



BADGER

REGION VOLLEYBALL

ADULT TEAM REP HANDBOOK

Revised 09/2017

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1.0 Introduction and General Information

Welcome to the Badger Region adult volleyball offerings!

This manual is a guide for the Adult Team Representative, either collegiate or regular team. Most of the information you need to register and participate is included. Contacts are listed for any additional information that hasn't been provided. You will find the region staff and the other team reps are more than willing to help you organize and participate. We are always looking for new teams.

With several ways to participate, either through USAV "Friendship Tournaments," Wisconsin Volleyball Club/National Collegiate Volleyball Federation, or referee/score, our Region provides a place where high level volleyball is being played, refereed, and watched.

1.1 Getting Started

Getting started in USA Volleyball is easy. The very basics are:

- Organize six or more teammates;
- Check the website (www.badgervolleyball.org) for scheduled tournaments (typically January through May);
- Contact the tournament director to get in;
- Register your team with the Region for as little as a one-day membership;
- Jerseys are not required for "Friendship Tournaments." Only for Region Championships and the National Championships.

If you decide you liked the experience and you want to take it the next step, such as registering for the entire season, playing in the Region Championships, or traveling to the national event, you will find more detailed information provided within this document. There is financial support available to teams participating in the National Championships, as described in Section 5.0.

1.2 Further Startup Information

For teams that are going to participate for an entire season, determining your team philosophy is an important step. Your philosophy will determine how you run your team. The pre-season (fall) is the best time to answer the following:

- Who will make team decisions (a team rep, player/captain, team vote, etc.)?
- How many players on the team?
- How will playing time be decided?
- What tournaments will we participate in (local, inter-regional, nationals)?
- Where is the money going to come from?

2.0 Season Timeline

Summer through October	<p>Determine a team philosophy. Find/select team members.</p> <p>If you will host a tournament, contact the Region Tournament Director and Adult Representative for a list of potential dates.</p> <p>Set Program Budget</p> <ul style="list-style-type: none"> • Expenses: <ul style="list-style-type: none"> ○ Individual and Team Membership Fees ○ Uniforms and Equipment (volleyballs) ○ Administrative Costs: email, phone, first aid ○ Tournament Fees ○ Travel Costs: airfare, lodging, expenses • Income: <ul style="list-style-type: none"> ○ Member Fees ○ Grants and Sponsorships ○ Fund-Raisers <p>Secure practice sites if applicable. Order equipment and uniforms.</p>
November / December	<ul style="list-style-type: none"> • Select Team: Get commitment from teammates (consider charging a fee to hold a spot on the team). • Find out what's new: Read through the handbook, check out region and national websites. • Plan a tournament schedule. • Get players and coaches to register players and coaches with USAV/Badger Region via the online registration system, Webpoint. Visit www.BadgerVolleyball.org and click on "Membership" on the top. • Submit Adult Club/Team Information Sheet to region office to list team on region database and website (done via online form). • Submit Application for Tournament Sanction to the Region Tournament Director (sara@badgervolleyball.org) if you want to host an event. • Complete and submit to the region office the Event Sanction Application Form to notify the Region what sites you will use for practices or hosting tournaments. You may also use this form to request a Certificate of Insurance if your facility requires proof of insurance or requests to be named as "Additional Insured."
January / March	<ul style="list-style-type: none"> • Play regional events. • Manage team, player communication and budget. • Monitor that team is in compliance with regional and national policies and regulations. • Prepare for Collegiate Club Nationals (NCVF) and register (if applicable). • Complete Entry Requirements for USAV National Championships (if applicable).
April / May	<ul style="list-style-type: none"> • Play NCVF. • Play regional events. • Prepare for USAV Nationals.
Memorial Weekend / Week After	<p>Play at USAV Nationals.</p>

3.0 Registration

3.1 Eligibility

Membership Requirements

Anyone playing in a USAV-sanctioned tournament must be a registered member of USA Volleyball.

3.2 Individual Registration

Required for Players

Badger Region/USAV Individual Registration

Registration is done via an online system with credit card payments. Every person, prior to participation in any event, is required to complete this registration. Once registered and paid, you will be able to print your membership card, which you should take with you to events.

