

# PIONEER REGION HANDBOOK

Pioneer Region WEBSITE  
[www.PIONEERVb.com](http://www.PIONEERVb.com)

2010-11

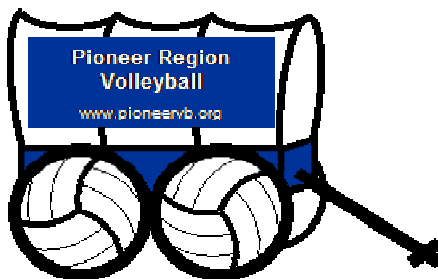
USA Volleyball WEBSITE  
<http://www.usavolleyball.org/>

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## INTRODUCTION

USA Volleyball is the National Governing Body for Volleyball, as authorized by the United States Olympic Committee, consistent with the Amateur Sports Act of 1978, and is the recognized National Federation to the Federation International de Volleyball (FIVB). The Pioneer Region is a liaison to USA Volleyball (USAV) and is designed to foster and conduct area, state, regional, and national amateur volleyball competition.

The United States Volleyball Association is the governing body for competitive volleyball in the United States. In 1981, it made a commitment to provide opportunities for young players to play outside of their school programs and in 1981 created a division of the USA exclusively devoted to Youth and Junior Olympic Volleyball Development. The USAV states that Junior Olympic Volleyball Programs represented "...the future of volleyball in the U.S. The Junior Program was created to serve as a major building block for scholastic, collegiate, recreational and club play throughout the country."

The purpose of the USA Junior Olympic Volleyball Program is to offer youths the opportunity to become involved in a wholesome and beneficial athletic activity, which they can pursue at various skill levels. In many cases it is a chance for all athletes to receive high quality instruction in skills development and team strategy. The program is a co-educational system that emphasizes instruction through the fun of participation. It is a progressive skills program, based on the physical development of young volleyball players by age group.

Junior Program athletes have been so successful that most NCAA Division I, II, and III coaches recruit exclusively from the Junior Program ranks. The reason for this is simple. Coaches can see many solid prospects in a single day at a Junior Tournament, while it is difficult to see more than one prospect a day during the high school season. This becomes even truer with the NCAA rules governing the number of times a collegiate coach can contact or observe in person a given player.

Junior Volleyball is not only for the college bound athlete. Many athletes play to improve their skills in order to make their high school or top-level grade school teams. Junior Volleyball allows players of all skills levels to learn, improve, and progress at a pace they can achieve.

Welcome to the Pioneer Region of USA Volleyball. The birth of the Pioneer Region began with a vote at the 1996 USAV Open Championships to create from a portion of the Ohio Valley Region, the Pioneer Sub-Region. The new Pioneer Sub-Region consisted of the state of Kentucky, and any teams or individuals from the southwestern counties of Ohio within the 513 and new 937 area codes, which wished to join the new Sub-Region. Ron Kordes took on the job of being the first Commissioner. The status to become a full region was evaluated by the other 34 voting Regions in May 1997 at the USAV Open Championships in Kansas City and the new Pioneer Region was born.

The region has put this handbook together to help you become a successful program. Please read the information and jot down any questions you may have. Many times most of your questions can be answered by the USA Volleyball website or the Pioneer Region website. Familiarize yourself with the sites and what is offered so as the season progresses you can refer to them for information. Do refer to them on a regular basis as they offer valuable information about National tournaments and other volleyball related activities. Try to use these sites to answer any questions you may have.

You also may find answers in this handbook. If not you may contact Commissioner Ron Kordes, or Assistant Commissioner/Registrar, Nancy Funk. Their contact information can be found on the front of this handbook or on the Pioneer Region Website – [www.PioneerVB.com](http://www.PioneerVB.com).

**All forms referred to in this handbook can be downloaded from the Pioneer Region website.**

### Important Web Addresses

USA Volleyball	-	<a href="http://www.usavolleyball.org/">http://www.usavolleyball.org/</a>
Pioneer Region	-	<a href="http://www.PioneerVB.com">www.PioneerVB.com</a>

## **Membership Information/Background Screening/Debt**

Players, coaches, team representatives, chaperons, club directors, and/or anyone actively involved with clubs must register with the Pioneer Region/USA Volleyball \* prior to participation in any USA Volleyball sanctioned event.

In addition any adult associated with junior club players as a coach, club director, chaperone, team representative, in an educational capacity (conducting regional junior player clinics) or as an official are required to complete a USA Volleyball background screening when they first register and every 2 years thereafter. Once a clear background screening has been received from the approved USA Volleyball screening company, the adult may participate with junior members. Any adult whose background screening is returned "disqualify" by the USA Volleyball approved screening company can be registered as an adult player **ONLY** and may not participate in any junior capacity.

Any player, who has a signed contract with a club and does not fulfill their monetary obligation to that club, is reported by the club director, prior to the beginning of the next registration season to the Pioneer Region registrar. If the player did not fulfill their financial obligation to a club, they may not do so to the next club. By reporting these players the region can hopefully keep players from traveling from club to club owing a debt. Any player reported for non-payment of fees during a season is placed on suspension and may not be registered for the next season until a settlement agreement is reached with the previous club.

Region due process is available to any member.

**The development of new junior clubs is highly encouraged and assistance will be provided. The Region will take any action necessary to preclude any unethical practices team/club, or making unfounded remarks about other clubs.**

**Additionally, clubs must take every precaution to ensure compliance with existing USAV and respective state high school eligibility rules for all junior participants.**

**\*\*\*\* In the Pioneer Region there are to be no Junior Girls club try-outs until the completion of all local area school championships in their age division. \*\*\*\***

## **Recruitment**

In the Pioneer Region from the day that a junior has registered and/or signed a contract with a club/team they are not to be approached by another club/team director/representative, coach or parent/legal guardian for purpose of recruiting the player to their junior club/team until after the USA Volleyball Junior National tournaments have reached their conclusion in July. From that time in July until a player accepts a spot with a new team/club for the upcoming season (this includes signing an acceptance indicating the acceptance of an invite only position on a club/team) they may be approached by other region clubs/teams.

## **Forming a new club?**

Contact the Pioneer Region office:

**Registration questions** – Nancy Funk ([NFunk@insightbb.com](mailto:NFunk@insightbb.com))

## Age Requirements/Open & Club Divisions

USA Volleyball Junior teams are divided according to player age. (See the USA Volleyball Junior Age Definition on website under forms) In most age levels, competition is divided into Open and Club divisions. The Open division is for the elite, highly skilled teams. Some tournaments will offer an Open and Club division while others, not divided into divisions, are open to all teams that wish to compete. Most new clubs should begin competing in tournaments of the Club division.

Players may compete on teams with older players...for example a 14 year old may play on a 16 year old team since she is younger than the 16 age limit. On the other hand a 16 year old cannot compete on a 14 year old team; he/she is older than the age limit.

