Chapter 5

Entry & Registration Process

OPEN NATIONAL CHAMPIONSHIPS

USA Volleyball

OPEN NATIONAL CHAMPIONSHIPS

May 22– May 27, 2020
Minneapolis Convention Center
Minneapolis, MN
# TABLE OF CONTENTS

## Chapter 5 – Entry & Registration Process

<table>
<thead>
<tr>
<th>SECTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Application Procedure</td>
<td>3</td>
</tr>
<tr>
<td>Entry Fees</td>
<td>4</td>
</tr>
<tr>
<td>Refund Policy</td>
<td>4</td>
</tr>
<tr>
<td>Entry Limitation</td>
<td>5</td>
</tr>
<tr>
<td>Guaranteed Entries</td>
<td>5</td>
</tr>
<tr>
<td>Participants’ Code of Conduct</td>
<td>6</td>
</tr>
<tr>
<td>Rosters</td>
<td>6</td>
</tr>
<tr>
<td>Ranking Entries and Seeding Information</td>
<td>7</td>
</tr>
<tr>
<td>Verification of Entry in the Tournament</td>
<td>7</td>
</tr>
<tr>
<td>Registration Checklist</td>
<td>8</td>
</tr>
<tr>
<td>Map of Regions</td>
<td>9</td>
</tr>
</tbody>
</table>
Entry Application Procedure

The entry application represents a team’s roster of participants which has been completed by the Team Representative and verified by USAV through the On-Line Entry System.

Use the Advanced Event System (AES) – www.advancedeventsystems.com:

- **Create New Account** *(if team did not participate in the 2019 Championships)*
- **Teams** are limited to 15 players and 5 staff members. All individuals listed on the roster are required to be registered as members of USAV through their RVA or Member Organization.
- **You** can either pay online with a credit card, or by check
- **If** paying by check, please write one check per club payable to: **USA Volleyball** *(see Page 3 of this chapter for applicable entry fees)*
  - Print out entry form from your online registration
  - On the Memo line of your check, **PRINT** the team name and division.
  - Staple check to your entry form
- **Send** the completed Entry Form with attached check to the USAV National Office. *(This step is not necessary if entry fee is paid by credit card.)*:
  - USA Volleyball
  - Attn: 2020 Opens
  - 4065 Sinton Rd, Suite 200
  - Colorado Springs, CO 80907
- **If** you have questions or problems, contact the USAV National Office at opens@usav.org or 719-228-6800 and ask for the Events Department.

Once your team has been entered into the tournament, your team must complete the following steps in order to be accepted into the tournament:

1. **Entry Fee** must be paid
2. **Hotel reservations** must be made and confirmed through Team Travel Source
   a. To start the process, or for any hotel questions, please contact Team Travel Source: https://www.volleyballhotels.teamtravelsource.com/2020-usav-open-national
3. **Roster** must be complete in AES
## Entry Fees

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>ENTRY FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men’s &amp; Women’s Open</td>
<td>$1,350 per team (US currency)</td>
</tr>
<tr>
<td>US Club – AA, A, BB, B</td>
<td></td>
</tr>
<tr>
<td>Master/Seniors – Men’s &amp; Women’s 40, 45, 50, 55, 60</td>
<td>$900 per team (US currency)</td>
</tr>
<tr>
<td>Masters/Seniors – Men’s &amp; Women’s 65</td>
<td></td>
</tr>
<tr>
<td>Seniors – Men’s 70, 74, 78</td>
<td>$800 per team (US currency)</td>
</tr>
<tr>
<td>Special Olympics</td>
<td>$550 per team (US currency)</td>
</tr>
<tr>
<td>Sitting &amp; Coed 4s</td>
<td>$250 per team (US currency)</td>
</tr>
</tbody>
</table>

**NOTE:** An additional $100 fee for insurance is charged for all Non-USA teams. *Canadian teams are exempt with proof of coverage in the US.*

## Refund Policy

Any team that is denied entry into the USA Volleyball Open National Championships will receive a full refund.

If a team submits the registration and entry fee for one of the tournaments, and withdraws PRIOR TO Thursday, April 30th, 2020 they will receive a FULL Refund.

**NO ENTRY FEE, OR ANY PORTION OF SUCH FEE,** will be refunded to a team that withdraws from this Event AFTER the deadline date.

