CONSOLIDATED
CORPORATE DOCUMENTS

15010 US Highway 441
Eustis, FL 32726

Tel: (352) 742-0080
Fax: (352) 414-5304

www.FloridaVolleyball.org

Revised July 2026

FLORIDA REGION CORPORATE DOCUMENTS

TABLE OF CONTENTS

ARTICLES OF INCORPORATION

ARTICLES OF INCORPORATION ON FILE IN REGION OFFICE

CORPORATE BYLAWS

FLORIDA REGION CORPORATE BYLAWS

ARTICLE I
Name

The name of the Corporation shall be Florida Region of USA Volleyball, Inc., a Florida non-profit 501(c)(3) Corporation.

ARTICLE II
Offices

The principal office of the Corporation shall be a site designated by the Commissioner/Board Chair and the Executive Director. The Corporation shall have such other offices as the Board of Directors may designate, or as the business of the Corporation may from time to time require.

ARTICLE III
Purpose

The purposes for which this Corporation is organized are set forth in the Articles of Incorporation.

ARTICLE IV
Affiliation

The Corporation is affiliated with USA Volleyball (USAV) as a Group D Member Organization as provided in the USAV Operating Code, hereinafter referred to as the "USAV Code." The USAV Code, as presently constituted, shall be construed to be an integral part of these By-Laws. In the event of any conflict between these By-Laws and the USAV Code, the USAV Code shall take precedence for USAV matters and activities outside the Region, and the By-Laws shall take precedence over region affairs within the Region. In the event of amendment to the USAV Code by the USAV, subsequent to the adoption of these By-Laws, all such amendments shall be deemed incorporated into these By-Laws until and unless the Board of Directors of this Corporation expressly votes to the contrary, or promulgates a conflicting amendment to the By-Laws.

ARTICLE V
Membership

Section A General Statement

The membership of this non-profit Corporation shall be from the general populace. Members are qualified when:

a. They make an application for affiliation purposes to actively participate in the Corporation; and
b. They pay the required fee; and if performing as a Coach, Club Director, Official, or Chaperone, they successfully complete all requirements of the Corporation; and
c. They use the rules of play adopted by this Corporation or a variation thereof approved by this Corporation; and
d. They support, in word and action, the policies, goals, and programs of this Corporation; and
e. They conduct themselves in a manner that brings credit to the Corporation.

Additionally, regarding Membership, the Corporation reserves the right to deny, suspend, modify or terminate membership for any person regardless of any outcome or sanction imposed by USA Volleyball, the US Center for SafeSport or any civil, criminal or administrative investigation or proceeding.

Section B Membership and Registration Fees

Membership and Registration Fees, annual or otherwise, shall be set by the Board of Directors and specified in the Florida Region Operating Code (please see the current Florida Region Membership guide on the region website, www.foridavolleyball.org, for membership and registrations fees)

Section C Proprietary Interest of Members

Members have no proprietary interest in this non-profit Corporation or in property at any time owned by the Corporation. Members shall have no rights to receive, by reason of membership, any of the property of this Corporation either upon dissolution or otherwise. Upon dissolution or termination of recognition as a Group D member Organization by the National Corporation, all assets shall ensure the benefit of the National Corporation for use in the same geographical area of the Regional Volleyball Association for the development of volleyball activities.

Section D Liability of Members

No member who is, or who later becomes a member of this non-profit Corporation shall be personally liable to its creditors for any indebtedness or liability, and all creditors of this non-profit Corporation shall look only to the assets of this non-profit Corporation for payment.

Section E Rights of Members

Membership shall have the following rights:

a. To review actions taken by the Board of Directors upon written request.
b. To undertake such other matters of this Corporation as these By-Laws allow or the Board of Directors may properly designate.

ARTICLE VI

Board of Directors

Section A Composition and Authority of Directors

Number of Directors

All corporate powers and affairs of this Corporation shall be governed by a Board of Directors whose members are selected without regard to race, color, religion, or national origin and shall ensure reasonable representation of both males and females. All members of the Board of Directors must possess current membership in the Florida Region of USA Volleyball and must also have passed a background screen and SafeSport certification. In the elections, selection, or direct appointment to the Board, an affirmative effort must be demonstrated by the entity electing, selecting, or directly appointing that ensures an equal opportunity for both sexes. The Board of Directors shall be composed of no more than nine (9) individuals selected as hereinafter provided. All Directors shall attend all meetings of the Board of Directors, unless excused by the Chair in advance. An individual may hold no more than one voting position on the Board at any one time.

Selection and Composition of Directors

The Board of Directors is composed of no more than nine (9) individuals from the Florida Region. All nine (9) of these positions serve specific functions and entail specific responsibilities. See the Board Roles & Responsibilities and the Operating Code for details on the positions. Two (2) of these positions represent the Juniors in the Region. Elections for all BOD members shall be held every two (2) years to elect half of those positions. The term shall be a length of four (4) years, with the term beginning on August 1st during the year elected, and lasting until August 1st of the term completed. Directors may be elected for successive terms. The position of Vice Chair is appointed by the Commissioner/Board Chair. The Executive Director is hired by the BOD on a contractual basis. The length and terms of the contract are set by the BOD.

Elections of the Directors

Elections shall be held every two (2) years, on the even years. If a position becomes vacant, the Commissioner/Board Chair shall appoint a new Director to serve the unexpired portion of the term. If the Commissioner/Board Chair position becomes vacant, then the Vice Chair will immediately assume the position of Commissioner/Board Chair and the Board of Directors shall appoint a replacement within seven (7) calendar days, and the appointee shall serve until the next regularly scheduled election. The Commissioner/Board Chair appointee may be decided upon via e-mail, conference call, or during a Special Meeting. Prior to the election, the Board shall select an election committee from the Board of Directors who are not in their election year. The Executive Director shall head the committee, unless there is a conflict of interest, in which case the Secretary or the Registrar of the Region will head the committee. The committee will run the elections and tabulate their findings. The committee will report their findings to the Commissioner/Board Chair, in accordance with the timeline listed later in this document. The results of the election will be announced via the Region newsletter and/or website following the election. Deadlines for nominations, ballots, and results are further specified in the Florida Region Operating Code.

