

2010 Season - GEVA Adult Player Handbook

The following guidelines have been excerpted from the GEVA Operating Code and apply to registration and tournament play of the Adult Division.

2010 Season Adult Registration Policy

Team Registration Categories

Regular Adult - A team composed entirely of regular adult members of the same gender. Teams must have six registered players on the roster to qualify as a team.

Age Group Teams - GEVA recognizes conglomerate age group teams. It is the intent of this rule to encourage the formation of age group teams with the intent of competing at the National Championships. Men and women who have or will reach the age of 40 years or older during the season will be allowed to play on an age group team **IN ADDITION** to their regular team.

These conglomerate age group teams will be allowed to participate in regular season tournaments but will not be allowed to play in Regional Championships. Individuals must be registered as part of a regular adult team. When competing, age group teams will play at the players' registered skill level or higher (ie; B level players may play as a Masters team at the B level) and will conform to all GEVA borrowing rules (they will be allowed to have 1 higher level player). If more than one higher level player wants to play the team must compete at a higher level. Rosters must be provided as part of tournament entry to ensure that players are registered at the appropriate levels.

Individual Membership Categories

All individuals must be registered with USAV and the Region to be able to participate in or host a Region sanctioned event or to serve in an elected or appointed position in the Region.

The categories of membership in GEVA are defined in the following paragraphs. Additional categories may be defined which fall within the guidelines of USAV.

Regular/Adult - The regular members of GEVA are those members who are above the age of Junior membership as defined by USAV. Those people that fall into the regular member category are: players (male and female), coaches, managers, officials, team representatives. Others such as chaperones, trainers that take out individual memberships are considered as members-at-large and not necessarily affiliated with any team or organization within GEVA.

Outdoor/Summer - A special category of registration. It is required of each individual desiring to participate in a GEVA/USA Volleyball sanctioned outdoor competition if he/she is not already a GEVA member.

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Registration Requirements:

Players are reminded that GEVA/USAV memberships start November 1 and expire the following October 31 each season regardless of when a player registers throughout the season.

Friendship Season Play: During the Friendship season, all teams are required to complete the One Day membership (Friendship Registration Form (one page per team)) at every tournament (this is your registration). The Tournament Director will review the registration forms and send the completed forms to the office after every tournament. Teams may complete the regular registration forms.

Sanctioned Season Play: Teams and players must be fully registered with GEVA before they will be allowed to play. Teams must register with no less than SIX players at the time of registration.

Player Registration - Individuals must log onto the GEVA web site and follow the directions to enter the registration information, print out the Waiver and Consent Signature Page and submit it as part of a team registration at a tournament.

Team Registration - All teams must be registered prior to playing. Adult team registration forms must be accompanied by a minimum of 6 individual player registration forms. Teams with less than six individuals assigned will not be allowed to play.

Tournament Site Registration

Adult players will register at a tournament site with the cooperation of the Tournament Director. This will be accomplished in the following manner:

- a. *Initial Team Registration:* A team **must** register at a tournament. They will bring three completed team rosters, team registration form and signed individual GEVA Registration Signature Page (a minimum of six) to the tournament site. The Tournament Director will check them, initial one copy of the team roster and return it to the Team Representative. Copies will be used by the team at subsequent tournaments until their official roster is available on the web.
- b. *Adding Players to Roster:* Players will bring their completed and signed individual GEVA Registration Signature Page along with appropriate fee to a tournament site. The Tournament Director will check them for completeness and add the player's name to a copy of the team's roster (supplied by the team representative). This roster will suffice for subsequent tournaments until such time as the roster is updated by the office.
- c. One-Day Membership will not be allowed during the regular season.

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Proof of Registration

There are three acceptable methods to prove registration status:

- a. An individual USAV registration card
- b. A receipt received as a result of registering at a tournament (initialed roster is a receipt)
- c. The player's name appearing on a GEVA supplied and approved roster

A player not qualifying under one of the above must register at the tournament. A refund will be issued if duplicate registrations are received.

A Tournament Director must receive all registration forms and fees before participants can take part in GEVA/USAV sanctioned tournaments. All checks must be payable to GEVA.

