

# **North Texas Region Volleyball Association (NTR)**

**REGION HANDBOOK  
2008 – 2009**

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**Copies of forms, By-Laws, Articles of Incorporation and other information  
may be obtained at our web site: [ntrvolleyball.org](http://ntrvolleyball.org).**

# **NORTH TEXAS REGION VOLLEYBALL ASSOCIATION**

## **OFFICERS**

**COMMISSIONER:** Rodney Prater: ntrcom@ntrvolleyball.org

**VICE-PRESIDENT:** Paul Olschwanger: polschwanger@gmail.com

**VICE-PRESIDENT:** Andy Reitingner: andysummit@yahoo.com

**SECRETARY:** Michele Furlong: michvbref@yahoo.com

## **APPOINTEES**

**ADULT COORDINATOR:** Chris Mares: refchrism@yahoo.com

**JUNIOR COORDINATOR:** Andy Reitingner: andysummit@yahoo.com

**OFFICIAL'S COORDINATOR:** Michele Furlong: michvbref@yahoo.com

**SCOREKEEPER CHAIR:** Michelle Kellen: mkellen@ntrvolleyball.us

## **BOARD OF DIRECTORS**

**Adult Representatives:** Vacant

**Junior Representatives:** Eric Zender: assaultvb@aol.com  
Steve Hargrave: billy4911@hotmail.com  
Kevin Anderson: kanderson@tejasvolleyball.com

**Parent Representatives:** Celeste Neal: nealc@joshuaisd.org

**Officials Representative:** Jeff West: jwref1@verizon.net

**At-Large Representatives:** Michele Furlong: michvbref@yahoo.com  
Andy Reitingner: andysummit@yahoo.com

**Appointed Representatives:** Paul Olschwanger: polschwanger@gmail.com  
Corinne Atchison: corinne.victory@yahoo.com

**NORTH TEXAS REGION VOLLEYBALL ASSOCIATION  
OPERATING CODE**

**I. MEMBERSHIP CLASSIFICATION AND FEES:**

A. MEMBERSHIP CLASSIFICATION: Member classifications for the current season have been established by the North Texas Region Board of Directors as follows: Regular; Junior Olympic; Junior Olympic Adult; Adult or Junior Olympic Team Coach; Single Event and Summer/Recreation/Outdoor.

<b>Classification of Members</b>		<b>Fees</b>
<b>REGULAR MEMBER, JUNIOR OLYMPIC MEMBER, OR ADULT &amp; JUNIOR OLYMPIC TEAM COACH</b>	Fee includes USAV Rule Book (adult only); sports accident/liability insurance; national and region newsletters; participation in sanctioned tournaments and official's clinics upon payment of applicable fees.	<b>\$45.00</b>
<b>FINANCIALLY DISADVANTAGED</b>	Regular membership offered at a reduced fee. An affidavit (available at NTR.org) requesting a lower membership fee due to being financially disadvantaged must be filed along with the NTR membership form in order to be eligible for the reduced fee.	<b>\$20.00</b>
<b>JUNIOR OLYMPIC ADULT</b>	Jr. Club Administrator, volunteer, parent, etc. Fee includes sports accident/liability insurance and auditing of official's clinics.	<b>\$20.00</b>
<b>SUMMER/RECREATION/ OUTDOOR</b>	An athlete or official in a recreation league who wishes to affiliate with USAV; or who wishes to participate in sanctioned outdoor events. Fee includes sports accident/liability insurance and auditing of official's clinics. USAV fee=\$15, program fee=\$20	<b>\$15.00 \$20.00</b>
<b>SINGLE EVENT</b>	Single event (one-day or multi-day) membership. Fee includes sports accident/liability insurance. *Only one single event covered, then must upgrade to regular member.	<b>\$8.00</b>
<b>OTHER FEES:</b>		
<b>Recreation League Fee</b>	For a recreation league that wishes to affiliate with USAV and NTR. Fee includes sports accident/liability insurance.	<b>\$50.00</b>
<b>Youth</b>	Under 12 for league membership	<b>\$7.00</b>
<b>Returned Check Fee</b>	See II. B. Below	<b>\$20.00</b>
<b>Late Tournament Registration Fee</b>	Charged to any team registering after a tournament deadline	<b>\$25.00</b>
<b>Background Check Fee</b>	Required for all individuals associated with Junior activities, such as, Club Directors, Club Administrators, Team Reps, Coaches, Chaperones and Trainers.	<b>\$18.00</b>

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

- 1) MEN'S DIVISION: Teams comprised ONLY of eligible male athletes.
- 2) WOMEN'S DIVISION: Teams comprised ONLY of eligible female athletes.
- 3) MIXED-SIX/COED DIVISION: Teams comprised of eligible female and male athletes which are consistent with USAV Rules of Competition
- 4) JUNIOR OLYMPIC DIVISION: Teams comprised of eligible members in the approved age classifications for male and female members.
- 5) RECREATION LEAGUE: See above.
- 6) OUTDOOR: Grass, sand or similar tournaments usually consisting of 2 to 4 player teams and primarily playing during the summer months.

