

Chapter 5

Entry & Registration Process



USA***Volleyball***®

OPEN NATIONAL CHAMPIONSHIPS

May 24– May 29, 2019
Greater Columbus Convention Center
Columbus, OH

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Entry Application Procedure

The entry application represents a team's roster of participants which has been completed by the Team Representative and verified by Commissioners or Organization Executives 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 2018 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.
- Print the entry form once the team is entered in the event.
- Please write one check per club payable to: **USA Volleyball Opens Championships** (see Page 3 of this chapter for applicable entry fees)
 - √ On the Memo line of your check, **PRINT** the team name and division.
 - √ Staple it 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.
- 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.

NOTE: Your entry is not considered complete, and will not be processed until the following is met:

- Forms verified by your organization executive / Regional Commissioner (if applicable).
- Proper Entry Fee must accompany entry form.
- All required forms sent to the USAV National Office by the established deadline.

2019 Entry Form (Electronic from AES)
2019 Ranking/Seeding Information Form

Failure to follow these procedures will jeopardize or delay the acceptance of your entry application.

No team will be granted entry into the championships until the National Office has received all **COMPLETED** required forms and signed by the appropriate authority. Incomplete forms will not be accepted.

All entries should be sent directly to the USAV National Office:

USA Volleyball
ATTN: 2019 Open National Championships
4065 Sinton Rd., Ste. 200
Colorado Springs, CO 80907

Entry Fees

<u>LEVEL</u>	<u>ENTRY FEE</u>
<ul style="list-style-type: none"> Men's & Women's Open 	\$1,350 per team (US currency)
<ul style="list-style-type: none"> US Club – AA, A, BB, B Master/Seniors – Men's & Women's 40, 45, 50, 55, 60 	\$900.00 per team (US currency)
<ul style="list-style-type: none"> Masters/Seniors – Men's & Women's 65 Seniors – Men's 70, 74, 78 	\$800 per team (US currency)
<ul style="list-style-type: none"> Special Olympics 	\$550 per team (US currency)
<ul style="list-style-type: none"> Sitting 	\$250 per team (US currency)

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 an entry form and the appropriate entry fee for one of the United States national tournaments, and withdraws **PRIOR TO** the closing date for entries, that team will receive a 50% refund of its entry fee.

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 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 2019 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 18th, 2019**

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.

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 2019 USA Volleyball Open National Championships, the first day of competition is May 24th.

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 23rd (or earlier if a team / participant arrives in Columbus prior to that) the Event Arbitrator will be responsible for all questions of ethics relevant to the Event.

Rosters

For all events (i.e., the USA Volleyball Men'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. 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 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 6, 2019.

Upon receipt of the entry form, 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 2018 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 Official Entry Form, applicable entry fee, COMPLETED Ranking/Seeding Information form and verification of housing/hotel information.

Commissioners or Organization Executives will email no later than **May 1, 2019**, the regional rankings for any tournament in which multiple teams have submitted entries to the Championships. This will include the identification of the guaranteed entry for that region for each tournament.

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/13390/divisions>

Registration Checklist

ALL checks must be made payable to **USA Volleyball Open Championships**. On the Memo line of your check **PRINT** the team name and division.

It is required that you complete all items in this section:

- Enter **2019 USA VOLLEYBALL OPEN NATIONAL CHAMPIONSHIPS** through the AES on-line registration system.
- Print “**OFFICIAL ENTRY FORM**”
- Attach the **ENTRY FEE** check to the **2019 USA VOLLEYBALL OPEN NATIONAL CHAMPIONSHIPS OFFICIAL ENTRY FORM**. On the Memo line of your check PRINT the team name and division. *(Non-USA teams must include an additional separate check of \$100 for the Sport Accident insurance fee.)*
- Complete the digital **2019 US Ranking / Seeding Information** form.
- Submit completed **2019 USA VOLLEYBALL OPEN NATIONAL CHAMPIONSHIPS OFFICIAL ENTRY FORM, ENTRY FEE and RANKING / SEEDING FORM** directly to the National Office to arrive no later than the deadlines established in **Chapter 1**.

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

Map of Regions

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>