**All members of the team must meet the age requirements. In some cases a waiver may be granted for a player to compete – never is a waiver granted for competition in a National event. Contact Nancy Funk – [NFunk@insightbb.com](mailto:NFunk@insightbb.com) if any information is needed. (See website for age waiver form)**

**It is highly suggested that club directors have all junior participants submit a photocopy of their birth certificate if you plan to play in any National events. This should be kept by the Club Director on file, in case a question arises about a participant's legal age.**

## USA VOLLEYBALL AGE FALSIFICATION POLICY

**(Adopted by USA Volleyball Board of Directors, January 19, 2002)**

For all USA Volleyball corporate events, any person who alters any document that certifies the age of a participant, or falsifies any statement which lists the age of a participant, will be sanctioned as follows:

Any team representative, coach, program director or responsible adult found to be a party to such action shall:

1. Be immediately suspended from registration with USA Volleyball and barred from further participation in the event; and
2. Be barred from participation in any USA Corporate events in any capacity, for a minimum of two (2) years; and
3. Have a minimum probation of one additional year, to run consecutively to 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 shall:

1. Be immediately suspended from registration with USA Volleyball and barred from further participation in the event; and
2. Be barred from participation in any USA Corporate events in any capacity, for a minimum of two (2) years; and
3. Have a minimum probation of one additional year, to run consecutively to the suspension.

When 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.

The Event Arbitrator or the Event Ethics and Eligibility Appeals Committee may recommend a more severe penalty. The Event Arbitrator or the Event Ethics and Eligibility Appeals Committee shall file a report of any age violation with the Corporation's Ethics and Eligibility Committee and with the registering Member Organization with its recommendation.

## FEES

Adult Player, Coach, Official, Chaperone	\$50.00
Junior Player	\$50.00
<u>One-Day</u> Player/Official/Intra League Junior (call registrar)	\$30.00
Background Screening	\$18.00

There is a special \$5.00 membership for insurance coverage if your club wishes to have a league for young players or do a weekend training clinic. This will give you insurance for the facility and the participant. Contact Nancy Funk for details if you are interested.

- Officials must purchase insurance for an additional fee \$6.85
  - PAVO registered officials already have this additional insurance
- \*\*\*There are no team fees

## CLUBS

Teams are allowed to “club” together – merge resources from several teams - to provide additional opportunities for play. This can also prevent a team from forfeiting or withdrawing from a tournament after it has registered due to a lack of enough players. Players may move from team to team within a club. Adult players may not play down more than one division. Due to the limited number of adult players in the Pioneer Region, adult men and women are all considered to be one “club”.

# Registration

The Pioneer Region uses the USAV online registration system (webpoint). Go to the Pioneer Region website [www.PioneerVB.com](http://www.PioneerVB.com). On the home page you will click on the registration area in the upper left hand corner and follow the directions to apply for membership. The waiver & liability, background screening and code of ethics forms are completed and signed on-line by each adult individual and a parent/guardian for a junior player.

The membership will be complete when payment by the club or official is received by the region registrar.

***Everyone must apply for membership at the beginning of each season.***

- a. Every club director, player, coach, chaperone, tournament director and anyone who is helping with your club (in practice) must be a member. This is for insurance coverage.
- b. For each Junior participant a parent (or legal guardian) MUST enter the required information on-line to complete the junior application
- c. Each adult must enter their own application on-line.
- d. **Each individual only has to pay one fee.** Even if they are serving in more than one capacity (ex; coach and official)
- e. If your team wants to add any players during the season, send all necessary information to the regional registrar **before they play. Failure to do so could SUSPEND your team for the season.** All players **must be paid** and have a submitted on-line application prior to playing in a USA Volleyball sanctioned event
- f. Players may not change clubs after registering, signing a contract with a club for the upcoming season. Please be aware that there will be extreme instances in which a change of clubs will be allowed. If a change of club is needed contact the Regional registrar. A player **may not** register with more than one club
- g. The team representative or club director will receive all correspondence within the region (tournament information, etc.). Contact [NFunk@insightbb.com](mailto:NFunk@insightbb.com) with all contact information for your club.
- h. Adults associated with juniors will need to complete the Background Screening form and the code of ethics form during the online registration process. Background Screening is required every 2 years (see Pioneer Region website for further information about background screening) \$18.00 fee must be submitted with the membership fee.
- i. Membership registration fee is \$50.00 per person. The Club Director sends;
  1. A team roster with coach of those being paid for
  2. **One club check** made out to the Pioneer Region for the full amount due. This includes membership and background screening fees

Mail to:

Nancy Funk  
Pioneer Region Registrar  
7906 Ferndale Rd.  
Louisville, KY 40291

***Have each player/parent make their check out to the club. The club then sends one check to the region registrar.***

***\*\*\* PLEASE do not mail rosters and checks with receipt requested or signature required.***

**All of the following forms are found on the Pioneer Region website under  
'Forms and memos'**

**Player Information Form**

This form is to be read by the parents prior to accepting a place on your club/team. The parent must accept this form online when they register their junior player. . This form may be included as part of the contract that you club has the parent sign.

**Junior Coach/Club Director Code of Ethics**

This form must be accepted on line by all adults who register.

**Background Screening Forms**

USA Volleyball ROD has mandated that adults who work with junior participants must undergo a background screening. Every adult associated with juniors must have a screening completed with their initial registration which is good for two registration seasons. Refer to the "Regional Volleyball Association of USA Volleyball Background Screening Policy" on the Pioneer Region Website to help answer your questions.

This form must be completed by all club directors, coaches (head & assistants) chaperones, officials and any adult who will have direct contact with junior participants. The cost for each screening is \$18.00 (paid to Pioneer Region) This form is generated when the adult registers online and is signed online just as the waiver for membership is done. No adult connected to a junior team/club may be added to a junior roster until the background check is completed.

Anyone refusing a background check may not participate with junior athletes. You must allow 2 weeks prior to an adult working with a team for them to clear the background check. All information will be strictly confidential. Only notification of disqualification (no specifics) will be provided to the Club Director. Clearance and disqualifications will be reported to the regional registrar and USA Volleyball National office. Each disqualified applicant will be contacted personally by the screening company, Southeastern Security Consultant's Inc. (SSCI), and provided due process by the screening company. **Anyone reported as disqualified may not be registered with a junior club or work with juniors in the region. Club Directors have ultimate responsible to see that all adults working with their club are registered, have a cleared background screening and if disqualified that the disqualified adult is not working with their club.**

**We must all remember that this is for the safety of the junior participants.**

**Player Medical Release Form**    **DO NOT SEND THIS FORM IN WITH YOUR REGISTRATIONS**

This form will provide medical information. It also gives permission for medical emergency treatment in the absence of a parent or legal guardian.