Duties of Directors

a. Attend all regularly scheduled meetings, and any special meeting that may be necessary for the functioning of the Florida Region.

b. Notice of non-attendance must be given to the Executive Director when failing to attend any meeting.

c. Any member of the Board of Directors who misses two (2) consecutive meetings is subject to removal.

d. Specific job duties and responsibilities for each position are listed on page 15.

Section B Powers of the Board of Directors

General Statement

The Board of Directors, in the furtherance of the specific and primary purpose of the non-profit Corporation as expressed in its Articles of Incorporation and these By-Laws, may perform such acts as are necessary or convenient to exercise the power of this non-profit Corporation. Generally, it may do or perform, or cause to be done or performed, any act that the Corporation lawfully may do or perform in the furtherance of its specific and primary purposes as stated in its Articles of Incorporation and these By-Laws.

Policy Governing the Exercise of Powers by the Board of Directors

It shall be the policy of this Corporation to budget and disburse each year a portion of its ordinary net income in the furtherance of its primary and specific purposes as stated in its Articles of Incorporation. It also shall be the policy of this Corporation that this Corporation shall not engage in any of the following transactions:

a. Lending any part of its income or principal for less than adequate security or at unreasonable rates of interest;

b. Making any part of this Corporation's services available on a preferential basis;

c. Making any purchases of securities or other property for other than adequate and reasonable compensation;

d. Selling any substantial part of the property of the Corporation for less than adequate compensation, or;

e. Engaging in any transaction that results in a substantial division of the income or corpus of this Corporation.

Voting

Each member of the Board of Directors is entitled to one vote. No member is entitled to vote more than once on any issue, unless they have a proxy from another BOD member. Each member who holds a proxy is entitled to their vote plus one vote for each proxy. All proxies must be in writing and must be presented to the Commissioner/Board Chair or the Commissioner/Board Chair's designee prior to the official start of the meeting.

Staff Relations

The Board of Directors shall oversee the day-to-day operations of the Executive Director. The Commissioner/Board Chair shall be the liaison- between the BOD and the Executive Director of the region. The Executive Director shall serve as the Principal Representative to the Regional Volleyball Association Assembly (RVAA) of USAV. The Executive Director shall be the first point of contact for any issue regarding staff and independent contractors. The Commissioner/Board Chair shall call a meeting as necessary to address concerns and activities of the region and shall inform the BOD of her/his decision(s) at the next BOD meeting.

The representative from the Florida Region to the RVAA Junior Assembly (JA) must be a current member of the Region Board or Director level staff member and will be selected by the Board Chair/Commissioner. The Board Chair/Commissioner may serve in the position of RVAA Junior Assembly Representative if they choose. The RVAA JA representative(s) selected must have current or previous experience in club management as a Club Director in the Region or currently be serving as a Junior Representative to the Florida Region Board.

ARTICLE VII
Meetings

Regular Meetings

Regular Meetings of the Board of Directors shall be held at least once each quarter, per the following schedule:

First Quarter: October 1 - December 31

Second Quarter: January 1 - March 31
Third Quarter: April 1 - June 30
Fourth Quarter: July 1 - September 30

Special Meetings

Special Meetings of the Board of Directors may be called at any time and for any purpose by the Commissioner/Board Chair, Vice Chair, or by three of the Directors.

Notice of Meetings

Notice of any meetings shall be given by the Commissioner/Board Chair, Vice Chair, Secretary, or Executive Director. Notice must be in writing or email and may be delivered personally or to the addresses of the Directors. Notice must be delivered no later than three weeks before Regular Meetings, and at least seven days prior to Special Meetings. Each notice shall specify the place where, the day, and the hour when the meeting will be held.

Quorum

A majority of the Directors present in person shall constitute a quorum for the transaction of business. Every act done and every decision made by a majority of the Directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors. Proxy voting shall be permitted if the proxy is submitted in writing or email prior to the meeting to the Commissioner/Board Chair and/or the Secretary.

Action Without a Meeting

Any action, which may be taken at any Regular or Special Meeting of the Board of Directors, may be taken without a meeting if a two-thirds majority of the members of the Board of Directors shall individually or collectively confirm in writing or by email to such action and attempts have been made to notify all Board members. Such written confirmation shall be filed with the minutes of the proceedings of the Board of Directors.

Presumption of Assent

A director of the Corporation who is present at a meeting of the Board at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless such director's dissent or abstention shall be entered in the minutes of the meeting or unless the director shall file a written dissent to such action with the person acting as the Secretary of the Corporation before the adjournment thereof or shall forward such dissent by registered mail to the Secretary of the Corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

Effectiveness of Actions

Actions taken by the Board will become effective immediately following the adjournment of the meeting, except as otherwise provided in the Bylaws or when a definite effective date is recited in the record of the action taken.

Removal of Directors

Any Board of Directors member can be removed from office by a two-thirds majority vote of the Board of Directors for breach of the following:

Non-participation – missing two or more consecutive meetings without prior approval.
Conduct detrimental to the Florida Region, its members, and/or USA Volleyball.
Behavior not conducive with region policy and procedures or brings embarrassment to the region.

Compensation of Directors

The Board of Directors shall determine what amount, if any, will be compensated to any Director.

