

# Activating & Forming Clubs

PRE-SEASON INFORMATION

GENERAL CLUB INFORMATION

# Step One - When to Activate

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**Clubs need to be activated or reactivated** for the club name to appear on the Club Selection drop down list for club members to select during registration.

**Questions:** Contact Carol Anderson at [carol@iavbreg.org](mailto:carol@iavbreg.org) or 515-727-1860

**Returning clubs need to activate by September 30<sup>th</sup>** or their club will be inactivated and will not have access to their club member information.

**New Clubs** should activate as soon as possible after forming.

**Any out of region club** wishing to become an Iowa club must receive permission from their Regional Commissioner.

# Step Two – Complete Club Activation Form

## 2

If you are forming or combining clubs select a unique name. Name must be approved by the region office.

- The Club 5 digit code will be assigned by the region office to prevent duplication.

# Club Director Requirements



# Club Director Membership Requirements

Clubs will need to have a Current director before they can be added to the USAV Membership site drop down list.

1. Current 2017-18 Adult Junior Club Staff Membership (\$50)
2. Cleared USAV Background Screening (2 year cycle- \$18)
3. Signed Junior Personnel Code of Conduct (part of membership registration process)
4. Current USOC SafeSport training completed (found on USAV Academy-on online membership/WebPoint)

# Club Director's & Administrators Requirement Deadlines

Current Club Directors  
& administrations  
to prevent  
loss of access to  
club member info  
Have the following

- 2017-18 Member registration current by Oct 28<sup>th</sup>.
- USAV background screening (if needed) submitted by Oct 15<sup>th</sup>.
- SafeSport course completed by Oct. 20<sup>th</sup> so certification will be current by Oct 28<sup>th</sup>.



# Club Types, Teams & Forms



# Club Types

1

**One-Team Club.** These clubs may NOT borrow players from any other club or team.

2

**Multi-Team Club program.** For school or groups that have several teams either in the same or different age groups. Advantages:

- The teams can share a practice facility, coaches, and share players for tournament teams.  
(Note you can only play or coach on 1 team per tournament.)
- It allows players within the club to progress to a higher classification as their skills improve.



# 2 Ways Clubs Band Together

Note: a club cannot affiliate with clubs from other regions.

## Mega Club- -Needs to fill out 1 club activation form

- ▶ Allows players to play on their local school team and on Elite teams.
- ▶ All teams must have the same **5 digit club code** in their team code.
- ▶ The clubs joining are called “**main club**” and “**sub clubs**”.

## Affiliated Clubs -Club Activation form completed by each Affiliated club with affiliated nomenclature in their name.

- ▶ These clubs will be associated with the “main” club with an identifier in their name.  
Examples “**QC**” at the start of their name.  
Examples- QC Liberty All Stars, QC Platform Elite QC Iowa Rockets
- ▶ Because of the QC teams can “borrow” players for Iowa region non-qualifying events only.

# Club Area Field on Activation Form

Areas are used to help players looking for clubs.

## The Metro Areas are:

- ▶ Ames Metro
- ▶ Cedar Falls/Waterloo Metro
- ▶ Cedar Rapids/Iowa City Metro
- ▶ Council Bluffs/ SW Iowa Metro
- ▶ Des Moines Metro
- ▶ Dubuque Metro
- ▶ Durant & Muscatine
- ▶ Quad Cities Metro
- ▶ Sterling Area

## The District Areas are:

- ▶ North Central -ex: Clear Lake, Lake Mills.
- ▶ North East -ex: Manchester, Waukon, West Union
- ▶ North West -ex: Sheldon, Osage, Sioux City
- ▶ South Central -ex: Pella, Colfax
- ▶ South East - ex: Burlington, Ft Madison, Ottumwa

# Last Season Teams inactivated on Sept 30th

**All Teams from the last club season will be inactivated on Sept 30<sup>th</sup>.  
To prevent ineligible age or grade players on the team.**

Teams rebuilding Starts November 2<sup>nd</sup>.

- The teams can be rebuilt after the Region Office has verified names and codes.
  - DO NOT make new teams without contacting the Region Office.
  - Repurpose(rename) Old teams from the same age group to shorten club teams list
- Junior Club Team Reporting Form link. [http://www.iavbreg.org/forms\\_cd.html](http://www.iavbreg.org/forms_cd.html)

# Team Rebuilding Process- Starts Nov. 2

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1

## **BEFORE MAKING A NEW TEAM -Contact Region office**

Repurpose Former teams from an age group (name changed). This shortens teams in club drop down menu.

