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**CLUB DIRECTOR HANDBOOK  
2023-2024 SEASON**

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**COLUMBIA EMPIRE VOLLEYBALL ASSOCIATION**

4915 SW Griffith Drive – Suite 101  
Beaverton, OR 97005  
(503) 644-7468

[www.cevaregion.org](http://www.cevaregion.org)  
[region@cevaregion.org](mailto:region@cevaregion.org)

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*Information contained in this handbook is subject to change, with or without notice. CEVA strives to publish accurate information at the time of distribution.*

## CONTENTS

CEVA CORE VALUES.....	3
HOW TO ACTIVATE YOUR CLUB .....	5
HOW TO PURCHASE MEMBERSHIPS & BACKGROUND SCREENS .....	5
WHO NEEDS A CEVA MEMBERSHIP? .....	5
WHO NEEDS A BACKGROUND SCREEN? .....	6
WHO NEEDS TO COMPLETE SAFESPORT? .....	6
REQUIREMENTS FOR JUNIOR ATHLETES TO TAKE SAFESPORT .....	6
TRYOUT MEMBERSHIPS & MEMBERSHIP POLICIES .....	6
MEMBERSHIP & TRYOUT DATES .....	6
AGE DEFINITIONS & AGE WAIVERS.....	7
LETTER OF COMMITMENT (LOC) .....	7
WHAT IS USAV INSURANCE & WHAT’S COVERED? .....	7
BILLING, INVOICES, REFUNDS.....	7
EVENT REGISTRATION .....	8
EVENT REGISTRATION TIMING .....	9
TOURNAMENT NO-SHOWS.....	9
SPECTATORS & THE PURPLE CARD POLICY.....	9
DIVERSITY & INCLUSION .....	10
AVCA GRANTS & THE AVCA CONVENTION.....	10
SCHOLARSHIPS FROM THE CEVA ATHLETE SUCCESS FUND.....	11
SOCIAL MEDIA & WEBSITE POSTS.....	11
CONTACTING THE STAFF & OFFICE HOURS .....	11

## CEVA CORE VALUES

### **ACCOUNTABILITY**

Our organization will be accountable to our customers, and our staff & Board will be accountable to each other to ensure the organization is moving in a positive and forward-thinking direction. All clubs will be held accountable for compliance with both regional and national policies.

### **EFFICIENCY**

Our organization will strive to become more efficient in all areas of operations and will work diligently to ensure our customers are treated to the most efficient ways of working within our structure.

### **INCLUSIVITY**

Our organization will seek to create a safe and welcoming environment for anybody to participate in our sport. We welcome members from all walks of life and believe that our sport should break down barriers and bring people closer together.

### **PHILANTHROPY**

Our organization will seek new and creative opportunities to give back to the community. The organization will be a driver of positive change and use its platform for the betterment of all.

### **SAFETY**

Our organization will continuously ensure the safety of all participants by demanding strict adherence to USA Volleyball, national, regional, and local guidelines.

### **TRANSPARENCY**

Our organization will conduct business in an open, honest, and accessible manner. We will set clear goals and expectations for ourselves and our constituents.



International Volleyball  
Hall of Fame™

The International Volleyball Hall of Fame (IVHF) is a proud partner of the Columbia Empire Region of USA Volleyball.



We exist to honor the legends, recognize the greats, and preserve the history of volleyball.

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-  413.536.0926
-  [www.ivhf.org](http://www.ivhf.org)



## WHAT'S NEW IN 2023-2024?

Important changes that all clubs should be aware of:

- The Purple Card policy has been strengthened and now includes monetary fines for the 2<sup>nd</sup>, 3<sup>rd</sup>, and subsequent cards earned by the same club.
- Registration and refund policies will be streamlined. Generally, cancellation from a tournament one month or less from the event means no refund to the club.
- CEVA has increased the amount of funding available for the AVCA Grant program.
- Scholarship timelines have been updated. Applications will be accepted through 11/19/23, and all scholarship distributions will come from one singular fund.

