

Arizona Region of USA Volleyball
Junior Club Registration Checklist
2016-2017

Registration Checklist

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

- Recognition of the Club for the Season**

Without this recognition no members will be associated with the club and no teams will be allowed to participate in USAV or AZ Region sanctioned events.

 1. **Register the Club Director** - The Club Director must be registered for the 2017 season with the AZ Region of USA Volleyball
 2. **Sign the Junior Club Director Agreement Form** - The Club Director Agreement must be signed and submitted to the AZ Region
 3. **Submit the Club Registration Fee** - A \$200 club registration fee is required each season for both a boys and girls club registration. If the club director or their representative attends the Boys Club Forum (in August, if the club is offering boys) and/or the General Assembly & Junior Forum (in September if the club is offering girls) the fee is waived for the season.
- Out of Region Agreement** - Clubs from adjoining Regions that want to register with the AZ Region for the season must sign and submit the Out of Region Agreement and be approved to register with the AZ Region for the season. Approval is needed BEFORE a club may register in the AZ Region each season.
- 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 tryouts, 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 certificate for the event to the AZ Region office for approval by the Commissioner. There are fees associated with sanctioning an event other than tryouts, practices and hosting AZ Region tourneys.
- Instruct all coaches, other adult personnel, returning or new players to register or renew their membership for the current season on Webpoint on or after Sept 1st** - Anyone working or participating in a club's tryouts should be registered and background screen cleared before the tryout date. Everyone should register themselves for the new season on Webpoint. Tryout participants should bring proof of PAID 2017 Membership to the tryouts to be able to participate. Any coach and club personnel not registered or their background screen completed for 2017 season should not be participating in tryouts. All payments for membership are to be made individually either online or sent to the Region office. Registration for the new season opens Sept 1st annually in Webpoint. Boys must be registered for the 2017 season before Sept 15th to be put on a roster for the first tournament.
- Junior Club Personnel Code of Ethics and Background Screen Applications** - These forms must be signed electronically in Webpoint and no longer need to be submitted to the AZ Region.
- 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. 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.
- 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. This fee and form is due in Sept (boys) or Dec (girls).
- Team Assignments** - The Arizona Region staff will create the teams in Webpoint based on the information on the Team Registration Form. Missing paperwork and lapsed certification or membership will keep someone from being put on the roster. Players/coaches/chaperones may be added to the roster at a later date with a current membership, current certifications and proper paperwork submitted along with an email from the club director authorizing the Region staff to add them to the roster.

- ❑ **Birth Certificate** - Junior members are 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.
- ❑ **Concussion Acknowledgement Form** - Junior players and their parents are required to sign a Concussion Acknowledgement Form each season as part of the registration process. The Athlete and Parent Fact Sheets on Concussions from the CDC are to be read by the parent and the player and then sign the form acknowledging they have read the Fact Sheet. Players will not be put on a team roster until the signed Concussion Acknowledgement form is on file in the AZ Region office. These are due in December.
- ❑ **SafeSport Document & Form** - Junior players and their parents are required to sign a SafeSport Form each season as a part of the registration process. The SafeSport Document is to be read by the parent and discussed with the player. The parent will then sign the form (page 3 of the document) acknowledging they have discussed the information. Players will not be put on a team roster until the signed SafeSport Form has been submitted to the AZ Region office. These are due in December. *Please copy the SafeSport Form and the Concussion Acknowledgement form back to back and give to your parents to sign and return. This will greatly help our filing and retention of the documents - as well as making sure both have been submitted.*
- ❑ **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 Coordinator 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.
- ❑ **Coach's Certification** - Make sure all coaches in the club are current in their IMPACT certification or scheduled to attend an IMPACT or refresher course to be completed before the first tournament.
- ❑ **SafeSport certification** - All adults associated with the junior club must be SafeSport trained.
- ❑ **Chaperone Responsibility Form** - 1 per chaperone signed and submitted to the AZ Region Office
- ❑ **2017 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 coach must produce the forms for each player 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. At the end of the season these forms should be shredded.
- ❑ **2017 Jr Boys or Girls Payment 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.
- ❑ **Seeding Form** - Please indicate the same team name on the seeding form as was submitted on the Team Registration form for each team. This can be very confusing when trying to figure out which team is which if the names don't match. Absence of this form may cause your team(s) to be placed low in the initial seeding. Seeding forms are due as soon as possible after the completion of the team formation.
- ❑ **Tournament Contracts** - 1 per competition level (Boys, Girls Club, Championship or Open) with all teams in that level listed at the bottom.
- ❑ **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. Payments made by credit card will be charged a handling fee equal to 3% of the amount to be charged. This fee will be added to the payment submitted at the time the card is charged.**

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

For payments - Cash, check or credit cards (handling fees apply) are accepted. Make checks payable to Arizona Region.

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

2016-2017 Dates and Deadlines

General

Aug 6 - Boys Jr Forum

Sept 1 - Start of 2016-2017 USAV Season - Individual Registration may begin.

Sept 18 - AZ Region General Assembly and Girls Jr Forum

Boys

Aug 20th - Boys tryouts may begin for all ages. All must be 2016 members on that day and renew for 2017 membership on or after Sept 1st.

Sept 15 - Boys Team Registration forms, Seeding Form, Signed Contract, 1st half contract payment due

Nov 3 - Boys Balance of Tournament Contract Payment Due

Last Day of BJNC in July - all players are released from their club teams. Any movement of a player from one club to another before this date requires a Player Release Form

Girls

Nov 1 - Quiet Period begins for all players involved in the State HS Playoffs

Nov 2 - 11 - Girls 12's - 14's Open House Period

Nov 12th - Girls tryouts for 12's - 14's may begin and players committed

Nov 10 - 19 - Girls 15's - 18's Open House Period

Nov 20th - Girls tryouts for 15's - 18's may begin and players committed

Dec 1 or as soon as team formation is completed, submit the Seeding Form to the Region Office

Dec 15 - Girls Team Registration, Signed Contract Due, 1st half contract payment due

Feb 1 - Girls Balance of Tournament Contract Payment Due

Last Day of GJNC in July - all players are released from their club teams. Any movement of a player from one club to another before this date requires a Player Release Form