issues at hand, and brainstorm ideas that will help these divisions contribute to the growth of the region as a whole. These members will need to be able to separate what is best for the individual to what is best for volleyball within the region.
- Director at large: These individuals shall be directors of this corporation.

Non-voting Associate Board of Directors: These individuals are appointed by the President to fulfill a specific duty and/or position of authority.

- Director: The individual either elected or appointed by the President and approved by the Board of Directors to supervise and administer a major Division of the Region.
- Committee chair: The individual appointed by the President and approved by the Board of Directors to supervise and administer a major Division of the Region.
- Associate appointed player representatives: These individuals are appointed by the region board, one per adult level of play (A, BB, B, etc.) and division (men's and women's). They will have the responsibility of replying to questions regarding volleyball competition, levels of competition, membership and general region policy information. They will respond in a timely manner to any communications received from their respective divisions within the Hoosier

Region. (Note: The associate appointed player representative positions are separate from the two elected player representative positions on the region board.)

### **Terminology:**

- Quorum: By a motion passed at the July 31, 2011 BOD meeting the presence of the majority of sitting members of the Board of Directors shall constitute a legal meeting. A majority vote of directors present shall constitute a quorum for the transaction of business. No Director may vote by proxy.

### **Recommendations for Travel-related Reimbursements**

Reimbursable expenses shall be allowed for specific individuals as approved by the Board of Directors.

The expenses of the President/Commissioner, or an individual appointed to replace that individual, will be paid to attend local, state, regional and national meetings that specifically relate to volleyball and/or the operations of the Region, as passed by the Board of Directors in September 1982.

The expenses of a specific committee or division, director or chair of a division, or other approved expense that is directly related approved Region volleyball activities, shall be submitted to the Treasurer for reimbursement or denial of payment.

Travel expenses shall be reimbursed under the following conditions:

**Auto Mileage:** Be reimbursed for actual mileage to and from a Region volleyball activity as approved by the Commissioner. Reimbursement will not be higher than the then existing IRS approved maximum allowed rate. Toll fees, parking fees and such related expenses should be submitted to the Treasurer for possible reimbursement.

**Food and Lodging:** Only for approved reimbursable volleyball activities as determined by the Commissioner. It is highly suggested that prior approval of hotel/motel expenses be checked with the Region office. Food shall be reimbursed as based on the following guidelines: Breakfast \$25, lunch \$40, dinner \$75. Receipts may be requested.

### **Hoosier Region guidelines on ethical conduct and conflict of interest**

These are the Hoosier Region guidelines on ethical conduct and conflict of interest for elected individuals, directors and employed and volunteer staff.

### **Terms and definitions**

**Director:** Is one who serves on the Hoosier Region Board of Directors, either being elected or appointed.

**Employed Staff:** Are those individuals whom the Region has hired in a paid position, whether full or part-time, regardless of salary, capacity or job description. The person responsible for the daily operation of the Region is the Commissioner, a.k.a. the Executive Director. This person is not a member of the Board of Directors.

**Volunteer-Appointed Individuals:** Are those individuals appointed to a specific position by the Board or the Commissioner, to serve the Region, whose duties are performed without compensation, monetary or otherwise.

## Degrees of conflict

A direct or immediate conflict is one that arises when a person can directly influence their gain, financial or otherwise, from any volleyball activity within the jurisdiction of the Region, by their presence in a position of authority within the Region, either a Board member, paid or volunteer staff. Such position must have direct or immediate influence on said activity. Examples of this include, but are not limited to the following:

- \* A club director, engaged in the sponsorship of a Region sanctioned tournament, whose club makes a profit from such sponsorship, also engaged in a position of direct control on tournament scheduling or facility recruitment, e.g., a Region Tournament Coordinator. Such control is not limited to immediate line(s) of responsibility; i.e. the Commissioner who is also a club director as above is in conflict.
- \* An individual, corporation or other entity, involved and benefiting from a contract with the Region for goods or services, who is also in a position of power regarding the contracting for such goods or services (e.g. the Facilities Chair, Tournament Coordinator, Awards Chair, etc.).

