

**2021 - 2022**

**RVAA**

**ADMINISTRATIVE MANUAL**

Revised through the May-2021 Meeting

## **MISSION STATEMENT**

*Promote collaboration between regions to foster relationships and ensure best practices so that region administrations can better service our current and potential members.*

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**USAV – USA Volleyball**  
**RVAA – Regional Volleyball Association Assembly**  
**RVA – Regional Volleyball Association**

**Article I. NEW COMMISSIONER INFORMATION**

1. There will be an Orientation Meeting for new Commissioners at each RVAA Meeting. At this orientation meeting, the new Commissioner will receive information about operation of the RVAA and USA Volleyball.
2. The new Commissioner should obtain the following documents which are available online.
  - a. Current RVAA Administrative Manual
  - b. Past year's RVAA meeting minutes.
  - c. Copies of Membership Reports.
3. List of things the NEW COMMISSIONER should request from the OUTGOING COMMISSIONER includes:
  - a. Past minutes of RVA Board meetings.
  - b. Copy of RVA's current Bylaws and Incorporation papers.
  - c. RVA's bank statements, financial reports, and tax forms, including a list of all RVA assets.
  - d. RVA's money and budgets - past and present.
  - e. RVA's latest Handbook.
  - f. RVA's Due Process Procedures.
  - g. RVA's Office Equipment and Supplies used by Outgoing Commissioner.
  - h. RVA login credentials for all sites and accounts.
  - i. Existing vendor contracts and contact list.
4. HINTS FOR NEW COMMISSIONERS
  - a. Correspondence with the USA Volleyball Administrative Office and your RVA Board members is vital.
  - b. When correspondence is received, read it, act upon it immediately, or pass it on to the appropriate person for action, then file it.
  - c. Convene a meeting of your new RVA Board members as soon as possible.
  - d. When problems arise, handle them immediately and tactfully. Whenever possible, include your RVA Board of Directors in decision making.
  - e. Notify the RVAA Chair of any serious concerns, complaints, irregularities, etc. (The RVAA Chair is your best advocate in difficult situations).
  - f. Service on RVAA Committees is strongly encouraged.
  - g. DIRECTORS and OFFICERS (D and O) INSURANCE. Required by the RVAA if not provided by USA Volleyball.
  - h. Cyber insurance is encouraged to be purchased by the RVA.

## **Article II. RUNNING A REGIONAL VOLLEYBALL ASSOCIATION SUGGESTED GUIDELINES**

1. **RVA MEETINGS.** The suggested guideline is a minimum of one (1) General Membership meeting and three (3) Board of Directors' meetings each year.
2. **RVA Election Process:** Should be defined in each individual RVA(s) Bylaws.
3. **TRANSFER POLICY.** Under certain circumstances, Regional Commissioners may approve a member transfer, if permitted by their RVA policy.
4. **COMPENSATION FOR RVA PERSONNEL.** Do what your RVA requires and allows. Size and organizational structure is important. It is normal practice in most regions to pay people in accordance with the expertise they bring to a given task (clinicians, referees, scorers, tournament directors, webmaster, etc.)
5. **REIMBURSEMENT FOR RVA TRAVEL.** It is normal for RVA(s) to pay 100% of airfare and hotel for the days required for region representation. The reimbursement for food expense varies from region to region. Some form of reimbursement is normally paid.
6. **COMMISSIONER'S BUDGET.** Should be approved by the RVA's Board of Directors with a general guideline to underwrite the cost of materials, phone, and travel expenses to necessary meetings.
7. **MAINTAIN CONTACT** with your membership during the season.
8. **COMMISSIONERS WILL** coordinate the activities of the RVA and its responsibilities to USA Volleyball.
9. **COMMISSIONER'S RESOURCES.** RVAA, RVAA Administrative Manual, USA Volleyball website, RVAA Chair and Associate Chair, Zonal Chairs, Regional Commissioners, Region Handbook, National RVA website.
10. **SPONSORSHIP** each region has the authority to enter into sponsorship agreements with vendors without regard to conflict with USAV National Sponsorships.
11. **PLAYER RATINGS** will be left up to each RVA.
12. **RVA(s)** shall establish guidelines for the certification of referees and scorers.

## **Article III. RVAA DUE PROCESS REVIEW PROCEDURE**

1. The RVAA review of complaints about RVA disciplinary or procedural matters shall be limited to a determination of whether the relevant RVA supplied due process to the complaining individual or group.
2. Complaints from individual members of RVA(s) shall be referred to the RVAA Chair in written form. The RVAA Chair must assign the complaint to the RVAA Associate Chair if the RVAA Chair has any sort of conflict of interest, or even the appearance of such conflict. If the RVAA Associate Chair has a conflict, an objective member of the RVAA Administrative Council may be appointed by the RVAA Chair to deal with the complaint.
3. The RVAA Chair should immediately notify the relevant Commissioner about the complaint. The RVAA Chair can request documentation from the involved region regarding all due process actions that have taken place. If the complaining party has not exhausted all levels of appeal within the RVA, the party will be referred back to the RVA for exercise of such appeal process. The RVAA Chair shall review all written complaints that have exhausted due process at the Region level and refer them to the RVAA Ethics and Eligibility Committee.

4. The RVAA Ethics and Eligibility members shall review the documents submitted on appeal. The Committee may collect additional information. If a decision is made to collect additional information, the Committee may assign this task to one more of its objective members. Unless the situation is critical in the opinion of the Committee Chair, review shall take place at the next semiannual meeting of the RVAA. If the situation is critical or time sensitive, review shall take place by mail, email or conference call as soon as possible after submission of the appeal and after collection of any additional information. A simple majority of the total voting Committee members shall constitute a quorum and a majority vote of the quorum shall control. The review shall be limited to whether the RVA provided the complaining party with due process. The Committee shall issue a decision listing the relevant facts and its opinion whether due process was provided to the person filing the complaint. The committee may return the appeal to the region for further evaluation. The decision shall state that final appeal, if any, shall be to the USAV Ethics and Eligibility Committee in accordance with its procedures.
5. Points for Review at All Levels:
  - a. Did the complaining party have an opportunity to present their case at the RVA level?
  - b. Was the initial review of the case by an objective group or individual, and was the review process fair?
  - c. Did the losing party have a fair opportunity to appeal within the RVA?
  - d. Was the RVA-level review of the appeal by an overall objective group or individual?
  - e. Did the RVA act in a timely manner?
6. All RVA(s) / USAV will honor sanctions up to and including suspensions of memberships / registrations imposed against individuals / teams / clubs by other RVA(s) for the full term of the sanction, so long as due process was provided.
7. ADMINISTRATIVE STRUCTURE AND GOVERNANCE
  - a. The RVAA operates as authorized by the USA Volleyball Bylaws and Operating Code and under general supervision of the USA Volleyball Board of Directors. The RVAA may request and be granted such operating funds as deemed necessary and available, and as appropriated by the USA Volleyball Board of Directors for RVA programs and activities on an annual basis.
  - b. The RVAA shall be comprised of one principal representative from each RVA that has official membership within that RVA and USA Volleyball, who shall serve as the voting member of the RVAA. Each RVA shall have a principal representative recognized by that region. This representative may be elected or appointed in accordance with the Operating Code of each RVA.
    - i. The RVAA shall have final authority by majority vote over matters that come before the Assembly.

- c. The RVAA ADMINISTRATIVE COUNCIL shall be comprised of the RVAA Chair, the RVAA Associate Chair, the four (4) Zonal Chairs who shall be elected by the RVA(s) of each Zone, and the USAV RVAA BOD representatives who have votes, and other voice-only individuals as appointed by the RVAA Chair.
  - i. The RVAA Administrative Council shall review agenda items.
  - ii. The RVAA Administrative Council shall review the budget.
  - iii. The RVAA Administrative Council shall determine the final course of action against alleged non-compliance by a region (Article IV.5.d).
  - iv. The RVAA ADMINISTRATIVE COUNCIL shall assist the RVAA Chair in making decisions between RVAA meetings.

#### **Article IV      REQUIRMENTS FOR A REGION FROM USAV BYLAWS**

1. Regional Volleyball Associations of USA Volleyball (RVA(s)): Not-for-profit regional volleyball organizations approved by the Corporation and doing business in association with the Corporation in a defined geographical area or territory of the United States. (USAV BYLAWS).
  - a. Identify its current principal representative to the Corporation.
  - b. Has both male and female leadership, as volunteers and / or paid staff, available to perform functions as player representatives and directors for programs and activities.
  - c. Select, over appropriate terms, its Board of Directors and Officers in a manner consistent with the laws of the state of incorporation, and unless otherwise indicated by law or necessity, in a “democratic” manner, meaning elected versus appointed.
  - d. Is incorporated under the laws of the state (or if a multi-state organization, under the laws of one of the states) in which it is located, as a 501 C 3 not-for-profit corporation. Upon dissolution or termination of recognition, with just cause, as a RVA by the Corporation, all assets shall inure to the benefit of the Corporation for use in the same geographical area of the RVA for the development of volleyball activity.
  - e. Provide the Corporation with a current copy of its Articles of Incorporation, IRS tax-exempt determination letter and EIN number and its Bylaws and include an “Amended as of ...” date on all its corporate documents.
  - f. Use the rules of play adopted by the Corporation or a variation thereof for developmental purposes.
  - g. Register participants only with the; Regional Volleyball Associations of USA Volleyball who shall be considered members of the RVA(s).
  - h. Pays administrative fees and dues established by the Corporation.
    - i. Adopt, support, and implement a Due Process Procedure.
    - j. Recognizes and adopts for purposes of RVA activities and privileges any penalties imposed by the Corporation’s Ethics and Eligibility Committee.
    - k. Adopt, support, and implement the policies of the Corporation.
      - l. Adopt, support, and implement a Conflict of Interest Policy.
      - m. Comply with the requirements of the Corporation’s Operating Code.



- n. Any RVA failing to pay administrative fees or to submit reports required by the Corporation or by any government entity shall be reported to the Chair of the RVAA Stakeholders Relationship Committee. If the RVA fails to pay such fees or submit such reports within thirty (30) days after receiving formal written notice of such deficiencies from the Chair of the RVAA Stakeholders Relationship Committee, the Chair will refer the matter to the Corporation's CEO for review and appropriate action. If the RVA fails to pay such fees or submit such reports within thirty (30) days after receiving formal written notice of such deficiencies from the Corporation's CEO, the matter shall be referred to the USAV Board of Directors for appropriate action which may include withdrawal of recognition as a RVA as per Article 5.08 of the USAV Bylaws.
- o. Diversity, Equity and Inclusion. The Region Board shall develop and implement a policy of diversity, equity and inclusion at all levels of the Corporation, supported by meaningful efforts to accomplish that diversity.
- p. Must establish and maintain Due Process Procedures including at least one (1) level of appeal within the RVA for possible infractions and penalties in accordance with state or federal law. Registration and / or sanctioning disputes shall be referred first to the RVA where the complaining party registered or seeks to register or sanction an event, then to the Ethics and Eligibility Committee of the RVAA, only to determine whether due process was provided.