2

## **Verified names and codes with Region Office using:**

Junior Club Team Reporting Form Found at [http://www.iavbreg.org/forms\\_cd.html](http://www.iavbreg.org/forms_cd.html)

# Insurance Form

1

A USA Volleyball Club receives insurance coverages for clubs and facilities as part of their membership. Insurance request form

[www.iavbreg.org/Forms\\_Insurance.html](http://www.iavbreg.org/Forms_Insurance.html)

- **Insurance Request** forms to cover clubs and facilities
- The insurance certificates for last year's clubs and facilities are emailed the 1<sup>st</sup> week of September.

2

**Old Clubs with new Directors** contact the Region Office to receive renewed certificates.

3

**New facilities** may be added during the season and can be done on the same day by contacting the region office.

[Molly@iavbreg.org](mailto:Molly@iavbreg.org)

# Tryout Form

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Tryout form must be completed for all tryouts – even if they are a closed tryout (invitation only).

- Fill out ASAP, or at least 2 weeks before tryout.
- The form insures that tryouts are sanctioned and insurance.
- Tryout Form found at [www.iavbreg.org/Tryouts\\_1.html](http://www.iavbreg.org/Tryouts_1.html)

Tryout Rules- see link above

- All participants are registered members
- All staff registered members, background screened & SafeSport certified
- Must use Iowa Region commitment dates when offering bids

# Other Forms the Club Could Submit

These forms found on the Forms page- Club Directors

[http://www.iavbreg.org/forms\\_cd.html](http://www.iavbreg.org/forms_cd.html)

1. Tournament Sanction Forms
2. Player Waiver form for Grade or Gender Teams
  - ▶ Submit this form with player's names and uniform numbers so they may be added as players to a Grade team because of age or gender.
3. League Only team rosters
  - ▶ Submit this form with league only player's names and uniform numbers so they may be added as players to a League team.

# Member Registration Section





# General Individual Registration Information

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1. **Before participating in any activity** (tryout, practice, etc.):  
All participants need to be current.
2. **All participants must register themselves online.**  
This included Players, Club Directors, Team Representatives, Coaches, Chaperones, Referees, Scorers and Tourney/Site Directors.
  - ▶ For Proof have them bring:
  - ▶ Their Membership Card printed from WebPoint on left side bar.
  - ▶ Email with Registration Confirmation.
  - ▶ If they selected your club- Check the current member tab.
3. **If unable to complete online.**  
Paper forms and fees should be collected by the club and submitted in one batch with a check for the batch. Submit collected forms within 24- 48 hours. The region office will have to enter so it may take a few days for them to appear in your club.



**Give members the COMPLETE CLUB NAME  
not the team name.**

If a club member registers and is not listed in the current club members:

- Check their confirmation for club or undecided.
- Check club lapsed list to see if they really registered.
- If they chose the wrong club contact the region office.  
Registrar, Carol Anderson - [Carol@iavbreg.org](mailto:Carol@iavbreg.org) or call 515-727-1860.

**Medical Release form should be turned  
into the club.**

- Required for juniors
- Recommended for team staff
- Have these at all practices and events.
- Carpooling Players may also want to keep a copy in their own gym bag,

# Club Member Registration Help

# Multiple Registration Musts

1. If a family is doing multiple member registration
2. Group Registration night with multiple computers
  - ▶ **LOG OUT of one membership** before starting a new membership.
    - Start each registration from the Iowa Region Website so that memberships do not get intermixed.
  - ▶ **Twins/multiples** if the beginning 3 letters of the first names are the same. Contact the Iowa Region Office, 515-727-1860.



# Memberships Fees

Complete List of Membership Fees [www.iavbreg.org/Registration.html](http://www.iavbreg.org/Registration.html)

