

NORTH TEXAS REGION of USA VOLLEYBALL (NTR)



ADULT PARTICIPATION/COMPETITION HANDBOOK 2017-2018

TABLE OF CONTENTS

North Texas Mission Statement	3
I. Registration of Members and Teams	4
II. Region Tournaments	6
III. Registration for Tournaments	7
IV. Guidelines for Conducting Sanctioned Tournaments	8
V. Protests, Appeals, Complaints and General Powers	11
VI. Ethics and Conduct	11
VII. NTR Sexual Harassment Policy	11
VIII. NTR Due Process Procedure	12

**Copies of forms, Bylaws, Articles of Incorporation, all Handbooks, and other information may be obtained from our web site:
ntrvolleyball.net.**

North Texas Region Mission Statement

Our Mission:

- To stay up to date with the most current practices and provide the safest, most positive experience for our members, families and spectators;
- To grow the number of players, coaches, officials, administrators, spectators at all skill levels;
- To encourage and promote diversity in all aspects;
- To provide and maintain the highest quality education, training and competition for our members;
- To maintain compliance with all national and state level requirements as an organization
- To provide communication, advocacy , support, recognition and administration to the volleyball community

A. DIVISIONS OF COMPETITION (Indoor & Outdoor): USAV
Divisions of sanctioned competition are:

1. MEN'S DIVISION: Teams comprised ONLY of eligible male athletes.
2. WOMEN'S DIVISION: Teams comprised ONLY of eligible female athletes.
3. MIXED-SIX/COED DIVISION: Teams comprised of eligible female and male athletes which are consistent with USAV Rules of Competition
4. RECREATION LEAGUE: An athlete who wishes to participate on a Recreational level membership for indoor. (I.e. leagues) This person is not eligible to participate in any national level event(s). Fee includes sports accident/liability insurance coverage.

II. REGISTRATION OF MEMBERS AND TEAMS

- A. MEMBER/TEAM REGISTRATION: Forms and handbooks may be obtained from the Region web site or the address below. To register teams and individuals, please register on-line at www.webpoint.usavolleyball.org. Alternatively, you may mail correct forms and fees to: NTR, PO Box 941365, Plano, TX, 75094. -

Each member must complete, in full, a Member Registration Form in the Recognized Registration System 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/refused. Membership is not active until NTR receives and accepts completed registration material and full payment. Membership is valid from September 1 through October 31. Each Adult team must be comprised of at least six regular members (except recreation, collegiate, outdoor coed teams) but may also include one-day or one-event members.

An affidavit requesting a lower membership fee due to being financially disadvantaged must be filed with the Executive Director along with the NTR Membership Form in order to be eligible for the reduced fee.

Each **Adult** Team must complete a roster and name a member on their team roster to serve as Team Representative.

Once a registration is accepted no refunds will be allowed. Any individual/team/club who submits a check or other form of payment that is not honored by any bank, etc., will be charged a \$25 handling fee. The individual/team/club will also be required to replace the original amount of the payment and to reimburse NTR for any bank fees or other charges incurred as a result.

- B. MULTI-TEAM CLUBS: Teams in a volleyball club must abide by the following policies:
1. Each member must submit registration forms and fees for the current season.
 2. Players on each team in a club may move laterally and upward in a higher classification in order to compete with other teams in their club.

C. MEMBERSHIP RESPONSIBILITY AND PARTICIPATION: Any individual assuming the identity of another person or any individual or team 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 which they must read and sign when applying for membership. No Junior athlete may register and compete with an adult team.

D. TEAM CLASSIFICATIONS AND FINAL ROSTERS:

1. A D U L T: Classification of Adult teams for competition may be determined by the Regional Executive Director based on the team roster as a whole as well as individuals on that roster and past record of performance in sanctioned competition. Significant changes in a team roster may result in classification changes. Individuals are not ranked by the North Texas Region but are assigned the same ranking as the team on which they are registered for that specific tournament. Appeals of classifications may be made in accordance with the NTR Due Process Policy.

Each team must submit in writing a final team roster to the Region Office no later than two days before the regional championship and those rosters apply only to regional championships and do not pertain to non-playing coaches. Failure to do so may result in disqualification from Region Championships or the team may be required to pay an additional entry fee.

E. TOURNAMENT REGISTRATION: Member registration, Team Registration and appropriate fees must be received by the Region office by 5:00pm Wednesday prior to a tournament in order to be eligible. Teams must be registered before registering for a tournament in order to be eligible. Tournament registrations will not be accepted for any team until their team has been properly registered and at least six individuals from their roster are legal USAV members.

