



**Keystone
Regional
Volleyball
Association**

**KEYSTONE REGIONAL VOLLEYBALL ASSOCIATION
GENERAL OPERATING CODE**

(REVISED AUGUST 8, 2011)

TABLE OF CONTENTS

- I. BOARD OF DIRECTORS.....3
 - A. BETWEEN-MEETING VOTING PROCEDURE..... 3
 - B. MEETING DURATION..... 4
 - C. RECONSIDERATION OF MOTIONS..... 4
 - D. COMMISSIONER DUTIES AND LIMITATIONS..... 4
- II. INDEPENDENT CONTRACTORS5
- III. REGION PERSONNEL POLICIES.....6
 - A. TRAVEL RELATED REIMBURSEMENTS..... 6
 - B. AIR FARE..... 6
 - C. GROUND TRANSPORTATION 6
 - D. LODGING EXPENSES 7
 - E. FOOD..... 7
 - F. OTHER REIMBURSABLE EXPENSES 8
 - G. CONFLICT OF INTEREST POLICY..... 8
- IV. REGISTRATION INFORMATION 15
 - A. ELIGIBILITY:..... 15
 - B. BENEFITS OF MEMBERSHIP 15
 - C. INSURANCE..... 16
 - D. INDIVIDUAL REGISTRATION CATEGORIES 17
 - E. TEAM REGISTRATION CATEGORIES 17
 - F. PARTICIPATION BY INELIGIBLE PERSONS..... 18
 - G. REGISTRATION PROCEDURE 18
 - H. CODE OF CONDUCT 19
- V. OFFICIALS20
 - A. DEFINITIONS 20
 - B. NAT'L CERT. OFFICIALS & SCOREKEEPERS..... 20
 - C. REFEREES 20
 - D. SCOREKEEPERS 23
- VI. TOURNAMENT OFFICIALS 25
 - A. EVENT..... 25
 - B. REQUIRED EVENT STAFF..... 25
 - C. TOURNAMENT DIRECTORS 25
 - D. SITE DIRECTORS..... 28
 - E. CHIEF REFEREE 29
 - F. REMOVAL OF OFFICIALS..... 30
 - G. FEE SCHEDULE30
- VII. TOM AND MAY RIDGE ENDOWMENT FUND.....31
 - A. INTRODUCTION 31
 - B. ENDOWMENT FUND 31
 - C. PROCEDURE FOR GRANT REQUEST 31
 - D. AWARD OF GRANT 31
- VIII. DUE PROCESS 32
 - A. INTRODUCTION 32
 - B. DISCIPLINARY SANCTIONS 32
 - C. PROCEDURES 32
 - D. CONTINUITY OF DUE PROCESS AND/OR SANCTIONS 33
 - E. MISCELLANEOUS..... 34
- IX. IMPACT CLINICS.....35
- X. TABLE OF FEES & CHARGES 36

I. BOARD OF DIRECTORS

The Board of Directors (hereafter "The Board") is the governing body of the Keystone Regional Volleyball Association (KRVA), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania since 1982. KRVA is a not-for profit corporation under Section 501(c)(3) of the Internal Revenue Service Code, and exists as a division of USA Volleyball, the National Governing Body for the sport of volleyball, as defined in the Amateur Sports Act, public law 95.606.

The Board's responsibilities include all aspects of managing the business, property and affairs of the Region, and promoting membership, participation, training and development in organized volleyball. The Board also serves as liaison and represents the Region at National Volleyball meetings, conferences and decision-making processes.

Board members must avoid and report to the Board conflicts of interest that might actually or create a perception of interference with their ability to perform their responsibilities to the Region. Board members must set aside any personal differences to represent Region members and act, establish policy, and implement decisions in the best interests of the Region.

The Board of Directors and their respective offices and responsibilities are set forth in the KRVA By- laws.

A. BETWEEN-MEETING VOTING PROCEDURE

The Board recognizes that there may be occasions where urgent matters may require a vote/approval of the entire Board. This procedure should be limited in its application and only used if there are no other options. It would be preferable to call an emergent meeting either live or via conference call rather than institute a between-meeting voting action.

Should it be determined that matter is so urgent that between-meeting voting is required, the following procedure shall be followed:

The Motion shall be submitted to the Commissioner, Secretary and Parliamentarian. It should be crafted so that the Board shall vote "yes" (passing the motion) or "no" (defeating the motion). The Parliamentarian shall be available to assist in crafting the language of the motion.

The person making the motion shall also prepare a brief synopsis as to the reason for the motion and why the motion requires between-meeting voting.

The Secretary shall manage the entire process of the presentation (including assigning a name or designation to the motion), discussion, vote and posting of the results. If for some reason the Secretary is unavailable or feels there is a conflict and withdraws from the process, the Parliamentarian shall assume these responsibilities.

The Secretary shall post the motion and synopsis to the members of the Board within 24 hours of receiving the motion and synopsis.

No discussion of the motion by the Board shall take place unless a voting member of the Board seconds the motion within one business day of its being posted. Motions submitted by a standing or special committee of the Region shall not require a second. If a motion is not seconded, it may be presented a second time, but only at a regular meeting of the Board.

Once a motion is seconded, the Secretary will send an email to the KRVA Board announcing the time frame for discussion and voting, and opening the discussion period for the motion.

The discussion period is two (2) business days, beginning the day after the Secretary opens the discussion period.

The voting period is two (2) business days, beginning the day after the discussion period ends. Votes submitted outside the voting period shall not be considered. Votes shall be submitted to the Secretary (or Parliamentarian, if appropriate), and not copied to the entire board.

The emailed vote should contain only the name/designation of the motion and either a "yes" or "no" vote. No other information should be included in the actual vote.

24 hours prior to the end of the defined voting period, the Secretary shall notify and remind those Board members who have not submitted their vote.

Voting will be considered concluded if at least two thirds (2/3) of the Board has voted and a clear majority has voted to either pass or defeat the motion, or at the end of the defined voting period, whichever comes first.

Upon conclusion of the voting period, the Secretary shall announce the results of the vote.

The Secretary shall retain copies of all written 'discussions' of the vote, and the final vote of the Board for inclusion as an addendum to the minutes of the next regular meeting of the Board of Directors.

B. MEETING DURATION

Unless a quorum of the voting members approve a longer period of time, no agenda for a regular meeting of the Board of Directors shall be set for a period of time longer than three (3) hours, calculated from the scheduled start time of the meeting.

Note: The Annual meeting and pre-season planning meeting are exempt from this requirement.

C. RECONSIDERATION OF MOTIONS

The Board of Directors may not reconsider any motion that has been determined by the Board within the past 12 months, unless a majority of the Board of Directors first determines that there has been a significant change in circumstances.

D. COMMISSIONER DUTIES AND LIMITATIONS

The Region Commissioner presides as the facilitator of the conduct of the KRVA Board and the Board of Directors. The Commissioner may not offer or second a Motion. The Commissioner votes only in the event of a tie among the other voting offices.

In any matter in which the Region Commissioner chooses or is required to participate in discussion of a Motion, the Commissioner shall designate a member of the KRVA Board to preside as facilitator.

II. INDEPENDENT CONTRACTORS

A. RETENTION OF INDEPENDENT CONTRACTS

The Board may retain Independent Contractors to assist with the administration of the Region. The scope of work for and supervision chain each position shall be developed and prepared by the Independent Contractor committee with assistance from the Board members who will directly interact with the position on a regular basis.

Permanent (as established later in this Section) and temporary positions will be put out to bid, with appropriate compensation fees negotiated by the Independent Contractor Committee and approved by the Board.

The Board may approve short-term, annual, or multi-year contracts, as deemed appropriate.

No member of the KRVA board shall be eligible to serve as an Independent Contractor, nor shall any business entity for which a member of the Board is a principal owner or partner be retained to provide services for the Region. This does not apply to compensation for individuals serving as clinicians, or to tournament staff or tournament officials working at the Region's Championship and Bid Tournaments.

The Board may approve contracts for specific purchases or rentals where a Board member is a principal owner or partner provided the purchase/rental is properly bid to at least two other vendors and awarded to the vendor providing the best overall value for the purchase/rental.

B. STANDING POSITIONS

The following permanent administrative positions are hereby established. Establishment of a permanent position does not obligate the Board to fill that position. Any or all established positions may be left vacant should the Board feel that no qualified candidate has applied or either the Scope of Work or Fee is inappropriate.

1. Administrative Assistant
2. Events Manager
3. Travel Coordinator

III. REGION PERSONNEL POLICIES

A. TRAVEL RELATED REIMBURSEMENTS

Reasonable and appropriate travel related costs for members of the KRVA Board, event staff for events conducted by the Region, and all others as approved by the Executive Committee, shall be reimbursed as follows:

1. Direct round trip travel expense to and from such event(s) is reimbursable for the period of time beginning 24 hours before the required Region business activity and extending through the 24-hour period following the conclusion of the required Region activity.
2. Unless specifically allowed in this Operating Code, automobile rental is not considered reimbursable under "travel expenses". Any other automobile rental expenses that are to be covered by the Region must have prior and separate approval through the Commissioner.
3. All receipts should be forwarded to the Business Manager within fourteen (14) days of receipt of credit card billing for reimbursement. The Board may refuse to reimburse any unreasonable expense.
4. The Region will reimburse travel expenses under the following conditions.

B. AIR FARE

The Region will reimburse round trip, coach class airfare from city of origin to city of business activity for Region related activity.

