

# SRVA JUNIOR INDOOR CLUB CHECKLIST

## For the 2018-2019 SEASON

### Step One:

[1] The Club Director must register as a member. Member registration opens on or about September 1<sup>st</sup> each year. Go to the Member Registration tab on the homepage of our website, [www.srva.org](http://www.srva.org).

[2] The Club Director must print a request for a background check form after e-signing their membership form NOTE: since background checks are good for two seasons, the Club Director may already have a background check that is good for another season. You can check the date your background check expires by selecting the (SRVA Background & Impact Lists) on our homepage and clicking on Background Checks in the dropdown list.

[3] The Club Director must also complete the current SafeSport Training requirements. The Club Director may already have a current SafeSport Certification that is good for another season. You can check the date your SafeSport Certification expires by selecting the (Forms/ SafeSport) on our homepage and clicking on the “List of current SafeSport certified members”.

[4] The Club Director must complete the current season version of the SRVA Club Charter, which is located under the forms/registration section of the SRVA website which includes requirements that clubs must follow.

[5] The Club Director must **E-Sign the Club Charter form**, which is located under the forms/registration section of the SRVA website and send in their membership fee of \$60 ( \$30 if you indicate that you are financially disadvantaged during the registration process), and the background check form (if needed), to [Brenda McIntosh](#).

[6] The Club Director must set up their club in the SRVA Online database in order to gain approval of the club. Go to the SRVA Online tab on our website, click on “Club Directors”, and then click on “Instructions for Club Directors/Staff”. Starting with the 2017-18 season, there is no need to set up a separate Club Director User Account.

[7] **Every Club must post the SRVA tryout policy or a link to the policy on their website where tryout information is posted.**

[8] **SafeSport Requires Every Club to have a Travel policy in place:** If you do not currently have a Travel policy this link will provide you with guidance in the creation of one. [SafeSport Travel Policy Sample](#)

[9] **SafeSport Requires Every Club to have a Social Media policy in place:** If you do not currently have a Social Media policy this link will provide you with guidance in the creation of one. [SafeSport Social Media Policy Sample](#)

[If you have questions, contact Brenda McIntosh at [Ichicat@aol.com](mailto:Ichicat@aol.com), or [Steve Kenyon](#) as her backup. There are also Club Directors instructions on our website-see section [5] above to access those instructions.]

### **Step Two:**

Most of these are not formal SRVA requirements, and could be done prior to step one above: The Club Director needs to obtain safe practice space [see miscellaneous below if your practice/tournament facility needs proof of insurance coverage] and at least one adult coach for each team they plan to offer for the upcoming indoor season. They need to obtain practice volleyballs, and uniforms for the players after determining which members agree to play with their club.

Several copies of our rulebook, called a DCR, will be sent to each club for the 2017-18 season and only to new clubs in 2018-19, and to certain new adult members for the 2018-19 season. Please review at least the new rules changes, and other important areas, such as the requirements for a CLEARLY contrasting libero jersey and the uniform numbering requirements. See also item 2 under the miscellaneous section of this document regarding officiating requirements.

It is recommended that the club have one or more parent meetings, and you must inform the parents of the required items noted in section 2 of the SRVA Club Charter.

SRVA conducts a junior Club Directors meeting each fall usually in September or October, which provides information regarding the junior club season. This meeting can also be viewed over the internet by accessing a link, which is posted on the SRVA website homepage.

### **Step Three:**

If the club chooses to hold tryouts, the club needs to obtain gym space to conduct tryouts and advertise their tryout schedule. The club either needs to verify that each player participating in their tryouts has a completed SRVA membership form that includes a pin number [or other designation that verifies that player is a member], and have a procedure to sign players up as SRVA members at the tryout [preferably a computer with an internet connection and possibly a printer to allow them to register online at [www.srva.org](http://www.srva.org), or blank copies of the membership form to sign before trying out]. Note: a parent or guardian must sign each membership form for any player/coach/participant under age 18, or age 19 in Alabama. Also, if the player and parent signed a written membership form at the tryout, that parent should register the player online after the tryout on the SRVA website.