## 2. REQUIREMENTS FROM USAV OPERATING CODE

In addition to being in compliance with the requirements specified in Article IV (SafeSport) and Article V of the USAV Corporation Bylaws, each RVA shall be required to:

- a. Determine the plan of organization and create substructures required for optimum development and accomplishment of the mission of the RVA.
- b. Cooperate with local branches of other Member Organizations and attempt to ensure their representation on committees of the RVA.
- c. Sanction / approve, promote and conduct open volleyball competitions, exhibitions and events held within the geographical area of the RVA.
- d. Enforce all policies, rules, regulations and guidelines, as adopted by the Board of Directors of the Corporation and / or the Board of Directors of the RVA.
- e. Appoint and identify to the Corporation the current referees' chair, scorers' chair or an officials' chair.
- f. Be responsible for the regional certification of referees and scorers and recommendation of candidates for national certifications.
- g. Be responsible for compliance with the Corporation's requirement for any person coaching a junior team to have at least IMPACT or USAV-approved equivalent coaching certification.
- h. Be responsible for compliance with the RVAA Background Screening Policy.
- i. Submit the following reports:
  - i. The RVA shall inform the Corporation of the date when Tax Form 990 was filed with the Internal Revenue Service.

- ii. RVA(s) which process memberships or background screenings using a discount code provided by USAV, will be invoiced by USAV at the end of the month and payment should be received by USAV within thirty (30) days.
      - iii. The membership and insurance start date for the RVA season shall be September 1<sup>st</sup>.
    - j. Discipline individual and team registrants for any period of time the RVA deems appropriate for any rules, regulations, and code or policy violations of that RVA and / or the Corporation. All such disciplinary actions shall be subject to the due process requirements of the RVA and the Corporation's Bylaws Article XIV.
3. RVAA CRITERIA FOR USAV-RVA MEMBERSHIP
- a. MANDATORY DOCUMENTS: All RVA mandatory documentation should be provided to the USAV in either electronic or print format.
  - b. Be incorporated under the laws of the state (or if a multi-state organization, under the laws of one of the states) in which it is located, as a not-for-profit corporation. Upon dissolution or termination of recognition as a USAV Regional Volleyball Association by the Corporation, all assets shall inure to the benefit of the Corporation for use in the same geographical area of the USAV Regional Volleyball Association for the development of volleyball activity.
  - c. Select, over appropriate terms, its Board of Directors and Officers in a manner consistent with the laws of the state of incorporation, and unless otherwise indicated by law or necessity, in a "democratic" manner, meaning elected versus appointed.
  - d. Have Articles of Incorporation or copy of application. USAV Bylaws require that each Region provide the USAV with a current copy of its Articles of Incorporation, IRS tax-exempt determination letter, EIN number and its Bylaws and include an "Amended as of" date on all of its corporate documents.
  - e. Obtain non-profit status or copy of application.
  - f. Maintain Bylaws and any necessary amendments.
  - g. Have an Operating Code (if required by state)
  - h. Support and implement a conflict of interest policy.
  - i. Copy of current State(s) renewal License / Registration, if required.
  - j. Each RVA must provide evidence of Directors and Officers insurance, (if not provided by USAV).
  - k. IMPACT indoor and outdoor or equivalent certification approved by USA Volleyball is required before being added to a roster as a Coach / Assistant Coach. SafeSport requirements must be complied with, in accordance with current USAV policy.
4. PENALTIES - NOTIFICATION OF ALLEGED NON-COMPLIANCE
- (Penalties of alleged noncompliance RVAA / USAV Requirements.) All notifications from the National Office must be written and verbal to the alleged non-compliant Region. The RVAA Stakeholders Relationship Committee Chair shall be copied on all notifications.
- a. There shall be a notification via email from the Stakeholders Relationship Committee Chair to the RVA Commissioner of the alleged noncompliant region requiring a response within forty-five 45 days. If no response is received within forty-five (45) days, the RVA Commissioner and at least two (2) members of the alleged noncompliant RVA Board of Directors Members will be notified by email.

- b. If no action is taken within ninety (90) days after the initial notification above, the RVA shall be fined \$100.00 for each act of noncompliance. The fine shall be assessed by the Stakeholders Relationship Committee Chair and all fines collected will be placed in the RVAA Contingency Fund.
  - c. Failure to comply within thirty (30) days after the fine has been imposed will result in the matter being presented to the RVAA Administrative Council for disposition. The RVAA Administrative Council shall determine what course of action will be taken.
5. APPEALS. The first level of appeal of sanctions of the alleged non-compliance shall be the RVAA Ethics and Eligibility Committee.
6. RVAA RECOMMENDATIONS. Unless indicated otherwise by the laws of its state of incorporation, the following are recommendations for RVA(s).
- a. It is recommended that the principal representative of each RVA attend all regularly-scheduled RVAA meetings. The RVA Principal Representative may designate a person to hold a written proxy. Only written proxies will be honored, which should be delivered at the meeting (emergencies accepted) to the RVAA Chair, with a copy to the RVAA Associate Chair. Email notification is acceptable.
  - b. It is recommended that each RVA send one (1) – three (3) (Boys, girls and beach) representatives to the annual Junior Assembly meeting and mid-year meeting if held.
  - c. RVA(s) may submit USA Volleyball Website material as requested.
  - d. It is required that mandatory SafeSport training and background screening pertain to a Region’s Board of Directors and employees and recommended that the screening include financial disqualifiers currently being used by the USAV Board.
  - e. It is recommended that Board members become members of the Region.
  - f. It is recommended that Regions require their Board of Directors and employees to sign their Conflict of Interest Policy.
  - g. It is recommended that Regions adopt and support policies such as Whistleblower, Sexual Harassment and Records Retention – and others required or recommended by state and federal law or auditors.
  - h. It is recommended that Regions have an Employee Handbook and periodically review and revise it as necessary.
  - i. It is recommended that the size of a Region’s Board of Directors, its Officers, Committees and other substructures should reflect and fairly represent its constituencies and business operations.
  - j. It is recommended that each Region support, by word and action, diversity in its governance, hiring and operations.
  - k. It is recommended that each Region:
    - i. Adopt an annual budget and maintain accurate accounting records in accordance with accounting principles generally accepted in the United States (GAAP)
    - ii. Perform an audit of its financial records, management and operational procedures at least once every two (2) years by a certified accounting firm.
  - l. File if required by your state, Annual Reports, and other required reporting documents with its Secretary of State.

- m. Post on a website:
  - i. Vision, Mission and Goals.
  - ii. Current 990 or 990 EZ form.
  - iii. Current Bylaws and other organic / governance documents.
  - iv. Complete current audited financial statements.
  - v. Democratic election procedure and provide at least thirty (30) days' notice of any elections in a prominent location. Approved minutes of Board meetings for the previous three (3) meetings.

## 7. REGISTRATION WITHIN AN RVA

- a. Each RVA shall have the responsibility to register individual participants and teams, who shall be considered members of the RVA. Referees and scorers who officiate in an RVA-sanctioned event must be registered with an RVA. The membership and insurance dates will start on September 1<sup>st</sup> and end on August 31<sup>st</sup>.
- b. SANCTIONED INDOOR / OUTDOOR SEASON. Each RVA shall determine the dates of their Fellowship (Friendship) and Sanctioned season.
- c. INDIVIDUAL MEMBERSHIP FORM (electronic or physical) with the current year noted should be used. To be eligible for membership, each registrant must review the USA Volleyball Waiver and Participant Code of Conduct and acknowledge.
- d. MEMBERSHIP CARDS or other proof of membership may be issued.
- e. WHERE TO REGISTER
  - i. Each club / team shall register with the RVA in whose area the Club / Team Representative resides.
  - ii. EXCEPTION: If there is an agreement between the Commissioners or principal representatives of two (2) adjacent RVA(s), a club / team composed of players residing in one (1) of these RVA(s) may register in the adjacent RVA for the current season only.
  - iii. The registering RVA shall be empowered to govern each club / team for the duration of its registration, including sanctioning events and activities requested by that team. If a conflict exists or occurs within the approved geographical boundaries of an RVA, the Commissioner or principal representative may prohibit the sanctioning of events and activities within these approved boundaries by the registering RVA.
  - iv. Registration and / or sanctioning disputes shall be referred to the Ethics and Eligibility Committee of the RVAA for resolution.
- f. STANDARDIZATION OF ADULT PLAYER DIVISIONS. The highest indoor playing division each RVA may have is "Open" Division. They may skip divisions. The highest Park Volley, Grass and Beach playing division is AAA.
- g. Players may register in only one RVA during a playing season. A member who has never played with a registered team in a sanctioned event in that region during that season may request to play with a team from another region. This will be allowed only when approved in writing by commissioners from both affected Regions.

- h. Although RVA age-waivered players cannot participate in the Junior National Volleyball Championship event (except designated divisions) or in any tournaments that directly provide bids to a Junior National Volleyball Championship event, they are able to participate in interregional tournaments that accept RVA-waivered athletes. Team coaches / reps should contact the tournament director as to their policy regarding allowing RVA-waivered players to participate in their event.
- i. RVA HANDBOOK. Current RVA Handbooks must be available during each competitive season. As a minimum requirement, each RVA's Handbook should be reviewed every three (3) years. All Team Reps must have access to the current RVA Handbook, and it should also be available to NEW MEMBERS. Distribution in an electronic format is preferred. Additional information should include:
  - i. Directory of all RVA Officers, Board Members, and key leadership people.
  - ii. Bylaws and Operating Code (Articles of Incorporation need not be included).
  - iii. Registration Procedures and Fees.
  - iv. Board of Directors' information.
  - v. Due Process Procedures.
  - vi. Levels of Play offered.
  - vii. Any specialized RVA Rules or Policies.
  - viii. Requirements for entry in RVA's Regional Championships.
  - ix. A listing of officials' requirements and certification information should be included.

**Article V. INTER REGIONAL SANCTIONED EVENTS.**

The following conditions and rules shall govern entrance to and competition in all Inter Regional Volleyball Association sanctioned RVA, zone or special tournaments to ensure eligibility for national, international and RVA sanctioned events

- 1. AUTHORITY. Refer to USAV Bylaws and Operating Code and the RVAA Administrative Manual.
  - a. DEFINITIONS.
    - i. ATHLETE.
      - a. ELIGIBLE ATHLETE. An ATHLETE who is eligible for RVA sanctioned competition pursuant to the current codes of eligibility of the RVA issuing such sanction and the Rules of the Game as adopted by the RVA.
      - b. INELIGIBLE ATHLETE. An ATHLETE who has been ruled to be in violation of the current code of eligibility of USAV, the RVA issuing the sanction, or another RVA where an ATHLETE has been suspended (misconduct or administrative) or expelled.
      - c. FOREIGN NATIONAL ATHLETE. An ATHLETE who is not a citizen of the United States and desires to participate in any event sanction by an RVA.
      - d. JUNIOR VOLLEYBALL ATHLETE. An ATHLETE who meets the age / grade requirements as specified in the RVAA Administrative Manual and the current USAV Bylaws / Operating Code and is registered by an RVA that has been approved by the Corporation to conduct Junior Volleyball activity.