1. Each junior player must have this form filled out - the parent/legal guardian MUST sign it.
2. **Club Director** – keep THE ORIGINAL of this form, in case they get lost (this has happened on more than one occasion).At some tournaments they will require that the coach, or whoever is registering the team, show the forms as proof that they have them in their possession.
3. **Team Coach** – must have a copy of this form with them at all times, practice and competition - in case of emergency - for every junior player on their team.
4. **Chaperone** – make a copy and give to the team chaperone also. This way if there is an injury they may accompany the player for treatment while the coach can remain with the rest of the junior players.

When the form is returned to you, as the club director, be sure it is completely filled out and signed. Many tournaments will require you to produce these forms before your team will be allowed to participate. Some states require (Florida as an example) this form be notarized.

## After your Team/Club is Registered – 11 digit team code

Each club director will be granted access to the online site after their registration is paid each season and they have a cleared background screening. With this access they are able to download information about their club registered members. There is a guide of instructions available on the website to help club directors learn about the access available to them. Club Directors will:

1. Be granted access to their club information on-line.
2. Be able to go online to form their teams.
3. Be able to print a roster for each team registered
  - A. At the top of your roster is your registered team name
  - B. Eleven digit team ID – This is your **11-digit code** name. When you enter a tournament this is the code you enter on your entry form. F J7 YOUCL 1 PR  
What does each digit mean?  
Team Gender F = Female M = Male  
Junior team = J  
Age division = in the example above 7 = 17 & under  
Club code = each Club is given a 5-letter Club code, example YOUCL  
Team # = in this example this is the number 1 team in the club in this age division  
Pioneer Region = PR for your region
  - C. Member # - This is the player registration number that will go on the roster that you send into a tournament.
  - D. The rest of the roster should be self explanatory

As club director keep a copy of the roster and give one to the team coach.

## USA Volleyball Incident & Medical Claim Forms

The Incident and Medical Claim forms are for use **ONLY** if needed for an injury report. By being a member of the Pioneer Region and USA Volleyball there is an insurance policy included in the dues. Participant excess medical coverage provided under the USA Volleyball master insurance policy is intended to provide up to \$25,000 of EXCESS medical coverage for injuries sustained while driving to, participating in, or returning from an approved or sanctioned event. The coverage is not designed to replace existing medical coverage available to a participant. This is a secondary policy that covers after your primary carrier has paid. The sole purpose is to provide reimbursement for covered sports accidents when no other collectible insurance is available or primary limits have been exhausted. It will not reimburse a primary health care deductible.

### Incident Report

To be completed by the Tournament Director, Club Director, Coach or USA Volleyball Official at the time incident occurs. The form is to be filled out any time there is an incident (injury or anything that occurs that might result in an insurance claim being filed) to notify the region office and insurance carrier. It is then sent to the region who will forward to the Insurance carrier. Forms should be sent to :

Pioneer Region  
7906 Ferndale Rd.  
Louisville, Ky. 40291

### Medical Claim Form

This form is for completion by the injured party or parent/legal guardian, if a medical claim results. This 2-page form is then turned into the ADDRESS AT THE BOTTOM OF THE FORM. NOT TO THE REGION as this would be a HIPPA VIOLATION.

\*\*Remember all injuries do not result in medical claims.

## Tournaments & Entry Form

Many tournaments do their registration online. AES is one of the most used systems.

All National tournaments (Adult Open, Qualifiers, Junior Nationals, etc.) do online registration.

**Check frequently on the USA Volleyball website for any changes in their guidelines for tournament registration. These guidelines must be followed!**

The Club Director has the ability to print a tournament entry form using the region online registration site (webpoint) and mail it to the listed tournament director.

All the region sanctioned tournaments are listed on the Pioneer Region website with contacts for entry. Also check the USA Volleyball website (<http://www.usavolleyball.org/>) where the National tournaments such as National Qualifiers are listed. There are links to all the USAV member region websites so you can browse for other tournaments to enter.

Looking to stay closer to your home area to participate? Regions close to us are: Hoosier (Indiana), Ohio Valley (Ohio & West Virginia), Great Lakes (Illinois), Gateway (St. Louis & Southern Illinois area), Delta (Arkansas & Western Tennessee), Southern (Tennessee & Northern Mississippi). You can link to any of their websites to check out what tournaments they have to offer by going to the USA Volleyball website at <http://www.usavolleyball.org/>

Be sure to check that you have been accepted into a tournament. Each tournament should notify you of your acceptance prior to the date of the tournament. If you have not heard from them, they may not have gotten all the required entry materials. Check before you show up, you do not want to make a wasted trip.

Each tournament has its own entry fee. This fee is based on tournament expenses. Some tournaments may only have one day of play, others can be two, three or more days. Also remember that if there is more than one day of play and you are away from home you will have hotel expenses to cover.

Formats may also differ. Be sure when you enter you are aware of what format they will be playing. Know up front how many matches you are guaranteed.

Some (but not all) formats include –

1. Round robin 4 team pool play with the top 2 teams going to single elimination championship play and the other teams going home
2. Pool play with a re-pooling of teams, then teams being sent into single elimination championship brackets after completion of the second round of pool play.
3. Some tournaments send teams home after pool play if they do not finish in the top of the pool, but most now have play for all teams in mini single elimination brackets to give teams more play.
4. Tournaments may play matches, best 2 out of 3 games to 25points, or shortened 2 out of 3 games to 21 or 19 points
5. Tournaments may play only 2 games and not matches until single elimination tournament play.

**NEVER leave a tournament site until you are sure where and what time you play or officiate again.**

Many teams have had to forfeit matches because they did not read the schedule correctly. Schedules are not easy to read and coaches who have been doing this for years have made errors. Have one of the team parents' help and everyone confirm what they read. DO NOT be afraid to ask!

### **Want to have your own tournament?**

To the Pioneer Region Tournament Handbook for information

## **REGIONAL CHAMPIONSHIPS**

The Pioneer Region will accept all registered USAV junior teams in our region to the Regional Championships if entry procedures have been properly carried out by the deadline.

The Regional Tournament Director and his/her committee will seed teams.

At this time there are so few registered adult teams in the Pioneer Region that there are no adult regionals offered.

### **Bid Tournament**

The Pioneer Region conducts a 'Bid Tournament' to award the bids given the region for all girls' junior team age divisions currently offered a National Championship by USA Volleyball. All teams in the region who meet the following criteria may compete:

- a. **Do not** already have an Open or National bid to the Junior National Championships.
- b. The team must be properly registered online according to the USA Volleyball National office guidelines. Check the National office website - [USAVolleyball.org](http://USAVolleyball.org) – for information.
- c. The team must have their entry fee paid into the USA Volleyball National office guaranteeing that the team will attend the National Championships if they win the available bid to represent the Pioneer region.
- d. Have sent in their completed entry form to the region tournament director.