1. Every effort should be made to take advantage of the lowest advance ticket prices.
2. Board members shall obtain the lowest possible airfare commensurate with accomplishing Region business. If, for example, staying over a Saturday night results in airfare cost savings exceeding the incremental lodging, food and automobile cost, the individual should stay over Saturday night.
3. Additional stopovers for non-Region purposes are allowable. However, deviations from necessary business ticketing, and any resulting fare increase, are the responsibility of the individual.
4. Once air travel has been booked and tickets issued changes in ticketing which result in increased air fare shall be the responsibility of the individual, unless approved in writing by the Commissioner.

C. GROUND TRANSPORTATION

1. KRVA will reimburse mileage and tolls for KRVA Board and Event staff at published Internal Revenue Service (IRS) rates for direct round trip travel from point of origin to business destination, including scheduled Region run events, clinics, competitions, and scheduled Board or membership meetings.
2. Mileage, plus any lodging or food expense reimbursement during transit, shall not exceed the value of a fourteen (14) day advance purchase airfare. Once the city of destination is reached, no mileage reimbursement shall be provided unless the personal vehicle takes the place of a necessary/approved rental vehicle. Mileage reimbursement, in these types of instances, shall not exceed the lowest daily compact rental rate. In addition to mileage, transportation tolls are reimbursable with receipt(s).
3. Additional ground transportation expenses, such as taxi-cabs or airport ground travel services are reimbursable for round trip travel from the member's home to the airport/bus terminal/train station for travel, and anytime the member is more than 200 miles from the member's home on while primarily on Region business.

4. Automobile rental expense is reimbursable when:
 - a. Travel is more than 200 miles from the member's home;
 - b. The primary method of travel for Region Related business is via Air travel;
 - c. The duration of the stay for scheduled Region business activity is longer than 48 hours;
 - d. Such expense is limited to:
 - e. The best available rate for a compact car for one person, or an intermediate car for two to five persons;
 - f. One individual per trip. If the business travel involves more than one Region representative, only ONE automobile reimbursement will be allowed for groups of up to 5 persons.
 - g. Reimbursement does not include any optional insurance coverage, or rental features. It is the member's responsibility to confirm that adequate insurance coverage is available through their personally owned vehicle insurance. The Region will NOT reimburse any insurance deductible amounts, or any unusual charges for damage or maintenance to any vehicle.
5. Parking will be reimbursed fully when paid parking is necessary for business related activity. Individuals should seek the most economical parking alternative within reason. (i.e., use long term parking at airports, which usually is 50% of terminal parking.)

D. LODGING EXPENSES

1. Reimbursement shall be approved for double occupancy room rates, plus the applicable taxes of the "headquarters" or recommended hotel for annual USAV or semi-annual USAV meetings, or up to but not exceeding the value of that rate if a different hotel is used.
2. Individual(s) traveling shall obtain double occupancy rooms where reasonable and practicable. If an odd number of individuals travel, the individual(s), and/or Region shall make reasonable efforts to obtain roommates for all individuals. In the event a roommate is not a member of Region, the Region will reimburse only the Region member's one-half share of the room cost.
3. Unless otherwise agreed among the individual travelers, it shall not be considered reasonable to require members of the opposite sex to share a room, unless such members are related either by lineage or marriage.
4. Incidental room charges are the responsibility of the individual, except as follows: reasonable local telephone charges, data/facsimile line access, internet access when necessary for Region business, and facility imposed mandatory energy taxes and surcharges are reimbursable expenses. Long distance telephone calls that are reasonable and necessary for Region business purposes are also reimbursable.
5. When traveling on business other than annual and semi-annual USAV meetings, (i.e., Region business and meetings), single occupancy is allowable only when another party on business is not available to share the room, unless such sharing is considered unreasonable or impractical.
6. If no "Headquarters Hotel/Motel" is designated by the activity or event, the individual(s) should seek a hotel/motel at or below Sheraton/Holiday Inn scale.
7. Event staff and officials are eligible for reimbursement of lodging expenses only when the event is located in excess of one hour from the individual's home AND the event is scheduled for, or lasts longer than 10 hours OR the event lasts longer than one consecutive day.

E. FOOD

1. The Region shall use the IRS Per Diem chart for traveling KRVA personnel as allowance for a 24-hour day.
2. Officials, Tournament Directors, and Site Directors are not eligible for food reimbursement.

F. OTHER REIMBURSABLE EXPENSES

Other reimbursable expenses incurred in the furtherance of Region Business include (but are not limited to): Office and computer supplies; Telephone; Postage; Copying and faxing; Presentation supplies; Trophies, plaques and awards; public ground transportation.

Photocopying will be reimbursed for commercial copying retail outlets such as OfficeMax or Staples at their prevailing rates. Unless prior authorization is obtained from the Commissioner, photocopy expense will be reimbursed only on presentation of a paid receipt to the Business Manager.

G. CONFLICT OF INTEREST POLICY

All current Board members and interested persons shall complete, sign and submit the applicable forms to the Region Secretary for each approaching season. Each board member is required to sign the conflict of interest policy as a required step of KRVA member registration and of serving on the KRVA board. The individual is not considered registered with the KRVA for the upcoming season, nor on the KRVA board for the upcoming season, until the conflict of interest policy has been submitted for the upcoming season. Keystone Regional Volleyball Association (KRVA) CONFLICT OF INTEREST POLICY

ARTICLE I APPLICATION OF POLICY

The purpose of this conflicts of interest policy is to protect KRVA's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Region. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

This policy applies to KRVA board members and staff with significant decision-making authority. Persons covered under this policy, as well as their relatives and associates, are hereinafter referred to as "interested parties."

Relatives include any spouse, parent, child, stepchild, stepparent, grandparent, sibling, niece, nephew, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law including adoptive relationships.

Associates include any persons, companies, organizations, partnerships or clubs with whom the interested party is affiliated as an employer, employee, shareholder, owner, or any other person who conducts business with, or derives benefits from the associated person or organization.

ARTICLE II FINANCIAL INTEREST

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

- a. An ownership or investment interest in any entity with which KRVA has a transaction or arrangement, or
- b. A compensation arrangement with the corporation or with any entity or individual with which the corporation or with any transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement.

ARTICLE III CONFLICT OF INTEREST

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of KRVA. There are a variety of situations that raise conflict of interest concerns including, but not limited to, the following:

- a. Financial Conflicts: A conflict may exist where an interested party directly or indirectly benefits or profits as a result of a decision, policy or transaction made by KRVA. Examples include situations where:
 - i. KRVA contracts to purchase or lease goods, services, or properties from an interested party;
 - ii. KRVA offers employment to an interested party, other than a person who is already employed by KRVA.
 - iii. An interested party is provided with a gift, gratuity, or favor of a substantial nature from a person or entity that does business or seeks to do business with KRVA.
 - iv. An interested party is gratuitously provided use of the facilities, property, or services of KRVA.
 - v. KRVA adopts a policy that financially benefits an interested party.
 - vi. A financial interest is not necessarily a conflict of interest. A financial conflict of interest exists only when the board decides a person with a financial interest has a conflict of interest.
- b. Other Conflicts: A conflict also may exist where an interested party obtains a non-financial benefit or advantage that he/she would not have obtained absent his/her relationship with KRVA. Examples include where:
 - i. An interested party seeks to obtain preferential treatment by KRVA or recognition for himself/herself or another interested party.
 - ii. An interested party seeks to make use of confidential information obtained from KRVA for his/her own benefit (not necessarily financial) or for the benefit of another interested party.
 - iii. An interested party seeks to take advantage of an opportunity or enables another interested person or other organization to take advantage of an opportunity that he/she has reason to believe would be of interest to KRVA.
 - iv. KRVA adopts a policy that provides a significant non-financial benefit to an interested party.
- c. A conflict of interest exists only when the Board of Directors decides there is a conflict.

ARTICLE IV DUTIES TO KRVA

- a. Directors of the Keystone Regional Volleyball Association (hereafter KRVA) must not take part in determining any policy or transaction in which they have a personal interest if there is, or might appear to be, a conflict between that interest and the interests of KRVA.
- b. In the course of his/her duties, Directors must act solely in the best interests of KRVA without consideration of the interests of any other company, organization or association with which the Director comes into contact, and refrain from taking part in any transaction where such person might have an actual, or apparent, conflict.
- c. Payments to Directors. No payments may be made to any Director, or to any company, organization or association with which the Director is affiliated, except as specifically approved by the KRVA Board. Any director who serves as an Impact, Referee or Scorekeeper clinician or event referee or Tournament Director may be paid pursuant to the KRVA approved Schedule of Fees as annexed to the KRVA General Operating Code, and published on the KRVA website.

ARTICLE V DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

An interested party is under a continuing obligation to disclose any potential conflict of interest as soon as it is known or reasonably should be known.

An interested party shall complete the Questionnaire attached as Appendix A to fully and completely disclose the material facts about any potential conflicts of interest. The disclosure statement and Affirmation of Compliance (Appendix B) shall be submitted upon his/her association with KRVA, and shall be reviewed annually thereafter. An additional disclosure statement shall be filed whenever a potential conflict arises.

Disclosure statements will be submitted as follows. For board members, the disclosure statements shall be provided to the Commissioner of the Board. Copies also shall be provided to the Secretary of KRVA. The Chair's disclosure statement shall be provided to the Secretary. In the case of staff with significant decision-making authority, the disclosure statements shall be provided to the Commissioner of KRVA.

In all cases, the recipient is the designated reviewing official responsible for bringing potential conflicts to the attention of the appropriate authorities. The Secretary of the Board of Directors shall file copies of all disclosure statements with the official corporate records of KRVA.