- e. ADULT ATHLETE. An adult ATHLETE who exceeds the age requirements of a junior athlete.
- ii. TYPES OF COMPETITIONS.
  - a. JUNIOR VOLLEYBALL COMPETITION. Competition for athletes meeting the definition of a Junior Volleyball Athlete, per the USAV Operating Code.
  - b. ADULT COMPETITION. Competition for athletes not meeting the eligibility standards for Junior Volleyball Competition, per the USAV Operating Code.
  - c. CO-ED COMPETITION. Competition for teams composed of females and males playing in various combinations.
  - d. EXAMPLES OF POSSIBLE OPTIONS OF COMPETITION ABOVE ARE THE FOLLOWING:
    - 1. OPEN. Competition between any RVA-registered teams of dissimilar levels of play (e.g., Open, AA, A, BB, B). RVA(s) (USAV-RVA Member Organizations) have the exclusive right to conduct open local, regional or zonal competition within their geographical areas.
    - 2. RESTRICTED. Competition between the same level of RVA-registered teams (e.g., Open, AA, A, BB, B). Each RVA may conduct restricted volleyball competition consistent with the rules and regulations adopted by their respective RVA.
    - 3. EXHIBITION. Competition between teams in which the individuals may be a composite of player(s) from different teams. An example would be competition involving players from different teams, clubs, or levels of competition.
    - 4. CO-ED. Competition between teams comprised of boys and girls, or men and women, consistent with Rules of the Game as adopted by the RVA.
    - 5. FELLOWSHIP. Competition between teams that may or may not require full membership, entry fees, standings, awards or records, as determined by the RVA where the competition is held.
    - 6. RECREATION. Competition which is in a local setting, as determined by the RVA. TRIALS. Competition leading to selection of composite and / or all-star teams on a regional, zonal or national level for special competitions as specified by the RVA.
    - 7. TRYOUTS. Competition leading to selection of a team made up of players of the same level of play.
    - 8. EVENTS. All other sanctioned RVA activities. Practices, scrimmages, clinics, etc.
  - c. CLASSIFICATION OF TEAMS. TEAMS are classified by the RVA in which they participate in order to identify their competitive level. The highest indoor classification for an adult team shall be Open, AA, A, BB, B etc. These teams may be conglomerate.
  - d. VOLLEYBALL SEASON FOR RVA(s). The RVA and each RVA shall determine the dates of the Fellowship and Sanctioned seasons.
    - iii. INDOOR SIX-PLAYER. The sanctioned season shall begin no later than January 1<sup>st</sup> and end August 31<sup>st</sup> or at the conclusion of the last USA Volleyball Championship, whichever comes last.

- iv. SANCTIONED SEASON FOR COMPETITIONS WHICH INCLUDE A USA VOLLEYBALL CHAMPIONSHIP (e.g., Junior, Co-Ed, Masters, Seniors, and Park Volley, Grass and Beach) shall be established by the RVA.
  - v. THE SEASON FOR ALL OTHER RVA COMPETITIONS may be established in the RVA Administrative Manual, unless otherwise a part of the USAV Operating Code.
  - vi. THE RVAA Chair annually shall apprise the USAV Board of Directors at their winter meeting of changes in applicable competition standards. In addition, the RVAA Chair shall ensure that the dates and applicable standards are published in the RVA Administrative Manual, unless otherwise a part of the USAV Operating Code.
  - vii. ONCE THE SANCTIONED SEASON OF AN RVA HAS BEGUN, RVA / USAV registered players may compete in an unsanctioned competition or an approved fellowship season competition of another RVA in the event the sanctioned season of that RVA begins later than their own.
  - viii. A PLAYER MAY COMPETE in more than one (1) season, either concurrently or consecutively.
2. RULES GOVERNING PLAY.
- a. UNITED STATES RULES. The strict English translation of the playing rules approved and adopted by the FIVB Rules of the Game Commission.
  - b. UNITED STATES RULES MODIFIED. Modification of the United States Volleyball Rules for domestic competition, as modified and approved by the USAV Rules of the Game Commission and specified in the current United States Volleyball Rules Book published by the Corporation, may be adopted by the RVA and JOVD.
  - c. AN RVA may establish rules for competitions it sanctions. RVA(s) are allowed to make reasonable modifications to the USA Volleyball rules of play for developmental purposes within their own jurisdiction.
3. SANCTIONING REQUIREMENTS AND PROCEDURES. Sanctioned competition protects the eligibility of an RVA member participating in regional, zonal, national and international competition.
- a. Any club or team desiring to conduct a volleyball tryout, trial, event, local, regional or zonal competition shall seek a sanction / approval from the RVA where the competition is to take place.
  - b. See the USAV Official Website for sanction requirements for international competition at all levels, USA Volleyball Championships, and national team exhibition competitions, trials and events.
  - c. Fellowship and recreation competitions may require a sanction from an RVA. Note that non-sanctioned competitions and activities are not covered by USAV insurance.
4. ELIGIBILITY FOR RVA-SANCTIONED COMPETITIONS.
- a. REGISTRATION.
    - i. ALL PLAYERS, COACHES, MANAGERS, TEAM TRAINERS, OFFICIALS, TEAMS, AND OTHERS who are involved in a sanctioned competition shall be registered with the appropriate RVA as specified in the RVAA Administrative Manual and USAV Operating Code.
    - ii. FOREIGN NATIONAL Players / Clubs / Teams – Refer to the USAV Bylaws, USAV Operating Code and USAV National office for current information regarding participation.

## **Article VI. RVA TOURNAMENTS AND TOURNAMENT SCHEDULING**

1. DIVISIONS OF RVA COMPETITIONS:
  - a. MEN AND BOYS. Competition consisting of teams comprised of males only.
  - b. WOMEN AND GIRLS. Competition consisting of teams comprised of females only.
  - c. CO-ED. Competition consisting of teams comprised of females and males consistent with the Rules of the Game, as adopted by USA Volleyball.
  - d. Items a, b and c above may be modified by each RVA for competitions within their own jurisdiction.
2. MINIMUM RECOMMENDATIONS FOR SANCTIONED RVA TOURNAMENTS:
  - a. APPLICATION FOR SANCTION. Can be submitted electronically, email or mail. Each Region can develop its own application process for tournament sanctions.
  - b. Deny sanction if unsafe conditions exist.
  - c. Use a non-playing / non-coaching Tournament Director.
  - d. Use proper scoresheets, lineup sheets and Libero tracking sheets.
  - e. Provide appropriate awards.
  - f. Guarantee a minimum of eight (8) sets of play for each team entered or notify teams in advance of any deviations.
  - g. Establish procedures to request waivers for Region sanctioned tournament guidelines.

## **Article VII. RVAA ADMINISTRATIVE INFORMATION**

1. NAME
  - a. The name of this structure shall be the Regional Volleyball Association Assembly (RVAA).
2. RESPONSIBILITIES
  - a. The RVAA shall be responsible for coordinating and supervising the activities and programs of the USAV-RVA(s) Member Organizations (Regional Volleyball Associations) including the conduct of the USAV-RVAA and a Quadrennial review of compliance for recognition as USAV-RVA Member Organizations. It shall be the major function of the RVAA to promote and improve all aspects of volleyball competition throughout the United States. The RVAA will also seek to coordinate, standardize and improve the administration of the individual RVA(s).
  - b. The RVAA shall be responsible for:
    - i. Electing representatives to the USA Volleyball Board of Directors.
    - ii. Recommending policy for the Regional Volleyball Assembly.
    - iii. Recommending action items to the USA Volleyball Board of Directors.
    - iv. Reviewing, coordinating and approving those procedures applicable to all Regional Volleyball Associations.
    - v. Reviewing and making recommendation to the USA Volleyball Board of Directors concerning the forming of new RVA(s), or the redistricting or realignment of existing RVA(s).
  - c. The RVAA Administrative Council shall assist the RVAA Chair between meetings of the RVAA.



- d. All policies and decisions that impact other substructures shall be referred for review before changes are made or approval is sought by the USA Volleyball Board of Directors. Decisions regarding the following shall be forwarded to the USA Volleyball Board of Directors:
    - i. Changes in the USA Volleyball Bylaws and Operating Code.
    - ii. Changes with fiscal impact on the budget of the national corporation, USA Volleyball.
    - iii. Granting USAV-RVA membership to a proposed RVA.
    - iv. Recommended changes in player eligibility that pertain to the USA Volleyball Operating Code.
3. RVAA ADMINISTRATIVE MANUAL
- a. The RVAA Administrative Manual shall serve as the operation manual of the RVAA and shall be the basis for all RVAA actions. Revisions to the RVAA Administrative Manual that are passed at an RVAA meeting become effective at the time they are passed by the RVAA and are not dependent on publication of meeting minutes. The RVAA Administrative Manual will be updated after the May meeting and posted prior to September 1st.
4. RVAA BUDGET
- a. The RVAA Chair shall submit an annual request for budget allocation to the USA Volleyball Administrative Office as requested. Consideration is to be given for:
    - i. Administrative duties of the RVAA Chair and each substructure of the RVAA.
    - ii. Travel expenses for Annual and Midyear Meetings.
    - iii. RVA Development.
  - b. The USA Volleyball Board of Directors shall review the RVAA Budget at its annual meeting and take final action at the Winter Meeting for the subsequent fiscal year.
  - c. Receipts for expenditures shall be submitted to the RVAA Chair who, upon approval, will forward them to the USA Volleyball Administrative Office for reimbursement.
  - d. The RVAA Chair shall monitor expenditures by the Division to ensure the Division stays within its allocation.
5. RVAA INVOICED ITEMS
- a. Each RVA is responsible for paying all items approved by the RVAA and invoiced by the RVAA or USAV National Office.
  - b. If not paid within thirty (30) days, a reminder will be sent to the RVA.
  - c. If payments are more than sixty (60) days in arrears at the time of the RVAA meeting, the RVA will have no vote at that / those meeting(s).
6. RVAA CONTINGENCY FUND
- a. This fund of \$100.00 year per RVA was established in 1997 and designed to cover specific unbudgeted items to enhance the RVAA.
  - b. There shall be a complete itemized breakdown of deposits and expenses given to each RVA at the Annual meeting, together with a listing of those RVA(s) that have not paid for a specific year.
  - c. At the RVAA Midyear Meeting, this Fund will be evaluated and if below \$1,500.00, each RVA will be invoiced \$100.00.
  - d. Each RVA may be invoiced annually and payment due by March 1<sup>st</sup>.

