

Iroquois-Empire Volleyball Association

Player Handbook 2002-2003



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|---------------------------------|------------------|---|
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| APPOINTED OFFICERS | | |
| Registrar | Hansen Leong | P.O. Box 61 Troy, NY 12181 (518) 237-4566 registrar@irevavb.org |
| Tournament Coordinator | Paul Vink-Lainas | P.O. Box 996 Troy, NY 12181 (518) 279-4475 tournament@irevavb.org |
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IREVA WELCOMES YOU

This handbook is designed to introduce you to the sport of volleyball as played in the Iroquois-Empire Volleyball Association (IREVA). Because IREVA is devoted to promoting volleyball, its policies are geared to benefit our participants. If the information you seek is not on these pages, don't hesitate to contact a member of the Board of Governors, call the regional office, or send e-mail to office@irevavb.org.

OUR HISTORY

IREVA was formed in 1983 as an outgrowth of the Garden Empire Volleyball Association. It is one of 39 member regions of the United States Volleyball Association based in Colorado Springs.

OUR MISSION

The IREVA Board of Directors has adopted a Mission and Vision Statement to define the goals for the future of volleyball in the upstate New York Region. It states:

IREVA's mission is to administer USAV Regional programs and to promote volleyball as a lifetime activity. We define success in carrying through this mission by the following:

- Competitive teams that are active in all age and gender groups, across all levels of play
- Tournaments, coaches and officials of the highest quality
- The organization and its members are respected by parents, administrators, and coaches of school and college athletic programs
- The organization is respected by and has the active involvement of its members, coaches and officials
- The organization and its members are a source of information and support for volleyball activities for non-USAV organizations
- The organization is financially and operationally stable

IREVA is making progress toward realizing its mission by establishing and implementing short-term and long-term goals related to communication, tournament quality, membership growth, outreach to related organizations and other similar efforts.

IREVA's success depends on its members to continually improve the sport for all participants. If you have ideas to share or time to contribute, please contact any IREVA director or the IREVA Regional Office.

REGIONAL CONTACT INFORMATION

IREVA Region Office Hours:

Monday 5 to 7 p.m.
Tuesday 1 to 3 p.m.
Wednesday 9 to 11 a.m.
Thursday 1 to 3 p.m.
Friday 9 to 11 a.m.

Toll free number: 1-800-251-9811
Syracuse Area: 315-695-DIVE (3483)
E-mail: office@irevavb.org
Web Site: <http://www.irevavb.org>

The IREVA Web site includes up to the minute tournament schedules and information, a list of the current season's members, including referee and scorekeeper status, current information on referee and scorekeeper clinics, membership and tournament forms, the latest issue of ***Down the Line***, our quarterly newsletter, team rankings, directions to common tournament sites, links to neighboring region Web pages, and links to IREVA-registered club/team web sites and other volleyball organizations.

Our site is regularly being enhanced, so your patience, comments and ideas are welcome. What would you like to be able to access online? Suggestions can be emailed to office@irevavb.org or shared with any IREVA officer.

BENEFITS OF IREVA MEMBERSHIP INCLUDE:

- **Sanctioned tournaments** with certified officials to ensure quality play.
- **Insurance:** Sport Accident and Liability Insurance cover all members. Please make sure that your players and parents are aware that USAV carries this Sports Medicine Insurance Policy on all of our athletes. This is a secondary policy which goes into effect after a persons primary policy, however if someone is injured you must fill out the incident report and return it to the Insurance ASAP in order to take advantage of this policy. Incident and Medical Accident reports can be obtained by calling Anna Turner at the Regional Office, at (800) 251-9811 or (315) 695-4937, or by email at office@irevavb.org.

The Master Insurance program provided by USA Volleyball to its member clubs, Regional Associations and individual members is limited to approved or sanctioned activities. Approved or sanctioned activities are those activities that have been reviewed and authorized by a Regional Commissioner or their assignees. Volleyball activities that automatically receive approval or sanctioning without written authorization of a Commissioner are limited to the following:

1. Junior team tryouts that require participants to purchase at least a one- day Volleyball membership prior to the tryout.
2. All volleyball practices by member clubs. All club members are registered USAV members.
3. All volleyball tournaments in which only USAV registered members participate.
4. All leagues in which all participants/teams are registered USAV members.
5. Travel to and from USAV practices and tournaments by registered USAV members.
6. Pre-tournament activities such as volleyball clinics, meetings or fundraisers that occur within 24 hours of the actual tournament.
7. Post-tournament activities such as volleyball clinics, award banquets or award ceremonies that occur within 24 hours of the actual tournament.
8. USAV hosted referee or scorekeepers clinics.
9. Regional or National ROD/YJOVD meetings.

The following activities would require review and approval from a Regional Commissioner and/or Insurance Company before they can be considered as "approved or sanctioned" activities.

1. Fund raising activities by a member volleyball club that did not occur within 24 hours of a tournament.
2. Tournaments in which alcohol beverages are sold or distributed.
3. Volleyball camps or clinics not conducted within 24 hours of a tournament.
4. Tournaments or practices in which non-USAV players are allowed to play.
5. All non-volleyball activities conducted by a member club such as year-end parties, social outings or other recreational activities.
6. Volleyball tournaments that include non-volleyball activities such as fireworks displays or other recreational activities.

- **Clinics:** Clinics are provided for coaches and officials on an annual basis.
- **Rulebooks and Guidebooks** are provided to the membership annually. A quarterly newsletter is provided in IREVA as well as other pertinent and frequent mailings to keep the membership informed.
- **Player Handbook** - One printed copy will be provided to each registered team. Additional copies may be obtained from the web site at www.irevavb.org.
- **Regional Administration:** Your membership makes it possible for the Region to provide the necessary administrative services required.
- A **Web site** for updated information is provided at: <http://www.irevavb.org>
- **National Administration:** Your membership gives vital support to USAV, its offices and staff and assists in making the services available for the growth and development of volleyball in the Region.

MEMBERSHIP AND TEAM APPLICATIONS

USA Volleyball Iroquois-Empire Region (IREVA) sanctioned season activities (camps, clinics, leagues, tournaments) require all teams and individuals who occupy the team bench to register prior to participation in any event. A USA Volleyball membership is valid for one year, and the season runs from November 1 through October 31.

INDIVIDUAL MEMBERSHIP

The individual membership is available for athletes and non-players (i.e. administrative personnel, coaches, chaperones, managers, referees, scorekeepers, team representatives, trainers and volleyball supporters). The individual membership categories are:

- **Regular / Adult membership**

This includes all players and members of adult teams, as well as adult members of Junior teams who wish to receive full membership benefits.

