

# OKLAHOMA REGION MEMBER HANDBOOK

OKLAHOMA REGION  
VOLLEYBALL ASSOCIATION

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*Last Updated*  
11-5-2015



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# 2015-2016 OKLAHOMA REGION MEMBER HANDBOOK



## INTRODUCTION

USA Volleyball Association (USAV) is the National Governing Body for volleyball, as authorized by the United States Olympic Committee, consistent with the Amateur Sports Act of 1978, and is the recognized National Federation to the Federation International de Volleyball (FIVB). The Oklahoma Region Volleyball Association is a liaison corporation to USA Volleyball (USAV) and is designed to foster and conduct area, state, regional and national amateur volleyball competition. When you join the Oklahoma Region Volleyball Association (OKRVA), you become a registrant of USA Volleyball (USAV). Based in Colorado Springs, Colo., USA Volleyball is the National Governing Body (NGB) of the sport, serving the lifetime sport of volleyball at all ages and levels, through its 40 RVAs and other affiliated members. This handbook is provided as a guide to the operation of the Oklahoma Volleyball Association. The Oklahoma Region is composed of the entire state of Oklahoma. The following Oklahoma Region procedures and rules supplement USA Volleyball rules for the USA Volleyball season (September 1–August 31 following year). Direct any questions or requests for interpretation to Shawn McCarty, Oklahoma Region Commissioner.



## MEMBER HANDBOOK

The Oklahoma Region Member Handbook is a guide for operating a club. The information contained in this Handbook will assist you with your understanding of the Oklahoma Region as a whole, as well as some of the specific requirements for players, coaches, etc. This handbook IS NOT intended to be the sole source for issues governing operations within the Region. Other documents that you should be familiar with are:

- ❖ The Oklahoma Region Corporate Bylaws
- ❖ Guidelines and Policies for Conducting Oklahoma Region Tournaments

The Oklahoma Region's web site is used as a primary tool of communication. All of the necessary forms, schedules and information required for a season of competition can be located on the site. For the most updated list of club programs with contact information, refer to: [www.okrva.com](http://www.okrva.com).



## ADMINISTRATION OF THIS HANDBOOK

The Oklahoma Region Member Handbook is an official region document. Revisions to the manual will be completed each year prior to September 1st for the current season. The revisions will be completed by the Region Office and must be approved by the Oklahoma Region Board of Directors.



## REGIONAL ORGANIZATION

The Oklahoma Region Volleyball Association is governed by the OKRVA Board of Directors. The Board of Directors is comprised of 15 members. Five directors are elected each August at the OKRVA Annual Meeting for three-year terms. Of these 15 members, 5 are Officers and 10 are members at large. The five officers include, the Commissioner, President, Vice President, Treasurer and Secretary. All officers, except the Commissioner, are elected to one-year terms at the annual meeting in August. The Commissioner is elected to a two-term at the May meeting in odd-numbered years. Junior Coordinator(s) and Beach Coordinator(s) are integral members of the Region and provide expertise in their associated area. They are appointed by and serve at the will of the Commissioner. They can be but are not required to be members of the BOD. Unless they are members of the Board, they do not have voting privileges at Board meetings. A complete list of Oklahoma Region Board of Directors and Coordinators are located on the region website site and listed in the back of this book.



## REGION BY-LAWS

The Oklahoma Region By-Laws may be viewed on the Oklahoma Region web page at [www.okrva.com](http://www.okrva.com).



## BENEFITS OF USAV MEMBERSHIP THROUGH THE OKLAHOMA REGION

- Subscription to Volleyball USA, our quarterly magazine, for all qualifying registrants
- Electronic newsletter Dig Deeper at <http://www.teamusa.org/usa-volleyball/about-us/subscribe-to-news>. The page also includes other newsletters that fans can sign up for.
- Opportunity to play in USA Volleyball sanctioned competitions open only to USAV RVA members.
- Age group competition for Junior Volleyball - 18, 17,16,15,14,13, and 12 & under, Youth (3-11 years old), 35,40,45,50,55,60,65,70 & over, and/or Open/Club AA, A, BB, and B skill levels.
- Ability to qualify for USA Junior National Championships and the USA Open Volleyball Championships.
- Eligibility to tryout and participate in USA Volleyball Oklahoma Region and National volleyball camps.
- Secondary Sports Accident for those with primary insurance and Primary Sports
- Accident insurance (with \$1,000 deductible for those registrants without health insurance during USAV/OKRVA sanctioned events.
- General Liability insurance - covering all USAV/Oklahoma Region sanctioned activities Sept. 1-Oct. 31 (following year) cycle.
- Opportunity for involvement in Oklahoma Region meetings, subject to the Oklahoma Region's bylaws, as well as USAV National meetings and symposiums.
- Discounted USAV Coaching Accreditation Program (CAP) Training and Courses.
- Opportunity to coach and officiate in Junior Volleyball and Adult competitions - with national background checking for all Junior Volleyball coaches and officials.



## **SANCTIONED SEASON**

The sanctioned season begins on 1 September and ends 31 October the following year. The Oklahoma Region Business Office must sanction all tryouts, practices and tournaments. All participants must be registered with USAV.



## **SANCTIONED TRYOUTS**

Planning to host your initial registration & tryouts? Protect yourself and your family from financial disaster by making sure you only host sanctioned events, with insurance provided under the USA Volleyball liability policy and sport accident policy.

1. Coaches must be registered members of the Oklahoma Region, which includes background checks and code of ethics. If you have a new coach, please register them on-line (including background screening) immediately. The background checks are being answered in a couple of days, but their registration is not effective until the results are received. These coaches may NOT participate in tryouts or registration and are NOT covered under USA Volleyball insurance until they are registered.
2. Submit a request for sanction of practices and events to the Region office. A Sanction Request form can be found on the OKRVA website [www.okrva.com](http://www.okrva.com).
3. Perform a safety check of your tryout facilities for padded standards, sharp edges, and inadequate clearance and be sure to separate spectators from the playing area.
4. Do not allow any athlete on the court without first registering with USAV on-line. An unregistered athlete is a huge potential liability. Coaches should see a copy of the printed on-line USAV membership card or confirmation and receive the signed medical release form before allowing them to participate.

Only if you do the entire above, can your program be billed as "USAV Junior Volleyball" tryouts. Otherwise, it's just a bunch of people in a gym expecting you to have done everything correctly. Protect yourself. Make sure it is done right.



## **PRACTICE/TOURNAMENT SITES**

An emphasis is being made to ensure the quality of practice and tournament sites. All poles and referee stands must be padded. Proper referee stands must be used (no boxes, tables or ladders). Support wires must be eliminated or padded. Players must be permitted to pursue volleyballs without endangering themselves or other participants. Application for Sanction and Tryouts must be on file with the Oklahoma Region office.



## USA VOLLEYBALL INSURANCE INFORMATION

### **Sport Accident Insurance Summary:**

USA Volleyball Secondary Sport Accident–Summary of Coverage for Domestic Team Participants Competing in Sanctioned USA Volleyball Events can be found on the region website.

### **Medical Insurance Claim Form:**

This form can be completed after the extent of the injury and medical care has been determined--this is to be submitted directly by the athlete's family after the medical bills begin to arrive. American Specialty will give the family more details when the insurance claim process has begun.