- e. The RVAA Associate Chair will be the trustee of the RVAA Contingency fund. This fund will be held in an independent bank account and the trustee will provide an accounting of income and expenditures at the RVAA Annual Meeting. The trustee will be responsible for notifying and invoicing RVA(s) when the fund requires replenishment.
  - f. The RVAA Contingency fund can be used for incidental expenses for national RVAA meetings or other expenditures.
  - g. The RVAA Contingency fund cannot exceed \$100.00 per expenditure and cannot exceed \$500.00 per annum without prior e-mail or phone majority approval by the RVAA Administrative Council.
  - h. Expenditures which exceed the approved budget for the fiscal year must be approved by the RVAA General Assembly.
7. RVA SELF INSURANCE RETENTION FUND
- a. There shall be a restricted RVA self-insurance retention fund to be controlled by the RVAA Insurance Committee. [See Appendix I for the administrative guidelines for this fund]
8. RVAA PROCEDURE
- a. Administrative Council shall assist the RVAA Chair in making decisions between RVAA meetings.
  - b. The voting procedures for the RVAA Meeting will be reviewed each year at the RVAA Annual Meeting in order to ensure fairness of weighted vote allocation.
  - c. The RVAA Stakeholders Relationship Committee shall conduct, or cause to be conducted, an annual review of each RVA to determine its compliance as a RVA member and USAV-RVA member in good standing.
  - d. The RVAA shall have the following Standing Committees, and shall have at least one (1) voting member and no more than four (4) voting members from each zone on each committee: Competition, Stakeholders Relationship, Education, Insurance, Marketing / Branding, Strategic Planning, Structure and Function, SafeSport and Beach. The RVAA Chair has the discretion to create additional committees with approval of the RVAA.
  - e. All projects and recommendations from all committees shall be approved by the RVAA at any RVAA meeting either in person or virtual or by electronic vote.
  - f. The Chair of each Standing Committee shall be appointed from among the Principal Representatives by the RVAA Chair with the approval of the RVAA. Each zone shall select its representative(s) to each committee. It is recommended that the zonal chairs provide the names of the committee members to the RVAA Chair at least thirty (30) days prior to the next scheduled RVAA meeting.
  - g. Voting members of any Standing RVAA Committee shall be RVAA members only.
  - h. When a current Principal Rep. who is serving as a Chair of a Standing Committee no longer meets the qualifications as defined by the current RVAA Administrative Manual, they will immediately notify the Assembly & Associate Chair(s) of their change in status. A new appointment shall take place prior to the next committee meeting.

- i. The RVAA Chair may form Ad-hoc committee(s), Task Force(s) and Work Group(s) and appoint the members of these Ad-hoc committee(s), Task Force(s) and Work Group(s) with the approval of the RVAA ASSEMBLY.
  - i. It is recommended that these Ad-hoc committee(s), Task Force(s) and Work Group(s) include, at a minimum, a RVAA member from each zone, all having no conflict of interest.
  - ii. Ad-hoc committee(s), Task Force(s) and Work Group(s) members are not required to be RVAA members. These Non-RVAA members will have both voice and vote. These Non-RVAA members are also subject to the approval of the RVAA.
  - iii. **When an E&E committee must be established it will consist of the RVAA Associate Chair, and at a minimum one (1) RVAA member from each zone, all having no conflict of interest.**

## 9. COMMITTEES

### a. All Standing Committees:

- i. Meet at the yearly and mid-year RVAA meetings and as necessary to conduct committee business.
- ii. Shall submit written reports in advance of these meetings.
- iii. Report to the RVA.
- iv. Must have approval from the RVAA to speak on behalf of the RVAA.
- v. **It is recommended that all Standing Committee assignments be reviewed at a minimum once at the beginning of each quad. If a vacancy occurs on a Standing Committee during the quad, the appropriate Zonal Chair will be responsible for finding a replacement to fill this vacancy as needed.**

### b. Stakeholders Relationship Committee

- i. Purpose – it is the responsibility of the RVAA Stakeholders Relationship Committee to recommend policy, propose sanctions or actions to be taken to help bring a Region into compliance, be a liaison between staff and the Regions, act as a Representative for the Regions on compliance issues.
- ii. Mentoring- Establish, implement and review, a process by which new Commissioners and / or Principal Representatives are assigned mentors.
- iii. Follow Up - Monitor and hold accountable all motions and action items that come out of RVAA meetings.
- iv. Calendar –Notify USAV of any changes in required documents that are submitted by an RVA during the yearly audits.
- v. Job Description – The Committee meets at the mid-year and the annual meetings, reviews and proposes motions to revise the compliance section of the RVAA Administrative Manual. The Chair of the Committee receives information regarding compliance issues and then takes appropriate actions to resolve such issues or at the direction of the RVAA Chair turns these issues over to E&E.

### c. Structure and Function Committee

- i. Purpose: It is the responsibility of the RVAA Structure and Function Committee to coordinate the policies and procedures for the operation of the RVA(s) in collaboration with the other RVAA Committees and USAV governing documents.
  - a. The committee shall maintain the RVAA Administrative Manual.
  - b. The committee shall ensure that updates to the USAV Bylaws and Operating Code are incorporated in the RVAA Administrative Manual

as needed.

- c. The committee shall ensure that all motions passed by the RVAA are included in the RVAA Administrative Manual and the manual is posted in a timely manner.
- ii. Job Description: The Structure and Function Committee shall have the authority to make administrative non-substantive changes including but not limited to typographical, grammatical, and punctuation changes to the RVAA Administrative Manual as part of their ongoing responsibilities.
- d. Insurance Committee
  - i. Purpose – it is the responsibility of the RVAA Insurance Committee to serve the following functions for the collective Regional Volleyball Associations:
    - a. Receive RFP(s) and make recommendations on selection both an Insurance Broker and a Background Screen Vendor each quad.
    - b. Act as primary liaison between the RVAA, USA Volleyball, and the organization’s Insurance Broker and Background Screen Vendor.
    - c. Receive reports, bids, quotes, and make recommendations to the RVAA on the current insurance needs for the organization.
    - d. Identify and make recommendations to the RVAA on risk management issues.
    - e. Review and suggest changes to the RVA Background Screen Policy.
    - f. Review, suggest changes to the fund guidelines and oversee the disbursement of monies from the RVA self-insurance retention fund.
    - g. Take up other duties as directed if it involves the RVA(s) and its insurance and risk management needs.
- e. Indoor Competition Committee
  - i. Purpose – it is the responsibility of the RVAA Indoor Competition Committee shall have the authority to make recommendations to the RVAA on issues relating to national sanctioned competition and High-performance programs as well as communicate the competition related needs of the RVAA to USAV staff.
    - a. It is the responsibility of the RVAA Committee to review current tournament procedures for national sanctioned competitions and recommend changes.
    - b. To coordinate with the Junior Assembly on current and future policies for nationally sanctioned junior competitions.
    - c. To coordinate with the Officials Assembly on policies and procedures that affect officials at nationally sanctioned events.
    - d. Coordinate with the RVAA Beach Committee on policies and procedures that may affect both disciplines.
    - e. To recommend possible rule changes to the RVAA members of the USA Volleyball Rules Commission.
    - f. To recommend policy and procedure changes to the appropriate staff department.

- f. Education Committee
  - i. Purpose – it is the responsibility of the RVAA Education Committee to work with USAV departments to promote the development and continued maintenance of high-quality education materials and programs in support of the mission of USA Volleyball. The programs requested would be provided at free or reasonable costs and time commitments.
- g. Marketing / Branding Committee
  - i. Purpose – it is the responsibility of the RVAA Marketing / Branding Committee to explore and create strategies by which RVA(s), either individually or in partnership with other RVA(s) and USAV is able to generate increased and more diversified revenues while establishing themselves as the brand of choice in the volleyball marketplace. To establish a forum for dialogue between the RVA(s) and the National Office with respect to marketing / branding initiatives that result in mutually beneficial resource acquisition and brand enhancement.
- h. Strategic Planning
  - i. Purpose – it is the responsibility of the RVAA Strategic Planning Committee to assist the RVA body in anticipating the changing landscape of volleyball and encouraging Regions to make strategic planning an integral part of their organization
- i. SafeSport Committee
  - i. Purpose – It is the responsibility of the RVAA SafeSport Committee to act as a liaison between the RVAA, USAV, and the US Center for SafeSport. The committee accomplishes its purpose by:
    - a. Maintaining a collaborative relationship with the staff of USAV, the USOPC, and the US Center for SafeSport.
    - b. Developing recommendations pertaining to the USAV / RVA Background Screen Policy, MAAPP policy, and other responsibilities involving athlete safety.
    - c. Supporting USOPC-led initiatives and assisting with implementation of SafeSport and MAAPP policies in alignment with the mission of USA Volleyball.
- j. Beach Committee
  - i. Purpose – it is the responsibility of the RVAA Beach Committee to:
    - a. Coordinate policies and procedures with USAV Staff for the operations of Beach competitions that include but are not limited to Beach National Championships, National Beach Qualifiers, Regional Beach Qualifiers and Regional Beach Competition.
    - b. Coordinate policies and procedures for USAV staff for the operations of Beach High Performance that includes National as well as Regional Beach High Performance programs.
    - c. The committee shall consist of two (2) members of each Zonal Group with a total of eight (8) members nominated by their zone.
    - d. Coordinate with the RVAA Indoor Competition Committee on policies and procedures that may affect both disciplines.
    - e. To recommend possible rule changes to the RVAA members of the USA Volleyball Rules Commission.

## 10. RVAA EXECUTIVE SESSION

- a. A motion is required for the RVAA and / or any RVAA committee to go into Executive Session. A majority of the quorum present and voting must approve going into Executive Session. Those allowed in Executive Session are only members of the designated RVAA and / or any RVAA committee and special invitees specified in the motion. The items discussed in the executive session are to be kept confidential. The only information to come out of the session would be with the approval of the RVAA and / or any RVAA committee.

