

CEVA CLUB DIRECTOR & ADMINISTRATOR HANDBOOK

2025-2026 SEASON



COLUMBIA EMPIRE VOLLEYBALL ASSOCIATION

4915 SW Griffith Drive – Suite 101
Beaverton, OR 97005

region@cevarregion.org
www.cevarregion.org

Updated 7/23/2025

INFORMATION & POLICIES CONTAINED IN THIS DOCUMENT MAY BE UPDATED DURING THE SEASON, WITH OR WITHOUT NOTICE. IT IS THE RESPONSIBILITY OF THE CLUB TO INFORM AND EDUCATE THEMSELVES ON CURRENT POLICIES OF THE REGION AND TO MAINTAIN COMPLIANCE WITH THOSE POLICIES.

INTRODUCTION

The Columbia Empire Volleyball Association (CEVA) is one of forty regions of USA Volleyball (USAV), and is the largest region in the Pacific NW. We have proudly been serving our members since 1980. Last year, we served over 10,000 unique members, over 100 clubs, and more than 550 teams. We distributed nearly \$60,000 of financial aid to student-athletes in need, donated thousands of dollars' worth of volleyball equipment to community groups & schools, and ran or supported over 50 junior volleyball tournaments.

We are committed to customer service, positive culture, and strengthening relationships with our clubs. We look forward to serving you in the 2025-2026 season.

CONTACTING THE OFFICE

- Summer hours (through 9/26/2025) – Monday to Thursday – 9:00 AM to 2:00 PM.
- Regular season hours (Beginning 9/29/2025) – Mon, Tues, Thurs, Fri – 9:00 AM to 3:00 PM.
- Office phone number – 503-644-7468.
- Office location – 4915 SW Griffith Drive, Suite 101 – Beaverton, OR 97005.

CEVA STAFF

- Alix Montoya (Sr. Director – Region Services) – alix@cevaregion.org
- Callie Wilkins (Manager – Region Operations) – callie@cevaregion.org
- Andrew Borel (Manager – Equipment Operations) – andrew@cevaregion.org
- Lindsay Callaghan (Coordinator – Region Services) – lindsay@cevaregion.org
- Cody March (Executive Director) – cody@cevaregion.org

CONTACTING THE STAFF

The CEVA staff, like you, make every attempt to separate their personal and professional lives. Many individuals have the personal cell phone numbers of staff. However, contacting the staff on their personal phones for CEVA business is inappropriate and blurs the lines between personal and professional. Please keep all CEVA-related business confined to CEVA-approved communication channels, noted above.

ACTIVATING A CLUB IN CEVA

Each club must activate their club to receive sanctioning and support from CEVA. Starting **August 5**, clubs may begin the process of activation for the 2025-2026 season. Activation involves these steps:

- The club director must purchase a full adult membership with CEVA for the 2025-2026 season.
- The club director must complete all eligibility requirements associated with their membership, including the completion of a background screen and Safesport.
- The club director must electronically sign the region's Club Activation Acknowledgement & Agreement Form, included in this handbook.
- The club must have no outstanding balances owed to the region.
- New clubs must claim and set up their SportsEngine HQ.

IMPORTANT DATES

- August 5 – Club Director Handbook sent to all clubs.
- August 5 – Adult memberships available for purchase on the CEVA website.
- September 1 – Clubs may request certificates of insurance (active clubs only).
- September 2 – Junior memberships (full-season & tryouts) available for purchase.
- October 1 – All CEVA-owned tournaments open for registration (active clubs only).
- October 4 – Junior boys' tryouts & athlete signing may begin.
- November 9 – Junior girls' tryouts & athlete signing (ages 14 & under) may begin.
- November 16 – Junior girls' tryouts & athlete signing (ages 15 & older) may begin.
- January 31 – CEVA Bid Tournament registration deadline (at 3:00 PM)
- February 28 – CEVA Regionals registration deadline (at 3:00 PM)

MEMBERSHIPS & ELIGIBILITY

- All memberships are purchased on our website – www.cevaregion.org/membership
- All participants must have a membership. This includes all coaches, club directors, players (including practice & academy players), club administrators, tournament directors, chaperones, managers, and non-coaching team personnel.
- All adults within your club must have a membership, background screen, and Safesport completed. These eligibility requirements are completed through your SportsEngine profile.
- Background screens are a **separate purchase** (\$14) and take 5-7 days to clear.
- Junior athletes who turn 18 during the season must complete Safesport by their 18th birthday.
- Juniors are **strongly encouraged** to purchase a tryout membership (\$20) then upgrade to a full-season membership once they commit to a team.