The tournament winner will receive the region bid to the Junior Championships. Any At-Large bids assigned to the region will be awarded to region teams according to their finish in the Bid Tournament.

**\*\*\*Teams that play and win a bid in the Pioneer Region Bid Tournament and do not accept the bid awarded to the Junior Nationals will be fined \$1000.00.**

**Applications for USA Junior Volleyball Championships** - Teams qualifying by winning the Regional Bid Tournament, or any other qualifying event, must complete all entry requirements prior by the appropriate cut-off date. Any questions regarding proper procedures should be directed to the Pioneer Region office.

### **Coaches Code of Ethics**

1. All head coaches must be adults (18 years or older) and regular registered members of USA Volleyball – Pioneer Region.
2. No coach shall allow, encourage, condone or require any behavior that threatens an athletes' USAV, NCAA or High School eligibility.
3. A registered adult coach must be present at all practices and competitions. This coach is responsible for the moral and ethical atmosphere that occurs during all team activities. Coaches will provide a positive role model.
4. No coach will supply or condone the use of drugs, alcohol, or tobacco.
5. Coaches will work with and develop every member of their team.
6. All coaches must inform both their athlete and parent/guardian that they must sign a USA Volleyball membership form including the release and waiver of liability before they can become USAV member and represent the club.
7. All coaches must inform the athlete and parent/guardian that the athlete risks bodily injury.
8. From the day that a junior has registered with a club they cannot be approached by a club director/representative, coach or parent/legal guardian of another junior club/team for purpose of recruiting the player to their junior club/team until after the USA Volleyball Junior National tournaments have reached their conclusion in July.
9. Any complaints concerning breeches of this code will have to go to club directors and at their discretion, turned over to the Pioneer Region complaint committee to be heard. All complaints must be first hand, in writing and signed by the athlete and/or parent/legal guardian.

## Impact Certification

All coaches are required, in a reasonable amount of time, to have a training course called Impact. It is required if they are coaching in any National event. The Pioneer Region will be scheduling Impact certification clinics at various sites around the region. These are preferably conducted in January and February. Contact Dale Grupe ([dvolley61@aol.com](mailto:dvolley61@aol.com)) about having a course in your area. Dates and times will be posted on the Pioneer Region website.

Reminder: All teams intending to participate in the Junior National Championships or any Qualifier must have all coaches on the bench IMPACT certified.. If a coach has been Impact certified this certification is good for life.

Cost of the Impact class is \$30.00 paid to the Pioneer Region if given by a Pioneer Region clinician.

USA Volleyball also offers IMPACT by online webinar for a higher cost – information can be found on the USA Volleyball website.

## CAP Clinics

A schedule and explanation of CAP Clinics can be obtained on the USA Volleyball website.

<http://www.usavolleyball.org/> CAP clinics are for those who desire to increase their coaching skills and knowledge.

## Scorekeeping and Referee Clinics

The Pioneer Region offers clinics every season to train players in proper scorekeeping and R2 officiating techniques. These clinics are offered in all areas of the region. All we need is for you to find us a facility in your area. Contact the Scorekeeping Chair, Nancy Funk, about a scorekeeping clinic [Nfunk@insightbb.com](mailto:Nfunk@insightbb.com) or Referee Chair, Don Goodwin, [usaref@bellsouth.com](mailto:usaref@bellsouth.com) about a referee clinic.

Scorekeeping and Referee clinics are FREE.

When attending a National event or Qualifier you must have at least one certified scorekeeper and one certified junior R2 on your team – you may have the whole team certified.

A player who is to be newly certified needs to #1 attend a season clinic and then #2 keep score on two matches having a certification form signed by the USA certified official who is the referee on the court of the match they have just scored. After the second match has been scored and an official signature obtained the coach signs the bottom of the certification form for verification that this player has completed the process and sends the form to the scorekeeping chair.

A player who is to be a junior certified R2 needs to attend a season clinic and then be the R2 on at least three (3) matches. Have the USAV certified official on the match sign the certification form after each match and then have the coach sign. Send the completed form to the referee chair.

If a player does not register for a season they automatically loss their certification and must recertify.

All junior players who are certified are listed on the Pioneer Region website

[www.pioneervb.com](http://www.pioneervb.com). Certifications are printed on each individual membership card that they are able to print from the Pioneer Region registration site.

**The Junior Scorekeeping Certification and Junior R2 forms can be downloaded from the Pioneer Region website under 'forms and memos'.**

## Useful Information & Frequently Asked Questions

### 1. Have a parent/legal guardian meeting at the beginning

Before you have tryouts for your teams, or form a team, have a meeting with the parents/legal guardians. Be sure up front that they know what to expect

What will the cost be? (USA registration, uniforms- 2 sets, cost of gym rental, tournament entry fees, hotels, etc.)

When and how much practice involved?

How much travel involved going to tournaments?

Playing time per player?

Possibility of fund-raising?

### 2. Every club should have a contract

Each parent/legal guardian should sign a contract regarding payment of fees. A club should contact an attorney for assistance if necessary. This will give a club some protection if a player does not pay their fees. Give a breakdown of what the payments cover. The region cannot help a club if there is a dispute about payments if there is no contract and nothing to show exactly how much was paid, how much is owed and exactly for what the payments are for.

Any player who does not fulfill their monetary obligation should be reported at the end of the season and prior to the beginning of the next season to the region office. If they did not pay you they may not pay the next club and in this way we can hopefully keep players from traveling from club to club owing a debt. Any player, with a signed contract, reported for non-payment of fees during a season may not be registered in future seasons until a settlement is reached with the previous club. This is why you need the Parent informed with a contract signed and keep a copy in case there is a dispute.

### 3. Get each coach a folder

See that each team coach has a folder/binder to have with him/her at all times

In this folder/binder place

- a. Each team member medical release form – then at practice or at a tournament it is always available if needed in case of emergency
- b. Copies of birth certificates that may be needed – if you have a specific player that appears older than her age, the coach will have proof if asked by a tournament for verification
- c. Copy of the team roster
- d. Print each of the team membership cards – these show their certifications
- e. Blank Junior scorekeeper and R2 certification forms for the players

### 4. Insurance Certificate

Request an insurance certificate for your practice facility from the region office if needed. Download the form from the website. This certificate is merely a written document that provides evidence that an insurance policy is in effect for USA Volleyball, its members, coaches, sponsors, trainers, and officials. Many practice facilities require this for the use of the facility.

### 5. Team Parent

Have a team parent that is willing to be a chaperone. Let this parent be responsible for phone calls, collecting paper work, washing uniforms on trips and being a general help to the coach. This will help the coach concentrate on coaching the team.

### 6. Is it necessary to give my date of birth when I register?

Yes – there must be a date of birth on all registration forms for adults and juniors. For junior players, so we can be sure they qualify for the age group in which they are being registered to participate. For adults, they must be of legal age to be a coach and to be a chaperone they must be at least 25. The National office will not accept a registration for membership without a date of birth.