### **Incident Report Form:**

If an injury occurs to a player, spectator, parent, official, volunteer or coach, please be certain this document is fully completed and submitted as quickly as possible to the OKRVA region office, 2741 N. W. 162<sup>nd</sup> St., Edmond, OK 73013 (fax) 405-285-0607. This form records the specifics of the injury, and the names of witnesses to the injury. If you have an uninsured athlete, this is a very critical document. If this form is not completed & submitted in a timely manner, possible coverage may be lost. Tournament directors and their individual site directors should keep these on-site at all events. Club directors should require ALL of their coaching staff to carry blank Incident Reports to all events, including practices & tournaments. Each currently registered Oklahoma Region USA Volleyball member is provided insurance as noted below. In the world of lawsuits and high cost of medical care it is extremely important that we have the proper coverage for our events. USA Volleyball administers a medical and liability insurance program customized specifically for the sport of volleyball.

### **Certificate of Insurance Request**

If a facility owner wants a certificate of insurance, please indicate on the sanction request form. This form can be found on the OKRVA Website ([www.okrva.com](http://www.okrva.com)). Forms can be emailed ([commissioner@okrva.com](mailto:commissioner@okrva.com)) or faxed (405) 285-0607.

This insurance covers your sanctioned use of facilities--gyms, buildings, etc. Some building owners want a specific insurance policy naming their building and your organization before they will allow you to rent their building. The region office will submit this request after the Club Director completes the above document.

### **D & O Liability Insurance for Clubs:**

Directors and Officers liability insurance is available for purchase through the USAV vendor, Esix Global. Information regarding the benefits and pricing structure of this insurance can be found at the following link: <http://www.esixglobal.com/usavolleyball/> .



## CODE OF ETHICS FOR JUNIOR COACHES, LEADERS & CHAPERONES

### 2015-2016 Season USA Volleyball JUNIOR CLUB PERSONNEL CODE OF ETHICS

It is the duty and obligation of USA Volleyball affiliated Junior Club Program administrators, directors, coaches and other club personnel to assure the following Code of Ethics is followed and adhered to by all individuals who have an active role in a USA Volleyball Junior Club Program in any Region of USA Volleyball. In a continuing effort to promote safe, healthy and ethical communication, relationships and treatment of all USA Volleyball players and personnel, all adults associated with a junior club program must read, accept and submit this Code of Ethics before they are eligible to actively participate in a junior club program associated, affiliated, or participating in USA Volleyball.

1. All adult club personnel affiliated with a junior program must be a registered member with a Region of USA Volleyball and USA Volleyball.
2. All adult club personnel including coaches, chaperones, assistant coaches, trainers, etc. affiliated with a junior program intending to participate in USA Volleyball must have an approved and current background screen on file as per USA Volleyball policy. It is intended that the term "all adult club personnel" be all inclusive and not limited to only those categories identified herein.
3. A head coach or assistant coach affiliated with a junior program must also: be an adult (see Region definition of an adult) and be IMPACT certified according to USA Volleyball and Region policies.
4. If allowed by Region rules, an assistant coach who has not yet met the age of majority in the state of residence must be supervised by a head coach recognized by the Region and must meet all applicable Region and USA Volleyball requirements. Individuals who are registered as junior players and also have an interest in coaching should contact their region regarding coaching eligibility.
5. Responsibilities:
  - A. A head coach or other equally qualified club personnel must be present at all practices and competitions. A head coach, adult club representative personnel or registered chaperone must be present during team-supervised travel. This individual shall be responsible for the moral, legal and ethical well-being for each participant during team/club activities.
  - B. Coaches shall understand the unique power of a coach-athlete relationship. Coaches and all other club personnel shall not exploit athletes and shall avoid any relationships which could compromise the integrity of the learning and participation process, impair their professional judgment and/or take advantage of a situation for their own personal gain or gratification.
  - C. All club personnel must understand that all forms of sexual abuse, assault or harassment of a current or former athlete are unethical and illegal even when an athlete invites or consents to such behavior or involvement. Club personnel shall not engage in sexual/romantic relationships with current athletes or other participants over whom there is/was authority. See B above.
  - D. All club personnel shall insure that all individuals have met all Regional Volleyball Association and USA Volleyball membership requirements prior to participation in any club, team and/or Region/National USA Volleyball activity.
  - E. All club personnel must inform the players and their parent(s)/guardian(s) about any Region and/or USA Volleyball transfer policy. This policy may restrict or prohibit a participant from transferring to another club or team if specified criteria have been met. Likewise, all club personnel must inform the players and their parent(s)/guardian(s) of any rules or policies regarding coaching transfers during a particular season.
  - F. All club personnel shall abide by and inform the players and their parent(s)/guardian(s) of applicable regional recruiting policies.
  - G. All club personnel may not participate in, require another individual to participate in, or condone any act considered to be illegal under federal, state or local laws and/or ordinances.
  - H. All club personnel shall strive to educate their athletes and personnel to respect, honor and adhere to the rules of the facility being used during practices, tournaments or events. In this regard, the rules of the facility shall have priority over the rules of the Regional Volleyball Association.
  - I. All club personnel shall ensure that all activities are suitable for the age, experience and ability of their athletes.
  - J. All club personnel shall seek professional medical advice when making decisions regarding an injured athlete's ability to continue training or playing.

- K. All club personnel shall, while serving in a professional capacity, avoid any drug, tobacco or alcohol use while in the presence of athletes.
- L. All club personnel shall not supply or condone the use of drugs, alcohol, tobacco, fireworks, ammunition, firearms, knives or any item or material that can be used as a weapon, to any of the participants or athletes and shall report any athlete using or in the possession of the same.
- M. All club personnel shall not allow, encourage, condone or require any behavior that threatens an athlete's amateur status or Regional, USA Volleyball, school and/or collegiate eligibility.
- N. All club personnel shall maintain all relationships with other club personnel on a professional and confidential basis.
- O. All club personnel must be positive role models. This includes being courteous, respectful and polite to players, parents, other coaches, club directors, event personnel, and officials.
- P. All club personnel will not engage in any physical, verbal or emotional harassment, abusive words or actions, or coercion of current and/or former athletes.
- Q. All club personnel will immediately report any suspected case of illegal activity, abuse, assault, harassment, or ethical violations of this club personnel code of ethics to the appropriate authorities, including Regional Volleyball Administrators. Any violation of this Code may result in sanction being issued against the club representative, the individual(s) and the club/team involved. These sanctions may extend to the loss of eligibility of the club representative, the individual(s), the entire club and the team involved.