Expense Approval

Every voting member of the Board of Directors shall be entitled to receive approval of expenses by the BOD. Expenses should be approved beforehand; otherwise, they may not be paid. Expenses for the Region Employees will be approved by the Executive Director or the Commissioner/Board Chair.

ARTICLE VIII
Corporate Seal

Unless otherwise required by law, no action herein shall require a corporate seal.

ARTICLE IX
Assets

Section A

All bank checks drawn against the Corporation's checking assets shall be signed by the Commissioner/Board Chair, Executive Director, Secretary/Treasurer, or by such other person or persons as the Board of Directors may from time to time determine.

Section B

Deeds, mortgages, leases, and other contracts may be signed by the Commissioner/Board Chair, Executive Director, or the Secretary/Treasurer or by other person or persons as the Board of Directors may authorize. All such documents must be archived on the corporate server and presented to the corporate officers with the monthly financial reports.

Section C

No loans shall be contracted on behalf of the Corporation, and no evidence of indebtedness shall be issued in its name unless authorized by a written resolution of the Board of Directors.

Section D

All funds of the Corporation not otherwise employed shall be deposited as received in the Corporation's checking account or in a savings account with such bank or banks, or other depositories, as the Board of Directors may approve. The Treasurer of the Corporation shall be listed as a signatory on all such accounts.

ARTICLE X
Committees

The Board of Directors may, as needed, appoint Committees for such purposes as designated by the Board of Directors. Each committee shall have such powers and shall perform such duties as may be delegated and assigned to the committee by the Board of Directors, except such powers as are prohibited under Florida law. However, all matters transacted by the committee in the name of the Corporation shall be submitted and ratified by the Board of Directors at its next Regular or Special Meeting. Membership of any such committee shall include at least one member of the Board of Directors.

ARTICLE XI
Fiscal Year

The fiscal year of this Corporation shall begin on October 1 and end September 30 of the following year.

ARTICLE XII
Ethics and Conduct

General Statement

The Corporation is responsible to its members, USA Volleyball, the United States Olympic & Paralympic Committee, the Federation Internationale de Volleyball, and to the general public to make certain that the sport of volleyball, the name of the Corporation, and the symbols associated with the Corporation are not used in such a manner as to be detrimental to the sport, the Corporation, the United States Olympic & Paralympic Committee, the nation, or the Federation Internationale de Volleyball.

Olympics

No organization affiliated with this Corporation and no team or individual associated with this Corporation may use, without the permission of the United States Olympic & Paralympic Committee, any words or symbols normally associated with the United States Olympic & Paralympic Committee, the International Olympic Committee, or the Olympic Games for the purpose of trade, to induce the sale of goods or services, or to promote a theatrical exhibition, athletic performance or competition.

Corporate Name and Logo

No organization affiliated with this Corporation and no team or individual associated with this Corporation may use the Corporate name and logo for the purpose of trade, to induce the sale of any goods or services, to promote any theatrical exhibition, athletic competition or performance, or in any other manner that tends to cause confusion, to cause mistake, to deceive, or to falsely suggest a connection with this Corporation or any of its activities, without the expressed written consent of this Corporation.

Suspension or Expulsion

Any organization that is affiliated with the Corporation, or any team or individual that is associated with the Corporation, or any individual who holds an elective or appointive position with this Corporation that violates the restrictions of the above sections, or that acts in such a fashion as to cause this Corporation public embarrassment or to ridicule by virtue of having such organization affiliated with it, team or individual associated with it, or individual holding an elective or appointive positions in it, may be suspended or expelled from affiliation or office, by a majority vote of a duly constituted quorum of the Board of Directors acting in good faith.

Incident Review

Specific policies on reporting and handling incidents involving ethics and eligibility of players, coaches, and other representatives affiliated with the Corporation are set out in the Incident Review Policy.

ARTICLE XIII
Equal Opportunity

This Corporation will provide an equal opportunity to amateur athletes, coaches, trainers, managers, administrators, and officials to participate in amateur athletic competition, without discrimination on the basis of race, color, religion, age, , gender or national origin, and with fair notice and opportunity for a hearing by a committee appointed by the Commissioner/Board Chair before declaring such individual ineligible to participate.

ARTICLE XIV
Membership Records

This Corporation shall keep records containing the name, address, and email address of each Member, Director, and Organization. No information will be given to any entity without the express written consent of the member or members as pertains to Florida Law.

ARTICLE XV
Operating Codes

In all cases not otherwise provided for in these By-Laws, this Corporation shall be governed by Robert's Rules of Order. Any items not covered in these By-Laws are covered in the Florida Region Operating Code. Any item not covered by the By-Laws, Florida Region Operating Code, or other policies and procedures of the region will be determined by the Board of Directors.

ARTICLE XVI
Amendments

These By-Laws may be amended, altered, or repealed and new By-Laws may be adopted by a two-thirds vote of the Board of Directors present at any Regular or Special Meeting, provided, however, notice of the proposed amendment has been submitted to the Commissioner/Board Chair and Vice Chair in writing at least ten (10) days prior to said meeting. If less than one-half of the total members of the Board is present, the amendment must be tabled until at least one-half of the total Board is present.

Florida Region of USA Volleyball
Incident Review Policy – September 2025

I. Introduction

- Purpose of Policy
    - To establish a clear, fair, and consistent process for reviewing and addressing complaints and incidents within USA Volleyball.
    - To ensure the safety, integrity, and positive experience of all members and participants in volleyball activities.
- Scope
    - Applies to all members and other involved parties at USA Volleyball events, programs, and activities.

