

# ADULT DIVISION HANDBOOK 2018-2019 Season



*The Northern California Volleyball Association reserves the right to make changes at any time to the Adult Division, its operation, and/or this Handbook for the betterment of membership participation*

Last Updated: 08/30/2018

# Adult Division Vision and Mission Statements

## *Vision Statement*

To promote participation in a quality program that provides a positive and safe athletic environment through a variety of developmental and competitive opportunities for adults of all ages, skill levels, and diverse groups.

## *Mission Statement*

The Adult Division will create a diverse and varied system of competition. It will develop education and training programs for all players and participants. The Division will create non-discriminatory entry-level playing opportunities. It will create reciprocal relationships for inter-regional, national, intra-regional, and international competition. The Division will establish partnerships with related groups to promote Adult volleyball.

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# POLICIES

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## ***Membership Registration***

### ***NCVA Membership***

As of September 1st, all Northern California Volleyball Association (NCVA) must renew their membership or become new members by using our online registration system Webpoint, located at [www.ncva.com](http://www.ncva.com).

### ***Borrowing Players***

If a team does not have enough players to field a team, the team may borrow a player from another team. However, all matches played with a borrowed player will be considered a forfeit and will be recorded on the scoresheet as 25-0. The philosophy behind this policy is to give teams the opportunity to play as much as possible without jeopardizing teams that cannot field enough players. Teams cannot play with five (5) players, or less.

### ***Warm-Ups***

- Teams will be given sole use of the court for five (5) minutes prior to their first match of the day. During the five (5) minutes the team may hit, practice ball handling and serve; serving must be done during their five (5) minutes. No other time will be allotted to practice serving.
  - Serving Team – five (5) minutes solo court
  - Receiving Team – five (5) minute solo court
- Once all teams in the pool have played, the teams scheduled to play the next match will be given sole use of the court for three (3) minutes. During the three (3) minutes the team may hit, practice ball handling and serve; serving must be done during their three (3) minutes. No other time will be allotted to practice serving.
- Since no ball handling is permitted during the opposing team's use of the court it is recommended that each team provides stagger's for the opposing team's warm-up. This allows for more reps for the team warming up. Due to insurance and liability requirements only NCVA registered and on the roster personnel will be allowed to retrieve balls.

Playoff alterations may include, but are not limited to:

- Formatting playoff matches with fewer points or sets.
- Allowing fewer teams to advance to the playoffs.
- Formatting matches by applying time limits.
- Shortening pool play matches or sets.

All play for adult tournaments must begin at 8:00 AM and MUST end by 6:00 PM, based on the contracts we have with certain facilities. The format for adult tournaments is structured based on this timeframe. There is no reason why a tournament that starts on time and adheres to the warm-up periods cannot end by 6:00 PM.

When a tournament is not finished in the allotted time, the NCVA is charged an overtime expense. If the NCVA receives additional billing from a facility and the tournament director reports that the extra charge is due to late-arriving teams or warm-up abuse, the NCVA will divide the additional expense by the teams playing at that facility and will bill each team accordingly. Teams who do not pay the extra charge will not be allowed to

play in the next tournament. If only one team or a few teams are abusing the warm-up time, it should be brought to the tournament director's attention. If the tournament director reports such a situation, the additional billing will be directed only to those teams that are at fault.

**Note:** All teams need to have a Team Representative present at the coaches meeting. If you do not have a representative at the tournament site by 8:00 AM, your team will forfeit the first match of the day and possibly the rest of the tournament.

### ***Late-Arriving Teams***

#### **Arriving Late to Play the First Match**

Teams who arrive late for a tournament in which they play first will be penalized one (1) point per minute from the start of play. One (1) point per minute will be charged up to 15 points, after which the first set will be awarded to the waiting team. The late-arriving team will be penalized using the same procedure for the second set after the normal period of time between sets has passed. The waiting team will be awarded the match after 15 points. Late-arriving teams who arrive during the penalty period will not be allowed time to warm up. If there is fear of injury from not warming up before playing the match, the NCVA suggests that the team take the necessary warm-up time during which they will continue to forfeit points.

#### ***Arriving Late to Officiate the First Match / Have a BYE***

Teams who arrive late for a tournament in which they are scheduled to officiate the first match will be penalized by starting their first set 0-15 in favor of the opposing team. Teams who arrive late for a tournament in which they have a bye in the first round will be penalized by starting their first set 0-15 in favor of the opposing team. Teams who arrive after the start of the second round in their pool will be disqualified from the tournament and will be asked to leave.