## 11. RVAA MEETINGS

- a. Meetings whether Regular or Special, may be held at any place within the United States. Minutes shall be kept recording actions taken at all meetings of the RVAA.
- b. Regular Meetings. There shall be a minimum of two (2) Regular Meetings of the RVAA annually. Regular Meetings shall be called with at least a thirty (30) day notice by e-mail.
- c. Special Meetings. Special Meetings of the RVAA may be called by the Chair or by any three (3) members of the Assembly with notice given to each Principal Representative at the electronic address provided by the Region for such purpose at least forty-eight (48) hours before the time designated for the meeting.
- d. Meetings by Telephone and Transacting Business by Other means. Members of the Assembly may participate in a Regular Meeting or Special Meeting of the RVAA by teleconference, video conference or other remote means by which all persons in the meeting can hear each other with such remote attendance being subject to approval by the Chair. Such participation shall constitute presence in person at the meeting for purposes of a quorum, attendance and voting.
- e. Votes may be tabulated subsequent to any meeting by any approved electronic means within five (5) working days of conclusion of meeting.
- f. Agenda. The agenda for any meeting of the RVAA shall be set by the RVAA Chair, after consultation with the RVAA Associate Chair. Any RVAA member and the Chairs of the RVAA Standing Committees may request that items be placed on the agenda
- g. Any action which may be taken at any regular or special meeting of the RVAA may be taken without a meeting providing the following conditions are met:
  - i. Notice must be sent by email to the Principal Representative at the electronic address provided by the RVA for such purpose, or by other verified mode of contact.
  - ii. This notice must provide at least twenty-four (24) hours for email or other approved collaborative deliberations with at least a five (5) business day window from the day of notice for voting.
  - iii. Any written objection to an action without a meeting must be received by the RVAA Chair before the voting window begins. Email notification will also be acceptable.
  - iv. Action is only taken when no written objections to an action without a meeting are received by the RVAA Chair or no action will be taken if three (3) or more written objections to an action without a meeting are received by the RVAA Chair
  - v. The motion to be considered must provide a rationale and all supporting documentation.
  - vi. Votes must be submitted to both the Chair and Associate chair by email or approved voting software for tabulation.
  - vii. Action will be taken only if two-thirds (2/3) of the voting power of the Board cast ballots in writing or electronically. (Clarification: with 40 regions a minimum of 27 total yes or no votes are required and a simple majority (at least 14) of those votes cast will decide the action)

- viii. One (1) of the persons who verified the votes will announce the results of the vote to the Regions by email or other suitable method as soon as possible after the voting period expires
- ix. Only for approval of the RVAA minutes timeline will begin no later than thirty (30) days after the conclusion of any RVAA meeting. Draft minutes will be distributed within twenty (20) days after meeting conclude. Allow seven (7) days for discussion, feedback, and comments and allow three (3) days for edits.

## 12. QUORUM

- a. A simple majority of the total voting power of the RVAA shall constitute a quorum for the transaction of business at any meeting, and the majority of votes present shall be the act of the RVAA unless otherwise specified that more than a majority is required for certain actions of the RVAA. (Clarification; abstentions are only votes present to satisfy quorum for transaction of business. They however are not counted towards either total of yes / no votes regarding a motion) (19 yes / 18 no / 3 abstain = motion passed)

## 13. RULES OF ORDER

- a. All discussion must begin with a motion, which may be:
  - i. Made by a person.
  - ii. Brought forward from a committee.
  - iii. A procedural motion for open discussion on a subject.
- b. All motions except those from Committee require a second.
- c. All motions should specify what assembly it involves, and if applicable, the USA Board. All motions shall include requirements for approval by the RVAA or by other entities.
- d. During subsequent discussion:
  - i. Ten (10) minutes will be allowed for initial discussion.
  - ii. People wishing to speak will be recognized by the Chair in order of hands.
  - iii. A person may request a specified amount of additional time, which will be extended upon approval of a majority of the group.
  - iv. At the end of the initial ten (10) minutes, a motion may be made to extend debate for a specified period of time.
- e. Motions may be amended by:
  - i. A motion to amend the current motion may be proposed.
  - ii. If the motion to amend is seconded, it becomes the current motion.
- f. A call for the previous question is a motion to cease debate. It requires a second and approval of a majority of the group.
- g. A question of order may be raised when: Robert's Rules of Order or procedures as included in this manual are being violated.
- h. Robert's Rules of Order will apply in other situations.

14. RVAA CHAIR, ASSOCIATE CHAIR, ASSISTANT CHAIR(S) AND ADMINISTRATIVE ASSISTANT(S)

a. CHAIR DUTIES:

- i. The RVAA Chair shall preside at the RVAA meetings.
- ii. Serve on the USAV Administration Joint Council
- iii. Attend all RVAA Meetings.
- iv. Highly recommended to attend all USAV Board meetings.
- v. Set agenda for meetings with the help of the RVAA Associate Chair with the RVA(s) input as needed. Starting at least thirty (30) days prior to the meetings.
- vi. The RVAA Chair shall appoint Assistant Chair(s), Administrative Assistant(s) and other designees, as needed with the approval of the RVAA.
- vii. Appoint chairs to standing committees and Ad Hoc committees as needed with the approval of the RVAA.
- viii. The RVAA Chair shall review all written complaints that have exhausted due process at the Region level and refer them to the RVAA Ethics and Eligibility Committee.
- ix. The RVAA agenda must be sent thirty (30) days prior to RVAA meeting to Commissioners and USAV staff. Allowing seven (7) days for the Commissioners to send requests / changes. This gives the RVAA Chair / Associate Chair / Administrative Council three (3) days to make edits – and allowing twenty (20) days for the final distribution to the RVA membership.
- x. The RVAA Chair (provided they are the current Principal Representative for their region) will be allowed voice and one (1) vote in all RVAA meetings (unless holding written proxy).

b. ASSOCIATE CHAIR DUTIES:

- i. Preside over the RVAA meetings in the absence of the RVAA Chair.
- ii. Serve on the RVAA Administrative Council.
- iii. Serve as a member of the RVAA Nominating Committee. NOTE: This would not be true if the RVAA Associate Chair were running for a position.
- iv. Attend all RVAA meetings.
- v. The RVAA Associate Chair shall be elected by the RVAA as noted in the elections procedures and is to take office immediately. It is recommended that the RVAA Associate Chair have RVAA experience.
- vi. The RVAA Associate Chair (provided they are the current Principal Representative for their region) will be allowed voice and one (1) vote in all RVAA meetings (unless holding written proxy).
- vii. Administer the Commissioner Service Awards.
- viii. Serve as trustee of the RVAA Contingency fund.
- ix. Attend the USAV Administrative Council meeting if either RVAA representative is unable to attend. In the event that the Associate Chair is unable to attend, the RVAA Chair shall appoint the representative(s) to attend the meeting.
- x. Serve as chair of the RVAA Ethics and Eligibility Committee.



- c. ASSISTANT CHAIR DUTIES: The RVAA Chair may appoint Assistant Chairs as necessary and assign them appropriate duties. These appointments must be approved by RVAA.
- d. ADMINISTRATIVE ASSISTANT DUTIES:
  - i. Take and produce in written form the minutes of all RVAA meetings in the absence of a designated recorder. If necessary, a qualified secretary should also be present at all RVAA meetings to take minutes and / or perform any other secretarial tasks required. Assist the RVAA Chair in various other areas that would ensure better quality meetings.
  - ii. The Administrative Assistant will be appointed by the RVAA Chair and will have no voting powers unless holding a proxy. This appointment must be approved by the RVAA.
  - iii. The Administrative Assistant will serve as the archivist for the RVAA Administrative Manual.

#### 15. RVAA ELECTION PROCEDURES

- a. USAV-RVAA. The RVAA shall determine the election procedures. Each RVA is entitled to one (1) delegate.
  - i. No nominations from the floor will be allowed during RVAA election proceedings.
- b. PROXIES are allowed in the RVAA.
- c. USA VOLLEYBALL BOARD OF DIRECTORS. Three (3) representatives from the RVAA are elected to the USA Volleyball Board of Directors for terms delineated in the USAV Bylaws.
- d. RVAA NOMINATING COMMITTEE. The RVAA Chair will appoint a Nominating Committee (one (1) from every zone) and name the Chair, who will be responsible for putting together the slate of candidates with their background information for election at the Annual RVAA prior to the USA Volleyball Championships. The RVAA Associate Chair will serve on the Nominating Committee.
- e. PROCESS FOR FILLING A VACANCY. A vacancy shall be filled by an RVAA electronic vote or at the next RVAA meeting. This individual shall fulfill the remaining term of the individual to be replaced.
- f. PROCESS FOR REMOVAL OF A RVAA ELECTED USA VOLLEYBALL BOARD OF DIRECTOR- A director may be removed, with or without cause, by a majority vote of the RVAA whenever in its judgment the best interests of the RVAA would be served thereby. While attending the USAV Board meetings, the elected individual shall attend all sessions of said meetings, excused absences notwithstanding. Missing a session constitutes an unexcused absence from the meetings. An elected Director shall be removed when the individual misses two consecutive USAV Board meetings or has three (3) unexcused absences from said meetings during any three (3) year period. An elected Director may be removed, after the proper hearing procedures, if it has been determined that the individual has been convicted of any serious criminal activity.

- g. **BOARD OF DIRECTOR RECOMMENDED QUALIFICATION GUIDELINES.** The following qualification guidelines have been established by the RVAA composed of all RVA(s) and approved by the Regional Commissioners and RVAA Board of Director representatives.
- i. **EXPERIENCE.** A candidate shall have at least three (3) years of service as a Regional Commissioner or five (5) years of service in a leadership capacity directly related to RVA Operations.
  - ii. **REFERENCES.** A candidate's viability shall be investigated, validated, and judged adequately by the Nominating Committee appointed for the election involved.
  - iii. **ATTENDANCE.** A candidate must have attended full-time at least 50% of the regularly scheduled RVAA and / or Junior Assembly meetings in the past three years.
  - iv. **EXPERTISE.** A candidate must have a good working knowledge of USA Volleyball, its policies, procedures and major activities, and a thorough working knowledge of their RVA and the Junior Assembly.
  - v. **SKILLS.** A candidate must have the ability to fulfill a strong advocacy role, to communicate verbally and in writing, and the willingness to fulfill the duties of a USAV Board member. This includes attending at least 50% of the regularly scheduled RVAA and / or Junior Assembly meetings and all sessions of USAV Board of Directors meetings.
  - vi. **LOYALTY.** During USAV Board meetings, RVAA Board Representatives must remember that they represent the RVA(s). RVAA Board representative will support the best interest of Volleyball.
  - vii. **ADDITIONAL QUALIFICATIONS** See USA Bylaws.
  - viii. **ELECTION PROCESS** – Elections for all positions of the RVAA will be held at the annual RVAA meetings. The voting process will be one (1) vote per Region for elections and motions in the RVAA and weighted votes for elections when electing individuals to represent the RVAA, with the exception of the RVAA Chair.
    - a. **The RVAA Chair** shall be elected using one (1) vote per Region. The RVAA Chair will also serve as one of the two representatives to the USAV Administrative Council. The RVAA Chair has a term of four (4) years.
    - b. **The RVAA Associate Chair** has four (4) year terms. Election is by one (1) vote per region.
    - c. The other RVAA representative to the **USAV Administrative Council** will have a four (4) year term. This person is elected by weighted voting.
    - d. **The RVAA representative** to the USAV Board's Nominating Committee has a four (4) year term. This person is elected by weighted voting.
    - e. **RVAA Zonal Chairs** shall be nominated and elected at the RVAA Annual Meeting by the Regional Commissioners in their respective zones in even- numbered years for a two (2) year term, effective immediately.
    - f. **RVAA representatives** to the USAV Board of Directors will be elected using weighted voting, as defined in this section.