REGISTRATION FOR TOURNAMENTS

- It is the club's responsibility to register for tournaments. CEVA bears no responsibility nor liability for ensuring your club registers for a particular event.
- Registration for all CEVA-owned events (except Power League) takes place via AES.
- Clubs must have an AES account to register for events. It's the club's responsibility to understand how AES works, to ensure proper access to their account, to ensure teams are named and coded correctly, and to register for events in a timely fashion.
- **Starting October 1 at 9:00 AM** clubs may register for all 2025-2026 CEVA-owned events.
- Only active clubs may register for events.

TOURNAMENT REGISTRATION DEADLINES

It is the responsibility of the club to register for tournaments by established deadlines. Generally, tournament registration is open until space in a specific division is taken. Many tournaments fill quickly, and registration is time sensitive.

The tournaments below have specific registration deadlines:

- CEVA Girls' Power League – deadline is 12/1/2025 at 3:00 PM.
- CEVA Bid Tournaments – deadline is 1/31/2025 at 3:00 PM.
- CEVA Regional Championships – deadline is 2/28/2025 at 3:00 PM.

Some tournaments, such as the Bid Tournaments and Regional Championships, have specific qualification criteria teams must meet to be accepted. More information is available on the website.

TOURNAMENT PAYMENT POLICIES

- Specific refund policies for tournaments are found on the website.
- Teams are not accepted into a tournament until payment is received.
- Credit card processing fees are always non-refundable.

Payments for all events, **except Power League**, are made online through AES. Most tournaments use an “OK to Pay” model to accept payments. What this means:

- You will not be able to pay immediately when you register.
- If your team fits into the capacity of the tournament – based on the timestamp of your registration – the team will be moved to “OK to Pay” in AES.
- Teams in an “OK to Pay” status in AES will have 48 hours to submit payment.
- Once payment is received, teams are moved to “Accepted” in AES – this means they are confirmed to participate in the tournament.
- Teams who do not submit payment in 48 hours will be moved to the waitlist.

Payment via AES is **required** except for Power League and Regionals. Due to the number of checks that have “bounced” in recent seasons, check payments will only be accepted for Power League and Regionals.

BILLING & INVOICING

- CEVA invoices clubs once per month, generally on the 25th day of the month.
- Invoices are sent with “net 30” terms, meaning that invoices are considered “past due” if payment is not submitted within 30 days after the invoice is sent.

Late fees are applied to invoices based on the table below.

Timeframe	Original Invoice Balance Under \$500	Original Invoice Balance Over \$500
30 days after invoice sent	<ul style="list-style-type: none"> • Late fee of 5% or \$25, whichever is more. 	<ul style="list-style-type: none"> • Late fee of 5% or \$50, whichever is more.
60 days after invoice sent	<ul style="list-style-type: none"> • Late fee of 5% or \$25, whichever is more. • Teams are ineligible to advance to a higher flight in Power League. 	<ul style="list-style-type: none"> • Late fee of 5% or \$50, whichever is more. • Teams are ineligible to advance to a higher flight in Power League.
90 days after invoice sent	<ul style="list-style-type: none"> • Late fee of 5% or \$50, whichever is more. • Teams are ineligible to advance to a higher flight in Power League. • Club director suspended until all invoices are paid. 	<ul style="list-style-type: none"> • Late fee of 5% or \$100, whichever is more. • Teams are ineligible to advance to a higher flight in Power League. • Club director suspended until all invoices are paid.
120 days after invoice sent	<ul style="list-style-type: none"> • Late fee of 5% or \$50, whichever is more. • Teams are ineligible to advance to a higher flight in Power League. • Club director suspended until all invoices are paid. • Club referred to collections. 	<ul style="list-style-type: none"> • Late fee of 5% or \$100, whichever is more. • Teams are ineligible to advance to a higher flight in Power League. • Club director suspended until all invoices are paid. • Club referred to collections.

