



MARCH 31, 2016

To: All Potomac Valley AAU District Registered Girls Basketball Clubs

From: POTOMAC VALLEY AAU DISTRICT GIRLS BASKETBALL COMMITTEE (PVA AU GBC)
Tiffany Washington, PV AAU Girls Basketball, Sport Director
tiffany.havoc.city@gmail.com, 301-728-7688

SUBJECT: 2016 PVA AU District Qualifying Tournament (DQT, i.e. Regionals) Registration Information and Requirements

1. **District Qualifying Tournament (DQT) Dates:**

- **Grades 3 – 5** **April 23rd – 24th**
- **Grades 6 – 8** **April 30th – May 1st**
- **Grades 9 – 12** **May 14th – 15th**

2. **AAU Club/Team Eligibility and Registration Deadlines/Requirements for 2016 :**

- a. **Club and Non-Athlete Adult AAU Membership registrations due by April 6, 2016!**
To be eligible to compete in the PVA AU Girls' DQT, the team or club (Club hereafter) must be registered by April 6th, 2016 to allow time for club contacts and adults memberships to process through the Lexis-Nexis mandatory background check process in time before the tournament draw date of April 13th, 2016.
- b. **Athlete registrations due by April 6th 2016.** Athletes must also be registered at least 1 week prior to the DQT draw date of April 13th so that the PV AAU Registrar can verify and certify all memberships and the correct information is used to certify team entry packets.
- c. **Failure to meet registration deadlines.** Club and member registrations completed after April 6th may NOT be accepted for entry in the DQT.

****Clubs/teams forming "at the last minute" will only be considered for entry by the PV AAU GBC Executive Committee if the Club Primary Contact notifies the PV AAU GBC Chair Tiffany Washington no later than 6 pm on April 6th of their late registration. Any club or member registrations completed after 6 pm on April 6th will **not be eligible** to compete.**

3. **Player Eligibility:**

All athletes must meet player eligibility criteria for their grade division, club, district residency and district affiliation. Each athlete and non-athlete on the submitted team rosters for each Club must also be registered by April 6th 2016 by purchasing an AAU membership and receiving an AAU member registration ID number and using the AAU club code for the club/team(s) they are playing for in this AAU sanctioned event.

a. **Grade Divisions:**

Each grade division consists of a 24 month age window which determines an athletes' participation in that division. If an athletes' age is outside the 24 month window for their grade, the athlete must play up to the grade division that is normal and customary for their age. If an athlete is in any grade above what is normal and customary for their age, an athlete may play down provided they meet the established criteria listed in the chart below.

- i. **2ND GRADE DIVISION** - An athlete must be in the 2nd grade as of October 1, 2015 and can be no older than 9 on August 31, 2016. For an athlete that is in the 3rd grade as of October 1, 2015 wanting to play down, they can be no older than 8 on August 31, 2016.
- ii. **3RD GRADE DIVISION** - An athlete must be in the 3rd grade as of October 1, 2015 and can be no older than 10 on August 31, 2016. For an athlete that is in the 4th grade as of October 1, 2015 wanting to play down, they can be no older than 9 on August 31, 2016.
- iii. **4TH GRADE DIVISION** - An athlete must be in the 4th grade as of October 1, 2015 and can be no older than 11 on August 31, 2016. For an athlete that is in the 5th grade as of October 1, 2015 wanting to play down, they can be no older than 10 on August 31, 2016.
- iv. **5TH GRADE DIVISION** - An athlete must be in the 5th grade as of October 1, 2015 and can be no older than 12 on August 31, 2016. For an athlete that is in the 6th grade as of October 1, 2015 wanting to play down, they can be no older than 11 on August 31, 2016.
- v. **6TH GRADE DIVISION** - An athlete must be in the 6th grade as of October 1, 2015 and can be no older than 13 on August 31, 2016. For an athlete that is in the 7th grade as of October 1, 2015 wanting to play down, they can be no older than 12 on August 31, 2016.
- vi. **7TH GRADE DIVISION** - An athlete must be in the 7th grade as of October 1, 2015 and can be no older than 14 on August 31, 2016. For an athlete that is in the 8th grade as of October 1, 2015 wanting to play down, they can be no older than 13 on August 31, 2016.
- vii. **8TH GRADE DIVISION** - An athlete must be in the 8th grade as of October 1, 2015 and can be no older than 15 on August 31, 2016. For an athlete that is in the 9th grade as of October 1, 2015 wanting to play down, they can be no older than 14 on August 31, 2016.
- viii. **9TH GRADE DIVISION** - An athlete must be in the 9th grade as of October 1, 2015 and can be no older than 16 on August 31, 2016. For an athlete that is in the 10th grade as of October 1, 2015 wanting to play down, they can be no older than 15 on August 31, 2016.
- ix. **10TH GRADE DIVISION** - An athlete must be in the 10th grade as of October 1, 2015 and can be no older than 17 on August 31, 2016. For an athlete that is in the 11th grade as of October 1, 2015 wanting to play down, they can be no older than 16 on August 31, 2016.