Club Membership

Adult Club Teams - The GEVA Region encourages the "club" format for the purpose of promoting play. Organizing a large group of players into teams for USAV/GEVA competition has many advantages. Clubs are formed to provide players an opportunity to progress and attend more tournaments.

Definition of Adult Clubs - Clubs and the teams in the club will adhere to the following criteria:

- a. Clubs will be composed of teams of the same gender.
- b. Club teams must share a common club name and club representative. The club representative will speak for the club on issues. Teams will have separate team representatives.
- c. Clubs may not 'club' with another club.
- d. All teams within a club must be regular registered teams (6 players minimum) in the Region.
- e. All players must be registered on a specific team within the club.

Club Registration - Club association must be declared at time of registration and cannot be created or changed during season.

Player Movement

Player Changing between Teams:

- a. A player may petition the Region to change teams only once per season by submitting a letter to the Adult Director.
- b. The Representatives of both teams must acknowledge the move request in writing. The only acceptable reason for denying a move will be financial.
- c. The change will become effective immediately.

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Intra-team Player Movement - Teams may “borrow” players from any other team/club in the region for the purposes of playing in a particular tournament.

- a. Teams may borrow two (2) players from a same or lower level team OR one (1) player from a higher level team.
- b. Players may not play down more than one level.
- c. Players cannot play for more than one team in a tournament. Two-day tournaments are considered single tournaments.
- d. Players may not be 'borrowed' for Regional Championships.

Conduct of Tournaments

5.1 Adult Tournaments

5.1.1 Types of Tournaments

Tournaments during the Sanctioned season will be run as a single level of play and of same gender.

Tournaments during the Friendship/Seeding season will be run as A/AA or B/BB level of play and of same gender.

Exceptions to these rules may be granted with application to the Regional office.

5.1.2 Tournament Level Definition

5.1.2.1 60 % of the teams entered in a tournament must be of the announced skill level for the tournament to be run as announced

5.1.2.2 If by the Monday before the tournament 60% of the teams are not of the announced skill level, the tournament may be run with no points being awarded with regard to standings but will count towards Regional qualification. All teams must be notified by the tournament director of this decision. The higher level teams will have the choice of withdrawing without penalty.

5.1.2.3 Junior teams playing in Adult tournaments will be considered to have the following skill levels for purposes of defining a tournament:

17 & 18 Junior teams = BB

15 & 16 Junior teams = B

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5.2 Adult Tournament Organization

5.2.3 Adult Tournament Officiating Requirements

5.2.3.1 Referee Guidelines

All sanctioned tournaments will utilize USAV certified R1's on all matches.

5.2.3.2 Work Teams

Teams will provide the work crews for matches as assigned by the published schedule. Playoffs work teams will come from either the last pool play match if required or the team with a bye.

5.2.4 Adult Tournament Reporting:

- a. GEVA is utilizing a seeding system for Adult tournaments. The results of the tournament will be entered into the online Tournament Management system on the Monday immediately following the tournament. The results will also be mailed into the GEVA Adult Director on the Monday following the tournament. The results need to include all scores from pool-play as well as the play-offs and finals.
- b. The signed rosters and the GEVA tournament reporting sheet must be mailed in to the GEVA office on the Monday following the tournament.
- c. Report all incidents (player conduct and injury) by telephone immediately. The appropriate forms must be sent in to the Insurance Company and GEVA offices within 24 hours of the incident.

5.4 Adult Ranking System

The Ranking system will be used to reflect tournament results and the seeding of subsequent tournaments.

5.4.1 Teams Playing Up

- a. The seeding system will provide the criteria needed for teams to play up a level. A team wishing to play at the higher level must be seeded in the top 25% in both total points and average of their registered playing level!
- b. A team must play at least 1/2 of the tournaments in any calendar month at their registered level.

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5.4.2 Ranking System

- a. The ranking system is based upon head-to-head competition. Teams will gain or lose points depending on their opponent. Each game will be counted during the season.
- b. Playoff matches are worth more points in this system.
- c. The rankings are entered and the results posted on the GEVA web site. All team representatives can review their team's results and ranking.

Tournament Entry

Tournament entry takes 2 steps to complete.

