

# THIRTIETH ANNUAL USA JUNIOR OLYMPIC GIRLS VOLLEYBALL CHAMPIONSHIPS



**USA** Volleyball

Conducted by:  
USA VOLLEYBALL

## CHAPTER THREE: ENTRY & REGISTRATION PROCESS

June 26 – July 5, 2009  
Miami, Florida

Local Host Committee:  
The Miami Sports Commission

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## **ENTRY REQUIREMENTS & ENTRY FEES**

To be eligible for entry, **ALL** teams (Open, Open At-large, National and American) are required to meet EACH of the following:

1. Submit a complete roster in Advanced Event Systems to the Girls JOVC
2. Send ONE (1) Entry Form per team to your respective Region Office by the Region's deadline
3. Attach Entry Fee to the Entry Form - ONE (1) check per team per Entry Form
  - Make Checks payable to: **USA Volleyball**
  - **PRINT** team name and division on the memo line of your check

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

1. Submit your Roster in AES in the Open Division of the JOVC
2. Check the box on AES entry form to be considered for an At-Large position
3. Make sure your team code is entered correctly in AES.

<b><u>Level</u></b>	<b><u>Entry Fee</u></b>
12 & 13 Under National & American Club Championships	\$900.00 (U.S. Currency)
14 – 18 & Under Open, National & American Club Championships	\$900.00 (U.S. Currency)

**NOTE:** An additional **\$100** fee is charged for US Territory teams to cover insurance requirements.

**NOTE: Entry Fee Checks WILL NOT be cashed until the team has qualified for the event. Checks for teams that do not qualify will be shredded.**

## **REFUND POLICY**

1. A team that is denied entry to the USA Junior Olympic Girls Volleyball 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 Girls Junior Olympic Volleyball Championship will receive a full refund of their entry fee.
3. Once a team qualifies in an Open Tournament, the team's check will be deposited. 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. 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.

## **HOW TO ENTER**

USA Volleyball will be using the on-line registration system, Advanced Event Systems. You can access AES through USA Volleyball's web site at [www.usavolleyball.org](http://www.usavolleyball.org).

1. Click on the "**Juniors**" tab and select "**Registration**" where you will find the on-line registration link and entry instructions for AES. Select the link for that says "**REGISTER NOW**" to enter the AES system.
2. Please print the entry instructions for AES from the website. This will make registering less complicated.
3. The system will allow you to import all your club information through USA Volleyball's database system.
4. If you need additional help or are experiencing problems, e-mail us at [gjovc@usav.org](mailto:gjovc@usav.org) call the National Office (719-228-6800) and ask for the Events Department.

### **A. ENTER TEAM(S) IN THE ON-LINE TOURNAMENT SYSTEM**

1. Enter your staff and players through the tournament on-line registration system.
2. Follow **Entry Form** procedures and mail **ONE (1) \$900.00** check **PER TEAM** to your region office or designee. *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.*
3. Make checks payable to **USA Volleyball** with your team name and age division printed on the memo line of your check.
4. Attach your payment to the Entry Form to eliminate any potential errors in registration by the due date.
5. We strongly suggest using Fed Ex or UPS "Next Day" if sending within two weeks of the deadline. USAV will not confirm receipt of Entry by e-mail or phone.

**NOTE:** Please be aware that regional commissioners are required to process the Entry Forms for the USA Girls Junior Olympic Volleyball Championships. You will need to allow sufficient time for the Commissioner or their designated agent to process, verify and mail them to the **USAV Event 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.

### **B. CHAPERONE RESPONSIBILITY FORM(S)**

1. It is Strongly suggested registering two (2) Chaperones with your team. With the Policy requiring background checks Teams WILL NOT be allowed to register Chaperones on-site as in the past.
2. Complete the USA Girls Junior Olympic Volleyball Championship Chaperone Responsibility Form and bring it along with photo id. USAV membership and proof of passing the background screening will be required if a roster change must be made onsite to replace a Chaperone.
3. Allow sufficient time to register your Chaperone in your region before competition.

### **C. MAIL PLAYER MEDICAL RELEASE FORMS**

1. Prepare two copies of the Players Medical Release Form for each player.
2. We require that all coaches retain a copy of each team member's **Medical Release Form** for their own protection and for emergency treatment of their players.