- **Junior membership**

Any player born on or after September 1, 1985 who is 18 years or younger, and high school students in the 12th grade or below during the current academic year, or who are 12th graders who are 19 years of age or younger on June 15th of the current season may register as a Junior member. Once a player participates in a club or varsity program for any university, college, community college or junior college, he/she is no longer eligible to play in any regional or national JOV qualifying and/or championship events. Additional information on Junior age divisions can be found on page 9.

- **Coach / Chaperone / Manager / Trainer / Other**

This includes any individual who is interested in becoming a USA Volleyball member, but does not wish to participate in competition. This includes adults on Junior teams such as coaches, officials, etc. This membership gives participants all membership benefits with the exception of the regional newsletter.

- **One-event**

Any adult, junior or youth athlete participating in an IREVA-sanctioned tournament or single event may obtain a single-event membership. This participant is not eligible for any Regional or National championships without proceeding to complete a regular membership. This member may elect to upgrade to a full membership upon payment of the balance of the Adult or Junior membership fee. Additional information on One-Event registrations may be found on page 9.

The complete fee schedule is located in Appendix A.

TEAM REGISTRATION

Team representatives should complete all registration forms and mail to the Region Office along with the appropriate fees as soon as possible. No team may participate in a sanctioned event until they are properly registered. No individual is covered by USA liability or sport accident insurance and properly registered until all of the appropriate forms are correct, returned to the Region Office along with the required fees and a USA Volleyball membership number has been assigned.

A team must have at least six players and no more than 15 on its roster in order to register. All players participating in IREVA-sanctioned competition must be registered with a team.

TRANSFER POLICY

If an individual registers and represents a specific team/club in any USAV tournament, they must remain on that team for the remainder of the season unless a transfer is approved. The proper procedure for transferring players is:

- 1) The individual requesting the transfer must draft a letter to the Commissioner detailing the circumstances surrounding the request.
- 2) The representative from the team the player is leaving must submit a letter to the Commissioner.
- 3) The representative from the team gaining the player must provide a letter of acceptance.

The Commissioner will notify the player when the transfer is authorized. After February 1st of the current season, no transfers are allowed without the approval of the Board.

Membership forms can be downloaded from the IREVA Web site, or may be obtained from the Registrar.

IREVA will list on its Web site each adult player's name, registration number and (if authorized) e-mail address. IREVA will list each junior player's (under 18 years of age) name and registration number. Club and team representatives will have their e-mail addresses and phone numbers listed. If you would like a printout of the current registration list for the region, please send a self-addressed stamped envelope to the registrar.

PLAYERS IN GOOD STANDING

Each member must complete, in full, a Member Registration Form each year. All information is requested for record-keeping purposes and is maintained in the strictest confidence. Forms with incomplete and inaccurate information will be returned or refused. Membership is not active until IREVA receives and accepts completed registration materials and full payment. Membership is valid from November through October 31.

A player is considered to be in good standing with the Region when their registration forms and payment have been received, and provided that there are no current or pending disciplinary actions against them within the Region or through USAV.

A member assuming the identity of another person or using the membership card of another person in a fraudulent manner shall be suspended from USAV competition. All members are expected to conduct themselves in accordance with the USAV Participant Code of Conduct.

ONE-EVENT REGISTRATION

The One-Event registration classification allows a person to participate in one USA Volleyball event (usually a tournament) per season. This category is useful for the casual player who wants to play in just one tournament. It is also useful when the player is new to a team and there is not enough lead-time to obtain a membership number from the registrar.

The one-event form can be filled out on the day of the event. Be sure to complete all information including the date of the event. It is the player or coach's responsibility to provide the form. The tournament director must mail the completed application and \$10 fee to the Registrar the day after the tournament. Any player who cannot produce a USAV membership number should fill out a one-event form and pay the one-event fee. If a player decides to register after using a one-event registration, they will pay the normal fees as if they had not registered for the one event. This category has been extended to include team try-outs that extend over several days. Please list all try-out dates on the form. The total try-out activity for one player using a one-event registration may not exceed eight (8) hours.

JUNIOR OLYMPIC VOLLEYBALL

The Region provides many playing opportunities for high school and junior high school athletes through Junior Olympic (JO) competition. Specific age divisions are determined and reviewed by the National Junior Olympic Volleyball Division on an annual basis. Teams are eligible to compete within the Region as well as in other Regions.

Guidelines for Junior Olympic Volleyball Teams

1. Coaches must be adults (18 years or older) and registered members of the Region.
2. Coaches must have their IMPACT Certification within 30 days of registration.
3. Coaches must have a Code of Ethics on file with the Region office. This Code of Ethics should be included at the time of registration.
4. Coaches must inform both their players and their player's parents or guardians that the Waiver of Liability and Code of Conduct sections of the membership forms must be signed before the player can become a USAV member.
5. No coach can supply or condone the use by players of drugs, alcohol or tobacco.
6. No coach can participate, require or condone any action by their players, which is illegal under either the civil or criminal code.
7. A certified adult coach must be present at all practices, during team-supervised travel and during competition. This coach is responsible for the moral and ethical atmosphere and activities during team events.
8. No coach shall allow, encourage, condone or require any behavior that threatens a player's IHSA, USAV or NCAA eligibility.
9. Once a player has committed to a team or club for the season, either verbally or in writing, no coach from another club, player under the direction of another team or club coach, or parent under the direction of another coach, may contact that player for the purpose of persuading them to leave the club to which they have committed. This does not prohibit anyone from talking to another player or giving the player or her/his parents or guardians information about their club tryouts, practices, organization, etc., if it is requested by the player, her/his parents or guardians and the information does not relate to any promises, future consideration or inducements to leave the player's present team or club.

REGISTRATION OF JUNIOR OLYMPIC TEAMS

Definition of Junior Olympic teams: Teams comprised solely of Junior Olympic age athletes for the purpose of competing in Junior Olympic competition, including USA Junior National Championships. Each player on the roster must meet the age requirements for the division in which the team is eligible to enter in USAV competition. Each player must also complete all registration forms including the Medical Release Form prior to competing in any sanctioned event.

2002 - 03 AGE DEFINITION

For eligibility purposes, a player who has just completed a grade in the spring of 2003 will be considered in that grade just completed. Players need not be currently enrolled in high school except as noted below.

Once a player participates in a club or varsity program for any university, college, community college, or junior college, he/she is ineligible to play in any regional or national JOVC qualifying and championship events.