- ix. **NOMINEE RECOMMENDATION FORM.** The Nominating Committee Chair shall send a cover letter and a Nominee Recommendation form to all Regional Commissioners and RVA Directors with a deadline date to be returned.
- x. **APPLICATION.** The Nominating Committee Chair shall send each candidate a cover letter outlining the responsibility and expectations of a director, together with the Application for RVAA Director Form and deadline date to be returned.
  - a. Completed applications for nominations must be received by the RVAA Nominating Chair on or before ninety (90) days prior to the election date. All applicants will receive confirmation of their application.
  - b. The nominating committee shall notify all potential candidates of their acceptance or denial no later than forty-five (45) days prior to the election.
  - c. Any appeal of these decisions must be received by the RVAA Chair in electronic or written form within seven (7) days of the date of notification. The RVAA Admin Council shall rule on the appeal no later than fourteen (14) days prior to the election.
- xi. **SLATE OF CANDIDATES.** The Nominating Committee shall select a minimum of one more candidate than the number of vacancies.
- xii. **ELECTION PACKET.** Each RVA, via the Regional Commissioner, shall receive an Election Packet containing a cover letter, a sample ballot, and applications of the selected nominees two weeks prior to the election to be held during the annual meeting of the RVAA in May (this may be sent via email).
- xiii. **PRESENTATION.** Each candidate shall prepare a short statement (maximum of three minutes), and be given the opportunity to speak to the RVAA prior to the election.
- xiv. **OPEN DISCUSSION.** Ten (10) minutes of open discussion of the candidates (without candidates present) shall be scheduled prior to the election. This time allotment could be extended by a vote of the group.
- xv. **CONDUCTING THE ELECTION.** The Nominating Committee shall supervise and conduct the election of Directors (e.g., announce each RVA(s) vote allotment, distribute and collect ballots, tabulate votes, and announce election results).
- xvi. **VOTE ALLOCATION.** Using the RVAA figure of four hundred (400) votes, approximately two hundred (200) votes shall be divided equally among the approved RVA(s). This will be the nearest whole number to the fraction found when dividing two hundred (200) by the number of RVA(s). The remaining number shall be allocated proportionate to National Base Fee categories based on the previous year's totals. Each approved RVA receives a minimum of one (1) vote based on this proportionate allocation. If any RVA disagrees with the figures of full membership as provided by the USAV office, it is the Regional Commissioner's responsibility to immediately contact the USA Volleyball Administrative Office, and also notify the RVAA Chair, no later than January 31<sup>st</sup> to resolve any discrepancy. Must be provided to the Regions by November 15<sup>th</sup>. Should also include administration Region membership breakdown by Region

xvii. BALLOT VOTE PROCEDURE.

- a. ABSENTEE BALLOTS are not allowed at the RVAA because of voting procedures.
- b. For the purpose of voting for the RVAA BOD representatives in the RVAA, an RVA principal representative may designate a voting representative who shall be a member of the RVA they are representing and shall be designated prior to the election roll call.
- c. Elections for each of the positions shall be conducted independently. The election for any expired terms will precede the election for any vacant positions. If more than one (1) position is vacant, the position with the longest vacant term will be held first.
- d. MAJORITY. A majority in the RVAA shall be determined by receiving a majority of the votes present and voting (abstentions are not votes).
- e. Each Region's ballot may not be split between candidates.
- f. On the first ballot for the first position, a majority must be gained for a candidate to be elected.
- g. A second ballot is necessary should no majority be gained. The candidate with the lowest total of votes shall be deleted, with a majority again required for election.
- h. A third ballot, or subsequent balloting, is necessary should no majority be gained. The candidate with the lowest total votes shall be deleted. The voting process shall be the same until a candidate receives a majority.
- i. Following the election of the first director, all remaining candidates (including any deleted in the first election process) shall compete for the remaining position(s) with the same procedures applying.
- j. Vacancies will be filled at the next meeting of the RVAA.
- k. These Procedures may be amended by a majority vote of the RVAA votes with each RVA receiving one (1) vote per RVA.

16. ZONES

- a) FOUR (4) Zones have been established, each subdivided into two (2) Sections, whose boundaries may be modified by recommendation of the RVAA and approval of the USA Volleyball Board of Directors.

a. ZONALS

i. ATLANTIC

- i. ATLANTIC NORTH SECTION: CH-Chesapeake, GE-Garden Empire, IE-Iroquois Empire, KE-Keystone, NE-New England, OV-Ohio Valley, and WE-Western Empire
- ii. ATLANTIC SOUTH SECTION: CR-Carolina, FL-Florida, OD-Old Dominion, PM-Palmetto, and SO-Southern

ii. BORDER

- i. BORDER EAST SECTION: BY-Bayou, GC-Gulf Coast; DE-Delta, LS-Lone Star, NT-North Texas, and OK-Oklahoma
- ii. BORDER WEST SECTION: AZ-Arizona, and SU-Sun Country

iii. CENTRAL

- i. CENTRAL EAST SECTION: BG-Badger, GL-Great Lakes, GW-Gateway, HO-Hoosier, LK-Lakeshore, NO-North Country, and PR-Pioneer
- ii. CENTRAL WEST SECTION: GP-Great Plains, HA-Heart of America, IA-Iowa

iv. PACIFIC

- i. PACIFIC NORTH SECTION: AK-Alaska, CE-Columbia Empire, EV-Evergreen, PS-Puget Sound, RM-Rocky Mountain
- ii. PACIFIC SOUTH SECTION: AH-Aloha, IM-Intermountain, MK-Moku O Keawe, NC-Northern California, and SC-Southern California.

- b. Each Zone may conduct annual ZONAL CHAMPIONSHIPS. A Zonal Information Booklet, to include entry fee, entry deadline, hotel(s), transportation, tournament format, etc., for Zonal Championships will be sent to each Regional Commissioner in the respective zone, with a copy to the RVAA Chair and RVAA Associate Chair.

17. REDISTRICTING

- a. PREAMBLE: USA Volleyball continues to experience a steady growth of its membership and interest in Volleyball. It also continues to experience the desire by applicant members toward the formation of new or Sub-RVA(s) within the existing geographic configuration forming the present corporation. In facilitating the growth of Volleyball, USA Volleyball adopts the following guidelines concerning redistricting of both the geographic and membership of the Volleyball community.
- b. USA Volleyball further recognizes that each existing RVA has been formed under the laws of the state(s) in geographic areas. Redistricting may occur within a single state, or may affect a number of states and their laws. Not all state laws are identical. Likewise, redistricting will have an impact on parent RVA(s), how they are left to operate, their financial structure, and on how bids are allocated for National Championships. In order to assist the existing RVA(s) and members toward redistricting in a harmonious manner, the following process and procedure has been approved. Each applicant and RVA should consult counsel of their choice and comply with their own state laws in effectuating a change of existing RVA(s).

c. DEFINITIONS

- i. REDISTRICTING - The process in which an RVA is formed, whether by separating from an existing RVA within one (1) state, or separating from existing RVA(s) and forming one RVA within a geographical area.
- ii. PARENT RVA - Those geographic areas whose physical boundaries are presently recognized by USA Volleyball.
- iii. SUB-RVA - That separated geographic area of an existing parent RVA within one state / RVA's geographic area, whose application has been approved by the RVA, Zone, and the RVAA. Sub-RVA status shall be computed beginning the date the application is approved by the RVAA, for a minimum of one (1) year or longer, when necessary, until all requirements of a RVA are satisfied, as reflected in the RVA Administrative Manual. Once the requirements are met and the trial period completed, the application shall be submitted by the RVAA to the USAV Board of Directors for final approval as a new RVA.

- iv. PROVINCIAL RVA - That separated geographic area of more than one existing parent state / RVA whose application has been submitted and approved by each impacted parent RVA, zone, and the RVAA. Provincial RVA status shall be computed beginning the date the application is approved by the RVAA, for a minimum of one (1) year or longer, when necessary, until all requirements of a RVA are satisfied, as reflected in the RVAA Administrative Manual. Once the requirements are met, and the trial period completed, the application shall be submitted by the RVAA to the USAV Board of Directors for final approval as a new RVA.
- v. ASSOCIATE RVA - That separated geographic area of one or more existing parent RVA(s) whose application has been rejected by one or more of the existing parent RVA(s), but whose application is approved by the RVAA Zonal Committee after an independent review. An Associate RVA status shall be computed beginning the date the application is approved by the RVAA, for a minimum of one (1) year or longer, when necessary, until all requirements of a RVA are satisfied as reflected by the RVAA Administrative Manual. Once the requirements are met and the trial period completed, the application shall be submitted by the RVAA to the USAV Board of Directors for final approval as a new RVA.
- vi. RVA ZONAL COMMITTEE - This "Committee" will be chaired by the appropriate Zonal Chair and will be comprised of all Regional Commissioners within a designated USAV geographic Zone where the redistricting proposal is originating. Presently these Zones are: Atlantic (North and South), Border (East and West), Central (East and West), and Pacific (North and South):
- vii. CORPORATION - United States Volleyball Association (USAV), the national organization.
- viii. RVA(s) - Regional Volleyball Associations: A RVA Member Organization of USAV.
- ix. RVAA - The collective organization of Regional Volleyball Associations (RVA(s))
- d. APPLICATION PROCESS The following process / procedure should be followed by all applicants seeking redistricting.
  - i. A written application shall be filed with each RVA impacted by a redistricting proposal, with copies provided to the RVA Zonal Committee Chair, the RVAA Chair, and the USAV Administrative Office.
  - ii. All written applications shall follow RVA redistricting procedures, if any, prior to any application being considered by the RVAA Zonal Committee, the RVAA, or USA Volleyball.
  - iii. Each written application shall be signed by at least five (5) persons supporting the redistricting, under penalty of perjury, with applicants attesting that the information provided for in the application is true, accurate and brought in good faith.
  - iv. Each written application shall include, but not be limited to:
    - a. The name of the proposed Sub, Provincial or Associate RVA.
    - b. The name(s) of all parent RVA(s) and all USAV Zone(s) impacted by the redistricting.
    - c. A reference to whether prior application(s) has / have been presented to the parent RVA(s), the date, and a written summary regarding the prior application(s) status.