1. The Team Representative must utilize the online tournament registration system to enter their team into a tournament. **(this process is described in Appendix A)** This is the initial step in the process and serves to alert the Tournament Director to your team's desire to play. Your entry is not complete until the following step is done.
2. After entering the team online, the Team Representative must print out a 'Tournament Entry Form' (see Appendix A). Send the form along with the entry fee to the Tournament Director. Upon receiving the form and fee the Tournament Director will approve the entry of the team into the tournament using the online system. Until this step is complete the entry is not official. In tournaments with a limited number of spots the entry fee is the confirmation and the Tournament Director will take the first received.
3. If the team decides they do not wish to play in a tournament, they must remove their pending entry from the tournament (see Appendix A).
4. The Team Representative may check the status of the team's entry online. The entry is confirmed when the Tournament Director moves the status from "Pending" to "Approved".

Tournament Play

6.1 Adult Tournament Play

6.1.1 Adult Friendship Tournaments

During the Friendship season, all teams are required to complete the One Day membership (League registration form (one page per team)) at every tournament (this is your registration). The Tournament Director will review the registration forms and send the completed forms to the office after every tournament. Teams may complete the regular registration forms

6.1.2 Adult Regular Season Tournaments

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6.1.2.1 Team Eligibility Guidelines

These guidelines are designed to make the seeding system accurate and provide strong tournaments for all participants

- a. Thirteen or more days prior to a tournament a director is only required to accept one eligible lower level team per pool. That team must be seeded in the top 25% of their level (both average and total points) at the time of receipt of the entry form. (Exp: the Tournament Director will accept only 1 B team per pool into a BB tournament or 1 BB team per pool into an A tournament)
- b. If a tournament is not filled by the Monday before the tournament any lower level team may enter regardless of their standings.
- c. A team must have played at least 1/2 of their tournaments in any calendar month at their registered level.

6.1.2.1.1 Moving Teams

- a. Teams will be evaluated as appropriate during the season and/or by mid-season and their playing level adjusted accordingly. NO TEAM will be moved after March 1st. Teams will not be moved more than twice a season.
- b. Teams are required to play at least half their tournaments in a given calendar month at their registered playing level. Teams that are performing above or below par at their registered level and are within the aforementioned guidelines will be moved up or down respectively.
- c. Teams may request a transfer to another level by submitting a written request to the Adult Competition Committee. Teams must provide an explanation for their movement request. Each request will be reviewed on a case by case basis.
- d. In order to foster team movement and increased competition, up to two teams in each BB division will be moved up a level for the following season. Teams to be moved up will be; (1) the winner of the regional tournament and (2) the high point leader for the season. If the same team fulfills both criteria then only the one team will be moved.

6.1.2.1.2 Moving Teams Up

GEVA will utilize the following criteria for the mandatory moving of teams up:

- a. A team which makes it out of pool play in a higher level tournament two times.
- b. A team which wins a tournament at a higher level will be immediately moved up.

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- c. A team that wins any three qualified tournaments at its registered playing level. Qualified tournaments are tournaments that consist of no less than (2) pools of competition per skill levels except those levels where the majority of tournaments consist of (1) pool.
- d. Teams will be returned to their original level if they; (1) play in at least two tournaments at the higher level and (2) do not win at least three games in each of the first two qualified tournaments at the higher level.

6.1.2.1.3 Moving Teams Down

GEVA will utilize the following criteria for the mandatory moving of teams down:

- a. A team that wins two or less games in three qualified tournaments.
- b. Teams being moved down will be placed in the 67th percentile of the new level.

6.1.2.2 Player Eligibility

Players must be registered on the team they are playing with or be borrowed as per the guidelines.

- a. A player(s) may register on-site with the Tournament Director who will add the player(s) name to the roster.
- b. In the case of players being borrowed, the team must attach a copy of the team's roster containing those players names as part of the entry.
- c. A player may be registered in only one Region as per USAV guidelines.

6.1.3 Adult Regional Tournaments

6.1.3.1 Player Eligibility

In order to play in Regionals, a player must have registered and played in at least **2** tournaments at the team's registered level before Regionals. This requirement must be met 12 days prior to Regionals.