- x. **11TH GRADE DIVISION** - An athlete must be in the 11th grade as of October 1, 2015 and can be no older than 18 on August 31, 2016. For an athlete that is in the 12th grade as of October 1, 2015 wanting to play down, they can be no older than 17 on August 31, 2016.
- xi. **12TH GRADE DIVISION** - An athlete must be in the 12th grade as of October 1, 2015 and can be no older than 19 on August 31, 2016.

College students are eligible for participation in the AAU Girls' Basketball program if they have the permission from their college or university and meet other eligibility criteria. Written permission from the college must be submitted with the entry roster and form at the time of the DQT draw.

All home school students must register with their State Department of Education and belong to an accredited home school organization. The student can get a letter from that organization stating the grade level in which she is currently enrolled. If an athlete has been academically advanced and is a grade level ahead of her age group, she must meet the eligibility rules to play down a grade.

An athlete may always play in an older grade division but never in a younger grade if they do not meet the eligibility criteria.

Additional player eligibility to participate in a particular grade is posted on the AAU website at the following location: <http://image.aausports.org/dnn/girlsbasketball/EligibilityRules.pdf>. Coaches should have a copy of this with them in their team binder and DQT hosts are required to have copies of this available at each scorer's table and with the gym director(s).

- b. **District Residency for Potomac Valley:** Teams may have no more than 3 players who reside in an adjoining AAU District (Maryland or Virginia) outside the PV AAU District. Players that are in the PV AAU District must reside within the boundaries of the PVAAU Association or meet AAU By-Laws Section 4.3 requirements for other residency considerations regarding declaring District of Residency, and have a current 2016 AAU member registration ID number and Club affiliation. The PVAAU boundaries encompass the District of Columbia, the Maryland counties of Montgomery and Prince Georges, and the Virginia counties of Arlington, and Fairfax (including the cities within these counties) and the cities of Falls Church and Alexandria.
- c. **Participating In a Bordering District**
 - i. An athlete may only participate in her District of residence, where she attends school full time or in a bordering District Qualifying Tournament. She must register in her resident District.
 - ii. b. A maximum of three (3) athletes from bordering Districts will be allowed on any team at the District, Regional or National level.
 - iii. EXCEPTION: An athlete that resides in a metropolitan area as defined by the NCAA is not considered a cross boundary athlete. The NCAA's Metro Area Rule and Metro Area Maps can be found at the following link - <http://www.ncaa.org/enforcement/basketball-certification/metro-area-maps>

- iv. **Disqualification and sanctions for fielding ineligible team.** A team in the 3rd-8th grade divisions will be disqualified if there are more than 3 players out of district or if any player resides in a non-neighboring district, such as Mid-Atlantic, unless appropriate documentation is furnished at time of DQT registration with the team's entry packet where residency is being declared per the AAU By-Laws Section 4.3 regarding residency for those athletes governed by custodial/guardianship agreements or educational arrangements that allow them to select a district of residency that may not be the district of their physical home address. Appropriate documentation includes copies of custody agreements indicating residency or letter from school and copy of a winter grading period report card within the district of residency indicating the athlete's student status
- d. **Players may be registered with multiple AAU clubs for multiple sports (e.g., Athletics, Softball, etc.) but can only be registered to play with only one AAU Girls Basketball (BW) club in the PV AAU DQT.**

Any questions pertaining to the eligibility of a player or team shall be directed to the PV AAU Girls Basketball Sport Director (Tiffany) or the PV AAU Lieutenant Governor (Andy Stadnik). Only the Sport Director or Lieutenant Governor have the authority to rule on eligibility.