F. ADULT SENIOR/AGE GROUP TEAMS: Members may form conglomerate teams for the purpose of participating in USAV Sanctioned events. A team roster, with the names of team members and a Team Representative, must be submitted to the Region Office for the team to be eligible for competition. Additions and deletions may be made in writing to the Region Office. Questions regarding team and athlete eligibility should be directed to the Region Executive Director.

G.

BACKGROUND SCREENS: All members 18 years old & older working with junior members that are participating as a Club Director, Head Coach, Assistant Coach, , Referee, Scorer, Region Board Member, Coordinator ,Chaperone, and/or site director will submit the appropriate documentation and pay the appropriate fee to be background screened through the North Texas Region. Background screens are good for two (2) seasons and must be renewed every other year. *Participants requiring a background screen are not eligible to participate in any sanctioned Junior USAV event until they have cleared the procedure. (Penalties and/ or suspension)*

Any individual who is not yet 18 years old and who is in a non-player role affiliated with a junior club must be background screened immediately upon reaching 18 years of age. A 30-day grace period shall apply from the date of the 18th birthday in order to allow time for the background screening to be processed. During the 30-day grace period, the same restrictions apply to the individual and should be enforced as are in place for junior coaches regarding supervision by a qualified adult. It is the responsibility of the individual, club and region to identify the individuals in this situation and to meet the background screening requirement. Upon the conclusion of the 30-day grace period, the individual may not participate in a non-player role affiliated with a junior club unless the background screening requirement is met.

III. REGION TOURNAMENTS

A. ADULT INDOOR

1. **Adult SEASON:** An adult fellowship season is a subsection of the sanctioned season and begins on August 1 and ends at the conclusion of the Adult Open Championship. Players must be registered with the NTR and such tournaments must be sanctioned by the NTR in order to provide event insurance. In the Adult division players will be registered with USAV. Players are free to play with any team within the rules set above (Team Classifications and Final Rosters) during the season. During the season, all team uniforms must have numbers and be like in color; abide by the current USA Volleyball uniform rules for jerseys with the exception that shorts do not have to match. Code and reverse-coed tournaments may be sanctioned by the North Texas Region but will not be required to follow the indoor officiating and jersey number rules.
2. **ADMINISTRATION OF TOURNAMENTS:** The North Texas Region will administer the tournament schedule for the Adult division. NTR will publish and/or distribute the tournament formats by noon on Thursday before the tournament. At a minimum, this information will list playing divisions, number of teams in each division, playoff format, and break schedule, if any. Any updated changes due to teams dropping or adding will likewise be published and/or distributed by noon on Thursday before their tournament. Participants must submit their roster by noon on Tuesday, prior to event. If changes need to be made, contact the Tournament Director.
3. **ALLOCATION OF OFFICIALS:** Each site will be allocated one head official and/or Tournament Site Director for Regional Championships.
4. **REGIONAL CHAMPIONSHIPS:** The Regional Championship will be hosted by the NTR at the end of the season. The Tournament Director will be the Executive Director, or a person appointed by the Executive Director. No other adult tournament shall be allocated officials on the weekends of the Regional Championship.

The number of North Texas Region representatives for their respective National Tournaments is unlimited, subject to change. A team with more than one USAV/NTR sanction will not be eligible for any Regional Championship.

All teams that wish to enter the Adult Regional Championship will be accepted provided enough gym space is available to accommodate the teams. Only regular members may participate in the Regional Championship. Limited members (one day, one-event) will not be allowed to participate without first upgrading to full regular member status.

The Region reserves the right to forfeit any Regional Championship title and/or withhold authorization for any individual and/or team to participate in any National Championship event if the team or any player on that team is found to have violated NTR or USAV policies. Teams are responsible for any financial losses incurred as a result of such violation.

Regional Championships will be scheduled for all classifications on the same date if at least two teams enter and shall be a one-day event. Sites will be chosen by the North Texas Region.

A team may be partially reimbursed for their entry fees based on proper fulfillment of tournament play schedule and officiating requirements, and will be denied if there are any disciplinary problems (including but not limited to disqualification or expulsion from competition). Each team must provide a journal of their activities during the event in order to be eligible. Journals must be submitted within 30 days after the last day of competition to be eligible for reimbursement.

5. All participating teams must reference and adhere to all USA Volleyball rules, regulations, guidelines, and deadlines that may be set or imposed to participate in all events.