### ***Multiple Late-Arriving Teams***

If multiple teams are late, each late team will be assessed the appropriate penalty even if it means that a match starts with a score of 15-15. For example, two (2) teams who are scheduled to play each other in the second round are late for their first round duties – one (1) team missed their officiating assignment and the other team missed their bye. Each team is penalized 15 points and their first set starts with a score of 15-15.

### ***Scoring***

All matches will be the best two-out-of-three sets. The first and second sets are played using rally scoring to 25 points. The third and deciding set, if necessary, is played using rally scoring to 15 points. In all sets, a team must win by two points and there is no scoring cap.

## ***Tie-Breaking Procedure***

### ***Two (2) Way Ties***

Two (2) way ties, in match record, in a pool are broken by head-to-head competition results between the two (2) tied teams.

### ***Three (3) Way Ties***

Three (3) way ties in a pool are broken by:

- |                                    |   |
|------------------------------------|---|
| 1 <sup>st</sup> Sets               | Won/lost percentage. Calculation: the team's total number of sets won divided by the team's total number of sets played equals the won/lost percentage. The highest percentage wins the pool. |
| 2 <sup>nd</sup> Point Differential | Determined among the tied teams. Calculation: the team's total points scored minus the team's total points allowed in ALL the matches of the pool.  |

**Note:** If three teams have the same match record but a different set record, only the teams with identical set records are tied. If a team has any forfeits (for example, showing up late) in the tournament, then that team automatically loses all ties.

### ***Requesting a "Bye"***

Byes will not be allowed for any team. Teams that do not play in a League Tournament will be dropped to the next level and will incur any fines and/or penalties associated with late cancellations or no shows.

### ***Canceling from a Tournament***

These are the NCVA Adult Division cancellation policies:

- There are no refunds for missing or canceling tournaments.
- To avoid a penalty fee, a team representative must notify the NCVA Office in writing by completing the Tournament Cancellation Form before the deadlines.
- If a team misses a League Tournament due to an "Act of God," the team will not be fined. However, the team is still required to notify the NCVA Office in writing by completing the Tournament Cancellation Form.
- If a team does not notify the NCVA Office and does not attend the tournament, the team will be assessed a penalty fee.
- Penalty fees must be paid before the team is allowed to play in the next scheduled event.

**Note:** See the Sanctions section of this handbook for specific cancellation deadlines and penalty fees.

### ***Region Championships***

For the Region Championships, teams will be placed in the division in which they played majority of the time during the League. If a team played in multiple divisions during the season, it will be placed in the division in which they played most often during the league. If a team played in two (2) divisions an equal number of times, the team will be placed in the higher of the two (2) divisions. If more than the allotted teams are in a division,



the teams with a higher point total will remain in the higher division. Teams will be seeded in each division by point totals.

The Gold Division Region Championships will be a one (1) day event using a double elimination (subject to change) format. The Region Championship for all other divisions will be a one (1) or two (2) day event, depending on the number of participating teams. Divisions with 12 teams or fewer will play a one-day event. Divisions with more than 12 teams will use a two (2) day format. One (1) day championships will consist of pool play and bracket playoffs. Two (2) day championships will consist of one (1) or two (2) pools and bracket playoffs. After League #3 is completed, players may not be added to team rosters for League #4 or the Region Championships.

### ***Awards***

Awards are determined based upon the number of entries and at the discretion of the NCVA. The following tournaments will give awards:

- Men's and Women's Region Championships
- Men's and Women's League Champions

Awards will also be given to all first place teams in each League level (Gold, Silver, Bronze, Aqua) and based on League points. All first place teams in their League division and the Region Championships (each division) will receive awards based on their finishes.

### ***Deadlines to Enter Tournaments***

<u>Tournament Date</u>	<u>Tournament</u>	<u>Deadline Time</u>	<u>Deadline Date</u>
December 2, 2018	Women's Qualifier	5:00 PM	November 17, 2018
December 2, 2018	Men's Qualifier	5:00 PM	November 17, 2018

Teams may be accepted after the deadlines on a space-available basis. Teams are considered entered into a tournament when they have submitted the entry form with payment and all players are registered within Webpoint.

### ***Deadline for Paperwork***

Teams playing in the Men's or Women's Qualifier, all the following forms must be received by the NCVA Office with payment by the deadline of November 17, 2018. [See page 28](#) for links and downloads for all required forms.

1. Team Registration Summary Form
2. Adult Team Contact Information Form
3. Team Roster Form
4. Payment

All players MUST be registered members online in Webpoint and paid before your team will be entered into any NCVA Event. Your roster will be checked daily to make sure this is complete.