## BACKGROUND SCREENING

BACKGROUND SCREENING POLICY OF USA VOLLEYBALL AND ITS REGIONAL VOLLEYBALL ASSOCIATIONS Last revised May 20, 2015

**POLICY:** It is the policy of USA Volleyball (USAV) and its Regional Volleyball Associations (RVAs) that any club/entity intending to hire or use registered individuals in any sanctioned junior volleyball events and/or activities (some examples of events or activities that can be sanctioned with regional approval are: tournaments, practices, clinics, tryouts, and fundraisers) will accept and abide by this background screening policy. The following individuals, 18 years of age or older, will be screened: Club directors, club administrators, team reps, coaches, chaperones, and trainers who intend to register, affiliate and/or participate with a USAV/RVA junior volleyball club or team. Any Junior Tournament Director/Site Director/On-site Tournament Administrator/Manager and official 18 or older who intends to work a junior sanctioned event will also be screened with the exception of a junior player. Each RVA may also choose to require other members of their organization to submit to and pass a background screen in order to affiliate with their organization. Additionally, the club/entity will enforce the penalties resulting from a negative background screening report. Failure to do so is grounds for automatic suspension of membership privileges to participate in USAV/RVA sanctioned junior events and/or activities. All disqualified individuals have the right to dispute the findings of the background screening directly with the RVA's approved Background Screen Vendor. All non-USA citizens will require an international criminal background screening when applying for any position stated above. This screening may require additional fees as determined by the RVA. The RVAs and/or USAV will not register, or allow to be registered, any individual who refuses to consent to a background screen if he/she intends to affiliate and/or participate with a junior club/team, in the RVA or any other regional or national junior level programming. Junior members are any members under the age of 18. A background screen will not be required for those individuals who will be classified only as junior players or those individuals not registered, affiliated and/or participating with a junior volleyball club or team in a RVA (other than those categories listed above). For those regions that allow individuals under 18 to be an assistant coach, 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. All screens will be good for two membership seasons (maximum of 26 months) unless required more frequently by state law. Anyone that fails a background screen cannot reapply for another screen until the following season. USAV and the RVAs retain the right to require additional background screens at any time with the exception of reissuing an application that was



previously disqualified due to falsification.

PROCESS: Every individual required to submit Background Screening must complete, sign and date the Consent and Waiver Release Form. Electronic signatures are only accepted on the USAV Online Registration System. The Background Screen Consent and Waiver Release form will be submitted and the applicant cleared before the applicant may participate in RVA/USAV sanctioned junior events and/or activities. Upon receipt of the above described documents, the USAV/RVA will request that the USAV/RVA approved Background Screen Vendor perform the background screen.

All information received as a result of a background check will be strictly confidential. Notice of clearance or disqualification for all applicants will be provided to: 1. The designated contact of the RVA that submitted the application. 2. USA Volleyball National Office A notice of automatic disqualification will be sent by email by the USAV/RVA approved Background Screen Vendor to the RVA office. The RVA will provide the approved Background Screen Vendor a contact e-mail for the Club Director or highest staff member for the hiring entity. The approved Background Screen vendor will then contact the Club/entity to provide notice of the automatic disqualification and request additional contact information for the disqualified individual. The complete profile will be sent by the USAV/RVA approved Background Screen Vendor directly to an automatically disqualified individual using the agreed upon method of delivery, along with a copy of the "Summary of Your Rights under the Fair Credit Reporting Act" (FCRA), and a notification that the individual is prohibited from participating in USAV/RVA sanctioned junior events and/or activities. All disqualified individuals have the right to review and dispute the accuracy of the background screening findings directly with the USAV/RVA approved Background Screen Vendor. A disqualified individual MAY NOT appeal an automatic disqualification or the results of the findings of the background screen vendor to the RVA and/or USAV. USAV and each RVA is required by the policy to accept the findings of the approved background screen vendor. Individuals automatically disqualified are excluded from participation in any USAV/RVA sanctioned junior events and/or activities.

EFFECTIVE SEPTEMBER 1, 2013, AUTOMATIC DISQUALIFIERS FOR PARTICIPATION IN SANCTIONED JUNIOR EVENTS AND/OR ACTIVITIES: Anyone found guilty, entering a plea of guilty, or a plea of nolo contendere (no contest) regardless of adjudication or received court directed programs and/or other sentencing directives in lieu of a finding of guilt, for the following criminal offenses; All Sex offenses, Murder, and Homicide regardless of time limit; Felony Violence and Felony Drug offenses in the past 10 years; any misdemeanor violence offenses in the past 7 years; any multiple misdemeanor drug and alcohol offenses within the past 7 years; or any other crimes (not listed) against children in the past 7 years (the time frames associated with the categories of crime listed above are calculated based on the date of the offense). Individuals found to have pending court cases for any of the disqualifying offenses will be disqualified. If the disposition of the pending case does not meet the criteria for disqualification as listed above, the individual would then be cleared and reinstated. Falsification of information on any membership application or the consent/release form is grounds for membership revocation or restriction of membership. Individuals that are automatically disqualified must wait one season before reapplying for affiliation and/or participation with a junior club or team. ENFORCEMENT: The hiring entity is responsible for ensuring adherence to this policy, and ensuring that those individuals who are disqualified do not participate in USAV/RVA sanctioned junior events and/or activities. PENALTY: Failure of a club/entity to request background screening or enforce disqualification is cause for the RVA or USAV to impose penalties. The minimum penalty shall be suspension of all members of the offending club/entity until background screening and enforcement requirements are met. Additional measures may include financial penalties and/or extended suspensions against disqualified individuals and/or the club/entity.

## **BACKGROUND SCREENING PROCESS FOR NON-US CITIZENS**

Please contact the Region Office for assistance with background screening for non-US citizens.

## **WHY DOES USA VOLLEYBALL DO BACKGROUND SCREENING?**

As most are aware USAV implemented a background screening procedure in 2003. The process for the design and implementation of this program actually began two years earlier. Those individuals involved with this tedious process are very familiar with the reasons background screening was implemented. For others the question might be asked is "why does USAV do background screening in the first place"? There are two primary reasons:

The first is professional and moral responsibility. USAV, its regions and its clubs have a professional and moral responsibility to provide a “safe” environment for its members during sanctioned activities. It is not only a professional and morally responsibility but also a legal responsibility. As parents we all want to know that when our children are under the supervision of another adult the organization has done everything within its power to insure those individuals are worthy of the responsibility to coach or chaperone our children. It is the legal side that poses the greatest risk to USAV. State and Federal courts have set precedence that the associations, its regions and its clubs can be held legally liable for sexual misconduct or abuse that can be in some way connected to their sanctioned events.

The second reason for background screening is brought on by insurance, or the lack thereof. In an effort to continue to provide coverage, insurance companies turned to the process of background screening as a “risk management tool” to help reduce potential sexual abuse/molestation claims by identifying and eliminating individuals that might pose a threat from the group they are providing coverage. The theory is if they can reduce or eliminate those individuals that provide the most risk, they can continue to provide insurance for the entity even if it is on a reduced basis. In 2003 USAV’s insurance for sexual abuse/molestation was reduced from \$5,000,000 to \$1,000,000. Due almost exclusively to the background screening procedures that were implemented, USAV was able to retain the \$1,000,000 coverage. Without it, the insurance carriers would not offer any coverage to USAV for sexual abuse.



## **CLUB DIRECTOR**

The Club Director must be a current member of USA Volleyball, registered in the Oklahoma Region, to organize a club in the Oklahoma Region. Register for the current season at [www.okrva.com](http://www.okrva.com). Your membership is not complete until all of your personal registration forms and fees are received and processed by the Oklahoma Region office. Club registration is required annually. Club Application forms can be found on the OKRVA website, [www.okrva.com](http://www.okrva.com). Directors should send a Club Application form to the Oklahoma Region office prior to the beginning of each season to update club contact information.



