

THIRTY-NINTH ANNUAL



GIRLS JUNIOR NATIONAL CHAMPIONSHIPS

CHAPTER III: EVENT REGISTRATION

JUNE 25 – JULY 4, 2018

DETROIT, MI

LOCAL HOST COMMITTEE:

DETROIT SPORTS COMMISSION

LAKESHORE REGION OF USA VOLLEYBALL

PRE-TOURNAMENT MANUAL PREPARED BY:

USA VOLLEYBALL EVENTS DEPARTMENT

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ENTRY FEES*

Division	Fee
11 & Under National Championships (3 Day Tournament)	\$700.00 (U.S. Currency)
14 – 17 & Under Patriot Championships	\$800.00 (U.S. Currency)
12 & Under National & American, Championships	\$900.00 (U.S. Currency)
13 & Under National, USA & American Championships	\$900.00 (U.S. Currency)
14 – 17 & Under Open, National, USA, & American Championships	\$900.00 (U.S. Currency)
NOTE: An additional \$100 fee is required for US Territory teams to cover insurance requirements.	

**Checks are cashed immediately upon receipt for all Club and Open At-Large entries received before the deadline. Checks are cashed immediately for all Open entries from teams who have accepted bids. If an At-Large team is not awarded a bid and declines the Club invitation the entry will be refunded using the original payment method (check or credit card).*

REFUND POLICY

1. A team that is denied entry to the USA Volleyball Girls Junior National Championships by the USAV National Championship Committee shall receive a full refund of their entry fee.
2. A team that does not qualify for the USA Volleyball Girls Junior National Championships will not have payment collected so a refund should not be required.
3. Once a team qualifies in an Open Tournament, the team's check will be deposited or a credit card payment can be made. There is no refund after the team has qualified.
4. Once a National or American Tournament team accepts a bid, their check will be deposited or a credit card payment can be made. There is no refund after the team has qualified or accepts the National or American bid.
5. When an individual or a team decides not to attend, or is unable to attend, a USAV-held event for reasons pertaining to acts or threats of war, acts or threats of terrorism or a health risk alert, USAV shall issue no refunds.
6. 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 REQUIREMENTS (HOW TO ENTER)

ALL teams (Open, National, USA, American and Patriot) are required to meet **EACH** of the following entry requirements to be eligible to participate at the GJNC:

1. Register each team in [ADVANCED EVENT SYSTEMS](https://www.teamusa.org/usa-volleyball/calendar/2018/june/25/girls-junior-national-championship) (AES) for the GJNC in the appropriate division by the specified deadline (see Chapter 1 for details). Instructions for registration are available on the USA Volleyball website: <https://www.teamusa.org/usa-volleyball/calendar/2018/june/25/girls-junior-national-championship>.
 - a. You **MUST** submit a roster for each team in AES at time of event registration

- i. The roster must identify the following: Head Coach and a minimum of six (6) players.
 1. Optional staff to be identified can be an Assistant Coach(es), Team Representative(s), Chaperone(s), and Team Manager(s), not to exceed the maximum of five staff including the Head Coach and Chaperone.
 - ii. The roster must be **100% verified via the USAV Import** (Non-USA teams exempt)
 1. Regional verifications will only be accepted on a limited case-by-case basis.
2. Submit the Official Entry Form from AES along with the entry fee to your region office or designee (ONE entry form and ONE check per **team**, not club). *To be eligible for consideration, or if you have already qualified for the event, all required information and check(s) must be received by the appropriate region office or its designee. Teams **will not** be accepted if they have not met all the requirements by the established deadline. This includes teams that already have qualified for the event.*

NOTE: Patriot Division teams and teams that qualify at a Girls Junior National Qualifier will mail their entries directly to USA Volleyball by the date specified in an email sent to them following qualification.

- a. **Make checks payable to: USA Volleyball**
 - i. See note under Entry Fees for USAV check cashing procedures.
- b. **PRINT team name and division on the memo line of your check**
- c. Attach your payment to the Entry Form to eliminate any potential errors in registration by the due date.

NOTE: Please be aware that regional commissioners are required to process the Entry Forms for the USA Volleyball Girls Junior National Championships. You will need to allow sufficient time for the Commissioner or their designated agent to process, verify and mail them to the **USAV Events Department** prior to the **published** deadline for your team to be eligible for consideration. **NO TEAM** will be accepted if their registration materials are not in by the appropriate deadline.

3. Contact Team Travel Source, the approved housing company, to arrange hotel accommodations for the team(s).
4. Enter results into AES by the specified deadline (see below for details)

For Open At-Large consideration these additional requirements must be met:

5. Submit your roster in AES in the Open Division of the Girls Junior National Championships
6. Select the Open At-Large consideration statement listed on the Official Entry form from AES
7. Make sure your team code is entered correctly in AES.

For Foreign Teams (U.S. Territories only), these additional requirements must be met:

8. Submit required individual and team forms and fees to USAV by the posted deadline (see Chapter 1). Please retain a copy of all materials and bring with you to the event.