# League Information

# League Information

## ***Competitive Formats***

The 2018-2019 Adult Indoor season will include the following events:

- ☐ Men's and Women's Leagues, including Region Championship

## ***NCVA Membership***

As of September 1st, all participants playing in NCVA events must renew their membership or become new member by using our online registration system Webpoint.

## ***Men's and Women's Leagues***

All participants in the NCVA Adult League must be full members by registering in Webpoint, by paying online. Uniforms are required. Players may be added to team rosters at any time so long as they have not played for another team. In order for a player to be eligible for the Region Championships, the player must have played in at least two (2) League tournaments.

The Adult League will consist of a Qualifier tournament, four (4) League tournaments, and a Region Championships.

## ***Regional Championships***

The Region Championships for all other divisions will be a one-or two-day event, depending on the number of participating teams. Divisions with 12 teams or fewer will play a one-day event. Divisions with more than 12 teams will use a two-day format. One-day championships will consist of pool play and bracket playoffs. Two-day championships will consist of one (1) or two (2) pools and bracket playoffs.

- After League #3, players may not be added to team rosters for League #4 and the Region Championships.

## ***Competition Levels***

Gold	Silver	Bronze	Aqua
(one site)	(one site)	(one site)	(two sites)
9 Teams	8 Teams	8 Teams	18 teams

- ☐ Teams per division may change based on the number of teams that participate.

## ***Movement between Levels***

Gold	Silver	Bronze	Aqua
3 move down	3 move up	3 move up	3 move up
	3 move down	3 move down	3 move down

## ***League Points Format***

	Gold	Silver	Bronze	Aqua								
League Points	175	150	125	100								
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
Finishing Points	60	55	50	45	40	35	30	25	20	15	10	5

- ☐ The number of teams in a level or division will be adjusted if necessary, depending upon the number of teams participating in the League.
- ☐ If a team either “No Shows to a tournament, Cancels out of a tournament or Forfeits the day of the tournament, the team will receive last place in their division and also receive last place points. This will also result in moving down to the next division.



# CODES OF CONDUCT

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## [Member Code of Conduct](#)

- Use the link above to view to most current Member Code of Conduct.

The following is not a complete list of conduct codes, but it gives a starting point in considering what proper behavior at a volleyball event is for spectators, parents, or tournament directors.

## [NCVA Code of Behavior](#)

- Use the link above to view to most current NCVA Code of Behavior.



# SANCTIONS

# SANCTIONS

## ***Background***

There has been sufficient abuse of competition privileges by teams in past years to warrant a list of published penalties or sanctions. The ramifications of these abuses are that gym sites or formats have to be altered at the very last minute. This has led to lessening the quality of tournaments for those teams who remain involved. The following sanctions are meant to curtail cavalier use of the adult tournament structure and to enhance tournament play for all teams.

## ***Exceptions***

Teams having to cancel from a tournament or that are unable to get to a tournament site due to “Acts of God” and/or weather conditions and road closures will not be sanctioned. Teams should notify the NCVA Office if this type of situation becomes applicable to them.

## ***Tournament Cancellations***

Without exception, team representatives must notify the NCVA Office of all cancellations by completing and submitting the Tournament Cancellation Form. This form may be faxed, (415) 550 7762 or emailed, vball@ncva.com, to the NCVA Office. The following cancellation policies apply to specific tournaments.

## ***Men’s and Women’s League***

There will be no refund for missing or canceling from a League tournament. To avoid a penalty fee, a team representative must notify the NCVA Office by completing and submitting the Tournament Cancellation Form. The team will be dropped to the next level. If a team misses a League tournament due to an act of God, the team will not be fined which will be determined by the NCVA. However, the team is still required to notify the NCVA in writing and will still be dropped to the next level and receive last place in the division and last place finishing points.

## ***Sanction Payments***

1. All fines must be paid before the sanctioned team or a participant may enter into their next NCVA event. If you cancel late, please be aware of these penalties and take care of them as soon as possible.



## Sanctions Policies Grid

Sanctions are effective the preceding week of the Tournament.