REGISTRATION FOR TOURNAMENTS

B. REGISTRATION

1. Registration for Adult tournaments is done online at ntrvolleyball.net.

C. ENTRANTS

- a. A \$25 late entry fee must be paid by any team that enters a tournament after the deadline. All late fees will be handled by the tournament and the team directly.
 - b. Tournament director reserves the right to refuse entries and cancel/combine classifications with less than four entries at any time after the entry deadline.
 - c. In the event that more entries are received than space is available, teams will be accepted on a first come first serve basis based on date received. In the case that multiple team registrations are received on the same date and exceed available space, a coin toss (es) will be used to determine which team(s) is/are accepted.
2. ADULT TOURNAMENTS: The entry deadline for an ADULT tournament is the Wednesday proceeding by 5pm.

D. FEES: Tournament fees for non-regional championship events will be set by the tournament director.

1. The OUTDOOR recommended tournament fee is a maximum of \$30/player for a single day and \$50/player for a two-day tournament.
2. The adult indoor recommended tournament fee is a maximum of \$150.

E. TOURNAMENT REFUND POLICY

1. ADULT teams must drop out prior to the deadline to receive a refund.

IV. GUIDELINES FOR HOSTING SANCTIONED TOURNAMENTS

A. NTR ALCOHOL POLICY:

1. The Event facility must have its own liquor license and insurance which should be properly posted.
2. Junior Outdoor Participants must be provided an entrance and exit from the playing facility that does not require them to walk through an area where alcohol is sold and consumed. This entrance and exit needs to be made available through the entire junior volleyball event.
3. No alcohol is permitted in the area where the junior Outdoor event is being held. The area includes the playing and spectator area around the courts.

B. TOURNAMENT GUIDELINES: The Tournament Director must conduct the tournament in accordance with USAV/NTR guidelines and the following policies:

1. Only registered USAV members may participate in the tournament.
2. The Tournament Director must submit a Site Sanctioning Form for each site used.
3. Tournament Directors will not schedule a sanctioned event that conflicts with another existing NTR Sanctioned Adult Event.
4. Teams may only participate in Divisions that match their team classification or higher division.
5. Approved volleyballs; score sheets; libero tracking sheets and lineup sheets must be used. (These can be downloaded at the NTR website)
6. Tournament directors and/or Site Directors must be registered members of the North Texas Region and must have completed the NTR Tournament /Site Director and Scheduling Certification Class to be able to host a sanctioned tournament.
7. No site director is allowed to play, coach or officiate at any time while they are serving as the site director.
8. Payments for referees, facilities, vendors, refunds, etc. should be made within one week of the conclusion of the tournament.

C. TOURNAMENT FORMAT

1. Double-elimination indoor tournaments are not sanctioned because of the limited play potential for teams. Round-robin formats are approved. When round-robin competition is scheduled, three and four team pools are preferred; however maximum of five (5) teams will be accepted for each court.
2. For INDOOR tournaments, pool play may be either 2 sets or 2 out of 3 sets to 25 points, with the deciding set to 15 pts. Three team pools may play 3 sets to 25 points.
2. Unless otherwise approved, the minimum of the top two (2) teams in each pool will come out for playoffs. In any other circumstance, at least 50% of the teams in a pool must advance out of pool play to the top level bracket.
3. Matches will not be scheduled on a time basis after the first 2 matches of pool play. Matches must be started as soon as possible after completion of the preceding match. Teams must be aware that matches are scheduled in this manner.
4. Teams must be ready to play or officiate when their assigned matches are sequentially scheduled. Because of the variation of time required for matches, a time schedule will not be posted.
5. If a lunch break is scheduled, it should be scheduled at the completion of a specific match. The time for the coin toss and start of warm-up for the first match after lunch must be clearly understood by teams and officials. If ALL teams in the affected pool agree, the lunch break may be waived.
6. Approved pool play formats have officiating assignments scheduled. If a team is officiating a match prior to playing the next match, the First Referee must give the team a reasonable amount of time to recover before having the coin toss and starting the warm-up period.
7. Warm-up periods for ADULT tournaments will be 10 Minutes of shared court for their first match and 5 minutes shared court for the remainder of the matches.
8. All tournament directors must make known and follow one of the two Region Tiebreaking Procedures as posted on the region website (to include which method, point differential or point percentage, is being used).

D. SEEDING: Bracket seeding in tournaments should be done such that teams that played against each other in pool play do not play each other again until the bracket finals – if applicable. The team finishing lower in pool play should be the team whose seed in the bracket is adjusted to accommodate this format. In cases where more than two teams from a pool make the same bracket, the top two teams from the pool should be the teams that are separated in the bracket.

E. PRE-TOURNAMENT SCHEDULE: A tournament director must disclose and post to the Website the teams in their event and in which division they are playing no later than the day before the entry deadline. A tournament director who is deciding to cancel an event or division within an event must cancel that

event/division no later than the Tuesday prior to the event. Age group site, time and location information must be posted on the individual tournament websites by the Tuesday prior to the event.