## **CLUB ADMINISTRATOR**

Each Club may designate a Club Administrator to have access to the individual club’s online registration site, email and personal data. The administrator must be a current member of the Oklahoma Region and the club prior to receiving clearance for the site. All Club Administrators must have successfully completed the Oklahoma Region’s background screening requirements. Access must be approved each year. It is suggested that the Club Administrator register early so that access can be granted prior to the club’s tryouts.



## **COACH SELECTION**

It is the club’s responsibility to attract coaches of high moral character, with knowledge of the sport, and with the ability to convey their knowledge to the athletes they train. Coaches must be of good character and emotional stability. It is imperative to check the background of every coach in your program.



## **COACH MEMBERSHIP**

All coaches will be current members of the Oklahoma Region of USA Volleyball prior to the first practice. Coaches for Youth, Jr. Olympic and Adult play, must be registered members of the region in which they live. Since 2005, USA Volleyball has been protecting the children who play by requiring coaches

who work with players under the age of 18 to have a current background screening. Coaches are also required to have the USAV IMPACT course certification in order to coach in a junior program. IMPACT clinics are given twice per season in the Oklahoma Region. The dates for these clinics can be found on the events schedule on the region website, [www.okrva.com](http://www.okrva.com). There is no charge to take the clinics being

held in the region. Coaches can also take the clinic via an online webinar through USA Volleyball. The IMPACT Webinar Schedule can be found at the USA Volleyball website, [www.usavolleyball.org](http://www.usavolleyball.org).

Oklahoma Region coaches are responsible for the officiating requirements of their team and MUST remain courtside during their team's officiating duties at tournaments. To comply with these requirements and properly supervise their team, it is recommended that Oklahoma Region coaches complete the minimum requirements as both an official and a scorekeeper. These requirements extend to anybody in the role of club director or coach who are listed on the team roster.

Each coach (head or assistant) must be Safe Sport Certified. The link for this online no charge certification can be found on the website [www.okrva.com](http://www.okrva.com), follow the Safe Sport link to proceed.



## TEAM CHAPERONE

Team chaperones will be current members of the Oklahoma Region of USA Volleyball. Chaperones for USAV Youth and junior play must be registered members of the region in which they live. Team Chaperones must be a minimum of 25 years of age and must be background screened prior to serving as Chaperone. IMPACT certification is not required for Chaperones. They are required to be Safe Sport certified.

Team chaperones will also receive Secondary Sports Accident for those with primary insurance and Primary Sports Accident insurance (with \$1,000 deductible) for those registrants without health insurance during USAV/Oklahoma Region sanctioned events; and an opportunity for involvement in Oklahoma Region Volleyball Association meetings, as well as USAV National meetings and symposiums.



## BECOMING AN OFFICIAL

USA Volleyball and OKRVA are always on the lookout for new referees and provides many opportunities for education and training in this area. The USA Volleyball Referee Training and Education Web site is a free, public resource suited for officials, scorekeepers, coaches, parents, players and fans. The Web site offers training and education materials to assist both new and veteran volleyball referees as they become more experienced in the art of officiating. VolleyballRefTraining.com is the place for the most current and reliable information related to USA Volleyball officiating, featuring recent rule and technique changes plus the latest rule interpretations. The link to their website is: <http://www.volleyballreftraining.com/>.



## CLUB VOLUNTEER

Your participation as a volunteer working for the Volleyball Club is greatly appreciated. Without your support it would be very difficult for the club to provide a quality volleyball program. As a volunteer you may be asked to assist in a variety of activities including transporting players; conducting fund raisers; being a team parent or representative; working concessions at tournaments; etc. The purpose of this document is to advise you that the activities you may be involved with could result in bodily injury to yourself or others. The Club has taken every reasonable precaution to provide a safe environment for you and other members of the Club. Once the Club registers with USA Volleyball through the Oklahoma Region, the Club is covered

by a “master” insurance policy provided by USA Volleyball for all approved or sanctioned USA Volleyball activities that the Club participates in. As a volunteer for the Club, you would only be afforded liability insurance protection under this policy if: (a) you choose to join USA Volleyball along with the rest of the Club AND (b) as long as those activities are being conducted at the direction or request of the Club in conjunction with USAV approved or sanctioned activities. The insurance policy provides \$2,000,000 limits of liability protection. Contact the Club President if you are interested in becoming a member of USA Volleyball.

If required to transport players or club members to approved or sanctioned events, the Volunteer should fully understand that they are responsible for maintaining insurance on their automobile and for obeying all traffic laws. As a volunteer driver, you must adhere to the following:

1. Have a valid state driver’s license.
2. Maintain at least \$300,000 of auto liability insurance on automobile.
3. Automobile is in good working condition and has the appropriate number of seatbelts for the passengers transported.



### MEMBER AND TEAM ELIGIBILITY

- A. **Team Eligibility:** All teams must have a complete web pointe roster before entering any Oklahoma Region event.
- B. **Official’s Eligibility:** Officials who will be working in sanctioned USAV play must be registered as an official in the current season with USAV and have completed a background screening.
- C. **Player Eligibility:** Each player engaged in USA Volleyball sanctioned play is required to register as an athlete in the current season. Player must conform to the definition of an eligible athlete as stated by the International Olympic Committee and must comply with the Rules and Regulations of said body. Each player must be a registered USAV member.
- ❖ **Regular Members:** All adults affiliated with junior club programs who wish to participate in USAV Junior sanctioned events.
- ❖ **Adult Player Only:** Adult that is *not* affiliated with a juniors club, wishing to personally play in sanctioned Adult Events.
- ❖ **Collegiate Player:** Adult currently enrolled in college, and *not* affiliated with a Juniors Club, wishing to personally play in sanctioned Adult Events.
- ❖ **Junior Athlete:** The following age groups shall be in effect for junior players other than college students who, regardless of age, are not eligible to compete in sanctioned Junior Events, unless amended by action as specified in the USA Volleyball operating code. Athletes need not be currently enrolled in high school except as noted below.
- ❖ **Outdoor Members:** Outdoor memberships are available for both Junior and Adult members. This membership is only good for outdoor programming (grass/sand) and is valid from May 1<sup>st</sup> through October 31<sup>st</sup>.

**USA VOLLEYBALL JUNIOR PLAYER AGE DEFINITION  
For use during the 2015-2016 Season**

Once a player participates (including but not limited to practicing, training, attending workouts and/or competing) in a club or varsity program for any university, college, community college, or junior college, he/she is ineligible to take part in any regional and national programming, which includes but is not limited to national JNC qualifying and championship events.