	<b>Canceling 15 Days Prior to Event</b>	<b>Canceling Before 5:00 PM on Monday</b>	<b>Canceling After 5:00 PM on Monday to 5:00 PM on Wednesday</b>	<b>Canceling After 5:00 PM on Wednesday to 12:00 PM on Friday</b>	<b>Canceling After 12:00 PM on Friday to 5:00 PM on Friday</b>	<b>Canceling After 5:00 PM on Friday</b>	<b>No Show without notifying the NCVA Office in writing</b>
<b>1st Offense</b>	Entry Fee will be Credited to Club Account *	Loss of Entry Fee	Loss of Entry Fee and a \$50.00 Fine	Loss of Entry Fee and a \$75.00 Fine	Loss of Entry Fee and a \$100.00 Fine	Loss of Entry Fee and a \$150.00 Fine	Loss of Entry Fee and a \$200.00 Fine
<b>2nd Offense</b>	Entry Fee will be Credited to Club Account *	Loss of Entry Fee and a \$50.00 Fine	Loss of Entry Fee and a \$75.00 Fine	Loss of Entry Fee and a \$100.00 Fine	Loss of Entry Fee and a \$125.00 Fine	Loss of Entry Fee and a \$175.00 Fine	Loss of Entry Fee and a \$225.00 Fine
<b>3rd Offense</b>	Entry Fee will be Credited to Club Account *	Loss of Entry Fee and a \$50.00 Fine, and cancellation of that team's entry into next event	Loss of Entry Fee and a \$100.00 Fine, and cancellation of that team's entry into next event	Loss of Entry Fee and a \$125.00 Fine, and cancellation of that team's entry into next event	Loss of Entry Fee and a \$150.00 Fine, and cancellation of that team's entry into next event	Loss of Entry Fee and a \$200.00 Fine, and cancellation of that team's entry into next event	Loss of Entry Fee and a \$250.00 Fine, and cancellation of that team's entry into next event

\* NO refunds are given for full league option

***Sanctions Policies Grid Continued***

	<b>Forfeiting all play at ANY Tournament: i.e. not enough players</b>	<b>Missed Officiating Assignment</b>	<b>Food Policy, Facility Rules &amp; Unsportsmanlike behavior</b>	<b>Illegal Player</b>
<b>1st Offense</b>	Loss of Entry Fee and a \$125.00 Fine	\$100.00 Fine and last place finish/points if they apply	13 Point Rule, \$200.00 Fine and last place finish/points if they apply	Forfeit all matches played and \$500.00 Fine
<b>2nd Offense</b>	Loss of Entry Fee, a \$125.00 Fine, and cancellation of that team's entry into next event	\$125.00 Fine and last place finish/points if they apply	13 Point Rule, \$250.00 Fine and last place finish/points if they apply	Forfeit all matches played, \$500.00 Fine and Club Suspension
<b>3rd Offense</b>	Loss of Entry Fee and cancellation of competition privileges for the rest of the NCVA Season	Cancellation of Competition privileges for the balance of NCVA Jr. Season	13 Point Rule, \$300.00 Fine and last place finish/points if they apply	Forfeit all matches played, \$500.00 Fine and Club Suspension - See Codes of Conduct

## ***Illegal Player***

An illegal player is one who:

- Competes on two (2) teams in the same tournament.
- Competes in an event with another team while the player's original team is being sanctioned for an offense.
- Competes under elements of false identification such as name, birth date, team affiliation, etc.
- Competes, but is not registered with the NCVA.

Illegal players, the team coach, and the club director will fall under the guidelines of the due process procedure. Penalties may range from, but are not limited to, immediate suspension of an individual to the suspension of the entire club and monetary fines.

## ***Tournament Director's Authority***

- Tournament directors have been harassed and ridiculed for merely enforcing NCVA and site policy and this is entirely unacceptable. Coaches are ultimately responsible for inappropriate actions and/or violations of the site rules/policies by their players, player's parents, and any other spectator associated with their team or club.
- The tournament director is responsible for running the tournament, enforcing any facility policies (such as the "No Food in Gym" and "No Lawn Chair" policies), and ensuring that all participants and spectators conduct themselves in a suitable fashion.
- Tournament directors **do not** have the authority to change tournament format unless they are directly instructed to do so by the NCVA.
- Tournament directors will not take abuse from any participant and/or spectator at NCVA events. The tournament director has the authority to penalize a team in the manner that he/she sees fit for any misconduct. This means a tournament director may forfeit a set, forfeit a match, disqualify a team, or disqualify a player or coach for violating NCVA or **site** policy or for improper behavior of a player, coach, parent, and/or spectator of any team.
- It is imperative that tournament directors likewise adhere to their specific code of conduct set forth by the NCVA. Tournament directors should consider the consequences of their actions and should not make decisions in haste. The NCVA supports its tournament directors and expects all participants and spectators to respect and abide by the tournament director's decisions.

## ***Food in the Playing Facility/ Failure to Follow Facility Rules***

- Tournament directors may impose the "13-Point Rule" for teams who are violating the "No Food in Gym" policy. The "13-Point Rule" means that in the team's next set, the score will begin at 0-13, with 13 points automatically awarded to the opposing team. This will be noted in the tournament director's report, which will result in the club's being fined a minimum of \$200.00 and receive last place finish/points if they apply. During the tournaments located in Convention Centers, if your team is caught with food you may be removed from the tournament.

