



USA *Volleyball.*

NATIONAL QUALIFIER MANUAL

February 2009

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2009 MANUAL EDITS, ADDITIONS & CHANGES

- Throughout manual: All references to the Youth and Junior Division (YJOVD) have been changed to the USAV Events Department (USAVED) with recommendations from the Junior Assembly (JA) and/or Bid Tournament Directors (BTD) to fall in line with the restructuring of USA Volleyball's governance.
- **CC Motion 3 (GCC Motion 3)** – Recommend that the refereeing team have a roster'd adult at the Scorer's Table for All National Championship Events.

Suggested Edit for Manual(s), page 22:

FROM - An adult listed on the event roster must be present at courtside while any members of the team are officiating.

TO - An adult listed on the event roster must be present at the scorer's table(if they are not already working as the R2) while any members of the team are officiating.

- **CC Motion 4 (GCC Motion 4)** - Recommend that once first serve of pool play at all National Events has begun for a specific pool, the **PLAYING** format for that pool will not change.

Suggested Edit for Manual(s), add to page 15:

On the FIRST day of Competition at a Qualifying event pool play will follow the play format in the established/published schedule. This policy is to deal with the identification of a team dropping (not showing) after the first serve of the first scheduled match. Pool play formats may be edited if the drop occurs prior to the FIRST serve of Competition.

INTRODUCTION

Purpose

The USA Volleyball (USAV) Junior National Qualifier Manual (Manual) is intended to be a resource to those organizations currently hosting one of the USA Volleyball Junior National Qualifiers (Qualifier) and to those organizations whose teams attend the Qualifiers.

The Qualifiers are licensed by USAV and must operate under parameters set by USAV. Those parts of the Qualifiers that impact play and, thus, entry into the USA Junior Olympic Championships (JOVC) must adhere to standards established in this Manual. The primary purpose of this Manual is to publish the standards established by USA Volleyball through the USAV Events Department.

The secondary purpose of the Manual is to explain the process of “qualifying” to play at the JOVC.

Note: This Manual only applies to the junior girls' divisions of USA Volleyball (USAV).

Changing the Manual

The Manual is a corporate document. Only USAV Staff may authorize necessary changes, deletions and additions in the qualifying process, including this Manual. Any changes to the manual will require a review by the Qualifier Directors.

Suggestions to change the Manual can come from the Junior Assembly, USAV Commissions or any USAV Member organization at any time. Changes will not be implemented without following a review process. Once a suggestion proves to have merit to the structure of the Qualification Process the implementation may take up to two full seasons.

Updates will be done on an annual basis. The Events Department will distribute a hardcopy of the updated version of the Manual to each Qualifier by October 1 of each year. The Events Department will also post the updated Manual on the USAV website by October 1 of each year.

STRUCTURE OF THE QUALIFYING PROCESS

USA Volleyball will develop, standardize, implement, evaluate and oversee the qualification process for the JOVC with the assistance of the Events Department. The USAV Events Department will monitor the qualifying process each season through its various Commissions. The Commissions may recommend changes and improvements in the qualification process to the USAV Events Department.

USAV Event department Staff, through its appointed Commissions, will:

- Determine the format and flow chart for the Qualifier divisions.
- Determine the process in which teams are denied entry into a Qualifier division when applicants exceed space available, completing selection not more than seven (7) days after the Qualifier deadline date.
- Approve the Qualifier schedule grid.
- Either Seed the Open divisions or approve a computerized system to seed the Open Divisions..
- Approve the seeding of Club divisions.
- Approve all seeding changes made prior to the start of the first day of the Qualifier.
- Review and recommend qualifying process improvements.

Qualifiers – Stepping Stones to the JOVC

The primary purpose of the Qualifiers is to determine, through tournament competition, which teams in various age groups will qualify to compete at the JOVC. Tournament play at the Qualifiers is divided into Open divisions and National Club divisions.

Note: This Manual applies only to the qualifying process for the junior girls' divisions of USAV. Although not all teams that participate in JOVC are chosen through the Qualifiers or competing for a bid at the Qualifiers, the Qualifiers are the first rounds of the JOVC. As such, they are governed by USAV, with sanctioning by USAV rather than by the regions where they occur.

The secondary purposes of Qualifiers are to:

- Promote inter-regional play.
- Provide a high level of competition for teams at different levels within each age classification.
- Showcase junior talent for college recruiters and National Team programs.
- Promote the growth and development of volleyball in a particular geographic area.
- Provide a training ground for officials.

Currently, there are ten (10) Qualifiers: Big South, Colorado Crossroads, Far Western, Hoosier Mideast, Lone Star, Northeast, Northern Lights, Pacific Northwest, Show Me and Southern California.

Note: A bid is only an opportunity to play in the JOVC Event. In order to be eligible for the JOVC, a team must meet all posted entry deadlines and requirements.

Open Divisions

The goal of the Open divisions at the JOVC is to identify the best team in the country through rigorous competition in a particular age classification from among the top 28 teams. The Open divisions of the Qualifiers are designed to identify and select those top 28 teams.

Teams have only one avenue to gain entry into an Open division of the JOVC—participate in an Open division at a Qualifier and either earn a bid at the Qualifier or perform well enough to earn an at-large bid.

Club Divisions

The goal of the Club divisions at the JOVC is to showcase regionally strong teams in competition and to provide the opportunity for more teams to participate at the JOVC.

Teams have two avenues to gain entry into the Club divisions (National or American) at the JOVC:

1. Earn a bid at a Qualifier; or
2. Earn a bid through their region's qualifying process.

Age Divisions

At the present time, there is a JOVC tournament held in each of the following age divisions:

18 & Under	17 & Under	16 & Under	15 & Under	14 & Under	13 & Under	12 & Under
Open	Open	Open	Open	Open		
Club – National	Club – National	Club – National	Club – National	Club – National	Club – National	Club – National
Club – American	Club – American	Club – American	Club – American	Club – American	Club – American	Club – American

USAV may add other age divisions to the JOVC from time to time. The dates determining player eligibility for each age group can be found on the USAV website in the Junior section under “Age Definitions”.