**7. We are just starting what do we need?**

Use this Pioneer Region Junior Handbook as a starting point. Also on The Pioneer Region website [www.PioneerVB.com](http://www.PioneerVB.com)

There is an example of a club handbook that you can use as a template for your own club.

**8. Do I have to give my Social Security number?**

Only adults that are going to be associated with Juniors will have to enter their Social Security number. This is for the Background Screening to use for identification purposes. The number is erased after the required screening is complete.

## **USA VOLLEYBALL PARTICIPANT CODE OF CONDUCT**

Each participant shall sign and understand the Participant's Code of Conduct and shall sign online prior to each season and participation in USAV events.

### **THE FOLLOWING ACTIONS ARE PROHIBITED**

1. Illegal transport, illegal possession, or illegal drugs or other substances banned by USAV or Regional Associations. (Note; Disciplinary actions for use of banned substances shall be in accordance with USAV Drug Policy Program.)
2. Use of a recognized identification card by anyone other than the individual described on the card.
3. Physical damage to a facility or theft of a room, dormitory, residence or other person. (Restitution will be a part of any penalty imposed.)
4. Possession of fireworks, ammunition, firearms, other weapons or any item or material which by commonly accepted practices and principles would be a hazard or harmful to other persons.
5. Any action considered being an offense under Federal, State, or Local laws/ordinances.
6. Violation of the specific policies, regulations, and/or procedures of any facility used in conjunction with a sanctioned event. (It is the responsibility of the individual to be familiar with applicable specific policies, regulations and procedures.)
7. Conduct, which is inappropriate as determined by comparison to normally, accepted behavior.
8. Physical or verbal intimidation of any individual.

### **DISCIPLINARY POLICY**

It is the responsibility of the Pioneer Regional Volleyball Association Board of Directors to administer volleyball within the Pioneer Region. On occasion, Pioneer Region members may violate, or be accused of violating, Region or USAV rules as spelled out in this handbook or the USAV Guide Book. Such alleged violations may require actions by the Pioneer Region. These due process rules are established to protect the rights of any accused member of the Region, the safety of Region members, and the integrity of the Region.

### **Due Process Procedure**

Some actions or alleged actions by individuals or teams result in automatic sanctions in accordance with the Region Handbook (e.g., failure to fulfill officiating responsibilities, use of alcohol or controlled substances at a tournament, failure to appear at an event for which a team is pre-registered, etc.). The appropriate officer of the Region Board (e.g., the Referees Chairman may prohibited an official from officiating if he/she has not met requirements.), or the Commissioner, after considering the evidence of wrongdoing, may administer such automatic sanction. If there is no clearly appropriate Board officer, the Commissioner shall administer the automatic sanction.

The Commissioner, after considering the evidence, shall have authority to impose sanctions for routine wrongdoing by Region members not otherwise provided for by the Region Handbook (e.g., minor damage to facilities or equipment).

The first level of appeal from sanctions for routine matters shall be the Commissioner, who may request that such appeal be in writing. The Commissioner may either rule on the appeal or delegate the appeal to the Review Board (see below) for formal consideration. If the Commissioner rules on the appeal and the relevant person or team wish to appeal further, such appeal shall be to the Review Board.

**Review Board** - A Review Board consisting of three persons shall have responsibility for action on alleged wrongdoing of a serious nature by Region members or for appeals from sanctions for wrongdoing otherwise deemed routine. The Commissioner shall chair the Review Board and shall be a voting member unless he/she ruled on the first level of appeal from a sanction for routine matter; in the later case, the Commissioner shall remain the administrative chair of the Review Board but shall not be a voting member. If necessary to replace the Commissioner with a third voting Review Board member, such member of the Region Board shall serve as is jointly selected by the accused individual or team representative and the Region Board Representative, if an agreement cannot be reached, such Region Board member shall serve as a voting member in place of the Commissioner as is selected by blind lottery from among the Region Board members. One member of the Review Board shall be a Region Board member selected by the accused individual or team representative. The other member of the Review Board shall be such Board member as is most appropriate to the situation at issue as determined by a majority of the Player Representatives and Junior Coordinator. If more than one

Region Board member is unwilling or unable to serve if selected under any of the above described methods, the Commissioner and accused may agree on a method for selecting a Review Board member from among the Region's general membership.

For matters to be considered by the Review Board, notice shall be provided to the accused in writing as soon as reasonably possible. Oral notice may precede written notice for expediency. Written notice; shall include a copy of these due process procedures and shall describe the alleged wrongdoing, the range of possible sanctions, and shall suggest a date, location, and method (in person or by telephone conference if acceptable to accused) for the hearing. The date and location shall be established as much as reasonably possible to accommodate the accused. If the accused does not cooperate in establishing such date and location, the Review Board shall schedule the hearing at its convenience and the accused shall be so advised in writing. The exact format of the hearing may vary as arranged with the accused, but it generally shall include an initial statement summarizing the allegations, presentation of evidence of the alleged wrongdoing, and presentation of evidence of innocence or of mitigating circumstances.

After the hearing concludes, all interested parties shall be dismissed and the Review Board shall consider and discuss the evidence. As soon as possible after the hearing (but not necessarily the same day), the Review Board shall reach a decision, which it shall formalize in writing delivered to the accused. A decision of a majority of the Review Board members shall control and any dissent shall be noted in the written decision.

**Final Appeal** - Appeals from decisions of the Review Board shall be to the entire Region Board. An appeal hearing to the Region Board shall follow the same format as described above for the Review Board. The administrative chairman of an appeal hearing shall be such Board member as is selected by mutual agreement of the accused and Commissioner. If no agreement can be reached, the administrative chairman shall be such Region Board member as is selected by blind lottery. An accused must provide written notice to the Commissioner of an intention to appeal a Review Board decision within sixty days after such decision has been mailed by certified or registered mail or delivered by hand delivery to the accused. Otherwise, the accused shall not be entitled to an appeal.

An appeal hearing shall occur within thirty days after notice of intent to appeal has been mailed unless the appellant and Commissioner agree otherwise. Any decision and sanction of the Review Board shall remain in effect until the appeal hearing. For the appeal hearing to be effective, it shall be necessary that a quorum of Region Board members be physically present, proxy votes will not be permitted.

Appeal hearings shall be recorded on audiotape.

**Miscellaneous** - The Region Board is not a court of law but, rather, a non-profit, private group of volleyball players, coaches, and organizers duly elected to administer volleyball within the Region. It is the duty of the Region Board to strive to obtain just and fair results when a Region member is accused of wrongdoing relevant to volleyball within the Region. As a private body, the Region Board does not follow the Federal Rules of Evidence but shall accord weight to evidence based on its substance and on common sense.

