



NEW CLUB HANDBOOK

Helpful Information About Starting a Junior Volleyball Club

**2016-2017 SEASON
UPDATED OCTOBER 2016**

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USA Volleyball.

WELCOME

Welcome to Evergreen Region Volleyball! We are excited that you are interested in starting a new club in our region and hope that you will find this handbook informative and helpful as you journey through the upcoming season. If you have any questions, please don't hesitate to contact the ERVA Office at office@evergreenregion.org or 509-290-5552. Here's to another great club joining the region!

ERVA Staff & Board of Directors

ERVA INFORMATION FOR NEW CLUBS

- 1) Club Activation Form – This is the first step in registering your club with the Evergreen Region of USA Volleyball. Fill out this form and return it to the office so we can add you to our mailing/emailing list, get your club listed on the website, and create your club in USA Volleyball's Registration system. There should be a club director for each club that handles all registration and communication with the office. The club director can also serve as the coach or the chaperone. Club Directors need to submit the "Club Director Code of Conduct" to the region office annually when registering their club. (can be found under Forms tab on ERVA website)
- 2) Each club is required to have some type of handbook on file with the region office. Contact the office staff if you would like a template to help assist you in the process of forming your handbook.
- 3) Registration – The next most important step is getting registered with USA Volleyball. You will register through their system, Webpoint. You can access that through our region website, www.evergreenregion.org, under Online Registration on the home-page click either "New Member Link" (if you have never been a USAV member) or "Previous Member Link" (if you have been a USAV member in the past). Memberships run November 1st- October 31st of each year – so make sure you wait to renew/register for the upcoming season.
- 4) Coaches – You will need to determine how many teams you will have, and then how many coaches you will need. Once you have your coaches selected, they will need to register through Webpoint for a full adult membership and also do a background screen. Unfortunately no other background screen is valid (ie. School district, law enforcement, etc). It must be done by USA Volleyball's background screening company so that we are consistent with our criteria.

Coaches will need to be IMPACT certified to be eligible to coach. IMPACT training is a coaching education course that the Evergreen Region requires all coaches take once. Once you have the certification, you are valid moving forward.

All coaches must complete the Coaches Code of Ethics, which can be submitted electronically through the ERVA site (under the Forms tab).

- 5) Chaperones – Each team must have a chaperone that accompanies the team to tournaments. We recommend that you have more than one chaperone per team. Chaperones also register in Webpoint for a chaperone membership and must complete a background screen.

All Chaperones must complete the Chaperones Responsibilities Form, which can be submitted electronically through the ERVA website (under the Forms tab).

- 6) Facility Insurance- By registering your team with USA Volleyball, you are eligible for facility insurance through our insurance agency and many schools/facilities require this proof. In order to get a facility insurance certificate made, send the facility name and address to the region office – and we will send you back a certificate.
- 7) Annual Meeting- Each fall the region holds an Annual Meeting where all club directors get together to discuss the upcoming season. More information will be sent about this event, but it is mandatory for each club to be represented.
- 8) Tryouts- Clubs do not have to have tryouts, but if you want to hold tryouts you must follow all ERVA region policies regarding tryouts. There is a specific time frame that tryouts can be held, and many rules that surround the process. The office will send out additional information as the tryout period gets close.
- 9) Players Registration- All players must be registered through Webpoint before participating. If you are holding tryouts, they can do a tryout membership and then if they make the team upgrade to a full junior membership BEFORE they can practice with their team.
- 10) Player Parents/Legal Guardians – Parents/Legal Guardians are responsible for filling out a concussion form and a medical release form for all participating players. These forms are turned into the club. The concussion form is sent to the ERVA office, while the medical release form is kept on file with the club – and a copy is also made for the coach to have at all tournaments.

Parents/Legal Guardians must also all fill a “Parent/Spectator Code of Conduct” (found under Forms on ERVA website). This form should be kept by the coach at all times during the season.