Note: Not all Qualifiers host all age divisions. Some Qualifiers host competition in age divisions that do not currently have a JOV Championship (for example, 10 & Under, “Select” divisions).

JOVC BID PROCESS

A “Bid” can be earned at a National or Region Qualifier or through a Region’s qualifying process. “Bids” are also allocated through at-large procedures for the Open Division and through the Region Re-allocation Pool for the National and American Club Divisions. **For a team to be eligible for a “bid” that team must have completed all entry requirements for the JOVC.** If a team has not met the JOVC entry requirements by the deadline date, that team is no longer eligible for entry and may be subject to additional sanctions.

Bids are earned through any one of the following methods:

- A team may earn a bid in all Open divisions and some Club divisions by finishing in a certain position in a Qualifier (see the formula listed under “Qualifiers and Bids”).
- The USAV Event Department Staff with the assistance of the appropriate Commission will award some Open bids to teams from a pool of Open at-large bids (at-large). An at-large bid refers to any Open bid(s) in an age group that were not awarded at a Qualifier.
- Each Region with 200 or more registered junior female players has at least one National Club division (National) bid in each age division to award to a team from its own region according to its own process.
- Regions receive additional bids for the American Club division (American) based on the number of junior female registrants from the prior season relative to the number of registrants in other regions. The regions receiving these bids and the number of bids available per division changes from year to year.

Note: Reallocation bids come from bids that a region does not use in a particular age classification (usually because the region does not have a team in the age classification that can attend the JOVC) and from any Club bids (either National or American Club JOVC Division bids) not awarded at Qualifiers. These bids become a pool of reallocation bids that are then distributed to regions based on the process described in the section titled “Club Division Bids (National and American).”

- Regions are ranked, again based on the previous year’s membership and the formulated bench marks for receiving additional bids. This ranking is used to award reallocation bids.

Note: For 12 & Under and 13 & Under divisions, allocation and reallocation bids will depend on the number of junior girls registered in those age groups, *not* on the total number of junior girls registered in the region.

To play in a JOVC Open division, a team must either earn a bid at a Qualifier or earn a bid through the Open at-large process AND meet all entry requirements. At-large consideration requires the team to participate in an Open division at a Qualifier and complete the Open at-large entry process outlined in the Pre-Tournament Manual.

To play in the National or American Club divisions at the JOVC, a team has the opportunity to earn a bid at a Qualifier or to earn a bid through its region’s process. Contact the region office for information on how it awards region bid(s).

Qualifiers and Bids

Each Qualifier will award a certain number of bids to the top finishing teams in all divisions that meet bid threshold requirements. (See the formulas below.) The number of teams in a division will determine the number of bids a Qualifier is allocated for each Open and Club division according to these guidelines:

- There will be a maximum of three (3) bids for any Open division. (EXEPTION – Show Me Q only has one (1) Open Bid in each Open Division assuming the division meets the minimum number of teams)
- There will be a maximum of two (2) bids for 13 & Under through 18 & Under Club Divisions—one (1) National and potentially one (1) American. (See the formulas below.)

- There will only be one (1) National Bid for the 12 & Under Club Division.

The number of bids in a division is determined by the number of teams entered in the division on the Qualifier entry deadline date. If a Qualifier accepts late entries, the number of bids for a division at that Qualifier may increase, but will not be fewer than the number determined on the entry deadline date. An increased number of bids will be determined according to the number of teams entered in the division on the date the seeding for the division is finalized. The number of bids for each division is determined according to the table below.

OPEN 14 & Under through 18 & Under			CLUB 13 & Under through 18 & Under	
Number of Teams	Number of Bids	Show Me Q	Number of Teams	Number of Bids
< 12	0	0	< 12	0
12 – 15	2	1	12 – 63	1 National
> 15	3	1	64 – 128	1 American

CLUB 12 & Under	
Number of Teams	Number of Bids
< 12	0
12 – 128	1 National

Open Division Bids

In the Open divisions of Qualifiers, bids will go to the teams that finish the competition in a bid award position. A bid will “trickle down” to the next highest finishing team, no lower than sixth.

To compete in an Open division at the JOVC, a team must earn a bid at a Qualifier or earn a bid through the at-large process. To be considered for an at-large bid, a team must meet the following requirements:

1. Play in at least one Qualifier in the Open division age group for which the team is applying.
2. Follow your region’s JOVC application process and meet established deadline dates.
3. Follow the USAV entry process and meet established deadline dates.
4. Check the Open At-Large consideration statement listed on the USAV Official Entry Form.
5. Submit complete, accurate and up-to-date results through the last day of the last Qualifier by the Tuesday following the finish of the last Qualifier.

Open division at-large bids for the JOVC must be announced no later than the second Monday after the last Qualifier. The USAV Events Department is responsible for notifying the eligible teams in ranking order. At-large bids will be awarded via email from the Events Department to the club director and coach noted on the Official Entry Form.

Club Division Bids (National and American)

The Qualifier Club division can potentially award both a National division bid and an American division bid. The National bid goes to the team finishing first in the age group, and the American bid goes to the team finishing second. Club bids awarded at the Qualifiers have the potential to “trickle down.” The lowest finishing team that may earn a Club bid at a Qualifier is the fourth (4th) place team.

Both National and American bids can trickle down according to the following guidelines:

- If a team earns a National bid at each of two Qualifiers, the second earned bid will trickle down to the next team eligible at the Qualifier, but no lower than to the team finishing fourth.
- If a team earns an American bid at a Qualifier and then earns a National bid at a second Qualifier, the team must accept the National bid and the American bid goes into the region reallocation pool.
- If a team earns an American bid at each of two Qualifiers, the second earned bid will trickle down to the next team eligible at the Qualifier, but no lower than to the team finishing fourth.

Reallocation bids are the pool of JOVC Club division (National and American) bids available for redistribution. These include bids from regions that do not use all of their originally allocated bids, as well as unused Qualifier bids. The formula for determining which regions receive reallocation bids is based on how close the region's number of junior female registrants from the prior season is to the next membership benchmark, relative to other regions' proximities to their next benchmarks. The benchmarks are established each year according to the total number of junior females registered in each region.

