

JUNIOR TEAM CHANGING & CREATING INSTRUCTIONS

EXISTING TEAMS INSTRUCTIONS

- **EXISTING LISTED TEAMS: DON'T CREATE A NEW TEAM AT THE SAME LEVEL WHEN NEEDING CHANGES TO THE NAME, AGE TO GRADE OR VICE VERSA, RANK OR TEAM REP – ask Carol for help (complete the team reporting form or send by email).** Carol or other Region staff will make the change on the back end of the system. Teams can't be deleted once added; so instead of adding new teams each season staff will edit existing names.
 - **Example: A 13s team last season that is now 14s is a new team if there isn't a 14s team listed in the club to activate.**
- If Oriole VBC below wanted the 10s grade team to be an age team this season, the club director would ask staff to change the team name to 10U and the rank to 1 instead of A.

Club - ORIOLE VBC (ID: 56313)

Main Info Members Teams Team Registrations

Region: Iowa Region
Club: ORIOLE VBC
Address:

Club Director:
Phone:
Web Address:
Email:

Teams

View or administer teams within a club here, depending on the rules of your Region. Use the 'New Team' button to build a new team in this club. The 'New Team' button will only appear for those regions who allow Club Administrators to create new teams within their club. Once a team is created, only contact information can be edited. To request changes please contact your Region directly.

Team Name	Team Code	Team Rep	Active
MONTI HEAT 16G	FJ6ORIOIAIA	Stacie Breitbach	✓ Yes
MONTI HEAT 17G	FJZORIOIAIA	Stacie Breitbach	✓ Yes
ORIOLE 10G LITTLE ORIOLES	FJ0ORIOIAIA	Gretchen Eastman	✓ Yes
ORIOLE 11U BLACK ATTACK	FJ1ORIOIAIA	Gretchen Eastman	✓ Yes
ORIOLE 12G ORANGE CRUSH	FJ2ORIOIAIA	Gretchen Eastman	✓ Yes

- If she wasn't going to have Oriole 12G Orange Crush this season, she would click on Club Teams from her Club Administration tab, click on the team name and the Main Info page would show (below).
- She would then pick Inactive under Team Status and click on Update Team.

Team - ORIOLE 12G ORANGE CRUSH (ID: 85031)

This Team is currently **inactive**.

Main Info Players Registrations

Team Roster Club Director: Gretchen Eastman

Club: ORIOLE VBC
Team: ORIOLE 12G ORANGE CRUSH

Main Info **New** - Profile Settings

Update contact information specific to the team. A team contact must be affiliated with the club in order to be included in the drop down list.

Team Roster

Club ID/Code: 56313 /
Team ID: 85031
Team Code: FJ2ORIOIAIA
* Team Name: ORIOLE 12G ORANGE CRUSH
* Team Type: Junior
* Gender: F
* Level of Play: J2

* Team Status: Inactive
* Team Rep: Gretchen Eastman
Email:
Division:
* Team Rank: A

Update Team

Not all 2016/17 teams were made inactive to start the season. You can inactivate any that aren't needed. If you have an inactive team at the level, you need; but the rank is incorrect you should complete the Team Reporting form or email Carol to get the rank changed and activate the team for you.

- If Tipton TNT was going to have both Tipton TNT 13U and a 2nd 13s' team, they could activate Tipton TNT 13u and then ask for Traditions 13s name to be changed to Tipton TNT 13u Traditions with a rank of 2.
- If she wanted a new team at 16s, a second 12s team or at any level that didn't exist she would ask Carol to change the **To Be Determined** team listed to the correct name and level (she wouldn't create a new team yet). At some

point a team was created that wasn't needed. Since teams cannot be deleted once created Carol changed the name to To Be Determined to be used later at any level. (TBD teams have been eliminated in most clubs.)

Team Name	Team Code	Team Rep	Active
TIPTON TNT 11U	FJ1TIPTN11A	Angela Smith	<input checked="" type="checkbox"/> No
TIPTON TNT 12G	FJ2TIPTN12A	Anita Northup	<input checked="" type="checkbox"/> No
TIPTON TNT 13U	FJ3TIPTN13A	Jurgen Ehler	<input checked="" type="checkbox"/> No
TIPTON TNT 14U	FJ4TIPTN14A	Anita Northup	<input checked="" type="checkbox"/> No
TIPTON TNT 15U	FJ5TIPTN15A	Anita Northup	<input checked="" type="checkbox"/> No
TIPTON TNT 17U	FJ7TIPTN17A	Jurgen Ehler	<input checked="" type="checkbox"/> No
To Be Determined	FJ6TIPTN16A	Anita Northup	<input checked="" type="checkbox"/> No
TRADITION 13S	FJ3TIPTN13A	Glenna Meyer	<input checked="" type="checkbox"/> No

- Below is a list of all teams in CR J-HAWKS.
- If the club director wants all the teams to be active again she will click on each team name, go to the Main Info tab, change the team status to Active and click on Update Team. If she needs a different team rep listed, she clicks on the arrow in the Team Representative box and can choose from the existing contact list. If the rep is new she would have to ask for that rep to be listed as a contact once they are a current member.
- If she will have two 12G teams, she would make the existing 12G team, ranked A, active. Then using the New Team button, she would create a CR J-HAWKS 12G RED with a rank of B. If she wanted the existing team to be listed as CR J-HAWKS 12G **BLACK**; then she would ask staff to add Black to the existing team name.
- If she needs existing teams changed to age instead of grade she needs to send in the change requests.
 - The following list can be printed out and the changes hand written. Then the list can be scanned and emailed to Carol, carol@iavbreg.org, or faxed to 515-727-1861.
 - A Team Reporting Form can also be submitted with all active teams listed with yes next to the ones that require a change – age to grade, grade to age or name change.