18 and Under Division:

- Players who were born on or after September 1, 1984 or players who were born on or after September 1, 1983 and a high school student during some part of the current academic year

17 and Under Division:

- Players who were born on or after September 1, 1985

16 and Under Division:

- Players who were born on or after September 1, 1986

15 and Under Division:

- Players who were born on or after September 1, 1987

14 and Under Division:

- Players who were born on or after September 1, 1988

13 and Under Division:

- Players who were born on or after September 1, 1989

12 and Under Division:

- Players who were born on or after September 1, 1990

Boys 14 and Under Division:

Regionally waived boys teams in the 14 and under age group will be allowed to participate at the USA Junior Olympic Volleyball Championships using the following age/grade definition:

- Players who were born on or after September 1, 1988 or players who were born on or after September 1, 1987 (15 years or younger) who shall neither have completed nor are in a grade higher than the eighth grade (8th) grade during the current academic year. (This exception is based on the net height difference of 7'4 1/8" to 7' 11 5/8" between the 14 and Under Division to the 15 and Under Division.)

USA VOLLEYBALL AGE FALSIFICATION POLICY

(Adopted By USA Volleyball Board of Directors, January 19, 2002)

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

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

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

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

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

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

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

SENIOR / MASTERS VOLLEYBALL

The Board encourages tournaments for senior players. Since nearly 50% of all adult IREVA players are 30 years of age older. It is easy to host tournaments for existing teams who are capable of fielding a team composed exclusively of 30+ players. The rules regulating senior/masters play are as follows:

- 1) Registered teams with six or more players in the same 5-year age bracket (30, 35, 40, 45, 50 or 55) must play together as the team registered within the region during region-sanctioned age-bracket tournaments. Players on such team will not be allowed to switch to another team within the region.
- 2) Any player belonging to a team that does not have six or more players in his/her five-year bracket may petition the Commissioner *in writing* for permission to play with another specific age-bracket team during the current season. Such player may not play on this age-bracket team until both the player and the composite team receive written permission from the Commissioner. Once the player has competed with that composite team, he/she may not switch to another team within that age bracket.

SANCTIONING AND INSURANCE

A sanction for a tournament or practice is an approval to sponsor a USA Volleyball event and be covered by liability insurance. Any team or club conducting or planning to conduct a volleyball tryout, trial, event or local, regional or zonal competition must seek such approval from the Region where the competition is to take place. Insurance coverage is provided for registered USAV members while participating in any sanctioned event.

The individual medical deduction per incident is \$250 when combined with the player's own personal insurance, or \$1,000 when used alone. Details are available from the Insurance Chair. Non-sanctioned competitions are not covered by USAV insurance. Your team is not covered at practices until and unless you sanction your practice.

The sanctions for practices are issued for a maximum of one volleyball season, beginning on November 1 and continuing through October 31. The sanction is valid only for the dates listed on the sanction. Only registered USA Volleyball members can request a USAV sanction for an event, practice, tournament or clinic. Only currently registered persons may participate at a sanctioned event.

To sanction your practice and receive insurance coverage:

- 1) Individuals should register with the Region to obtain USA Volleyball membership numbers
- 2) Fill out and mail the **Sanction for Team Practice** form to the Insurance Chair. This and other forms are available on the Web site.
- 3) Mail the **USAV Certificate of Insurance Request** to the Insurance Chair or call with all required information.

The Insurance Chair cannot approve a sanction or start the process with our insurance carrier until the team registers. Early in the season, the turnaround time for a Certificate of Insurance is one week. As the season progresses, this process can take up to three weeks.

Injury Forms

At all sanctioned activities, captains and tournament directors should have both the **USA Volleyball Incident Report** form and the **USA Volleyball Medical Claim Form** on hand in case of an incident. In the event of an injury, fill out the forms as completely as possible. Keep one copy for yourself and send the originals to the Insurance Chair. For additional forms, contact the Regional Office, the Insurance Chair, or the IREVA Registrar. Forms may also be found on the IREVA Web site.

IREVA TOURNAMENTS

COMPETITION LEVELS

In order to promote competitive play (equality) at tournaments, IREVA has hadopted the following policies and procedures:

1. Individual players are not rated.
2. Teams are ranked according to A, BB or B and into Gold, Silver and Bronze divisions within each level. The Eligibility Chair will rank teams based on tournament results. Factors such as the number of points scored, the number of tournaments played, and playoff results will be considered. Tournament results and team rankings are posted on the IREVA Web site.
3. Tournaments will be sanctioned on the basis of both level and division. Teams are allowed to play in tournaments that are one division higher than their ranking, but cannot play lower.
4. In general, team level and division ratings are intended to correspond to competition at the National level. Results of teams participating in National Open Championship will be used to evaluate IREVA team rankings each year.
5. Complaints or appeals go to the Eligibility Chair, and will be reviewed by the Board of Governors.

REGULAR SEASON TOURNAMENTS

IREVA adheres to the rules and regulations of the current USA Volleyball Guide and Rule Book. In addition, the following Regional Rules apply to all IREVA teams and players.

Teams participating in tournaments during the regular season:

1. Must declare their level and division at the time of registration.
2. Must submit a check for the tournament fee to the tournament director. **Registration in a tournament is based upon receipt of the fee and roster by the tournament director, not upon verbal phone commitments.**
3. Must provide a roster and a list of USAV numbers to the tournament director. Coaches and team representatives can change this roster up to 24 hours before the tournament.
4. Tournament Fees are non-refundable. Teams must notify the tournament director at least 24 hours in advance if they are unable to participate in a tournament in which they are scheduled to play, unless weather conditions or an accident forces a dropout. Teams that fail to provide such cancellation notice could be required to pay an additional penalty fee.
5. Must have a certified scorekeeper and a certified second referee present to participate in tournaments after January 31 of the current season. Clubs must have one scorekeeper and one second referee for each team fee paid.
6. Teams must fulfill tournament obligations and work assignments. Teams that do not fulfill their scheduled work assignments, fail to provide certified scorekeepers, or do not provide a certified second referee will be fined \$50 for the first offense. Fines will be doubled for each subsequent violation. These fines will be paid to IREVA.
7. Severe penalties will be imposed on teams that fail to pay fees or to obey USAV, IREVA or facility rules. This includes rules governing the use of alcohol, food, smoking etc.
8. Any team with a player who is not properly registered will cause that team to forfeit all games in which that player has participated and penalties will be imposed on both the team and the player. Unregistered players may not play under any circumstances.
9. Teams out of uniform will forfeit any games they play while out of uniform. Any questions concerning these rules should be addressed with the tournament director and the head official at a tournament. For additional information, please refer to the 2002-2003 Official USA Volleyball Rules, sections 5.1.3 and 11.3.2.1
10. All complaints about officiating, objectionable behavior on the part of players or tournament directors, or reports of any violation of USA Volleyball rules or principles must be submitted to the Regional Commissioner in writing.

HOSTING AN IREVA TOURNAMENT

The following procedures are to be followed when a team wishes to host a tournament during the season.