Required Individual Forms

1. Players and Staff: Foreign Participant Registration Form, which includes the Code of Conduct on page 2
2. Players and Staff: Copy of photo ID (i.e. Passport)
3. Players Only: Medical Release and Liability Form
4. Players Only: Copy of Birth Certificate (note, a passport will also fill this requirement)
5. Coaches: Copy of IMPACT or equivalent certifications (see Chapter 2 for accepted equivalents)

Required Team Forms/Fees

1. Entry Form
2. Foreign Summary Team Participation Form
3. \$100 US Dollars for Insurance

NOTE: All forms can be found on the USAV website:

<http://www.teamusa.org/usa-volleyball/events/indoor/girls/2017-girls-jnc/tournament-manual>

Teams WILL NOT be accepted if they have not met all the requirements by the posted deadlines.

WHAT TO BRING TO TEAM CHECK-IN

1. Player Medical Release Forms

- a. Prepare at least one copy (two copies are recommended) of the Player Medical Release Form for each player, which can be found on the USA Volleyball website:
- b. [:https://www.teamusa.org/USA-Volleyball/Calendar/2018/June/25/Girls-Junior-National-Championship/participant-info/Tournament-Manual](https://www.teamusa.org/USA-Volleyball/Calendar/2018/June/25/Girls-Junior-National-Championship/participant-info/Tournament-Manual) These copies are to be shown and verified for each player at check-in and retained by the coach or chaperone at all times during the tournament
 - i. Should a player be injured, a copy of the medical release form must be given to the trainer

NO PLAYER WILL BE ALLOWED TO PARTICIPATE WITHOUT A LEGIBLE COPY OF THE MEDICAL RELEASE FORM IN THE POSSESSION OF THE COACH OR CHAPERONE!

2. Copies of Player Birth Certificates or ID

- a. A valid form of ID stating date of birth is required to be with the coach, chaperone or player at all times of the tournament.
 - i. Should a player or team be challenged on the court, or an event arbitrator, staff member or security staff member request this information, it must be produced immediately.
- b. Valid forms of ID include birth certificates, driver licenses, passports or State/Federal issued IDs.

3. **PLEASE READ:** A signed Chaperone form is NO LONGER REQUIRED. However, a team representative will need to sign that the club has and abides by a travel policy. If the club does not have a travel policy in place, please refer to USA Volleyball's SafeSport Model Policy. The sample policy is listed in *Chapter 2: Eligibility and Qualification Procedures* under the section titled, *Team Travel Policy*.

ROSTER CHANGES

Roster changes are permissible within the current eligibility rules established for JNC events by USA Volleyball (see Chapter 2 for eligibility rules). Any changes to the submitted roster after the published deadline date can be made and processed only at the time of team check-in at the Convention Center. **EACH** addition (i.e. physically adding an individual to the roster) will be assessed a fee of **\$25 USD** and shall be accompanied by cash, check, money order or credit card. Additionally, the following identification/support information is required:

1. All player and staff roster additions at the GJNC must show a current USAV membership within the Webpoint membership database
 - a. Staff additions must also show a current, cleared background screening. The only acceptable proof will be either within Webpoint or from a current list received by USAV from USAV's approved background screening firm, SSCI.

2. Medical Release Form (players only)

If the paperwork is not complete, and/or membership records in Webpoint are not current, any and all proposed changes and additions will be deemed ineligible. Foreign Teams must turn in the required individual forms as outlined under *Entry Requirements (How to Enter)* on page 4 of this chapter.

RESULTS REPORTING

INSTRUCTIONS

The USAV Volleyball Girls Junior Volleyball National Championships will use AES for reporting team results. AES has an option to import a CSV format excel file. An example of the spreadsheet and a screen shot of the AES Results Import are below. Please ensure your values match the AES import format requirements.

Import Team Results

Notes

- Please import files with format CSV.
- To save as CSV open your results file, click save as, change file type to CSV (comma delimited) - save, close file and try the import process again.
- DO NOT REPORT TIE BREAKING MATCHES/SCORES. These are used to determine pool rank.

Upload File

Select File

No file chosen

Match Import file format

FIELD	REQUIRED	SPECIAL NOTES
Opposing Team Name	Yes	Max length of 21 characters.
Opposing Team Code	Yes	Length of 11 characters.
Event Name	Yes	
Event Date	Yes	
Outcome	Yes	Undecided, Won, Lost, Won By Forfeit, Forfeit, Tie
Score 1	No	Score format Example: 25-10
Score 2	No	Score format Example: 25-10
Score 3	No	Score format Example: 25-10
Score 4	No	Score format Example: 25-10
Score 5	No	Score format Example: 25-10

Q: Who has access to update results?

A: AES users who have club director access to the club will be able to update results for all teams. Coaches can access only teams which they have been placed on an event roster in AES. Coaches will need to have a login; the club director can initiate a login on AES under User Management.