## II. REGISTRATION OF MEMBERS AND TEAMS

A. MEMBER/TEAM REGISTRATION: Forms and handbooks may be obtained from the Region at the web site or the address below. To register teams and individuals, mail correct forms and fees to: NTR, 12200 Ford Road, Suite 400, Dallas, TX 75234; or register on-line at [www.ntrvolleyball.org](http://www.ntrvolleyball.org) (if available).

Each member must complete, in full, a Member Registration Form on the NTR website each year. All information is requested for record-keeping purposes and is maintained in the strictest confidence. Forms with incomplete and inaccurate information will be returned/refused. Membership is not active until NTR receives and accepts completed registration material and full payment. Membership is valid from November 1 through October 31. Each Adult team must be comprised of at least six regular members (except recreation, collegiate, outdoor coed teams) but may also include one day or one event members.

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

All officials and individuals associated with Junior activities such as club directors, club administrators, team reps, coaches, chaperones and trainers must consent to a background screening by completing and submitting the required forms. These forms must be submitted and the applicant cleared before the applicant may participate in sanctioned Junior events and/or activities (a minimum of one week should be expected to complete the screening).

Each *Adult* Team must complete a roster and name a member on their team roster to serve as Team Representative. Each *Junior* Olympic team must have an adult coach who is a registered member and has cleared the background check procedure of the North Texas Region who is present during play and officiating assignments. Each Junior/adult club director/president, coach, manager (and chaperones at National Jr. events) must be NTR members.

**Once a registration is accepted no refunds will be allowed.** Any individual/team/club who submits a check or other form of payment that is not honored by any bank, etc., will be charged a \$20 handling fee. The individual/team/club will also be required to replace the original amount of the payment and to reimburse NTR for any bank fees or other charges incurred as a result.

- B. MULTI-TEAM CLUBS: Teams in a volleyball club must abide by the following policies:
- 1) Each team must submit registration forms and fees for the current season.
  - 2) Players on each team in a club may move laterally and upward in team classification in order to compete with other teams in their club until team rosters are frozen.
  - 3) The NTR will charge a \$50.00 annual fee for club registration
- C. ATHLETE/MEMBER TRANSFERS: An athlete may represent only one team/club in the same season with the following exceptions: Adult members may transfer to another team/club until March 1 of the indoor season. In the event of change in military or academic status; job transfer; or hardship situation, a written request for transfer may be made to the Region Executive Director. All permanent transfers are subject to all NTR related fees and USAV rules limiting player participation in qualifiers, Nationals or other tournaments. No Junior player may register and compete with an adult team.
- D. MEMBER RESPONSIBILITY: Any individual assuming the identity of another person or any individual or team using the membership card of another person in a fraudulent manner shall be suspended from USAV competition. All members are expected to conduct themselves in accordance with the USAV Participant Code of Behavior which they must read and sign when applying for membership.
- E. TEAM CLASSIFICATIONS AND FINAL ROSTERS: Classification of Adult teams for competition shall be determined by the Regional Executive Director and/or Adult Coordinator based on the team roster and past record of performance in sanctioned competition. Significant changes in a team roster may result in classification changes. Individuals are not ranked by the North Texas Region but are assigned the same ranking as the team on which they are registered. Appeals of classifications may be made in accordance with the NTR Due Process Policy.

Each team must submit in writing a final team roster to the Region Office two weeks before the regional championship and those rosters apply only to regional championships and do not pertain to non-playing coaches. Failure to do so may result in disqualification from Region Championships or the team may be required to pay an additional entry fee.

Classification of Junior's teams is determined by the current age group definitions for Junior Olympic volleyball. An age waiver shall be granted to players in very special circumstances. All teams with players who have received waivers cannot play in tournaments outside the region and cannot play in USAV National Qualifiers (unless the waived player does not participate or the team plays in a classification that would not require the player to have the waiver). An age waiver should be issued for a player if it is the case that no team in their area exists for their age group other than a younger team. An age waiver should be issued for a player whose birthday prohibits them from playing with athletes in their own grade. Only under special circumstances should an age waiver be given for any other reason. Athletes may play upward in age classification. Junior Boy programs, 14U and younger, may play in Jr. Girl events.

- F. MEMBER/TEAM REGISTRATION: Online registration and appropriate fees must be received by the Region office prior to a tournament in order to be eligible. Member registration information and fees must be received prior to the tournament in order to be eligible. Teams must be registered before registering for a tournament. Tournament registrations will not be accepted for any team until their team has been properly registered and at least six individuals from their roster are legally registered.

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

H. BACKGROUND CHECKS: All members 18 years old & older that are registering as a Club Director, Head Coach, Assistant Coach, Manager, Trainer, Referee, Scorekeeper, Region Board Member, and/or Chaperone will submit the appropriate documentation and pay the appropriate fee to be background checked through the North Texas Region. Background checks are good for 2 seasons and must be renewed every other year.