APPROVAL PROCESS:

- 1) Discuss available dates with the IREVA Tournament Coordinator (tournament@irevavb.org)
- 2) Inform the Tournament Coordinator that you have a site and want to apply for a date, or use the online tournament request tool. If approved, the tournament date(s) will be reserved for ten days to allow for your paperwork to arrive. If your application is not complete or does not arrive within ten days, your dates will be released. Applications to host an event may be filled out on the IREVA Web site, and should then be submitted by mail to the Tournament Coordinator.
- 3) The Tournament Coordinator will review your final application. If everything is in order, you will be sent notification of final approval along with a sanction number. Once you have been given a sanction number, you are permitted to collect entry fees and solicit teams for your tournament. Please note: the tournament sanction applies **only** to the tournament described in the application. Any changes including, but not limited to, date, location, or level of play must be approved by the Tournament Coordinator in writing, prior to the event. Failure to obtain this approval will result in forfeiture of your sanction, and you will be subject to disciplinary action.

TOURNAMENT PROCEDURES:

- 1) Immediately upon approval, contact the referee assignor (assignor@irevavb.org) to arrange for officials for your tournament. All tournaments must use the assignor to request referees. Failure to provide certified officials will result in a \$100 fine for the first offense. *Exception:* Uncertified officials are permitted in tournaments sanctioned as friendship tournaments.
- 2) Read the "Guidelines for Conducting indoor Tournaments/Leagues" in the Official *2002-2003 USA Volleyball Rules*.
- 3) Team entry applications should be accepted only upon receipt of a check. Teams are responsible for entry fees even if they don't show up for a tournament. IREVA cannot assist tournament directors with collections from teams that don't show up, so please collect all entry fees in advance. All teams applying for your tournament must be notified of their acceptance status in a timely manner.
- 4) Set up a playing schedule. Keep in mind that teams must be guaranteed a minimum of eight (8) 25-point games. Some guidelines are provided in the *2002-2003 USA Volleyball Rules*. Tournament directors do have some flexibility regarding the schedules, however the schedules provided by USA Volleyball are designed to give equal time off and working to all teams. At least one week before the tournament, notify the participating team representatives of their start times.
- 5) Use the official forms for team applications, rosters, score sheets, lineups and libero tracking sheets. These forms can be obtained from the IREVA Web site, the USA Volleyball Web site, or by contacting the Tournament Coordinator.
- 6) Obtain appropriate awards for your tournament. You must have at least seven individual awards on hand for each group of individual awards you are giving as described below:
 - Two or more pools (same level): first and second place team and individual awards
 - One pool: first and second place team awards and first place individual awards. It is recommended that individual awards also be given to up to two non-playing coaches of the winning teams.
- 7) Confirm the availability of the following required equipment:
 - Like-new balls (minimum of one per court)
 - Net, equipment
 - Antennae
 - Tables, chairs
 - Pens, pencils
 - Whistles
 - Scoreboards

AT THE TOURNAMENT:

- 1) Arrive early to set up the net and arrange the courts, including the scorekeeping table(s) and player benches. All courts should be completely set up prior to the captain's meeting, so that teams may begin warming up immediately following the meeting.
- 2) Coordinate the following with the head official:
 - Officiating schedule
 - Ground rules, including warm-up time
 - Playoff rules
 - Protest committee
 - Verification of certified scorekeepers and second officials
- 3) Post a playing schedule and a work schedule. Clearly indicate:
 - How playoffs will be determined
 - How playoff work teams will be determined
 - How tiebreakers will be handled
- 4) When teams arrive, have them complete their rosters. A complete roster must be turned in before teams play their first match. Rosters must clearly indicate the team name, player names and USAV Registration numbers.
- 5) All players and teams participating in your tournament must be registered with USA Volleyball. Check the IREVA Web site to confirm individual and team registrations. One-event registrations must be used to register each player who is not listed on the Registrar's player list. If you allow non-registered individuals to participate, you are jeopardizing your insurance, which may make you personally liable for any accidents. In addition, this will result in severe disciplinary action from the Region.
- 6) Post match scores and results as soon as they are available.
- 7) Pay the referees. The head official can assist with determining referee fees.
- 8) Hand out awards.

The complete guide for tournament directors is available in the Official United States Volleyball Rulebook on pages 95-108.

AFTER THE TOURNAMENT:

The following forms must be submitted within eight (8) days of the tournament date.

- 1) Submit results to the Eligibility Chair
- 2) Submit rosters and referee expense forms to the Tournament Coordinator.
- 3) Submit one-day registration forms to the Registrar.

Failure to send this information will result in a forfeiture of your performance bond. Teams that forfeit their bond will lose the right to host any future tournaments until a new bond is posted. The bond amount doubles after each forfeiture. If you have any questions regarding performance bonds, please e-mail tournament@irevavb.org.

OFFICIALS

Updated lists of Referees and Scorekeepers are available on the IREVA web site and from the Regional Office.

SCOREKEEPER REQUIREMENTS

IREVA members who wish to become certified scorekeepers must:

- 1) Be a USAV member
- 2) Attend the scorekeeper's clinic annually
- 3) Take and pass the appropriate scorekeeper test.
- 4) Be rated in scorekeeping on the appropriate number of matches.
- 5) Be re-rated as deemed necessary by the Scorekeeper's Chair.

ANNUAL FIRST REFEREE REQUIREMENTS

Individuals who wish to become/remain certified first referees must:

- 1) Register as a USAV member
- 2) Attend a scorekeeper clinic and take the appropriate exam to become a Provisional Scorekeeper or maintain a Regional Scorekeeper rating.
- 3) Attend a full referee clinic
- 4) Complete the appropriate referee examination.
- 5) Be rated twice as a first referee and once as a second referee. Nationally rated referees must be rated at National events.
- 6) Maintain "in good standing" status.

In addition to these requirements, the following guidelines apply:

- Provisional referees must be in good standing for two consecutive years to be considered for advancement to Regional rating.
- Regional referees must be in good standing for two consecutive years to be considered for Junior National application. Regional referees are expected to be available for the Regional Championship tournament.
- Junior National referees are expected to be available for at least one rating or clinic session, and for the Regional Championship. To be eligible to referee at any National tournament, an official must be in good standing for that year. Officials not in good standing will be reported to the National office and declared ineligible to referee at National events.

ANNUAL SECOND REFEREE REQUIREMENTS

In order to become a certified second referee, players must attend a referee clinic during the current season, between October 31 and November 1.

CLINICS

Free scorekeeper and referee clinics will be sponsored in IREVA. Be sure to visit the IREVA Web site for a current list of clinics. Clinic dates will also be published in *Down the Line*, the regional newsletter.