- d. A clear description of the geographic area impacted by the application; whether it impacts more than one RVA (a detailed map should be provided); the population base of the new applicant area; the population base of the existing parent RVA(s) being impacted; and membership base of the new and parent RVA(s).
- e. A clear description of the membership and teams (adult, juniors, boys and girls) impacted by the application, including the number of members and teams to be in each RVA, the growth rate of volleyball in the area over the last three (3) years, the number of referees and scorekeepers in each RVA, and any other information which the applicant deems helpful to the review committee.
- f. An accurate summary of the impact the application has on existing membership in each impacted parent RVA, including but not limited to fiscal impact on the existing parent RVA(s); impact on adult and junior tournament schedules; impact on junior team bid allocation; and other issues which the RVA Zonal Committee may determine to be relevant.
- g. A clear statement of the purpose for which the application is made.
- h. The names, addresses and USAV membership number of persons proposed as the Commissioner, the Board of Directors and Officers, and the Officials Chair(s).
- i. A list of at least two hundred (200) adults or five hundred (500) members, their names, addresses, phone numbers, USAV membership number, team affiliation, and signature supporting the application. These five hundred (500) members shall include at least two-thirds players (both adults and juniors) as well as coaches and team representatives.
- j. A copy of the applicants proposed Articles of Incorporation; proposed Bylaws, and handbooks, which shall include due process procedures, sexual harassment policy, fiduciary policy concerning financial matters, and steps taken to obtain nonprofit tax status.
- k. A copy of the applicant's proposed budget and inventory of capital assets, financial status, income sources, and liabilities.
- l. A copy of a proposed reciprocity agreement with existing parent RVA(s) authorizing members of each RVA to participate in tournaments sponsored or sanctioned by the new RVA or parent RVA(s).
- m. A statement whether the applicant provided a copy of the application or notice of intent to seek redistricting to the existing parent RVA(s), and a summary of the steps the parent RVA(s) have taken:
  - 1. To inform the parent RVA(s) membership,
  - 2. Information on any polls and their results, and
  - 3. The number of occasions the parent RVA(s) and applicants have met and the results of those meetings. Such statement shall include any agreements or recommendations a RVA may have to such application.

e. PROCEDURE.

- i. Each applicant shall submit a copy of the application for redistricting or a notice of intent to seek redistricting to each existing parent RVA impacted by the application at least ninety (90) days prior to an application being submitted to the RVA Zonal Committee Chair, with copies provided to the RVA Zonal Committee Chair, the RVAA Chair, and the USA Volleyball Administrative Office. CEO

- ii. Each parent RVA shall have a redistricting policy to address such applications. Each parent RVA shall submit the application or notice to its members and obtain a consensus of the majority of its members for the application to be considered.
- iii. A summary of the RVA's action, manner of polling its members, polling results, and / or membership responses shall be submitted in written form to the RVA Zonal Committee Chair no later than thirty (30) days prior to the RVAA Annual Meeting. The summary shall include, but not be limited to, any information the Committee deems relevant and helpful toward its consideration of the application.  
  
The scope of the review shall also consider steps taken by the parent RVA to inform and poll its members, the fairness of the procedure used to allow the application full and fair consideration, and any other information the Committee deems appropriate.
- iv. An applicant whose application for redistricting is rejected by the parent RVA(s) may submit the same for reconsideration by the RVA Zonal Committee.
- v. The RVA Zonal Committee in which the redistricting application is initiated shall meet, review, and make appropriate inquiries regarding the redistricting application or request for reconsideration prior to the RVAA Annual Meeting, and submit a status report or recommendation to the RVAA. The Committee shall make appropriate recommendations regarding the redistricting application or reconsideration motion to the RVAA. The RVA Zonal Committee may elect to (a) support the application and recommend to the RVAA the formation of a Sub or Provincial RVA; (b) reject the application; (c) recommend a formation of an Associate RVA, or (d) direct that further action be taken on the application.
- vi. If the RVA Zonal Committee believes, by a majority, that the impacted parent RVA(s) have failed to provide the application a fair investigation, review, hearing or fair assessment in the determination as to whether such redistricting application is favored by the majority of the membership of the impacted RVA(s), the Committee may recommend to the RVAA that the application be submitted as an Associate RVA. Such recommendation may be considered by the RVAA. Alternatively, the RVAA may hold its own poll and determine whether such an action is in the best interest of the RVA(s) and area membership. The cost of such poll shall be assessed against the parent RVA(s).
- vii. If the RVA Zonal Committee finds that an application is supported by the impacted parent RVA(s), the Committee shall recommend that the redistricting be approved by the RVAA.
- viii. If the RVA Zonal Committee finds insufficient basis for redistricting to occur, the Committee may in writing reject the application. Such rejection shall be final. A copy of this determination letter should be sent to the RVAA Chair.
- ix. If the RVA Zonal Committee, after full evaluation, finds support for the redistricting, opposite of the parent RVA(s) recommendation, the Committee may recommend that an Associate RVA be established.



- x. If the RVA Zonal Committee believes, by a majority, that the applicant has brought forth the application in bad faith, or has provided false information or misrepresented facts to the Committee, the Committee may elect to reject the application. If the Committee finds insufficient basis to recommend redistricting, the Committee may in writing recommend rejection of the application. A copy of this determination letter should be sent to the RVAA Chair.
  - xi. If an application is rejected by the RVA Zonal Committee for bad faith or because it was based on false or misleading information, the Committee may recommend sanction of the applicants whose signature appear on the application and that no application for redistricting be permitted for a period of two (2) years.
- f. LIMITATIONS ON REDISTRICTING.
- i. No application for redistricting shall be approved by the RVA Zonal Committee or RVAA unless applicant RVA shall have at least one third of the impacted parent RVA(s) registered members, with no less than 25% of the new RVA members registered as adult members and the remainder junior members, provided the Committee may relax such limitation if the parent RVA(s) support an application.
  - ii. No application for redistricting shall be approved if the impact of such redistricting will reduce an impacted parent RVA(s) by more than one half of its membership in any existing category, or below a minimum of two hundred fifty (250) adult members and seven hundred fifty (750) junior members.
- g. DISPUTE RESOLUTION. The Corporation encourages mutual agreements between parent RVA(s) and applicant members who seek redistricting consideration. If the parent RVA(s) are unable to reach mutual agreements with an applicant, any disputes shall be submitted to arbitration before a three-person panel comprised of RVA representatives or an arbitrator agreed to by the parties. Each of the parties agrees that the arbitrator's decision shall be binding.
- h. TRIAL PERIOD
- i. A redistricting application supported by the impacted parent RVA(s) shall enjoy Sub or Provincial RVA status for a period of one (1) year following approval of the RVAA and the USAV Board of Directors. Supervision of the Sub or Provincial RVA shall be by the parent RVA(s).
  - ii. A redistricting application approved by the RVA Zonal Committee and not supported by the impacted parent RVA(s) shall enjoy Associate RVA status for a period of one year following approval of the RVAA and the USAV Board of Directors. Supervision of the Associate RVA shall be by the RVA Zonal Committee.
  - iii. A new RVA shall conduct elections, obtain appropriate non-profit tax status, complete all organization legal requirements and otherwise demonstrate to the RVA Zonal Committee that it has complied with all RVA requirements as reflected in the USAV Bylaws and RVAA Administrative Manual prior to final approval of the RVAA and USAV Board of Directors.

- i. REDIRECTION OF ASSETS, LIABILITIES AND RESPONSIBILITIES ON REDISTRICTING
  - i. At no time shall the impacted parent RVA(s) be placed in such a posture that they are required to obtain financial loans to meet their operation expenses, or be placed in such financial posture that their credit status is jeopardized.
  - ii. If a redistricting application is made and approved, all parent RVA(s) shall provide minimum "start-up" assistance comprised of services, monies or materials to provide the fledging RVA with rulebooks, guidebooks, or funds to begin a new season. Such start-up assistance shall be based on the proration of expected membership. Any further assistance shall be at the option of the parent RVA(s) and shall be based on fairness.
  - iii. If a new RVA lacks financial resources or funding to properly equip their offices and meet the requirements of an RVA, as set forth in the RVA Administrative Manual and the Bylaws of the Corporation, the application shall be suspended until proper funding can be available to allow the new RVA to function appropriately.
- j. ALLOCATION OF CHAMPIONSHIP BIDS. Each RVA shall be entitled at least one (1) bid per age division to the Junior National Championships (JNC) based on Junior membership. A Sub, Provincial, or Associate RVA shall be entitled to share in any bids available to the parent RVA(s) if more than one (1) is available based on a pro rata formula of junior memberships in each of the RVA(s). If a parent RVA is afforded only one (1) bid, then a Sub, Provincial or Associate RVA may be allocated a bid from the at-large bid pool by the championship bid committee, provided the new RVA has been approved.
- k. RECIPROCITY AGREEMENTS. Each parent RVA and any Sub, Provincial or Associate RVA, shall enter into a reciprocity agreement for the first three (3) years of the new RVA's existence, allowing teams and player members to continue to participate in tournaments in the parent RVA(s). Likewise, parent RVA(s) teams and player members may participate in tournaments sanctioned by the Sub, Provincial or Associate RVA during the same time period.
- l. MEMBERSHIP OBLIGATIONS. Membership requirements for Sub, Provincial or Associate RVA are as follows:
  - i. COMMUNICATION OBLIGATIONS
    - a. RVA Handbook.
    - b. RVA Tournament Schedule must be made available to the members
    - c. USAV Guidebook material must be submitted at the RVAA Annual Meeting just prior to the USA Volleyball Championship, or June 1<sup>st</sup>, whichever comes first.
  - ii. ADMINISTRATIVE OBLIGATIONS
    - a. Register players and teams.
    - b. A Sub or Provincial RVA should pay the individual member's insurance premiums with its monthly membership fees / insurance report to the parent RVA.

- c. An Associate RVA should pay the individual members' insurance premiums with its monthly membership fees/insurance report to the USAV
      - d. Administrative Office, with a copy of each report sent to the Zonal Committee Chair.
    - iii. Train and certify referees and scorekeepers with a minimum of two (2) clinics for each category.
      - a. Establish minimum requirements.
      - b. Schedule as many clinics as possible which are reasonably accessible to all members.
    - iv. Coordinate and sanction tournaments.
      - a. Schedule adequate competition at various levels of play.
      - b. Establish a Court Conduct Code outlining minimum standards of conduct at tournaments.
      - c. Conduct Sub, Provincial or Associate RVA Regional Championships.
      - v. Establish Due Process Appeal Procedures.
    - m. MEMBERSHIP BENEFITS. Liability and secondary Sports Accident Insurance for currently registered players, voice with no vote at all RVAA meetings.
18. USA VOLLEYBALL ADMINISTRATIVE OFFICE
  - a. National Staff Members should ensure that the RVAA Chair, RVAA Associate, Assistant Chairs, all Regional Commissioners, and RVA representatives to the USAV Board of Directors are apprised of all actions and correspondence potentially impacting RVA operations.
  - b. Certain NATIONAL STAFF MEMBERS are designated to liaison with RVA membership. Their responsibilities are to: Assist in administration of RVA functions; Attend RVAA Midyear and Annual Meetings with voice; Represent the RVA(s) perspective at USAV Administrative staff levels.
19. AWARDS
  - a. RVA(s) may nominate (to the respective committee chair listed in the current USAV Guidebook) candidates for other USAV awards; e.g., Frier, Leader in Volleyball, the Neville A. "Doc" Booth Commissioner's Award, Referee and Scorekeeper Awards, etc. RVA input is especially important for the Neville A. "Doc" Booth Commissioner's Award.
  - b. JUNIOR VOLLEYBALL AWARDS. RVA(s) can submit data for the first four Junior Awards (a through d). (See award criteria in the current USA Volleyball Guide for details).
    - i. Outstanding Program Director
    - ii. Outstanding Clinician
    - iii. Outstanding Coaches (one male, one female)
    - iv. Outstanding Parent Service
    - v. Outstanding Officials at USA Junior National Championships (one referee, one scorer) selected by JOVD based on performance.