### III. REGION TOURNAMENTS

A. FELLOWSHIP SEASON: An adult fellowship season begins on October 1 and concludes on the last day of February of the current season. Players must be registered with the NTR and such tournaments must be sanctioned by the NTR in order to provide event insurance. In the Adult division players will be registered as one club for each classification (AA,A, BB, B.) Players are free to play with any team within their classification during this fellowship season. Players must join a roster on March 1<sup>st</sup> and are committed to that team for the remainder of the season.

B. SANCTIONED TOURNAMENTS: The **ADULT** sanctioned indoor season begins on October 1 and ends on September 30 of the current season. The **JUNIOR** sanctioned indoor season begins on October 1 and ends at the conclusion of The Junior Olympic Championships. During this period, all tournaments conducted by USAV/NTR clubs must be sanctioned by the North Texas Region and conducted in accordance with region tournament guidelines. During the sanctioned season, all teams must abide by the current USA Volleyball uniform rules. Summer/outdoor, coed and reverse coed tournaments may be sanctioned by the North Texas Region but will not be required to follow the indoor officiating and jersey number rule.

C. SANCTIONING PROCESS: Tournament Directors must submit an "Application for Sanction" form to the Region by the 3<sup>rd</sup> Tuesday of August. All applications will be accepted provided that the hosting club meets all region requirements to run a tournament and is not under any penalty for other rules violations such that the number of tournaments they are allowed to run is limited. Existing tournaments will be given preference in the case of conflicts over new tournaments.

D. ALLOCATION OF OFFICIALS: If there are not enough officials to provide officials to every sanctioned tournament, a committee comprised of the Executive Director, Jr. Coordinator, and Competition Committee Chair will allocate officials to tournaments. If for any reason, a reallocation of officials is required during the year, it will take place no later than 21 days prior to the start of the affected tournaments.

E. RANKING TOURNAMENTS: The NTR will sanction three tournaments a year to be designated as Ranking Tournaments. These tournaments will carry higher weight in the ranking process. Any club may apply to run a Ranking Tournament. The application is to be submitted at the time of applications for sanctioning. A three person committee of unaffiliated and unbiased individuals including the Executive Director and two others of the Executive Director's choosing shall award the tournaments. No other tournament shall be allocated officials on the weekends of Ranking Tournaments. The dates of the Ranking Tournaments must be assigned such that 2 of the 3 do not conflict with the Tour of Texas and such that 2 of the 3 do not conflict with National Qualifiers.

F. CONVENTION CENTER TOURNAMENT: The NTR will sanction one tournament a year to be held in a Convention Center. Any club may apply to run the Convention Center Tournament. The application is to be submitted at the time of applications for sanctioning. A three person committee of unaffiliated and unbiased individuals including the Executive Director and two others of the Executive Director's choosing shall award the tournament. No other tournament shall be allocated officials on the weekend of the Convention Center Tournament.

G. REGIONAL CHAMPIONSHIPS: The Regional Championships will be hosted by the NTR at the end of the season. The Tournament Director will be the Executive Director, or a person appointed by the Executive Director. No other tournament shall be allocated officials on the weekends of the Regional Championships.

The number of North Texas Region representatives for their respective National Tournaments will be established by USA Volleyball and will be the top finishers at the Adult Regional Championship and Jr. Regional Bid Championship. A team must have participated in at least two sanctioned regular season NTR tournaments to be eligible to compete in the applicable regional championship. A team with more than one USAV/NTR sanction will not be eligible for any Regional Championship.

1. Adult Regional Championship: All teams that wish to enter the Adult Regional Championship will be accepted provided enough gym space is available to accommodate the teams. Only regular members may participate in the Adult Regional Championship. Limited members (one-day, one-event) will not be allowed to participate without first upgrading to full regular member status.
2. Jr. Regional Championship: All teams that wish to enter the Jr. Regional Championship will be accepted provided enough gym space is available to accommodate the teams. No team playing in the Jr. Regional Championship will be allowed to play in the Jr. Regional Bid Championship.
3. Jr. Regional Bid Championship: In order to be eligible for the Region Bid Championship, a team must have played in at least two (2) Ranking Tournament events. All teams must also meet entry requirements for the USA Volleyball Junior Olympic Championship. Teams that qualify for the Junior Olympic Championship previously at National Qualifiers cannot participate in the Jr. Regional Bid Championship.

A committee consisting of the Ranking Tournament Directors, the Tournament Director for the Jr. Regional Bid Championship and the VP of Competition shall be formed. The Junior Coordinator and the Executive Director shall be non-voting members of this committee. This committee will ensure that the Ranking Tournaments and both Jr. Regional Championships will have the same format with respect to pool, bracket, and tie-breaking format.

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

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

A team may be partially reimbursed for their entry fees based on proper fulfillment of tournament play schedule and officiating requirements, and will be denied if there are any

disciplinary problems (including but not limited to disqualification or expulsion from competition) or, in the case of Junior competition, failure to follow the Impact certification policy. Each team must provide a journal of their activities during the event in order to be eligible. Journals must be submitted within 30 days after the last day of competition to be eligible for reimbursement.