## ***League Commitment***

- Once a team has committed to play in the League, the team is automatically entered into each League date, including the Region Championship. If a team cannot attend a League tournament, the team must still cancel from the tournament by sending, faxing, or emailing the Tournament Cancellation Form, using the criteria stated in this Handbook. The team will not receive a refund for the canceled tournament. The team will be placed as the last finisher in that tournament and may be dropped to the next division, depending on the League structure.

## ***Additional Sanctions***

- ❑ Specific sanctions are mentioned and described in various sections of this Handbook, and in some cases a specific penalty is associated with a particular violation. In addition, NCVA has the right to impose sanctions with respect to any violation of any other part of this Handbook, or any violation of USA Volleyball's Code of Ethics, Code of Conduct, Participant Code of Conduct, Eligibility Rules, Substance Abuse Policy, or other policy, as well as any other indiscretions not specifically covered in this Handbook or policies of NCVA or USA Volleyball. The extent and type of sanctions imposed shall be the sole discretion of the NCVA, subject to the due process procedures described herein.

## ***Sanction Procedure***

- ❑ Confirmation of missed officiating assignments, cancellations, forfeiture of matches, food/drink violations, no shows, use of illegal players, or any other violations that come to the attention of the tournament director will be communicated by the tournament director to the NCVA Office. The tournament director will also record all offenses on the appropriate forms. After the event in question, the NCVA Office will confirm the offense(s) with the team representative and sanctions will be imposed if appropriate. The NCVA Office will record all offenses in the team's folder.

## ***Sanction Appeal Process***

- ❑ Any sanction that does not involve probation, suspension of any duration, or expulsion (severe sanction) shall take effect as soon as it is imposed either by the tournament director or the NCVA office. Any team representative or participant who is penalized with a sanction that is not a severe sanction shall have the right to appeal the sanction, by the earlier of the seventh day after receiving the sanction or the team's or participant's next scheduled event. An appeal shall consist of a letter from the team or participant who has been sanctioned along with any other materials the team or participant chooses to provide. Appeals of non-severe sanctions shall be considered, as soon as reasonably practicable by the NCVA Office, in consultation with the tournament director. NCVA shall provide the team representative or participant with written notice of its decision, and there will be no further appeal of the matter.
- ❑ Severe sanctions will be handled under NCVA's due process procedures.

## ***Due Process***

- ❑ Every individual or team (participant) who participates in volleyball events that fall under the jurisdiction of the Northern California Volleyball Association (NCVA) is entitled to due process whenever NCVA proposes, as part of the penalty levied against the participant, to expel, suspend, or place the participant on probation, a violation of which could result in suspension or expulsion. To the extent that USA Volleyball's Due Process Procedures are inapplicable to a given matter because the matter is within the jurisdiction of the NCVA or to the extent that USA Volleyball directs NCVA to handle the particular matter, the following Due Process Procedures shall apply.

## ***NCVA Due Process Procedure***

Notice of specific charges, or alleged violations, will be made in writing to the participant, along with an explanation of the potential consequences if the charges are found to be true. This notice will be delivered by certified mail or personal delivery. If necessary, to be practical and/or timely, initial notice may be verbal. All

verbal communications will be followed by written notice via certified mail or personal delivery. A notice will include the following items:

1. Summary of the charges or alleged violations.
2. Statement that the participant has a right to respond in writing with delivery to the NCVA Office within twenty (20) days from the date the written notice was sent.
3. Statement that the participant has a right to request a hearing before the NCVA Review Committee by delivering a written request for a hearing to the NCVA office, within twenty (20) days from the date the written notice was sent.
4. An explanation of any potential consequences if the charges are found to be true. If probation is a potential consequence, the notice shall describe the terms of probation.
5. An explanation of any immediate actions taken, which in the sole discretion of the NCVA office are necessary to protect the safety of other participants, until the matter can be finally resolved through due process procedures.
6. If the participant does not request a hearing within the time provided above:
7. The NCVA Office shall evaluate all of the information and reach a decision as to the appropriate disciplinary action, or non-action, in keeping with the established codes and policies of the NCVA.
8. The NCVA Office will notify all involved parties of its decision, and there will be no further right to an appeal.
9. NCVA may publish notice of the decision in its newsletter or other materials delivered to members or available on its website.