ARTICLE VI PROCEDURES FOR REVIEW OF POTENTIAL CONFLICTS

Whenever there is reason to believe that a potential conflict of interest exists between KRVA and a Board member the Board of Directors shall determine the appropriate response. This shall include, but not necessarily be limited to, invoking the procedures described below with respect to a specific proposed action, policy or transaction. The designated reviewing official has a responsibility to bring a potential conflict of interest to the attention of the board promptly for action at the next regular meeting of the board or during a special meeting called specifically to review the potential conflict of interest. Where the potential conflict involves an employee of KRVA other than the Commissioner, the Commissioner shall be responsible for reviewing the matter and may take appropriate action as necessary to protect the interests of KRVA. The Commissioner shall report to the KRVA Board the results of any review and the action taken. The KRVA Board shall determine whether any further board review or action is required.

ARTICLE VII PROCEDURES FOR ADDRESSING CONFLICTS OF INTEREST

Where a potential conflict exists between the interests of KRVA and an interested party with respect to a specific proposed action, policy or transaction, the Board of Directors shall consider the matter during a meeting of the board. KRVA shall refrain from acting until such time as the proposed action, policy or transaction has been approved by the disinterested members of the Board of Directors of KRVA. The following procedures shall apply:

- a. An interested party who has a potential conflict of interest with respect to a proposed action, policy or transaction of the corporation shall not participate in any way in, or be present during, the deliberations and decision-making vote of KRVA with respect to such action, policy or transaction. However, the interested party shall have an opportunity to provide factual information about the proposed conflict and/or action, policy or transaction. Also, the board may request that the interested party be available to answer questions.
- b. The disinterested members of the Board of Directors may approve the proposed action, policy or transaction upon finding that it is in the best interests of KRVA. The board shall consider whether the terms of the proposed action, transaction or policy are fair and reasonable to KRVA and whether it would be possible, with reasonable effort, to find a more advantageous arrangement with a party or entity that is not an interested party.

- c. Approval by the disinterested members of the Board of Directors shall be by vote of a majority of directors in attendance at a meeting at which a quorum is present. An interested party and any proxy designations held by the interested party shall not be counted for purposes of determining whether a quorum is present, or for purposes of determining what constitutes a majority vote of directors in attendance.
- d. The minutes of the meeting shall reflect that the conflict disclosure was made to the board, the vote taken and, where applicable, the abstention from voting and participation by the interested party. Whenever possible, the minutes should frame the decision of the board in such a way that it provides guidance for consideration of future conflict of interest situations.

ARTICLE VIII VIOLATIONS OF CONFLICT OF INTEREST POLICY

If the Board of Directors has reason to believe that an interested party has failed to disclose a potential conflict of interest, it shall inform the person of the basis for such belief and allow the person an opportunity to explain the alleged failure to disclose.

If the board decides that the interested party has in fact failed to disclose a possible conflict of interest, the board shall take such disciplinary and corrective action as the board shall determine. Violation of this policy is considered a violation of the USA Volleyball participant Code of Conduct and subject to sanctions as set forth in that policy. Additionally, the Board may take disciplinary and corrective action including cancellation of any contract or agreement resulting from the conflict of interest; demand for refund or reimbursement of all benefits received contrary to this conflicts of interest policy, and any other remedies as the Board may determine to be reasonable and appropriate under the circumstances. All violations of the Conflict of Interest Policy will be determined in accordance with the Due Process Guidelines of the KRVA General Operating Code.

ARTICLE IX COMPENSATION COMMITTEES

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

ARTICLE X. ANNUAL STATEMENTS

Each director, principal officer and member of a committee with board-delegated powers shall annually sign a statement which affirms that such person:

- a. Has received a copy of the conflicts of interest policy
- b. Has read and understands the policy
- c. Has agreed to comply with the policy, and
- d. Understands that the Corporation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

ARTICLE XI. PERIODIC REVIEWS

To ensure that the Corporation operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable and are the results of arm's- length bargaining.
- b. Whether partnership and joint venture arrangements conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the corporation's charitable purposes and do not result in impermissible private benefit.

ARTICLE XII. OUTSIDE USE OF EXPERTS

In conducting the periodic reviews provided for in Article VII, the Corporation may, but need not, use outside advisors. If outside experts are used their usage shall not relieve the board of its Responsibility for ensuring that periodic reviews are conducted.

ARTICLE XIII. DISCLOSURE AND AFFIRMATION

Every member of the Board agrees to complete the Conflicts of Interest Disclosure Questionnaire and the Affirmation of Compliance with this Policy.

KRVA Conflict of Interest Disclosure Questionnaire

Please complete the questionnaire below, indicating any potential conflicts of interest. If you answer "yes" to any of the questions, please provide a written description of the details of the specific action, policy or transaction in the space allowed. Attach additional sheets as needed.

Financial Interests - A conflict may exist where an interested party, directly or indirectly benefits or profits as a result of a decision, policy or transaction made by KRVA, as defined in the KRVA Conflicts of Interest Policy.

During the past 12 months (for each yes response, please describe on a separate page.):

- 1. Has KRVA proposed to contract or contracted to purchase or lease goods, services, or property from you or from any of your relatives or associates? Yes No
- 2. Has KRVA offered employment to you (not applicable to existing staff) or to any of your relatives or associates? Yes No
- 3. Have you, or any of your relatives or associates, been provided with a gift, gratuity or favor of a substantial nature from a person or entity that does business or seeks to do business with KRVA? Yes No
- 4. Have you or any of your relatives or associates been gratuitously provided use of the facilities, property, or services of KRVA? Yes No
- 5. Have you, a relative or an associate in a position to benefit financially from an action, policy or transaction made by KRVA? Yes No

Other Interests - A conflict may also exist where an interested party obtains a non-financial benefit or-advantage that he/she would not have obtained absent his/her relationship with KRVA, or where his/her duty or responsibility owed to KRVA conflicts with a duty or responsibility owed to some other organization.

Please indicate if at anytime during the past twelve months (for each yes response, please describe on a separate page.):

- 1. Did you obtain preferential treatment, promotion, recognition or a non-salaried appointment as a consequence of your association with KRVA for yourself or for any of your relatives or associates? Yes No
- 2. Did you make use of confidential information obtained from KRVA for your own benefit or for the benefit of a relative, associate, or other organization? Yes No
- 3. Did you take advantage of an opportunity or enable a relative, associate or other organization to take advantage of an opportunity that you had reason to believe would be of interest to KRVA? Yes No
- 4. Have you, a relative or an associate in a position to benefit in a non-financial way from an action, policy or transaction made by KRVA? Yes No

Name (please print):

Signature:

Date:



KRVA Conflict of Interest Affirmation of Compliance

I have received and carefully read the Conflict of Interest Policy for board members and staff with significant decision making authority of KRVA and have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict of Interest Policy. I further understand that KRVA is a nonprofit organization and that in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes without personal benefit (other than by salary) by board members or staff.

Except as otherwise indicated in the Disclosure Questionnaire and attachments below, I hereby state that I do not have any conflict of interest, financial or otherwise that may be seen as competing with the interests of KRVA, nor does any relative or associate have such a potential conflict of interest. I, any relative or associate of mine will benefit from any action, policy or transaction made by KRVA in a manner that has not been previously disclosed.

If any situation should arise in the future that I think may involve me in a conflict of interest, I will promptly and fully disclose in writing the circumstances to the Chair of the Board of Directors of KRVA or to the Executive Director, as applicable.

I further certify that the information set forth in the Disclosure Statement and attachments, if any, is true and correct to the best of my knowledge, information and belief.

Name (please print):

Signature:

Date:

IV. REGISTRATION INFORMATION

The Region subscribes to the Domestic Competition Regulations (rules of play) established by USA Volleyball (USAV). These rules will be enforced at all regionally sanctioned events. Copies of the Domestic Competition Regulations are available to all members who attend referee and scorekeeper clinics. Members are expected to know and abide by these regulations.

ALL INDIVIDUALS must be registered with USAV to participate, coach, sit on the bench during competition in or host a Region sanctioned event; or to serve in an elected or appointed position in the Region. Completing and submitting the appropriate forms and fee(s) to the Business Manager initiates the registration process. Registration occurs when all components of the registration process are complete. Registration cannot be accomplished until the Business Manager receives all forms and fees. Forms and fees must be submitted by mail or submitted in person to the Business Manager.

ALL TEAMS must be registered with USAV to participate in a Region sanctioned event. Participation in an event includes but is not limited to acting as a scorekeeper, assistant scorekeeper, visible scorekeeper, line judge or referee, either as volunteers, players, Tournament/Site Directors, or as paid professionals. Officials' candidates for rating purposes must also be registered members of USAV before participating in any Region Sanctioned event. Every coach, assistant coach clinician or trainer who participates in any on-court activity before or during a match, including warm-ups and intermission events, must be a registered USAV member. If a coach or individual is registered in a different classification than his or her team, it does not affect the team classification.

Reasonable Individual and team registration fees shall be established annually by the Board and announced prior to the opening of the registration period. Individual registration fees shall include all amounts due to the USAV national organization. Club and team registration fees and adult individual registration fees are not refundable. Junior player (individual) registration fees will be refunded if it is determined that the player will not be affiliating with a Club and, therefore, not participating in the juniors program. The refund may be subject to a handling fee as determined by the Board and included in the Schedule of Fees.

A. ELIGIBILITY

1. To participate in Region sanctioned events, teams and their members must:
2. Regular Indoor members (adults) may play on only one Regular or Collegiate team. They may register with additional teams for coaching, administrative or other non- playing purposes. Regular Indoor Members may also register with and participate on composite teams (Seniors, Masters, Mixed-6).
3. Junior players may be registered with only one Junior club. Junior players may also register with and participate on one Regular Indoor Team.
4. Have no outstanding fines or fees due any USAV member organizations.
5. Be in good standing in the Region and all other USAV member organizations as judged by the Eligibility Committee.