4. **Player Participation:** A player competing in a specific Grade division must remain in the same division within the same AAU Club throughout the DQT. An individual player may play in up to three Grade divisions. Players may play in their Grade division at the D1 or D2 bracket in the PV AAU GBB DQT and may play up a Grade Division on up to two other teams from their AAU Club in older Grade division(s) at the D1 or D2 level. A player playing on a D1 team in a Grade Division may not play on a team in the D2 bracket in that same or younger Grade Division. Players may not be added to or change teams from the team(s)' rosters for the DQT after the rosters have been submitted at the DQT Draw Meeting.

5. **Entry Fee and Team Documentation Due April 13th, 2016:**

A tournament entry fee of \$350.00 per team is required with the submission of the completed team registration material, as outlined in this packet, no later than April 13, 2016 by 6pm The \$350.00 payment can be made via club check, certified check, or money order. We WILL NOT accept personal checks. All payments should be made payable to the "PV AAU Girls Basketball AAU" with your club's name and AAU number noted in the memo section.

Team registration material is to include the following (specific packaging instructions are provided on the final page of this packet):

- a. A completed AAU online roster form
- b. A copy of each player's AAU card
- c. A copy of each player's birth certificates (no originals)
- d. A copy of each player's report card (no originals)
- e. Any supporting documentation regarding AAU district residency
- f. A copy of each coach/bench personnel's AAU card

ALL team registration information (including payment) must be received by the PV AAU Girls Basketball Committee no later than Wednesday, April 13, 2016 by 6 pm (see Tournament Entry Deadlines). Teams should establish a team account and set up their team's rosters to enter AAU sanctioned events by going to this page: <http://application.aausports.org/sbw/default.asp>

Acceptable forms of age verification are noted below:

- A certified copy of birth record from the State, County or Municipal Bureau of Vital Statistics in the place of birth (**Hospital Records are not an acceptable form of birth certification**)
 - A certified copy of the delayed registration of birth, if the athlete's birth was not recorded on her day of birth, issued by the same governing bodies
 - Consular Service Form FS-240, "Report on Birth" issued by the U.S. Department of State
 - Immigration and naturalization forms I-151 and I-25
 - Form No. 43-12311-7 issued by the U.S. Department of Justice
 - Legal passport
 - Driver's License – a driver's license is an acceptable form of ID, but a state Identification Card is not.
6. **Tournament Play:** The tournament play will be governed by the AAU 2016 Tournament Format rules and will be pool play followed by a single elimination seeded playoff medal round for all Age Divisions. Game format, quarter lengths, halftimes, etc., are specified in the 2016 Rule book and noted on the rule sheets as posted on the PVAAU Girls Basketball website. The basic format is summarized below:

Grade Division	Warm-Up/Halftime	Playing Time	Overtime
2 nd – 3 rd	5 minutes	12 minute halves	3 minutes
4 th – 6 th	5 minutes	14 minute halves	3 minutes
7 th – 12 th	5 minutes	16 minute halves	4 minutes

For planning purposes, DQT hosts should use the following game time blocks for scheduling games: 2nd-6th grades - 75 minutes; for 7th-12th grade – 90 minutes.

7. **Tournament Structure:**

- a. **Division 1 and Division 2 Brackets.** In the 4th -11th grade divisions, separate D1 and D2 brackets will be held if there are more than 8 teams total per grade with at least 4 D1 and/or 4 D2 teams entered. If there are less than these numbers of teams for the grade, one or two pools may be formed in one single division. This will be determined on the night of the draw once all entry packets are received. **After pool play, a single elimination seeded playoff will be conducted with all teams advancing.**
- b. **Playoff Rounds. All teams D1 and D2 will advance to the seeded single elimination playoff in the medal round.** Playoff/Medal round games will only be played out to determine 1st through 4th place. Medal round seeding will be determined by overall pool play and point differential (using the +/- 13 point per game maximum) in the case of tie.