Acceptance of a bid to Nationals must be submitted in writing or by e-mail sent to the region office by the club director (for multiple team clubs) or the adult team rep or Junior club coach for single team clubs. \$100 will be deducted from any reimbursement if proper forms are not submitted to the region office.

#### **IV. REGISTRATION FOR TOURNAMENTS**

- A. **REGISTRATION:** Registration for Junior tournaments is done online at [ntrvolleyball.org](http://ntrvolleyball.org). Registration for Adult tournaments is done through the individual tournaments.
- B. **JUNIOR COACHES:** A Junior team may not register for a tournament without listing all rostered coaches who have passed a background check.
- C. **ENTRANTS:** The entry deadline for an ADULT tournament is seven (7) days prior to the tournament date, and the entry deadline for a JUNIOR tournament is twenty-one (21) days for the Region Ranking Tournaments and Regional tournaments and fourteen (14) days for all other region tournaments prior to the tournament date. An entry received in the after this date will be accepted ONLY at the discretion of NTR and/or tournament director, and NTR/tournament director reserves the right to refuse entries and cancel/combine classifications with less than four entries at any time after the entry deadline. In the event that more entries are received than space is available, teams will be accepted on a first come first serve basis based on date received. In the case that multiple team registrations are received on the same date and exceed available space, a coin toss (es) will be used to determine which team (s) is (are) accepted. A \$25 late entry fee must be paid by any team that enters a tournament after the deadline. All late fees will be handled by the tournament and the team directly.
- D. **FEES:** Tournament fees for non-regional championship events will be set by the tournament director. The Junior tournament fee is \$185 (guaranteed 6 sets) or \$200.00 (guaranteed 8 sets) for a one-day event and \$315.00 (guaranteed 8 sets) or \$330.00 (guaranteed 10 sets) for a 2-day event. The adult tournament fee is \$120. Tournament fee structures will be set at the time the request for tournament sanction form is sent in.
- E. **TOURNAMENT REFUND POLICY:** Requests for refund of a Junior tournament entry fee will be honored if received by noon on the Thursday prior to the event. Any team that cancels after Thursday or does not show up at the tournament without giving the tournament director notification will not receive a refund and will be assessed a \$150.00 fine. The fine must be paid within 14 days or the club cannot participate in any other region sanctioned event. Adult teams must drop out three (3) days prior to the tournament date to receive a refund.

#### **V. TOURNAMENT ADMINISTRATION**

- A. **ADVERTISING:** Tournament Directors may mail out promotional materials and information on their tournaments including motel information and maps of gym locations.
- B. **TOURNAMENT GUIDELINES:** The Tournament Director must conduct the tournament in accordance with USAV/NTR guidelines and the following policies:

1. Teams will register at ntrvolleyball.org for Juniors and with the individual tournament for adult events.
2. Only registered USAV members may participate in the tournament.
3. Teams may only participate in competition that matches their classification guidelines.
4. USAV/NTR approved volleyballs; scoresheets; libero tracking sheets and lineup sheets must be used. (These can be downloaded at the NTR website)
5. Tournament directors must be registered and background checked with a Region club from the previous and current year to be able to host a sanctioned tournament.
6. No site director is allowed to coach/ref at any time in which they are the site director.
7. Payments to referees, facilities, vendors, etc. should be made within one week of the conclusion of the tournament.

C. **PRE-TOURNAMENT SCHEDULE:** By Tuesday prior to the tournament, it is recommended that age group site and time information be posted on the individual tournament websites along with any available directions to assigned playing sites.

Each tournament is required to make known which of the two Region Tie-Breaking Procedures will be used for the tournament.

D. **POST TOURNAMENT REQUIREMENTS:** Tournament Director deadlines for submitting tournament information to the Region office:

1. Results from a tournament are to be posted by the tournament director on the region website no later than 72 hours after the tournament.
2. The Referee Evaluation form shall be turned into the region office for each site of a tournament within 14 days after the tournament. (Form is available on region website).
3. Sanction fees are to be paid to the NTR Region office no later than 14 days after the event. Sanction fees for adult tournaments are \$10 per team. Junior tournament sanction fees are as follows: \$10 per team for a one-day event, and \$15 for multi-day events.

E. **TOURNAMENT EQUIPMENT:** For the tournament entry fee charged, the host will provide:

1. One suitable game ball per court
2. Properly marked courts and clearly displayed schedules for pool play and playoffs with officiating assignments
3. Equipment designed for volleyball use and properly padded; including net supports, cables and referee stand.
4. Appropriate awards.

F. **OFFICIATING RESPONSIBILITIES:** Teams failing to honor their officiating or other commitment for a tournament will be fined \$25.00 per position provided the Tournament Director reports the violation promptly to the Region Executive Director or his/her designee. The fine must be paid within 14 days or the club cannot participate in any other region sanctioned event.