### **Step Four:**

If a club wants to host a tournament, they should complete an online event sanction request form by logging onto SRVA Online on our website, [www.srva.org](http://www.srva.org), The instruction form to request a tournament is posted under Forms/Tournaments-Hosting on our website, and will be updated as needed. Please remember you must also complete the “Request to Sanction a Tournament Form” located under Forms/Tournaments-Hosting on our website, this will send a notification to both Keith Weller and Steve Kenyon to request approval of your tournament(s).

SRVA offers a Tournament Assistant Program for those new tournament directors who want assistance and training in running their tournaments (there is no cost to the tournament directors/clubs for this service). Please contact [Steve Kenyon](#) for more details.

Registration of teams to enter SRVA tournaments usually opens on the Sunday after thanksgiving each season, and on October 15<sup>th</sup> for multiple-day “waivered” tournaments approved by SRVA to accept team entries. Lodging Registration for the SRVA Junior Indoor Regional Championships around November 1st.

SRVA offers an electronic entry process to enter teams into SRVA indoor junior tournaments – see Club Director Instructions, located under the “SRVA Online” tab on our website, regarding how to enter your teams into SRVA tournaments.

Tournament hosts may pre-register teams from their club into the tournament(s) they host. Hosts must contact [Brenda McIntosh](#) PRIOR to the opening of team tournament entries to pre-register their “host” teams.

### **Step Five:**

Register Teams. Each junior team must have at least six approved players and at least one approved coach assigned to that team who has passed a background check and obtained a SafeSport certification in order to have each team approved. This team approval is required in order to register any team for a tournament [see tournament team entry dates above]. The region offers a reduced fee for financially disadvantaged members. To obtain this reduced fee you must click on the reduced fee button at the time of initial membership registration (so inform your parents prior to the registration of their sons/daughters and/or themselves) because once a membership is approved, membership cannot be changed to reduced fee status.

The Club Director will typically use the following procedure to form teams and obtain approval of those teams:

[1] Form your club and teams in the on-line system [see Club Director instructions on our website on the home page Click on “Club Directors”, then the INSTRUCTIONS tab],

[2] Pull coaches and players into the club, then onto their respective teams. You should ONLY pull players and coaches (who have a valid Background check and SafeSport certification) that you are registering (i.e. paying for). Parents and junior club coaches should make all payments directly to the Club Director. No junior player or coach should pay any money directly to SRVA. See the next section for payment options.

[3] Once you have pulled all the players and coaches onto your teams, and money has been sent to SRVA, send an e-mail to our registrar, [Brenda McIntosh](#) that states, "Club (name), Team 161(or list the multiple teams you are ready to register) is ready for approval." You can include several team names. Our registrar will then use the money you have sent to her to place on account to approve whatever player and coaches have been added to these teams, or contact you regarding the amount of money needed to pay for these member registrations. Once your teams are approved, if you add a player or a coach to a team, you must again notify our registrar (Brenda) that you have added someone that needs to be approved. Please note that at the moment an adult passes a background check and obtains a SafeSport certification, our registrar will immediately deduct the required membership fees and approve that adult if they've been added to the club.

To make payment for those members noted above, the Club Director/authorized club registrar can choose one of two methods to deposit money in their club account with SRVA and direct the

money be withdrawn from that account: [1] pay via credit card [see the “PAY HERE red circle on the SRVA website homepage, or [2] send a check or money order to our registrar made payable to SRVA. **Please clearly indicate which club you are providing funds for so the money gets credited to the correct account.**

#### **Step Six:**

The club must obtain from each player a signed Medical Release form, preferably before practice begins. This form is ***not*** sent to the region, but is retained by the club. This form allows the club coach or other club personnel to approve medical treatment for a player if a parent is not available to authorize medical treatment. Coaches should have these forms with them at all team activities, and keep this information confidential. Blank copies of this form are available under the forms/registration section of the SRVA website.