The USAV Events Department is responsible for assigning and approving the reallocation formula of Club bids. The Events Department notifies each region of their available bid allocations for each age classification.

Requirement to Use Bids

As a general rule, the following applies to all bids:

- Open bids supersede National and American bids.
- Qualifier bids supersede Region bids.
- National bids supersede American bids.

Priority of Bid Use

The following guidelines govern the priority in which teams must use an earned bid:

- Once a team earns an Open bid, that team must use the Open bid over any other earned bid.
- When a team earns and accepts an American bid at any Qualifier and subsequently wins a National bid at another Qualifier, the team must use the National bid. The original American bid will become a reallocation bid.
- If a team earns and accepts a National bid at a Qualifier and earns a region's American bid, the team must use the National bid. The American bid will remain with that region and its bid process.
- If a team earns an American bid at a Qualifier and earns a region's National bid, the team must use the National bid. The American bid will go to the region reallocation pool.
- If a team wins either a National or American bid and then an Open bid, either from a Qualifier or through the at-large process, the team must use the Open bid. The National bid will be awarded to the team holding the American bid from the original Qualifier (if an American bid was awarded based on the number of teams entered). The American bid will go to the region reallocation pool. If no team from the Qualifier at which the team earned the Club bid accepts the bid, it will be returned to the pool of reallocation bids.

- For each age classification, the rank of requiring acceptance of bid from highest to lowest is as follows:

	<u>18s</u>	<u>17s</u>	<u>16s</u>	<u>15s</u>	<u>14s</u>
1)	18 Open	18 Open	18 Open	18 Open	18 Open
2)	18 National	17 Open	18 National	18 National	18 National
3)	18 American	18 National	18 American	18 American	18 American
4)		17 National	17 Open	17 Open	17 Open
5)		18 American	16 Open	17 National	17 National
6)		17 American	17 National	17 American	17 American
7)			16 National	16 Open	16 Open
8)			17 American	15 Open	16 National
9)			16 American	16 National	16 American
10)				15 National	15 Open
11)				16 American	14 Open
12)				15 American	15 National
13)					14 National
14)					15 American
15)					14 American

IF YOU WIN	AND THEN YOU WIN	REQUIRED TO ACCEPT
A Team wins Age Classification in Open	One (1) Age Classification higher in Open	Highest Open Bid Earned
A Team wins Age Classification in Open	One (1) Age Classification higher in Club	Teams Age Classification in Open and denying Club bid ON-SITE
A Team wins Age Classification in Open	Two (2) or more Age Classifications higher in Open	Highest Open Bid Earned
A Team wins Age Classification in Open	Two (2) or more Age Classifications higher in Club	Teams Age Classification in Open and denying Club bid ON-SITE
A Team wins Age Classification in Club	One (1) or More Age Classifications higher in Open	Highest Open Bid Earned
A Team wins Age Classification in Club	One (1) or More Age Classifications higher in Club	Highest Club Bid Earned

Sanctions for Not Using Bids

Teams that earn bids must use their bids or be subject to sanctions according to these policies:

- If a team that earns an Open bid or an at-large Open bid does not participate in the JOVC in the division in which it earned the bid, that team, its coaches, its club director and all its club's teams will be suspended from participating in all national qualifying events for the following season.
- If a Club team that accepts a National or American bid at a Qualifier does not participate in the JOVC in the division in which it earned the bid, it will be subject to sanctions imposed by the Junior Assembly Ethics and Eligibility Commission through the USAV Events Department. The team shall lose its JOVC entry fee. There will be additional financial penalties and, potentially, additional suspension(s) of that team, its coaches, its club director and all its club's teams from participating in all national qualifying events for the following

season.

- If a Club team that accepts a National or American bid from a Region does not participate in the JOVC in the division in which it earned the bid, that team, its coaches, its club director and all its club's teams will be subject to sanctions imposed by the Junior Assembly Ethics and Eligibility Commission through the USAV Events Department. and may face additional sanctions by its region. The team shall lose its JOVC entry fee. There will be additional financial penalties and, potentially, additional suspension(s) of that team, its coaches, its club director and all its club's teams from participating in all national qualifying events for the following season.

Regions and Bids

Each region with 200 or more registered junior female players will have at least one National bid to award to a regional team. Teams should contact the specific region for information on how it awards its bid(s). The number of bids allocated to a region is based on the total number of junior female registrants from the prior season relative to other regions' junior female registrants.

NOTE: For 12 & Under and 13 & Under age classifications, all allocation and reallocation bids are based on the number of junior girls registered in those *specific age groups* within the region, NOT on the total number of junior girls registered in the region.

NOTE: A bid is only a berth into the JOVC. In order to be eligible for the JOVC, teams must meet all entry requirements and meet all posted deadlines.

PREPARING FOR QUALIFIER EVENTS

Qualifier Entry Information Requirements

Qualifier entry materials provided to interested parties must include:

- Qualifier policies.
- Tournament information.
- Selection criteria if there are more applicants than the Qualifier can accommodate.

Qualifier Policies

- Include the following graphically emphasized statement at the beginning of all Ethics and Eligibility statements:

“This event is part of the USA Volleyball Junior National Championships. Participants, individual or team, may access normal Due Process channels should their eligibility to participate be in question. Procedures including appeal options are outlined in the Bylaws of USA Volleyball in Article XI. Bylaws can be found in the current issue of the *USAV Official Guidebook*. The *Guidebook* is available through Regional Commissioners, from the USA Volleyball national office, at the event Championship Desk, and on the USAV website at <http://www.usavolleyball.org>.”
- JOVC qualification procedures and bid numbers.
- Penalties for rejecting a bid.
- ALL coaches listed on the Event Roster (Head and/or Assistant(s)) will possess a minimum coaching certification level of IMPACT (Entry Level). An IMPACT certified coach (head coach, assistant or other adult) listed on the Event Roster must be present and on the bench at all times.
- Statement that no roster additions (players or coaches) may be made at a Qualifier once a team has commenced match play in that event.
- Qualifiers are considered one event, even if held on multiple weekends and in multiple locations.