II. Definitions

- Incident - Any action that potentially violates the policies, codes of conduct, or rules of the sanctioning body or the venue governing the program or event. Additionally, any violations of laws or statutes.
- Complainant – The individual or individuals that submit a complaint.
- Respondent – The individual or individuals that are the subject of a complaint.
- Witness – The individual or individuals that may have witnessed or have firsthand knowledge of the incident.
- Involved Parties - Includes the respondent(s), complainant(s), or witness(es) related to a specific incident.
- Case Management Team – The panel of three (3) staff members from the Florida Region that review all incoming incidents and/or complaints.
- Case Review Specialist – is the independent contractor hired by the Region to investigate any potential policy violations.
- Board of Directors – A panel of up to nine (9) board members, representing the Florida Region of USA Volleyball.
- Review Panel – Refers to the Case Management Team and the Case Review Specialist.
- Types of Violations – These include, but are not limited to, the following categories:
    - Policy Violations
    - Venue Violations
    - Law Enforcement Violations
- Policy Governing Organizations – These include, but are not limited to, the following organizations:
    - Florida Region of USA Volleyball
    - USA Volleyball
    - US Center for SafeSport
    - US Olympic & Paralympic Committee (USOPC)
    - Federation of International Volleyball (FIVB)
    - World ParaVolley (WPV)
- Venue Governing Organizations – This includes, but is not limited to, any venue (indoor or outdoor) where a sanctioned event takes place.
- Law Governing Organizations - This includes, but is not limited to, any law enforcement agency that has jurisdiction over a specific matter or incident.
- Minor Incident - A breach that has a limited impact on the event or participants and can generally be resolved through corrective measures.
- Major Incident - A breach that significantly impacts the safety, fairness, or integrity of the event or participants.
- Severe Incident - A serious breach involving significant harm or risk to individuals or the organization, potentially involving legal implications.

III. Reporting an Incident

- Reporting Procedure
    - Incidents and/or complaints may be reported through the following avenues (e.g., through an online form, email, or written communication).

        - Region – https://floridavolleyball.org/wp-content/uploads/2025/11/Conduct-Concern-Report-Form-10.2025.pdf
        - USAV – www.usavolleyball.org
        - US Center for SafeSport – www.uscenterforsafesport.org
        - Law Enforcement (Contact the agency with jurisdiction over the venue)
    - Phone calls are allowable to discuss a complaint; however, all complaints must be documented in writing before they can be processed by the Case Management Team.
    - Required information: The following information should be included, as a minimum:
        - Date, time, and location of incident
        - Involved parties (a list with contact information)
        - Description of the incident (provide as many factual details as possible)
        - Video, Photos and/or screenshots of information (if available and if not of sensitive nature)
        - Note: Additional information may be requested depending on the type of case.
- Anonymous Reporting
    - Any complaint submitted anonymously must have corroborating and/or on the record statements/evidence to further the investigation.
- Confidentiality
    - Case information and reports will be managed confidentially and only shared with relevant parties. Personal identifying information for minors and other protected parties will be redacted in any external reports.
- Non-retaliation
    - Florida Region of USAV prohibits any form of retaliation against individuals who submit a valid complaint. Any concerns regarding potential retaliation should be reported immediately to the Florida Region Case Management Team.

IV. Incident Review Process

- STEP 1 – ASSESS
    - Initial Assessment - Preliminary review by the Florida Region Case Management Team to categorize the severity of the incident.
        - Upon the occurrence of an incident, the Case Review Specialist will conduct an initial assessment to gather essential information, including the nature of the incident, involved parties, and immediate impacts.
        - The Case Review Specialist will document the initial findings, including witness statements and any physical evidence.
        - During the assessment, it will be determined if the incident rises to the level of a policy or law violation. If so, it will be awarded a case number and will be processed per the Incident Review Policy requirements. If not, the complainant(s) will be notified that the complaint is not actionable, based on the information provided.
    - Escalation – The Case Management Team shall determine if the complaint is to be referred to the Case Review Specialist for further investigation/review and potential action.
    - Timeliness - The assessment must be conducted as soon as possible to ensure accuracy and relevance of information. Any delays or extensions will be communicated in writing to all parties addressing the circumstances and the anticipated timeline.
- STEP 2 – REVIEW
    - Comprehensive Review - Detailed examination of the incident, including gathering evidence, interviewing all involved parties, and reviewing relevant documentation.
    - Documentation – The case management report will be updated, summarizing the parties involved, findings, discussions, and any outcomes.

- Engagement of Involved Parties - If appropriate, all involved parties will be invited to provide additional context or feedback during the review process.
- Note: Formal case review will include the Case Management Team, the Case Review Specialist and the Florida Region Legal Counsel (if warranted).

- STEP 3 – DECIDE
  - Decision-Making - Determine the outcome based on the case review findings and applying appropriate actions or penalties, if warranted, per policy.
  - Based on the review findings, the review panel will determine the appropriate actions to be taken, which may include, but are not limited to:
    - Corrective actions or penalties
    - Training or educational opportunities
    - Referral to law enforcement
    - Recommendations for policy changes
  - Communication - The decision will be communicated in writing by the Florida Region to all involved parties, including the rationale behind the chosen actions. This communication should occur within 14 business days of completing the review, depending on individual circumstances.
  - Follow Up - The Florida Region will outline a follow-up plan to monitor the implementation of any corrective actions or penalties and assess their effectiveness over time.
- Important Note1: Based on the type of case, this process may take up to 30-45 calendar days to complete the entire Incident Review Process. Any additional time required will be communicated to all relevant parties.
- Important Note2: Any complaint accepted by the US Center for SafeSport or any arrest by a law enforcement agency will result in an immediate membership suspension of the respondent, pending the outcome of the respective matter.

