

COACH'S GUIDE TO PLAYING IN THE CHESAPEAKE REGION

This guide is a summary of procedures and rules for competing in USAV Chesapeake Region Juniors tournaments. It also contains useful information to help you during the season.

The material is based on the Chesapeake Region Volleyball Association (CHRVA) Handbook (the Handbook) and policy approved by the Juniors Competition Committee. This document is not intended to replace or supercede either the Handbook or the By-Laws.

All players, coaches, and club personnel are responsible for adhering to the contents of the Handbook

CHESAPEAKE REGION WEB PAGES

The CHRVA Region's web pages are the primary means of communications with the clubs and coaches. Start at one of these pages and follow the menus:

www.chrva.org	Chesapeake Region Web Page
www.chrvajuniors.org/jr_index.cfm	Chesapeake Juniors Girls web page
www.chrvajuniors.org/bys_index.cfm	Chesapeake Juniors Boys web page
www.vball-life.org/officials	Referee's web page and adult clinics

All junior tournaments and information is found at the Juniors' web pages. The Region Handbook, newsletters, forms, and many activities can be found at the Region's main web page.

Visit the web sites often because they are routinely updated with new tournaments and other information.

TEAM REGISTRATION

All teams must be USAV registered before they can play in the Chesapeake Region. Among other benefits, USAV registration provides secondary liability insurance coverage once a player is registered. It also ensures teams are made up of players meeting the age group requirements. A new registration is required each year even when the team roster doesn't change.

All team members who sit or have access to the team bench must also be registered. Participating adults must be registered as coaches, assistant coaches, officials, or trainers.

At least one coach on the team bench must be IMPACT certified. The Region and USAV recommend coaches complete CAP I or higher certification.

USAV Registration

Teams are required to use online membership registration. See the Registration Information section of the www.chrva.org web page for more information and forms.

Coaches must present a copy of the Registrar generated team roster at check-in. See the "Tournament Check-in" section.

Chesapeake Region teams should register as early in the season as possible. Registration requests or changes received by the Registrar less than 10 days before an event are subject to a late registration fee. The Region's Registrar can be contacted for questions.

The registration process requires the completion of registration forms - including providing parental signatures and copies of birth certificates. When all the information is complete, the team packet is sent to the Registrar along with the necessary fees. Start early. Most teams start the process when the player signs up for the team.

Players can be permanently moved to another team within the same club at the same or higher age level for Regionals until March 15th through the Registrar. See the section on player movement for more information.

Once a player registers with a club and plays in a USAV sanctioned tournament for a team with a club, that player cannot move to another club except in the cases indicated in the Handbook.

Adult Background Checks

Background checks are required of all adults supporting Junior volleyball programs. Important points include:

- All adults working with Volleyball youth must complete the background check.
- The information is submitted online.
- The background check must be completed before the Adult can be attached to a junior team's roster.
- The background check is good for 2 seasons.

Additional information, Club Contact Form, and access to the submission web page can be found on the Juniors Girls Web site under Coaching Information.

SCORE KEEPERS AND REFEREES CERTIFICATION

All teams are expected to supply qualified referees and scorekeepers. See the **Work Teams** section below and in the Handbook for more information on the make up and responsibilities of the work team.

To be qualified to work as a score keeper or an 1st Referee, an individual must complete the minimum accreditation program process required by the Chesapeake or another USAV Region. The minimum standards for the Chesapeake Region are:

- Scorekeeper: Attending a clinic this season before working as a scorekeeper
- 1st Referee: Attending both a scorekeeping clinic and referee clinic this season before working as a Referee

The Chesapeake Region program to train and encourage the development of quality scorekeepers starts with a clinic the first year and annual review of score sheets. If the scorekeeper completes the review process the previous year and is listed on the published list of scorekeepers, they will not need to re-attend a clinic but will need to complete the review process each year. The list of Junior Scorekeepers that completed the review process last year is located on the Juniors web site.

The Chesapeake Region program to train and encourage the development of quality junior referees provides a progression from "Clinic" level to Regional Level 2 that may work as a non-playing referee. Further development of Referee skills may continue with the adult certification program that is part of the USAV national accreditation program.

A description of the Referee development program can be found on the Juniors' web page titled "Junior Officiating Information and Forms". The levels are:

- Clinic: After attending a referee clinic at the beginning of the current season, the individual is allowed to referee while working toward a level 1 certification
- Regional Level 1: Good for 2 years with evaluation each year
- Regional Level 2: Good for 2 years with evaluation each year and allows working at CHRVA Junior Tournaments and receiving compensation.