INSURANCE

- All members receive insurance coverage from USAV – one of the most comprehensive insurance policies available in youth sports.
- The policy is generally secondary to a participant’s primary insurance, but can act as the primary if needed (with a higher deductible)
- Insurance will respond to injuries or incidents that happened at **sanctioned events** such as tournaments and practices. Open gyms and private lessons are not sanctioned.
- Starting September 1, Certificates of insurance for facilities can be requested via our website. **Clubs must be fully active in the 2025-2026 season to request a certificate of insurance.**

INJURIES & INCIDENTS AT SANCTIONED EVENTS

- Clubs are required to carry copies of the USAV Incident Report Form and USAV Medical Claim Form with them at all events.
- In case of incident or injury at a sanctioned event, complete the Incident Report Form and send it to our office. Provide a blank copy of the Medical Claim Form to the injured party (or their parent/guardian) so they can file an insurance claim if necessary.

LETTERS OF COMMITMENT

- The CEVA Letter of Commitment (LOC) is a fully executed document that binds an athlete to a club for the season. The document is found on the CEVA website.
- In any sort of dispute involving a player's participation with a club, this document is the **only** one the region will look at. Club-specific contracts, financial agreements, verbal commitments, etc. are not recognized by the region.
- The LOC does **not** prevent participation with a non-CEVA club or in non-CEVA/USAV events.
- LOCs may not be signed by a player until their legal tryout start date.

AGE DEFINITIONS & AGE WAIVERS

- A copy of USAV's age definitions for the 2025-2026 season can be found on our website.
- Athletes may play on an "older" team without region approval (e.g., a 16-year-old can play on a 17-year-old team without approval from the region – this is legal).
- Athletes wishing to play on a "younger" team must have an age waiver approved by the region. The waiver is submitted electronically via the CEVA website **by club directors only**. Age waivers are limited in scope and availability.
- **Trying out for an incorrect age group, not knowing an athlete's birthday, or failing to read the age definition chart prior to tryouts are not reasons for an age waiver to be granted.**
- If an athlete intends to age waiver onto a lower-age team, the athlete must still try out with their USAV-defined age group.
- **Age waivers are not considered until the athlete's tryout start date has passed.**
- Age waivers will be processed within 3-5 business days.
- Age waivers should never be "promised" to an athlete. They are not guaranteed.

SPECTATORS & THE PURPLE CARD POLICY

- CEVA-owned events are private – attendance is a revokable privilege.
- Violations of the Parent/Spectator Code of Conduct, the USAV Participant Code of Conduct, facility policies, or USAV policies are grounds for removal from a facility without warning. This can include prohibition of attendance at future events.
- Removal of a participant carries a \$250 fine to the club. Fines increase for subsequent violations by the same club.

In the 2022-2023 season, CEVA instituted the Purple Card Policy. The full policy is on the CEVA website.

Clubs get one purple card each season free of charge. Consider it your one & only warning. **A club who earns a second purple card during the season is subject to a \$250 fine. A third purple card, and all subsequent purple cards, by the same club, are subject to a \$500 fine.**

Spectators are prohibited from contacting a member of an officiating team and/or the score table (e.g., “SCORE, SCORE!!”) while that team is performing their duties. This can lead to a Purple Card and/or removal from a facility.

Do a good job training your teams in their officiating duties. When you get angry because a score is wrong, or a line judge isn’t paying attention, ask yourself if your teams are always perfect with their duties. **Don’t be THAT work team!**

SAFESPORT & PARTICIPANT CONDUCT

- All participants are subject to the provisions in the USAV Code of Conduct, Safesport Code, and applicable local, state, and federal laws.
- Violations may result in sanctions and penalties levied against participants, including revocation of the right to participate and/or attend CEVA/USAV events.
- Concerns of misconduct at USAV events should be reported to the office immediately.
- Clubs must educate their adult participants about mandatory reporting responsibilities.
- **Safesport, USAV insurance, and other risk management standards are not in place at non-USAV events. These events’ insurance policies cannot be independently verified.**

COACHING RULES FOR HIGH SCHOOL & COLLEGE

- High school and collegiate associations may have rules governing who and when adult participants may coach. **CEVA does not enforce these rules.**
- CEVA did not write these rules and has no interest in them.
- Any suspected violations of these rules must be reported to the coach’s school or governing association (e.g., OSAA, WIAA, NCAA).
- CEVA is not liable nor responsible for violations of rules by coaches or participants.