-
- c. Minimum number of DQT games. Each team is expected to play **four (4)** games depending on the total number of teams in a grade division with at least a 3 game minimum guaranteed. The number of games depends on the number of teams in the specific grade division.
8. **National Bids.** Every team playing in the DQT will receive either a D1, D2, or D3 bid to the AAU Nationals per 2016 Rulebook criteria.
9. **BENCH RULES:**
- a. **Bench Location:** The Home team shall sit to the official scorer's **RIGHT (left when facing the scorer's table from center court)** and take the opposite basket for pre-game warm-up and first-half play. Scorer's tables must be located between the benches and on the same side of the court as the team benches. A team may have on its bench only eligible players in uniform and four non-players who are registered as AAU non-athletes on the team's AAU roster form. Violation of this rule shall result in a two shot technical foul. The violator will be removed from the bench. **At least two people age 18 or older must be on the bench at all times.**
 - b. **Bench Personnel:** Each team roster must have a minimum of 2 bench personnel (coaches), with a maximum of 4, all of which must have current valid AAU numbers and cards. **There must always be two registered bench personnel over 18 present on the bench during games. It is highly recommended each team register 4 bench personnel and all of those persons have completed the PCA course.**
 - c. **COACHES' ATTIRE:** All non-uniformed persons on bench shall wear dress shorts, long pants, shirts with collars and sleeves and dress shoes or tennis shoes during play. **Jeans, jeans shorts, sweat pants, mesh shorts, tee shirts, hats and open-toed shoes are not permitted.** Any non-uniformed person on the bench will be removed until properly attired. **Violation of this rule shall result in a two shot technical foul and the violator will be removed from the bench.** Enforcement of coaches' attire will be conducted by the tournament site director if necessary.
10. **UNIFORMS:** The **top** team in the game brackets, or **first** team listed in pool pairings, will be the **HOME** team and **MUST wear light uniforms.**
- a. Numbers can be **00-99**. Each player shall be numbered on the front (at least 2" high) and back (at least 4" high) of the shirt with plain Arabic numbers. Sponsor names are permitted so long as placed in fashion that does not obstruct uniform numbers.
 - b. It is required that all teams bring a light colored jersey and a dark colored jersey to all games.
 - c. Team shirts shall be of the same solid color front and back. Jerseys must be tucked inside the game pants before reporting to score table.
 - d. Team shorts shall be alike for all players.
 - e. Undergarments are considered to be part of the jersey and must be a color similar to the jersey. No logos, decorations, trim, commemorative patches, lettering or numbering may be used on the undershirt. An illegal undershirt may not be worn.
 - f. Tights/lycra shorts that extend below the game pants must be similar in color to the pants.

-
11. **CONDUCT OF PLAYERS AND COACHES:** Players' and coaches' conduct should be above reproach, on and off the court. Misbehavior or misconduct may result in disqualification from the tournament. Coaches listed on the official team roster are responsible for the conduct of their players and parents and spectators associated with their team and for any damages incurred to facilities used.
12. **COACH/PLAYER SUSPENSIONS:** If a coach or a player is suspended during a game, the suspension does NOT include forfeited games. The suspension will be for the next game played
13. **EJECTIONS**
- Any player recorded on the official score sheet as ejected for fighting by the officials will be prohibited from playing in the next 2 scheduled games.
 - If a coach or player is ejected from a game, he/she will be placed on probation for one game.
 - If a coach or player is ejected a second time, he/she will sit out the next 2 games.
 - If a coach or player is ejected a third time, he/she will be suspended from the tournament.
14. **Competition Rules**
- 2nd-7th Grades:** The official rules are the 2014-2015 National Federation of State High School rules unless otherwise stated in the 2016 AAU Girls Basketball Handbook.
 - 8th-12th Grades:** The official rules are the 2014-2015 NCAA Women's Basketball rules unless otherwise stated in the 2016 AAU Girls Basketball Handbook.
 - Player Foul Rule**
 - A player will be disqualified on her 5th personal foul in the 2nd grade, 3rd grade, 4th grade, 5th grade, 6th grade and 7th grade..
 - A player will be disqualified on her 6th personal foul in the 8th grade, 9th grade, 10th grade, 11th grade, and 12th grade.
15. **Roster Size:** The maximum roster size is 15. Players who participated for other teams at the PV DQT tournament may be picked up for the National Championship Tournament by a different team. However, the maximum roster size is still 15 for the National Tournament. See the AAU Girls' Basketball Handbook for details on picking up players for Nationals.
16. **Tournament Seeding:** Pool pairings will be done by a draw held on Wed., April 13, 2016, starting at approximately 7:30 pm. Seeding will be done based on last year's PV AAU GBB DQT prior age division finishes for the top position in each pool (up to four pools). Other positions in the pool will be by random draw. The 3rd Grade division will be a random seeding. Teams from the same Club will not be placed in the same pool unless it is unavoidable (e.g., only two pools, but a club has three teams).
17. **Awards:** Medals will be awarded to athletes from the teams that are the top four finishers in the medal round play in each grade bracket, Division 1 and Division 2.

