



NEW CLUB GUIDE

INFORMATION ON STARTING A JUNIOR VOLLEYBALL CLUB

2017-2018 SEASON

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Evergreen Region Volleyball Association
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USA Volleyball.

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Welcome

Welcome to Evergreen Region Volleyball! We are excited that you are interested in starting a new club in our region. The information below will hopefully assist you this upcoming season! If you have any questions please feel free to contract the ERVA Office by emailing office@evergreenregion.org or calling 509-290-5552. Here’s to another great club joining the region!

Club Activation Form

This is the first step in registering your club with the Evergreen Region of USA Volleyball. This form includes all pertinent information, as well as the Club Director Code of Conduct, and is to be completed annually. 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 Handbook

Each club is required to have some type of handbook on file with the region office. There is a Club Handbook Template available on the website to assist you. In general, the Club Handbook outlines the club’s programs, services, fees, and a dispute resolution policy.

Registration

The next most important step is getting registered with USA Volleyball. This is done through Webpoint, which can be accessed through our website’s homepage at www.evergreenregion.org. Use the “New Members” link if you have never been a USAV member or the “Previous Members” 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.

Coaches

In determining eligible coaches, please be aware of the following:

Regional Coaching Qualifications:

- Be at least twenty (20) years of age at the time he/she begins coaching
- Be registered with the Evergreen Region as a Regular Adult Member
- Have attended and completed an IMPACT Clinic and be so certified
- Register and complete the online SafeSport training
- Attend a referee/scorekeeper clinic annually
- Have satisfactorily passed a background screen performed by SSCI
- Submit the Coaching Code of Ethics (online form)

Coaching Restrictions:

High school competition in sports shall be favored over club volleyball participation where there is conflict with Evergreen Region functions. No coach, team, club, or club representative shall restrict a junior player from competing in other high school sports during the school year.

The Evergreen Region recommends each club understand their states Interscholastic Athletic Associations coaching restrictions regarding school district coaches and club coaches. Many of the states do NOT allow school district coaches to coach their athletes at the club level.

The ERVA transfer policy does not apply to coaches. However, a club/team hiring a coach may provide for such a provision in their employment contract.

Chaperones

Each team must have a chaperone whose duties shall be solely to supervise and chaperone the players outside of competition, as safety of the players is a prime concern. We recommend that you have more than one chaperone per team to ensure that one can be present at all tournaments.

Chaperone Requirements:

- Be at least twenty five (25) years of age at the time of registration
- Be registered in the Evergreen Region with either a Chaperone Membership or a Regular Adult Membership
- Register and complete the online SafeSport training
- Have satisfactorily passed a background screen performed by SSCI (\$20 - valid for two years)
- Sign the Chaperone Responsibilities Form and Parent/Spectators Code of Conduct upon registering, which will remain on file with the club
- OPTIONAL: attend a referee/scorekeeper clinic in order to be eligible to assist players in their officiating assignments
- OPTIONAL: attend an IMPACT clinic to be eligible to sit on the bench at tournaments

Facility Insurance

By registering your team with USA Volleyball, you are eligible for facility insurance, which many schools/practice facilities require. In order to get a facility insurance certificate made, send the facility

name and address to the region office at office@evergreenregion.org and we will issue the certificate and send it to you.

Regional Club Director's Summit

Each fall, the region holds a Summit where all Club Directors get together to collaborate, share best practices, and discuss the upcoming season. More information will be sent about this event, but it is generally the last weekend of September and is mandatory for each club to attend.

Tryouts

All clubs are required to follow the ERVA region policies regarding tryouts, including their specific time frames, commitment rules, and contact policies. Clubs are not required to hold tryouts. The office will send out tryout information, but guidelines and policies can also be found at www.evergreenregion.org/tryout-information/.

Player Registration

All players must have a CURRENT USAV membership before participating, which they register for online through Webpoint. There are different membership options for junior players depending on age, level of involvement, and time of year. For more information on membership options, please contact us at office@evergreenregion.org.