SOCIAL MEDIA

- Clubs are welcome to send digital content to the office for posting on CEVA’s social media platforms.
- Sending something to us does not guarantee it will be posted.
- All posts are at the sole discretion of the CEVA staff and are subject to editing for clarity.
- Pictures should be of high quality & resolution.

CLUB ACKNOWLEDGEMENT & AGREEMENT FORM

By signing the acknowledgement form below, as the club director for _____, I am certifying that I have read, understand, and agree to the following statements and policies:

- I have been informed of the requirements and policies outlined in the Club Director Handbook (this document) and agree to abide by them.
- I, my club, and all participants in my club, will abide by the policies outlined in the CEVA Junior Handbooks, USAV Code of Conduct, USAV/CEVA Parent/Spectator Code of Conduct, Safesport Code, MAAPP, and all other applicable CEVA & USAV policy documents.
- I have been made aware of the requirements to activate my club and will abide by them.
- My club will educate members about the policies and procedures in this document.
- My club will ensure all participants, including volunteers, meet eligibility requirements prior to participation in a sanctioned event.
- My club will ensure all adult participants, including volunteers, are trained in concussion management and sudden cardiac arrest responses in compliance with state laws.
- My club will ensure players who are 18, or who turn 18 during the season, complete Safesport prior to participation.
- My club will ensure adult participants are educated about mandatory reporting laws.
- My club will adhere to the region's invoicing policies and will pay invoices by their due dates.
- My club will abide by all insurance and sanctioning requirements for events the club hosts or administers and will report all incidents or injuries promptly to the office.
- My club will report any misconduct to the office immediately and will report any sexual or emotional misconduct to the US Center for Safesport.
- My club will abide by all local, state, and Federal laws, including anti-racism and anti-discrimination laws.
- My club will indemnify and hold harmless CEVA, and all past & present employees, associates, agents, Board members, and contractors, should the club fail to meet requirements in this document, other applicable policy documents, local, state, or Federal law.

Printed Name:	
Signature:	
Date:	

The individual listed on this page is considered by CEVA to be the **Club Director of record** for this club. This is the individual that must complete all eligibility requirements as part of CEVA's club activation process. Clubs with multiple branches must list a separate club director for each branch.

TOURNAMENT REGISTRATION ACKNOWLEDGEMENT

By signing the acknowledgement form below, as the club director for _____, I am certifying that I have read, understand, and agree to the following statements and policies regarding tournament registration:

- **I understand and acknowledge that it is not the job of the CEVA staff to ensure my specific club is registered for a particular event – it is my job as the club director and my job alone. I hereby release and hold harmless CEVA, their employees, and their directors from any liability associated with my club's registration in events.**
- As the club director, I am solely responsible for ensuring my club registers for tournaments by their posted deadlines.
- I have read and been made aware of the specific tournament registration deadlines in this handbook, including those for Power League, Regionals, and the Bid Tournament. I acknowledge that, while unlikely, these deadlines may change based on the needs of the region & scheduling logistics, and if they change, it is my job as the club director to educate myself on those changes.
- I fully understand and acknowledge that failure to register teams by a posted deadline may mean those teams are denied the opportunity to participate in that specific event, despite ranking, qualification status, or other factors that may otherwise permit them entry into that event.
- I acknowledge that, as the club director, it is my job to educate myself on the methods of registration for each event (e.g., AES) and to understand how those registration platforms are used.
- It is my job to ensure I have access to my AES account, and I understand CEVA does not have access to individual AES accounts for clubs. I understand CEVA's staff will not register my teams for specific events on my behalf.
- I understand that specific tournaments may have certain criteria my teams must meet to participate, such as being ranked at a certain position in Power League.
- I acknowledge that all tournaments have payment policies that my club must adhere to for my teams to participate.

