

Paperwork - Definitions and Due Dates

Club Director Agreement

The Club Director Agreement form was developed to create a standard of operations that the Arizona Region expects from each club. This form must be initialed and signed by the club director and then submitted to the AZ Region office. This form must be signed each year prior to registration of any member of the club. No club members will be registered until the form is signed and submitted to the Region Office.

Birth Certificates

A copy of the birth certificate of each junior player must be submitted or on file with the Arizona Region at the time of registration. It will remain on file until the player is too old to participate in juniors. It is advised that each club also keep a copy. If the team attends the Junior National Championships, they are required to bring a copy of each player's birth certificate with them.

Club Contact Information for Background Screening

The club must identify who is the point of contact for the Background Screening Process. The Club Contact Information for Background Screening form must be filled out and sent to the Region Office where they will be kept on file. If there is a change in the club designee a new form should be submitted to the Region Office.

Team Registration Forms

The team registration form is used to group members by team. The club director will list all the members of the specific team on the registration form. All players, coaches, team reps and chaperones should be listed on the form to let the AZ Region know who should be associated with that team.

USAV Medical Release and Waiver Forms

Each athlete's emergency contact and medical treatment instructions are recorded on this form. It is advised to have two copies of this form. One copy must be kept with the coach. The club should keep the second copy as a back up in case of loss. These forms are to be carried by the coach at all times - practices, tournaments or any other event where the team is participating as a whole or in part. These forms are used in the event of an injury to an athlete. If the parent cannot be reached, the hospital will begin treatment because of the information on this form. **Do not send this form to the Arizona Region office. Your coaches are required to show that they have these forms with them at all tournaments - locally and nationally. If the coach does not have a player's Medical Release form the player may not participate in the tournament or practice unless the parents are on site or another form can be filled out and signed by the parents.**

Certificate of Insurance Forms

The club should have a certificate of insurance for every facility that the club uses. Normally this form must be on file with the facility before it will allow the organization to rent the facility. The club director should fill out a Certificate of Insurance Request form for each facility that they use. The forms should then be sent to the Arizona Region office where an authorized staff member will create the certificate. The certificate will be forwarded to the club director via email. The request needs to be submitted a minimum of two weeks before a site is to be used. The certificates are automatically renewed each year by ESIX unless requested not to do so by the club or region.

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Before requesting a certificate be generated, ask the facility/district who they want listed as the Certificate Holder and if they need to be listed as an additional insured. Districts vary - some require a certificate for each school and some require just one for the entire district.

Certificates of Insurance generated for the club use are only to be used for scheduled sanctioned practices. If the club wants to host a clinic, camp or tournament a separate certificate of insurance certificate is to be requested with the dates of the clinic, camp, etc. This certificate will only be generated after a USAV Sanctioned Event form has been filled out and the event approved for sanctioning by the Commissioner. There is a fee for sanctioning an event. Contact the AZ Region office for the appropriate sanction fees for the event being offered.

Tournament Contracts

Each team will sign a contract for their tournament obligations. Those junior teams that are more competitive and want fewer region tournaments because they travel should enter the Open Division. Those junior teams that travel little to none and want more region tournaments should enter the Club Division. The girls Club division is further broken into the Championship and Club Divisions. Championship Division is all the 18 Club teams and the upper 36 teams of the 16's and 14's teams. The tournament contract covers all the Region power tournaments plus the region championship tournament. The tournament contract money is non-refundable. The club director will send ONE CHECK or credit card authorization form per payment for all their team contracts to the Arizona Region. The contract is payable in one or two payments. The signed contract and seeding forms should be submitted by the published deadlines even though payment is not due at that time. This allows the Arizona Region to plan on the number of teams in each division prior to the payment due date.

The table below is for you to keep track of the forms required to be filed with the office.

Name of Form	Who Fills it Out	Who Gets It	When is it Due
Request for Certificate of Insurance	Club Director - One for each site you use for practice & tryouts	Arizona Region Office	2 weeks before you plan to use the site.
Club Designee for Background Checks	Club Director	Arizona Region Office keeps this on file until one is submitted for replacement.	Before the established registration deadline
USAV Medical Release and Waiver	Parent of the junior player	Club Director who distributes it to the coach of the team.	Before the player is allowed to practice or play with their team.
Jr Club Director Agreement Form	Club Director	AZ Region Office	Prior to any registration for the club
Team Registration Form	Club Director or Team Rep.	Arizona Region Office	Before the established registration deadline.
Tournament Contract	Club Director	Arizona Region Office	Before the established registration deadline

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