V. Levels of Penalties

- **Level 1: Minor Incidents**
  - Examples: These may include, but are not limited to, minor rule violations, incidents involving sanctioning fees, unpaid obligations, uniform violations, team roster issues/violations, untrained officiating teams, improper tournament procedures, inappropriate behavior with limited impact.
  - Potential penalties:
    - Written warning or reprimand (Notice of Infraction)
    - Mandatory education or training session
    - Written apology or corrective action plan
    - Fines, as required by policy
  - The issuance of multiple NOIs during the same season, will result in the matter being elevated to a Level 2 incident.
  - Documentation: Case details will be retained in the official records of all involved parties in perpetuity.
- **Level 2: Major Incidents**
  - Examples: These may include, but are not limited to, major/multiple rule violations, falsified information, minor property damage, dispute of valid charges, minor physical altercations, conduct detrimental to the sport or event.
  - Potential penalties:
    - Removal, probation or suspension from one or more events or activities for a specified period
    - Temporary or permanent loss of membership privileges, or good standing status as an official, coach, tournament director, or club director
    - Fines or restitution for damages caused
  - Documentation: Case details will be retained in the official records of all involved parties in perpetuity.
- **Level 3: Severe Incidents**
  - Examples: These may include, but are not limited to, major physical altercations, violence, abuse, major property damage, severe breaches of conduct, sexual abuse, criminal behavior, or law violations.

    - Potential penalties:
        - Long-term or permanent suspension/expulsion from the Florida Region and USA Volleyball
        - Reporting to relevant authorities or legal action
        - Revocation of all associated rights and privileges
        - Fines or restitution for damages caused
    - Documentation: Case details will be retained in the official records of all involved parties in perpetuity.

VI. Appeals Process

- Purpose - The purpose of an Appeals Process is to provide a fair and transparent process for individuals to contest the outcomes of incident reviews conducted by the organization. This ensures that all voices are heard and that decisions are made equitably.
- Scope - This applies to all individuals involved in the incident review process, including employees, members, volunteers, and beneficiaries of the organization.
- Grounds for Appeal - An appeal may **ONLY** be submitted on the following grounds:
    - **Procedural Error**: This refers to a mistake or deviation from an established process, set of rules, or standard operating procedure during the execution of a task or activity. This type of error typically occurs when the correct steps are not followed, leading to incorrect outcomes, inefficiencies, or violations of protocols. Procedural errors can result from miscommunication, lack of training, oversight, or failure to adhere to guidelines, and may affect the quality, consistency, or reliability of the final result.
    - **New Evidence**: New information or evidence has come to light regarding the complaint that was not available during the initial review.
    - **Disproportionate Outcome**: This refers to a result that is significantly uneven or unbalanced in relation to the expected or intended outcome, often involving an unfair or unintended distribution of effects, benefits, or consequences. This can occur when certain factors, such as resources, efforts, or circumstances, lead to an outcome that is not in proportion to what was initially anticipated, resulting in an overrepresentation or underrepresentation of certain individuals, groups, or elements. Disproportionate outcomes may arise due to biases, systemic inequities, or errors in judgment or process.
- Appeal Process
    - Submission of Appeal:
        - Appeals must be submitted in writing to the Board of Directors within 10 business days of receiving the penalty decision. Submissions must be sent to the Florida Region Office via certified mail, shipping (or some means that tracks receipt of the document by the Region Office).
        - The written appeal should clearly outline one of the three reasons (listed above) for the appeal and include any supporting evidence.
    - Acknowledgement:
        - Upon receipt of the appeal, the organization will acknowledge the appeal in writing within 5 business days.
    - Review of Appeal:
        - The appeal will be reviewed by all members of the Board of Directors that were not involved in the original incident review.
        - The Board of Directors may request more information or interviews with relevant parties to ensure a comprehensive understanding of the case.
        - The Review of the Appeal will be at one of the quarterly board meetings; unless the issue warrants a quicker resolution. In these cases, a special board meeting will be called. The timing of which will be communicated to Respondent.
    - Decision:
        - The Board of Directors will decide based on the review and will communicate the outcome in writing within 14 business days of the (regularly scheduled or special) board meeting, unless circumstances require more time.
        - The decision will include a summary of the findings and rationale for the outcome.

- Finality of Decision:
  - The decision made by the Board of Directors is final and binding. There are no further appeals beyond this level.
- Confidentiality - All appeals will be managed with the utmost confidentiality to protect the privacy of all parties involved. Documentation related to the appeal will be stored securely and accessed only by those directly involved in the review process.
- Non-Retaliation – Florida Region of USAV prohibits any form of retaliation against individuals who submit an appeal in good faith. Any concerns regarding potential retaliation should be reported immediately to USA Volleyball.

VII. Monitoring and Follow-Up

- Purpose - The Monitoring and Follow-Up Plan is designed to ensure that penalties and corrective actions resulting from incident reviews are effectively implemented and evaluated for their impact. This plan aims to promote accountability, support continuous improvement, and foster a safe and respectful environment within the organization.
- Responsible Party - The Case Management Team will be responsible for monitoring the implementation of penalties and corrective actions. This includes regular check-ins with responsible parties, if necessary.
- Tracking Progress - A centralized tracking system will be established to document actions taken, completion dates, responsible individuals, and ongoing assessments of effectiveness of the case management process.
- Regular Updates – The Case Management Team will provide regular updates (at least quarterly) on the status of corrective actions to the Board of Directors. These updates will be reviewed during scheduled meetings.

VIII. Policy Review and Updates

- Regular Review & Updates - This Incident Review Process policy will be reviewed periodically and may be amended by the organization, as necessary to ensure its effectiveness and relevance.