6.1.3.2 Team Eligibility

- a. In order to play in Regionals, a team must have played in **3** tournaments at their registered level (one of the required tournaments may be met by playing in a sanctioned out of Region tournament). This requirement must be met **19** days prior to Regionals.

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If a team is moved a playing level late in the season a minimum of one tournament must be played at the new level. Tournaments played prior to the move will count towards the **3** tournament requirement.

- b. Teams may not borrow players for Regionals.
- c. Rosters will be fixed **21** days prior to Regionals.

6.1.4 Adult Tournament Entry Guidelines

All entries must be mailed in with the roster/entry form (printed the GEVA web site by team representative) and an entry fee. Teams will be accepted based on the arrival of the dated mail. Telephone, email and fax entries will not be accepted.

6.1.4.1 Adult Tournament Withdrawal

The following tournament withdrawal procedures will be followed in the case of any registered team withdrawing from a tournament:

- a. If the team withdraws two Mondays before the tournament date (12 or 13 days) depending upon a Saturday or Sunday tournament), there is no penalty and the entry fee will be refunded in full.
- b. If a team withdraws 7-12 (or 13) days prior to the tournament they will receive a refund of one half of their entry.
- c. If the team withdraws six or less days prior to the tournament, but 24 hours prior to the start of the tournament, they will lose their entry fee. There is no further penalty.
- d. If the team does not contact the tournament director at least 24 hours before the start of the tournament, the entry fee will automatically be lost. The team will also be required to re-register by paying a team registration fee in order to continue to participate in tournaments for the rest of the season.
- e. If the team is a no-show, in addition to the actions and penalties in rule d. The case will be reviewed by the GEVA Ethics and Eligibility Committee for possible further action.

6.1.5 Team Tournament Responsibilities

6.1.5.1 Work Assignments

- a. Teams will be required to work a maximum of two matches during pool play. Additionally a team may be required to work during playoffs based upon published guidelines.

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- b. Teams must provide a work team consisting of; 2 linespersons, a second referee, a scorekeeper and an assistant scorekeeper. Any member of the work team will be replaced at the direction of the referee/tournament director.
- c. A team who is late for a work assignment will automatically forfeit one point per minute they are late from the first game of their next match and have to work for the team that covered for them.
- d. A team which leaves early without fulfilling their work obligation will also be required to re-register by paying a team registration fee in order to continue to participate in tournaments for the rest of the season. A second offense will result in a fine of 3 times the team registration fee. Any subsequent violation will result in a fine of 5 times the team registration fee.

6.1.6 Adult Uniform Guidelines

6.1.6.1 Friendship Season

Players will be required to wear a jersey with a number during Friendship/Seeding tournaments so as to facilitate the rating of officials.

6.1.6.2 Regular Season

- a. Uniform shirts will be identical with the exception of sleeve length. Number size and placement will conform to the requirements of the USAV Domestic Competition Guidelines.
- b. Uniform shorts for GEVA sanctioned Adult tournaments must be of the same dominant color.

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Appendix A – Online Tournament Entry by Team Representative

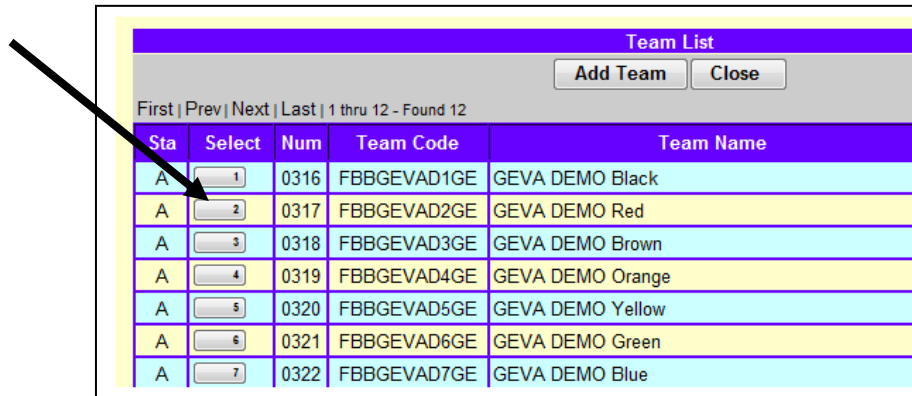
The following steps are to be followed to enter a team into a tournament utilizing the online tournament management system.