If the participant requests a hearing in a timely manner, the evaluation will be administered within 30 days by a Review Committee established by NCVA. NCVA may establish a standing committee to serve as a Review Committee, or it may form an ad hoc Review Committee to consider the particular matter. The Review Committee shall not be a committee reporting to the Board of Directors (BOD) of the NCVA, but rather an independent review committee. The Chairperson of the BOD shall select the members of the Review Committee and may replace members of the Review Committee if a conflict of interest or bias exists, or if a Review Committee member is unavailable. The Review Committee will consist of either three or five individuals, and a minority of the Review Committee members may be members of the NCVA BOD, provided that such members do not have a conflict of interest or bias for or against the participant in question. One member of the Review Committee will be designated by the BOD Chair as the Chair of the Review Committee.

A Review Committee member is considered to have a conflict if any of the following exists:

1. The Review Committee member has a direct pecuniary interest in the outcome of the matter.
2. The Review Committee member has been the target of personal abuse or criticism from the participant in question.
3. The Review Committee member is enmeshed in other matters involving the participant.
4. The Review Committee member may have prejudged the matter because of prior participation as an accuser, investigator, fact finder, or initial decision maker in the matter.

5. The BOD Chairperson may elect to hold the hearing in person or by conference call to accommodate the need for timely action. The participant must consent to any hearing to be held by conference call. Both NCVA and the participant may have legal counsel and bring any reasonable number of witnesses. The hearing will not be open to the public.

The hearing or conference call will have four parts:

1. The participant in question has the right to ask questions of the Review Committee members and challenge their bias or ability to be impartial. The Chair of the Review Committee will then consider these challenges and make a determination. If the Chair is being challenged, other members of the Review Committee will make the decision about the bias or impartiality of the Chair. If the Review Committee dismisses a member for bias or conflict of interest and if the Committee is left with fewer than three members, the hearing will end and a new Review Committee will be appointed by the BOD chair.
2. Presentation of the accusation and all evidence in support of the accusation.
3. Opportunity by the participant to confront and cross-examine the accusers and to examine and refute all evidence.
4. Opportunity to present a defense.

The Review Committee will have the opportunity to ask questions of all parties presenting evidence. Either the Participant or the BOD, at either's own expense, may arrange for a transcript of the hearing to be taken and provided to the NCVA BOD and the participant. Following the hearing, after the participant and its counsel have left, the Review Committee will meet in private to make a decision. A written decision, with reasons therein and based solely on the evidence of record, will be rendered no later than fifteen (15) days after the hearing and will be forwarded by certified mail or personal delivery to all parties.

Written communication of the Review Committee's decision will contain the following:

1. Decision(s) and reasons for the decision(s) of the Review Committee.
2. Notice of any severe sanctions and other sanctions, explaining the terms and reasons for the sanctions.
3. Outline of the further appeals process.

Upon receipt of the Review Committee's decision, any of the participants may file an appeal of the decision in writing with the NCVA Office within seven (7) days of the decision. All participant appeals to the NCVA Board of Directors must be accompanied by a \$100 filing fee payable to the NCVA. If no timely appeal is filed, the decision of the Review Committee shall be final, and NCVA may publish notice of the decision in its newsletter or other materials delivered to members or available on its website.

A final appeal will then be conducted before the NCVA Board of Directors at the date, time, and location of the next regularly scheduled meeting and, in no event, more than sixty (60) days after the mailing of the Review Committee decision. The participant and counsel shall have the right, but shall not be required to, to attend the portion of the meeting at which the hearing will be conducted whether or not the involved parties are present. Each party has the right to be assisted in the presentation of its case at the hearing, including the aid of legal counsel, at the party's expense. Each party has the right to present reasonable verbal and written evidence, including witnesses. Each party has the right to have a record made of the hearing at the party's expense.

The NCVA Board of Directors may reverse, affirm, or modify the decision of the Review Committee. The NCVA Board of Directors then present at such meeting, by a vote of the majority directors present, will render a decision within seven (7) days of such meeting. A written decision will be forwarded by certified mail or personal delivery to all parties.

Copies of all communications and findings will be forwarded to the USA Volleyball Vice President of Regional Operations or Vice President of Youth and Junior Olympic Volleyball as appropriate.

The Board's decision shall be final and binding, and shall not be further appealed within the NCVA. The participant shall be entitled to exercise any legal rights that he, she, or it has through USA Volleyball or through courts of law.

NCVA may publish the final decision of the BOD in its newsletter or other materials delivered to members or available on its website.