To Register:

- Go to www.BadgerVolleyball.org and click on "Membership" at the top.
- If you have registered with USAV/Badger Region before at any time, click on "Returning Member." If you have not, click on "New Member."
 - Enter your login information. If you do not remember this information, click on "forgot password." If you have not registered with USAV/Badger Region since the 2009-10 season or prior, click on "Request A Login."
- Complete the registration process (descriptions of memberships are below). Be sure to click on your "club" from the drop-down menu on the second screen so that you can be put on a roster.
- Pay for your membership online using a credit card.

Types of Adult Memberships:

- ***Regular (\$50)***: Adult player who will be playing the full season
- ***Collegiate (\$27)***: Full-time college student for the current school year.
- ***One Event (\$10 per event)***: Individual registering to participate in a single USAV sanctioned event such as a clinic or tournament sanctioned as a "Friendship Tournament." One-Event members do not receive any benefits of USAV membership outside of the event. NOTE: In the required date box, put the date one day PRIOR to the event to ensure adequate time to print your membership card to take with you to the event. One-event memberships will be allowed for the Badger Region Championships. (This began in 2016.)
- ***Upgrade (\$40)***: Individuals who previously purchased a one-event who would like to upgrade to the full Regular membership. Please note, only one \$10 one-event will be recognized for the upgrade. The upgrade is \$40 regardless of how many \$10 one-events you have purchased.
- ***Outdoor (\$15)***: Individuals who register only to participate in our summer outdoor/beach events, May through August.

3.3 Team Registration

Teams usually register in the Region in which the majority of the players reside. A request to register in an adjacent Region requires approval by both Region commissioners.

Players may be added throughout the season and a team may have up to 15 players and five staff members on any given roster. However, if only one team registration form has been submitted, only one team can participate in a single tournament.

Membership Classifications:

- **Adult Player:** A player who does not meet the definition of a Junior Volleyball Player.
- **Classification:** Teams are assigned by age groups (i.e., 30's, 40's) or skill level (i.e., AA, A, BB, B). Age groups are defined by the minimum age and over. Teams are classified in order to identify their competitive level. For regional competition, the highest level of classification is AA. From highest to lowest, the following classifications can be used: AA, A, BB, B.
- **Division:** A group of teams defined for tournament competition by gender; i.e., female, male, or co-ed.
- **Club:** A combination of players and an aggregate of two or more teams of one or more divisions, and one or more classifications, registered with one Member Organization (region) under the same club name, which may or may not have the same team name.
- **Team:** A combination of players participating as a single playing unit restricted to one division and classification.
- **Club Team:** A team affiliated with a club as defined in "club" above.

Adding a Player Mid-Season

You can add players to your team at any time during the season. To add a player, simply have them register with USAV/Badger Region on Webpoint and add them to your roster or have them bring their membership card to the tournament. Everyone on a team must have proof of membership.

Out-of-Region Tournaments and Clubs

In the Badger Region, all our tournaments are considered Friendship Tournaments. This means that no players are restricted to a single roster. You may only play for one team at an event, but you may play for different teams throughout the season, in our region.

Outside the region, the rules may be different. In some regions, once a player registers/plays in a sanctioned tournament, he/she may not play on any other team in a USAV sanctioned event for the remainder of the season. Please check with the Region you are participating in to make sure you are following their rules. Exceptions include:

- Friendship tournaments;
- Individuals on teams that are "clubbed";
- Select divisions of the national championships.

A club is an aggregate of players with multiple teams. Each team must have a unique team name to be held for the season. The registered team name must be used for all sanctioned events. In addition, teams which are "clubbed" must also designate a club name. Teams within a club of the same level must designate a ranking for each team. Example: Wisconsin VBC, Team Spike, Men's A1; Wisconsin VBC, Team Dig, Men's A2; Wisconsin VBC, Team Attack, Women's A1, etc.

4.0 Tournament Information

The reason we are members is tournament play. These are fun events held around the state and nation. Teams in the Region run several events a year. Plus, there are hundreds of tournaments nationwide, leading up to the Nationals over Memorial Day weekend. Our region helps teams with financial support, which you can read about near the end of this section.

4.1 How to Enter a Tournament

The Regional Tournament Schedule is posted on the Adult page of the website. Team Reps should contact Tournament Directors for entry information. Tournaments may be entered by simply sending an entry form noting the team rep, contact information, and submitting the entry fee. Send your Webpoint **Team Roster** to the Tournament Director.

