

## Chapter 3: Season Preparation and Try-outs

### Season Plan

#### 1. Time Line of Events

Try-outs are typically held in August to mid-September for boys and November for girls. The boy's club season runs September - December locally and picks up again in June after the boys high school season is completed for the Boys Junior National Championships in July. Boys clubs are allowed to tryout in August but the registration season does not begin until September. Any boys that were not registered for the previous season will have to register for the month of August to tryout and begin practices and then renew for the new season beginning Sept 1<sup>st</sup>. The girl's season runs from November to May with post season play extending into early July. The period from the conclusion of the Jr National Championships to September is the time for clubs to plan the upcoming season. The coaching assignments, number of teams to offer, budget, and facilities are factors that need to be considered.

#### 2. Assembling the Coaching Staff

Determining who will coach the athletes is one of the first decisions the club director must make. Experience, training, certification, volleyball knowledge, and interpersonal skills are all factors that should develop a hiring procedure that requires background information and references from all potential coaches.

ALL Coaches in the Arizona Region must be a minimum of IMPACT certified. IMPACT certification courses, which are offered annually, are designed to present coaches with a background in philosophy and issues that will aid them in their experience. For those coaches who want to expand their coaching certification beyond IMPACT, USA Volleyball offers a Coaching Accreditation Program (CAP). There are four levels of CAP ranging from mastery of technique for each skill to international coaching experience. Most coaches will advance no higher than CAP II. Completed CAP courses are current for 4 years; IMPACT certification is current for 3 years. To keep current in Arizona coaches may attend other approved education courses. Prior approval of the course and verification of attendance is required to fulfill the certification requirement.

In addition to IMPACT certification, all coaches must be registered AZ Region/USA Volleyball members prior to tryouts for the club. To be registered, all coaches and adult club personnel must register on the WebPoint online registration system and consent to a background screen every two consecutive seasons. If the club is not going to pay for the coaches and/or any other adult club personnel payment by the individual must be received in the AZ Region office before any background screens are submitted and memberships accepted. If the club is going to pay for them the club director must send a list to the AZ Region office of any coaches or other adult club personnel stating that the club is paying for their membership, background screen and/or IMPACT certification. This list is a commitment to pay for these charges - regardless if the club has a place for them or not. If it has not been determined how many teams the club will actually field it is better to

have the coaches pay their own fees and then reimburse them. Once a membership has been processed the charges are non-refundable.

### 3. Number of Teams to Offer

Once the coaching staff is assembled, the club director can determine the number of teams the club wants to offer. The number of teams to offer in each age division can be decided using the club mission statement. Afterwards, the club can then match coaches with teams.

### 4. Determining Team Budgets

Once the number of teams is decided, a budget and payment schedule for each team can be created. Season costs include registration fees, monthly base fees, and travel costs. There are no set guidelines for collecting money. The club needs to find a system that meets the needs of the organization and it must make that system very clear to the players and the people who will be responsible for paying the fees. The following information can be used as a reference.

Start Up fees are payments that are typically one-time fees. These one-time fees cover the cost of the athletes' uniforms, administrative membership fees, background screening fees and IMPACT certification costs, team registration fees, annual equipment needs (balls, carts, etc), administrative costs of try-outs (printing, facility rental, etc) and tournament contract costs. The individual must register with the Arizona Region individually and prior to tryouts so membership fees are paid directly to the Arizona Region.

The base monthly fee can be tailored to the parameters of each team. The total monthly costs for the team are compiled then divided among the number of athletes per team. Most teams will base costs on fewer players than they actually carry. This will allow for loss of income due to a change in the number of players on a team, i.e. due to injury, scheduling conflict, etc. The team costs include facility rental (based on the number of practices per month), coaching salaries, employment taxes (if applicable), and administrative fees.

The number of national tournaments in which a team participates determines the monthly travel costs per team. The club can generate a mini-budget for each tournament based on tournament entry fees, lodging, airfare, van rental (including additional driver insurance), gas and staff travel fees (including per diem). The above costs can then be divided by the number of athletes and either factored into the monthly dues (spreading the tournament cost over the months prior to the event) or collected as the costs arise.

### 5. Facilities

One of the most difficult factors in running a volleyball club is finding a reliable facility to rent. Gym space is scarce, as most area high schools and churches have only one gym. Club volleyball must be flexible to secure gym time around the demands of the school sports and church functions. Without a facility, the club cannot function.