3. There must be one on file with the Championship Staff and one with the coach and Chaperone at all times.
4. NO PLAYER WILL BE ALLOWED TO PARTICIPATE WITHOUT A LEGIBLE COPY OF THE MEDICAL RELEASE FORM ON FILE AND ONE IN THE POSSESSION OF THE COACH / CHAPERONE.
5. To help expedite on-site registration, mail your legible copy to the **USAV Event Department** by **June 3<sup>rd</sup> - NO LATER. DO NOT FORGET TO MAKE COPIES.**
6. USAV policy clearly states that it is the responsibility of the coach and / or chaperone to carry the Medical Release Forms with them for every USAV event they attend.
7. You must be able to produce these forms immediately in the case of an emergency or in the event of a team protest. **THERE WILL BE NO EXCEPTION TO THIS RULE!!**

#### **D. MAKING ROSTER CHANGES**

Once submitted, Team Rosters may be adjusted up to 11:59 PM CDT May 22<sup>nd</sup>. Changes involving a Player, Coach, Team Representative, Assistant Coach, or Chaperones (everyone) must be administered through the appropriate Member Organization (same as the team).

Any changes after the deadline will have to be in writing and verified by the appropriate Member Organization and accompanied with a check in the amount of \$25.00 **PER** change to the roster(s). These changes will have to be processed at check-in time at the Miami Beach Convention Center. If the paperwork is not complete, any and all proposed changed personnel will be deemed ineligible. All player roster additions at the JOVC must have **written authorization by the designated regional authority**. Written authorization includes facsimiles, email or other correspondence.

No roster additions will be allowed once competition has begun.

### ***IMPORTANT!!!***

#### **TEAM REPRESENTATIVE / COACH**

It is your responsibility to make sure your team(s) is properly registered by using the tournament ON-LINE ENTRY SYSTEM, AES. The Commissioner or Member Organization designee must have enough time to verify the information, sign the forms and have it mailed to the **USAV Event Department** by the appropriate deadline as published. Simply mailing the Forms and entry fee to your Commissioner or Member Organization designee does not complete your entry process. It is still your responsibility to make sure everything is accurate and submitted to **your region office or designated region agent** by the region's required deadline. We strongly suggest using one of the three 'overnight' or next day services offered by UPS, Fed Ex or DHL. All three of these services have tracking and verification processes.

## Registration Checklist

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

- Enter the 2009 USA Junior Olympic Girls' Volleyball Championships through the Advanced Event Systems online registration system. Print the "Official Entry Form".
- Attach the Entry Fee check, made out to USA Volleyball, to the Official Entry Form. On the memo line of your check PRINT the team name and division—**ONE CHECK PER ENTRY PER TEAM.**
- Send Official Entry Form and Entry Fee check to your Regional Volleyball Association (RVA) office (contact your Region for deadline). **Teams who earned a bid at a 2009 National Qualifier (see listing in pre-tournament manual in Chapter 2), Non-USA teams send the Official Entry Form and Entry Fee directly to the USA Volleyball Events Department.**
- Review and fill out the CHAPERONE RESPONSIBILITY FORM and turn it in during your team check-in onsite. The chaperone MUST sign the form and be properly registered with a USAV Region or Member Organization.
  - Chaperones will need a photo ID and proof of region registration. The Championship Committee reserves the right to conduct random and periodical ID checks during competition.
- Send proof of IMPACT or approved coaching certification to the USAV Event Department by June 3<sup>rd</sup>; or send it with your Official Entry Form to your RVA; or, if necessary, provide during your team check-in at the tournament.
- Collect two (2) copies of the medical release form from each of your players. One will remain with the team supervisor (coach/chaperone) at all times. A legible photocopy or the original must be on file with the USA Junior Olympic Girls' Volleyball Championship staff. It can be mailed to the USAV office prior to the June 3<sup>rd</sup> deadline; or sent with the Official Entry Form to your RVA; or turned in during your team check-in at the tournament. **PLEASE NOTE THAT MEDICAL RELEASE FORMS MUST BE NOTARIZED THIS YEAR BECAUSE WE ARE IN THE STATE OF FLORIDA.**
- Results will be based on tournament results this year that USAV will compile. Please make sure all of your team codes are correct on AES.
- Make any on-line changes or adjustments to your roster by May 22<sup>nd</sup>. Any changes after the deadline will need to be done on-site accompanied with a fee of \$25.00 per change. Proper verification in writing from your USAV Region or Member Organization will be required or changes will be denied.
- Print submitted rosters and photocopy all forms; save and bring them with you to check-in.
- Bring any one of the following for proof of identity and age verification:
  1. A copy of original government issued photo ID with date of birth included
  2. Copies of a certified birth certificate
  3. Driver's license with photo
  4. Passport
    - 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 any authorized representative of the Championship Committee, USAV Staff or the Event Security Staff.
- PRE-TOURNAMENT TICKET ON-LINE ORDERS must be placed no later than June 12<sup>th</sup>. Our ticketing company cannot accept orders after this deadline as there is insufficient time to process the passes and have them mailed to you prior to the tournament.