FAILURE TO SUBMIT RESULTS

Any girls' team not submitting their results in AES will not be seeded in the GJNC based on competition experience. Rather, if there are berths for the team(s) in the tournament, the teams who fail to comply with the reporting requirement may be seeded together into the same pool(s) at the discretion of the Seeding Committee. **Any team applying for an At-Large Bid and fails to submit their results in AES will automatically NOT receive consideration for an Open position.**

REPORTING FACTS FOR NON-USA/FOREIGN TEAMS AND NEWLY FORMED TEAMS

Girl's teams from Guam, Puerto Rico, American Samoa, US Virgin Islands, Hawaii, etc., and newly formed club teams are permitted to submit factual information, along with competition results, if available, to justify their placement in the Open Division at the JNC's if applying for an At-Large bid; and to ensure a fair, even field of competition in both the Open and Club Divisions. This information can be submitted to USAV (gjnc@usav.org) and it will be forwarded to the At-Large Selection and Seeding Committees.

REGISTRATION CHECKLIST

*Complete all items in this section by the posted deadlines for a successful and accepted entry.
Please see Chapters 1-3 for deadlines, qualification and eligibility rules, and further instructions.*

- Register team for the 2018 USA Volleyball Girls Junior National Championships in Advanced Event Systems (AES).
- Roster includes Head Coach and at least 6 players
 - Roster is 100% verified (U.S. teams only)
- Once a team has **QUALIFIED** either through a National Qualifier, a Region Bid Event, or awarded through Open At-Large or Reallocation, print the “Official Entry Form” from AES.
- Teams that would like to be considered for Open At-Large if applicable must register in AES and have their results submitted in AES by April 30th.
- PAYMENT: there are 2 options for payment for the GJNC
1. If paying by Check: attach the Entry Fee check, made out to *USA Volleyball*, to the Official Entry Form and mail to USA Volleyball
 - PRINT the team name and division on memo line of the check
 - **ONE ENTRY FORM and ONE CHECK PER TEAM not Club**
 2. If paying by Credit Card: log on to AES and go to My Events, choose the event and click on My Teams, there should be a “Pay Now” option at the bottom of the screen.
 - *Foreign teams (U.S. territories) must include an additional, separate check (only) of \$100 for the Sport Accident insurance*
- Send Official Entry Form and Entry Fee check to USA Volleyball if paying by check. Scan & Email to gjnc@usav.org or Fax to 719-228-6899 the Official Entry form to USA Volleyball if paying by credit card.
- Foreign Teams (includes U.S. Territories Only): Submit required individual and team forms and fees to USAV by the posted deadline (see Chapter 1). Please retain a copy of all materials and bring with you to the event.
- Required Individual Forms**
1. Players and Staff: Foreign Participant Registration Form, which includes the Code of Conduct on page 2
 2. Players and Staff: Copy of photo ID (i.e. Passport)
 3. Players Only: Medical Release and Liability Form
 4. Players Only: Copy of Birth Certificate (note, a passport will also fill this requirement)
 5. Coaches: Copy of IMPACT or equivalent certifications (see Chapter 2 for accepted equivalents) and copy SafeSport Certification
- Required Team Forms/Fees**
6. Entry Form
 7. Foreign Summary Team Participation Form
 8. \$100 US Dollars for Insurance
- NOTE: All forms can be found on the USAV website:
<https://www.teamusa.org/USA-Volleyball/Calendar/2018/June/25/Girls-Junior-National-Championship/participant-info/Tournament-Manual>
- USA Volleyball has implemented a [Stay & Play Policy](#) for the Girls Junior National Championships. Please contact Team Travel Source to make housing arrangements: <http://www.TeamTravelSource.com>

- Enter complete results into AES by April 30th for Open & Open At-Large teams, and May 14th for National, USA, American & Patriot teams.
- Collect one (1) copy (recommend 2) of the medical release form from each of your players. This copy must remain with the coach/chaperone at all times. You must show a copy of each player's medical release form at your team check-in.
- Bring a valid form of ID for each individual on the roster.
 - Valid forms of ID include: birth certificates, driver licenses, passports, or State/Federal issued IDs
- Make any final on-line changes or adjustments to your roster by May 27th for submittal into the program. Any changes or adjustments to your roster after May 27th can be made until June 7th (these changes will not appear in the program). Any changes after the June 7th deadline will need to be done on-site accompanied with a fee of \$25.00 per addition. Proper verification will be required or changes will be denied.
- PRE-TOURNAMENT TICKET ON-LINE SALES opens in March. See the USAV website for pricing information <https://www.teamusa.org/USA-Volleyball/Calendar/2018/June/25/Girls-Junior-National-Championship/Participant-Info/Tickets>
- RESOURCE PUBLICATIONS: In order to be aware of required information per the USAV Bylaws, Operating Code, the other policies and procedures and the current Rules of Play, we recommend that every team representative or coach have in their possession a current copy of the USA Volleyball Guidebook and United States Volleyball Domestic Competition Regulations. These resources will be supplemented by the information listed in this manual. These publications can be downloaded or purchased from the USA Volleyball website (www.usavolleyball.org).