Free clinics need to be scheduled at least four weeks in advance so the clinic can be posted on the Web site. The location must have desks or tables for a minimum of 30 participants. Team representatives will receive rulebook at official scorekeeping and referee clinics. Please be sure to bring a copy of your team's registration list to collect team rulebooks.

2002-2003 Referee Rates

| | Per-Game Rate | Half-day Rate | Full-day Rate | * Premium Rate For One-Game | * Premium Rate For 2/3 Match |
|-------------------|----------------------|----------------------|----------------------|------------------------------------|-------------------------------------|
| Provisional | \$5.00 | \$60.00 | \$100.00 | \$10.00 | \$22.50 |
| Regional | \$6.50 | \$70.00 | \$125.00 | \$13.00 | \$29.25 |
| Jr. | \$8.00 | \$80.00 | \$150.00 | \$16.00 | \$36.00 |
| National/National | | | | | |

Full time referees are paid the half-day or full-day rate plus any premium rates due them. Referees who work less than a half-day (includes player refs) are paid the per-game rate.

* Referee Maximums

A full-day referee should be scheduled to work no more than:

- 6 games in a row
- 14 games in pool play
- 17 games total, including playoffs

Any matches scheduled over these maximums are paid at the premium rates.

A player referee should be scheduled to work no more than:

- 3 games in a row
- 2 matches in pool play

A player referee who works playoffs is paid three times the per-game rate.

MILEAGE

If travel exceeds 75 miles round trip, mileage is reimbursed at \$0.34.5/mile (till the end of 2001), \$0.36.5/mile effective Jan 1, 2002 for the miles in excess of 75 miles. (Maximum \$25)

MINIMUM NUMBER OF REFEREES

| # of courts | # of Full time referees |
|-------------|-------------------------|
| 1 | 1.5 |
| 2 | 3 |
| 3 | 4 |
| 4 | 6 |

No IREVA reimbursement will be made unless the tournament coordinator is allowed to procure a sufficient number of referees for the tournament.

See reimbursement information under Additional Information below.

Additional information:

- The work team is responsible for all second referee assignments, including playoffs.
- Head officials are compensated an additional \$5 per court. The head official creates and oversees the referee schedule, verifies certified scorekeepers, and fills out a single voucher for all of the referees.
- The tournament director approves the referee schedule prior to the start of the tournament.
- The tournament director is not required to pay the referees the premium rate if the minimum number of referees is procured for the tournament.
- "Average" referee costs are \$200 per court (including mileage). IREVA will reimburse any tournament director who runs a single-day standard, five-team pool per court tournament, and whose average referee costs exceed \$200 per court for their tournaments. This is a seasonal average, meaning that one day's average of \$220 per court would be offset by another day's average of \$180, for an average of \$200. Tournament directors must send reimbursement requests to the Tournament Coordinator. Include a copy of the referee vouchers for all tournaments. Refunds are paid in May.

REGIONAL CHAMPIONSHIPS

IREVA Regional Championships in 2003 will be held on April 26-27 (Adults) and on April 12-13 (JOV). Both tournaments will be held at SUNY Cortland. Additional information will be posted at www.irevavb.org as it becomes available.

All teams participating in the Regional Championships must satisfy the following requirements. Teams that fail to meet all of the requirements may be denied participation or may be subject to disciplinary action.

- 1) Teams must have a certified scorekeeper who will be present at the championship
- 2) Teams must have at least one person present at the championship (floor captain is suggested) who has attended a referees clinic during the current season.
- 3) A regional referee may substitute for a certified scorekeeper to permit a team to attend Regionals. If so, he/she may not be called upon to referee if he/she is the team's scorekeeper.
- 4) To be eligible to participate in the Regional Championships, a player must have played with his/her team in at least two tournaments within the IREVA region before the championships. (Exceptions: age group teams and the championship for the top level of competition)
- 5) In accordance with national guidelines, **no player may participate in the Regional Championships (including warm-up periods) wearing uniforms or sweats with the letters "USA / United States" or the Olympic logo.** This policy is strongly recommended to tournament directors throughout the regular USAV season.
- 6) Rosters for Regional Championships may not be changed after midnight on the Wednesday prior to the event.

NATIONAL CHAMPIONSHIPS

National Open Volleyball Championships, sponsored by USA Volleyball, will be held from May 24 - 31, 2003 in Minneapolis, MN. Additional tournament details are available at www.usavolleyball.org.

Levels of play include Men's and Women's Open, AA, A, BB, and B championships, as well as Senior and Master championships for each of the 30+, 35+, 40+, 45+, 50+, 55+, 60+ and 65+ age brackets.

IREVA may partially reimburse the entry fees for teams participating in Nationals. To be eligible for a subsidy, a team must meet the following requirements:

- 1) Team has participated in two IREVA tournaments and the Regional Championship.
- 2) All team members participated in at least two IREVA tournaments.
- 3) Fulfill its playing and working obligations at the National Championship AND
- 4) Submitted a brief article for publication in the IREVA newsletter.

Players for Senior/Master's teams that represent the region in the National Championship can be selected from teams playing regularly in the tournament in the Region. Up to two out-of-Region players are allowed to play on such teams seeking reimbursement.

US JUNIOR OLYMPIC VOLLEYBALL CHAMPIONSHIPS

JOC National Championships are held in early July. Contact Robin Sparks at jov@irevavb.org for details.

IREVA will partially reimburse the entry fees for JOV teams winning the Regional Championships in any of the age categories. This payment will be made to the team only after it has fulfilled its playing obligations at the National Championship and submitted a brief article for publication in the IREVA newsletter.

AWARDS

The Region owes its success to contributions made by its many volunteers. Accordingly, the Region will recognize extraordinary contributions of individuals and teams. These awards will be presented at the Annual Meeting, which is held in May of each year. Recipients are selected by the nine elected Directors, chaired by the Director At Large whose term expires at the end of the current season.

FATHER CHARLES K. DWYER AWARD

One award is presented annually to an individual in recognition of continued and distinguished service and leadership in the region.

SILVER AWARD

One award will be given annually to an individual who has earned distinction as a referee or scorekeeper, or who has made a substantial contribution to the training of officials and development of officiating in the region.

BRONZE AWARD

Up to three Bronze Awards will be given annually to individuals for activities of special merit in a season, such as tournament organization, team administration, special projects of benefit to volleyball, youth development, or other notable achievements.

PLATINUM AWARDS

Two awards will be given annually, one to a men's and one to a women's club exemplified by its sportsmanship and by its contribution to the success of volleyball in the region through its members' participation in the regional administration, tournament sponsorship, officiating and the development, extension, and promotion of the sport.