A potential or indirect conflict occurs when a person performs, or has Region authorized responsibility for, more than one area of concern, and those areas overlap in terms of authority, responsibility or duty. Also, such conflict occurs as a direct conflict above, except that the influence is an indirect manner, rather than a direct manner. Such conflict could occur during execution of those duties, and may include either (or any of) Board, paid or volunteer staff duties. Examples of potential or indirect conflict include, but are not limited to the following:

- \* A Director, who is also a staff member, either paid or volunteer. The potential for conflict is lesser, but not eliminated, if the staff member is a volunteer.
- \* A Director, who is also a member of an entity (e.g. a club, business, etc.,) that may indirectly benefit from that Director's influence on Region policies and procedures. Such conflict is not to be considered valid on individual Region registered players as such (i.e. a player may also be a Director) but becomes valid if that player also has a position of authority for a recognizable entity (e.g. a club director, facility contractor, etc.).

### Actions to be taken by the Board to remedy conflicts

For cases of direct or immediate conflict, the Board shall not entertain any appeal or cast binding votes regarding such conflict. Such conflict is to be regarded as an inviolate breach of these guidelines, and under no circumstances is to be overridden, appealed, or otherwise challenged. No Director or staff member, regardless of compensation, shall engage in behavior, which results in direct or immediate conflict of interest. If such person's behavior is discovered to have caused direct or immediate conflict, that person shall be immediately removed from any and all positions of authority within the Region. If a Director, that person will be removed from the Board for the remainder of their term of office; if a staff member, that person will be immediately discharged by the Board. The person shall become barred from becoming a Director or staff member for a period of time that the Board determines fair and just to all parties involved, but not less than one calendar year from the date of the discovery of conflict. The Board may also direct the Commissioner to pursue other deterrents, such as (but not limited to) USA Volleyball and/or Hoosier Region membership restrictions, including expulsion.

For cases of potential or indirect conflict, the Board shall review the circumstances of the conflict at the next possibility, e.g. the first Board meeting immediately following the discovery of conflict. If the Board finds sufficient grounds for conflict, the conflict shall not be allowed, and the person removed from any and all positions of authority within the Region that cause or compound such conflict. However, the

Board may allow the conflict to occur, by a 2/3-majority vote of the Directors present. If a Director is involved in the conflict, that Director shall not participate in such vote. Example, with a board of nine (9) Directors, therefore, five (5) or more Directors must vote to allow the conflict; otherwise, the conflict shall not be allowed. This policy is written bearing in mind that many people within the Hoosier Region have multiple areas of expertise. Where potential conflict may arise, the Board, at their discretion, may provide for such cases by this extraordinary means, as long as general and widespread interest of the groups affected by the conflict is best served by allowing the potential conflict within the Region administration.

### **Simple examples**

\* A Director is under consideration for a paid staff position. This would be a potential conflict. In effect, the person would have indirect authority over themselves, since the Board authorizes moneys to be paid for the staff responsibility. If the Commissioner is convinced that the person is the best possible candidate for the position, the Board may allow funding for the position only by a 2/3 majority vote, as described in section 3. Failing that vote, the Board would direct the Commissioner to select another candidate, or withdraw the funding for that position.

a) A Director is under consideration for a volunteer staff position. This would be considered a potential conflict, similar to the case above. The lack of compensation is a mitigating, but not completely eliminating factor.

b) A Director is also a club director, i.e. one who has financial, operational, or otherwise controlling responsibility for a volleyball club, regardless of division. This would be a potential conflict, and situations could easily arise where it would be a direct conflict. A club director should probably refrain from ever becoming a Director.

c) A Director is also a team representative. This could, in certain situations, become a potential conflict. However, since operations are controlled by the Commissioner and not the Board, such conflicts should be rare.

d) A Director is also a player. This is not a conflict. Directors should be encouraged to become or remain registered players. This provides superior perspective.

e) A staff member employed or volunteer, is also a club director. If that staff member is in a position to influence or otherwise control operations affecting that club, it is a direct conflict. Club directors are encouraged to handoff club responsibilities while serving as a staff member.

f) Staff members (as opposed to Directors) are in situations as in d) and e) above. The same guidelines apply.