No team/individual will be allowed to participate in any event without verification of their USAV/Badger Region membership. A team that shows up without having previously provided the required information or without having it available prior to the start of the event, will NOT be allowed to participate.

A Tournament Director is required to notify you within five (5) days of receipt your entry whether your team has been accepted into the tournament, on a waiting list, or the tournament has been filled.

4.2 Uniform Rules

Specific rules regarding player uniforms can be found in the USA Volleyball Indoor Domestic Competition Regulations. Jerseys and shorts must be uniform, except for the libero. The libero jersey must contrast with the other players. Numbers must be a minimum of 4" center front and 6" center back. Each player must have a unique number, 1 through 99. Duplicate numbers are not allowed. Numbers must be permanently attached. The numbers must be contrasting in color and brightness. The libero's jersey must be contrasting.

In the Badger Region, most adult tournaments are sanctioned as "Friendship Tournaments." Players are not required to have numbered jerseys, though it helps a lot. (Region Championships do require numbered jerseys). The friendship tournament directors may adjust the uniform rules as they see fit.

4.3 USAV Participant Code of Conduct

The USAV Participant Code of Conduct is included in the Individual Membership Registration process in Webpoint. By electronically signing the form, the individual agrees to adhere to the code. Violation of the Code of Conduct will result in club/personnel/athlete sanction(s). The USA Volleyball guidebook (available at www.usavolleyball.org) can offer specifics about the code of conduct. It's a good idea to at least check what you've agreed to, specifically as it relates to conduct at events, alcohol, and misrepresenting your identity, among the other requirements.

4.4 Team Officiating at Tournaments

Teams are responsible to provide a six-person work crew during a tournament. This includes an R1 (up referee), an R2 (down referee), two line judges, a scorekeeper, and a libero tracker/score flipper. A Region Official will typically conduct playoff matches, as the region pays the officials for semi-final and final matches in playoffs.

4.5 Tournament Site Regulation Violations and Sanctions

Fines will be assessed to teams violating tournament protocols, such as:

- Failure to fulfill their officiating duties.
- Leaving before playing all scheduled matches.
- Canceling after the Sunday before the event.
- Failure to show up on the tournament date.

In addition, a tournament director is not obligated to refund entry fees if additional expenses were incurred in expectation of the withdrawing teams competing.

Tournament-event hosts have the right to enforce penalties for violations of facility regulations that may be set by the facility owners or the Tournament Director. The violations may include but not be limited to the following:

- No food, drink, or coolers are allowed in or around gym or playing area;
- Excessive garbage that is not properly disposed of;
- Any damage incurred to the facility and/or its property;
- Any use or possession of alcohol or drugs on facility grounds.

Violations and penalties applied need to be reported to the Region Tournament Director on the Tournament Report Form.

4.6 Badger Region Championships

The Badger Region hosts a regional championship for men's and women's teams at levels that have a minimum of 3 teams registered. Teams should enter using AES (www.AdvancedEventSystems.com). Only teams that meet the posted entry deadlines will be accepted. The region may combine levels in order to run an event that is short of teams.

4.8 Out-of-Region Tournaments

Contact the Badger Region office for help if you plan to play out of region. One-event members may not be accepted for these events.

National Collegiate Volleyball Federation (NCVF)

NCVF is a non-profit organization formed in cooperation with volunteer collegiate club volleyball commissioners and representatives throughout the United States. It is the only nationally oriented organization in the U.S. formed specifically to promote yearlong organized collegiate club volleyball opportunities for men and women. The national NCVF website is <http://ncfvolleyball.org>.

Locally, the Wisconsin Volleyball Conference (WVC) organized statewide participation in NCVF tournaments. Contact the WVC at www.wvcweb.org for more information about participation.

USAV National Championships

The USAV website, www.usavolleyball.org, has information on the USAV National Championships. Teams that are interested in participating should get a copy of the Pre-Tournament Manual for information on eligibility, entry process and deadlines, and hotels.