**Note that the Review and Region Boards have the authority to suspend membership privileges for more than one year.**

For serious matters, unless the safety of Region members is at risk, physical or other substantial injury has resulted, or the accused was clearly caught in the act of a serious wrongdoing relevant to volleyball, no penalty, sanction, or fine shall be imposed against the accused without a hearing by the Review Board. In the instances cited, however, a temporary sanction may be imposed by the Commissioner after careful consideration of the evidence and situation; any such action shall be stated in writing delivered to the accused. The United States Volleyball Association now provides that the only appeal from a decision of the Region Board shall be to the United States Volleyball Association National Ethics and Eligibility Committee and only for a determination of whether the accused received due process.

If an individual moves into the Region, or a team attempts to register in the Region, subject to the sanctions of another Region, which has a procedure for appealing from sanctions, the Pioneer Region shall respect and observe the other Region's sanction for the balance of its term (regardless of whether the individual or team exercised such appeal process).

#### **USAV / PIONEER REGION DISCIPLINARY POLICY:**

<b>Infraction</b>	<b>When Occurred</b>	<b>Suggested Maximum Penalty**</b>
First	Before or during event	Individual disqualified immediately (if the person is a Junior, he/she will be sent home as soon as possible and parent or guardian notified). The individual will be declared ineligible for USAV registration or Pioneer Region

		membership for one year starting from the date of infraction.
	After event concludes	The individual will be declared ineligible for USAV registration or Pioneer Region membership for one year starting from the date of the infraction.
Second	Before or during event	Individual disqualified immediately (if the person is a junior, he/she will be sent home as soon as possible and parent or guardian notified). The individual will be declared ineligible for USAV registration or Pioneer Region membership for two years starting from the date of the infraction.
	After event concludes	The individual will be declared ineligible for USAV registration or Pioneer Region membership for two years from the date of the infraction.
Third		The individual will be ineligible for USAV membership for the remainder of his/her lifetime.

**NOTE: Major misbehavior (e.g. verbal or physical abuse of a child, sexual harassment, etc.) may subject the violator to immediate lifetime ineligibility for USAV registration or Pioneer Region membership.**

**\*\* Appeals may be made in accordance with procedures set forth in the bylaws and operating code of USAV and the Pioneer Region as printed in the current Official USAV Guide and Pioneer Region Handbook, respectively.**

### **FINES AND PENALTIES**

**The Pioneer Region reserves the right to levy fines up to a maximum of \$100 to its members for violation of the following**

1. **Failure to show at a tournament** - In addition to the fine, a team that fails to give notice to the Tournament Director that it is not intending to play in the event for which it is entered shall also forfeit their entry fee.
2. **Violation of Tournament Site Regulations** - A team could incur a fine if it violates ANY tournament site regulations included but not limited to those listed below;
  - a. There will be NO SMOKING or ALCOHOL in any school facility used for tournaments.
  - b. Any player (or parent/guardian/chaperone of junior players) caught by any tournament official with any Alcoholic beverages or illegal drugs inside of any school building or public tournament site, or on any premises which prohibits this usage (i.e., school grounds, parking lots) will not be allowed to continue in the tournament or event from that point on.
  - c. Anyone caught causing any detrimental action to players and or officials will be immediately ejected from the event and could face further penalties.
  - d. Bring in items posted that there are to be no coolers or food brought into the facility.
4. **Failure to officiate when assigned** - Any team that fails to perform officiating duties as assigned by the Tournament Director may pay a fine.
5. **Player Eligibility Rule** - If it is discovered that a player is participating in a sanctioned tournament that is not eligible, it should be reported to the Region office for disciplinary action from the Region Board.
6. **Bad Check Charge** -  
\$30 Fine plus reimbursement of check amount

**Fines must be paid prior to entering a tournament in the Pioneer Region if the Commissioner and Board find it necessary to be imposed**

### **BECOMING A VOLLEYBALL REFEREE**

Any person who is currently registered and in good standing in the Pioneer Region and USA Volleyball may become a volleyball official. Each official must pass an on-line referee and scorekeeper's exam.

Some prerequisite requirements are waived if the referee certification is being obtained under the conditions of the Certification Reciprocity Agreement between USA Volleyball and the Professional Association of Volleyball Officials (PAVO), the provisions of which are published in the USA Volleyball Guide Book.

Provisional, Regional and National Retired referees are certified by the Pioneer Region Referees' Chair, in cooperation with the Region Commissioner. Junior National and USA National referees are certified by the National Commissioner for evaluation and development upon the recommendation of that Committee. Each level requirement is as follow:

### **Provisional Referee**

1. Must attend a USAV referee clinic each year.
2. Attain a corrected score to 100% on the approved USA Volleyball part on-line test for referees. (open book)
3. Successfully complete the scorekeepers' examination on-line.
4. Demonstrate the ability to officiate by receiving two favorable ratings as a 1st and 2nd referee in a practical evaluation. Rater must be the Referees' Chair or a designee of Regional or higher rating.

### **Upgrade from Provisional to Regional Referee**

1. Must have been a Provisional Referee for at least one full season.
2. Must meet the requirements of a Regional Referee.

### **Regional Referee**

1. Must attend a USAV clinic annually.
2. Attain a corrected score of 100% on the approved USA Volleyball on-line test for referees.
3. Successfully complete the Regional Scorekeeping examination.
4. Obtain passing ratings by the Referees' Chair or his/her designee with a Jr. National or above rating as a 1st and 2nd referee in a minimum of two matches

### **Junior National Referee Candidate**

1. Must have served as a Regional Referee for two years.
2. Obtain the approval of the Regional Referee Chair.
3. Obtain the approval of the Regional Scorekeeper Chair.
4. File the official application fee. Contact the Referee Chair for assistance.
5. Must complete all requirements as outlined by USAV. (see USAV Guide Book)

### **Junior National and National Referee**

See the USA Volleyball Guide Book for requirements.

### **BECOMING A VOLLEYBALL SCOREKEEPER**

All scorekeeping candidates must be current members in good standing of the Pioneer Region and USA Volleyball.

### **Regional Scorekeeper Certification**

1. Must attend an annual scorekeeping clinic.
2. Must complete an on-line scorekeeping exam.
4. Must correctly keep score on one match, (as either the official or supplementary scorekeeper) after attending the clinic. A rater approved by the Scorekeeping Chair must observe this match. This requirement must be met every other year.
5. Once requirements are met certification expires every other year at the end of the USAV season.

### **National Junior & National Scorekeeper Candidates**

1. Must have the approval of Scorekeepers' Chair after the observation of keeping score on a minimum of one match.
2. Contact the Scorekeeping Chair regarding official application and application fees.
3. Must complete application by prescribed date and submit with application fees to USA Volleyball.
4. Must meet the Regional Scorekeeping certification requirements.
5. Must have been a Regional Scorekeeper in good standing for at least one full season.
6. Must meet all requirements set forth in the USA Volleyball Guide Book for Junior National and National scorekeeper candidates.

