

# THIRTY-THIRD ANNUAL USA GIRLS' JUNIOR NATIONAL VOLLEYBALL CHAMPIONSHIPS



**USA** Volleyball

Conducted by:  
USA VOLLEYBALL

## CHAPTER THREE: ENTRY & REGISTRATION PROCESS

June 28 – July 7, 2012  
Columbus, Ohio

Local Host Committee:  
Greater Columbus Sports Commission  
&  
The Ohio Valley Region of USA Volleyball

Pre-Tournament Manual Prepared by:  
USA Volleyball Event Department

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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' Junior National Championships
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 Girls' Junior National Championships
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.

<u>Level</u>	<u>Entry Fee</u>
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 Girls' Junior National 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 National Volleyball Championship will have their entry fee check shredded.
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 <http://usavolleyball.org/events/8349/page/13324>.

1. From the USAV website 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 by selecting "USAV Data Import" in the side menu of AES. Teams must perform a "USAV Data Import" in order to enter the event.
4. If you need additional help or are experiencing problems, e-mail us at [gjnc@usav.org](mailto:gjnc@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. After you perform the "USAV Data Import", enter the event "2012 USA Girls' Junior National Championships", select the age & division for your teams then build your rosters. Once registration is complete, print an entry form for each team.
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.*  
**NOTE:** 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.
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 National 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 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 GJNC Chaperone Responsibility Form and attach a photo copy of a driver's license or passport for age verification. USAV corporate policy requires Chaperones to be 25 years of age or older. 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.
4. Chaperones can only be responsible for one team concurrently and must be staying in the same hotel as the team.

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

1. Make 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. It is suggested that the chaperones also have a copy.
3. 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.
4. We are no longer requiring a copy of the medical release form to be turned in to USA Volleyball for the event, however they must be shown to USAV event staff at check-in.
5. **NO PLAYER WILL BE ALLOWED TO PARTICIPATE WITHOUT A LEGIBLE COPY OF THE MEDICAL RELEASE FORM IN THE POSSESSION OF THE COACH / CHAPERONE.**
6. 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 30<sup>th</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 Georgia World Congress Center. If the paperwork is not complete, any and all proposed changed personnel will be deemed ineligible. All player roster additions at the GJNC 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 Region 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 Region 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 services offered by USPS, UPS, Fed Ex or DHL that have tracking and verification processes to assure arrival of your entries.

## Registration Checklist

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

- Enter the 2012 USA Girls' Junior National Volleyball Championships through the Advanced Event Systems (AES) online registration system. Make sure to complete the "USAV Data Import" before trying to register for the event. 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**. This is because not every team in your club may qualify and we only cash checks for the teams that qualify.
- Send Official Entry Form and Entry Fee check to your Regional Volleyball Association (RVA) office (contact your Region for deadline). **Teams who earn a bid at a 2012 National Qualifier (see listing in pre-tournament manual in Chapter 2) will send the Official Entry Form and Entry Fee directly to the USA Volleyball Events Department within 10 business days of qualification.**
- USA Volleyball has implemented a Stay to Play Policy for the Girls Junior National Championships please make sure to book your rooms through THS. <https://secure.thsweb.com/event2.aspx?tournamentid=3584&cid=16>
- Chaperones must 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. Chaperones will need to attach a photo copy of a driver's license or passport to the chaperone form. Chaperones are no longer required to check-in separately onsite. The team rep or coach may pick up their credential provided all required forms are present.
  - The Championship Committee reserves the right to conduct random and periodical ID checks of all staff listed on a roster during competition.
- Collect a copy of the medical release form from each of your players. This should remain with the team supervisor (coach/chaperone) at all times. Medical release forms no longer need to be mailed or turned in to USAV at check-in, however you will have to show that you have them at team check-in onsite.
- Enter complete results into AES or SUTP by April 25<sup>th</sup> for Open & Open At-Large teams, and May 14<sup>th</sup> for National & American teams.
- Make any on-line changes or adjustments to your roster by May 30<sup>th</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.
- Please print submitted rosters and photocopy all forms 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
    - You do not need to turn a copy of them in to USAV but you will be asked to see them at check-in.
- PRE-TOURNAMENT TICKET ON-LINE ORDERS must be placed no later than June 15<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. The link to order tickets can be found at [http://usavolleyball.org/events/2483/page?page\\_id=7553](http://usavolleyball.org/events/2483/page?page_id=7553).