1. Go to the registration login page from the GEVA website and click on the 'Clubs and Teams Button' and 'Login'.

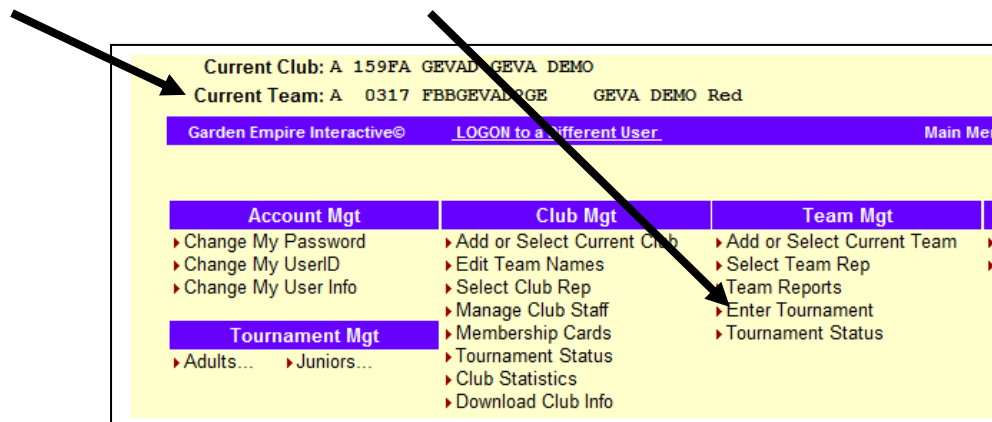
2. ON the following page click on "Add or Select Current Team".

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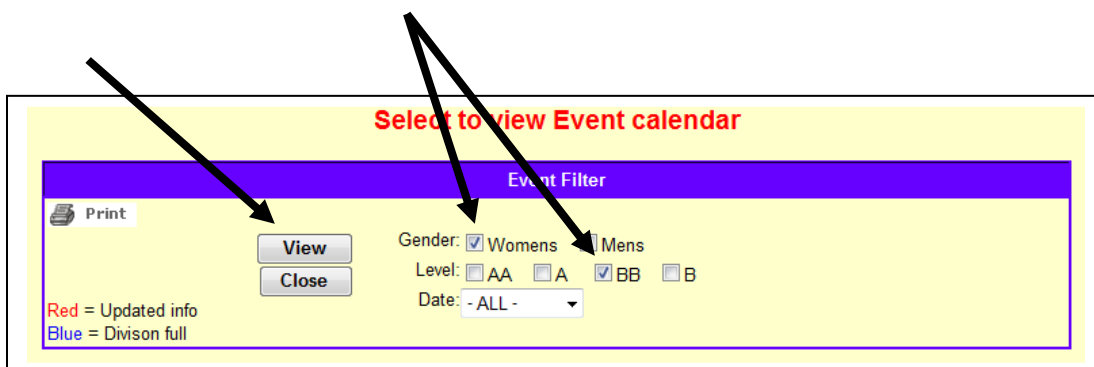
3. This will take you to the 'Team List' page. Select the team you wish to add to a tournament by clicking on the appropriate 'Select' button.



4. This will bring you back to the Club/Team page with the selected team displayed at the top. Click on 'Enter Tournament'