Printed Name:	
Signature:	
Date:	

Does your club have an active AES account?

<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="Unsure"/>
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Does your club know how to log into your AES account?

<input type="text" value="Yes"/>	<input type="text" value="No"/>	<input type="text" value="Unsure"/>
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CLUB BILLING INFORMATION

It's important our office has accurate and updated contact information for the club director. **We strongly recommend using an e-mail specifically for club business and not utilizing a personal e-mail.**

Club Director Phone:	
Club Director E-Mail:	

CEVA sends invoices to clubs via e-mail. Please use the section below to indicate where those invoices should be sent, **if they are different than, or in addition to, the club director.**

Billing Contact Name:	
Billing Contact E-Mail:	
Billing Contact Phone:	

If CEVA needs to make a check out to your club, we will use the information below to do so. Please complete this section accurately.

Make Check Out To:	
Mail Check To:	

CLUB BUSINESS PRACTICES

CEVA strongly recommends, but does not require, that clubs become licensed businesses in the state in which they operate. All clubs, regardless of their business status, should abide by certain best practices. These ensure a high level of professionalism and transparency in your interactions with your customers.

It is strongly recommended that:

- Clubs utilize club-specific communication channels, such as e-mails, and avoid using personal e-mails for club business.
- Clubs have a separate bank account specifically for club monies.
- Clubs have a separate mailing address (e.g., a PO box) specifically for club business.

CEVA is not liable for a business' failure to file taxes or for a failure to abide by state, local, or Federal laws.

By signing the acknowledgement form below, as the club director for _____, I am certifying that I have read and understand the statements on this page.

Printed Name:	
Signature:	
Date:	

CLUB DIRECTORY LISTING

The information below will be used to represent your club in our online club directory. Please ensure it is accurate. If anything changes, please contact our office to update it.

Each club's listing in our club directory will be a standardized format. Each club will have their designation (e.g., junior girls or junior boys), the age groups they offer, up to two club contacts with e-mail addresses, a club website, and social media links displayed in our club directory. Additionally, we will list the city & state of your primary practice location.

View our club directory at www.cevaregion.org/clubdirectory

Designation:	Junior Girls Only	_____
<i>Your club anticipates offering teams in these categories</i>	Junior Boys Only	_____
	Both Junior Girls & Junior Boys	_____

Junior Girls' Age Groups: <i>Your club anticipates offering teams in these age groups for junior girls</i>	Girls 10s	_____	Girls 15s	_____
	Girls 11s	_____	Girls 16s	_____
	Girls 12s	_____	Girls 17s	_____
	Girls 13s	_____	Girls 18s	_____
	Girls 14s	_____		

Junior Boys' Age Groups: <i>Your club anticipates offering teams in these age groups for junior boys</i>	Boys 10s	_____	Boys 15s	_____
	Boys 11s	_____	Boys 16s	_____
	Boys 12s	_____	Boys 17s	_____
	Boys 13s	_____	Boys 18s	_____
	Boys 14s	_____		

Contact #1:

*Primary contact name & e-mail
for your club that will be listed
on the club directory*

Name: _____**E-Mail:** _____

CEVA strongly recommends a club-specific e-mail address.

Contact #2 (Optional):

*Secondary contact name & e-
mail for your club that will be
listed on the club directory*

Name: _____**E-Mail:** _____

CEVA strongly recommends a club-specific e-mail address.

Web & Social Media:

*Club website & social media
links that will be displayed on
the club directory.*

Website: _____**Facebook:** _____**Instagram:** _____**Twitter / X:** _____**LinkedIn:** _____**YouTube:** _____**Other:** _____**Primary Practice Location:**

*City & state will be listed on
the club directory to help
members find you.*

Facility: _____**Address:** _____



COMMUNICATION PREFERENCES (OPTIONAL)

The two contacts shown in your club directory (that you indicated above) will automatically be added to CEVA's mailing list. Please use the section below to list anybody else you'd like to receive communications from CEVA, such as Club Newsletters.

Additional Contacts:	Name:	_____
	E-Mail:	_____
	Name:	_____
	E-Mail:	_____
	Name:	_____
	E-Mail:	_____