The Chesapeake Adult certification program allows the individual work any Junior or Adult match. The Juniors certification program only allows the individual to work Junior matches. The Adult certification process is open to all Juniors, starts in October, and is more rigorous. See the Officials web page for more information.

CHRVA ONLINE TOURNAMENT APPLICATION

This is a web based method that allows the team representative to apply for tournament entry. Once registered to use this system, the roster is kept in an online database and automatically submitted with each tournament application.

See the **Guide to Online Tournament Registration**, located on the Juniors web page under Documents, for more information. Information on how to access the Online Tournament Registration page has been distributed to club directors for distribution to their team representatives and coaches. The initial setup of a team may start once the Registrar has issued the team number.

While the use of the Online Tournament Registration process is optional, it's use is strongly encouraged:

- The database of Team Representatives and Coaches e-mail addresses is used by the Coordinators to keep teams informed of changes and new information during the season.
- Online Tournament registration requests are automatically tabulated and provide the Coordinators early insight into dates teams would like to play. They can recognize dates that don't have enough slots and sometimes make additional tournament arrangements.
- Teams can see when the check dates were entered for the team application. Note that the Coordinators record the date when completed applications arrive but don't update the database till a few days later.

ENTERING TOURNAMENTS

The Chesapeake Region runs a "just-in-time" application process. Closing dates are typically 3 weeks before a tournament and acceptance postings are typically 2 weeks before the event. This allows teams to know if they are truly available to play.

All teams, including host club teams, must apply and pay the tournament fee(s) before being accepted into a tournament. Inherent in the application is an agreement to attend the tournament and abide by the Region and USAV rules, if accepted. Submission of this application to play also is required as part of the insurance coverage if the team is accepted.

The recommended method of applying to a tournament is to submit an online application from the Juniors Registration page. Alternatively you can print out the tournament contract, fill out the necessary information, and send in the paper application.

Regardless of the method chosen, the team should understand some basic rules:

- Teams may be moved to another tournament that weekend.
- The application is a contract to field a team and play.
- Teams are expected to contribute to running the tournament by providing work teams, referees, and good sportsmanship. A fee is charged to teams that can not provide referees or score keepers that meet the minimum qualifications. The rest of the work team will always be required.

With either approach, the application must be complete and the tournament fee received ("in the hands") by the appropriate age group Coordinator before the application can be considered.

- Complete applications and fee(s) received by the closing date are selected based upon the **Tournament Priority of Fill** rules. See that section for more information.
- Any other applications are treated as late entries.

Late entries will be accepted but can be considered only if there are not enough teams to fill the tournament by the closing date. Tournament closings will normally be approximately 3 weeks before the play day to allow for postings approximately 2 weeks before the tournament.

Application checks are not cashed until the team has been accepted to a tournament and the tournament package sent to the Tournament Host. Typically they will be cashed the week before a tournament. The remaining checks are shredded.

Teams using a priority entry earned by hosting a tournament must indicate the use of the priority on the appropriate section of the tournament application when it is initially sent to the Coordinator. The priority can be used only once and is considered used regardless of whether it is needed.

Teams may submit more than one tournament application for a weekend. This indicates to the Coordinator that the team just wants to play and isn't concerned about the choice of locations. The coordinator will not place the team in more than one tournament on a weekend unless clearly instructed to do so.

Team Representative

The team representative is the official contact person for the team. It can be a parent, coach, or club director. This person doesn't have to make decisions for the team but does have to be able to relay the information to the person who does make the decision and respond with answers to questions. Typically they monitor the web site for tournament, pools, and other relevant information. In many clubs, the Team Representative is responsible for requesting entry into tournaments and making sure the club Treasurer sends the tournament entry fee.

The Age Group Coordinator will normally use e-mail to contact this person. Occasionally phone calls will generally be made when decisions effecting current tournaments need to be made quickly. It is important this person is reachable.

Withdrawal

There is a significant amount of effort and financial commitment that goes into hosting a tournament. When a team commits to playing, the host is also committing their resources. Other teams make long trips based upon the expectation that all the teams in their pool will also show up.

Occasionally difficulties arise. Coaches are expected to form their teams with enough players such that they can show up and play when a few players have injuries, don't feel well, or have other conflicts.

Teams can withdraw from a tournament without penalty. The following minimal timeframes allow a Coordinator to look for replacement teams:

- For single day tournaments up to 11 days before the tournament.
- For multiple day tournaments up to 31 days before the tournament

The entry fee check will not be cashed when withdrawal occurs before these cut off times. Withdrawal occurs when the Coordinator receives the request and is able to acknowledge the request.