B. BENEFITS OF MEMBERSHIP

(Except as limited in specific registration categories)

1. The right to enter any sanctioned USAV Tournament in any Region in the United States except other Region's "Regional Championships."
2. The right to compete in a high level of well organized volleyball events.

3. The ability to compete in a Regional Championship s and/or Region hosted National Championship Qualifying Events.
4. A voice in local policy decisions and elections. Influence in national policy and leadership selection. (Members 18 years and older as of Sept. 1 of the current playing season.)
5. One-year subscription to the national publication Inside USA Volleyball and one- season subscription any Region published Electronic or Print Newsletters.
6. Team and Club Representatives also receive a copy of the USAV Guidebook, and the Keystone Region governing documents for their membership program, in electronic or print format. Such documents may include the by-laws, operating codes, adult/junior/outdoor player handbooks.
7. Special opportunities extended to USAV members, including an opportunity to purchase tickets to events, and USAV merchandise at discount prices when provided.
8. The time and talent of local and National staff volunteers and professionals to organize and conduct events in which registered players participate.
9. Involvement and representation in USA Volleyball, the National Governing Body for volleyball in the United States, and a member organization of the Federation International Volleyball (FIVB).
10. Affiliation with top volleyball athletes and leaders, including those representing the United States in Olympic and international competitions.
11. The opportunity to participate in coaching, referee and scorekeeper clinics and to become a coach or official of the sport after successful completion of the certification requirements.
12. USAV Domestic Competition Regulations are provided free of charge to all members who attend a referee or scorekeeping clinic.

C. INSURANCE

Two forms of insurance are provided as part of membership through the USAV: Blanket Liability Insurance and Sport Accident Insurance.

1. Liability insurance covers loss of property, site damage, or personal injury that occurs at a site where sanctioned USAV events occur. This includes tournaments, supervised practices, and any other approved activities where USAV registered teams and individuals are participating. Certificates of insurance can be obtained for facilities requesting it by written request to the Commissioner. Include the name of the facility, the address, the name of contact, and your team name as the “host” organization. Allow at least two (2) weeks for requests to be processed. Sport accident insurance is also available to registered members. This is an auxiliary insurance, which can be drawn upon after you have exhausted all benefits available to you through private insurance plans. It is subject to a five hundred dollar (\$500.00) deductible.
2. Junior members enjoy an additional benefit with the sport accident insurance—travel coverage. While in transit to/from any practice or tournament event, accident insurance is in effect. Coverage applies only between domicile and playing site; interim stops terminate coverage.

D. INDIVIDUAL REGISTRATION CATEGORIES

1. **Adult:** The primary category of registration, encompassing all individuals not qualifying under another category. Includes Adult Players, Adult Collegiate Players, Adults on Junior Rosters, non-playing Officials, Tournament Directors, Coaches, Trainers, Event Directors, and Chaperones. Adult members enjoy all of the listed benefits. The 'Adult collegiate Players' category is restricted to full-time college students under the age of 25 as of September 1st of the year of registration who are players only, and do not fall under any other membership category.
2. **Junior:** Registration issued to an athlete who is not a college student and who is 18 years of age or younger or a high school student who is 19 years of age or younger on June 15 of the current season. Junior members enjoy all of the listed benefits excluding voting benefits unless the individual is 18 years or older as of Sept. 1 of the current season. Categories of Individual Junior registration are listed in the Operating Manual of USAV and are adhered to in the KRVA.
3. **One Event:** An individual registers in this category if he/she wishes to participate in one specific sanctioned Adult event. Players may register in this category only twice per year. To participate in any third event, the player must upgrade to a full program membership.
4. **League Membership.** USA Volleyball League memberships are available for sanctioned competitions that are 12 weeks or less in duration, with each team not competing in more than 3 matches per week.
5. **Off-Season Membership.** A full USA membership is available from June 15 through October 31. This membership includes only the full USA Volleyball membership, but not the USA Volleyball magazine, or other optional membership benefits.
6. Any person desiring to participate in an Adult Region sanctioned event that is not on the current published membership list/team roster, or otherwise provide proof of membership, must complete the one-event membership registration, and pay the one-event membership fee prior to participating in the event. If the player subsequently provides proof of prior current membership, the one-event fee will be refunded. The only benefits are liability and sport accident insurance.

E. TEAM REGISTRATION CATEGORIES

Teams must register in one of the categories listed below. Composite teams (e.g., Mixed-6, Senior, Master) may be formed by Regular Indoor registered players but require a separate team registration.

1. **Regular Indoor Adult:** Teams composed either entirely of Regular Indoor members or a composite of Regular Indoor, Collegiate, and/or Junior members.
2. **Collegiate:** Teams composed of collegiate members with no more than two non-collegiate members. Players who are not currently enrolled as full-time students must register as Regular members. A non-playing Coach may register as a Collegiate participant.
3. **Recreational:** Teams composed entirely of Recreational members or a composite of Regular Indoor, Collegiate, Recreational and /or Junior members.
4. **Composite:** Senior, Masters, and Mixed-6 teams. (See definition of Team Composition below). Regular Indoors registered players, already registered, will not be required to pay another individual registration fee.
5. **Regular Indoor Junior:** Teams composed entirely of junior athletes. Coaches must register as Regular Indoor or Collegiate members.
6. **Outdoor:** Teams composed entirely of Outdoor Members or a composite of Regular Indoor, Collegiate, Recreational and /or junior members.

F. PARTICIPATION BY INELIGIBLE PERSONS

When a player loses eligibility or an ineligible player participates in a sanctioned event, the Eligibility Committee, appropriate Board member, or Business Manager shall immediately contact the player(s) to confirm the ineligibility. After review of related facts and circumstances, the Board may impose a fine or sanction against the player(s) or team. Failure of a team to verify eligibility of its members, which results in the participation of an ineligible person, may result in disciplinary action to the offending team. Participation of an ineligible person risks denial of insurance coverage for the entire event and event premises in which the person participated.

G. REGISTRATION PROCEDURE

1. Individual: Registration may be performed by following the procedure on the KRVA Web Site, or by contacting the KRVA Business Manager. Each member of the team (coaches, players, managers, and anyone else who wishes to occupy the bench) must be registered.
2. Club/Team: To register, Club Directors should utilize the appropriate section of the Region web site.
 - a. Regular Indoor Adult And Collegiate Clubs/Teams. Each Member of the team, including the Coach, Asst. Coach, Trainer, Team Representative, team official, etc. must be registered as an individual member and listed on the Club/Team Roster Form.
 - b. Recreational Clubs/Teams: Each Member of the team, including the Coach, Asst. Coach, Trainer, Team Representative, team official, etc. must be registered as an individual member and listed on the Club/Team Roster Form.
 - c. Composite Clubs/Teams: Each Member of the team, including the Coach, Asst. Coach, Trainer, Team Representative, team official, etc. must be registered as an individual member and listed on the Club/Team Roster Form.
 - d. Outdoor Clubs/Teams: Each Member of the team, including the Coach, Asst. Coach, Trainer, Team Representative, team official, etc. must be registered as an individual member and listed on the Club/Team Roster Form.
 - e. Regular Indoor Junior Clubs/Teams: Each Member of the team, including the Coach, Asst. Coach, Trainer, Team Representative, team official, etc. must be registered as an individual member and listed on the Club/Team Roster Form.
 - f. Club Teams: Clubs that have more than one team within its organization may register all of its members under the Club name regardless of age classification. However the Club MUST register each team name and classification. The team will be given a registration number that must be used when registering to participate in any Region/National run event.
 - g. Players that are qualified by age classification, are the only players permitted to compete under that team name at any given event.
3. Junior Teams. Adults registered with a junior team must also read, complete and return the current waiver and USA Volleyball Participant Codes of Conduct. Additional members may be added to the team at any time during the season.

4. Frozen Rosters

- a. The roster of a team is frozen at the time the team wins a bid in a National Championship Qualifying event, applies for a bid in an at-large process, or receives a bid through its regional process. Getting a bid defines the team as “qualified” for National Championships.
- b. It is not required that players on the roster of a qualifying team are actually present or participate at the qualifying event, provided that the players were eligible to have participated in the event with that team, and were on the team’s roster at the time of the Qualifying event competition.
- c. All players listed on the roster of a team that qualified for the National Championships may not be on the roster of or play on any other team attempting to qualify for the National Championships. This rule applies regardless of whether the qualifying attempt is in a Qualifier, at a regional event that determines which team(s) is awarded the region’s Club bid(s), or through an at-large process. Switching a player from the roster of a qualified team to the roster of a team attempting to qualify will result in sanctions being imposed on both the qualified and qualifying teams, their clubs, and/or the individual(s) involved.
- d. No player may switch from one qualified team to another qualified team, even within the same club.
- e. Under the Frozen Roster Rule, a club may add player(s) to the roster of one of its qualified teams for the National Championship, provided the player(s) added are members of the club, and, the team from which the players are switching has not qualified for National Championships. A club may not switch players between two teams that both are qualified for the National Championships. All players added to a roster must be on the roster submitted for at-large bid consideration. The roster is then frozen as of submission for bid consideration.
- f. Violations of the Frozen Roster Rule will result in sanctions being imposed on the already qualified team, its club, and/or the individual(s) involved, including the player, the coach and the club director.

H. CODE OF CONDUCT

All members of the Region agree to abide by the USAV Participants Code of Conduct, USAV Coaches Code of Ethics (as applicable) and the Keystone Region’s Code of Conduct. The USAV documents are available on the USAV web site.