Parents/Legal Guardians

Parents/Legal Guardians are responsible for filling out a concussion form and a medical release form for ALL participating junior players. These forms are submitted to the club, which will remain on file with them, and a copy should also be made for the coach to have at all practices and tournaments.

Parents/Legal Guardians must also complete a "Parent/Spectator Code of Conduct" (found under Forms on ERVA website) to be kept on file with the club. ERVA highly recommends a written agreement between the club and every participating family that outlines the expectations of both parties.

Advise your parents to read the *ERVA Parent Guide to Club Volleyball* found at www.evergreenregion.org/family-resources/.

Tournament Sign-Up Day and AES

ERVA utilizes a tournament registration system called Advanced Event Systems (AES), which is where you will register your teams to participate in any ERVA sanctioned events. All tournament registration for the upcoming season takes place on Tournament Sign-Up Day, which is generally the second weekend in December. In addition to the information that the Region Office send out prior, you can learn about AES and Tournament Sign-Up Day at www.evergreenregion.org/new-club-information/.

Ref/Score Clinics

All players and coaches are required to attend a ref/score clinic by February 1st of each season. The Region sponsors and hosts clinics for clubs with less than 40 members at NO COST to the clubs.

Clubs with more than 40 members MUST submit a ref/score clinic request form to the Director of Officials & the ERVA Office. A clinician will be assigned to your clinic and each club is responsible for payment to the official assigned to their clinic. Request forms will be sent after tryouts.

Costs to Consider

USAV Membership Costs

- Adult Membership (Club Director, Coach) - \$60
- Chaperone Membership - \$25
- Background Screen (required for anyone 18 and over, valid two years) - \$20
- Junior Player Membership - \$60
- Practice Player Membership (no age restriction-no tournament play) - \$25
- Youth Player Membership (11 and under-no tournament play)- \$25

Coaches Education

- IMPACT Certification - \$40 (cost may vary if taken online)
 - Ask us about free IMPACT clinics offered through USA Volleyball!
- SafeSport Certification – FREE (online only)

Team Fees

Individual Team Fees - \$45 per team

Tournaments

Tournament entry fees range between \$150 - \$225, depending on format, venue, etc. The Evergreen Regional Volleyball Championships in April are \$400/team for U14-U16 and \$300/team for U12 and U18 due to the use of hired Officials for each match, and the prime venue of the Spokane Convention Center.

Miscellaneous

- Gym Rental Time
- Uniforms
- Coaches Pay (not required)
- Travel (not required)

Calendar Timeline for Season

August

- Submit Club Activation Form to ERVA Office
- Begin finalizing Club Handbook and defining rules/guidelines/policies
- Establish Club Director/Assistant Club Director
- Begin to recruit and establish coaches

September

- Attend ERVA Club Director Summit-See ERVA Website for dates
 - 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 issue insurance certificates. It is important to note that facilities (gyms) book months in advance so be sure to 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)
- If you are based out of Spokane, attend the 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 and SafeSport trainings (if they are not already certified)
- If you hosted tryouts, mail or scan and send all Tryout Reporting/Adult Reporting forms to the ERVA Office
- Practice using AES (Advanced Event Systems) to sign up for sample tournaments
- Set up a ref/score clinic by contacting the Director of Officials OR have your players coaches sign up for a Region Sponsored ref/score clinic if your club qualifies (40 or less member)
 - Director of Officials: Linda Kildew - lkildew@wsu.edu

December

- Send your Team Registration Form and 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
- Ensure all players, coaches, chaperones, and other club personnel have met the necessary requirements for membership, education, etc.
- Start building/creating your teams/roster in Webpoint – be sure to add a head coach, chaperone, players, and roster numbers
 - Tutorials available on www.evergreenregion.org

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.
- PLAY!

February

- Make sure you’re registered for the Evergreen Regional Volleyball Championships in AES and have familiarized yourself with deadlines for registration/payment. These deadlines can be found on AES and at www.evergreenregion.org/erva-regional-championships/.