| MEMBERSHIP OPTIONS (Annual fee per person- upgrade available online only)  |          |
|--|----------|
| <b>Adult Memberships</b>   |          |
| <input type="checkbox"/> <b>Adult Player (No Junior Activities)</b>  | \$ 30.00 |
| <input type="checkbox"/> <b>Adult Collegiate Player (No Junior Activities)</b>   | \$ 15.00 |
| <input type="checkbox"/> <b>Adult Junior Club Staff</b><br>(Club Director/Administrator, Team Rep, Coaches)  | \$ 50.00 |
| <input type="checkbox"/> <b>Parent</b> -ref, scorer, chaperone, court helper   | \$ 30.00 |
| <input type="checkbox"/> <b>Tournament Director, Event Site Director</b>   | \$ 30.00 |
| <input type="checkbox"/> <b>Official</b> - not affiliated with a club  | \$ 30.00 |
| <b>Extras Fees</b>   |          |
| <input type="checkbox"/> <b>USA Volleyball Magazine</b>  | \$ 2.50  |
| <input type="checkbox"/> <b>Extended Officials Insurance</b>   | \$ 6.85  |
| <input type="checkbox"/> <b>Donation to USA Team Programs.</b> \$1 donated to each:<br><i>Men's and Women's National Teams, High Performance Girls and Boys and Regional Junior Development</i>                  | \$ 5.00  |
| <input type="checkbox"/> <b>Background Screening (2yrs)</b> - Fill out the screening form <b>Required for all Adults &amp; Juniors 18 years old who work with Jr Programs or officiate or work Junior Events</b> | \$ 18.00 |
| <b>Junior Full Memberships</b>   |          |
| <input type="checkbox"/> <b>Girl's Junior (12-18 years old)</b>  | \$ 50.00 |
| <input type="checkbox"/> <b>Girl's Junior (11 and younger for the season)</b>  | \$ 30.00 |
| <input type="checkbox"/> <b>Girl's Junior (8 and younger for the season)</b>   | \$ Free  |
| <input type="checkbox"/> <b>Boy's Junior (9-18 years old)</b>  | \$ 30.00 |
| <input type="checkbox"/> <b>Boy's Junior (8 and younger for the season)</b>  | \$ Free  |
| <b>Junior Limited Memberships- upgrades online only</b>  |          |
| <input type="checkbox"/> <b>Junior Tryout (5 dates, good for 10/4-11/22)</b>   | \$ 15.00 |
| <input type="checkbox"/> <b>Junior League Only (Girls 12-18 years old)</b>   | \$ 40.00 |
| <input type="checkbox"/> <b>Junior Spring/Summer</b><br>Practices start 2/9- Tournaments start 2/24  | \$ 35.00 |
| <b>Adult/Junior Limited Memberships- upgrades online only</b>  |          |
| <input type="checkbox"/> <b>Summer (indoor/outdoor) 5/1/18 - 10/31/18</b>  | \$ 15.00 |
| <input type="checkbox"/> <b>One Day (upgradable to full membership)</b><br>Date: ____/____/____  | \$ 10.00 |

# Tryout Memberships Selection

## Tryouts Options

### **\$15 Junior Tryout membership \$15** - (\$15 applies on upgrade to full membership)

- Recommended (best value) for members doing 2 or more days of tryouts.
- use this from 10/4-11/22/2017
- 5 tryout dates only

### **\$10 One Day membership** - (\$10 applies on upgrade to full membership)

- for a single day of tryouts
- Select the date of the event not the date applying

# Junior Age Definitions

Age Chart: [www.iavbreg.org/Registration.html](http://www.iavbreg.org/Registration.html)

**Iowa Age Level team** all players must remain the age listed for the division up through August 31, 2018. (ex: 14u= player 14 years old or younger on Aug 31, 2018)

- ▶ No waivers will be given to teams competing in events that qualify a team for National Competition.
- ▶ (No boys allowed on girl's age level teams.)

**Iowa Grade Level teams** may have waivers for players that do not meet the age requirement so long as they are in the appropriate grade.

- ▶ Boys may be waived on to a girl's grade level team only for teams 8th grade or less and team 14U or younger aged.

**Male Only – Players** who were born on or after September 1, 2002 who neither have completed nor are in a grade higher than 8th grade during the current academic year are eligible to play in the 14 & Under division.

# Electronic Signatures on Registrations



To make the USA Volleyball membership legally binding:

1. All adult members register themselves.
2. Junior age members must be registered by parent/guardian.
  - ▶ The individual completing the registration for a junior player is representing that he/she has legal capacity and authority to act for and on behalf of the minor.
  - ▶ **A membership is INVALID** if a Coach/Club Director register their players.

# Electronic Registrations

1. Needed for online registration, the Adult applicant or Parent/Guardian of the junior
  - ▶ The last 4 digits of their Social Security # or
  - ▶ Their Driver's License or State ID number.
2. These forms require the Electronic signature
  - ▶ Waiver & Release of Liability,
  - ▶ Code of Conduct
  - ▶ Junior Club Personnel Code of Ethics (when required).
  - ▶ Background Screening (when required).
3. To activate the Electronic Signatures
  - ▶ Open/read each form listed above.
  - ▶ Then click the acceptance boxes to complete the process.
  - ▶ **Note** final registration included written copies of waivers and codes.