1. Keystone Region Volleyball Association - Code of Conduct
 - a. I will obey all the applicable rules and regulations of Keystone Region Volleyball Association and USA Volleyball, as well as the rules and regulations of any facility or venue whenever I take part in any volleyball or region related activities.
 - b. I will show respect for officials, referees, players and coaches and act accordingly.
 - c. I will act as a role model and set a good example for the sport of volleyball at all times.
 - d. I will not be dishonest or deceitful in regard to any volleyball or region related activity.
 - e. I will not act in any way that may be unethical, embarrassing or detrimental to the sport of volleyball, to the region or to USA Volleyball when taking part in any volleyball or region related activity.
 - f. I will immediately report any suspected violation of the rules, regulations or this code of conduct to the Keystone Region Volleyball Association officers or directors.

V. OFFICIALS

A. DEFINITIONS

1. For purposes of the KRVA Governing Documents, the term "Officials" includes: Certified non-playing referees; Player Referees; and Certified scorekeepers.
2. All officials and candidates must be registered members of USA Volleyball prior to participating in any fellowships, scrimmages or matches, and must pay any clinic or evaluation fees established by the Region.
3. Certification deadlines: There is no individual deadline. However:
 - a. First-time referees and scorekeepers may not officiate regular sanctioned tournaments unless they have completed their certification or are receiving a rating/observation. To officiate at Regional Championships, referees and scorekeepers must have completed all certification requirements for that year prior to the commencement of competition.
 - b. Referee and scorekeeper certifications expire: Indoor regular adult and Junior boys - Jan 31; Collegiate - Feb 28; Junior girls - March 15.

B. NATIONALLY CERTIFIED OFFICIALS AND CANDIDATES

1. KRVA will pay the National Scorekeeper and National Referee dues for all National and Junior National officials who are members in good standing in the Keystone Region as of the date the National Dues must be paid. (No reimbursement will be made for late registrants).
2. KRVA will pay the USAV candidate fee for Junior National and National Referees, up to an amount not-to-exceed \$1,200 per year, as approved by the Referee Chair.
3. Subject to the provisions of the KRVA General Operating Code, KRVA will provide per diem meal allowance for Junior National Referee candidates for the first rating session (National Qualifier) of the candidacy process. (KRVA will NOT provide transportation reimbursement).
4. Subject to the provisions of the KRVA General Operating Code, KRVA will provide per diem meal allowance for National Referee candidates for the first rating session (Boys' Junior Championship or such other event as allowed by the National Referee Commissioner) of the candidacy process. (KRVA will NOT provide transportation reimbursement).

C. REFEREES

USAV has established five referee classifications: Junior Volleyball, Provisional, Regional, US Junior National, and USA-National. The Referee Chairperson of the Region certifies Player, Provisional, and Regional Referees. The National Commissioner certifies USAV Junior National and USA-National Referees. In addition, the Region has established a sixth classification, "Player Referee". This official may only officiate at a tournament when his/her team is scheduled to work. This official may not officiate any other time unless being rated for purposes of attaining a higher certification.

1. Candidate and Re-certification Requirements. Every candidate for certification or recertification must be a member-in-good standing with both USA Volleyball and the Keystone Region.
2. To be a member-in-good-standing in the Keystone Region, a referee must:
 - a. Have a current Region membership,

- b. Complete the appropriate referee certification or recertification process, and be in good standing with USA Volleyball. Referees with a Regional or higher certification must also complete one or more of the following:
 - i. Officiate at least one day of a KRVA Regional Championship or Bid Tournament; or
 - ii. Conduct two Referee clinics approved by the Referee Chairperson;
 - iii. Participate as a Region approved Referee rater.
3. All Candidates: All Referee Candidates and Re-Certifying Referees must complete the Scorekeeper certification requirements, and attend a KRVA Referee Clinic approved for the referee's level of certification. Regional Referees are encouraged to attend a National USA Volleyball Officials Training Program (OTP) Referee clinics. To be considered for a Junior National level candidacy, the referee MUST attend a National USA Volleyball OTP clinic. The Referee Chairperson may waive any and all requirements. Only approved rater(s) may perform ratings. In addition, candidates must complete the following:
4. Player Referee Candidates: Pass Referee exam, Form "C", and:
 - a. No minimum age requirement.
 - b. Obtain a rating of 75 or higher on two games as first referee and two games as second referee at any sanctioned competition level in which the candidate participates.
 - c. Re-certification. Same as candidacy requirements but requires only one rating of 75 or higher each as First Referee and Second Referee.
5. Provisional Referee Candidates: Pass Referee exam, Form "C" and:
 - a. Must be at least sixteen years of age at time of certification.
 - b. Obtain passing ratings in at least two matches as First Referee and two matches as Second Referee, at any Type I1 event.
 - c. Re-Certification: Obtain passing ratings in at least one match as First Referee and one match as Second Referee at any Type I event.
6. Regional Referee Candidates: Obtain advance permission of the Referee Chairperson, pass referee exam, Form "A" and
 - a. Complete the two prior consecutive years as a Provisional Referee, or hold PAVO State or National Rating for two consecutive years Preceding candidacy.
 - b. Obtain ratings of 80 or higher in at least two matches as First Referee and two matches as Second Referee At any Type II event.
 - c. Re-Certification: At the discretion of the Referee Chairperson, obtain ratings of 80 or higher in at least two matches as First Referee and two as Second Referee At any Type II event.
 - d. Starting in 2004 and each even numbered year thereafter, recertifying Regional Referees whose last name begins with letters "A" through "L" must receive a rating of 80 or higher as First Referee and as Second Referee at a Type II or Type III3 event.
 - e. Starting in 2005 and each odd numbered year thereafter, recertifying Regional Referees whose last name begins with letters "M" through "Z" must receive a rating of 80 or higher as First Referee and as Second Referee at a Type II or Type III event.

7. Junior National Referee Candidates:

- a. Complete the two prior consecutive years as a Regional Referee. b. Attend a USA Volleyball OTP clinic for the current season.
- c. Obtain two ratings each of 90 or higher for First Referee and as Second Referee at a Type III event.
- d. Request nomination by the Referee Chairperson. The Region is allowed one candidate per year. In years where some Regions do not nominate candidates, the Region may request a second candidate be nominated.
- e. If the nomination is accepted by USAV, the candidate must pay the candidate fee as set by USA Volleyball and officiate at a Junior National Open Qualifying event;
- f. The candidate will NOT be paid for officiating as a candidate at the qualifying event;
- g. The candidate MAY receive lodging at the expense of the qualifying event, subject to the absolute discretion of the event host;
- h. The candidate will NOT receive reimbursement for transportation expenses to or from the qualifying event.
- i. If approved by the rating team at the Junior National Open Qualifying event, the candidate must attend a minimum of one session at the Junior Olympic Volleyball Championships (JOVC).
- j. The candidate will NOT be paid for matches in which s)he receives ratings at the JOVC;
- k. The candidate will be paid for matches at the JOVC which are not part of the rating process;
- l. The candidate will not be compensated for traveling or lodging expenses to or from the JOVC.
- m. Upon successful completion of the above, the candidate will be awarded Junior-National Referee status.
- n. See USAV Guidebook for other requirements. o.

Re-Certification: See USAV Guidebook.

8. USA-National Referee Candidates:

Successfully complete Junior National Referee certification procedure and be recommended to officiate at the USAV National Open Championships.

- a. Candidates must be accepted to officiate the Boys Junior Olympic Volleyball Championships (JOVC);
- b. Candidates will be rated and evaluated at the Boys' JOVC;
- c. As a result of that evaluation, the candidate may be approved to officiate the National Open Championships, or the National Intramural Recreational Sports Association (NIRSA) championships, held in conjunction with the National Open Championships.
- d. Such additional requirements as are set forth by USAV;
- e. See USAV Guidebook for other candidate and re-certification requirements.

9. Ratings Process. Unless otherwise provided above, all ratings will be done at events approved by the Referee Chair. There will be two-four events approved per year. No other ratings will be available without the approval of the Referee Chair. New Provisionals and Player Referees may receive ratings at any USAV sanctioned event, but preferably at one of the approved rating events.

10. Approved Raters. Whenever referee ratings are required, ratings may be performed only by approved raters. Raters are approved as follows:

- a. Any Regional referee may rate new candidates for Player or Provisional referee. Recertifying Provisional referees should be rated by the Keystone Referee Rating Team.
- b. Any Junior National or National referee that has been rated either by the KRVA or USAV official rating team within two years may rate new or recertifying Player or Provisional Referees, or Regional referee candidates.
- c. The Keystone Referee rating team will be appointed on an annual basis by the Referee Chair. The team will include all KRVA Junior National and National Referees who first attained their rating within the last two years, and any other persons designated by the Referee Chair. Only the rating team may rate recertifying Regional Referees, or referees seeking Junior National candidacy.

Type I event: USA sanctioned competition for girls, boys or adults. Acceptable rating event for New and recertifying Provisional referees and Recertifying Regional referees not seeking Junior National candidacy.

Type II event: USA or other sanctioned competition approved by the Referee Chair with a play level of Junior's 17 and older "Championship" level, or Adult competition with a play level of "BB" or higher. Acceptable rating event for recertifying and first time Regional Referees, and Regional Referees seeking Junior national Candidacy.

Type III event: USA or NIRSA sanctioned competition for Junior Boys age 17 and older, NIRSA men's club competition, or USAV men's A/AA level competition. Acceptable rating event for ALL levels. Only acceptable rating event for National Referee candidates.

D. SCOREKEEPERS

KRVA recognizes five scorekeeper classifications: Junior, Provisional, Regional, USAV-National Junior (USAV-Junior National), and USA-National. The KRVA Scorekeeper Chairperson certifies Junior (through individual clubs), Provisional, and Regional Scorekeepers. The USAV Assistant Vice President for Scorekeeper Development certifies USAV-National Junior and USA-National Scorekeepers. (See season specific requirements for more details.)