## HOW TO ACTIVATE YOUR CLUB

The steps below must be completed for clubs to be active in CEVA. Active clubs may request certificates of insurance, have tryout information posted on our website, apply for Blue Ribbon Club status, and register for CEVA-owned tournaments. On August 1, adult memberships for 2023-2024 will be available on our website, and this handbook will be sent to all clubs.

- The club director must have a valid membership for the 2023-2024 season, with a cleared background screen and completed Safesport certification.
- The club director must sign the Acknowledgement & Agreement Form (A&A Form) electronically.
- The club must have no outstanding financial balances with the region.
- New clubs must set up their SportsEngine HQ – info at [ceva.org/clubactivation](http://ceva.org/clubactivation)

## HOW TO PURCHASE MEMBERSHIPS & BACKGROUND SCREENS

Memberships are purchased through the SportsEngine system. More information can be found at [ceva.org/membership](http://ceva.org/membership).

Background screens are a **separate purchase**. You'll get a link via e-mail to buy a background screen once a membership is purchased. Notes about background screens:

- Screens take place annually and cost \$14.
- International screens have varying costs.
- CEVA does not collect these fees. They go directly to the screening company.
- Only USAV background screens are accepted.

## WHO NEEDS A CEVA MEMBERSHIP?

Per USAV policy, the following participants must be members of CEVA and/or USA Volleyball:

- All coaches and club directors
- All players, including practice players and academy players.
- All club administrators
- All tournament directors
- Team chaperones, managers, and other non-coaching team personnel.

## WHO NEEDS A BACKGROUND SCREEN?

Per USOPC policy, the following participants need background screens:

- All coaches and club directors
- All club administrators (e.g., board members)
- Anybody with access to the USAV portion of your SportsEngine club HQ.
- Anybody in your club in a policy-making position.
- Tournament directors, including those helping at club-hosted tournaments.
- Adults helping at tryouts.

## WHO NEEDS TO COMPLETE SAFESPORT?

Generally, anybody who needs a background screen to participate **also must complete Safesport**. A link will be sent to you via e-mail once a membership is purchased.

## REQUIREMENTS FOR JUNIOR ATHLETES TO TAKE SAFESPORT

- Junior athletes who are 18 or turning 18 during the season are required to complete Safesport.
- To prevent disruptions in participation, **we strongly encourage athletes to take Safesport early in the season (prior to turning 18).**
- Parental consent is required for a minor to take Safesport. Safesport is included as part of a membership for athletes turning 18 during the year.
- **Please ensure these athletes take the “Junior Player – Safesport Required” membership.**

## TRYOUT MEMBERSHIPS & MEMBERSHIP POLICIES

Tryout memberships allow junior players to participate in tryouts and ensure they make a team prior to purchasing a full season membership. Important notes:

- Tryout memberships cost only \$15.
- If an athlete makes a team, they can upgrade to a full-season membership at that time.
- When upgrading, the original \$15 fee will be deducted from the full-season cost.
- Membership fees are non-refundable. A 2.95% processing fee applies to membership costs.

## MEMBERSHIP & TRYOUT DATES

- August 1 – club activation opens and adult memberships available on our website.
- September 1 – junior memberships (full-season and tryouts) available on our website.
- October 1 – junior boys’ tryouts may begin.
- November 5 – junior girls’ tryouts (14 & under) may begin.
- November 12 – junior girls’ tryouts (15 & older) may begin.

Note – clubs are not required to hold tryouts. These dates are simply when tryouts may begin for those clubs who choose to hold tryouts.

## AGE DEFINITIONS & AGE WAIVERS

The chart of USAV age definitions can be found [on our website](#).

In limited circumstances, the region may grant a waiver to a player to participate on a lower-age team due to developmental or geographic reasons. Please contact the office for more information.