Withdrawals after the cut off times and teams not showing up to play carry an increasing penalty including sanctions by the Region. Tournament fees are not refunded even if a replacement team plays.

Note there are two important guidelines used by the Chesapeake Region:

- Distance is never considered in any discussions about teams playing in a tournament.
- Signing up for a tournament is considered signing up for a weekend. Priority tournaments get first priority of teams playing that weekend. Teams will be moved to fill priority tournaments first.

Let the Coordinator and Tournament Director know as soon as possible of any difficulties. This includes the morning of the tournament.

Open, Club, or Mixed Tournaments

A majority of tournaments are designated as Mixed. Open tournament are for the more experienced teams. Club tournaments are for the less experienced teams.

Regionals

Regionals are a premier tournament hosted by the Region for Chesapeake registered teams. They are held over a series of dates starting in late March for both junior and adult brackets. Juniors are single age brackets and are usually scheduled with the expectation of providing enough slots for all teams that apply by the closing day. The Region provides all the 1st Referees.

Regionals are divided into Open or Club Divisions. Club teams are placed into a club division based upon their position in the seeding index. When there are enough teams, multiple club divisions will be use and teams in each division will be relatively the same strength.

The winner of the Open Regional in each age group is the Region Champion. The Region Champions receive an automatic bid to national post season competition. In some years, the Chesapeake Region receives an additional bid in some age groups.

All teams that think they have a possibility of winning the Open Regionals and are prepared to go to national post season competition are encouraged to apply to Open Regionals. The Open Regional application process will include applying to national competition and sending a deposit to cover the entry fee (~ \$900) to the Chesapeake Region Commissioner. Details will be sent out during the season. Teams that are not interested in national post season competition should apply to club level Regionals.

Roster and player identification checks at Regionals will be conducted using procedures similar to those used at Nationals. Details on the following will be distributed as part of the Regional information.

- All team rosters will be checked court side by the Officials. Rosters are frozen for Regionals as of March 15th and will be used to check line-ups.
- Open teams will be subject to random ID checks using birth certificates and student IDs.

Roster changes for Regionals must be completed with the Registrar before March 15th.

Fellowships

Fellowship Tournaments are organized preseason scrimmages allowing teams to play against each other. They also provide the opportunity for referees and scorekeepers to gain experience before the season. Not all age groups have Fellowships scheduled.

The cost is less than a normal tournament and there are no playoffs. Announcements will be posted much closer to the play date. Teams are generally accepted on a "first come first served" basis. The tournament will be closed when the last slot is filled.

Pools are typically not balanced. Stronger teams will be in the same pool and the weaker teams together in another pool(s).

TEAM SELECTION FOR A TOURNAMENT

When a team has been selected to play in a tournament, the official notification is the posting of the play schedules on the web. Coordinators attempt to post work schedules 2 weeks before a tournament. Schedules for early season events and tournaments with scheduling difficulties may be delayed. Team representatives should actively monitor their e-mail and the pool web pages for items related to their teams.

Out of region teams are selected based upon the Tournament Director's selection criteria. See the **CHRVA Guidelines for Out of Region Teams** for further information. Some CHRVA tournaments have slots reserved for out of region teams. Others do not and require the out of region team to contact the Tournament Director.

Tournament Priority of Fill

When an Age Group Coordinators receives more applications than a tournament has slots, they use the following guidelines in filling tournaments.

- Host teams (1 per court)
- Teams that use a priority entry earned by hosting a tournament (during the current season)
- Out of Region Teams named specifically by the Tournament Host.
- Teams with the longest time since playing
- Teams with the earliest date of receipt of payment by the appropriate Coordinator. (Tie Breaker)

When a tournament fills by the closing date, the teams can normally be processed and seeded quickly. When a tournament doesn't fill or has other issues, there are difficulties and delays in posting of seedings. In this situation, Coordinators will often send out e-mails to team representatives notifying them of the status of the process.

Late applications are welcomed and used to fill any remaining slots. Teams occasionally drop out and the Coordinator may also be looking for a replacement team.

Priority Tournaments

Tournaments are assigned a priority when they are sanctioned and must be filled in that order. Historical and major tournaments receive the higher priorities. The priority of a tournament can be found along with the tournament listing on the web page. A tournament is considered filled when 80% of the slots are filled. As an example when 8 teams apply to a 10 team tournament, the event is considered filled.

Tournaments must be filled in priority order. If a tournament does not fill, then all tournaments with a lower tournament must be canceled.