1. New and Re-Certifying Junior Scorekeeper Requirements:

- a. Register with KRVA for the current season;
- b. Attend a current season club-run scorekeeper clinic or training session;
- c. Complete requirements set by the individual club and the club's scorekeeper representative(s).

2. Re-Certifying Provisional and Regional Scorekeeper Requirements:

- a. Register with KRVA for the current season before participating in any ratings process;
- b. Be certified at the current rating level for the prior season;
- c. Take the appropriate USAV re-certifying test (corrected to 100%), unless waived by the Scorekeeper Chairperson;

- d. Attend a current season KRVA (region-run) scorekeeper clinic, unless waived by the Scorekeeper Chairperson;
 - e. At the discretion of the Scorekeeper Chairperson, obtain passing ratings on at least one match (minimum two sets) of the current season by an approved scorekeeper rater.
3. Re-Certifying USAV-National Junior (USAV-Junior National) and USA-National Scorekeeper Requirements:
- a. Register with KRVA for the current season;
 - b. Be certified at the current rating level for the prior season;
 - c. Complete requirements set by USAV, see USAV Guidebook.
4. New Provisional Scorekeeper Certification Requirements:
- a. Register with KRVA for the current season before participating in any ratings process;
 - b. Attend a current season KRVA (region-run) scorekeeper clinic;
 - c. Obtain a passing rating on one match (minimum of two sets) of the current season by an approved scorekeeper rater.
5. New Regional Scorekeeper Certification Requirements:
- a. Register with KRVA for the current season before participating in any ratings process;
 - b. Be certified as a provisional scorekeeper for the two prior seasons;
 - c. Obtain permission of the Scorekeeper Chairperson before continuing the process to upgrade rating to Regional Scorekeeper;
 - d. Attend a current season KRVA (region-run) scorekeeper clinic;
 - e. Take the appropriate USAV scorekeeper test (corrected to 100%);
 - f. Obtain passing ratings on two matches (minimum of two sets each) of the current season by a different approved scorekeeper rater for each match.
6. New USAV-National Junior or USA-National Certification Requirements:
- a. Register with KRVA for the current season before participating in any ratings process;
 - b. Be certified as a Regional scorekeeper for the prior season;
 - c. Obtain permission of the Scorekeeper Chairperson to request approval to begin the process as a candidate to upgrade rating to USAV-National Junior or USA-National. Permission must be obtained not later than December 15 of the current season;
 - d. Attend a current season KRVA (region-run) scorekeeper clinic;
 - e. Take the appropriate USAV scorekeeper test (corrected to 100%);
 - f. Obtain passing ratings on two matches (minimum of two sets each) of the current season by the scorekeeper chairperson, or his/her designee(s).

- g. Obtain the recommendation of the Scorekeeper Chairperson and the Commissioner to USAV by the USAV deadline;
- h. Complete requirements set by USAV, see USAV Guidebook

VI. TOURNAMENT OFFICIALS

A. EVENT

Unless otherwise specified herein, "event" shall include every type of event or competition run by or sanctioned by the Keystone Region.

B. REQUIRED EVENT STAFF

Every KRVA run or sanctioned event should be staffed by at least:

1. One Tournament Director to organize and oversee the entire event, with direct responsibility for up to four individual courts.
2. 1.5 certified referees per court, either as non-playing officials or certified first referees as part of an adult work team.
3. One Chief Referee per site.
4. One Site Director for each additional site per event, or for up to four courts if the event has more than four courts.
5. One scorekeeper per match, either as a non-playing official or member of a designated work team.
6. One protest committee per event, consisting of the Tournament Director, a designated Chief Referee and a third person knowledgeable in the rules of the game designated by the Tournament Director and designated Chief Referee.

To insure impartiality, it is recommended that the protest committee not include members of any volleyball teams or clubs scheduled to compete at the event; or that any two members of the protest committee be related by lineage or marriage. If present, the third member of the committee should be a member of the Board of Directors, but otherwise should be knowledgeable in the rules of the game.

7. If deemed practical and efficient by the Tournament Director, a Protest Committee may be designated for each site, consisting of the Site Director, Site Chief Referee, and a third person knowledgeable in the rules of the game designated by the Site Director and Site Chief Referee.

C. TOURNAMENT DIRECTORS

(Adult events only. For Juniors event Tournament Director responsibilities, refer to the Junior Operating Code)

Every KRVA run or sanctioned tournament must have a designated Tournament Director. The Tournament Director performs all actions necessary to insure the quality of the competition and its conformity to Region guidelines, including:

1. For KRVA conducted events the Tournament Director must be either the KRVA business manager; or a USAV member appointed by the appropriate program Chairperson. (Please see the Adult and Junior Operating Codes for additional requirements).

2. Assign and coordinate all Site Directors, including providing each Site Director with information necessary to facilitate check-in of all teams and players; pool play and playoff schedules and instructions.
3. May not participate as a coach or player or referee, in any set or match. If Tournament Director's responsibilities and schedule permit, then the Tournament Director may assist in officiating a match as a line judge, assistant scorekeeper, or official if properly certified, if such participation is essential to the quality of the competition.
4. Must be designated as soon as practical when the event is sanctioned, but at least seven days prior to an event. Must also identify who will serve as the on-site Tournament Director (TD) and Chief Referee (CR) on the day(s) of the event on the application for sanctioning the tournament. Furthermore, Tournament Directors shall be required to confirm the name of the on-site TD or notify the Region of a change in that position not less than five (5) days prior to the date the tournament will be played. Last minute notification will be accepted only in case of emergency. Failure to provide Confirmation or notification shall result in forfeiture of the Tournaments Director Escrow Deposit.
5. The Tournament Director is the event manager, and has exclusive authority over all aspects of an event not otherwise specifically limited in this Code. The Tournament Director may set reasonable rules and regulate conduct of all persons at the event site including but not limited to visitors, spectators, parents, club directors and coaches not actively engaged in competition.
6. The Tournament Director may eject any persons violating the site rules and regulations, or the USAV Code of conduct as set forth in the USAV Membership Agreement. Rostered players and coaches engaged in, or scheduled to be engaged in (including as a work team) competition at the event may appeal an ejection to the event Protest Committee, whose ruling will be a final determination of the ejection issue.
7. The Tournament Director may use any lawful means to enforce an ejection of person(s) ejected from the event site.
8. If the ejected person(s) are affiliated with a club or team as a parent, coach or club director, the Tournament Director, with agreement of a majority of the Protest Committee, may direct that the affiliated club team(s) will forfeit scheduled competitions until the ejected person(s) leave the event site. Any person so ejected must remain off the event premises, including all points of ingress and egress until after completion of the event, regardless of the number of days the event will span.
9. All event incidents resulting in ejection of persons from the event site shall be reported to the Commissioner (verbally or in writing) as soon as practicable after the ejection.
10. Before competition begins the Tournament Director is responsible to:
 - a. Obtain from the Business Manager a listing of all teams and rosters participating in the tournament and a schedule for pool play and playoffs.
 - b. Obtain or assist in obtaining an appropriate number of officials for the tournament.
 - c. Arrive at the competition site at least one hour prior to the first scheduled competition;
 - d. Confirm that each court has an acceptable padded official's stand (no ladders);
 - e. Obtain or confirm adequate equipment is available for the competition, including but not limited to regulation standards with padding, regulation size nets, antennae, referee stands with padding, tables, seating, USAV approved balls, USAV score sheets and lineup sheets, playing schedules, competition result and standing charts, visible score sheets or boards, pencils and pens, towels or other types of ball and equipment drying equipment;

- f. Verify that court areas are properly designated and have appropriate lines and playing surface designations.
 - g. Check-in all teams and players, verifying their current registration and eligibility to compete in the event. Rosters for each team must be available at the tournament desk and are to be signed by the Team Representative, the day of the event and prior to competition.
 - h. Tournament Directors may require USAV membership numbers, or proof of USA membership, of any player who is not listed on the event roster as provided by the Region Business Manager, or a published on the KRVA web site.
11. During Competition, the Tournament Director is responsible to:
- a. In cooperation with the Chief Referee, designate all playoff courts as soon as practicable before or immediately after commencement of the competition;
 - b. Resolve, in the Tournament Director's discretion, any issues involving similarity of uniforms. Any determination by a Tournament Director that a uniform is legal, may not be appealed. A determination that uniforms are illegal may be appealed to the Event Protest Committee.
 - c. Perform all Site Director Responsibilities for up to four courts on one site.
 - d. Enforce any tie-breaking procedures in accordance with the appropriate operating code;
 - e. Maintain a record of all adult player-officials working matches as first referee, and pay them the appropriate fee;
 - f. Post or confirm that all set and match results have been posted in an area accessible and visible to all event competitors as soon as practicable after each match;
 - g. Participate on the Protest Committee along with the Chief Referee, and a third person designated by the Tournament Director and Chief Referee.
 - h. Remain at the competition facility until all competition has concluded;
 - i. Cooperate with the facility hosts to insure proper conditions throughout the event;
 - j. Change the schedule or format for pool play or playoffs as circumstances require;
 - k. Make any changes to the tournament format as circumstances, unforeseen events, or time limitations require;
12. At the Conclusion of Competition, the Tournament Director will:
- a. Collect all information, forms and documentation from any Site Directors.
 - b. Review and approve the Chief Referee's Report, and disburse all fees or reimbursements due to the officials.
 - c. Collect all score sheets, and deliver them to the Business Manager. d.
- Present all awards to the winning teams.
- e. Complete all tournament reporting forms required for the event; communicate any urgent matters to the appropriate Board Member, Board representative or Business Manager.
 - f. Deliver to the Region all monies due from the clubs, teams or players;