USAV shall issue NO REFUNDS when an individual or a team decides not to attend, or is unable to attend, a USAV event for reasons pertaining to acts or threats of war, acts or threats of terrorism or a health risk alert.

When a USAV event is canceled or interrupted due to acts or threats of war, acts or threats of terrorism, or a health risk alert, event entry refunds will be made to individuals or teams on a prorated basis once all of USAV’s out-of-pocket expenditures for the canceled or interrupted event have been settled from such fees.
Entry Limitation

It may be necessary to limit the number of entries into one or more of the championship tournaments because of the anticipated number of entries into this year’s Event. The USAV Events Department reserves the right to establish an entry limitation in the best interests of the tournament, the Event and participating teams once the guarantee has been satisfied (see below).

- The guaranteed maximum number of teams that will be accepted into the USAV Club tournaments is 48 per tournament per session.
- The guaranteed maximum number of teams that will be accepted into the Masters and Seniors tournaments is 24 teams per tournament per session.

MINIMUM NUMBER OF TEAMS ENTERING A TOURNAMENT: A minimum of six (6) teams is required to conduct the championship tournament in **ALL** USAV Club National Championship Tournaments. In all other USAV National Championship Tournaments (i.e., Open, Masters and Seniors), a minimum of five (5) teams is required to conduct the championship tournament.

EXCEPTIONS: A non-championship tournament may be conducted with four (4) teams entering if all four teams agree to participate (it must be unanimous) for all Coed 4s A & B, Women’s 60 & Over, Women’s 65 & Over, Women’s 70 & Over, Men’s 73 & Over, Men’s 76 & Over, Men’s 78 & Over and. In NO case will a tournament be conducted with three (3) or less teams. A Non-Championship Tournament will **NOT** have awards, All-Tournament selection or a National Championship declaration. This exception only applies to tournaments within five (5) years from the date of the inaugural tournament.

Guaranteed Entries

The USAV Operating Code stipulates that each USA Regional and Member Organization is guaranteed the entry of one team in each USAV Club tournament (AA, A, BB, B) provided the criteria listed below are met:

1. The entry is received by the USAV National Office on or prior to the published deadline date and
2. The organization’s administrative fee(s) has been submitted as prescribed by the USAV Operating Code.

The 2020 guaranteed entries for each USAV Club tournament total 48, and are divided according to the formula below:

1. One entry per region x 40 regions = 40 teams
2. One extra entry for the host region = 1 team
3. Seven entries divided among the top 4 regions* = 7 teams

* If multiple regions are tied for 4th place, ties will be broken based upon last year’s participation, then previous year, and then previous year’s membership numbers.

In the event a tournament does not fill to capacity, the unused courts scheduled to accommodate a full tournament may be used to accept teams in an over-subscribed tournament in the same session. Teams may be added to the guaranteed number of 48 in increments of six (6) according to the following guidelines (i.e., 48 – 54 – 60 – 66 – 72 – 78):
1. The total number of entries that meet the application deadline from each region is calculated.
2. If there are too many teams for the tournament, one entry from each region that has more entries than their guarantee will be rejected in decreasing order of excess over guaranteed entries.

We are asking the organization’s executive / RVA commissioner to designate their region’s guaranteed team entry into each tournament according to the following deadline:

- Men’s & Women’s Club (AA, A, BB, B) April 27th, 2020

**Default Action:** Should there be more than one entry in a tournament from an organization and the guaranteed team is not designated, the USAV Events Department will assume the guaranteed team will be the first one received for that tournament.

In case of ties, the region with the greater historical participation percentage in that particular club tournament over the last three years will have preference for having an extra team added.

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**Participants Code of Conduct**

All USA Volleyball registered participants are required to sign the Participants’ Code of Conduct when they originally register with USA Volleyball through whatever method.

The Member Organization, which the player / team represents, is responsible to clarify all questions pertaining to the eligibility of entrants for this Event. The approving Member Organization has jurisdiction over all eligibility issues up to the date a team / participant arrives at the championship city, or 48 hours in advance of the first day of competition, whichever is earlier. For the 2020 USA Volleyball Open National Championships, the first day of competition is May 22nd.