**18 and Under Division:**

Players who were born on or after September 1, 1997

or

Players who were born on or after September 1, 1996 **and** a high school student in the twelfth (12<sup>th</sup>) grade or below during some part of the current academic year

**17 and Under Division:**

Players who were born on or after September 1, 1998

**16 and Under Division:**

Players who were born on or after September 1, 1999

**15 and Under Division:**

Players who were born on or after September 1, 2000

**14 and Under Division:**

Players who were born on or after September 1, 2001

**13 and Under Division:**

Players who were born on or after September 1, 2002

**12 and Under Division:**

Players who were born on or after September 1, 2003

**11 and Under Division:**

Players who were born on or after September 1, 2004

**10 and Under Division:**

Players who were born on or after September 1, 2005

**9 and Under Division:**

Players who were born on or after September 1, 2006

**8 and Under Division:** Players who were born on or after September 1, 2007

*Requested waivers for players to play in the lower age group may be granted in the Oklahoma Region. The Club Director must notify the Oklahoma Region Office in writing with any request for an individual waiver. Teams with age waived players (registered with the region at the beginning of the season) may participate in the Oklahoma Regional Championships but will not be allowed to participate in any USAV Qualifiers and/or National Championship events. Other Regions may or may not accept these waivers; it is the decision of each region. Teams with waived players may be moved up an age division at the discretion of the Commissioner based on competitive success.*

*Boys teams are allowed to play in Girl's Tournaments up to the 16 and under age division provided they are playing at least one age division higher than the official playing age of the team. This policy can be modified by the Commissioner to assure the safety and competitiveness of all teams involved.*



## EXPLANATION OF FEES

- **Tournament Sanction Fee: \$22.00/team**  
Sanctioning fee must be included with the Tournament Financial Report. See OKRVA Tournament Guidelines for further information.

### **JUNIOR MEMBERSHIP CATEGORIES**

- **Regular Junior Membership: \$50.00**  
This Membership option is for players that fall into the 12 and Under through the 18 and Under Membership Category. Membership allows the individual to participate in all USAV sanctioned events *without restriction*. (*Manual registration add \$10*)
- **Youth Membership (11 and Under): \$50.00**  
This membership option is for players in the 9 and Under through 11 and Under age divisions. Membership allows the individual to play in *regionally sanctioned tournaments* only. Individuals in this category are not eligible to play in national level events (Region Bid Qualifier, Qualifiers, JNC, National High Performance teams/camps, etc.). If a member is participating in a national level activity, she/he would need to be upgraded to a full membership. (*Manual registration add \$10*)
- **Other Youth Membership (8 and Under): FREE**  
This Membership option is for players that are 8 years of age during the entire membership season. Membership allows the individual to play in regionally sanctioned tournaments only. Individuals in this category are not eligible to play in national level events (Region Bid Qualifier, Qualifiers, JNC, National High Performance teams/camps, etc.). If a member is participating in a national level activity, she/he would need to be upgraded to a full membership. (*Manual registration add \$10*)
- **Junior Player Summer Membership: \$10.00**  
This membership option is a limited membership and is good from May 1<sup>st</sup> through October 31<sup>st</sup> (*Manual registration add \$10*)

### **ADULT MEMBERSHIP CATEGORIES**

- **Background Screening- \$20.00**  
Completed every two years for adults associated with Junior Competition; Includes coaches, tournament directors, trainers, chaperones and officials.
- **Regular Adult Coach/Tournament Director Membership: \$30.00**  
This Membership option allows the adult of a Junior Club to participate in all USAV sanctioned events without restriction. This membership includes Coach, Assistant Coach, Trainer and Tournament Director. Add \$20.00 if background screening is needed. (*Manual registration add \$10*)
- **Chaperone of Junior Team: \$25.00**  
This membership option will allow individuals 25 years and above to not only serve their team as chaperones, but, will allow the individual to begin the Official's certification process to be included on the team roster. Add \$20.00 if background screening is needed. (*Manual registration add \$10*)

- **Referee Membership: \$25.00**  
This membership option is for adults wishing to referee junior competition and who are not affiliated with a Junior Program. Add \$20.00 if background screening is needed. (*Manual registration add \$10*)
- **Adult Player Membership: \$25.00**  
This membership option is a full membership without restriction to participation, programming or duration
- **Adult Player 1-Event Day Membership: \$10.00**  
This membership option is limited to one-event only.
- **Adult Player 1-Event Upgrade Membership: \$15.00**  
This membership option upgrades a one-event membership to a full membership without restriction to participation, programming or duration.
- **Adult Player Summer Membership: \$10.00**  
This membership option is a limited membership and is good from May 1<sup>st</sup> through October 31<sup>st</sup>.
- **Collegiate Player Membership: \$15.00**  
This membership option is for collegiate students (age 19-23) who wish to participate in Adult Events *as a player*. A college student who also wishes to coach, officiate or assume other roles must be upgraded to a “full” adult membership.



## CLUB REGISTRATION

- Club Directors are responsible for the accurate completion of registration documents of their club, players, coaches and chaperones. It is vital to complete staff registration, including necessary background screenings prior to club tryouts. A Club Application Form must be on file in the region office prior to player tryouts. This information should be updated each season. The form can be found on the OKRVA website, [www.okrva.com](http://www.okrva.com).
- **Application for Sanction and Tryouts** must be on file with the Oklahoma Region office prior to tryouts or practice.
- Most registration fees are paid by credit card directly to the region office by the individual. This should help Club Directors keep paper work and collection of registration fees to a minimum. Individuals will be able to present their current membership cards immediately at tryouts. If all information is recorded in the online system accurately, no member forms will need to be sent to the region office following registration. At the conclusion of the club tryouts, a complete alphabetical list (last name first) of club members must be submitted to the Oklahoma Region office including the junior members OKRVA/USAV number and player jersey numbers. The Region Registrar will place players into individual clubs. The Club Administrator may place the players on individual teams. All players will register “Undecided” on the registration system.



## COMPLETING INDIVIDUAL REGISTRATION

Individuals are responsible for the accurate completion of their registration documents through the online registration system. This is the only way that we can insure that we are getting correct information from our members. If you do not have access to a computer, contact the Club Director for manual forms. An additional \$10.00 service fee shall be collected for all manual registrations.

If you choose to use the online credit card option, and all information is recorded accurately, the registration process will be completed at the time of payment. Junior players will be instructed to print the Player Medical History & Release Form to give to their Club Director. (This form will be held by the Club Director and a copy carried by the team coach to all practices and competitions.) The Membership card can be printed immediately. Members who register before November 15<sup>th</sup> will register as "Undecided". After tryouts are completed the Clubs will notify the region office of player selected for their clubs. The OKRVA Registrar will move members to their respective clubs. At that point the Club Administrator can move players to their individual teams.

If you choose NOT to use the Electronic Signature Option, the online system will produce a manual Waiver & Release of Liability form, you'll need to sign the form & send it to the Region office (with your registration fee) to complete the registration. Junior players should give signed forms (signed by player and parent) and fees (if you choose not to use the on-line credit card payment) to their Club Director to send in.