- 11) Tournament Sign-Up Day and AES – The region uses a tournament sign up program called Advanced Event Systems (AES). All tournaments are entered into this system and then we have one day that all club directors log-in to sign up for tournaments. More information will be sent as this gets closer.
- 12) Ref/Score Clinics – All players and coaches are required to attend a ref/score clinic before participating in a tournament. The region has clinicians that do the clinics (for clubs with over 40 members). If your club has less than 40 members you can attend a region sponsored clinic. More information will be sent during the season.

COSTS TO CONSIDER

USAV Membership Costs:

Adult Membership (Club Director, Coach) - \$60

Chaperone Membership - \$25

Background Screen: \$20 (required for anyone 18 and over, valid two years)

Junior Player Membership - \$60

Practice Player Membership-\$25 (practice & scrimmage only)

Youth Player Membership- \$25 (11 and under - scrimmage only)

Coaches Education:

In person Region IMPACT/SafeSport Certification - \$40

OnDemand Online IMPACT/SafeSport Certification- \$50 and up

SafeSport ONLY (if current on IMPACT certification you will take just SafeSport)- FREE!

Team Fees:

Individual Team Fees - \$45 per team

Tournaments:

Tournament entry fees range between \$125-to-\$225 per event. The Regional tournament at the end of the year is more (two day events are \$400 and single day are \$300). Regional Bid Tournament \$200.

Miscellaneous:

Gym Rental Time

Uniforms

Coaches Pay (not required)

CALENDAR TIMELINE FOR SEASON

August

- Submit Club Activation Form to ERVA Office
- Begin finalizing club handbook/rules/guidelines/refund policy (See Club Director Code of Conduct)
- Establish Club Director/Assistant Club Director– Begin to think about who your coaches will be

September

- Attend ERVA Club Director Summit-See ERVA Website for dates
 - o Hotel rooms for out of town attendees is paid for by Region.
 - o All clubs MUST send a representative or receive a sanction for non-attendance which MUST be paid before tournament sign-up day.
- Let the Tournament Coordinator know if you are interested in hosting a tournament-Larissa Welch lkwelchy33@gmail.com
- Let the ERVA office know what facilities you plan to use for practice/tournaments so they can get insurance certificates made. It is important to note that facilities (gyms) book months in advance so don't wait and get your gym space booked early.

October

- Finalize selection of your coaches
- If you are going to hold tryouts, select the time/date and let the ERVA office know this information (see ERVA Tryout Dates and Times)
- Promote tryouts in your community (be sure to follow ERVA recruiting policies)
- Attend/Table at a Region Sponsored "Open House"
- Get all of your coaches registered and background screened(takes 7-10 business days for background results) (this must happen PRIOR to them assisting with open house/tryouts)

November

- Have your coaches sign up for IMPACT training – if they have not already taken the course
- After tryouts – mail all concussion forms and Tryout Reporting/Adult Reporting form to the ERVA Office
- Practice using AES (Advanced Event Systems) to sign up for dummy tournaments
- Set up a ref/score clinic by contacting the Director of Officials – sign up for a Region Sponsored ref/score clinic if your club qualifies (40 or less member)

December

- Send your team fees into the region office (\$45 per team)
- Tournament Sign Up Day – be prepared to sign all teams up for tournaments in AES...send payment to accepted tournaments within 10 days.
- Players "Upgraded" – Player with your club will need to upgrade from a tryout membership to a full Junior membership before participating in any practices
- Determine who your chaperones will be for each team and have them register for a USAV membership and background screen...every roster needs to have a chaperone before the first tournament.
- Start building/creating your teams/roster in Webpoint – be sure to add a head coach, chaperone, players, and roster numbers

January

- Verify with all tournament directors that you have been accepted into each tournament you believe you are attending
- Finalize team rosters in Webpoint
- Confirm you have a "Parent/Spectator Code of Conduct" on file for each participant's parent/legal guardian.
- Start competing in tournaments

February

- Cut-off for registration to ERVA Regionals is February 17th with payment due by March 3rd – make sure you have registered through AES if you plan to attend.