**Trying out for an incorrect age group, not knowing an athlete's birthday, or failing to read the age definition chart prior to tryouts are not reasons for an age waiver to be granted.**

If an athlete intends to age waiver onto a lower-age team, the athlete must still try out with their USAV-defined age group. Age waivers are not accepted for athletes until their designated tryout start date has passed.

## LETTER OF COMMITMENT (LOC)

A Letter of Commitment is a fully executed document that binds an athlete to a club for the season. A copy of this document is found [on our website](#).

- In a dispute, this document is the only one that will be recognized by the region.
- Club-specific contracts, verbal commitments, or other documents are not recognized
- The LOC doesn't prevent participation with a non-CEVA club or in non-CEVA/USAV events.

## WHAT IS USAV INSURANCE & WHAT'S COVERED?

USAV carries one of the strongest and most comprehensive insurance policies in youth sports. Insurance is in place during "sanctioned" events, such as full-team events, such as tournaments and practices, as well as camps, clinics, and leagues that [our office knows about](#).

If you do not submit sanctioning information to our office, you should not consider anything "sanctioned." Open gyms, private lessons, and conditioning sessions are not sanctioned.

**To request a certificate of insurance, visit this website: [www.cevaregion.org/insurance](http://www.cevaregion.org/insurance)**

Clubs are required to carry copies of the USAV Incident Report Form and the USAV Medical Claim Form with them. Documents are found [on our website](#). In case of injury or incident at a sanctioned event, please complete the Incident Report Form and submit it to our office.

Give a blank copy of the Medical Claim Form to the injured party or their parent/guardian. This form can be used to submit an insurance claim for medical expenses. This form must be sent directly to the insurance carrier, not to the CEVA office.

## BILLING, INVOICES, REFUNDS

CEVA sends invoices to clubs on or about the 25<sup>th</sup> day of each month. **Our invoice system allows us to see when an invoice has been viewed.** Clubs receive one invoice per month. Invoices are sent with "net

30" terms. Invoices not paid by the due date are subject to penalties outlined below. Percentages are calculated on the gross amount due on the invoice.

Timeframe	Original Invoice Balance Under \$500	Original Invoice Balance Over \$500
30 Days After Invoice Issued (Listed Due Date)	A late fee of 5% or \$25, whichever is greater, is applied to the invoice.	A late fee of 5% or \$50, whichever is greater, is applied to the invoice.
60 Days After Invoice Issued	A late fee of 5% or \$25, whichever is greater, is applied to the invoice.	A late fee of 5% or \$50, whichever is greater, is applied to the invoice.
90 Days After Invoice Issued	A late fee of 5% or \$50, whichever is greater, is applied to the invoice. The Club Director subject to suspension until <u>all</u> invoices, current & delinquent, are paid.	A late fee of 5% or \$100, whichever is greater is applied to the invoice. Club Director subject to suspension until <u>all</u> invoices, current & delinquent, are paid.
120+ Days After Invoice Issued	A late fee of 5% or \$50, whichever is greater, is applied to the invoice each month until payment is made. The Club Director subject to suspension until <u>all</u> invoices, current & delinquent, are paid. Club referred to collections.	A late fee of 5% or \$100, whichever is greater, is applied to the invoice each month until payment is made. The Club Director subject to suspension until <u>all</u> invoices, current & delinquent, are paid. Club referred to collections.

For clubs with 90-day delinquent invoices, the club's teams in Power League will not be eligible to move up to a higher flight until all current and delinquent invoices are paid (including late fees). Teams will either stay in their current flight, or move to the next lowest flight, after each Power League tournament.

Notes about payments to CEVA:

- Invoices may be paid with check, cash, or credit card. A 2.95% processing fee applies to all CC payments. CEVA accepts Visa, MasterCard, and Discover. The processing fee is subject to change. **If an invoice is paid with a check, the check must be for the exact amount of the invoice. If it is written for more than the invoice amount, it will be returned to the club.**
- It's the responsibility of the club to request a link to submit a CC payment, or to call the office to submit payment over the phone.
- Power League is paid for via an invoice, and can be paid in four installments, or up front at the start of the season.
- Each event has a separate registration & refund policy that will be published and communicated. **It is the club's responsibility to adhere to the registration dates and the club understands that by registering for an event, they will adhere and abide by the published refund policies.**

## EVENT REGISTRATION



Except for Power League, clubs register for CEVA-owned events on Advanced Event Systems (AES).