- c. COMMISSIONER SERVICE AWARDS. Commissioner Service Awards will be presented at the May RVAA during the Doc Booth Award ceremony. The Award will be a pin recognizing five (5) year increments of service; the Awards will be funded by the RVAA Contingency Fund; Awards will be purchased on the basis of competitive bidding.

## 20. USA VOLLEYBALL CHAMPIONSHIPS

- a. To be eligible to participate in any USA VOLLEYBALL Championship, each RVA must make their membership payments as stated in Article IV Section 2.j.ii. of this Manual. All recognized RVA(s) shall have guaranteed entry to USA Volleyball Championships.
- b. A player eighteen (18) years of age or older who is registered as a junior volleyball player is not eligible to compete.
- c. All USA Volleyball entry forms (except for the Open Division) must come to Championship ONLY from the Regional Commissioner, not from the Team Rep. If releases are needed, or the form is incorrect, the Commissioner must return it to the Team Rep. When corrected and approved, the Commissioner must immediately forward the entry form to Championship.
- d. USA VOLLEYBALL CLUB TOURNAMENTS (AA, A, BB, B). An RVA team may add to its roster a maximum of two (2) players who were not registered with the team during the current season, subject to the following conditions:
  - i. Such players must be registered members of the same RVA as the team and may not have been previously registered with another RVA during the current season.
  - ii. Such players may not be added to the roster of a team which is playing in a classification lower than that of the player or the team that player was registered with during the current season.
  - iii. Such players may not be added to the roster of a team if the team they were registered with during the current season is playing concurrently in a USA Club Tournament.
- e. USA VOLLEYBALL SENIOR AGE GROUP TOURNAMENTS (Men and Women age 30, 35, 40, 45, 50, 55, 60, 65, 70, 75). Players may be conglomerate, need not have previously played together, and should be registered in the RVA where the Team Rep resides if not already members of USAV. It is the responsibility of the Regional Commissioner where the Team Rep resides to verify with other Commissioners that all roster information is complete and correct as stated, prior to approving and forwarding it to the USA Open Competition Commissioner.
- f. USA VOLLEYBALL, CO-ED CHAMPIONSHIPS. All participating players and coaches must be registered with a RVA as an "eligible" athlete during the current season, consistent with Player and Team Eligibility Rules as stated in the current USA Volleyball Guide. Any category of registration approved by the USA Volleyball Board of Directors (Article X, USAV Operating Code) and individual RVA(s) (Regular, Junior and "Other") is permitted without the requirement for upgrading to Regular status.
- g. Team Representatives are required to bring to team registration / check-in one (1) pair of uniform shorts and shirt from each set of uniforms for approval. If more than one (1) set of uniforms are used the numbers on each set must be the same. All Commissioners need to be sure to make adult Team Reps aware of this when verifying and signing team rosters for the USA Open. Junior shirts may include sponsor names and logos.

- h. It was recommended to the Board of Directors that all entry fees for USA Volleyball Championships be established no later than June 1st prior to the ensuing season so they can be published in the current USAV Guidebook and other USAV publications. Adjustment to USA Volleyball Championship entry fees should not take effect until the subsequent season.

## 21. INTERNATIONAL TOURS

- a. The RVA(s) have recommended to the USA Volleyball Board of Directors that the USAV Administrative Office notify the Regional Commissioner of any International events occurring in their geographic area as soon as the host city has been established. Commissioners are on their own if they choose to be involved with any promoter of International matches. Get everything you agree to in writing.

## 22. MEMBER ORGANIZATIONS

- a. INTERACTION WITH OTHER MEMBER ORGANIZATIONS. Regional Commissioners are encouraged to work with local offices of member organizations on the RVA level, and to include these other leaders on their RVA Board of Directors whenever possible. Joint clinics and other cooperative programs are recommended.
- b. STATE GAMES. Sanctioning of State Games by an RVA is not permitted, per the United States Olympic Committee (USOC). RVA(s) may endorse and help with them, but cannot sanction them. After authorization is given by the State Games Committee, RVA(s) may endorse, assist, and / or conduct the volleyball activity of State Games. Participants are not required to register with the RVA
- c. National Senior games are run by USA Volleyball.

## Appendix I

### REGIONAL INSURANCE FUND Administrative Guidelines

- I. The Regional Insurance Fund is for the purpose of:
  - a. Providing funds for any self-insured retention or deductible obligations under the Sanctioned Event General Liability (GL) and Participant Accident (PA) insurance policies. The Regional Insurance Fund may not be used towards self-insured retention or deductible obligations under any other insurance policies including but not limited to Directors & Officers Liability (D&O) and Employment Practices Liability (EPL).
  - b. Offsetting any shortage between the income received and the actual cost of the insurance in a given season or calendar year.
  - c. Capturing any excess of income received over the actual cost of the insurance in a given season.
- II. The Regional Insurance Fund liability account shall be calculated twice per year and adjusted on the financial statements.
  - a. 1st review – 12 months ending August 31st at the conclusion of the membership season.
  - b. 2nd review – 12 months ending December 31st at the conclusion of the calendar year when the December financial statements are finalized.
- III. The Regional Insurance Fund will be evaluated by the RVAA Insurance Committee at the annual meetings in May.
  - a. Based on the purposes established in section I, the minimum balance of the Regional Insurance Fund shall be set at an amount sufficient to cover item I.a.
  - b. If the minimum Regional Insurance Fund balance is exceeded, the excess funds will either:
    - i. remain in Regional Insurance Fund to help stabilize the member insurance rate charged to the RVA(s),
    - ii. be returned to the RVA(s) according to the pro-rated formula,
    - iii. be transferred to the RVAA contingency fund, or
    - iv. be used for other purposes as determined and approved by a majority vote of the RVAA.
  - c. If at any time, the Regional Insurance Fund balance falls below the minimum the funds can only be used for the purposes listed in Section I.
- IV. Regional Insurance Fund Reconciliation Process
  - a. At the end of each membership season the financial recap is given to the RVAA Insurance Committee for review.
  - b. The Chair of the RVAA Insurance Committee will review the report with the RVAA Insurance Committee.
  - c. Once approved by the RVAA Insurance Committee, the financial report will be presented to the RVAA.

- d. The Regional Insurance Fund (savings account) will be funded or withdrawn as appropriate. Transfers will occur on February 1st of the calendar year following the season-end.
- V. The Regional Insurance Fund liability will be listed on the USAV Balance Sheet as the Regional Insurance Fund.
- a. The Regional Insurance Fund cash will be in a separately identified savings / investment account funded or used exclusively as described above.
  - b. Any interest earned on the balance held in the savings / investment account will be applied to the Regional Insurance Fund.
  - c. USAV's audit report will list the liability account for the Regional Insurance Fund. The balance of the liability account will be disclosed in the notes to the audited financial statements.
    - i. The audit, including any discrepancies found and Regional Insurance Fund balance, will be provided to the Chair of the RVAA Insurance Committee.
    - ii. The findings of the audit will be reported along with the RVAA Insurance Committee report to the RVAA.
- VI. If it is determined the Regional Insurance Fund is no longer needed, it will be returned to the RVA(s) based on the pro-rated formula.
- VII. The pro-rated formula will be calculated based on a composite of the total number of insurance dollars contributed by each RVA and translated into a percentage of the total insurance dollars.
- VIII. The RVAA Insurance Committee will evaluate these guidelines as necessary or at a minimum at the end of each quadrennial and make recommendations back to the RVAA.

**Appendix II RVAA Nominating Form**



USAV – RVA Nomination Form for RVA position  
**Position desired** \_\_\_\_\_

**PERSONAL BACKGROUND**

Name: \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_  
 City: \_\_\_\_\_ State & Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

LEVEL	COURSE OF STUDY	DEGREES
High School	_____	_____
Undergraduate College	_____	_____
Post Graduate Study	_____	_____
Professional School	_____	_____
Graduate School	_____	_____

**PROFESSIONAL BACKGROUND**

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Business Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

**ORGANIZATION:** Professional, Trade, Business, and Civic Organizations and Offices Held

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SPECIALIZED SKILLS BACKGROUND (Check all that apply)**

<input type="checkbox"/> Accounting	<input type="checkbox"/> Computers	<input type="checkbox"/> Contracts	<input type="checkbox"/> Fund Raising
<input type="checkbox"/> Grant Writing	<input type="checkbox"/> Investment	<input type="checkbox"/> ROD Knowledge	<input type="checkbox"/> Lobbying
<input type="checkbox"/> Management	<input type="checkbox"/> Marketing	<input type="checkbox"/> Motivation	<input type="checkbox"/> Planning
<input type="checkbox"/> Public Relations	<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Team / Group Skills	<input type="checkbox"/> Writing

**YOUR OBJECTIVES:** applicable only if running for RVA Board Rep or USAV Nominating Committee

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This form must be completed and submitted to the RVAA Nominating Committee Chair no later than 90 days prior to the election. Receipt of this form will be acknowledged electronically.



## VOLLEYBALL SPECIFIC BACKGROUND

### USA VOLLEYBALL REGIONAL BACKGROUND

YEARS	POSITION	YEARS	POSITION	YEARS	POSITION
___	Region Commissioner	___	Scorer Chair	___	Junior Coach
___	Region Board of Directors	___	Facility Director	___	College Coach
___	Region President	___	Tournament Chair	___	Player
___	Region Treasurer	___	Team Representative	___	Referee
___	Region Registrar	___	Club Director	___	Scorer
___	Referee Chair	___	Other (Specify: _____)	___	CAP Cadre

### USA VOLLEYBALL NATIONAL BACKGROUND

YEARS	POSITION	YEARS	POSITION	YEARS	POSITION
___	BOD Member	___	RVA Member	___	JA Member
___	BOD President	___	RVAA Chair	___	JA President
___	BOD Vice President	___	RVAA Associate VP	___	JA Associate VP
___	BOD Treasurer	___	National Team Player	___	National Official
___	National Coach	___	Referee Chair	___	USAV Staff
___	Other (Specify: _____)				

### OTHER VOLLEYBALL ORGANIZATIONS

YEARS	ORGANIZATION	POSITION HELD
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Region(s) in which you have been active: \_\_\_\_\_

### 23. OTHER QUALIFICATIONS

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#### REFERENCE:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Day Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

#### APPLICANT'S SIGNATURE OF VERIFICATION

I certify that the information given herein is true and complete to the best of my knowledge. I authorize the Nominating Committee to contact the above listed references.

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