

## 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 individuals (players and chaperones) to pre-register with the AZ Region 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 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 registration and background screens **MUST** be completed before tryouts are held. These normally take 3-5 days from the time of submission until completion. Background screens are not sent for screening until payment has been received by the AZ Region or the list is provided from the club authorizing the AZ Region to charge their club for the membership, background screens and/or IMPACT clinics for each name on the list.
- 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

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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 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. The Certificates of Insurance are only good for scheduled practices of the club. Any other need for a certificate of insurance requires AZ Region sanctioning and approval by the Commissioner.**
- 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 last week of September 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, and 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 **USAV Medical Release and Waiver Form** and collect their start up fees (this includes their portion of the team registration fee [\$25/team], their uniform costs, possibly their portion of the tournament contract [amounts differ depending

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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.

**Your coaches must have a copy of the Medical Release form for each member of their team in their possession at all times (practice, tournament and travel).**

- Assign each player and staff member to their respective team in WebPoint. Print off the team roster with the team members on it and send it to the Region Office with the team registration fees. 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. WebPoint does not allow the director to create their own teams. Contact Lisa at the AZ Region office to add a team or change the name of a team.
- Sign and mail the Tournament Contracts - make sure each of your teams is represented on one of the contracts. Be sure to mail them far enough in advance to arrive in the Arizona Region office before the deadlines in September or December. Signed contracts and seeding information forms 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 made to the AZ Region. This form shows us exactly what you are applying your payment to. Mail **ONE CHECK** or credit card authorization form for each payment made to:  
Arizona Region of USA Volleyball  
9100 S. McKemy Street  
Tempe, AZ 85284
- 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.