- It is your job to know when our events are open for registration, and to register teams from your club.
- It is also your job to understand how the AES system works and to adhere to the payment/acceptance policies outlined for each event.
- CEVA does not have access to individual clubs' AES accounts and cannot register a club in a specific event.
- CEVA does not require rosters to be uploaded at the time of registration.

## EVENT REGISTRATION TIMING

- When registration for a tournament opens on a specific date, assume 9:00 AM will be when registration opens.
- When a tournament closes on a specific date, assume 3:00 PM will be when registration closes.
- It is the club's job to defend the times/dates on their calendar for registration.
- Failure to do so does not constitute an emergency or urgent matter for our staff.

## TOURNAMENT NO-SHOWS

- Teams who do not attend a CEVA-owned tournament they are scheduled to participate in (for any reason) are subject to penalties outlined in the CEVA Junior Girls' Handbook.
- Teams who fail to participate in a scheduled Power League will finish last in their flight.
- Teams attending a USAV national qualifier can have the monetary fine waived by notifying the CEVA office no less than 30 days prior to the qualifier's start date.

## SPECTATORS & THE PURPLE CARD POLICY

- Our events are private, and attendance is a revokable privilege, not a right.
- Clubs must educate spectators about proper conduct. Their conduct reflects on your club.
- Violations of the Parent/Spectator Code of Conduct, the USAV Participant Code of Conduct, facility policies, or USAV policies are grounds for removal from a facility without warning. This can include prohibition of attendance at future events.
- Removal of a participant carries a \$250.00 fine to the club. Fines increase for subsequent violations by the same club.

In 2022-2023, CEVA instituted the **Purple Card Policy**. Like a yellow or red card that can be issued to an on-court participant, a Purple Card can be issued to a spectator or non-playing member due to misconduct. The full policy is [on our website](#).

**A club who earns a second purple card during the season is subject to a \$250 fine. A third purple card, and all subsequent purple cards by the same club, are subject to a \$500 fine.**

Incidents of racist, derogatory, sexist, or discriminatory actions, comments, or threats will be immediately addressed, and the offending party will be removed.

Spectators are prohibited from contacting a member of an officiating team and/or the score table (e.g., "SCORE, SCORE!!") while that team is performing their duties. This can lead to a Purple Card and/or removal from a facility.

Do a good job training your teams in their officiating duties. When you get angry because a score is wrong, or a line judge isn't paying attention, ask yourself if your teams are always perfect with their duties.

## DIVERSITY & INCLUSION

Read our organization-wide Diversity & Inclusion Statement, as well as our Statement of Transgender Equity, on our website – [www.volleythechange.org](http://www.volleythechange.org)

It is important clubs take time to consider how they will address diversity, equity, and inclusion. Consider who you are serving and how you serve them. How will you address this topic in your club? What can you do in your community to give back? What initiatives can your club take on in the next month, or the next year? Let us know and we'll feature your story on our social media. Some suggestions:

- Create an anti-racism or anti-discrimination policy and publish it.
- Post CEVA's Diversity & Inclusion Statement, Statement of Transgender Equity, or create your own – share among your members, coaches, and administrators.
- Diversify your social media following.
- Provide educational material on these topics to your players and families, whether from our website or items you find through your own research.

There are educational opportunities that we highly encourage clubs to take advantage of. While some cost money and all take time, an understanding of the issues we're facing is beneficial.

**Please be aware of the states & localities that are putting into place anti-transgender participation laws. Understand these laws may, in some cases, supersede USAV policy.**

These talking points are ones that you can discuss among your club staff and players.