This policy provides a structured approach for managing incidents within the Florida Region of USA Volleyball, ensuring fairness and consistency while promoting a positive and safe environment for all members and participants.

OPERATING CODE

FLORIDA REGION OPERATING CODE

Article I

Florida Region of USA Volleyball, Inc., a 501(c)(3) Corporation offers the following code in which to do business:

The Corporation is affiliated with the USA Volleyball (USAV) as a Group D Member Organization as provided by the USAV Operating Code. See the Florida Region By-Laws, Article IV, concerning the relationship between the USAV Operating Code and the Florida Region Operating Code and By-Laws.

The Florida Region of USA Volleyball is divided into divisions. The Region Office is responsible for the day-to-day operations of the region. The Board of Directors are responsible for policy creation and governance. Any abnormal situation(s) should be reported immediately to the Executive Director who will then report them to the Commissioner/Board Chair as soon as possible.

Article II

Board of Directors
The Florida Region of USA Volleyball is governed by a Board of Directors (BOD), which is composed of the following positions:

Commissioner/Board Chair (must meet nomination criteria)
Vice Chair – Appointed Position (must meet nomination criteria)
Treasurer - Appointed Position (must meet nomination criteria)
Executive Director (President) – Hired position
Official's Representative
Outdoor Chair
Indoor Chair
2 Junior Representatives

Duties
Outlined in Board Criteria and Job Description document, found:
https://floridavolleyball.org/wp-content/uploads/2026/07/USAVFL-Board-Criteria-Job-Description.pdf

Elections
Elections of the Board of Directors* will occur as follows: Registered club directors, in good standing on Mar 1st of each year, will vote (with 1 vote per club) to elect the Indoor Chair, Outdoor Chair, Junior Rep 1, & Junior Rep 2. Registered adult officials who are certified or retired will vote to elect the Official's Chair. The executive committee positions of Commissioner/Board Chair and Treasurer will be elected by the board of directors; both must be nominated by current Florida Region members. The position of Vice Chair is appointed by the Commissioner/Board Chair and does not require nomination from Florida Region members.

There will be an election every two years and elected positions will serve a 4-year term.

- Cycle 1 (2030, 2034, 2038 etc.) includes:
    - Outdoor Chair
    - Official's Representative
    - Junior Rep 1
    - Treasurer
- Cycle 2 (2028, 2032, 2036 etc.) includes:

- Indoor Chair
- Junior Rep 2
- Commissioner/Board Chair
- Vice Chair (appointed)

Election cycles would use the following target dates:

- Mar 1–Nominations open
- Mar 15-Nominations close
- Apr 1-Voting begins
- April 30-Voting closes
- May 15-Election report to board (via email)
- June 1-Election report to the members
- June board meeting - Term of office begins
    - Board votes on Executive Committee positions if necessary and affirms AFB Committee.
    - AFB includes Treasurer, two board members (Vice Chair & Officials Representative) and Executive Director (ex officio)

The Executive Director is a hired position that serves on the Board of Directors.

Voting
See ARTICLE VI, Section B of the Florida Region By-Laws.

Vacant BOD Positions
See ARTICLE VI, Section A of the Florida Region By-Laws.

Stipends (approved by board in June 2026, September/fiscal year start)
The BOD members will receive stipends as follows
Commissioner/Board Chair - $5,000.00 paid in 4 quarterly installments.
Vice Chair - $1,500.00 paid in 4 quarterly installments.
Treasurer - $1,500.00 paid in 4 quarterly installments.
Outdoor Chair - $1,250.00 paid in 4 quarterly installments.
Indoor Chair - $1,250.00 paid in 4 quarterly installments.
Officials Representative - $1,250.00 paid in 4 quarterly installments.
JAB Representatives (2 voting) - $1,250.00 each paid in 4 quarterly installments.
Stipends will be paid at the quarterly Board of Director meetings. Those in attendance will be paid a quarterly amount. If a BOD member is not present, they will not receive their stipend unless the absence is approved in advance by the Commissioner/Board Chair.

Any other compensation for the Board of Directors must be approved by the Board of Directors in advance unless it is an emergency. No BOD member is entitled to any compensation unless approved by the BOD. See Article VII of the Florida Region By-Laws.

Removal from the BOD
Any Board of Directors member can be removed from office by a two-thirds majority vote of the Board of Directors for breach of the following:

Non-participation – missing two or more consecutive meetings without prior approval.
Conduct detrimental to the Florida Region, its members, and/or USA Volleyball.
Behavior not conducive with region policy and procedures or brings embarrassment to the region.
See the Incident Review Policy for more information concerning sanctionable events.

Article III

Membership
See ARTICLE V, Section A of the Florida Region By-Laws.

Anyone residing in Florida from the Apalachicola River to Key West, or any member whose team representative lives within these boundaries, can register as a Florida Region member.

All persons wishing to participate as a member of the Florida Region and USA Volleyball must register using the USAV membership management system (MMS). Access to this database can be obtained from the Florida Region website, www.FloridaVolleyball.org. Please read all instructions regarding registration found on the website before attempting to register. It is a requirement of the region that all members be registered in USAV MMS and receive a current membership card before participating in any USA Volleyball event. For assistance with registration, please contact your club administrator. If they cannot help you with your situation, the club administrator should contact the region office for assistance.

Membership is composed of:

1. Adult Members – age verification required for age divisions.
2. Junior Members – age verification required.
3. League Members
4. Outdoor Members

Note: Other membership categories may be added as necessary by the Board of Directors.

All full members of the Florida Region are entitled to a digital copy of the USAV Domestic Competition Regulations every two years and an online rules clinic for their membership fee. Members are registered with the USA Volleyball National Office and are entitled to participate in their respective National Events, if they qualify.