When a team signs up for the tournament of their choice, they are also signing up for a weekend. They might be requested to move or reassigned to another tournament that weekend.

Seedings and Work Assignments

When seedings and work assignments are complete, they are posted to the web site under "Pools".

Tournament pools are usually seeded so all pools are balanced e.g. each pool has an equal mixture of strong and weak teams. Ranking of the teams is based upon the seeding index available to the Coordinator on the day the pools are seeded. When the Seeding Index is not available, such as early in the season or for out of region teams, the Coordinators use their best judgment based upon any information available.

Tournament formats that are Power Pools do not have balanced pools. Instead the pools are ordered from strongest to weakest. These will be found in Power Leagues, Fellowships, and some tournaments where there aren't playoffs.

Once the teams are assigned to a pool, they are reordered by distance from the tournament to the team representative's address. Host teams are often assigned to the third slot in a 5 team pool. This makes them available to assist the Tournament Director with last minute tournament setup issues.

THE TOURNAMENT SITE

Once a team is accepted and the schedule posted, the Tournament Director is responsible for most last minute issues.

Tournaments are rarely canceled. In the event of severe weather or other unexpected events, the Tournament Director will contact the team representative. It is important that the team representative is reachable. In some cases, time critical events may be posted on the Juniors' web page.

Tournament Check In and Check Out

The first thing a coach must do when arriving at a tournament is check in at the Tournament Director's table. At this time, the coach will receive any local instructions and last minute schedule changes.

Coaches must present a copy of the Registrar generated team roster at check-in. See the "Tournament Check-in" section. If the Registrar generated roster isn't presented, even when the online tournament roster is available, the team will not play.

During check-in, the coach is responsible for making any final roster changes. Coaches will be asked to sign the roster as being complete and accurate. Any last minute changes to the players can be made at this time. Once signed, no other roster changes may occur during that tournament. Only the availability of a qualified scorekeeper and referee needs to be declared at this time. The coach may use any qualified scorekeeper or referee during the tournament.

Teams are required to check out with the Tournament Director before leaving regardless of how they finished in pool play. See the Handbook for the rules that determine how work teams are selected.

Tournament Directors are required to directly notify the Ethics Chair of any teams that fail to complete their work assignments.

Team Campgrounds

Most tournaments provide an area (campground) for the teams to rest while not playing and to store extra belongings that typically can't be brought to the court. Most teams will bring sleeping bags and lay them out. Food usually can be eaten here. Local site rules govern this area.

Many players bring electronics, money and other valuables. While most players are outstanding people and somewhat protective of each other's campgrounds, there is NO security provided and occasionally a problem arises. Obvious items, such as purses, should never be left unattended.

Each team is responsible for cleaning up their area before they leave. There should be no papers or other evidence of the team being there when they leave.

Food and Drink

Most gyms allow only water in the gym or court side. Please follow the local regulations since the Region is dependent upon the generosity of the hosts for playing sites.

USAV rules require NO water or other refreshments on the court for safety reasons. Even small condensation drips can create a dangerous situation where a player can get hurt.

Most, but not all, tournaments will have a refreshment stand with a limited selection. The tournament invitation indicates if the host plans to have food available or there are facilities nearby.

Food tables are prohibited at any site where the host or the facility offers food.

Serving Lines

When a court doesn't have enough space behind the end of the court to meet the 6 foot minimum serving distance, a serving line inside the court will be placed to provide the minimum 6 foot distance.

12 and under events shall provide a serving line inside the court 6 feet in front of the end line. This serving line should be used for all events except events where a team qualifies for national competition such as the 12's Open Regional's. Coaches should be aware the 12's serving line is a CHRVA accommodation of the limited skills of many younger players and should not expect to see the same in competition outside the Region.

TOURNAMENT PLAY

Play starts are the posted times. Pre-game activities and warm-ups start 15 minutes before the posted time and include the coin toss and Referee instructions to the work team. Warm-ups are 2-4-4. 2 minutes of ball handling during the coin toss on separate sides, 4 minutes for the serving team and 4 minutes for the receiving team. If a team wishes to serve, it must come out of its 4 minutes. For Juniors tournaments, there is no shared hitting or serving.

Teams must be on the court at the posted time. The first game is forfeited at the posted start time and the second game after 10 minutes from match start time. It is important to monitor progress on a court since later matches may be listed as ASAP and will start immediately after the preceding match.

Teams must check out with the Tournament Director before leaving a Tournament. Work team responsibilities must be completed even if a team hasn't qualified or has been eliminated from further competition. Teams are also responsible for cleaning up their campgrounds.