- The BIPOC community is under-represented at all levels. Be intentional in creating opportunities for representation throughout your business.
- Be purposeful in bringing opportunities to the sport to those who may not ordinarily have that access. Don't always expect people to come to you – you may have to go to them.
- Be aware of the mental health of all your athletes, but particularly those who identify as BIPOC. Understand these individuals don't see as many role models who look like them. Also be conscious of how things in society impact different people in different ways.
- Remember not every student-athlete comes from the same background. Understand the limitations to access that our sport has around it.
- Don't fix history. Educate yourself on the past but focus on what can be done now.

## AVCA GRANTS & THE AVCA CONVENTION

We encourage clubs to explore opportunities to send coaches to the AVCA Convention in December. This represents a one-of-a-kind educational and networking opportunity that allows coaches to grow with, learn from, and meet some of the finest educators in our sport.

CEVA has a grant program that's partnered with the AVCA Diversity Awards program. CEVA will provide \$2,000 to a club to help send a coach to be part of this unique program.

Look for more information on our website to learn how to apply. We will prioritize coaches who are first-time convention attendees, who serve an under-represented population, and who come from diverse populations. However, we encourage all coaches who may be interested to apply.

Coaches must be current member of the region and have eligibility requirements completed. Clubs must be active for one of their members to submit a grant application.

## SCHOLARSHIPS FROM THE CEVA ATHLETE SUCCESS FUND

The CEVA Athlete Success Fund will award over \$50,000 to student-athletes in need during the 2023-2024 season. Funding awards will range between \$500-\$1500 and will be distributed to clubs upon verification of an applicant's club dues. **Scholarship applications are a competitive process, and we will not be able to award funding to all applicants. Funding is not guaranteed.**

Applications will open early October and will be due soon after tryouts. Funding will be distributed in the later half of December. It cannot be used for a membership cost, nor will it be available at the time tryouts are happening. More information – [www.cevaregion.org/scholarships](http://www.cevaregion.org/scholarships)

Club directors – please distribute this information to your families. It is important that you assist student-athletes with their financial obligations whenever possible and giving them this information is a big step.

## SOCIAL MEDIA & WEBSITE POSTS

Clubs are welcome to send us digital collateral to post on our platforms. However, sending pictures or text does not guarantee they will be posted/shared. All posts are at the sole discretion of the CEVA staff. Pictures should be high quality & resolution, and may be sent to [region@cevaregion.org](mailto:region@cevaregion.org)

## CONTACTING THE STAFF & OFFICE HOURS

Beginning in October, our office will be open from 9:00-3:00 on Monday, Tuesday, Thursday, and Friday. Our office will be closed on Wednesdays. Our staff may be contacted using the e-mail addresses below:

Alix Montoya – Director of Region Services – [alix@cevaregion.org](mailto:alix@cevaregion.org)  
Ashley Waggoner – Director of Operations – [ashley@cevaregion.org](mailto:ashley@cevaregion.org)  
Andrew Borel – Equipment Manager – [andrew@cevaregion.org](mailto:andrew@cevaregion.org)  
Cody March – Executive Director – [cody@cevaregion.org](mailto:cody@cevaregion.org)

Our office phone number is (503) 644-7468.

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# CEVA

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You may not contact our staff members on their personal cell phones for region business. You may not contact staff members via their personal social media accounts for region business.

Please be conscious that staff, like you, make attempts to separate their personal lives and work lives.