# SCHEDULE



# SCHEDULE

## *Adult League*

	<b>Women's</b>	<b>Men's</b>
Qualifier	Sunday, December 2, 2018	Sunday, December 2, 2018
League #1	Sunday, January 6, 2019	Sunday, January 6, 2019
League #2	Sunday, February 10, 2019	Sunday, February 10, 2019
League #3	Saturday, March 9, 2019	Saturday, March 9, 2019
League #4	Sunday, April 7, 2019	Sunday, April 7, 2019
Region Championships	Saturday, May 18, 2019	Saturday, May 18, 2019



# FEEES

# FEES

## *Membership Fees*

As of September 1st, all participants playing in NCVA events must renew their membership status or become new members.

- Individual Membership (non-refundable and/or non-transferable) - Must be paid online \$70.00
- Individual Membership - Adults Participating at USAV Open Championships ONLY \$50.00  
(non-refundable and/or non-transferable). You must request this membership by emailing [Leslie@ncva.com](mailto:Leslie@ncva.com) as this membership is not available online.

Membership fees are **non-refundable**. Memberships are **not transferable** from one player to another.

## *Tournament and League Fees*

- Men's or Women's League \$700.00 per team

Teams that do not play in the Qualifier will not be allowed to start at the Gold level. Teams entering the League after the Qualifier will participate at the lowest level, on a space-available basis, at the same league fee.

Teams that do not participate in one (1) of the League Tournaments will not be allowed to participate in the Region Championships. League fees are **non-refundable or transferable**.



# FORMS

# FORMS

## ***Registration Checklist***

For the 2018-2019 season, all individuals are required to complete their own membership registration, and pay, online within the Webpoint system at [www.ncva.com](http://www.ncva.com).

Please review the list below to see if each form is required, or not. The following page includes links for forms that are available online. Forms are also available online at [www.ncva.com/forms](http://www.ncva.com/forms).

### **Required Forms**

1. Team Registration Summary Form
2. Adult Team Contact Information Form
3. Team Roster Form

### **Optional Forms**

1. Rule Clinic Form
2. Tournament Cancellation Form

- All Membership fees must be paid online in Webpoint.
- All adults that play with your team are required to be on the official roster, registered online and paid before the team is allowed to play.

Forms (excluding memberships) may be submitted by US Mail, email, or fax to:

NCVA  
5621 Skylane Blvd.  
Santa Rosa, CA 95403

Fax: (415) 550-7762

[vball@ncva.com](mailto:vball@ncva.com)

## ONLINE FORMS

### **[Team Contact Information Form](#)**

Use the link above to print or download the Team Contact Form.

### **[Team Roster Form](#)**

Use the link above to print or download the Team Roster Form.

### **[Team Registration Form](#)**

Use the link above to print or download the Team Registration Form.

### **[Tournament Cancellation Form](#)**

Use the link above to complete the online Tournament Cancellation Form.

## ***Rules Clinic Form***

In the past few seasons, there have been many rule changes that have affected the game of volleyball. We encourage all new teams and individuals to complete a free online rules clinic available through Webpoint.

A team or group of teams, new or veteran, may request a private rules clinic. The fee for a private clinic is \$400.00.

All NCVA Rules clinics are conducted by a clinician who is certified and assigned by the NCVA Office. All NCVA-assigned clinicians must attend a special clinician's clinic to be able to conduct a Rules clinic.

### **Complete and return this form only if you plan to attend a rules clinic this season.**

---

Team Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Our team will attend the clinic on: \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_

The following number of people will be attending: \_\_\_\_\_

---

Our team would like to setup a private clinic and would like to schedule it for:

Date of clinic: \_\_\_\_\_ Site of clinic: \_\_\_\_\_

Time of clinic: \_\_\_\_\_ Number of people attending: \_\_\_\_\_

The following teams will also be attending: \_\_\_\_\_

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# RULES



# ***RULES***

## ***Uniform Rules***

- ❑ A player's uniform consists of a jersey and shorts. If undergarments (including, but not limited to T-shirts, boxer shorts, tights, leotards, body suits, bicycle shorts, sport bras, etc.) are worn in such a manner that they are exposed, they will be considered part of the uniform. In that case, they must be similar and the same color for any team members who wear such a uniform.
- ❑ Uniforms must be similar and of the same color (short sleeve T-shirts, long sleeve T-shirts, and tank tops may be mixed). The exception is the Libero, who must wear a uniform, shirt, or jacket whose color is in contrast to the uniform color of other players on the team.
- ❑ Players' jerseys must be numbered from 1 to 99. The number must be placed in the center on the back of the jersey. On the front of the jersey, the number must either be centered or the top of the number must be no more than five inches (5") down from the shoulder seam and the medial edge of the number be no more than three inches (3") from the midline of the jersey. Numbers must be placed so that they are clearly visible at all times.
- ❑ Uniform numbers must be of a different and contrasting color from the jersey with a minimum height of six inches (6") on the front and eight inches (8") on the back. Each uniform jersey must use the same color and number height for all team members. The stripe forming the numbers shall have a minimum width of three-quarters of an inch (3/4").
- ❑ Uniform pants or shorts need only have the same solid color, regardless of style, cut, and trim. Different manufacturers' colors (for example, "navy" blue and "royal" blue) may NOT be mixed. If specially patterned fabric is used, all pants must use the same fabric. Differing logos and logo placements are acceptable unless the logo is a major part of the design. Long pants of any style ARE acceptable as uniforms, but pants must be worn either completely above the knee or completely below the knee by the entire playing team.