Tournament Information

- Deadlines for submitting tournament entry, seeding and other information. USAV Events Department recommends that the entry deadline date for Qualifier events be no earlier than February 1st of the current year.
- Requirement for submitting complete and accurate results via the online system used by the Qualifier (currently either AES or STP).
- Provision to include a statement signed by a team's head coach or club director that all reported competition results are complete, accurate and up-to-date.
- The number of teams that will be accepted for all age divisions in the current season's Qualifier event, including totals for both last year's accepted teams by age division and the number of teams denied entry at last year's event by age division.
- Team registration information.
- General tournament format description.

- Coaches' meeting information, including procedures for teams arriving late.
- List of awards given.

Open Division Selection Criteria

Selection criteria statement:

"In the event the number of entry applications in a division exceeds the space available, teams will be admitted into the tournament based on certain criteria.

For a team applying to an Open division, the selection criteria are:

1. Strength;
2. Number of teams from a club;
3. Teams from states contiguous to the state where the Qualifier is being held; and
4. Date of entry

When submitting entry information for a Qualifier, all competition results must be reported, regardless of the age division in which a team competes. In the absence of competition results, an application must be accompanied by a letter of explanation that addresses the reason(s) why results are not available. Teams that neglect to submit criteria used for selection may be eliminated.

Strength will be determined by competition results information. A listing of all match results, opponents, and scores will be used to determine the strongest teams.

When submitting entry information for a Qualifier, complete and accurate competition results must be reported on STP and/or AES, regardless of the age division in which a team competes."

Club Division Selection Criteria

Selection criteria statement:

"For teams in Club Divisions, entry selection criteria are:

1. Number of teams per club per division, with a maximum of two teams per club, per division unless additional space is available;
2. Date that the completed entry application is received by the Qualifier;
3. Strength;
4. Entries from the host state where the Qualifier is conducted;
5. Entries from states contiguous to the host state.

A team may register in an older age division at a Qualifier, provided acceptance of such a team does not prevent an in-age-division team from being accepted."

Facility Requirements

Currently, a Qualifier must have, at a minimum, enough courts for:

- 24 teams each in the Open divisions;
- 64 teams each in the 18 & Under, 17 & Under, 16 & Under, and 15 & Under Club divisions; and
- 48 teams in the 14 & Under, 13 & Under and 12 & Under Club divisions.
- Competition conducted in four-team pools, with no more than two (2) pools or thirteen (13) matches scheduled on one court in one day.

All facilities must conform to the safety guidelines in the current USAV Official Rule Book.

Equipment Requirements

All courts must meet minimum court quality standards as stated in the current USAV Official Rule Book. Officials will enforce USAV national rules and ground rules.

Court size must be consistent with the current year's Rule Book regarding playing area.

Online Reporting and Registration Requirements

- All online registration systems used by the Qualifiers will have the same fields and field sequence to provide seamless import and export of data.
- All reported results for the JOVC and Qualifiers will be made accessible to all coaches, club directors or club representatives for all competitions.
- All competition results' services and platforms employed by the Qualifiers must provide current read-only access to all results.

Acceptance of Team Entries

The USAV Events Department, with input from the Qualifier directors, will determine the maximum number of teams a Qualifier may host in each Open and Club division. Currently, a Qualifier may host a maximum of 48 teams in each Open division and 128 teams in each Club division.

An Open Division team's entry is not considered complete without comprehensive, accurate and current competition results or, in the absence of such results, accompanied by a letter of explanation that addresses the reason(s) why such results are not available.

The date a Qualifier receives an entry application does not automatically determine the team's acceptance into the tournament. Qualifiers will accept applications from all teams until the published deadline date. All entries received prior to the deadline date will be considered for entry. If applications in an age division exceed the space available for the division, the USAV Events Department, through the appropriate Commission, will determine which teams are denied entry according to the criteria for Open and Club divisions.

Open Division Acceptance Criteria

- Strength.
- Number of teams per club.
- Entry from a state contiguous to the state where the Qualifier is held.
- Postmark date of entry application.

Club Division Acceptance Criteria

- Number of teams per club per division, with a maximum of two teams per club, per division unless additional space is available.
- Postmark date of entry application.
- Strength.
- Entries from the host state where the Qualifier is conducted.

- Entries from states contiguous to the host state.

Additional Acceptance Policies

After the deadline date, the Qualifier may offer teams denied entry into an Open division the opportunity to move into a Club division if space is available. A Qualifier may also offer teams in a Club division the opportunity to move into an Open division if space is available.

Open division applicants that are denied entry into an over-subscribed Qualifier field will be contacted by the Qualifier staff for the purpose of offering an opportunity to be considered for entry into the Club division if space is available. Under no circumstance is a team that is denied entry into an Open division guaranteed a berth in a Club division.

Refund and Withdrawal Policy

Each Qualifier will set its own refund policy and clearly state the policy in its entry information. These policies apply to all Qualifiers:

- A team that applies by the deadline date and is denied entry—either because there are too many teams for a division, or because there are too few teams for a division and the division is being eliminated—will receive a full refund of its entry fee.
- If the division a team applies to is combined with applicants in one or more other divisions to make a division different from the one the team applied for, that team will have the option to play in the new division or withdraw from the Qualifier with a full refund of its entry fee.
- The Qualifier will notify any teams affected by an elimination or combination of divisions within 24 hours of the entry deadline.

Tournament Publications

Most Qualifiers publish a Tournament Program listing team rosters and a Tournament Schedule that shows playing time, teams competing, referee assignments and court location for each match for the entire Qualifier. One copy of each of these documents is free to each participating team. Other copies are for sale to interested parties (usually parents).

In addition, most Qualifiers publish a Recruiting Guide for sale to college coaches that includes names and addresses of players.

Minimum Content

The following information is recommended to be included in the Tournament Program and/or the Tournament Schedule, and in the Recruiting Guide:

- Information on tournament procedures:
 - Format description.
 - Round-to-round advancement (flow chart).
 - Statement of warm-up procedures.
 - Statement of tie-breaking procedures.
 - Statement of protest procedures.
 - Statement of missed officiating assignment sanctions.