### **Hoosier Region Documents Available**

The following Hoosier Region internal reports are available to our registered members upon written request to the office of the Treasurer: Board of Director and Open Meeting Minutes, includes Treasurer's Financial Report- please specify year of meeting. The Region 990 Federal Tax form/report is posted online at the Guide Star website at [www.GuideStar.org](http://www.GuideStar.org) **Due Process Procedure**

The following Due Process for Disciplinary Action is in effect regarding suspension of participants in any Hoosier Region Volleyball Association, Inc. (Hoosier Region) of USA Volleyball (USAV) volleyball activities. This applies to all volleyball-related activities not covered by the USA Volleyball DCR. The DCR contains its own rules, procedures and penalties for infractions of the published volleyball playing and participation rules for all participants.

The Code of Conduct as published by USAV and the Hoosier Region is an online form that all participants must sign electronically before becoming members of our association. It contains its own Due Process procedure as established by USAV.

The USAV/Hoosier Region Policies and Sanctions for Substance Abuse, as published in the Annual USAV Guide and other publications, also contains its own rules and the Due Process as established by that association.

The Code of Ethics online form is a required part of the online registration process and must be read and signed electronically by every individual who intends to become involved in Hoosier Region junior volleyball activities.

When you become a registered member of the Hoosier Region, you are required to read and electronically sign the Individual Membership Application, the Waiver and Release of Liability and the Participant Code of Conduct forms. A copy of the Code of Conduct is included with each application and is to be retained by the person(s) signing said forms. In doing so, you admit to having read and understood what is stated. If the individual is a minor at the time of reading and signing the forms (under the age of 18 at the time of registration), the parent/guardian must also have read and electronically signed the forms.

To the extent that USA Volleyball Due Process procedures are inapplicable to a given matter, the following Due Process procedures shall apply:

1. The participant will be given sufficient written notice specifying the violation or violations and the proposed penalty suspension period.
2. The participant will be given a reasonable time period between receipt of the notice of violation and the appellate hearing (reference appeals process in the Region Handbook and Operating Code of USAV/Hoosier Region) within which to prepare a defense.
3. The participant shall have the opportunity to be assisted in the presentation of his/her case at the hearing, including the involvement of legal counsel, if desired and arranged for by the participant.
4. The hearing shall be structured in such a way that the judging body has an opportunity to be presented with both sides of the controversy. The hearing shall include direct testimony, written or verbal, by those directly involved. The participant will be given the opportunity to cross-examine or rebut the testimony of all witnesses. Both parties will be given a list of all witnesses/testifiers and will have the opportunity to examine and cross-examine their statements.
5. The participant may be given a verbal committee decision. He/she will also be provided with a written decision by certified mail, within a reasonable amount of time, specifying the reasons for the decision, which shall be based solely on the information presented at the hearing. The participant will also be notified of the appeals procedure in writing.
6. If, in the judgment of responsible Hoosier Region/USAV authorities, a substance abuse or behavioral violation occurs which warrants immediate revocation of participatory rights, such revocation will occur and be communicated to the individual verbally by the proper Region authority, and also in writing by certified mail. Such communication will contain a statement of the alleged incident and the proposed subsequent suspension period. The Tournament Director, the Officials Chair(s), Tournament Protest Committee, or other person(s) in authority at the site of an implied improper action, must file a written report of any incident that could result in Hoosier Region Disciplinary Action, no matter how inconsequential it may seem at the time of the incident. This must be sent to the Regional

Commissioner, the individual involved in the incident, and to all members of the Hoosier Region Registered Member Eligibility Committee within five (5) working days from the time of the occurrence and by registered/certified mail. The notification will contain the date, time and details of the incident resulting in the proposed disciplinary action, including the reason for the disciplinary action and proposed time of suspension. It will include names, addresses and telephone numbers of the involved participants, tournament authorities and witnesses to this specific incident.

Within five (5) working days of the receipt of this notice, the Regional Commissioner, or his appointee, shall notify the participant named in the proposed complaint of improper action, the person(s) filing the complaint and witnesses, of the proposed date, time and location for a hearing regarding further disciplinary action against the individual(s).

Within five (5) days after the receipt of the registered mail written notice from the Regional Commissioner, or his representative, the participant named in the complaint will notify the Commissioners' office by registered mail, of his/her:

- a. Acceptance of the proposed disciplinary action and proposed suspension of volleyball activities.
- b. Rebuttal of facts of the incident and therefore request for a hearing.
- c. Hearing requested but date not acceptable due to the following reason(s):

(Please list reason(s))

- 1.
- 2.

- d. Request for new date, time and/or location of proposed delayed hearing