### **Junior Certified Scorekeeper**

THIS CATAGORY IS FOR JUNIOR PARTICIPANTS.

1. Must attend a Junior or General Scorekeeping Clinic.
2. Obtain a passing rating on scoring two Junior Level matches and have two USAV certified officials sign the certification sheet that the junior player has met the requirement.

*Update 8/19/2010*

*PIONEER VOLLEYBALL REGION*

BY-LAWS (updated August 10, 2008)

**ARTICLE I. NAME.**

The name of the Corporation shall be **PIONEER REGION, INC.**

**ARTICLE II. OFFICES.**

The principle office of the Corporation within the Commonwealth of Kentucky shall be located at 1820 Taylor Ave., Louisville, Kentucky 40213. The Corporation may have such other offices, either within or outside the Commonwealth of Kentucky, as the Board of Directors may designate or as the business of the Corporation may require from time to time.

**ARTICLE III. PURPOSE.**

The purpose for which this Corporation is organized is to foster national and international amateur volleyball competition. In furtherance of this main purpose, the following sub-purposes are set forth:

- (a) To teach the sport of volleyball to children and adults by holding clinics conducted by qualified instructors in schools, playgrounds, parks and other sports facilities;
- (b) To provide practice volleyball sessions, classroom lectures, seminars, and panel discussions through which selected trainees may be schooled in competitive coaching, playing, officiating, and scouting techniques;
- (c) To foster and conduct area, regional, state and national amateur volleyball competition;
- (d) To act as the official representative of the United States Volleyball Association within an area designated as the Pioneer Region;
- (e) To select and train suitable candidates in the techniques of volleyball in national and international competition and thereby improve the caliber of candidates representing the United States in Olympic, Pan American, and World Game competitions; and
- (f) To foster and conduct amateur volleyball programs in the United States and foreign nations for the exchange and training of suitable candidates in the techniques and practices of volleyball in countries other than their own.

In order to carry out the purposes of this corporation, the corporation shall have the power to receive and hold money or other property, tangible or intangible, real or personal, for any of the purposes of the corporation, from whatever source derived. The corporation shall also have the power to borrow money and to mortgage or pledge real or personal property as security therefore, to use, borrow, or expend the funds and property of the corporation and do all things necessary to carry out the powers granted.

**ARTICLE IV. MEMBERSHIP OF THE BOARD OF DIRECTORS**

Membership on the Board of Directors shall be open to all persons who are interested in furthering the purposes of this corporation as expressed in Article III of these Bylaws. Any Pioneer Region member in good standing may be included on the docket for election to the Board of Directors by submitting his/her name to the Commissioner of the Pioneer Region on or before a date thirty (30) days prior to the elections of Board Members. Any Director may be removed from the Board by a two-thirds vote of the Directors present and voting at any special or annual meeting at which a quorum is present.

**ARTICLE V. BOARD OF DIRECTORS**

**GENERAL STATEMENT.** The Board of Directors, in furtherance of the specific and primary purpose of this nonprofit corporation as expressed in its Articles of Incorporation, may perform such acts as necessary to exercise the powers of this nonprofit corporation stated in its Articles of Incorporation, and generally may do or perform, or cause to be done or performed, any act which the corporation lawfully may do or perform in the furtherance of its purposes stated in its Articles of Incorporation.

**POLICY GOVERNING THE EXERCISE OF POWERS BY THE BOARD OF DIRECTORS.** It shall be the policy of this corporation to budget and disburse each year sufficient funds to carry out its purposes as stated in its Articles of Incorporation. It also shall be the policy of this corporation that this corporation shall not engage in any of the following transactions:

- (1) Lending any part of its income or principle without adequate security or at unreasonable rates of interest to contributors, to members of the families of contributors, or to corporations controlled by contributors or members of contributors' families.

(2) Making any part of this corporation's services available, on a preferential basis, to contributors, to members of the families of contributors, or to corporations controlled by contributors or members of contributors' families.

(3) Making any substantial purchase of securities or other property from contributors, members of families of contributors, or from corporations controlled by contributors or members of families of contributors for more than adequate consideration.

(4) Selling any substantial part of the property of this corporation to contributors', members of contributors' families, or corporations controlled by contributors or members of contributors' families for less than adequate consideration.

(5) Engaging in any transaction, which results in a substantial diversion of the income or corpus of this corporation to contributors, members of contributors' families, or corporations controlled by contributors' or members of contributors' families.

(6) The corporation shall not, except to an insubstantial degree, carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributors to which are deductible under Section 170(b)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

(7) This corporation is not organized nor shall it be operated for pecuniary gain or profit. No part of the net earnings of this nonprofit corporation shall inure to the benefit of any member or individual. No substantial part of the activities of the nonprofit corporation shall consist of carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

**SECTION 1.** A Board of Directors composed of appointed and elected members shall manage the business, property and affairs of this corporation.

The appointed positions to the Board of Directors shall be; Commissioner, Assistant Commissioner, Referee Chair, Scorekeeper Chair.

Elected positions shall be a minimum of One (1) member from each area of the region (at present Louisville, Lexington, Northern KY and Western KY), One (1) member to represent the adult population, and One (1) Junior at large representative.

**SECTION 2.** Elected directors shall be elected for three (3) year terms or until such time as their successors are duly elected or qualified. One third (1/3) of the Board of Directors shall be elected each year (group #1 Adult population representative and Louisville area representative, group #2 Western Kentucky Representative and Northern Kentucky Representative, and Group #3 Lexington area Representative and Junior at large representative) in a time frame from August 1 – November 1 to be decided upon by the Board of Directors. There shall be no limit as to the number of terms that a Director may serve. All members elected shall assume office November 1 of that year.

**SECTION 3.** A vacancy on the Board because of death, resignation, disqualification, or otherwise, may be filled by a vote of the Board of Directors for the unexpired portion of the term by a majority vote of a quorum. Members of the Board of Directors may be removed for cause by a majority vote of the Board of Directors.

**SECTION 4.** The chairman of all standing or special committees shall be appointed by the Commissioner of the corporation from members of the Board of Directors.

**SECTION 5.** Regular or special meetings of the Board of Directors may be held upon giving at least three (3) days written notice at such times and at such places, as shall from time to time be determined by the Board of Directors or as may be determined by the Commissioner.

**SECTION 6.** Each Director shall be entitled to one (1) vote. The appointed Commissioner shall be a non-voting Director of the Corporation except in the case of a tie vote. A written (signed) Proxy may occur, but must be specific in stating for which **person** they are voting and for which position.