#### **MISCELLANEOUS:**

[1] INSURANCE – SRVA provides liability and secondary sports accident insurance for all our participants. If a gym or other facility requests proof your club has this insurance [usually liability insurance], request an insurance certificate that lists them as an additional insured through our registrar [Brenda McIntosh](#).

If a player, other participant, or spectator is injured during SRVA-sanctioned activities, like practices and tournaments, please fully complete an incident report form and promptly submit it to Commissioner [Steve Kenyon](#). This form is available under the forms/registration section of the SRVA website.

[2] OFFICIATING – All junior teams are required to provide officials for certain matches during SRVA-sanctioned tournaments. To do so, each team in the club must provide a first referee [unless supplied by the tournament], a second referee, a scorer, an assistant scorer to track liberos, and two line judges. The first referee, second referee, and scorer must be at least “qualified” to serve in those positions during the match and must also be SRVA or other region members (if an adult, they must also have passed a background check through SRVA or another region, and obtain a SafeSport certification). Training for these persons can be obtained online, and SRVA requests that you enter in our database the persons from your club who are “qualified” to officiate junior tournaments, so they will appear on the team rosters provided at the tournaments you attend.

Players, coaches, and club administrators become “qualified” to officiate as a referee or scorer [or both] by reviewing training modules available through SRVA in the Club Directors area, or by accessing these materials through USAV.

[3] COACHING CERTIFICATION –Starting with the 2018-2019 Season An “Impact” indoor coaching certification is required for all junior team Head Coaches and all Assistant Coach(es) prior to participation in his/her first tournament. To aid in the completion of this requirement USAV now offers free impact online/on demand clinics to members.

[https://webpoint.usavolleyball.org/wp15/Events2/Registrations/Register.wp?rgs\\_EventID=12175](https://webpoint.usavolleyball.org/wp15/Events2/Registrations/Register.wp?rgs_EventID=12175)

[4] PLAYER/MEMBER TRANSFERS – Players may freely transfer between clubs through January 15 of each indoor season, by requesting a transfer through [Steve Kenyon](#). After that time, the player may not transfer without the approval of both Club Directors. It is recommended that you first discuss the transfer with your club.

[5] PLAYER SAFETY, PREVENTION OF BULLYING, HARASSMENT, ETC. -

The club should set up procedures that allow any club participant to report safety issues, including such matters as sexual harassment, bullying, etc. to a person within the club. It would be preferable to have a second person available if the person who would accept these reports is the subject of the report. There is also a direct link for reporting SafeSport issues.

<https://www.teamusa.org/usa-volleyball/about-us/safesport/make-a-report>

Please be aware that each state has mandated reporting requirements for alleged incidents of child abuse and similar issues. You may get further information by going to the HHS Child Welfare Information Gateway at [www.childwelfare.gov/can](http://www.childwelfare.gov/can).

All registered adults associated with junior programming (who are required to have a background screening) are also required to be SafeSport certified. (To complete the SafeSport course follow the instructions below:

To register for SafeSport training:

1. Go to <https://webpoint.usavolleyball.org/>.
2. If you are a new user, click on the “request a login” tab otherwise log in to your USAV account.
3. In the navigation menu, click on USAV Clinics and select either USAV Coaching Clinics.
4. Select SafeSport On-Demand: Two-Season Certification.
5. Complete registration.
6. To access coursework, click on the **Log into USAV Academy** button.

Should you need to return to your coursework at a later time, log in to your Webpoint USAV account and click on the **Log into USAV Academy** button.

For technical issues, while completing the course, please visit: <http://help.usavolleyballacademy.org/>.

If you have taken the course and we don't show you as certified, please send a copy of your certification notice to Registrar [Brenda McIntosh](#).

END OF CHECKLIST

Updated 9-27-18