### **TRANSFER OF JUNIOR PLAYERS**

*Players are allowed to transfer to different clubs without penalty from the Region until December 31<sup>st</sup>. OKRVA's allowance of players to transfer in no way relieves players/parents from their contracts with the original club. EFFECTIVE NOVEMBER 15, 2015, ANY TRANSFER BETWEEN CLUBS ON OR AFTER CONTRACT SIGNING REQUIRES A RELEASE FROM THE ORIGINAL CLUB. There are no transfers allowed in the Oklahoma Region after December 31<sup>st</sup> without approval from the OKRVA Board of Directors. A change in geographical location of the family due to a change in job, military, scholastic or inner-collegiate status may receive special consideration. Application for a waiver to the Transfer Policy must be made in writing by the parent of the player to the Commissioner. The Club the player is leaving must release the player in writing to the Region Office before the Commissioner will provide any waiver. Individual cases will be reviewed by the Commissioner, or their designee, and considered for action. No player may participate in different Qualifying events with different teams.*



### **OKLAHOMA REGION CONFIDENTIALITY POLICY**

The Oklahoma Region and its officers will respect the integrity, protect the welfare of all members, and pledge to safeguard information about them that has been learned or obtained during the coaching relationship, background checks, including performance reviews, statistics and all personal confidences. Further, the Oklahoma Region and its officers will obtain permission from athletes before sharing videotape recordings or other data of them with anyone except the recognized coaching staff; when current or former athletes are referred to in a publication, while teaching or in a public presentation that is not laudatory, their identity will be thoroughly disguised. The only exception to this will be that the Oklahoma Region and its officers will not use these standards of confidentiality to avoid intervention when it is necessary (e.g., when there is evidence of physical or psychological abuse of minors, or legal issues).



### **OKLAHOMA REGION SEXUAL HARASSMENT POLICY**

The Oklahoma Region Volleyball Association is committed to maintaining an athletic environment that is free from sexual harassment and/or unwanted sexual attention. Harassment can occur between any combination of members of the volleyball community coaches, players, parents and organizers. It generally occurs when one person, the harasser, holds a position of real or perceived authority over another individual.



Sexual Harassment may involve:

- ✚ Suggestive comments about physical appearance
- ✚ Leering or staring
- ✚ Use or display of sexual material not legitimately connected to coaching volleyball
- ✚ Sexual teasing
- ✚ Jokes with sexual themes
- ✚ Unwanted physical contact
- ✚ Promises or rewards in return for sexual favors
- ✚ Sexual assault

Oklahoma Region volleyball members may not engage in sexual harassment of another Oklahoma Region member, unwelcome and unwanted sexual advances, request for sexual favors, verbal or physical conduct of a sexual nature such as sexual jokes, gestures, graffiti, posters, writings, touching or other physical contact may constitute sexual harassment when:

- ❖ Submission to or rejection of such conduct by an individual is used as the basis for participation, team selection or decisions affecting such individual.
- ❖ Such conduct has the purpose or effect of unreasonably interfering with an individual's opportunity to participate in volleyball events alternatively, creating an intimidating, hostile or offensive environment.
- ❖ Members encountering behavior perceived as harassment may seek to resolve the matter in direct conversation with the individual understood to have engaged in the harassment.

In the case of junior members, it should be taken to the team coach or club director. If it is felt this approach is not likely to be productive or if such approach has been tried and failed the person harassed should make a report to the alleged harasser's team or club director. A report of sexual harassment will remain confidential to the extent that maintaining confidentiality is not inconsistent with investigating the report of harassment, eliminating or remedying any sexual harassment found to have occurred, or preventing future harassment. Oklahoma Region Volleyball may in its discretion restrict from sanction events any member alleged to have committed sexual harassment or pending an investigation of a sexual harassment report. Any member who engages in sexual harassment who fails to cooperate in an investigation of sexual harassment or who otherwise violates or acts in a manner inconsistent with this policy may be immediately dismissed as a member of the Oklahoma Volleyball Association.



## **BANNED SUBSTANCES**

Use of tobacco products and alcoholic beverages are prohibited at Oklahoma Region of USA Volleyball events in the gyms, locker rooms, and facilities.



## DISCIPLINARY ACTIONS AND DUE PROCESS PROCEDURES

**Introduction:** It is the responsibility of the Oklahoma Region Volleyball Association Board of Directors to administer volleyball within the Oklahoma Region. On occasion Region members may violate or be accused of violating Region rules as spelled out in the Oklahoma Region Handbook or rules as described in the United States Volleyball Association (USAV) Guide or code of conduct for players or coaches. Such alleged violations may require action by the Region. These due process rules are hereby established to protect the due process rights of any accused member of the Region, the safety of Region members, and the integrity of the Region.

**Routine Matters:** Some actions or alleged actions by individuals or teams result in automatic sanctions in accordance with the Oklahoma Region Handbook (e.g., failure to have certified officials by specified dates, failure to appear at an event for which a team is pre-registered, untimely withdrawal from a tournament, failure to fulfill work (officiating) obligations, use of alcohol or controlled substances at a tournament, etc.).

The appropriate officer of the Oklahoma Region Board (e.g., the Referee Chair may prohibit an individual from officiating if he or she has not qualified as an official or is not in the process of timely qualifying) or the Commissioner, after considering the evidence of wrongdoing, may administer such automatic sanction. If there is no clearly appropriate Oklahoma Region Board officer, the Commissioner shall administer the automatic sanction. The Commissioner, after considering the evidence, shall have authority to impose sanctions for routine wrongdoing by Oklahoma Region members not otherwise provided for by the Oklahoma Region Handbook (e.g., minor damage to equipment or facilities). The first level of appeal from sanctions for routine matters shall be in writing to the Commissioner. The Commissioner may either rule on the appeal or delegate the appeal to the Review Board (described below) for more formal consideration. If the Commissioner rules on the appeal and the relevant person or team wish to appeal further, such appeal shall be to the Review Board. Serious Matters and Appeals from Decisions on Routine Matters: A Review Board consisting of three persons shall have responsibility for action on alleged wrongdoing of a serious nature by Oklahoma Region members or for appeals from sanctions for wrongdoing otherwise deemed routine. The Commissioner shall chair the Review Board and shall be a voting member unless he or she ruled on the first level of appeal from a sanction for a routine matter. In the latter case, the Commissioner shall remain the administrative chair of the Review Board but shall not be a voting

Member. If necessary to replace the Commissioner with a third voting Review Board member, such member of the Oklahoma Region Board shall serve as is jointly selected by the accused individual or team representative and the Oklahoma Region Board Representative (defined below) if an agreement cannot be reached. Such Oklahoma Region Board member shall serve as a voting member in place of the Commissioner as is selected by blind lottery from among the Oklahoma Region Board members.

One member of the Review Board shall be an Oklahoma Region Board member selected by the accused individual or team representative. The other member of the Review Board shall be such Oklahoma Region Board member as is most appropriate to the situation at issue as determined by a majority of the region Board of Directors. If more than one Oklahoma Region Board member is unwilling or unable to serve if selected under any of the above-described methods, the Commissioner and accused may agree on a method for selecting a Review Board member from among the region's general membership. For matters to be considered by the Review Board, notice shall be provided to the accused in writing as soon as reasonably possible. Oral notice may precede written notice for expediency. Written notice shall include a copy of these due process procedures, shall describe the alleged wrongdoing, the range of possible sanctions, and shall suggest a date, location, and method (in person or by telephone conference if acceptable to the accused) for the hearing. The date and location shall be established as much as reasonably possible to accommodate the accused. If the accused does not cooperate in establishing such date and location, the Review Board shall schedule the hearing at its convenience and the accused shall be so advised in writing. The exact format of the hearing may vary as arranged with the accused, but it

generally shall include an initial statement summarizing the allegations, presentation of evidence of the alleged wrongdoing, and presentation of evidence of innocence or of mitigating circumstances. After the hearing concludes, all interested parties shall be dismissed and the Review Board shall consider and discuss the evidence. As soon as possible after the hearing (but not necessarily the same day) the Review Board shall reach a decision which it shall formalize in writing and deliver to the accused. A decision of a majority of the Review Board members shall control and any dissent shall be noted in the written decision.