Work Teams

All tournaments require teams to provide work crews. Typically this includes two lines people, a qualified score keeper, an assistant scorekeeper, down referee, and sometimes a qualified up referee. All members of the work team must be registered (with an USAV membership number) as either a player or supporting adult position.

For teams that can't or don't want to provide the certified referees or scorekeeper, the team must indicate on the tournament application form and pay the associated fees.

The Chesapeake Region requires an adult to be at the score table for all Junior events. The adult is responsible for keeping the work team focused. They should also monitor the behavior of everybody on the work team to make sure they stay focused on the game.

Pool Play

Most tournaments are setup with 4 or 5 teams per pool. In the classic format, the top two teams in each pool advance to the playoffs.

Some tournaments have modified formats. As an example, many hosts are running a modified 4 team pool format where the top 2 teams advance to the Gold playoff bracket and the bottom two teams advance to the Silver playoff bracket.

Playoffs

Playoffs can not start until all teams have completed pool play.

Teams losing in playoffs often are usually required to work the following match. The Tournament Director makes assignments based upon travel time to the team representative's home as listed on the roster. Teams must check out with the Tournament Director before leaving a Tournament.

Posting of Results

The complete pool play and playoff results are posted at the tournament site by the Tournament Director.

Tournament results are posted on the Web by the Results Coordinator after receiving them from the Tournament Director. The Seeding Index will be updated when the results from all weekend tournaments have been received.

CANCELED TOURNAMENTS

When a tournament is cancelled after the tournament's closing date:

- 1) The cancelled tournament does not count as a play date for any team scheduled to participate.
- 2) Tournaments on the same and following weekends will be reseeded when time permits.
- 3) The host club retains the priority of entry.
- 4) Entry fees are refunded 100% (or the check is not cashed).

This means there can be last minute changes to both the teams playing and the pools. Typically e-mails will be sent to all team representatives alerting them to the changing situation.

PLAYER MOVEMENT

This section summarizes the basic rules for the two types of player movement between teams of the same club.

See the Handbook for movement of players between clubs during the season.

Temporary Play

When a team is short a player, they may borrow a player from another team on the same club as long as the new player is age eligible. This provides a method for a team to continue to play when it is short players.

Junior players may not play with more than one team per weekend.

Note that any team changes must be accurately reflected in the roster signed at tournament check-in.

Permanent Movement

In general, Junior players can make permanent movement between teams when these guidelines are followed:

- Receipt of notification and acceptance by the Registrar. See the Handbook for procedures.
- Movement can only occur between teams within the same club.

For most teams, the permanent movement of player(s) will be used for final alignment of team rosters for Regionals. All team roster changes for Regionals must be completed with the Registrar before March 15th.

TRY OUTS AND RECRUITING

The CHRVA Recruiting Policy is available on the web page under Coaching Information

All coaches and team representatives shall abide by their respective state high school rules and regulations as not to jeopardize their high school eligibility or their high school team rules. This is to include areas such as tryouts, practices, tournaments, etc.

CHRVA Juniors recommends that clubs not hold tryouts before the high school state finals for fall season in each state: This recommendation is made so as not to jeopardize an athlete by:

- Creating a conflict where a player has to choose between the pressures of a high school practice and a club tryout/practice
- Eliminating the risk of injury by a player who is still in their high school season
- Giving the players a short break between seasons so they don't get volleyball burn out.

RECRUITING

All coaches and team representatives are responsible for following recruiting guidelines. The three organizations that issue rules that can affect or limit a player's eligibility are:

- NCAA rules that limit contact between a player and any college coach
- State high school athletic organizations that limit the number of players a high school coach may have on their club team
- CHRVA guidelines that control the recruiting process within the Region. See the Region Handbook and Recruiting Policy for more information.

In general, all NCAA and State athletic organization violations will result in a disqualification of a player. Thus CHRVA considers this an ethics issue and will sanction any team or club personnel involved.

Any winnings or benefits incurred while a team uses an illegal player will typically be forfeited.

HIGH PERFORMANCE TEAMS

The Chesapeake Region will again run two high performance teams; one for 14's and one for 16's. These teams will travel and compete in the USAV high performance tournament during the summer. These teams are for high caliber players looking for national exposure.

These high performance teams are part of the USAV national pipeline for developing talented players. Players may also consider other venues such as the National Team tryouts that are held at most national bid tournaments.

More information on these two teams will be posted on the juniors web site later in the season. Additional information will be posted the USAV web page.