- Definition of a qualified team's "frozen players."
- Statement of sanctions for violating the frozen player rule.

Additional Content

In addition, the following information is of interest to most tournament participants and attendees:

- Statement of JOVC qualification procedures and bid numbers for various divisions at Qualifiers.
- Statement of penalties for not using a bid.
- Statement of entry selection criteria for Qualifiers.

On-Site Registration and Roster Verification

Prior to beginning play, a coach, team representative or club director must confirm a team's presence at the tournament by signing the roster. The signing agent is verifying that all the information contained on the roster is both complete and correct. Including all coaches listed on the roster (Head and Assistant(s)) possess a minimum coaching certification level of IMPACT (Entry Level). No roster additions (players or coaches) may be added at a Qualifier once a team has commenced match play in that event.

The signing agent assumes all responsibility for the organization (club) and for any consequence if the roster information is false or incorrect. At the time of check-in, the head coach or club director will be required to sign a statement that all reported team competition results are complete and accurate.

The roster for any team earning a bid will be frozen as submitted at registration (Frozen Roster Rule). The Qualifier will send a copy of this roster to the Events Department following the conclusion of the Qualifier as the team's official roster for the JOVC. The team's roster will be posted on the USAV website in concert with the Qualifier rankings for each age group.

CONDUCTING QUALIFIER TOURNAMENTS

All Qualifiers must adhere to the same competitive format standards when conducting their events. The information in this section of the Qualifier Manual applies to *all* Qualifier tournaments.

Match Formats

All matches will be the best 2-out-of-3 games. The first two games will be played to 25 points using rally scoring, with one team winning by two points and no point cap. If a third game is necessary, the third game will be played to 15 points using rally scoring, with one team winning by two points and no point cap. USAV rules apply.

Tournament Formats

The tournament format determines the number of pools in a division, the number of teams in each pool and the sequence of play, from pool play through playoffs. A tournament “flow chart” illustrates the sequence of the format components.

The USAV Events Department will determine the tournament formats and flow charts for Qualifiers according to the number of teams in a division. The USAV Events Department will attempt to create pools of four teams, but, depending on the number of teams in a division, may create pools of three or five.

A final pool finish will be determined first by match results, then followed by game percentage. A “round” is one complete pool for a division.

Open Division Formats

- If a team or teams among the top three (3) finishers in an Open Division are previously qualified for the JOVC, additional matches will be required to determine which teams will be awarded bids via the trickle down process.
- Format of the additional matches to be played will have been approved by the USAV Events Department prior to the start of the Qualifier and will be noted in the tournament information provided to coaches.

Club Division Formats

- The top 4 to 32 teams (depending on the number of teams in the division) in Club Gold Level divisions will play two (2) rounds in pool play, followed by a single elimination playoff bracket for first through fourth place.
- All other Club division levels will play two (2) rounds in pool play, followed by single elimination playoff brackets.

Pool Play Sequence

All pool play will follow the sequence listed below unless otherwise approved by the USAV Events Department:

Round	Four-Team Pools	Three-Team Pools	Five-Team Pools on 2 courts
Match 1	1 vs. 3 (ref 2)	1 vs. 3 (ref 2)	1 vs. 5 and 2 vs. 4 (ref 3)
Match 2	2 vs. 4 (ref 1)	2 vs. 3 (ref 1)	1 vs. 4 and 2 vs. 3 (ref 5)
Match 3	1 vs. 4 (ref 3)	1 vs. 2 (ref 3)	Break
Match 4	2 vs. 3 (ref 1)		1 vs. 3 and 4 vs. 5 (ref 2)
Match 5	3 vs. 4 (ref 2)		2 vs. 5 and 3 vs. 4 (ref 1)
Match 6	1 vs. 2 (ref 4)		1 vs. 2 and 3 vs. 5 (ref 4)

In a 3-team pool, where 3 sets to 25 are played and the final finish in the pool is determined by game percentage, there will be a coin flip between games two and three to determine side, serve, and receive and teams switch sides at 13.

Playing Schedules

- All matches will be scheduled one (1) hour apart. Some pools may play on two days to complete the pool (for example, begin play one day in the evening and finish the next morning).
- The first match of a pool may not begin before its scheduled time. Within a pool and after the first match, a match may begin up to 15 minutes before the scheduled starting time, provided the two teams competing, the officials and the tournament staff all agree to it and there is sufficient time for the warm-up protocol.
- The last match of a pool may begin more than 15 minutes ahead of schedule provided the two teams competing, the officials and the tournament staff all agree to it and there is sufficient time for the warm-up protocol.

Court Use

- A Qualifier may schedule no more than 13 matches on a court in one day, unless otherwise approved by the USAV Events Department. Tie-breaking games will not count as scheduled matches.
- Matches may not be scheduled to begin later than 9:00 p.m. with an 8:00 a.m. start or 9:30 p.m. with an 8:30 a.m. start.
- If a division is larger than 64 teams, the first round of playoffs can be scheduled for the second day. Teams must still be given a minimum of one (1) match on the third day.

Warm-up Protocol

The warm-up schedule (2-4-4) for all matches will consist of:

- Two (2) minutes of shared court time for ball handling;
- Four (4) minutes of exclusive court time for the serving team; and
- Four (4) minutes of exclusive court time for the receiving team.

- There will be no shared hitting time.

Additional Tournament Procedures

- Match scores and pool results should be posted in a central, public place as quickly as possible. Spectators and participants usually appreciate postings in additional sites.
- Playing schedules should be posted in a central, public place.
- Corrections to any of the printed materials should be posted in a central, public place.
- Qualifier staff should be available to answer questions from attendees and participants.