DUE PROCESS AND GRIEVANCE PROCEDURE

GRIEVANCE BOARD

The Grievance Board receives and reviews written complaints. The Grievance Board never hears a case. This group consists of 3 people:

1. Vice President (unless there is a conflict or the Vice President is unable), then Treasurer, then Secretary.
2. A Regional Director (in the following priority order).
 - a. Expiring at Large
 - b. 2-year term at Large
 - c. 3-year term at Large
 - d. Expiring East
 - e. Expiring West
 - f. 2-year term West
 - g. 2-year term East
 - h. 3-year term East
 - i. 3-year term West
3. Official (in the following priority order) :
 - a. Referee Chairperson
 - b. Scorekeeper Chairperson
 - c. Highest rated referees (in order of seniority)

After reviewing a written complaint, the Board will take one of the following actions as appropriate.

1. Dismiss the complaint as not worthy of a grievance hearing.
2. Solves the problem (the Board feels there is a minor problem) by writing a letter to the person/team in the wrong advising them of the complaint, and telling them they must correct the situation in the future or risk disciplinary action.
3. Holds a grievance hearing (The Board feels the infraction is severe enough, or a repetition of a previous violation occurs such that disciplinary action may be needed.) One of the Grievance Board members referenced above becomes the Corresponding Secretary for this hearing.

PROCEDURE

After deciding that a hearing should be conducted, the Corresponding Secretary sends out a notice to both parties by certified mail that a hearing will be held in two weeks time at a nearby site. Included in the mailing is a copy of the complaint. The party is entitled to know who wrote the complaint as well as what the complaint is. If the party does not show up, the hearing will be conducted regardless. Any information that is sent to the hearing on the parties' behalf should be presented. Also in the mailing is a list of members of the Adjudication Committee, excluding club members from either party. The parties should be allowed to eliminate 5 or 6 people from the list.

After both lists are returned, the Corresponding Secretary chooses 3 people (one of them as Hearing Foreman) to serve on the Adjudication Committee. This committee will consist of all the Club Representatives of the Region (excluding members of the Board of Governors) .If they are a Club Rep, they assign a Team Representative or someone else from their team as the member of the committee. For each hearing, the committee members are chosen at random from those closest to the hearing site. All information should be sent to the committee before the hearing so they can be prepared to ask pertinent questions. These 3 individuals will sit in judgement, weigh the evidence, and decide on an appropriate sanction. The committee must ensure that the sanction is consistent with the severity of the infraction, and that it is disciplinary yet constructive.

The sanction proposed by the committee will be reviewed by the Commissioner. If the Commissioner feels that the sanction is unjust, he/she may ask the committee to rethink its decision. After the committee agrees upon an appropriate sanction, the person is notified of his/her sanction by **certified mail**. No one should be allowed to discuss the sanction after it is imposed. The individual receiving the sanction will have two weeks to appeal. A panel of the Board of Governors will hear any appeal, and may uphold or dismiss the sanction.

After the hearing, one copy of all correspondence is filed. The rest is disposed of.

The Region will not seek to determine guilt or innocence in cases that have been decided in a recognized court of law. A final level of appeal can be made to the Regional Operations Division of USA Volleyball as outlined in the USA Volleyball Official Guide.

GLOSSARY OF TERMS

A Team

The top level of competition in the Region

BB Team

A team that is lower than A level, higher than B.

B Team

The lowest level of competition in the Region.

IREVA

Iroquois-Empire Volleyball Association, an incorporated Group "D" organization (Region) holding membership within USA Volleyball (USAV)

Club and Team Contacts:

Club

One or more teams registering as an organized group within the region.

Club Representative

The primary job of the club representative is to be the club interface with any officers of the Region and to attend Regional meetings. They are the only recognized spokesperson for the club or team(s) in written or telephone contacts with the Region. No one else may contact Region Officers to speak for the club. Each club is allowed one representative, no matter how many registered teams per club.

Team

Subdivisions within a club having a minimum of six players.

Team Representative

One representative per registered team. Primary function is to coordinate tournament registrations. May commit team to participate in a specific tournament and is responsible for the team fulfilling its commitments. The team representative must reside within the boundaries of IREVA.

The club and/or team representative is responsible for the following:

- Be sure that all the members of the team are fully aware of IREVA policies and rules.
- Be sure players are properly registered prior to playing in their first tournament. You must have their registration number.
- Submit tournament entry fees and rosters before entry deadlines.
- Be sure all team players wear similar uniforms at tournaments and fulfill all work assignments given to them by the tournament director.
- Secure insurance sanction number for practices, if necessary.
- Be sure players in the process of certification meet the appropriate requirements for becoming USA Volleyball officials.
- Be sure each team has a certified scorekeeper before participating in regular-season tournaments (after Jan.31).
- Be sure each team has a person attend a referee clinic each year before participating (after Jan. 31).
- Distribute USA Volleyball membership cards and rulebooks to the team players.

Junior Olympic Volleyball (JOV) Player

Players who were born on or after Sept.1, 1984 or were high school students 19 years of age or younger on June 15 of the current season. See section on Junior Olympic Volleyball for more information.

Junior Olympic Volleyball (JOV) Team

Composed exclusively and entirely of JOV players.

Masters Player

A male or female player who is or will be age 35 or older during the calendar year

One-Event Membership

Participation for up to 8 hours of physical activity in a single division and limited to no more than a 3-day period. Does not cover any competition extending more than one day. A player may register for a maximum of three one-day memberships during the regular season (January 1, 2003 -October 31,2003).

Friendship Tournament

A sanctioned USAV tournament in which registered USAV members can play on any club team. Friendship tournaments may be held from November 1 through December 31 only.

Regular Adult Player

A player older than a JOV player.

Regular Team

A team composed exclusively of regular players or a composite of Regular and JOV athletes.

League

A structured event with a set number of teams participating over an established number of dates and playing no more than 4 hours of competition per date, with a maximum 16 cumulative hours of competition during league play.

League Team

Affiliated with recreational-type organizations whose team contact and members are registered with USAV as recreational players. Such teams receive insurance coverage for league play but cannot participate in USAV Open, A, BB, B or JOV sanctioned tournaments.

Sanction

A penalty

Tournament Sanction

Approval to sponsor a USAV tournament/practice and be covered by liability insurance.

Sanctioned Scrimmage

A tournament that is approved by the IREVA Tournament Coordinator for tournament-style inter-team competition without a full complement of certified referees. These will normally be granted only if the region-wide tournament schedule for that day has exhausted the supply of certified referees.

APPENDIX A

INDIVIDUAL FEES

Individual - Full Year (Nov. 1 - Oct. 31)

| | |
|-------------------------------|--------|
| Regular | \$41* |
| Junior Olympic | \$41* |
| Coach/Chaperone-Trainer/Other | \$15 |
| Official | \$15 |
| Extended Official | \$7.50 |
| One-Event | \$10 |

Individual - Summer (May 1 - Oct. 31)

| | |
|---------|------|
| Regular | \$15 |
|---------|------|

Team Fees

| | |
|----------------|-------|
| Regular | \$50* |
| Junior Olympic | \$30* |

* Individual rebates of \$5.00 per player are given for groups of six or more that submit their registration materials together. If a team submits a registration with six people or more postmarked prior to October 15, the team fee will be reduced by 50%.