# Online or Paper Registrations

3

**Online:** All participants must register themselves online.

[www.iavbreg.org/Registration.html](http://www.iavbreg.org/Registration.html)

## **Paper forms and fees** (use only as last resort)

- Make sure all information is complete and legible on the form.
- Collect by event (tryout/tournament) and submit within 24-48 hours.
- Send one check for the batch.
- Applicant write check to you and you write the check to the region.

Entry by Region office will take up to 1 week.

# Adult with Junior Programs

1

## Cannot do a one day membership the day of the event

The exception is if they can show proof of a:

- current USAV background screening,
- completed the SafeSport certification,
- and completed a paper Junior Club Personnel Code of Ethics.

2

## An Adult member with junior programs is not eligible to work any events without:

- a current membership
- a current USAV background screening,
- a completed the SafeSport certification,
- and completed a paper Junior Club Personnel Code of Ethics.
- Coaches & assistant coaches must also have an IMPACT certification.

# Sanctioned Junior League Members

1

League Players may use the **League Only**, fee (\$40), staff must use the \$50 Full Membership.

2

**New 2017-18** League teams may sign up for 2 Silver tournaments.

Players are restricted to playing with only league teams and cannot substitute on a regular tournament team without upgrading their membership.

3

'League' or 'League Only' added to the end of team name.

4

Players must/will be placed on teams by the Region office.

- **Submit** A League Only Team Waiver form  
[www.iavbreg.org/forms\\_cd.html](http://www.iavbreg.org/forms_cd.html)
- Including Names and Uniform numbers.

# Staff Requirements



# Coach Requirements

1. **Coach's IMPACT certifications** Coach not on team roster until requirement is completed)
  1. **Coaching Year 1**  
IMPACT Part A for in region events.  
Full IMPACT Part A & B for out of region, Qualifiers or National events.
  2. **Coaching Year 2**  
Full IMPACT (must complete Part B) for all USAV event in and out of region.
2. **USOC SafeSport certification**  
Required all coaching staff before interacting with junior athletes.
3. **USA Volleyball Junior Club Personnel Code of Ethics.**
  1. The Online Membership process populates form, once the adult indicates they will be working with a junior club, officiating or directing at junior events.
  2. If an adult member needs the form at a later date they will find a link to their form in their membership.
4. **A USAV Background Screening** is need for an adult (18 years old) when they are associated with a junior program or working junior events.
  1. The Screening must be passed and is good for 2 years. During the registration process this form will appear if you indicated you are working with junior programing.

# Junior Age Assistant Coach Requirements

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## USA Volleyball Junior Club Personnel Code of Ethics.

- Junior age assistant coaches must submit a hard copy of the Junior Personnel Code of Ethics. Form on [http://www.iavbreg.org/forms\\_membership.html](http://www.iavbreg.org/forms_membership.html)
- Signed by both the junior aged coach **and** their parent/guardian.
- **Send to IA Region Office,**  
8170 Hickman Road Ste. 5,  
Clive, IA 50325.  
FAX: 515-727-1861

## SafeSport certification

- SafeSport is needed for all coaches before interacting with junior athletes.
- Course link in USAV Academy.

## Coach's IMPACT certifications

Coach not be on a team roster until completed.

### Coaching Year 1

- IMPACT Part A for in region events.
- Full IMPACT Part A & B for out of region, Qualifiers or National events.

### Coaching Year 2

- Full IMPACT for all USAV event in and out of region.
- Must complete Part B

## USAV Background Screening

- When a Junior Aged Assistant Coach **becomes 18 years or older**, they need a USAV background screening.
- When officially 18/older go on line and complete the form in their USAV membership area.

# Junior Club Helper/Chaperone Requirements

1

## A USAV Background Screening

Is need for an adult (18 years old) associated with a junior program or working junior events.

- It is a 2 Year Screening
- Screening process is part of membership registration if you indicated you are working with junior programming.

2

## SafeSport certification

Is needed for all team staff before interacting with junior athletes.

3

## USA Volleyball Junior Club Personnel Code of Ethics.

- The Online Membership process populates form, once the adult indicates they will be working with a junior club, officiating or directing at junior events,
- If an adult member needs the form at a later date they will find a link to their form in their membership.

4

**Chaperones must be 25 years of age.**



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