D. SITE DIRECTORS

1. For all KRVA sanctioned or run events, the Site director must be a member of USA Volleyball and at least eighteen years of age. (Please see the Junior and Adult Operating Codes for additional requirements). All other Site Directors for KRVA conducted events will be paid in accordance with the fees as established by the Board of Directors
2. The Site Director answers to the Tournament Director, but otherwise has the same qualifications, powers, authority and responsibility for the event site, that the Tournament Director has for the entire event. In addition:
3. Upon arrival at the Site, the Site director is responsible to:
 - a. Obtain from the Tournament Director a listing of all teams and rosters participating at the site, and a schedule for pool play and playoffs.
4. During Competition, the Site Director is responsible to:
 - a. Manage up to four courts on one site.
 - b. Enforce any tie-breaking procedures in accordance with the appropriate Operating Code;
 - c. Maintain a record of all adult player-officials working matches as first referee, and pay them the appropriate fees;
 - d. Post or confirm that all set and match results have been posted in an area accessible and visible to all event competitors as soon as practicable after each match;
 - e. If the Tournament Director is unavailable, participate on the Protest Committee along with the Chief Referee, and a third person designated by the Site Director and Chief Referee;
 - f. Remain at the competition facility until all competition has concluded;
 - g. Cooperate with the facility hosts to insure proper conditions throughout the event;
 - h. Change the schedule or format for pool play or playoffs as circumstances require;
 - i. Make any changes to the tournament format as circumstances, unforeseen events, or time limitations require;
5. At the Conclusion of Competition, the Site director will:
 - a. Obtain the Chief Referee's Report, to deliver to the Tournament Director. b. Disburse all fees or reimbursements due to the officials.
 - c. Collect all score sheets, and deliver them to the Tournament Director. d. Present awards to the winning teams.
 - e. Complete tournament reporting forms required for the event.

E. CHIEF REFEREE

1. Every competition event or site must have a Chief Referee. The Chairperson of Referees or the Referee Assignor designates Chief Referees and Site Chief Referees.
2. Unless none is available at the event, the Site Chief Referee must be a non-playing Referee, with a Regional Certification or higher.
3. The Chief Referee may assist in obtaining the other officials required for the event.
4. As soon as practical prior to the event, or as soon as the list of working referees is available, the Chief Referee shall be notified of the number of courts, the match format, and the list of referees working the event.
5. Prior to the day of competition, the Chairperson of Referees or Referee Assignor shall notify the referees of their start times.
6. The Chief Referee shall arrive at the site at least thirty minutes prior to the start of competition, and remain until all playoffs have been assigned.
7. Before competition begins, the Chief Referee shall:
 - a. With the Tournament or Site Director: establish the ground rules for the playing courts; and designate the third person for the Protest Committee.
 - b. Prepare a schedule for all referees including playoff matches. Unless otherwise agreed to by the referees or required by unusual circumstances, the schedule should be prepared giving each referee a one match break after each two matches worked.
8. During Competition the Chief Referee Shall:
 - a. Officiate a similar number of matches as the other assigned referees, but not working the first or last scheduled matches of pool play to remain available for unforeseen circumstances and to be available to schedule or work any tiebreaker or other matches.
 - b. Participate on the Protest Committee.
 - c. Oversee the performance of all Referees, and resolve any problems or unusual circumstances that develop.
 - d. For good cause, remove any 1st Referee from officiating a match or matches.
9. At the Conclusion of Competition the Chief Referee shall:
 - a. Complete the Chief Referee's report, including computation of fees due to each referee.
 - b. Deliver the Chief Referee's report to the Tournament Director.
 - c. Assist in confirming that each referee is paid at the site, unless other arrangements were made in advance.

F. REMOVAL OF OFFICIALS

Any official (First or Second Referee, scorekeeper, or line judge) may be removed from a match at any time by the Chief Referee for conduct unbecoming a Region Official. Removal is not automatic. Procedures for removal of an official from a match are listed below. The Tournament Director must file a report with the appropriate Region Chairperson in the event any Referee (First or Second) or scorekeeper is removed. A copy must also be filed with the Commissioner. The relevant Chairperson shall take further action, if necessary.

1. For situations involving officials other than First Referee:

- a. The team Captain should submit an oral complaint to the First Referee.
- b. If the 1st Referee agrees that the official has exhibited conduct unbecoming an official, the First Referee shall remove and replace the official; if the First Referee disagrees with the Captain, the official remains.
- c. If complaint is repeated and is valid, the official should be removed.

2. For situations involving the First Referee:

- a. The team Captain should file a complaint at the earliest possible moment with the Chief Referee.
- b. If in the Chief Referee's judgment, the 1st Referee should be removed, he or she must then assign a competent replacement official to complete the match.

G. FEE SCHEDULE

The KRVA Referee Fee Schedule appended to this Operating Code is the minimum officials' compensation for ALL KRVA Run OR Sanctioned events. Tournament promoters or Tournament Directors may deviate from this schedule ONLY if approved by the Chairperson of Referees prior to event. For any match staffed by assigned non-playing officials at the direction of the Chief Referee or Tournament Director:

1. The First Referee and Second Referee shall each receive the stated Referee's compensation for any match worked;
2. The Scorekeeper and line judges shall each receive the stated compensation for scorekeepers.

VII. TOM AND MAY RIDGE ENDOWMENT FUND

A. INTRODUCTION

The Tom and Mary Ridge Endowment Fund were established to aid needy non-profit organizations in the establishment, promotion and operation of volleyball programs. The Endowment is funded by contributions from the local community, United Way contributions and other non-profit corporations.

B. ENDOWMENT FUND

The Fund shall be held in a separate account from all other Region monies. The Fund shall be invested as directed by the Board and the Commissioner shall oversee all investments. Disbursements of moneys from the Fund may only be done by majority vote of the Board present at the meeting upon which a request for disbursements is made.

C. PROCEDURE FOR GRANT REQUEST

1. Applications must be submitted in writing to the Commissioner by March 31 of each year.
2. The commissioner shall be responsible for disseminating all completed applications to the Board members, to Greg Ridge and Steven Ridge, adult children of Tom and May Ridge, for review a minimum of 14 days before the annual meeting.
3. Applications must be submitted on the approved form and may be obtained from the Business Manager.
 - a. Applications must describe clearly and in detail the purpose(s) for which the grant moneys would be used.
 - b. Applications shall contain supporting documentation to demonstrate the seriousness and merit of the proposal such as: Equipment/construction estimates; Proposals; Operating budgets; Invoices; Information indicating how a facility, group, organization, or individual has contributed to volleyball (through sponsorship, organization, or hosting of community leagues, school teams, club teams, tournaments, and clinics; and/or Information on how the grant would contribute to volleyball and the community.
4. The grant must benefit a non-profit purpose. Documentation must be submitted indicating the non-profit status of the organization requesting the grant.

D. AWARD OF GRANT

1. Grants will be awarded on a non-discriminatory basis although some preference is given to purposes that benefit junior volleyball.
2. An award of the grant(s) will be made at the Region's annual meeting. Voting will be a simple majority of the attending Board, including the Executive Board, the Advisory Board and Steve Ridge and Greg Ridge. Steve Ridge and Greg Ridge may vote with absentee ballot, if they so desire.
3. All applicants will receive a letter within seven working days after the Region's annual meeting.
4. The Region will release grant moneys upon receipt of an invoice indicating the moneys were spent as per the application.
5. The Commissioner is charged with responsibility for releasing grant monies, upon approval of the Executive Board after receipt and review of the invoice.

VIII. DUE PROCESS

A. INTRODUCTION

It is the responsibility of the Keystone Regional Volleyball Association Board to administer volleyball within the Keystone Region. On occasion, Region members may violate, or be accused of violating:

1. Region rules as defined in the Operating Codes,
2. United States Volleyball Association rules as described in the Domestic Competition Regulations, guidebook, qualifier or tournament handbooks or manuals.
3. USAV Participant Code of conduct as set forth on the USA Volleyball Registration.
4. The specific policies, regulations, and/or procedures of the KRVA, USAV, or the any facility used in conjunction with a sanctioned event.
5. Any actions that a three-fourths majority of the full Board considers seriously detrimental to the interests of the Region.

Such violations may require action by the Region. These rules are hereby established to protect the due process rights of any accused member of the Region, the safety of the Region Members, and the integrity of the Region.

B. COMPLAINT PROCEDURE

Complaints received from any source will be directed to the Commissioner. It will be the Commissioner's responsibility to forward that complaint to the appropriate Divisional Chairperson for a complete investigation. If the nature of the complaint does not fall under the jurisdiction of any one Divisional Chairperson, the Commissioner may either assume that responsibility or appoint a member of the Board to investigate the complaint. Upon completion of the investigation, the Divisional Chairperson will provide a written report to the Commissioner with conclusion reached and recommendation for possible sanctions. These sanctions could include but are not limited to Fines, Warnings, or Suspensions.

The Commissioner will inform the involved parties of the Divisional Chairperson's recommendation. At this point, if there is a recommendation for a suspension, penalty or fine, the offending party will be informed of the sanction and of their due process rights. They will be given a date of not less than three weeks during which they may appeal the decision. The report will be sent to the party in question via certified mail with return receipt required.

C. PROCEDURES

Any KRVA member may appeal a Sanction decision by filing a letter of appeal to the Commissioner within the allotted time period. Should a member request an appeal, a Due Process Panel will be convened to hear the appeal. This panel will be comprised of three KRVA Board members. One panel member will be chosen by the defendant, one member will be chosen by the Appropriate Divisional Chair (not to include the board member that was involved in the original decision), and the third will be chosen by a joint decision of the first two members of the panel. The Commissioner shall serve as the Facilitator of the hearing. The panel shall meet and render their decision within ten (10) business days of the panel being formed and receiving the appeal.