## ***General Rules / Additional Uniform Rules***

- ❑ Team members may wear presentable uniform tops or shorts that once matched, but do not currently match due to normal, REASONABLE use.
- ❑ Sweat clothes worn over uniforms are not allowed unless they meet the requirements listed above and are worn by everyone on the team, or unless the gym is especially cold as determined by the tournament director.
- ❑ It is forbidden to wear hats. Players must not wear casts, braces, prosthetic limbs, or headgear that may cause injury or give an artificial advantage to the player. If a cast, brace, prosthetic limb, or headgear is used, padding or covering may be necessary.
- ❑ Shoes are considered player's equipment and must be light and pliable with rubber or leather soles without heels.
- ❑ **For nationally sanctioned USA Volleyball competition**, uniforms must be identical with the exception of sleeve length. (This applies to the Adult Open Championships.)

## ***Significant playing rule changes 2018-2020***

This information will be posted online at:

<http://www.ncva.com/downloads/Referee%20Rules%20Changes%20-%20Indoor.pdf>



# INSURANCE

# INSURANCE, MEDICAL, AND INCIDENT FORMS

## [Certificate of Insurance Request Form](#)

The NCVA provides outstanding insurance coverage for our teams. At **NO CHARGE** to you, we will provide you with facility insurance coverage for all your practice sites. This form may be used by junior clubs or adult teams that would like to request a certificate(s) of insurance for a facility. The facility is covered by the insurance company for all club practices and NCVA-sanctioned tournaments. Please visit <https://ncva.com/insurance-request/> to complete the online Insurance Request form. For additional insurance information email [leslie@ncva.com](mailto:leslie@ncva.com).

## [USAV Medical Claim Form](#)

Click the link above to download and print the 2018-2019 Medical Claim form.

## [USAV Incident Report Form](#)

Click the link above to download and print the 2018-2019 Injury or property damage report form.



# COMMUNICATION

# COMMUNICATION

All NCVA members: When you register online for your NCVA Membership, even though it is not a required field, please be sure to provide a phone number.

The communication in the NCVA Adult Division is as follows:

NCVA Office → Team Representative → Players

## ***NCVA Office***

- For the purpose of continuity, the NCVA Office would like to communicate with one (1) Team Representative from each team.
- Communications will be made in the same manner to all teams, with no individual team or group of teams receiving privileged information from the NCVA Office or any tournament personnel.

## ***Team Representative***

- Each team will have only one (1) Team Representative.
- If any questions or concerns arise regarding the Adult Division, please have the Team Representative contact the NCVA Office by emailing [kris@ncva.com](mailto:kris@ncva.com).

## ***Players***

- Players should contact their Team Representative for all Adult Division information.
- If a player cannot receive appropriate information from the Team Representative and the information is not on the NCVA website, the player should contact the NCVA Office.
- Email is the preferred method of communication for the NCVA, [kris@ncva.com](mailto:kris@ncva.com)

## **[Contact NCVA](#)**

Telephone Number: (415) 550-7582

Fax Number: (415) 550-7762

Email Address: [vball@ncva.com](mailto:vball@ncva.com)

Website Address: [www.ncva.com](http://www.ncva.com)



NCVA Office Hours:

Monday – Friday  
9:00AM – 5:00PM

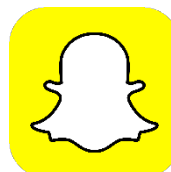
## ***Social Media***



[Twitter.com/NCVAVolleyball](https://twitter.com/NCVAVolleyball)



[Facebook.com/NCVAVolleyball](https://facebook.com/NCVAVolleyball)



[NCVAVolleyball](https://www.snapchat.com/add/NCVAVolleyball)



[www.instagram.com/\\_ncva\\_/](https://www.instagram.com/_ncva_/)