Membership Records
See Article XIV of the Florida Region By-Laws.

All members, or their legal guardian, must register using USAV MMS. USAV MMS is the national database that the Florida Region is using to process all memberships. Individuals can access this database from the Florida Region Website (www.FloridaVolleyball.org). Memberships are for one year starting September 1st and ending August 31st of the next year. Members may begin to register on September 1st. Memberships are with the Florida Region of USA Volleyball, not a club or other entity. Every individual participating in USA Volleyball must be a member before they participate. Once membership is completed and a club is selected, transfers are only permitted by written approval of the clubs involved. Please contact the Region Office with any concerns on registration.

Due to privacy laws and concerns no records of individual members will be released to any individual, business or entity without the express written consent of the members or as required by law. All public access records are listed on the Florida Region Website, www.FloridaVolleyball.org.

Article IV

Transfer Policy
See Section V. PLAYERS for information concerning the Florida Region Transfer Policy.

Background Screening
Any adult participating with a Junior's Club as a member must have a Background Screening performed by the authorized USA Volleyball vender.

All adult members participating with or in a junior's program or event must have a Background screening performed before participating in the program or event. The background screening process is initiated when a member registers online and selects affiliation with a junior's program or event. These individuals will then be screened by the USA Volleyball vender and cannot participate until a pass returns in their membership record. They will not receive a membership number until the screening is passed. If the individual fails the screening, they can contact the vendor for a review if the individual believes the information is inaccurate. There are no exceptions to this process.

Safe Sport Training

Junior Clubs
Refer to the Florida Region Operating Code for Club participation within the Florida Region.
Instructions on starting a new club are in the Junior Handbook.

Hosting Tryouts
Clubs who host tryouts must make sure that all participants are currently registered with USA Volleyball and have a current membership card. Memberships are good from one year starting September 1st and ending August 31st of the following year.

Indoor tryouts for youth/juniors can occur any time after the USAV Jr. National Championships. However, no junior member can officially commit to a club until after September 1st.

All information concerning commitment to a club can be found in the Florida Region Parent Information Guide. All players will need to sign a Junior Player Commitment Form to confirm their commitment to a junior club. Once this form is signed, the Club Director should maintain a copy in their records and be able to provide the Florida Region with a copy upon request.

Club Seal Program
Clubs may participate in the Club Seal Program in the Florida Region.
Clubs may participate in the program by completing the online form.
To receive a Gold Seal, they must have:

1. Insurance Directors and Officers (for non-profits).
2. Primary point of Contact for club business.
3. All participating members must be fully registered as members of USA Volleyball using USAV MMS.
4. Complete compliance with all Policies and Procedures, Operating Code, By-Laws provided by the Florida Region and USA Volleyball.
5. Pay a $100 club renewal fee annually.
6. Clearly defined corporate objective (i.e. mission statement, goals, core values, etc.).
7. A club handbook with various required sections:
    a. Club Refund Policy
    b. Club Dispute Resolution Policy
    c. Club Release Policy
    d. Minor Athlete Abuse Prevention Policy
8. Player contract outlining each party’s responsibilities.
9. To participate in the Club Seal Program, the club Director must complete the online form and the Gold seal will be given to the Director to post where they see fit. Clubs may lose their seal by receiving a Notice of Infraction from the region. The seal will be evaluated and retained annually.

Starting a new Club
All new clubs must also apply to the Florida Region for licensing. They must pay the $100.00 club registration fee and will be eligible to participate in the Florida Region and USA Volleyball. The $100.00 fee must be paid annually to continue as a

club in the region. If starting a new club, the club director must attend the New Director's meeting. A fine of $500 will be assessed for not attending.

More information regarding starting a new club can be found on the Florida Region website.

Coaching
Refer to the Florida Region website for participation as a Coach in the Florida Region.

All coaches must have passed the USAV background screening process, completed the IMPACT coach training and the SafeSport training course before they participate with any juniors.

IMPACT Coaching Certification
Information on IMPACT Coaching certification classes can be found in the MMS member profile once membership registration is complete. If the Region Office does not have the certification, then the coach will not be permitted to coach. For more information on certification see the website www.FloridaVolleyball.org.

All-stars
The Florida Region is committed to the USA Volleyball All-star Program. This program allows some of the best athletes in the state to compete at a very high level during the summer. The mission and purpose of the program is to promote interregional competition and provide as many members access to a high level of volleyball. This program will help promote the growth of the sport and aid USA Volleyball with development of players who could be eligible to play on the various National teams.

Selection of athletes for the Florida Region All-star Program will occur at different events throughout the season. Please see the Florida Region website for more information concerning times and dates.

All Junior members of the Florida Region are encouraged to tryout and participate in the program.

All information concerning costs and play dates are listed on the Florida Region website.

Junior Officiating Clinics
It is a requirement in USA Volleyball that all participating teams have at least one (1) certified official and one (1) certified scorekeeper on each team. Each team must have their athletes complete the online junior officiating courses in the LMS. The club will be provided the materials to train their players, and each club is responsible for completing this training. The club may request officials to teach the clinic; however, the club is responsible for the financial obligations to these officials. It is mandatory that each team provides the Florida Region Officials Chair with two names who are certified to officiate and two names who are certified to keep score. More than two can be certified in each area; however, a team must have a least two.

Any organizations wishing to host a clinic may do so and should request a fee schedule from the Officials Committee at the Region office.