All evidence gathered to this point and involved in the original decision will be turned over to the panel. The defendant will also see the evidence and have the opportunity to submit a response to the allegations. The panel will review the evidence and decide if additional testimony or evidence is necessary. The Commissioner will direct one of the panel members to serve as gatherer of such evidence. The panel may conduct their deliberations through emails, phone calls, or in person. However, if they cannot agree on the mode for the deliberations, the panel will meet in person before the next available board meeting to review the evidence and conduct a hearing.

After the hearing, the panel will vote to uphold, reject, or amend the original decision. A letter will be sent to the Commissioner and the defendant with their decision. Upon receipt of the letter, the defendant will have three weeks from the postmark or the electronic timestamp during which to appeal this panel decision onto the entire board. Only the accused may appeal the decision.

Should the defendant decide to appeal to the full board, they must send a letter to the Commissioner within the three-week period set forth in the Due Process panel letter. The Commissioner will add the issue to the agenda of the next regularly scheduled Keystone region board meeting. At this meeting, all evidence will be presented to the attendees. The defendant will have right to speak to the board and the entire board present will vote to uphold, reject or amend the original decision. It will be the Secretary's responsibility to inform the defendant of the final board decision.

Should any accusation involve the Commissioner, the KRVA Secretary will serve as the commissioner for these proceedings. Should the Secretary need to recuse himself/herself, the Treasurer shall assume this duty.

The Commissioner, a Review Board, or the Board of Directors as designated in these Due Process Rules will have the right to determine and assess Disciplinary Options for violations of Region or National Rules of conduct, ethics and eligibility, including some of all of the following sanctions:

1. Admonition. Formal or Informal Admonition;
2. Probation. Membership probation, subject to such terms and conditions as may be proscribed;

Penalties/Fines:

Fines of up to \$100.00 per person, per event; Fines of up to \$150.00 per team; and/or Fines of up to \$300.00 per club. Any fines must be paid to the Region, and the Region will pay the fine into the Tom and May Ridge Endowment Fund. Unless otherwise directed, any player, team or club having unpaid fines, will have their membership suspended until such fine(s) are paid in full, or maintained on an installment payment plan as approved by the Commissioner.

Predefined sanctions (min., but not limited to, depending on severity, number of offenses):

Missing work assignment—First occurrence: \$75 per team/per work assignment. Probation.

D. CONTINUITY OF DUE PROCESS AND/OR SANCTIONS

1. Once a complaint has been properly filed with the Commissioner and due process has been initiated by the presiding KRVA Board, it must be allowed to run its proper course to completion. No subsequent Board shall be empowered to suspend any ongoing investigation or otherwise set aside any complaint.
2. Once due process has been completed and sanctions that have been duly assessed by the presiding KRVA Board, no subsequent Board shall be empowered to rescind, pardon, or otherwise set aside the sanctions imposed.

Missing work assignment—Second occurrence same season: \$150 per team/per work assignment and a 2-month suspension of head coach.

Coach not IMPACT certified on bench: 2 month suspension of coach unless within 'grace' period to be certified in operating code (if any exists) and probation of club director.
Electronic voting violation as defined in the electronic voting document.

Conflict of Interest violation: 3-month suspension.

Code of Ethics violation: maximum suspension as defined by the operating codes, plus maximum fine as defined by the operating codes.

Missing tournament without notifying TD at least 3 days in advance: forfeiture of fee, plus \$100 fine.

Suspension:

Individuals, clubs or teams may be suspended for:

- a. **EVENTS.** Any or all specific Region run or sanctioned event(s) for a period of up to one year.
- b. **MEMBERSHIP PRIVILEGES.** Suspension of ALL USA Volleyball Membership privileges for a period of up to THREE years; **SUBSEQUENT OFFENSES.** For second and subsequent offenses, suspensions of up to one additional year for each offense may be added, to be served consecutive to any prior unexpired suspensions.

NATIONAL REPORTING. Any suspension of membership privileges will be reported to the National Office of USA Volleyball, and to all USA Volleyball Regions for enforcement purposes. Under USAV rules, suspension in a member's home region renders the individuals, teams or clubs ineligible for membership in a Regional Volleyball Association, or for any USAV registration.

LIFETIME INELIGIBILITY. Major misbehavior, (e.g. verbal or physical abuse of a child, sexual harassment, etc.) may subject the violator to immediate lifetime ineligibility for Regional Volleyball Association membership or USAV Registration.

E. MISCELLANEOUS

1. The 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 Region Board to obtain just and fair results when a Region member or team is accused of wrongdoing relevant to volleyball within the Region. As a private body, the Region Board does not follow the Federal Rules of Evidence but shall accord weight to evidence based on its substance and on common sense.

2. For serious matters, unless the safety of Region members is at risk, physical or other substantial injury has resulted, or the accused was clearly caught in the act of a serious wrongdoing 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, the Commissioner may impose a temporary sanction after careful consideration of the evidence and situation; any such action shall be stated in writing delivered to the accused.

3. The United States Volleyball Association provides that the only appeal from a decision of the 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, subject to the sanctions of another Region which offers due process and has a procedure for appealing from sanctions, the Keystone 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).

IX . IMPACT CLINICS

Private IMPACT clinics will not be utilized for certification in the Keystone Region as of the 2006-2007 season.

Members receiving an IMPACT certification from another region shall be considered IMPACT certified with the KRVA, provided that the clinic has met the 4-hour minimum duration and the clinic and clinician is recognized by the other region per their regional operating code.

Fees to be paid directly to KRVA Business Office when there is sufficient time before the clinic. Payment is allowed on-site subject to late fee. A late fee will be assessed for registrations received within the seven (7) day period prior to the clinic (per fee schedule).

If any club or organization sends at least 5 coaches to the clinic, the fee per attendee shall be discounted according to the fee schedule. No discount applies if group registration occurs within the seven (7) day period prior to the clinic.

X. TABLE OF FEES & CHARGES**Referee Fees:**

Referee: Region-Run Events (Full Day)	\$ 200 / day plus \$10 meal allowance
Referee: Region-Run Events (Partial Day)	Match Fee (not to exceed \$200/day)
Referee: Non Region-Run Events (Full Day) *	\$ 175 MINIMUM
Referee: Non Region-Run Events (Partial Day)	Match Fee
2-set Match	\$ 24
3-set Match	\$ 32
Best 2/3 Match	\$ 28
Best 3/5 Match	\$ 36
(1) 25-point Set	\$ 17
(1) 15-point Set	\$ 12
Scorekeeper or Line Judge (when scheduled to work)	\$ 20
Referee for Semi-Finals and Finals only	\$ 90
Chief Referee Fee (when also actively officiating the event)	\$ 15

* Referee must be available for pool play and first round of playoffs; otherwise, match fee.

Tournament Staff Fees:

Tournament Director (TD) and Chief Referee (CR) Fee	\$ 240 / day
TD or CR Fee – Single Day / Up to 6 courts	\$ 190 / day
TD or CR Fee - 6 or more courts or multiple sites	\$ 250 / day

Clinician Fees:

Clinician Fee - Referee or Scorekeeper	\$ 205 / clinic
Referee Rater	\$ 210 / day
Scorekeeper Rater	\$ 175 / day
Scorekeeper Rater and Monitor (combination)	\$ 210 / day

Memberships Fees:

Adults Affiliated w/Juniors Programs and Activities	\$ 52
Background screening	\$ 20
(Required every two years for all Adults Affiliated w/ Juniors Programs and Activities)	
Adult Collegiate (Full-time College student under the age of 25)	\$ 18
Chaperones/Events Personnel	\$ 42
Officials and All Other Adults	\$ 32
Juniors	\$ 52
Single Event Membership (Adult Events Only)	\$ 10
Team Registration	\$ 30
Club Registration	None
Recreation League (KRVA members)	\$ 2
Recreation League (non-KRVA members)	\$ 8

Impact Clinic Fees:

KRVA current members (with 7 day advanced registration)	\$ 40
Other USAV members	\$ 60
Registrations received or paid within 7 days of clinic; add:	\$ 10
Discount for clubs or organizations sending at least 5 attendees (registered 7 days in advance); deduct:	\$ 30
Clinician fee for IMPACT PLUS	\$ 15 per attendee (\$150 minimum)

X. TABLE OF FEES & CHARGES (Continued)**Tournament Fees:**

Sanction Fee, Adult Tournament	None
Sanction Fee, Junior Tournament	\$ 7.50 / team
Sanction Fee, Tryouts (includes all dates)	\$ 50
Sanction Fee, Camp/Clinic	\$ 50
Tournament Director Escrow Deposit	\$ 300 / season
Sanction Fee Deposit for Invitational Tournaments	\$ 7.50 / team based on 50% of all available team openings.

Region Tournament Entry Fees:

KRVA Jr. Girls Club Championship Tournament Reg. Fee	\$ 250 / team
KRVA Jr. Girls Open Championship Tournament Reg. Fee	\$ 250 / team
KRVA Jr. Girls Open Bid Tournament Reg. Fee	\$ 250 / team
KRVA Jr. Boys Club Championship/Bid Tournament Reg. Fee	\$ 200 / team

Misc. Fees

Hard Copy Registration Fee (additional fee)	\$ 5 / person
Mileage Reimbursement Rate	IRS-Announced Rate per mile
Bounced Check Fee	\$ 30
Registration Refunds Service Fee *	\$ 15

* Note: Only Junior Player registration fees are eligible for refunds as authorized in Section IV of the General Operating Code. Club, Team and individual *adult* membership fees and transactions are final. No refunds will be issued.