**SECTION 7.** Directors (functioning as private contractors) may be compensated for their services, only with advance Board approval. Directors may be reimbursed for any reasonable expenses incurred in the performance of their duties to this Corporation with approval of the Board. No person who now is, or later becomes, a director for this nonprofit corporation shall be personally liable to its creditors for any indebtedness or liability, and any and all creditors of this nonprofit corporation shall look only to the assets of this nonprofit corporation for payment.

**SECTION 8.** In the event of the dissolution of this nonprofit corporation, after its just debts and obligations have been paid or adequately provided for, its remaining assets will be distributed as the current Board of Directors see fit for the express purpose of regenerating interest in amateur volleyball competition, benefiting those persons in the present geographical boundaries of the Pioneer Region, provided the organization continues to be dedicated to the exempt purpose as specified in Internal Revenue Code 501(a)(3).

**SECTION 9.** The Board of Directors is authorized to adopt an operating code by which the Pioneer Regional Volleyball Association, Inc. shall be governed with regard to more specific decisions and activities.

**SECTION 10.** Directors shall attend all regularly scheduled meetings and any special meetings, and any member who misses two consecutive meetings is subject to removal. Notice shall be given to the Commissioner when failing to attend any meeting.

**SECTION 11.** The USAV Operating Code for Regional Operations Division shall be constructed to be an integral part of these By-laws.

#### **OFFICERS.**

**SECTION 1.** This Corporation shall have as its officers a Commissioner, an Asst. - Commissioner, a Secretary/Registrar, and a Treasurer. In addition, the Corporation may have such other officers as are appointed by the Commissioner and approved by the Board of Directors. Officers shall be elected, at the first meeting of the Board of Directors after the general election, for a One (1) year term of office. There shall be no limit as to the number of terms an Officer may serve.

**SECTION 2.** Any officer elected or appointed by the Board of Directors may be removed by a majority vote of the Board of Directors whenever in its judgment the best interests of the corporation would be served.

**SECTION 3.** A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Commissioner for the unexpired portion of the term. The Board of Directors at the first meeting following the appointment must approve all such appointments.

**SECTION 4.** The Commissioner shall be a director of the corporation. He shall be the principle officer of the corporation: and, subject to the control of the Board of Directors, shall in general supervise and control all the business and affairs of the corporation. He shall, when present, preside at all meetings of the Board of Directors. He may sign, with the secretary or any other proper officer of the corporation thereunto authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or any other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these By-laws to some other officer or agent of the corporation, or shall be required by law to otherwise signed or executed; and in general shall perform all duties as may be prescribed by the Board of Directors from time to time.

**SECTION 5.** The Asst.-Commissioner shall be a director of the corporation. In the absence of the Commissioner or in the event of the Commissioners' death, resignation, removal, disqualification or otherwise inability or refusal to act, the Asst.-Commissioner shall perform the duties of the Commissioner, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Commissioner. The Asst.-Commissioner shall perform such other duties as from time to time may be assigned by the Commissioner or the Board of Directors.

**SECTION 6.** The Secretary shall:

- (a) Keep minutes of the Directors meetings in one or more books provided for that purpose;
- (b) See that all notices are given as provided for in these By-laws or as required by law;
- (c) Be custodian of the corporate records and perform registration duties of the region; and,
- (d) In general perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the Commissioner of the Board of Directors.

**SECTION 7.** The Treasurer shall:

- (a) Have charge and custody of and be responsible for all funds and securities of the corporation, receive, and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such bank, trust, companies or other depositories as shall be selected in accordance with the provisions of these By-laws; and
- (b) In general perform all the duties incident to the office of Treasure and such other duties as from time to time may be assigned by the Commissioner of the Board of Directors.

## **ARTICLE VII. ASSETS**

**SECTION 1.** All bank checks drawn against the corporation's checking account shall be signed by the Commissioner or Treasurer or by such other person or persons as the Board of Directors may from time to time determine.

**SECTION 2.** Deeds, mortgages, leases and contracts may be signed by both the Commissioner and Treasurer or by such other person or persons as the Board of Directors may authorize when necessary.

**SECTION 3.** No loans may be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution adopted by a majority of the Board of Directors.

**SECTION 4.** All funds of the corporation not otherwise employed shall be deposited as received in the corporation's checking account or in a savings account with such bank or banks or other depositories as the Board of Directors may select. At the conclusion of each fiscal year a complete Financial Report of the Region shall be published in its entirety and provided to all Board members. Any member of the Pioneer Regional Volleyball Association shall be allowed to view this financial report at the Region's main office.

#### **ARTICLE VIII. EXECUTIVE COMMITTEE**

**SECTION 1.** There shall be an Executive Committee of the Board of Directors of this corporation, which shall consist of the elected officers of the corporation.

**SECTION 2.** The Executive Committee shall have and exercise such control of the affairs and business of the corporation as may be directed to it from time to time by the Board of Directors, except such matters which by these By-laws or by the laws of the Commonwealth of Kentucky must be reserved by the Board of Directors or the membership of the Corporation, or both.

#### **ARTICLE IX. FISCAL YEAR**

The fiscal year of this corporation shall begin on January 1, and shall end on December 31.

#### **ARTICLE X. MEETINGS**

Annual meetings of this corporation shall be held yearly. A meeting shall be held in August (exact date to be determined each year) to discuss the past and upcoming season and such other business as may properly be brought before the meeting. In addition, the Board of Directors shall have the power to call for a special meeting to discuss matters of importance, which cannot wait for the Annual meeting.

#### **ARTICLE XI. SEAL**

A corporate seal is not required for this corporation.

#### **ARTICLE XII. WAIVER OF NOTICE**

Whenever any notice is required to be given to any member or Director of this corporation under the provisions of these By-laws or under the Article of Incorporation, a waiver thereof in writing, signed by the person or persons entitled to such notice, or by telegram sent by them, weather before or after the holding of the meeting, shall be deemed equivalent to the giving of such notice.

#### **ARTICLE XIII. QUORUM**

One third of the members of the Board of Directors shall constitute a quorum for the transaction of business.

#### **ARTICLE XIV. COMMITTEES**

The Commissioner, with the approval of the Board of Directors, shall have the authority to appoint committees as deemed appropriate.

#### **ARTICLE XV. AMENDMENTS**

These By-laws may be amended, altered or repealed and new By-laws adopted by a two-thirds vote of Board of Directors present at any regular or special meeting; provided however, notice of the proposed amendment has been submitted to the Commissioner and Secretary in writing at least ten (10) days prior to said meeting.

#### **ARTICLE XVI. RULES OF PROCEDURE**

In all cases, not otherwise provided for by these By-laws, this Corporation shall be governed by Robert's Rules of Order.

**ARTICLE XVII. DISCRIMINATION PROHIBITED**

Pioneer Regional Volleyball Association shall not, nor shall anyone acting on behalf of the Association, discriminate against any person or group of persons on the basis of age, race, creed, or nationality.

August 11, 2008