TIE-BREAKING PROCEDURES

At the conclusion of a pool, teams in the pool will be ranked according to their match records. If a tie in match records exists among two or more teams, tie(s) will be broken using the USA JOVC National Tie Break Formats for competition in which there is an opportunity to win a bid. The following policies apply to all tie-breaking situations:

- **Divisions playing 3-out-of-5 games.** If there are more teams tied by match record for advancing positions into the Gold Level than there are available positions, advancement will be decided by the win/loss ratio for the total number of games played in the pool. If a tie still exists, the remaining tie-breaking procedures will be followed.
- All tie-breaking games will be played to 25 points, with one team winning by two points and no point cap.
- In a tie breaker situation of three teams or more, if more than one team leaves the site, the remaining teams will play for position. The teams that left will be placed lower than the team(s) that remained. The position of all teams that left the site will be decided following the tie breaker procedure for non-gold division divisions (game percentage, point w/l, and coin flip).

Two-way Ties (two teams tied in match record)

The first place team will be the team that won the pool play match between the two tied teams (head-to-head).

This procedure will be used for *all* two-way ties, even when there is an opportunity to win a bid. The rationale is that the tied teams have already determined the better team through head-to-head competition.

Three-way Ties (three teams tied in match record)

There are several situations in which three-ways ties can occur. The resolution for each tie-breaking situation depends on:

- The number of teams that will advance from the pool.
- Which pool placement finish is at stake for the tied teams.
- For tie breaking purposes, all ties will be broken using match % as the first criteria including those cases where a third set is played regardless of the outcome of the first two sets.

Scenario One

No. Teams Advancing	Pool Finish	Applications
1	First place	4-team pools: All teams have 2-1 match records 3-team pools: All teams have 1-1 match records

- All three teams will participate in tie-breaking games. The *seeds* for the tie-breaking playoffs will be determined in this order:
 1. Win/loss ratio of the total number of games played in the pool: Games won divided by total games played.
 2. Point percentage: Each team's total points scored divided by the total points scored by the team's opponents in that pool.
 3. Coin toss.
- Game 1: the #2 seed will play the #3 seed and the #1 seed will officiate. The loser of Game 1 will be third

place in the pool and will officiate the next tie-breaking game.

- Game 2: the winner of Game 1 will play the #1 seed and the loser of Game 1 will officiate. The winner of Game 2 will be first in the pool and the loser will be second.

If one of the teams in a three-way tied pool leaves the site before the determination that a tie-break is necessary, that team will automatically become the third place team and the other two teams will play one tie-breaking game.

Scenario Two

No. Teams Advancing	Pool Finish	Applications
2	First place	4-team pools: All teams have 2-1 match records 3-team pools: All teams have 1-1 match records

- The seeds for the tie-breaking playoffs will be determined in this order:
 1. Win/loss ratio of the total number of games played in the pool: Games won divided by total games played.
 2. Point percentage: Each team's total points scored divided by the total points scored by the team's opponents in that pool.
 3. Coin toss.
- The #1 seed does not have a playoff game. The #1 seed finishes first in the pool.
- The #2 seed will play the #3 seed and the #1 seed will officiate. The winner will be second place in the pool and the loser of this game will be third place in the pool.

If one of the teams in a three-way tied pool leaves the site that team will be ranked third in the pool. The remaining two teams will finish first and second in the pool based on the tie-break seeding process. No other penalty will be applied and no tie-breaking game is played.

Scenario Three

No. Teams Advancing	Pool Finish	Applications
2	Second place	4-team pools: All teams have 1-2 match records

- All three teams will participate in tie-breaking games. The seeds for the tie-breaking playoffs will be determined in this order:
 1. Win/loss ratio of the total number of games played in the pool: Games won divided by total games played.
 2. Point percentage: Each team's total points scored divided by the total points scored by the team's opponents in that pool.
 3. Coin toss.
- Game 1: the #2 seed will play the #3 seed and the #1 seed will officiate. The loser of Game 1 will be fourth place in the pool and will officiate the next tie-breaking game.
- Game 2: the winner of Game 1 will play the #1 seed and the loser of Game 1 will officiate. The winner of Game 2 will be first in the pool and the loser will be third.

If one of the teams in a three-way tied pool leaves the site before the determination a tie-break is necessary, that team will automatically become the fourth place team and the other two teams will play one tie-breaking game.

Scenario Four

No. Teams Advancing	Pool Finish	Applications
3	Second place	4-team pools: All teams have 1-2 match records

- The seeds for the tie-breaking playoffs will be determined in this order:
 - Win/loss ratio of the total number of games played in the pool: Games won divided by total games played.
 - Point percentage: Each team's total points scored divided by the total points scored by the team's opponents in that pool.
 - Coin toss.
- The #1 seed does not have a playoff game. The #1 seed finishes second in the pool.
- The #2 seed will play the #3 seed and the #1 seed will officiate. The winner will be third place in the pool and the loser of this game will be fourth place in the pool.

If one of the teams in a three-way tied pool leaves the site and does not fulfill the officiating assignment, that team will be ranked fourth in the pool. The remaining two teams will finish second and third in the pool based on the tie-break seeding process. No other penalty will be applied and no tie-breaking game is played.

Procedure for Open Division Pools

Where finish rank of the pool results in the awarding of one or more bids.

# of Bids	Pool Finish	Applications
1 - 2	First place	4-team pools: All teams have 2-1 match records 3-team pools: All teams have 1-1 match records

- All three teams will participate in tie breaking games.
- The seeds for the tie breaking playoffs will be determined by sequential application of:
 - Won-Loss ratio for the total number of games played in the pool (wins/ total games)
 - Point Percentage (a team's total points scored divided by the total points scored by the opponents in that pool)
 - Coin Toss
- The #2 seed will play the #3 seed; the #1 seed will ref. The loser of this game will be 3rd place in the pool and will ref the next tie breaking game.
- The winner of the first game will play the #1 seed. Loser of first round refs. The winner of this game will be 1st in the pool and the loser will be 2nd.
- If one of the 3 teams in a tied pool leaves the site before the determination a tiebreak is necessary, that team will automatically become the 3rd place team and the other two teams will play one tie-breaking game.