National Tournament Definitions:

- **US Open Tournament Teams:** Teams composed of players from any source who are highly skilled, elite level players. Teams entered by invitation only.
- **US Club Tournament Teams:** Teams composed of players mostly from the same region. USAV allows two players from another region on a team roster. Club

Classifications are by skill, AA, A, BB, B. Teams select their own skill levels with region approval.

- **US Masters and Seniors Tournament Teams:** Teams composed of players who meet the approved minimum age. Teams may be a conglomerate, from any region.
- **US Co-ed Tournament Teams:** Teams composed of players meeting the definition of co-ed division of competition and consistent with tournament requirements. Teams may be conglomerate (players from different regions).

4.9 Hosting a Tournament

Anyone who is interested in hosting a tournament may download the ***Badger Region Tournament Director Guidebook*** from the Badger Region website. The handbook includes information on Tournament procedures beginning with getting the event sanctioned by submitting the ***Application for Tournament Sanction***. Once your event has been sanctioned, the Region Tournament Director will add your event to the Tournament Schedule on the website. The Region Tournament Director will also assist you in the process from managing the event through reporting results. The Region Tournament Director must approve any variances from published formats and guidelines. A Tournament Director is not allowed to publicize their event until regional sanctioning has been granted. The tournament sanction number must be included on all flyers and entry forms. Everyone involved in the tournament must be a member of USA Volleyball: Tournament directors, site directors, coaches, Players, or anyone else who sits on a team bench or scorers' table.

To encourage adult teams to host tournaments, the Badger Region will pay the cost of the certified officials for the semi and final matches for all events.

The Badger Region will provide a Site Director for new tournament hosts to help with team check-in, formats, questions, etc.

4.10 Friendship Tournaments

Adult tournaments in Badger Region, other than the Regional Championships, are sanctioned as "Friendship Tournaments." This format allows players to move from one team to another. It also allows non-full Badger Region/USAV members to participate as One Event members. Individuals must complete the Badger Region/USAV Membership online registration and take their membership card with them to the event.

Tournament directors must check that all members of a team have proof of membership, whether they are on the team's official roster or have a one-event membership card encompassing the corresponding dates. One-event registrants are encouraged to put in the "event date" box the day PRIOR to the event to allow for adequate time to print the membership card.

Uniform rules may be relaxed for Friendship Tournaments, according to the Tournament Director. When using a libero, the player needs to be clearly recognized.

5.0 Region Financial Support

The Badger Region has set aside funding to help subsidize expenses for teams competing in the USAV National Championships. Starting in 2017, any Badger Region Adult team who competes in the Badger Region Championships and the USA Volleyball Open Championships will receive \$50 per Region event they attend (up to \$200). If teams compete in four in-Region events (one of which is the Badger Region Championships), they will receive the maximum of \$300 in financial support from the Region.

Part of meeting the above criteria includes:

- Getting the team is registered with a minimum of six players before the first tournament
- Turning in a Team Information form to the region office before the first tournament

Throughout the season;

- Team participates in four region-sanctioned adult tournaments.
- Team participates in the Regional Championships.
- Team has registered by posted deadlines to participate in the USAV National Championships.

Registered is defined as having each individual complete the Webpoint online registration and having six (6) members on the team's Webpoint roster. The team "leader" will need to contact the Region office in order to get administrative access to build this roster.

"Find a Team" Bonus

Any adult team that finds and mentors a new team will receive an additional \$200 at the end of the season if that team has competed in four regional events and the region championships.

New Team Bonus

Any SECOND YEAR adult team that participates in four events, plus the region championships for both years, will receive an additional \$200 at the end of the season.

6.0 Insurance

All members are provided both liability and secondary sport accident insurance as a benefit of your membership with USA Volleyball.

6.1 Summary of Coverage for Secondary Sport Accident Insurance

All members registered through Badger Region while functioning on behalf of or while participating in a sanctioned event are covered for accidental injury that occurs while participating in USA Volleyball sanctioned events. *Actual coverage is detailed in the policy at www.usavolleyball.org and is subject to the conditions contained therein.*

6.2 Injuries

All team reps, coaches and tournament directors should have a few copies of the **Incident Report Form**, printed on goldenrod paper, available. The team rep, tournament director, or Badger Region/USAV representative at the scene or upon notice of an incident resulting in bodily injury or property damage, shall obtain and record the information required on the Incident Report Form. These forms must be submitted as the incidents occur, following the instructions on the form.