REVISED BYLAWS OF THE IROQUOIS-EMPIRE VOLLEYBALL ASSOCIATION, INC.

A New York State Not-for-profit Corporation
(As amended through February 1998)

ARTICLE I: NAME

1.1: The name of the organization is Iroquois-Empire Volleyball Association, Inc. Reference in these bylaws to Iroquois-Empire Volleyball Association, IREVA, the Association, or the Corporation shall be deemed to be reference to Iroquois-Empire Volleyball Association, Inc., unless the context requires otherwise.

ARTICLE II: PURPOSE

2.1: In furtherance of the purposes set forth in its Certification of Incorporation, the Corporation shall be a Group D Member Organization (Regional Volleyball Association) of USA Volleyball (USAV). Reference in these bylaws to the Region shall mean the district denominated the "Iroquois-Empire Region" as its boundaries are now established and as may be changed from time to time.

ARTICLE III: MEMBERS AND MEETINGS OF MEMBERS

3.1(a): The Corporation shall have one class of members consisting of those persons who (i) are registered with the USAV in accordance with its Operating Code and (ii) have paid Corporation the additional local registration fee prescribed by its Board of Governors.

3.1(b): Membership shall be effected and evidenced by a current USAV registration certificate endorsed by the Regional Commissioner. Membership and registration certificates are not transferable.

3.2 (a): The annual meeting of members to receive reports of officers and to conduct elections shall be on a date and at a time and place within the Region determined by the Board of Governors provided, however, that the date shall be not *more than 12 weeks prior* to the annual meeting of Delegates of Member Organizations of the USAV. The powers, rights, and privileges of members at the annual meeting shall be exercised by the Members' Council (the Council). [Revised 11/24/96]

3.2(b): The Council shall be comprised of Councilors selected by each of the several volleyball clubs active in the Region. Each club, in the manner of its own choosing, shall select a number of Councilors equal to the number of its teams plus one additional Councilor for each whole multiple of three teams, based upon the number of teams of record as of January 31 of each year. A club shall forthwith notify the secretary of the selection of its Councilors, but failure so to notify shall not disqualify any Councilor from sitting in the Council. For the purpose of this subsection, a club is an organization composed of one or more teams voluntarily affiliate with each other and which by its name, acts, and other indicia holds itself out to be a club. A team is a basic playing unit within a club for which the appropriate team registration fee has been paid in accordance with the Operating Code of the USAV and the policies and procedures of this Corporation.

3.2(c): Members not within a club as defined in 3.2(b) are constituted the Club-at-Large, which shall choose one Councilor. Such Councilor shall be that person who earliest after January 31 of each year files with the secretary a nominating petition containing the signatures of five members of the Club-at-Large or, if its members number seven (7) or fewer, a majority of them.

3.2(d): Notice of the annual meeting shall be published in the newsletter of the Corporation most nearly preceding it and personal notice shall be mail using ordinary mail to all Councilors whose names have been provided to the secretary. The notices required by this section shall be made not less than thirty days prior to the meeting.

3.2(e): One-third of the authorized number of Councilors, present in person or by proxy, shall constitute a quorum for the transaction of the business of the Council, including elections. The Council shall be the judge of the credentials of the Councilors.

3.3: Special meetings of Members may be called by the Board of Governors upon reasonable notice or upon the call of ten percent of the total number of Members. A quorum at a special meeting of Members shall be the lesser of 100 Members or one-tenth of the total number of members. Members may attend and vote in person or by proxy.

ARTICLE IV: BOARD OF GOVERNORS AND MEETINGS OF THE BOARD

4.1 (a): The Corporation shall be managed by its Board of Governors (the Board). The Board shall consist of not more than twenty-five persons as follows:

- i) nine Directors;
- ii) the President, Vice-President, Secretary, Treasurer;
- iii) the subordinate officers having charge of registration, referees, scorers, age group development, and eligibility; and
- iv) such appointees, not to exceed seven, as may be appointed by the Commissioner for particular purposes.[Effective 9/1/92. Resolution 12/6/91]

4.1 (b): The Directors, President, Vice-President, Secretary, and Treasurer collectively comprise the “elected governors.” The other members of the Board collectively comprise the “appointed governors.”

4.2 (a): A governor may hold only one elected office of the Corporation, but may at the same time hold one or more appointed office of the Corporation. Holding office within a club or serving as a Councilor shall not be deemed holding an office of the corporation. Regardless of the number of offices of the Corporation held, a governor shall be entitled to but one vote.

4.2 (b): Whenever as a result of a governor’s holding multiple office the voting strength of the Board is reduced, the governors may temporarily appoint any other subordinate officer or officers of the Corporation or the Delegates to the USAV or any combination thereof as alternate governors so as to bring the Board to its authorized voting strength. An alternate governor shall have all of the rights and privileges of other appointed governors during the period of the temporary appointment. The last appointed alternate governor shall be the first removed.

4.3: The Board shall hold regular meetings at least four (4) times in each membership year and more frequently as the business of the Corporation may require. One of the four required meetings shall take place in August, September or October, one in November or December; one in January or February; and one in March, April, or May. Notice of a regular meeting may be written or verbal, delivered in person, by telephone, by mail, or by other appropriate means, and made not less than five nor more than fifteen days in advance of the meeting.

4.4: Special meeting of the Board may be called by the President or by any three governors. Special meetings may be called twenty-four hours notice provided by any reasonable means.

4.5: At any regular or special meeting of the Board a quorum shall be eight, of whom five shall be elected governors. The vote of a majority of governors present at the time of the vote, a quorum being present, shall be the act of the Board. [Effective 9/1/92. Resolution of 12/6/91.]

4.6: Any action required or permitted to be taken by the Board or its committees may be taken without a meeting if all the members thereof consent in writing to the adoption of a resolution authorizing the action.

4.7: Governors shall be Members of the Corporation at the time of their election or appointment and shall reregister annually. IREVA will pay for their memberships.

ARTICLE V: OFFICERS AND THEIR SELECTION

5.1: The elected officers of the Corporation shall be the nine Directors, the President, the Vice- President, the Secretary and the Treasurer.