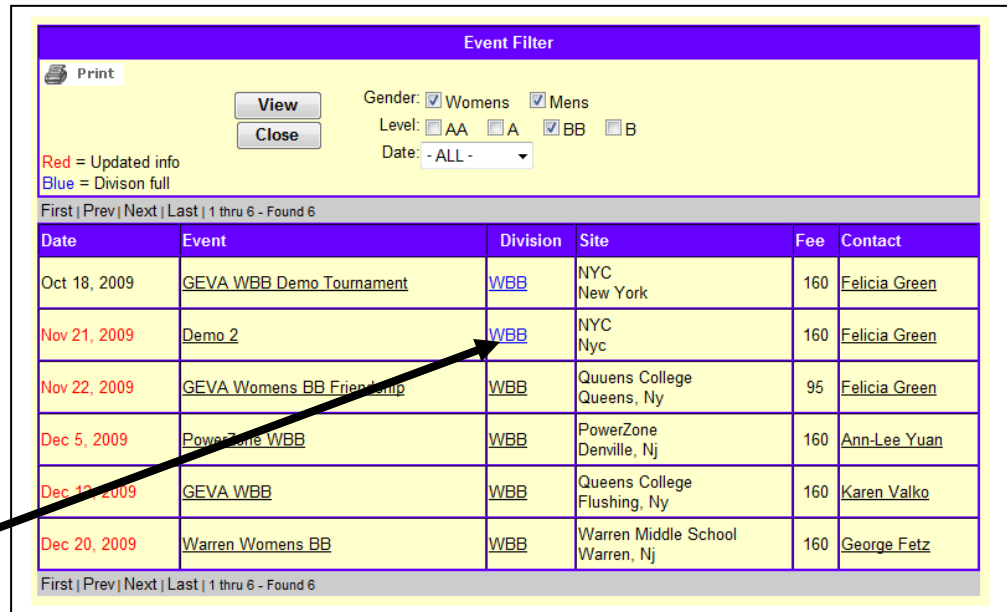


5. This will bring you to the Event Filter page. Select the correct gender and level and then click 'View' to see the available tournaments.



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6. This will bring you to the Event Filter page. Select the tournament to enter by click on the Division identifier of the desired tournament.



The screenshot shows the 'Event Filter' interface. At the top, there are buttons for 'Print', 'View', and 'Close'. Below these are filter options: 'Gender' with checkboxes for 'Womens' (checked) and 'Mens'; 'Level' with checkboxes for 'AA', 'A', 'BB' (checked), and 'B'; and a 'Date' dropdown menu set to '- ALL -'. A legend indicates 'Red = Updated info' and 'Blue = Divison full'. Below the legend is a table with 6 columns: Date, Event, Division, Site, Fee, and Contact. The table contains 6 rows of tournament data. An arrow points to the 'WBB' link in the 'Division' column of the second row.

Date	Event	Division	Site	Fee	Contact
Oct 18, 2009	GEVA WBB Demo Tournament	WBB	NYC New York	160	Felicia Green
Nov 21, 2009	Demo 2	WBB	NYC Nyc	160	Felicia Green
Nov 22, 2009	GEVA Womens BB Friendshp	WBB	Queens College Queens, Ny	95	Felicia Green
Dec 5, 2009	PowerZone WBB	WBB	PowerZone Denville, Nj	160	Ann-Lee Yuan
Dec 19, 2009	GEVA WBB	WBB	Queens College Flushing, Ny	160	Karen Valko
Dec 20, 2009	Warren Womens BB	WBB	Warren Middle School Warren, Nj	160	George Fetz

7. This will bring you to the following 'Add Team to Tournament' page. This will show the selected tournament (level and date). To add team click on 'OK'.



The screenshot shows a dialog box titled 'Add Team to Tournament'. The text inside the dialog reads: 'Demo 2', 'WBB', and 'Nov 21, 2009'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'. An arrow points to the 'OK' button.

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8. This will bring you to the Tournament Status page. It shows the team as 'Pending'. This status will change when the Tournament Director receives the Tournament Entry Form and entry fee.

You may check this page periodically to determine the status of the entry. Click on close to return to the Club/Team page.

Current Status on Events Entered!					
?					
Status	Date	Level/Division	Event	Site	Contact
1	Oct 18, 2009	WBB	GEVA WBB Demo Tournament	NYC	Felicia Green
P [delete]	Nov 21, 2009	WBB	Demo 2	NYC	Felicia Green

9. Tournament Entry Form – after entering a tournament the team representative must print out a Tournament Entry Form/Roster to send in along with the entry fee. This is accomplished from the Club/Team page. Click on 'Team Reports' under Team Management.