# of Bids	Pool Finish	Applications
1 - 2	Second place	4-team pools: All teams have 1-2 match records

- All three teams will participate in tie breaking games.
- The seeds for the tie breaking playoffs will be determined by sequential application of:
 1. Won-Loss ratio for the total number of games played in the pool (wins/ total games)
 2. Point Percentage (a team's total points scored divided by the total points scored by the opponents in that pool)
 3. Coin Toss
- The #2 seed will play the #3 seed; the #1 seed will ref. The loser of this game will be 4th place in the pool and will ref the next tie breaking game.
- The winner of the first game will play the #1 seed. Loser of first round refs. The winner of this game will be 2nd in the pool and the loser will be 3rd.
- If one of the 3 teams in a tied pool leaves the site before the determination a tiebreak is necessary, that team will automatically become the 4th place team and the other two teams will play one tie-breaking game.

Non-elimination Scenarios

If no team is eliminated from an opportunity to win a bid, there will be *no* tie-breaking games. In three-way ties, ties will be broken, without repetition, in this order:

1. Pool match record.
2. Head-to-head results.
3. Game percentage: Games won divided by total games played.
4. Point percentage: Each team's total points scored divided by the total points scored by the team's opponents in that pool.
5. Coin toss.

Pools of Six or More Teams

Pools of six or more teams are designed specifically for the JOVC event and not for Qualifiers. Tie-breaking procedures for pools of six or more will be posted in the Pre-Tournament Information and in the Event Schedules.

TEAM AND PLAYER POLICIES

Team Forfeitures

A team that intentionally forfeits a match will be excluded from further participation in that Qualifier. If a team forfeits a match, the forfeit will be considered intentional unless the team shows good cause for the forfeit. The Qualifier Event Arbitrator will determine if good cause exists. The Qualifier will report any team that intentionally forfeits a match to the USAV Events Department.

If a team intentionally forfeits a match in the Gold Level during the third round of pool play in an Open division or during Gold playoff bracket matches in a Club division, the team's sanction will be the same as the sanction for rejecting a bid:

That team, its coaches, its club director and all its club's teams will be suspended from participating in all national qualifying events for the following season.

Last Day Forfeits:

Teams that enter a qualifier are committing to participating in the full event. Teams have control over their travel plans and those plans should be made so that a team will not have to forfeit any matches. A team that forfeits a match for any reason other than illness, injury or emergency is denying another team a match. Additionally, in a single elimination format, it is poor sportsmanship to deny a team the right to move on by beating them and then forfeiting out of the event. Furthermore, it is even more unacceptable to forfeit and then, as loser of the match, not to remain and officiate the next match.

Teams that have no flexibility in their travel plans and know they will need to leave before the conclusion of an event should notify the Tournament Director early on the last day. A decision will be made by the Tournament Director when the team will need to take their forfeit. Teams forfeiting should recognize that additional penalties may apply.

Team Officiating Duties

- A team's failure to have a complete officiating crew—including a rostered adult for that team—available and on time for an officiating assignment could result in the team having to forfeit the first game of its next match.
- For every minute an officiating team is late to fulfill its assignment, one point will be awarded to that team's next opponent in the first game of the next match for up to 25 points. No more than 25 points will be awarded to the team's next opponent, even if the team designated to officiate misses the entire match. The time that determines how many penalty points are assessed begins at the start of the receiving team's warm-up.
- A team will forfeit its entire next match for failing, a second time, to have an officiating crew available on time for an officiating assignment.
- An adult listed on the event roster must be present at courtside while any members of the team are officiating.

Penalties for missing officiating assignments do not apply to a team that misses a three-way tie-break when leaving a site before determination of a tie-break is necessary. If a team misses an officiating assignment for the match following a tie-break, or a team leaves after playing the first tie-breaking game but before officiating the second tie-break, they are not allowed to advance out of their pool. Losing the opportunity to advance by not being present for the tie-break is considered the penalty for the team.

Waived Players

Teams may use players who have a waiver from their region for age requirements in any division at a Qualifier that *does not* have a bid for the JOVC. Teams may *not* use players who have a waiver from their region for age requirements in any division at a Qualifier that has a bid to the JOVC.

Team Rosters

All coaches listed on the roster (Head and Assistants) will possess a minimum coaching certification level of IMPACT (Entry Level). An IMPACT certified coach, listed on the roster, must be present and on the bench at all times.

It is strongly recommended that teams have additional IMPACT certified adults verified on their roster and present at all times. In the event a Coach (es) is not present (late, sick, ejected or disqualified), the team must have another IMPACT certified adult verified on their roster and on the team bench for play to begin or continue without forfeit. No additional time will be allowed to comply with the certified personnel requirement to continue play except for unused time outs and/or time allowed between sets.

A team may have a maximum of 15 players and five (5) additional personnel on their roster, one of which must be listed as the Head Coach. The other four roster positions may be any combination of the following:

1. Assistant Coach
2. 2nd Assistant Coach
3. Chaperone One
4. Chaperone Two
5. Team Representative

In the event the team elects not to designate a Team Representative, the Head Coach will fill that roll.

All roster personnel (non-players) must have completed their regions registration process and cleared the background screening.

Frozen Players

At the time the team earns a bid in a Qualifier, applies for a bid in an at-large process, or receives a bid through its regional process, the players on that team's roster are frozen to that team. A frozen player can not play for another team in a qualifying event or the JOVC. Obtaining a bid defines the team as "qualified" for the JOVC.

Note: A bid is only the opportunity to compete in the JOVC Event. In order to be eligible for the JOVC, a team must meet all posted entry deadlines.

All players listed on the roster of a team that is qualified for the JOVC may not be on the roster of or play on any other team attempting to qualify for the JOVC. This rule applies regardless of whether the qualifying attempt is in a Qualifier, at a regional event that determines which team(s) is awarded the region's Club bid(s), or through an at-large process.

Switching a player from the roster of a qualified team to the roster of a team attempting to qualify will result in sanctions being imposed on the already qualified team, its club, and/or the individual(s) involved. Likewise, no player may switch from one qualified team to another qualified team, even within the same club.