The Regional Commissioner / Organization Executive has the responsibility to ensure that all eligibility questions are completely satisfied prior to the approval of a roster and entry application.

Player Verification: The Championship Committee will be conducting random and periodic ID checks during competition. Teams should have ID and RVA membership verification documents for each playing and non-playing participant on the roster at all times during competition. It is to be shown upon request to an authorized representative of the Championship Committee.

Effective on Thursday, May 21st (or earlier if a team / participant arrives in Minneapolis prior to that) the Event Arbitrator will be responsible for all questions of ethics relevant to the Event.

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**Rosters**

For the USA Volleyball Men’s & Women’s Open, Club, Sitting and Master/Senior championships, a maximum of fifteen (15) playing and five (5) non-playing participants may be listed on the roster. Only six (6) players and one (1) Head Coach may be listed on a Coed 4’s roster. PLEASE NOTE: Individual participant awards are limited to twelve (12).
A participant may serve in more than one capacity during each tournament in which they are registered to participate, (i.e., player, team representative, captain, head coach, assistant coach, manager / trainer). All participants listed on the roster must be registered with the USAV Member Organization / RVA they represent and USA Volleyball, or their own national volleyball federation.

IMPORTANT: Membership MUST BE VERIFIED for all individual participants entering the USA Volleyball Open, Club, Masters/Seniors, Sitting, Coed 4s Events!

Team Representatives are responsible to ensure their team’s participants have registered with USA Volleyball through their Region or Member Organization prior to their arrival at the Event. A photo ID may be necessary to establish identify and age of players at the team check-in and during random checks at the court during competition.

**Ranking Entries & Seeding Information**

It is important that each RVA or Member Organization rank entries in each tournament if more than one (1) entry. This will serve the following purposes:

1. Assists with the seeding process
2. Identifies which team receives the guaranteed entry from the region if more than one team submits an entry in a tournament.

*Team Representatives should complete the “Ranking / Seeding Information Form” prior to May 4, 2020.*

Upon receipt of the online event registration, entry fee and ranking / seeding form, Commissioners or Organization Executives will review and verify membership and dates of birth (if applicable) for all participants identified on the roster. With the on-line verification, the Regional Commissioner or Organization Executive is certifying that all participants are currently registered within that region’s or organization’s jurisdiction as required in the 2020 USA Volleyball Open National Championships Pre-Tournament Manual.

For conglomerate teams, the USAV office will verify membership for players not residing in the region in which the team is registered.

*No team will be accepted until the USAV Events Department has received the online registration, applicable entry fee, COMPLETED Ranking/Seeding Information form and verification of housing/hotel information.*

**Verification of Entry in the Tournament**

- Electronic entry will indicate acceptance with your team submission in the On-Line System. You will see a “Pending” notice when you first enter your team. A “Yes” replaces the “Pending” once a team has been accepted. A “No” will be seen if a team is not accepted.
- Team will get accepted in AES when they complete the three requirements: payment, housing through TTS and a roster.
- ALL teams that submit complete and accurate materials will receive an e-mail notification.
- Teams may check the AES website to verify their entry: [https://www.advancedeventsystems.com/events/19056/divisions](https://www.advancedeventsystems.com/events/19056/divisions)
Registration Checklist

In order for your team to be accepted into the 2020 Open National Championships, it is required that you complete all items in this section:

☐ Register your team in the 2020 USA VOLLEYBALL OPEN NATIONAL CHAMPIONSHIPS through the AES on-line registration system.

☐ Pay the entry fee either through the online registration or by check. (ALL checks must be made payable to USA Volleyball. On the Memo line of your check PRINT the team name and division.)

☐ Your team must complete all hotel reservations through Team Travel Source:

  https://www.volleyballhotels.teamtravelsource.com/2020-usav-open-national

☐ If you have any questions about hotel registration of compliancy, please contact Team Travel Source at: 844-875-4586 or usav@teamtravelsource.com

TEAM REPRESENTATIVE / COACH: It is your responsibility to make sure your team is properly registered by completing the required forms.

REGIONAL COMMISSIONERS: All RVAA teams are required to submit their entry forms directly to the USA Volleyball National Office
Click on the map below to get contact information for your Regional Volleyball Association (RVA), or visit our website: https://www.teamusa.org/usa-volleyball/membership/join