

**Arizona Region of USA Volleyball  
Adult Registration Checklist  
2017-2018**

**Registration Checklist**

To complete your team registration, you must send the following to the Arizona Region Office:

1. All players with the team should be registered with Arizona Region/USA Volleyball in Webpoint PRIOR to the team registration deadline of Jan 10. Payment may be made online in Webpoint or submitted to the Region Office.
  - If a player is also a coach with a junior club they should select the junior club as their club in Webpoint.
  - Players may be added at any time during the season - they must be registered in Webpoint BEFORE they can step on the court. There are restrictions to adding players prior to the Region Championships.
  - If the player will only be playing in one tournament they can complete the One Day membership but MUST indicate the date of the tournament as the membership date or else the default is the day they registered. Payment must also be included.
  
2. Complete the team registration form - list all players and their jersey numbers that will be playing on the team. The Region office will build the roster in Webpoint. NOTE: Any registered adult on the roster can access the team roster from their own Webpoint account. It does not have to be the team rep.
  
3. Signed 2018 Tournament Agreement
  - All teams must have a signed 2018 Tournament Agreement on file in the office.
  - If entering all the tournaments and paying the contract the 1<sup>st</sup> half of the contract payment is due Feb 1<sup>st</sup> with the balance due March 1<sup>st</sup>. No individual tournament entry forms are needed if paying the contract - the team is automatically entered in all tournaments. *Failure to make the contract payments on time will result in the team being pulled from the tournament schedule until the payments are current.*
  - If "Paying as you Go" for tournament entry - you must also to complete a Tournament Entry form for each tournament and submit to the Region office a minimum of 10 days before the tournament with payment in order to be assured a place in the tournament.
  
4. Payment for team registration - \$55 - is due by Jan 10 with the team registration form.
  
5. Note: Credit card handling fees (3%) will be charged for all payments made by credit card except for membership fees.

Make checks payable to Arizona Region

Mail all forms to:

Arizona Region  
9100 S. McKemy Street  
Tempe, AZ 85284