Frozen Player Terms and Conditions

- Under the Frozen Player Rule, a club may add player(s) to the roster of one of its qualified teams for the JOVC, provided the additional player(s) are members of the club and the team from which the players are switching has not qualified for the JOVC.
- A club may not switch players between two teams that are both qualified for the JOVC.
- All players added to a roster must be on the roster submitted for an at-large bid consideration. The roster is then frozen as of submission for bid consideration.
- Once a female junior player has participated in a JOVC qualifying event (Regional or National), she may not participate in another JOVC qualifying or championship event with a different club.
- For all Qualifiers and the JOVC, each player is required to wear the same jersey number as listed on the event roster throughout the entire event, with limited exceptions as required by emergency or blood rule applications.

Violations of the Frozen Player Rule will result in sanctions being imposed on the already qualified team, its club, and/or the individual(s) involved, including the player, the coach and the club director.

The USAV Events Department and the Junior Assembly Ethics and Eligibility Commission will determine sanctions for violations of the Frozen Player Rule. For a first or subsequent offense, the sanctions may be a warning, probation, suspension or expulsion.

TOURNAMENT REQUIREMENTS

Officials

- All pool play and playoff bracket matches will have a USAV-certified official as the first referee. It is highly recommended that these officials have National, Junior National or Regional certification.
- For all third pool matches in Open divisions, Gold brackets in Open divisions, and semifinal and final matches of Gold Level Club divisions, USAV-certified first and second referees will be provided.
- It is recommended that first and second referees be provided for Gold Level quarterfinals in Club divisions.
- Participating teams will provide second referees for all matches not requiring a certified official as second referee, as well as line judges, a scorer (scorekeeper), and an assistant scorer (visual scorer and libero tracker) according to a published referee assignment schedule. A rostered adult must be present at courtside while any members of the team are officiating.
- The Qualifier will appoint a head official for the tournament, who will be part of the Protest Committee. The head official will instruct all officials to enforce the Coaching Standards outlined in the USAV Rule Book.

Awards

Each Qualifier will give a team plaque or trophy to each first, second, and third place team in the Gold level of each Open and Club division. In addition, the Qualifier will give an individual award of minimal value (non-merchandise such as a plaque, trophy or medal) to each player on each first, second and third place team in the Gold level of each Open and Club division. The Qualifier may give additional awards.

Qualifiers will not select All-Tournament teams.

Trainers

Each Qualifier will provide athletic trainers during all hours of competition and for at least 45 minutes prior to the beginning of competition each day.

Protest Committee

Each Qualifier will have an on-site Protest Committee consisting of the head official, the Qualifier director and another qualified person. No committee member can be coaching a team in the tournament. The Protest Committee will rule on protests lodged by teams regarding officiating.

Ethics and Eligibility

Event Arbitrators

Event Arbitrators shall serve as the first level for hearing and resolving ethics and eligibility issues at a specific USA Volleyball event. Teams or individuals accused of committing violations of ethics and/or eligibility rules and regulations at qualifying and/or championship events shall meet with the Event Arbitrators(s).

The authority for the Event Arbitrator begins with the arrival of a team and individual participants in the event's city or forty-eight (48) hours prior to the first day of competition, whichever is earlier, and shall continue through the duration of the event through its conclusion.

Decisions of the Event Arbitrator shall be conveyed immediately to the affected parties and may be appealed to the Event Ethics and Eligibility Appeals Committee appointed for each qualifying and/or championship event of USA Volleyball.

Event Ethics and Eligibility Appeals Committee

An Event Ethics and Eligibility Appeals Committee shall be formed for each qualifying and championship event sponsored by USA Volleyball. Each committee shall be composed of three (3) members, one (1) of whom shall meet the definition of USA Volleyball as a domestic player.

Each committee shall act on appeals of the ethics and eligibility decisions that occur during the conduct of the event. The conduct of the event shall commence when an individual or a team arrives at the site of the event, or forty-eight (48) hours in advance of the first day of competition for that event, whichever is earlier, and shall conclude with the departure of the individual and/or team from the city in which the event has been held.

If the committee is of the opinion that a violation is of such a nature that requires further review or more serious discipline, they may file a recommendation with the Member Organization that the team/participant represents and/or with the USVBA Corporation Ethics and Eligibility Committee for extended disciplinary measures.

USA Volleyball Age and Identity Falsification Policy (BOD Approved 01/2004)

For all USVBA corporation events, any person who alters any document that certifies the age or identity of a participant, or falsifies any statement that lists the age or identity of a participant, will be sanctioned as follows:

- Any team representative, coach, program director or responsible adult found to be party to such action shall be:
 1. Immediately suspended from registration with the USVBA and barred from further participation in the event; and
 2. Barred from participation in any USVBA events in any capacity for a minimum of two (2) years; and
 3. Placed on a minimum probation of one additional year, to run consecutively with the suspension.
- A junior player who knowingly plays in a lower age classification than he or she is actually eligible for, or an adult player who knowingly plays in a higher age classification than he or she is actually eligible for, or any player who knowingly misrepresents his or her identity shall be:
 1. Immediately suspended from registration with the USVBA and barred from further participation in the event; and
 2. Barred from participation in any USVBA events in any capacity, for a minimum of two (2) years; and
 3. Placed on a minimum probation of one additional year, to run consecutively with the suspension.

When age or identity falsification is discovered and confirmed during an event, these penalties shall be the required minimum penalty imposed by the Event Arbitrator or the Event Ethics and Eligibility Appeals Committee.

Note: Any player in question must provide proof of identity and age eligibility if requested.

The Event Arbitrator or the Event Ethics and Eligibility Appeals Committee shall file a report of any age or identity violation, along with a recommendation, with the Corporation Ethics and Eligibility Appeals Committee and with the registering Member Organization.

Announcement of At-large Bids

At-large bids must be announced by the USAV Events Department no later than the second Monday after the last Qualifier. Teams awarded Open division at-large bids will be notified via email from the USAV Events Department to the club director and coach who are listed on the Official Entry form.

In order to be eligible for an at-large bid in the Open divisions, teams applying for at-large consideration must provide complete, accurate, and up-to-date results through the last day of the last Qualifier, by the Tuesday following the last Qualifier.