Failure to honor officiating commitments is defined as failing to meet the following requirements:

1. The officiating team must provide a second referee, a scorekeeper, a libero tracker, and two line judges.

2. Only certified Referees and Scorekeepers, or “In-Process” Referees and Scorekeeper candidates, may officiate in sanctioned tournaments. Adult teams participating in sanctioned tournaments must have at least two (2) certified or In-Process Referees and at least one (1) certified or In-Process Scorekeeper on their team roster who are present and officiating or the team may bring with them non-playing Certified or In-Process officials that will meet the NTR officiating requirements.

Junior referees and scorekeepers can officiate in Junior events if they become qualified by attending an NTR officiating clinic each year. For tournaments that provide paid officials, the second referee provided by a team for their officiating duties shall be either a certified second referee who is on the roster of the officiating team as a coach or any registered, certified, and background checked member of USAV. Junior Olympic Adult members who attend an NTR clinic become qualified to officiate in Junior events only. To become an in-process or certified official, adults must be regular members.

## **VI. CONDUCTING SANCTIONED TOURNAMENTS**

- A. **TOURNAMENT DIRECTOR/SITE DIRECTORS:** There must be a Tournament Director or adult Site Director at each site who is responsible for conducting the tournament in accordance with USAV/NTR policies. They must be registered USAV members.
- B. **REGISTERED ADULTS AND COACHES:** Team coaches, assistant coaches, club directors, chaperones, and managers must be registered USAV members. Persons who are not USAV members may not be on the roster or team bench. An Impact certified coach must accompany every Junior team during all tournaments. Any member who is registered as a Junior Coach has 90 days to become Impact certified from the time of their registration submission. During these 90 days, that member may count as an Impact certified coach for the purposes of accompanying a Junior team during a tournament. Violation of this policy will subject the club, club director, club administrator, team rep, coach, chaperone and/or trainer to possible suspension from play and/or monetary sanctions.
- C. **TOURNAMENT FORMAT:**
  1. Double elimination tournaments are not sanctioned because of the limited play potential for teams. Round-robin formats are approved. When round-robin competition is scheduled, three (3)/four (4) team pools are preferred; however maximum of five (5) teams will be accepted for each court. For Junior tournaments, pool play may be either 2 sets or 2 out of 3 sets to 25 points, with the deciding set to 15 pts. Three team pools may play a required 3 sets to 25 points.
  2. Unless otherwise approved, the minimum of the top two (2) teams in each pool will come out for playoffs. In any other circumstance, at least 50% of the teams in a pool must advance out of pool play to the top level bracket.
  3. For Junior events, a minimum of 3 matches (or 6 sets) must be guaranteed for a one-day events and a minimum of 4 matches (or 8 sets) must be guaranteed for a two-day event.
  4. Matches will not be scheduled on a time basis after the first 2 matches of pool play. Matches must be started as soon as possible after completion of the preceding match. Teams must be aware that matches are scheduled in this manner.
  5. Teams must be ready to play or officiate when their assigned matches are sequentially scheduled. Because of the variation of time required for matches, a time schedule will not be posted.

6. If a lunch break is scheduled, it should be scheduled at the completion of a specific match. The time for the coin toss and start of warm-up for the first match after lunch must be clearly understood by teams and officials. If ALL teams in the affected pool agree, the lunch break may be waived.
  7. Approved pool play formats have officiating assignments scheduled. If a team is officiating a match prior to playing the next match, the First Referee must give the team a reasonable amount of time to recover before having the coin toss and starting the warm-up period.
  8. Warm-up periods for Junior events will be scheduled with teams on the court separately. Each team will have the court for two (2) minutes of shared ball handling, followed by four (4) minutes each of individual team warm-up, including serving. The serving team will have the court for the first warm-up period. Warm-up periods for adult tournaments will be 10 Minutes of shared court for their first match and 5 minutes shared court for the remainder of the matches.
  9. All tournament directors must follow one of the two Region Tie-breaking Procedures as posted on the website.
- D. SEEDING: Tournament directors must use the Region Rankings to seed teams but tournament directors are allowed to adjust for pool conflicts. The Region Rankings consist of a poll of 8 voters per age group. The voters of this poll are determined by the Competition Committee. The top 10 teams in the region will be determined on the basis of this poll alone. All other teams shall be seeded according to their rank on the ranking database.

The system by which the top ten are determined will be as follows:

1. Each 1<sup>st</sup> place vote will equal 10 points, 2<sup>nd</sup> will equal 9, 3<sup>rd</sup> will equal 8, and so on.
2. The team in each age group with the most points will be ranked 1<sup>st</sup> and so on down.
3. Should there be a tie which, if broken, would eliminate a team (s) from the top ten, the top ten shall be extended to the appropriate number such that all teams who are tied are represented.
4. In the case of a tie within the top ten, the following criteria will be used to break the tie:
  - a) The team with the most votes
  - b) The team with the most 1<sup>st</sup> place votes
  - c) The team with the most 2<sup>nd</sup> place votes
  - d) The team with the most 3<sup>rd</sup> place votes (etc. down to 8<sup>th</sup> place votes)
  - e) Coin flip

## **VII. PROTESTS, APPEALS, COMPLAINTS AND GENERAL POWERS**

- A. TOURNAMENTS: Protests arising with respect to rules interpretation by officials during sanctioned competition must be decided by a Tournament Protest Committee composed of 2-3 members, one of which will be a certified official, appointed by the Tournament Director or Court Manager.
- B. NTR POLICIES: Participants and organizations desiring to participate in NTR sanctioned events must abide by the rules, policies and guidelines of the North Texas Region and USAV, and as set forth in the NTR Junior Operating Code and Bylaws of NTR.