**Final Appeal:** Appeals from decisions of the Review Board shall be to the entire Oklahoma Region Board. An appeal hearing to the Oklahoma Region Board shall follow the same format as described above for the Review Board. The Administrative Chairman of an appeal hearing shall be a board member as is selected by mutual agreement of the accused and Commissioner. If no agreement can be reached the Administrative Chairman shall be such region member as is selected by mutual agreement. If no such further agreement can be reached, the Administrative Chairman shall be such Oklahoma Region Board member as is selected by blind lottery. An accused must provide written notice to the Commissioner of an intention to appeal a Review Board decision within sixty days after such decision has been mailed by certified or registered mail or delivered by hand to the accused. Otherwise the accused shall not be entitled to an appeal. An appeal hearing shall occur within thirty days after notice of intent to appeal has been mailed unless the appellant and Commissioner agree otherwise.

Any decision and sanction of the Review Board shall remain in effect until the appeal hearing. For the appeal hearing to be effective, it shall be necessary that a quorum of Oklahoma Region Board members be physically present. Proxy votes shall not be permitted. Appeal hearings shall be recorded on audiotape.

**Miscellaneous:** The Oklahoma Region Board is not a court of law but rather a non-profit private group of volleyball players, coaches, and organizers elected by the region membership to administer volleyball within the region. It is the duty of the Oklahoma Region Board to strive to obtain just and full results when a region member or team is accused of wrongdoing relevant to volleyball within the Oklahoma Region. As a private body the Oklahoma Region Board does not follow the Federal Rules of Evidence but shall accord weight to evidence based on its substance and on common sense. Note that the Review and Oklahoma Region Boards have the authority to suspend membership privileges for not more than one year.

For serious matters unless the safety of region member is at risk, physical or other substantial injury has resulted or the accused was clearly caught in the act of a serious wrong doing relevant to volleyball no penalty, sanction, or fine shall be imposed against the accused without a hearing by the Review Board. In the instances cited however, a temporary sanction may be imposed by the Commissioner after careful consideration of the evidence and situation. Such action shall be stated in writing and delivered to the accused. The United States Volleyball Association now provides that the only appeal from a decision of the Oklahoma Region Board shall be to the United States Volleyball Association National Ethics and Eligibility Committee and only for a determination of whether the accused received due process. If an individual moves into the region or a team attempts to register in the region that have been sanctioned by another region which has procedure for appealing from sanctions, the Oklahoma Region shall respect and observe the other region's sanction for the balance of its term (regardless of whether the individual or team exercised such appeal process).

**USA VOLLEYBALL AGE AND IDENTITY FALSIFICATION POLICY Approved by the Board of Directors - January, 2004**

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

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

1. Be immediately suspended from registration with the USVBA and barred from further participation in the event; and
2. Be barred from participation in any USVBA 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, or any player who knowingly misrepresents his or her identity shall:

1. Be immediately suspended from registration with the USVBA and barred from further participation in the event;
2. Be barred from participation in any USVBA 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 Committee.

Any player in question must provide proof of identity and age eligibility, if requested.

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



## OKLAHOMA REGION OFFICIAL'S REQUIREMENTS

Each team in the Oklahoma Region is required to have at least two certified referees and one certified scorekeeper listed on the team roster. Different levels of officiating certification are available through the Oklahoma Region. With the increasing expectation of quality officials for volleyball matches, it is the recommendation of the Oklahoma Region Board of Directors that coaches or chaperones of Junior Teams accept the role of primary referee (R1) for their team. Junior Officials may serve as a secondary referee (R2). We believe that this is the best direction for us to take for the protection of the younger players and the integrity of the game. We encourage all Junior Programs to embrace this concept and participate fully as a club. Club Directors are responsible for notifying the region office after their member has completed all requirements of either Junior or Provisional Club referee or scorekeeper. Conduct of all officials shall be at the highest standard at all times. Adult Referees and Scorekeepers who intend to work sanctioned Juniors Events in the Oklahoma Region must comply with the Background Screening process as a condition of membership in the Oklahoma Region. Complete instructions on Official certification can be located on the Oklahoma Region website in the Official's Guidebook.



## PLAYER EQUIPMENT

A player's equipment consists of a jersey and shorts (the uniform). DCR: If undergarments, including but not limited to T-shirts, boxer shorts, tights, leotards, body suits, bicycle shorts, sports bras, etc., are worn in such a manner that they are exposed, they will be considered a part of the uniform. In that case, they must be similar and the same color for any team members (except the Libero) who wear such a uniform. The color and the design for the jerseys and shorts must be uniform for the team (except for the Libero). The uniforms must be clean. The shoes must be light and pliable with rubber or composite soles without heels. Players' jerseys must be numbered in a permanent manner from 1 to 99. Duplicate numbers are not allowed. The number must be clearly visible and centered on the chest and back. Each jersey must use the same color and number height for all players except the Libero. Color combinations such as purple/black, dark green/black, navy/black, white/light yellow or navy/maroon are not distinctive enough to comply with the rules. The numbers must be a minimum of 10cm (4") 6 inches in height on the chest and a minimum of 15cm (6") in height on the back. It is recommended that the numbers be a minimum of 15 cm (6") in height on the chest and a minimum of 20 cm (8") on the back. For nationally sanctioned competition, uniforms must be identical with the exception of sleeve length and the Libero player. An exception will also be made for a single manufacturer's logo or trademark on the outside of the jerseys or shorts, provided that the logo or trademark does not exceed 14.6 square cm (2 1/4 square inches). It is forbidden to wear hats or jewelry. An exception will be made for religious or medical medallions and, for adult competition, a flat band ring worn on the finger. If worn, medallions shall be removed from chains and taped or sewn under the uniform. If a ring, other than a flat band, cannot be removed, it shall be taped in such a manner as not to create a safety hazard. Braces, prosthetic limbs or headgear that may cause an injury or give an artificial advantage to the player must not be worn. If a brace, prosthetic limb or headgear is used, padding or covering may be necessary. Casts, even if padded, are forbidden. Players may wear glasses or lenses at their own risk. DCR: If a player's equipment falls to the floor and creates a safety hazard, play is stopped and a delay sanction assessed. Coed Teams (including Boys and Girls playing in the Girls 12 & under Divisions) shall have identical uniforms within the following provisions: All female players shall be attired in identical jerseys and shorts. All male players shall be attired in identical jerseys and shorts. The color for the jerseys and shorts must be uniform for the team (except the Libero). All uniforms shall be numbered in compliance with the Domestic Competition Regulation book (rule book). There should be no duplicate numbers, regardless of color of the jerseys or gender of the player.