Article V

Region Office
The Region Office shall be in a location determined by the Commissioner/Board Chair and the Executive Director. The Office shall be located within the Florida Region and shall be the address of the Florida Region for all region business. The Region may have other offices as necessary but will use the main office address for conducting business. Currently the Region Office address is:

15010 US Highway 441
Eustis, FL 32726

P (352) 742-0080
F (352) 414-5304
E info@FloridaVolleyball.org
www.FloridaVolleyball.org

Current office hours are Monday – Friday 9:00am – 5:00pm

Region Employees

The region shall employ individuals as needed to facilitate the accurate and timely completion of region business. See the Corporate Organizational Chart for current region positions and potential region positions. Positions shall depend on the growth of the region's membership. The employees may be hired full- or part-time depending on the needs of the region, and full or part-time status may change depending on region needs. Employees are under the direct supervision of the Executive Director. The Executive Director is under the direct supervision of the Board of Directors and supervised by the Commissioner/Board Chair. The Board of Directors shall perform a yearly evaluation on the Executive Director, and the Executive Director shall perform at least a yearly evaluation on all other region employees. Any merit increases shall be determined by the Board of Directors. Employees shall work from the main Region Office but may be authorized by the Executive Director and BOD to work from a satellite location. Region employees will be paid on the 15th and last day of each month.   The Executive Director shall be responsible for payroll of all region employees, and this shall be reviewed by the Treasurer, who shall inform the BOD of any discrepancies. The Executive Director shall also be responsible to oversee the payroll taxes for region employees, which shall also be reviewed by the Treasurer.

The Region office staff will be responsible for the day-to-day operations of the Florida Region. They shall make sure that all deadlines are met for any paperwork required by the National Office. They shall ensure that all deadlines are met for any paperwork required by the State of Florida to maintain the 501(c)(3) status of the Florida Region. They shall ensure that all financial data is compiled monthly for review by the Executive Director, the Commissioner/Board Chair, and the Treasurer. They shall ensure that all memberships are entered into USAV MMS in a timely manner. They shall assist any member needing help with registration within 3 days of request, sooner if possible. The Office staff shall report to the Executive Director.

Article VI

Hosting Tournaments

Refer to the Region website for hosting a tournament.

Region Hosted Tournaments will be run completely by the Region staff. All functions of the tournament will be handled by the Region.

Region Sanctioned Tournaments will be sanctioned by the Region; however, all facets of the tournament will be handled by the tournament host. The Region will aid where necessary; however, the tournament host will be responsible for the entire event. All staff of all USAV sanctioned tournaments in Florida must be members of USA Volleyball with a current background screen and have completed SafeSport training.

All regional tournaments shall comply with the Tournament Director/Official's Director Policy and shall also comply with the Tournament Director Checklist Form, which may be amended from time-to-time as necessary.

Certificates of Insurance

Certificates of Insurance will be issued by the Region Office. If you require one or more, please contact the office and give them at least 10 days' notice. If you require a certificate and have missed the 10-day deadline, it will be $10.00 per certificate issued. Insurance certificates must be obtained by the Club Director for all facilities used by the club for any activities that take place within the club. Events such as, but not limited to, practices, scrimmages, tournaments, etc. must be covered by an insurance certificate.

Sanctioning

Refer to the Operating Code for Sanctioning Tournaments.

All sanctioned tournaments must complete the sanction form before the tournament and follow-up with their team sanction fee ($7 per team) with tournament results on the proper form to the region office within 7 business days of the completion of the tournament. Failure to comply will result in the tournament director losing the right to host tournaments and a fine of triple the sanction fee.

If a tournament has not been sanctioned, or if members participating in the tournament have not been registered, then the tournament director is subject to an incident review for not following region policy. The minimum fine is $5,000.00 and possible suspension of membership may be imposed at the discretion of the Incident Review Committee.

Officials
All tournament officials must be registered members of USA Volleyball and must be eligible to officiate according to the guidelines of their region. Any questions about officials should go to the Official's Chair of the Florida Region.
Any noncompliance with this policy will result in a fine and suspension of the tournament director from participation in hosting tournaments within the Florida Region. All officials officiating juniors must have a completed background screening from the current USA Volleyball vender. This screen must be current and is good for 1 year.

Article VII

Awards Ceremony
Each year the Florida Region will hold an Awards Banquet the night before the Florida Volleyball Challenge. The purpose of this ceremony is to recognize those members who have made outstanding contributions to the region during the current season. A list of the awards and the past recipients can be found on the Florida Region website. Recipients are chosen by vote of the members of the Florida Region. A Call for Nominations will occur via email to all registered members and nominations can be made on the website. A committee of the Board of Directors or their designee(S) will review the nominations and tally the voting to confirm the winner. All registered members are encouraged to submit nominations by the deadline. Please see the Florida Region website for further information.

Scholarships
The Florida Region is promoting scholarships for athletes to further their education and, hopefully, participation in volleyball by attending college. Currently the Florida Region offers many scholarships for members that are high school seniors. A full list of available scholarships will be prepared by the Region Office each year in advance of the application process. Requirements for applying for these scholarships are on the Florida Region Website. All seniors who are USAV members wishing to attend college are encouraged to apply. The Winners of these scholarships will be announced at the Florida Region's Annual Awards Ceremony. Attendance is required for scholarship winners, unless otherwise stated. It is the goal of the Florida Region to increase the number and amounts of scholarships given each year. We will strive to increase the number of opportunities for our members to give back to the youth of our sport by adding scholarships.

Event Exhibitors
The Florida Region will solicit venders for all region hosted events. Any exhibitor wishing to participate is encouraged to contact the Region Office for the terms and conditions of participation. All exhibitors will pay the current exhibitor fee and must abide by all rules and regulations of the Florida Region and USA Volleyball concerning participation in the event. Exhibitors will also be required to provide a valid certificate of insurance, naming the Florida Region of USA Volleyball as additionally insured. Further information concerning exhibitors along with the cost of participation can be found by contacting the region office. All available events will also be listed on the website.