- C. APPEALS: An individual to whom membership is refused, or who has membership suspended in part or whole, or a team that has registration refused or team eligibility suspended in part or whole, may appeal for a review by following the Due Process Policy adopted by the North Texas Region Board of Directors.
- D. COMPLAINTS: Complaints concerning tournament administration must be received in writing within two weeks after completion of the event. NTR reserves the right not to take action on any complaints filed after that time period.
- E. ADMINISTRATIVE SUPERCEDEENCE: The Executive Director or his/her designee is authorized to make all decisions and promulgate all policies not specifically covered in this Handbook, including fees to be charged for region services and the amount of all fines against individuals and/or teams for violation of NTR/USAV or other rules, laws or statutes.
- F. HANDBOOK: This Handbook is the operating policy for the NTR. At the discretion of the Executive Director with the approval of the Officers, he/she may alter the guidelines established herein. Any action taken will be reported in a timely manner to the Board.

## **VIII. ETHICS AND CONDUCT**

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

## **IX. ANNUAL REFEREE CERTIFICATION**

### **A. To achieve Provisional Referee:**

1. Attend North Texas Region Referee Clinic.
2. Receive passing grade on written/on-line examination. (all exams must be corrected to 100% with rule references)
3. Receive at least three (3) ratings from National, Junior National or Regional Referees. One rating may be received as Second Referee and the second rating as First Referee must be a passing rating.
4. First year in Referee certification is considered "In-Process" year.
5. Must be an NTR (and/or USAV) regular member.

### **B. To Retain Provisional Referee:**

1. Attend North Texas Region Referee Clinic as scheduled by Referee Chair.
2. Receive passing grade on written/on-line examination. (all exams must be corrected to 100% with rule references)
3. Receive one (1) passing rating as First Referee and one (1) passing rating as Second Referee from National, Junior National or Regional Referee.
4. Must be an NTR (and/or USAV) regular member.
5. Failure to complete the above listed requirements by the published ratings and test date may result in the forfeiture of your Provisional rating.

### **C. To achieve Regional Rating:**

1. Serve at least one year as a Provisional Referee.
2. Attend North Texas Region Referee Clinic as scheduled by Referee Chair.
3. Receive passing grade on written/on-line examination. Regional candidates will take the "A Test" (all exams must be corrected to 100% with rule references)
4. In the process of successfully retaining Provisional rating, receive a recommendation to the Region Referee Chair as a Regional candidate.

5. Prior to attendance at regional rating tournament, receive one rating as Second Referee from a National or Junior National Referee.
6. Attend and successfully complete the Regional Rating Tournament.
7. Must be an NTR (and/or USAV) regular member.
8. Must receive a recommendation from the Advancement Committee to the Officials Coordinator.

**D. To Retain Regional Rating:**

1. Attend North Texas Region Referee Clinic as scheduled by Referee Chair.
2. Receive passing grade on written/on-line examination. (all exams must be corrected to 100% with rule references)
3. Receive one (1) passing rating from National or Junior National Referee.
4. Give a day rating Provisional Referee candidates as scheduled with Region Chair; assist in conducting an Adult or Junior clinic; submit eight (8) ratings of Provisional candidates; or referee at Adult or Junior Regional Championship as approved by Region Referee Chair; or other service to the Region as approved by the Regional Referee Chair.
5. Must be an NTR (and/or USAV) regular member.
6. Failure to complete the above listed requirements by the published ratings and test date may result in the forfeiture of your Regional rating.

**E. Schedule for Referee Certification:**

1. Attend a North Texas Region Referee Clinic as scheduled by Referee Chair.
2. Test corrections completed and postmarked/e-mailed prior to the published ratings and test date. This date will be set yearly and will be prior to Adult Regionals.
3. Ratings completed and postmarked/e-mailed no later than the published ratings and test date. This date will be set yearly.
4. Certifications issued/posted by Referee Chair.
5. In-process status begins with attendance at an NTR ADULT Referee clinic and the completion/submission of the written/on-line exam.
6. In-process status ends on the published date. This date will be set yearly. An individual who does not meet the certification requirements outlined in Section XIII.A. may not officiate after this date.