### CONCUSSION PREVENTION AND PREPARATION

As a coach and/or administrator, you can play a key role in preventing concussions and responding to them properly when they occur. Here are some steps that can be taken to ensure the best outcome for your athletes and the team:

- **Educate athletes and parents about concussion.** Talk with athletes and their parents about the dangers and potential long-term consequences of concussion. For more information on long-term effects of concussion, view the following online video clip: [http://www.cdc.gov/ncipc/tbi/Coaches\\_Tool\\_Kit.htm#Video](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm#Video). Explain your concerns about concussion and your expectations of safe play to athletes, parents, and assistant coaches. Pass out the concussion fact sheets for athletes and for parents at the beginning of the season and again if a concussion occurs.
- **Insist that safety comes first.**
- Teach athletes safe playing techniques and encourage them to follow the rules of play.
- Encourage athletes to practice good sportsmanship at all times.
- Make sure athletes wear the right protective equipment for their activity (such as shin guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Review the athlete fact sheet with your team to help them recognize the signs and symptoms of a concussion.
- **Teach athletes and parents that it's not smart to play with a concussion.** Sometimes players and parents wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let athletes persuade you that they're "just fine" after they have sustained any bump or blow to the head. Ask if players have ever had a concussion.
- **Prevent long-term problems.** A repeat concussion that occurs before the brain recovers from the first-usually within a short period of time (hours, days, or weeks)-can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage, and even death. This more serious condition is called second impact syndrome (4.5). Keep athletes with known or suspected concussion from play until they have been evaluated and given permission to return to play by a health care professional with experience in evaluating for concussion. Remind your athletes: "It's better to miss one game than the whole season."



### POLICIES AND GUIDELINES FOR USAV/OKRVA SANCTIONED TOURNAMENTS

- Policies and Guidelines for hosting sanctioned tournaments can be found on the OKRVA website, [www.okrva.com](http://www.okrva.com).

Please contact the Region Office for questions regarding the hosting of tournaments.



## SPECTATOR/PARENT CODE OF CONDUCT

This legally binding document may be reproduced as often as necessary and posted at Oklahoma Region events.

All spectators of privately sanctioned events are granted entry to the facility as a courtesy. Anyone that enters/attends any Oklahoma Region sanctioned event must agree to abide by the following Code of Conduct Guidelines:

### I WILL:

1. I WILL abide by the official rules of USA Volleyball.
2. I WILL display good sportsmanship at all times.
3. I WILL encourage my child and his/her team, regardless of the outcome on the court.
4. I WILL educate myself on the unique rules of this facility.
5. I WILL honor the rules of the host and the host facility.
6. I WILL generate goodwill by being polite and respectful to those around me at this event.
7. I WILL direct my child to speak directly with his/her coach when coaching decisions are made that may be confusing or unclear.
8. I WILL redirect any negative comments from others to the respective Event Director or Program Administrator.
9. I WILL direct all concerns regarding officials to the Head Coach or Club Director for my team/club as opposed to contacting the Head Official directly.
10. I WILL immediately notify the Event Director and/or Program Administrator in the event that I witness any illegal activity.
11. I WILL support the policies and guidelines of the team/club that I represent.
12. I WILL acknowledge effort and good performance, remembering that all of the players in this event are amateur athletes.
13. I WILL model exemplary spectator behavior while attending this event.
14. I WILL respect the history and tradition of the sport of volleyball by being a good ambassador.

### I WILL NOT:

1. I WILL NOT harass or intimidate the officials.
2. I WILL NOT coach my child from the bleachers and/or sidelines.
3. I WILL NOT criticize my child's coach or his/her teammates.
4. I WILL NOT participate in any game or game-like activities unless I have a current membership card with the Oklahoma Region or USA Volleyball.
5. I WILL NOT bring and/or carry any firearms at any Oklahoma Region event.
6. I WILL NOT bring, purchase, or consume alcohol at any Youth/Junior volleyball event.

**Note:** Any violation of this Code of Conduct will result in the individual being asked to leave the site/facility, and may result in them possibly being ban from attending future Oklahoma Region sanctioned events. The Event Director has the final say regarding their individual event. Local law enforcement will be contacted if necessary to resolve any disputes or altercations. Questions or concerns may be directed to the Oklahoma Region office.



## **A Summary of Your Rights under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you - such as if you pay your bills on time or have filed for bankruptcy - to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15

U.S.C. 1681 - 1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

**\* You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, or employment - must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

**\* You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and seek employment within 60 days, (2) you are on welfare or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

**\* You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise National CRAs to which it has provided the data - of any error). The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement filed, you may ask that anyone who has recently received your report be notified of the change.

**\* Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, a CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address, and phone number of the information source.

**\* You can dispute inaccurate information with the source of the information.** If you tell anyone - Such as a creditor who reports to a CRA - that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

**\* Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

**\* Access to your file is limited.** A CRA may provide information about you only to people with a need



recognized by the FCRA - usually to consider an application with a creditor, insurer, employer, landlord, or other business.

**\* Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

**\* You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

**\* You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:	
For Questions or Concerns regarding: CRAs, creditors, and others not listed below	Please contact: Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 202-326-3761
National banks, federal branches/agencies of foreign banks	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

**A SUMMARY OF Your Rights under the Fair Credit Reporting Act:** An investigative consumer report regarding character, general reputation, personal characteristics or mode of living may be made and you have a right to request from Southeastern Security Consultants, Inc. (SSCI) a description of the nature and scope of the investigative report to be prepared.



## **OKLAHOMA REGION BOARD OF DIRECTORS**

Members of the Executive Board of Directors are elected for a term of three years as provided for in the OKRVA Region Bylaws.

### **OFFICERS:**

Commissioner, Shawn McCarty: Email [commissioner@okrva.com](mailto:commissioner@okrva.com) Phone (405) 285-6622

President, Bill Hamiter: Email [president@okrva.com](mailto:president@okrva.com)

Vice President, Randy Decker: Email [vicepresident@okrva.com](mailto:vicepresident@okrva.com)

Secretary, Dick Mahoney: Email [secretary@okrva.com](mailto:secretary@okrva.com)

Treasurer, Margo Juergens; Email [treasurer@okrva.com](mailto:treasurer@okrva.com)

### **AT-LARGE MEMBERS:**

George Freedman

Jenny Pearson

Mike Freeman

Edgar Miraku

Janice Roth

Jeremy Burton

Jeff Boyland

Cindy Maggart

Nikki Dieball

### **OFFICIALS CHAIR**

Margo Juergens

### **JUNIOR COORDINATORS**

Bill Hamiter

Jody Webber

### **BEACH COORDINATOR**

Shawn McCarty

### **REGISTRAR**

Libby McCarty

### **SAFE SPORT COORDINATOR**

Jody Webber



## OKLAHOMA REGION OFFICE

The Oklahoma Region office is located at 2741 NW 162<sup>nd</sup>, Edmond, Oklahoma, 73013. The region phone number is (405) 285-6622. The region fax number is (405) 285-0607. The region website is [www.okrva.com](http://www.okrva.com).

The email address for the Commissioner is: [commissioner@okrva.com](mailto:commissioner@okrva.com).

This Oklahoma Region Member Handbook contains policies, procedures and Due Process of the Region. Any questions regarding deviations from these set policies and/or procedures should be Directed to the Regional Commissioner, Shawn McCarty, [commissioner@okrva.com](mailto:commissioner@okrva.com)