5.2: Directors shall be elected by the Council at the annual meeting. They shall be divided into three classes for the purpose of staggering their terms. Within each class one director shall be chosen from the eastern portion of the Region, one from the western portion of the Region, and one from the Region at large. It shall be the custom, but shall not be required, that at least one Director in each class be male and at least one be female. The term of a Director shall be three years and shall run concurrently commencing on the first day of August next succeeding the election. Directors shall serve until their successors have been elected and have qualified. Vacancies in the office of Directors may be filled by a vote of the majority of the Board then in office. A Director so elected shall serve until the next annual meeting at which time the Council shall fill the vacancy for the unexpired term. A Director may be removed in the manner prescribed by law.

5.3: The President, Vice-President, Secretary, Treasurer shall be elected by the Council at the annual meeting in 1992 and every four years thereafter. The terms of each office shall be four years and shall commence on the first day of August next succeeding the election. The corresponding officers incumbent at the time of the adoption of these bylaws are continued in office and their terms extended accordingly. Officers shall hold office until their successors have been elected and have qualified. Vacancy in any such office may be filled by the majority vote of Governors then in office and the persons so elected shall serve until the next annual meeting at which time the Council shall fill the office for the unexpired term. The elected officers may be removed in the manner prescribed by law.

5.4: The President:

- i) shall have the powers and duties customarily associated with the office of the President and shall be chief executive officer of the Corporation.
- ii) shall be Regional Commissioner, have the powers and duties thereof as defined by the USA Volleyball Association, and be principal representative to the USA Volleyball Association.
- iii) shall preside at meetings of the Board and of the membership, including the Council.
- iv) shall, with the advice and approval of the elected governors, appoint and define the duties of subordinate officers including;
 - a) those having charge of registration, referees, scorekeepers, age group development, and eligibility;
 - b) any assistant commissioners and;
 - c) such other subordinate officers as may be required; such appointments shall be made on a yearly basis, and as needed during the season to replace appointees who have resigned or been replaced by the Commissioner. Replacement of appointees during the season shall be at the discretion of the Commissioner for reason of nonperformance of assigned duties.
- v) shall annually nominate for the approval of the Council the Delegates, other than himself/herself, to the Delegate Assembly of the USA Volleyball Association;
- vi) shall prepare or cause to be prepared a budget to be submitted to the Board for its approval at its last regular meeting prior to the start of the fiscal year;
- vii) shall be, ex officio, a member of all committees except the Committee on Nominations; and
- viii) shall have other such duties, not inconsistent with law or with these bylaws, as may be delegated to him/her by the Board.

5.5: The Vice-President:

- i) shall in the event of the President's absence, incapacity, or unavailability be Acting President;
- ii) shall have such other duties, not inconsistent with law or these bylaws, as may be assigned by the Board or by the President.

5.6: The Secretary:

- i) shall have charge of the records of the corporation;
- ii) shall keep the minutes of the meetings of the Board and of the membership, including the Council;
- iii) shall give such notice and perform such other acts as may be required by law or these bylaws;
- iv) shall carry on the correspondence of the Corporation, and;
- v) shall have such other duties, not inconsistent with law or these bylaws, as may be assigned by the Board or by the President.

In the event of the absence or disability of the Secretary, the Board may appoint an assistant secretary to temporarily perform the duties of the Secretary.

5.7: The Treasurer:

- i) shall maintain custody of the Corporation's fund and keep or cause to keep adequate and correct accounts of the Corporation's business;
- ii) shall prepare and submit to the Board as it may require statements of the financial condition of the Corporation, and;
- iii) shall have such other duties, not inconsistent with law or these bylaws, as may be assigned by the Board or by the President.

In the event of the absence or disability of the Treasurer, the Board may appoint an assistant treasurer to temporarily perform the duties of the Treasurer.

ARTICLE VI: COMMITTEES

6.1: The Board may by resolution designate from among its members an Executive Committee consisting of three or more persons, one of whom shall be the President who shall be its chair. The Executive Committee shall have all the authority of the Board except as provided in the resolution or in law. The committee shall serve at the pleasure of the Board.

6.2: There shall be the following standing committees of the Board:

- i) Awards and Recognitions
- ii) Nominations

The Board shall provide for the composition and operation of each such committee except as otherwise provided in these bylaws.

6.3: The class of Directors in the middle of its term shall be constituted the Committee on Nominations. The Director elected at large shall be the chair. The committee shall report to the Board at the regular meeting required to be held in January or February a single slate of candidates for the offices to be filled at the annual meeting. Upon such report the names shall be deemed in nomination before the Members Council. In the event that a vacancy or vacancies in the class of Directors constituting the Committee is to be filled at the annual meeting, the corresponding Director from the class next junior shall serve on the Committee instead. [Effective 9/1/92. Resolution 12/6/91.]

6.4: The Board may establish and provide for such special committees of the Board as it may deem desirable.

6.5: There shall be an Eligibility Committee which shall be a committee of the Corporation. It shall be composed of the officer in charge of eligibility (as chair), the officers in charge of officials, and two players, appointed by the Regional Commissioner in consultation with the chair, from each level of competition within the Region. The committee shall meet at least once prior to the regional championship tournaments for the purpose of assigning teams to their respective levels of play in those tournaments and shall report its findings to the Board. The Eligibility Committee shall have such other duties pertaining to the eligibility and classifications of teams and players as the Board may assign.

ARTICLE VII: CALENDAR

7.1: The Membership Year commences on the first day of November and ends the succeeding thirty-first day of October. [Effective 2/2/92. Resolution 2/2/92.]

7.2: The Sanction Season commences the first day of November and ends on the later of the first day of August or the conclusion of the United States Championship. The Fellowship Season is that portion of the calendar year not within the Sanctioned Season.

7.3: The Fiscal Year of the Corporation begins on the first day of November and ends the succeeding thirty-first day of October. [Effective 2/2/92. Resolution 2/2/92.]

ARTICLE VIII: MISCELLANEOUS PROVISIONS

8.1: The failure to literally comply with any provision of these bylaws as to notice shall not affect any action otherwise validly taken unless it is determined by the body taking or proposing to take an action that the failure is significant in nature and prejudicial to the affected member or members.

8.2: The Board is authorized and directed:

- i) to develop a policy manual by which the conduct of volleyball within the Region shall be governed;
- ii) to periodically distribute a newsletter;
- iii) to prepare or cause to be prepared a Guidebook and to periodically update it.

8.3: Matters of organization and procedure shall not otherwise provided for in law, the certificate of incorporation, these bylaws, or in resolutions and policies made pursuant thereto shall be governed by the Sturgis Standard Code of Parliamentary Procedure.

ARTICLE IX: ADOPTION AND AMENDMENT

9.1: These revised bylaws shall be effective upon the close of the meeting at which they are adopted in accordance with the bylaws then in effect. All bylaws previously adopted are hereby REPEALED.

9.2: These bylaws may be amended or repealed by the Board or by the Council on thirty days' notice subject to any limitations in law.