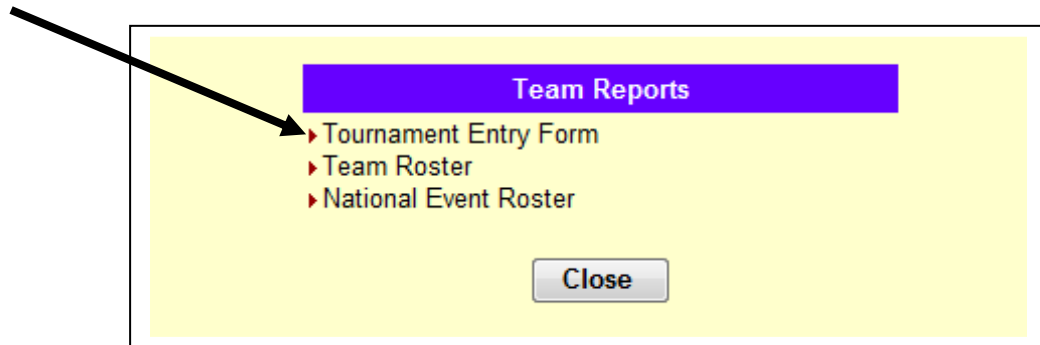
Current Club: A 159FA GEVAD GEVA DEMO Rep: Green
 Current Team: A 0317 FBBGEVAD2GE GEVA DEMO Red Rep: Green

Garden Empire Interactive© [LOGON to a Different User](#) Main Menu - H_MENU00 re


Account Mgt	Club Mgt	Team Mgt	Indv M
<ul style="list-style-type: none"> ▶ Change My Password ▶ Change My UserID ▶ Change My User Info 	<ul style="list-style-type: none"> ▶ Add or Select Current Club ▶ Edit Team Names ▶ Select Club Rep ▶ Manage Club Staff ▶ Membership Cards ▶ Tournament Status ▶ Club Statistics ▶ Download Club Info 	<ul style="list-style-type: none"> ▶ Add or Select Current Team ▶ Select Team Rep ▶ Team Reports ▶ Enter Tournament ▶ Tournament Status 	<ul style="list-style-type: none"> ▶ Add or Select Cur ▶ Blank Individual R
<p>Tournament Mgt</p> <ul style="list-style-type: none"> ▶ Adults... ▶ Juniors... 			

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10. This will bring you to the 'Team Reports' screen. Click on 'Tournament Entry Form'.



11. This will bring up the Tournament Entry Form. If you have just entered a tournament it will fill in the form with the tournament information. You can always bring up the form (without tournament entry information) and print it. Remember, this is your official roster and should be carried at all times to confirm registration of the team and its members.



Official GEVA Adult Tournament Entry Form

Club Name: GEVA DEMO

Team USAV Registration NO: FBBGEVAD2GE

Team Representative: Felicia Green

Street Address: 1094 Riverbank Rd

City, State Zip: Stamford, CT 06903

Coach:

Tournament: Demo 2

Playing Site: NYC

Entry Fee: \$160 Deadline: 11-21-2009

Make Checks Payable to: Felicia Green

MAIL FORM TO: Felicia Green

Address: 1094 Riverbank Rd., Stamford, CT 06903 203-461-9278

Team Name: GEVA DEMO Red

Team Level: WBB

Phone (Day): 203-461-9290

Phone (Eve):

E-Mail: adult_dir@geva.org

Tournament Date: 11-21-2009

Division: Women

Level: BB

Name	USAV NO	Level	R1	R2	Scorer
1.					
2.					
3.					

When finished printing, close the form. This will bring you back to the Team Reports page. Click on 'Close' to return to the Clubs/Team page. If you are finished close your browser.

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12. Teams are required to remove their team from a tournament if they decide not to play. This may be done as long as the Tournament Director has not approved the entry. Remove by clicking on [delete] in the status column next to the tournament date.

Current Status on Events Entered!

?

Status	Date	Level/Division	Event	Site	Contact
1	Oct 18, 2009	WBB	GEVA WBB Demo Tournament	NYC	Felicia Green
P [delete]	Nov 21, 2009	WBB	Demo 2	NYC	Felicia Green