If the individual injured requests to apply for the benefits under the Accidental Sport Coverage, they should be given a **Medical Claim Form**, copied on pink paper. The injured participant (or their parent) must complete the form completely and sign the first page of the form. If the injury requires medical attention by a physician, nurse, or health care provider, follow the instructions on page 2 of the Medical Claim Form. The form shall then be submitted as noted on the form.

6.3 Liability Insurance/Certificates of Insurance

Your program, as a member of USAV/Badger Region, is provided with liability coverage for your events. Prior to the start of your season, send the **Certificate of Insurance Request Form** to the region office. List all the facilities your club will use during the season for tryouts, practices, tournaments, etc. This will notify our office of the facilities that you will need covered for liability. ***If you check off that your facility requires a Certificate of Insurance, the region office will secure that certificate for you. If your facility requires that they be listed as "additional insured," you need to note that on the form as well.*** Certificates of Insurance will be sent to the Team Rep via email.

The liability insurance is only valid if all participants are members of USA Volleyball. For details, go to www.usavolleyball.org.

If you are renting a facility, you should read over very carefully any rental agreements or contracts before signing them. Be sure you are only taking responsibility for the area of the facility you will actually be occupying for your event. If you have questions about the agreement and would like our insurance broker to review the contract, contact the region office. The Certificate Holder (facility owner) is only an additional insured with respect to liability caused by the negligent acts or omissions of the Named Insured (club or TD) as respects to sanctioned USAV and Badger Region Volleyball events.

DO NOT PUT TAPE ON THE FLOOR! During the last several seasons, our liability insurance company suffered a number of extremely high claims due floor damage resulting from the removal of floor tape. In an effort to eliminate this problem, you are urged to use only floor tape which has a quick release adhesive designed to minimize, if not eliminate, damage to floors caused by other types of tape. In addition, the sponsoring entity of an event that produces a floor damage claim resulting from the use of floor tape other than the quick release product will be subject to a \$5,000 deductible. Please read the USA Volleyball floor tape memo prior to putting anything adhesive on the floor or wall.

7.0 Grievance

Team Reps and their members have an obligation to be familiar with the rules, guidelines, and ethics codes of Badger Region and USA Volleyball. Lack of awareness, misunderstanding of a rule or standard, is not a defense to a charge of wrong doing. When a Team Rep is uncertain whether a particular situation or course of action would violate policy or ethics, the director should consult with knowledgeable authorities.

When a member believes that there may have been a violation of the policy or ethics by another member, they should attempt to resolve the issue by bringing it to the attention of that individual if an informal resolution appears appropriate and when intervention does not violate any member rights that may be involved.

If you feel a violation is not appropriate for informal resolution or informal resolution did not resolve the violation properly, you may need to file an official grievance. The steps for this process are:

1. Contact the Board Member that represents your area (found on the Badger Region website). If you feel there is a conflict of interest between the party with the grievance and the Area Rep, contact the Region Office or the Adult Chairperson.
2. Your Area Rep may attempt another informal resolution of the violation.
3. If informal resolution fails again or is not appropriate, your Area Rep will notify the Badger Region office and the appropriate Ethics and Eligibility Chair to assist you in filing the grievance with Badger Region.
4. Complete a ***Badger Region Grievance Report***. The form should be submitted with any supporting documents to the Badger Region Office, with a copy to the Region Commissioner. The report will be forwarded to the appropriate Ethics and Eligibility Committee for review. The Ethics and Eligibility Committee will follow the procedures outlined in the ***Badger Region Due Process Guidelines***, found on the region website.

Team Reps and members of USAV/Badger Region must cooperate in Ethics and Eligibility investigations, proceedings, and resulting requirements. Failure to cooperate is itself an ethics violation.

Teams and their players do not file or encourage the filing of complaints that are frivolous and are intended to harm the respondent rather than to protect the public.

8.0 Player Representation

8.1 Badger Region Board of Directors

The Badger Region Board of Directors is elected by a vote of the general membership. All Adult regular members are eligible and encouraged to vote. A call for nominations is sent out via e-mail and posted on the website each spring. We are always looking for new ideas and perspectives on our board. Please contact the Region office if you are interested in serving in this capacity.