18. **Scheduling:** Games will be played at various high schools, middle schools, commercial facilities and other appropriate venues in the PVA AU area. No game times or pairings will be altered after the schedules are set by the PV AAU GBC. Game times may be altered if the scheduled gym times are preempted by the school, venue owner, weather or other unforeseen and uncontrollable circumstances.
19. **Maintaining standings and results of DQTs on PV GBB website.** All schedules, scores and standings and other DQT results will be posted on the PV GBB website and only on this website. All gym directors, during the tournament, are required to maintain the scores at their facility during the event and email the final results to the PVA AU GBB Sports Director. Gym directors will review the online results and confirm their accuracy to the PV AAU GBB Executive Committee by e-mail within 48 hours of completion of the Grade Division DQT they are hosting.
20. **Notification to PV GBB Committee of teams qualified for Nationals at a Super Regional Tournament (SRT). IMPORTANT FOR ALL CLUBS:** It is very important that all PV AAU Association Clubs make sure their teams notify the Committee members of their qualification for D1 or D2 via SRT participation within 48 hours of the end of the SRT, so that any D1 or D2 bids assigned at the DQT may be referred to the subsequent team in the final DQT standings.
21. **Additional Grade Division D1 Bids for the PV AAU.** In the 4th, 5th, and 9th Grade Divisions, the PV AAU may have one additional D1 bid as a result of a top 4 finish at the 2016 National Championships. If the club/team does not use that bid the automatic bid may be awarded by the PV AAU GBB Executive Committee to another team in the DQT in that grade division.

Tournament Entry Packet Deadline:

Mail-In: **Received no later** the Monday, April 11th, 2016

PVA AU Girls Basketball
5705 Mossrock Drive, Rockville, MD 20852

Walk-In: Between 6:00pm and 7:00pm Wednesday, April 13th, 2016

LOCATION: Panera Bread Restaurant - Federal Plaza, 1780 East Jefferson St, Rockville, MD 20852

You do not need to stay for the draw meeting unless you want to. Results will be posted by Friday, April 15th at pvaugirlsbasketball.com

For more information, call Tiffany Washington (301-728-7688) or Andy Stadnik (301) 706-6902.

For club and athlete registration and team roster preparation, go to aausports.org.

Your game schedules: You will receive information about your first game, at the latest by Wednesday during the week before your tournament starts.

Yours in Hoops,

Tiffany Washington
PV AAU GBB Sports Committee Chair

Information Required for the DQT Entry Packet:

All Materials Must be in a 9x12 envelope or secured in a folder!

Please DO NOT submit material in a notebook/binder for ease of transport by gym officials.

1. **Roster:** AAU Tournament online roster form with AAU ID number for coaches, bench personnel and players, plus players' uniform numbers. You can use the online feature to generate your roster form online at the AAU website. You may turn in roster forms with players for only one team-only in one Grade Division per entry packet. Create your AAU online roster starting at: <http://application.aausports.org/sbw/default.asp>
2. **Bench personnel and player AAU Cards:** You must also submit a copy of all players' and bench personnel's AAU ID cards.
3. **Birth Date Verification:** Copies of birth certificates or other Birth date verification documentation per section 5 of this document and the AAU Girls Handbook (NO ORIGINAL PROOF OF BIRTH DOCUMENTS- THEY WILL NOT BE RETURNED.)
4. **Proof of Grade and Residency Declarations:** For Proof of Grade and residency declarations, the appropriate paperwork MUST be complete and in the entry packet. Failure to furnish the information when requested by the PV AAU GBC will lead to player disqualification from the tournament.
5. **ENTRY Declaration:** You must indicate on the outside of the 9X12 envelope in BLACK OR BLUE MARKER:
 - a. **CLUB NAME**
 - b. **TEAM NAME**
 - c. **GRADE**
 - d. **Division I or Division II (for 4th-11th Grades).**
6. **ENTRY FEE:** \$350.00 payment shall be made in the form of a money order, certified check, or club guaranteed/business check **only**. No personal checks or cash. (NO REFUNDS AFTER SUBMISSION OF ENTRY FORMS.)
7. If any material is missing, the PVAAU GBC will notify you by Saturday April 16, 2016, and you will have 48 hours to provide the missing documentation.