

Arizona Region of USA Volleyball
Junior Club Registration Checklist
2011-2012

Registration Checklist

The following items must be completed for a club to operate in the AZ Region for the current season:

1. **Register the Club Director and sign the Junior Club Director Agreement Form** - The Club Director must be registered for the current season with the Arizona Region of USA Volleyball and the Junior Club Director Agreement must be signed and submitted to the AZ Region office before the club will be recognized for the upcoming season. Without the recognition no members will be associated with the club and no teams will be allowed to participate in USAV or AZ Region sanctioned events.
2. **Certificates of Insurance** - Certificates of Insurance for practice sites may be requested from the AZ Region office once the club has been recognized for the new season. Certificates of Insurance for any activity other than practices or hosting AZ Region power tournaments require the event to be sanctioned by the AZ Region. Submit a USAV Application for Sanction Form along with the request for insurance certificates for the event to the AZ Region office for approval by the Commissioner. There are fees associated with sanctioning an event.
3. **Instruct all coaches, other adult personnel, returning or new players to register or renew their membership for the current season on WebPoint beginning Sept 1st** - Anyone working or participating in a club's tryouts should be a registered member of the Arizona Region of USA Volleyball before the tryout date. Everyone should register themselves for the new season on WebPoint. Tryout participants should bring proof of PAID 2012 Membership to the tryouts to be able to participate. All coaches and club personnel should be registered in time for their background screen to be completed before tryouts. All payments for membership are to be made individually to the Region office either online or sent to the Region office.. Registration for the upcoming season opens Sept 1st annually in WebPoint.
4. **Junior Club Personnel Code of Ethics and Background Screen Applications** - These forms may be signed electronically in WebPoint and no longer need to be submitted to the AZ Region if done so.
5. **Club Selection** - Once tryouts are over and players have committed to the club instruct each player to log back into WebPoint and select your club to be associated with. This can only be done once per season. If the wrong club is chosen the AZ Region office must be contacted to change the club affiliation.
6. **Team Registration** - The team registration form should be submitted to the AZ Region office. The players and coaches for each team should be listed on the Team Registration Form. The team registration fee is \$25 per team.
7. **Team Assignments** - The Arizona Region staff will create the teams in WebPoint based on the information on the Team Registration Form. Please make sure the Team Registration form includes correct jersey numbers and personnel. Anyone not on the Team Registration Form will not be put on the roster unless an email is sent to the Region office requesting the player/coach be added to the roster.
8. **Girls Membership Payment** - The club will be charged \$25 for each female player added to a roster. This is to bring the Girl's Membership Fee to the full \$50. If a player is to be a Training Only player, turn in a Team Registration form for Training Players only. The \$25 will not be charged for Training Only members until they are moved to a competition level team. These fees are to be paid in December.
9. **Birth Certificate** - Junior members will be required to submit a copy of their birth certificate to the club at tryouts if the player has not played club volleyball in Arizona before. The club director should forward any copies of birth certificates received to the AZ Region office with team registration form.
10. **Concussion Acknowledgement Form** - Junior players and their parents are now required to sign a Concussion Acknowledgement Form as part of the registration process. The Athlete and Parent Fact Sheets on Concussions from the CDC are to be read and then the players and parents are to sign the

form acknowledging they have read the Fact Sheet. The signed Form is to be copied by the club director or coach onto the back of the Medical Release form and the original sent to the Region Office with the Team Registration form. The presence of the medical release form and the concussion acknowledgement form will be checked at each tournament during the check in process.

11. **Age Waiver Request Form** - Submit any Age Waiver Request Forms to the AZ Region Office prior to the player being assigned to a team in your club. These forms must be approved by the Jr Division Representative before the player can be officially given a spot on the underage team. If the player is approved to play for this team they will be moved onto the team by the AZ Region office. If the age waiver is denied and the player was promised that team, the team will be moved up in age to accommodate the older player.
12. **Coach's Certification** - Make sure all coaches in the club are current in their IMPACT certification or scheduled to attend a refresher course to be completed before the first tournament.
13. **Chaperone Responsibility Form** - 1 per chaperone signed and submitted to the AZ Region Office
14. **2012 USAV Player Medical Release Form** - keep 2 original copies, one for the coach and one for the club. **DO NOT SEND THESE TO REGION OFFICE.** These forms must be kept in a secure place as they list confidential information about each junior member. The presence of these forms with the coach will be checked at each tournament during the tournament check in process. The absence of these forms at check in will result in the player not being allowed to participate that day or until a new form can be completed on site.
15. **2012 Jr. Boys or Girls Registration Summary form** - itemized payment sheet to be submitted anytime a payment is made to the AZ Region office specifying how the payment should be applied.
16. **Seeding Form** - absence of this form may cause your team(s) to be placed low in the seeding
17. **Power Contracts** - 1 per competition level (Club, Championship or Open) with all teams in that level listed at the bottom.
18. **Payment** - One Check or credit card authorization from the Club for all items being paid at that time and summarized on the **Jr. Registration Summary Form.**

Questions: call the AZ Region office at 480-626-6740 or email office@azregionvolleyball.org

For payments - Cash, check or credit cards are accepted. Make checks payable to Arizona Region.

Mail to: AZ Region of USA Volleyball
9100 S. McKemy Street
Tempe, AZ 85284

2011-2012 Dates and Deadlines

General

Sept 1 - Start of 2011-2012 USAV Season - Individual Registration may begin
Sept 18 - AZ Region General Assembly - Court One Athletics

Boys

Aug 1 - Preseason - Boys Tryouts may begin
Sept 15 - Boys Team Registration, Memberships fees, Seeding Form, Signed Contract
Sept 10-17 - Boys Score/Ref Clinics
Sept 24 - Boys Tournaments begin
Nov 4 - Boys Tournament Contract Payment Due
Dec 10 - Boys Region Championships

Girls

Nov 1 - Girls 12's - 14's Tryouts may begin
Nov 19 - Girls 15's - 18's Tryouts may begin
Nov 22 - Girls 12's - 14's Team Registration, Membership fees, Seeding Form, Signed Contract Due
Dec 14 - Girls 15's - 18's Team Registration, Membership fees, Seeding Form, Signed Contract Due
Jan 7 - Girls Tournaments Begin
Feb 1 - Girls 1st Tournament Contract Payment Due
March 1 - Balance Due for all Girls' Club Accounts