8.2 Badger Region Adult Player Rep

The Adult Player Rep is appointed by the Badger Region Board of Directors and is a member of the Board of Director's Advisory Committee. The Rep has voice but no vote at on the Board of Directors. The Adult Player Rep is your representative to the leadership of Badger Region, responsible to bring issues related to adult player programs to the Board. We strongly encourage anyone who has suggestions on policy and procedure related to adult programs to bring them to the attention of the Adult Player Rep. The Adult Player Rep will also serve on the Ethics and Eligibility Committee for adult issues.

9.0 Resources

Badger Region Volleyball Association

2831 N Grandview Blvd.
Suite 221
Pewaukee, WI 53072
(262) 349-9785 – Office
(262) 349-9971 – Fax

Jennifer Armson-Dyer, Director of Operations
Terry Paulson, Region Tournament Director
Scott Spiess, Operations Manager
Brian Sharkey, Program Director
Sara Voigt, Program Specialist

jen@badgervolleyball.org
badgerregiontd@wi.rr.com
scott@badgervolleyball.org
brian@badgervolleyball.org
sara@badgervolleyball.org

USA Volleyball

715 South Circle Drive
Colorado Springs, CO 80910

www.usavolleyball.org
(719) 228-6800

USA Volleyball Guidebook and Rule Book

The Guidebook is available online from USA Volleyball. Badger Region provides each Club Director and Coach with a copy of the Rule Book.

If you have any questions regarding the information in this handbook, please contact the region office or appropriate Board Member in your area.

The following documents are referenced in this handbook and can be downloaded from the Badger Region website, www.BadgerVolleyball.org. The forms are located by clicking “Handbooks & Forms” on the homepage. Some of the forms may be listed under “Junior Club Director Forms” on the “Forms” page.

Policy on Foreign National Participation
Procedures for Foreign Team Participation
Tournament Director’s Handbook
Badger Region Due Process Guidelines
Badger Region Volleyball Association By-Laws

Appendix A – Forms

The following forms are located on the region website, at www.badgervolleyball.org.

Individual Registration Form	
Individual Registration for Referee/Score Clinic	Required to attend a ref/score clinic
Team Registration Forms	
Adult Club/Team Information Sheet	Required each season
Team Roster	Required each event
Tournament Host Forms	
Application for Tournament Sanction	Required to host a tournament
Tournament Report Form	Required after the tournament is complete
Medical/Grievance	
Medical Claim Form	Required to make an insurance claim
Grievance Report Form	Required for official complaint to the region
Other Event Forms	
Certificate of Insurance Request Form	
Incident Report Form	
Volunteer Consent Form	
Volunteer Waiver/Release Form	

Appendix B - Referee and Score Clinics

You may elect to attend a referee/score clinic each year. It is the duty of every Team Rep to insure that their members are educated in the rules of USA Volleyball and Scoring. Teams that are responsible to provide a work crew during a tournament must provide the following: a R1 (up referee), a R2 (down official), two lines persons, a scorer, and a libero tracker/score flipper. Players who are assigned to work need to provide the best service possible for the teams that are competing.

Clinic dates, locations, and times will be posted on the website. At least 10 days prior to the clinic, send a check for \$10, payable to Badger Region, to the region office with a copy of the **Individual Registration for Referee/Scorekeeper Clinic** form. All participants must pre-register for the clinics at least 10 days in advance to ensure the facility can accommodate all participants and enough materials will be available. The cost will be \$25 without pre-registration.

Badger Region is always looking for certified officials. If any of your players are interested in officiating or scorekeeper, contact the Officials Chair or check the website for more information. It is a great way to earn some extra cash while participating in a great sport.

Region Office Information

Badger Region Volleyball Association

2831 N Grandview Blvd.
Suite 221
Pewaukee, WI 53072
(262) 349-9785 – Office
(262) 349-9971 – Fax

Director of Operations

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Region Tournament Director

Terry Paulson
P.O. Box 044226
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(414) 588-2665

badgerregiontd@wi.rr.com

Operations Manager

Scott Spiess
scott@badgervolleyball.org

Program Specialist

Sara Voigt
sara@badgervolleyball.org

Board of Directors/Advisory Committee

<http://badgervolleyball.org/board-of-directors.php>