

## Checklist for Starting a Juniors' Club

The following checklist should provide you with some guidance through your first year:

### Establishing Your Club

- Register the Club Director and sign and submit the Jr Club Director Agreement Form. This should be done after Sept 1<sup>st</sup> of each season in order to establish your club for the new season.
- Decide what type of program you will have:
  - Boys or Girls?
  - Age Divisions - 12's, 13's, 14's, 15's, 16's, 17's, 18's
- Decide your club's mission, goals, and objectives:
  - Will your club be open to anyone to join or is your club for elite players or both?
- Decide how your program will be financed
  - Dues, fundraisers, sponsors, etc.
- Create a Club Handbook. This Handbook should explain the policies and guidelines of your club. Thoroughly explain how unmet financial obligations will be dealt with and what course of action should be taken if a dispute arises during the season. Be sure to spend plenty of time discussing the need for registering players and chaperones as well as the host of liability issues. Provide a Club Handbook to your parents and players.
- Consult a certified accountant to file as a non-profit organization with the IRS.

### Getting off the Ground

- Recruit and register the coaches you will need. All coaches must be registered annually and complete a background screen every two years. All coaches must also be current in their coaching certification. Check with the Region Office for the status of any coach's background screen and coaching certification to see if they are in need of either of these. All background screens **MUST** be completed before tryouts are held. These normally take 7-10 days from the time of submission until completion.
- IMPACT Clinics** - Check the AZ Region website for the dates of the IMPACT clinics. Contact the AZ Region Office with the dates that each coach or director will attend IMPACT. Make sure the coaches are aware of the importance of attending IMPACT or another approved clinic to keep their certification current. It is the Director's responsibility to make sure their coaches are properly certified

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if they are coaching. IMPACT clinic fees increase as the deadline to be certified approaches.

- Speak to the proper authorities and secure a place to practice/host tournaments.
- Order a **Certificate of Insurance** for each gym site you plan to use. Send the Certificate of Insurance Request Form(s) to the Arizona Region office. **Do not send the form to ESIX.**
- Check with several uniform vendors before your tryouts. Prices vary greatly between vendors. Also, give yourself time to receive your uniforms in case there are any problems with the order. Tournaments begin in January for girls and the first week of October for boys. It can be difficult to get things done over the Christmas holidays.
- Purchase volleyballs and other necessary equipment. If the gym site does not have pads for the poles - BUY PADS and donate them to the school. You need to protect your players during practice AND tournament play and it will build goodwill with the school officials.
- Contact potential players through personal contact, flyers, newspaper notices, parent information nights. Please refer to the Recruiting Junior Players Policy in this booklet for acceptable timeframes.
- Advertise your tryouts on the AZ Region website by submitting your tryout information to the AZ Region office via email. The tryout information is posted on a first come, first served basis.
- Hold tryouts and select the players for each of your teams.
- Get a commitment from the parents as to what their assistance will be.
- Establish practice times and begin to practice.

### Registration and Tournament Info

- Prior to any practices, have each of your players with their parents complete the **USA Volleyball Individual Membership Form, USAV Medical Release and Waiver Form** and collect their start up fees (this includes their membership fee [\$40/person], their portion of the team registration fee [\$25/team], their uniform costs, possibly their portion of the tournament contract [amounts differ depending on the age and level of play of the team] and any additional costs that the club may be responsible for until such time as monthly dues meets the needs of the club. Make sure all the forms are signed in all the appropriate places before sending

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them to the Region. Forms without all the required signatures will be returned to the Director for the appropriate signatures and will delay the registration of the individual. **It is advised to make a copy of the membership forms for your records but send the original Registration Forms to the Arizona Region office. Your coaches must have a copy of the Medical Release form in their possession at all times (practice, tournament and travel).**

- Collect a copy of each junior player's birth certificate. Make a copy for your club file and send the other copy to the Arizona Region attached to the membership form. Club Directors should compare the original birth certificate to the copy and sign at the bottom of the copy to indicate you compared the two.
- The Arizona Region uses the online registration system at [www.signuptoplay.com](http://www.signuptoplay.com) for our registration. Create your club and teams on Sign Up to Play - you may also access this from the Arizona Region website. Register each player, coach, team rep, chaperone, etc., under your club name. Assign each player and staff member to their respective team. Print off the USAV team form with the team members on it and send it to the Region Office with the membership forms attached to the appropriate team form. (See Online Registration Instructions with the Jr. Club Director Handbook for specifics on this). Place a non-coaching club director with the highest age and ranked team (i.e., 18-1 team). Only list the club director on one team.
- Sign and mail a Tournament Contract for each of your teams. Be sure to mail them far enough in advance to arrive in the Arizona Region office before the deadlines. Signed contracts are due in the Region Office earlier than the first contract payments are due. This is to insure we account for each team in the appropriate divisions when scheduling the first tournaments. Late fees will be applied for contracts and/or payments received after the deadlines.
- Submit a Registration Summary Form with each payment. This form shows us exactly what you are applying your payment to. Mail **ONE CHECK** for each payment made to:

Arizona Region of USA Volleyball  
2105 S. 48<sup>th</sup> Street, Suite 108  
Tempe, AZ 85282-1019

Mail your registration materials as soon as possible. Keep in mind that approximately 4000 individuals will be trying to register before they play their first tournament. Late fees may apply if payment or materials are received after the published deadlines. **DO NOT** send individual checks from the members of your club. Their checks should be made to the club and then the club should write a single check for all players and teams from the club account.

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- Have all of your players and coaches attend one of the Scorekeeping/Refereeing Clinics. These clinics are scheduled through the Region Office. This must be completed before the first tournament.
- If you want to raise some money for your club, you may want to host one or more of the scheduled tournaments. You must provide a non-participating Tournament Site Director but you will earn money for each team that participates at your site. Speak to the administrators of your gym and the Jr. Tournament Director as early as possible.
- Arrive at tournaments early and stay through your last referee assignment.