Consider establishing a rental plan prior to try-outs to ensure that there is enough gym space and time to accommodate all team practice needs. Exact practice schedules can be finalized after try-outs. In Arizona, Sundays are ideal days to rent school gymnasiums because the Arizona Interscholastic Association has strict regulations forbidding high school practices on those days. The remaining practices can be spread as evenly throughout the week as possible to allow the greatest consistency in training.

## 6. Insurance

All facilities used by the club need to be insured through USA Volleyball. As soon as facilities are secured, club organizer(s) can contact the Arizona Region to obtain the certificate of insurance request form. The insurance provided is part of the USA Volleyball registration fees, so there is no charge for the certificates. This insurance certificate is normally required by the facilities in order to rent the gym. The policy should be read carefully to ensure exact coverage is understood. These certificates of insurance are for scheduled club practices only. Any other use for a certificate of insurance requires sanctioning and approval by the Arizona Region Commissioner. There are fees to sanction an event.

In addition to the insurance supplied through USA Volleyball, Director's and Officers' (D&O) insurance is highly recommended. ESIX normally puts together a package of D&O insurance for members clubs that is affordable. It provides liability insurance for the decision makers of the club. There is an additional charge for this insurance and it is an annual renewal.

Workman's Compensation Insurance is another insurance that should be looked at by each club. Talk to your accountant about this insurance. ESIX has not provided a package for this insurance in the past.

## 7. Scheduling and the Try-out

Once all of the preliminary decisions are made, schedule the try-outs. Athletes cannot participate in try-outs, practices or tournaments during any portion of the high school season. Research the high school season and state finals dates to make sure that the dates do not conflict. Any conflicts will jeopardize their eligibility with their school team. Once dates are selected, reserve the gymnasium.

The Arizona Region Junior Committee has established recruiting guidelines. Refer to the Junior Club/Team Policies in the Policies Manual of the Handbook to make sure there is no violation of recruiting when scheduling try-outs.

## 8. Advertising

Once all of the decisions are made and the try-out dates are finalized, the club's task is to attract potential athletes to the organization. Listed below are several suggestions.

a. Information Flier

An information flier can be used to generate interest. The flier can contain the answers to all of the most pertinent questions: coaching assignments, team descriptions, costs, try-out information and procedures and information meeting times. Once assembled, the flier can be distributed to area schools and other groups.

b. Information Meeting

Because word of mouth is typically the most effective means of communication, another option for advertisement is an information meeting. Scheduling such meetings in August for boys and October/November for girls can facilitate the advertising process and serve to answer any questions people have about the organization.

The AZ Region offers several Club Nights in conjunction with a local university or collegiate women's volleyball match. Clubs are encouraged to participate in this information night as well. Parents and players have the opportunity to talk directly to clubs in attendance on these scheduled nights. The dates for these nights are published in the AZ Region fall newsletter and on the website.

c. Listing with the Arizona Region

List your try-out information with the Arizona Region. It will be placed on the Arizona Region Website. The tryouts are posted on a first come first served basis. A flier in either Word or .pdf format can also be attached to your information. Once the tryouts have been completed, the information will be removed from the website.

## 9. Registration and Forms

Before an athlete can walk on the court, there are two items that must be completed. The first is registration online in the USAV WebPoint registration system, payment for the membership and a copy of the player's birth certificate sent to the Arizona Region office. This must be done prior to tryouts in order for the club to be covered by USAV insurance during the tryouts.

The second is completion of the USAV Medical Release and Waiver. This must be carried with the coach at all times they are with the team in any capacity. The club may also have general information forms about the athlete which aids in the placement on an appropriate team. Such information includes date of birth (to determine which age group) and teams for which the athlete is willing to play.

## 10. Club Policy Communication

Finally, the club should have a method for informing the participant about what a commitment to a club means. The more information you give your parents/players prior to their commitment the fewer problems you should have if situations arise. Written policies and copies of any signed player contracts should be given to the parents for further reference.

The Arizona Region has a policy that states that once a commitment to a club is made that decision is binding until the end of the club season, until all dues are paid in full or until the club releases the athlete. The Arizona Region and USA Volleyball expect players who have committed to a club to stay with that club for the entire season.