- F. **TOURNAMENT EQUIPMENT:** For the tournament entry fee charged, the host will provide:
1. One suitable game ball per court
 2. Properly marked courts and clearly displayed schedules for pool play and playoffs with officiating assignments
 3. Equipment designed for volleyball use and properly padded; including net supports, cables and referee platform.
 4. Appropriate awards.
- G. **REGISTERED ADULTS AND COACHES:** Junior Teams participating in Adult Events, Team coaches, assistant coaches, club directors, chaperones, and managers must be registered members of USAV who have completed the SafeSport certification process and who have cleared the appropriate background screen procedure. Persons who are not USAV members may not be on the roster or team bench. Any member who is registered as a Junior Coach must be Impact certified. Violation of this policy will subject the club, club director, club administrator, team rep, coach, chaperone and/or trainer to possible suspension from play and/or monetary sanctions.
- H. **OFFICIATING RESPONSIBILITIES:** Teams failing to honor their officiating or other commitment for a tournament will be fined \$25.00 per position per match provided the Tournament Director and/or Head Referee reports the violation promptly to the Region Executive Director or his/her designee. The fine must be paid within 14 days or the club/team cannot participate in any other region sanctioned event.
- Failure to honor officiating commitments is defined as failing to meet the following requirements:
1. The officiating team must provide a first referee (when needed) second referee, a certified scorer, a libero tracker, and two line judges for Indoor competition
- I. **POST TOURNAMENT REQUIREMENTS:** Tournament Director deadlines for submitting tournament information to the Region office:
1. Results from a tournament are to be posted by the tournament director on the region website no later than 72 hours after the tournament.
 2. Sanction fees are to be paid to the NTR Region office no later than 14 days after the event.

V. PROTESTS, APPEALS, COMPLAINTS AND GENERAL POWERS

- A. **TOURNAMENTS:** Protests arising with respect to rules interpretation by officials during sanctioned competition must be decided by the head referee assigned to the site of the competition. For Adult Sanctioned Events, if no head referee is assigned to the site, a Tournament Protest Committee will be appointed by the Tournament Director and handle the protest. This committee will be appointed by the Tournament Director. This committee will be composed of 2-3 members, one of which will be a certified official.
- B. **NTR POLICIES:** Participants and organizations desiring to participate in NTR sanctioned events must abide by the rules, policies and guidelines of the North Texas Region and USAV, and as set forth in the NTR Handbooks, NTR Junior Operating Codes, NTR Officials Operating Codes, and Bylaws of NTR.
- C. **APPEALS:** An individual to whom membership is refused, or who has membership suspended in part or whole, or a team that has registration refused or team eligibility suspended in part or whole, may appeal for a review by following the Due Process Policy adopted by the North Texas Region Board of Directors.
- D. **COMPLAINTS:** Complaints concerning tournament administration must be received in writing within two weeks after completion of the event. NTR reserves the right not to take action on any complaints filed after that time period.
- E. **ADMINISTRATIVE SUPERCEEDENCE:** The Executive Director, Commissioner, Junior Coordinator, Officials Coordinator or his/her designee is authorized to make all decisions and promulgate all policies not specifically covered in this Handbook, including fees to be charged for region services and the amount of all fines against individuals and/or teams for violation of NTR/USAV or other rules, laws or statutes.
- F. **HANDBOOK:** This Handbook is the operating policies for the Adults and Outdoor participation in the NTR. At the discretion of the Executive Director with the approval of the NTR Board of Directors, he/she may alter the guidelines established herein.

VI. ETHICS AND CONDUCT

Members and teams are prohibited from using, without permission, words or symbols associated with the United States Olympic Committee, the International Olympic Committee, or Olympic Games. Members and teams may not use the name or symbols of the Corporation, such as: USAV, USA Volleyball, USA Team, USA National Team, United States National Championship, or any combination thereof.

VII. NORTH TEXAS REGION VOLLEYBALL ASSOCIATION SEXUAL HARASSMENT POLICY

The North Texas Region Volleyball Association is committed to providing an athletic environment that is free from sexual harassment and/or unwanted sexual attention.

Harassment can occur between any combinations of volleyball members: Coaches, players, officials, parents or organizers.

Please see the below link to the USAV – NTR SafeSport Handbook for more information on the policy we follow.

<http://ntrvolleyball.net/wp-content/uploads/2014/06/SS-Logo-Handbook.pdf>

VIII. NORTH TEXAS REGION VOLLEYBALL ASSOCIATION DUE PROCESS PROCEDURE

The North Texas Region Volleyball Association Due Process Procedure can be found at the following link:

<http://ntrvolleyball.net/wp-content/uploads/2015/02/DueProcess-20152.pdf>