**X. ANNUAL SCOREKEEPER CERTIFICATION**

**A. To Achieve Provisional Scorekeeper:**

1. Attend a North Texas Region Beginner Scorekeeper Clinic.
2. Take the written/on-line examination.
3. Correct test to 100% with rules references (i.e. T, R6.1.1) and submit to Scorekeeper Chair via e-mail or fax.
4. Receive and submit two (2) ratings, last of which must be passing.
5. Must be an NTR/USAV regular member.
6. First year in scorekeeper certification process is considered "In Process" year and starts once clinic is attended and test is completed.

**B. To Retain Provisional Scorekeeper:**

1. Attend a North Texas Region Advanced Scorekeeper Clinic, if required.
2. Take the online/written examination.
3. Correct test to 100% with rules references (i.e. T, R6.1.1) and submit to Scorekeeper Chair via e-mail or fax.

4. Receive and submit one (1) passing rating.
5. Must be an NTR/USAV regular member.
6. Failure to complete the above listed requirements by the published ratings and test date may result in the forfeiture of your Provisional rating on that date.

C. To Achieve Regional Scorekeeper:

1. Attend a North Texas Region Scorekeeper Clinic if required by Scorekeeper Chair.
2. Serve one (1) year as Provisional Scorekeeper.
3. Pass written/on-line test with score of 85% or better.
4. Correct test to 100% with rule references (i.e. T, R6.1.1) and submit to the Scorekeeper Chair via email or fax.
5. Receive recommendation from approved rater or from Scorekeeper Chair during the process of successfully retaining the Provisional rating.
6. Complete other requirements as prescribed by the Scorekeeper Chair.
7. Must be an NTR (and/or USAV) regular member.

D. To Retain Regional Scorekeeper:

1. Attend a North Texas Region Advanced Clinic when required by Chair.
2. Pass written/on-line test with score of 85% or better.
3. Correct test to 100% with rule references (i.e. T, R6.1.1) and submit to the Scorekeeper Chair via email or fax.
4. Perform one or more of the following services to the Region: (1) Give-a-day rating provisional scorekeeper candidates as scheduled with the Scorekeeper Chair; (2) Submit eight (8) ratings of provisional candidates; (3) Conduct/assist an Adult or Junior Scorekeeper Clinic as scheduled by the Scorekeeper Chair; (4) Assist in conducting an Adult or Junior Olympic Region Championship as scheduled by the Scorekeeper Chair; or (5) Perform other service to the Region as approved by the Scorekeeper Chair.
5. Must be an NTR (and/or USAV) regular member.
6. Failure to complete the above listed requirements by the published ratings and test date may result in the forfeiture of your Regional rating on that date.

E. Schedule for Scorekeeper Certification:

1. Attend a North Texas Region Scorekeeper Clinic, when required, as scheduled by Scorekeeper Chair.
2. Test corrections (if required) completed and postmarked/e-mailed prior to the published ratings and test date. This date will be set yearly and will be prior to Adult Regionals
3. Ratings completed and postmarked/e-mailed no later than the published ratings and test date. This date will be set yearly.
4. Certifications issued/posted by Scorekeeper Chair.
5. In-Process status begins with attendance at a NTR Adult Scorekeeper Clinic and the completion and submission to the Scorekeeper Chair of the written/online exam.
6. In-process status ends on the published date. This date will be set yearly. An individual who does not meet the certification requirements outlined in Section XIV. A. may not officiate after this date.

## **XI. IN GOOD STANDING POLICY FOR JUNIOR NATIONAL AND NATIONAL REFEREES AND SCOREKEEPERS**

To maintain good standing as a nationally certified official (national referee, national scorekeeper or Junior national referee) you are responsible for meeting the following requirements each year:

- A. Be a regular member of the NTR.
- B. Submit a copy of your graded exam to the appropriate officials' chairman.
- C. Provide service to the Region by completing one of the following every year:
  - 1. Conduct an NTR clinic.
  - 2. Referee at any of the three regional championships as scheduled by the referee's chairman.
  - 3. Serve as a scorekeeper monitor at any of the three regional championships as scheduled by the scorekeeper chairman.
  - 4. Submit 8 ratings for regional, provisional or in-process officials.
  - 5. Give-a-day rating officials as scheduled by the appropriate officials' chairman.
  - 6. Serve as a member of the NTR Regional Rating Team.
  - 7. Alternative forms of service which do not appear on this list may be substituted with prior approval of the appropriate officials' chairman.
- D. Must take an online exam (not written) and obtain a passing score, corrected to 100%. If exam is not passed, must take form B and obtain a passing score, also corrected to 100%.

Note: Failure to complete agreed upon commitments may result in the loss of an officials' good standing with NTR and may be reported to the appropriate national committee.

## **XII. NORTH TEXAS REGION VOLLEYBALL ASSOCIATION SEXUAL HARASSMENT POLICY**

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

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

Sexual harassment may involve:

- Suggestive comments about physical appearance.
- Use or display of inappropriate printed material.
- Sexual teasing; jokes with sexual themes.
- Unwanted physical contact.
- Promises or rewards in return for sexual favors.
- Sexual assault.