## Capture, analyze and share.

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Learn more at [hudl.com/pricing/ceva](https://hudl.com/pricing/ceva)



Event Name	Event Dates	Age Divisions	Registration Opens	Registration Method	Registration Closes	Refund Deadline #1	Refund Deadline #2
<b>CEVA Kickoff Tournament - Week 1</b>	December 2-3, 2023	12s & 14s Girls on 12/2 16s & 18s Girls on 12/3	October 2, 2023 - 9:00 AM	AES	When capacity is reached	After October 2 at 3:00 PM, teams entitled to refund less \$50 cancellation fee. Credit card fees are always non-refundable.	After November 6 at 3:00 PM, no refunds of any kind.
<b>CEVA Kickoff Tournament - Week 2</b>	December 9-10, 2023	12s & 14s Girls & Boys on 12/9 16s & 18s Girls & Boys on 12/10	October 2, 2023 - 9:00 AM	AES	When capacity is reached	After October 2 at 3:00 PM, teams entitled to refund less \$50 cancellation fee. Credit card fees are always non-refundable.	After November 6 at 3:00 PM, no refunds of any kind.
<b>CEVA Power League</b>	December Through April	12s, 14s, 16s, 18s, Open	November 6, 2023 - 9:00 AM	CEVA Website	November 30, 2023 - 3:00 PM	Per the CEVA Junior Handbook	
<b>CEVA Presidents Day Tournament</b>	February 17-19, 2024	14s & 16s	October 2, 2023 - 9:00 AM	AES	When capacity is reached	After December 17 at 3:00 PM, teams entitled to refund less \$100 cancellation fee. Credit card fees are always non-refundable.	After January 17 at 3:00 PM, no refunds of any kind.
<b>CEVA/ERVA Region Rumble</b>	February 17-19, 2024	14s (hosted by CEVA) 12s (hosted by ERVA)	October 2, 2023 - 9:00 AM	AES	When capacity is reached	After December 17 at 3:00 PM, teams entitled to refund less \$100 cancellation fee. Credit card fees are always non-refundable.	After January 17 at 3:00 PM, no refunds of any kind.
<b>CEVA Bid Tournament</b>	March 3, 2024	11s, 12s, 13s, 14s, 15s, 16s, 17s, 18s	November 6, 2023 - 9:00 AM	AES	January 31, 2024 - 3:00 PM	Payments due February 27 at 3:00 PM. All teams who <b>qualify</b> for the Bid Tournament must pay the entry fee even if they don't participate.	
<b>CEVA-Hosted Boys' Tournaments</b>	March 16, 2024 (Others TBD)	12s, 14s, 16s, 18s	October 2, 2023 - 9:00 AM	AES	When capacity is reached	Two months prior to tournament date at 3:00 PM, teams entitled to refund less \$50 cancellation fee. Credit card fees are always non-refundable	One month prior to tournament date at 3:00 PM, no refunds of any kind.
<b>CEVA-Hosted Girls' Friendship Tournaments</b>	TBD	12s, 14s, 16s, 18s	October 2, 2023 - 9:00 AM	AES	When capacity is reached	Two months prior to tournament date at 3:00 PM, teams entitled to refund less \$50 cancellation fee. Credit card fees are always non-refundable	One month prior to tournament date at 3:00 PM, no refunds of any kind.
<b>CEVA Regional Championships</b>	April 27-28, 2024 May 4-5, 2024	12s & 14s Girls, & All Boys - Week 1 16s, 18s, Open Girls - Week 2	November 6, 2023 - 9:00 AM	AES	February 29, 2024 - 3:00 PM	After February 29 at 3:00 PM, teams entitled to a 50% refund. Credit card fees are always non-refundable	After March 26 at 3:00 PM, no refunds of any kind.

--- To be accepted into a tournament (except Power League), teams must register in AES by the specified deadline and submit an entry fee.

--- If a club chooses to pay for a tournament via check, acceptance will occur when the check arrives at the CEVA office. Clubs may not "hold" spots in tournaments simply so they can pay with a check.

--- Check payments submitted by clubs for tournaments they've not been accepted in will be returned to the club. Check payments must be made for the exact amount of the club's entry fee into an event.

--- Credit card processing fees (3% on AES) are non-refundable.

By signing below, club acknowledges they've been apprised of all registration dates, deadlines, refund policies, and payment policies outlined above.

SIGNATURE OF CLUB DIRECTOR

DATE