Teams				New Team
Team Name	Team Code	Team Rep	Active	
CR J-HAWKS 11G (League Only)	FJ1CRJHKA1A	Tammy Siepman	<input checked="" type="checkbox"/> No	
CR J-HAWKS 12G	FJ2CRJHKA1A	Amy Norton	<input checked="" type="checkbox"/> No	
CR J-HAWKS 13G	FJ3CRJHKA1A	Tammy Siepman	<input checked="" type="checkbox"/> No	
CR J-HAWKS 15G	FJ5CRJHKA1A	Mary Kay Van Oort	<input checked="" type="checkbox"/> No	
CR J-HAWKS 16G	FJ6CRJHKA1A	Mary Kay Van Oort	<input checked="" type="checkbox"/> No	

For those clubs with a large number of teams that let the custom name move with the players as they age or clubs with sub clubs that need to change the rank of teams within the club it is easier to submit a list of all teams either on the Team Reporting Form or an excel or word file with the teams listed in order by level, so staff can activate or create the teams in the correct rank order.

NEW TEAM CREATION INSTRUCTIONS

Clubs can create new teams (when a team doesn't exist at the level needed) by using the New Team button on the right. (That button isn't available September through early November during the overlap of seasons.)

MEMBER HOME
Member Area
USAV & Region Events
CLUB ADMINISTRATION
My Club
Club Profile
Club Members
Member Cards
Club Teams
Team Rosters
Officials Search
Member Search
Support USA Volleyball

Club - QC- TIPTON TNT VOLLEYBALL (ID: 63970)

Main Info
Members
Teams
Team Registrations

Region: Iowa Region
Club: QC- TIPTON TNT VOLLEYBALL
Address:

Club Director:
Phone:
Web Address:
Email:

Teams

New Team

View or administer teams within a club here, depending on the rules of your Region. Use the 'New Team' button to build a new team in this club. The 'New Team' button will only appear for those regions who allow Club Administrators to create new teams within their club. Once a team is created, only contact information can be edited. To request changes please contact your Region directly.

Team Name	Team Code	Team Rep	Active
-----------	-----------	----------	--------

Add a new Team

Update contact information specific to the team. A team contact must be affiliated with the club in order to be included in the drop down list.

Club ID/Code: 63970 /

Team Code:

* Team Name:

* Team Type: -Select One- ▼

* Gender: Select One ▼

* Level of Play: Select One ▼

Second Level of Play:

* Team Rep: Anita Northup ▼

Email:

Division: -Select One- ▼

* Team: - Please select a Team Level and Gender -

Rank: Gender -

Add Team

- Enter the Team Name in capitals. You can use **14S** or **14U** in the team name for age teams and **14G** for grade teams. Grade teams are for those teams that have players that don't meet the age definition (born on 9/1 or after of the correct year); but are in the corresponding grade – 14s/8th grade for example.
- **TEAM NAMES SHOULD BE GENERIC** so that they can be used from season to season.
Examples: GRJ 141 Stars, Fusion 15G Black- includes club name or initials and adds custom name to end.
 - **Team names should include club name or initials** (GRJ), age or grade divisions such as 14U, 14-1, 142, 14G, 14G2 etc.,
 - **Team Custom names** such as Stars and Black are added at the end.
 - Putting the custom name at the end allows Region Staff to change “Stars” to “Spikers” for the next season. This leaves the team in that division without creating a new team in the club. Old teams are never erased; new names are just added to the list, creating a large list. (We are changing the history of the team; but we aren't adding new teams each season to the club list.)
- Team Type is Junior.
- Gender is Female or Male (all boys). Teams with girls and boys (with waivers) are still female teams. Teams will have to be a grade team to have boys on them.
- Level of Play is J0-10s, J1-11s, J2-12s, J3-13s, etc. If it is a Grade team, you will still choose the corresponding level (IE: for an 8th grade team you choose J4-14s).
- **The Team Rep is the contact listed on the official roster.** The system defaults to the club director. They will be contacted by Tournament Directors & Region Staff. One person may be the Team Rep for several teams. The Club Director may be a Team Rep for any or all teams in the club.
 - **Team Reps must be** a current **Adult-Junior Club Staff member**, with a current USAV background screening, signed a Junior Club Personnel Code of Ethics (both are completed online as part of the registration process); and complete the SafeSport certification. They can only be added as the Team Rep/Contact when these requirements are completed.
 - If the team rep isn't the club director or administrator already listed as a contact in the club, then their name must be submitted to Carol by email or by completing the team reporting form. Once our staff has associated them they can be added by the Club Administrator to the club team(s) as desired.
- Email is the team reps. It will print on the top of the Official roster.
- Division – not used in the Iowa Region; it isn't necessary to enter anything.
- **RANK in the Club: Age Level** Teams are ranked first using 1-9 (More than 9 in an age division start with the alphabet). **Grade Level** teams will be ranked A-Z.
 - The rank is by playing level. If you have only one team at each level, then they would all be ranked 1 for age teams or A for grade teams. If you have several teams at an age level then you should rank them by making the names 141, 142, etc. or 14U Blue for all top teams and 14U Red for the second ranked teams, etc.

The Junior Clubs' Team Reporting Form has been posted on the Region website, www.iavbreg.org on the Forms: Club Directors page. Clubs that need changes to their existing teams need to do the reporting form and send it to the Region Office. The reporting form is posted as a PDF or Word form. Either one can be printed out, hand written and sent to the office. Or you can open the word form, use Save As and rename the form for your club so you can type in the boxes.

Any questions please email Carol at carol@iavbreg.org or call the Region Office at 515-727-1860.