North Texas Region members may not engage in sexual harassment; make unwelcome or unwanted sexual advances or requests for sexual favors; or engage in verbal or physical conduct of a sexual nature such as jokes, gestures, pictures, posters or writings. Touching or other physical contact may constitute sexual harassment when:

- 1. Submission to or rejection of such conduct is used as the basis for participation or team selection affecting the individual.
- 2. Such conduct has the purpose or effect of unreasonably interfering with a person's opportunity to participate in volleyball events or results in creating a hostile, intimidating or offensive environment.

Members encountering behavior perceived as harassment may seek to resolve the matter in direct conversation with the person who has engaged in this behavior or report the allegation in writing to the North Texas Region Office. In the case of Junior members, it should be taken directly to the Club Director. If this approach is thought not to be effective or if such approach has been taken and failed, a written report should be filed with the North Texas Region.

The procedures outlined in the NTR Due Process Procedure Policy will be used to investigate any sexual harassment complaint and to invoke any sanction or remedy. A report of sexual harassment will remain confidential unless investigation of the report of harassment, eliminating or remedying any sexual harassment found to have occurred, or preventing future harassment requires dissemination of information.

North Texas Region Volleyball Association may restrict from sanctioned events any member alleged to have committed sexual harassment, pending an investigation of the sexual harassment report.

Any member who engages in sexual harassment, who fails to cooperate in an investigation of sexual harassment charges, or who violates or acts in a manner inconsistent with this policy, may be immediately dismissed as a member of North Texas Region Volleyball Association.

### **XIII. NORTH TEXAS REGION VOLLEYBALL ASSOCIATION DUE PROCESS PROCEDURE**

The North Texas Region – USA Volleyball, Inc. (NTR) has the authority to impose sanctions or penalties on individuals or teams violating NTR Rules pursuant to the Bylaws of NTR. The Regional Commissioner, Executive Director, Officials Coordinator, Adult coordinator, and/or the Junior Coordinator may impose a penalties and sanctions within their divisions . The individual or team sanctioned will have due process rights pursuant to the section XVII of the bylaws as further set forth supra. The due process procedure will grant the individual or team sanctioned (“claimant”) the right to confront their accuser, to present their version of events, to have the sanction or penalty to be reconsidered by two separate governing authorities with a third and final appeal to the governing body of USA Volleyball, Inc.

1. Notice: After imposition of a penalty or sanction, NTR will notify the claimant in writing via certified mail within ten (10) days. Oral notice will not suffice. Written notice of the penalty or sanction will include the following:
  - a. Summary of the incident as reported to NTR;
  - b. Description of the penalty or sanction as imposed by NTR;
  - c. Notice of the claimant’s right to appeal and the form, both substantially and with mandatory dates, by which the appeal shall be delivered to NTR.
2. Appeal : the regional commissioner has the power to reconsider and affirm, modify, or vacate the penalty or sanction based on the information contained in the Claimant’s written appeal. The regional commissioner’s decision shall be sent to the Claimant within ten (10) days via certified mail, return receipt requested.
3. Reconsideration: If the claimant wishes to appeal the decision of the regional commissioner, written notice shall be provided to NTR within twenty (20) days of their receipt of the regional commissioner’s decision on their desire for a hearing on the matter before the Review Committee. This notice must contain the original sanction or penalty, the regional commissioner’s decision and a list of any and all exhibits and/or witnesses that shall be used on claimant’s behalf in claimant’s review hearing. Failure to include any and all of the required information will render the reconsideration packet incomplete. Incomplete packets will not be heard or reconsidered by the Review Committee.
  - a. Review committees are established by the NTR Board of Directors and the Panel which will hear claimant’s reconsideration will be comprised of the first three individuals on the Board of Directors as listed in alphabetical order as voting panel members with the Vice-President in charge of Ethics and Eligibility governing the procedure as a non-voting member. If one or more of these members are not able to

- b. The panel will call a hearing and conduct the hearing in person unless requested by the claimant to conduct the hearing via teleconference.
  - c. The Vice-President in charge of Ethics and Eligibility shall present evidence on behalf of NTR and govern the procedural matters pertaining to the hearing.
  - d. The claimant shall have the opportunity to respond with full evidentiary procedure, presentation of evidence and the ability to cross examine anyone called by the panel to present the supporting evidence concerning the sanction or penalty.
  - e. The hearing shall be the conducted with the authority of the panel, under the direction of the Vice-President in charge of Ethics and Eligibility and the hearing shall be transcribed by NTR or an individual at the direction of NTR which shall be retained in the records of NTR.
4. The review panel will have three (3) days to render a decision on the reconsideration. This decision shall be delivered to the Claimant via certified mail, return receipt requested, within 5 days after the decision was rendered by the review panel. The decision of the panel is the final action that will be taken on behalf of NTR.
5. If the Claimant is still unhappy with the decision of the Review panel, the claimant has the right to appeal the decision of the panel to the parent organization of USA Volleyball, Inc., pursuant to their governing appelland procedures in effect at the time of the appeal.