

# SRVA JUNIOR INDOOR CLUB CHECKLIST

## for the 2019-2020 SEASON

### Step One:

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

[B] The Club Director must submit to a background check during after joining USAV using the current member management system (Webpoint). 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 logging into Webpoint and selecting My Profile under the Member area.

[C] The Club Director must comply with the current requirements for SafeSport training. Please note: This is a federally mandated requirement. Details of how to complete these requirements are located on the SafeSport Page of SRVA.org.

[D] The Club Director must complete the current season version of the SRVA Club Charter, which is located under the Juniors Tab of the SRVA website which includes requirements that clubs must follow. The Club Director must also E-Sign the Club Charter form.

[E] The Club Director must set up their club in the SRVA Online database in order to gain approval of the club. Go to the home page of our website, click on “Club Directors”, then click on “Instructions for Club Directors/Staff”. Starting with the 2019-20 season, there is no need to set up a separate Club Director User Account.

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

**[G] SafeSport (MAAPP) Requires Every Club to have the following policies in place:**

- One-on-One Interactions, including meetings and individual training sessions (Covered Organizations are required to establish reasonable procedures to limit one-on-one interactions, as set forth in federal law).
- Massages and rubdowns/athletic training modalities
- Locker rooms and changing areas
- Social media and electronic communications
- Local travel
- Team travel

[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 [E] 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.

Two Copies of our rulebook, called a DCR, will be sent to each club for the 2019-20 season and only to new clubs in 2020-21, and to certain new adult members for the 2019-20 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 obtained a SRVA TRYOUT MEMBERSHIP using the current member management system (Webpoint. It is also advisable to have a method (Cellphone or Laptop) to allow players to register onsite as SRVA members at the tryout. Note: a parent or guardian must submit/sign each membership form for any player/coach/participant under age 18, or age 19 in Alabama.

### **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 Tournaments/Hosting Information on our website, and will be updated as needed. Please remember you must also complete the "Request to Sanction a Tournament Form" located under Tournaments/Hosting Information 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 “Tournaments/Register” 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, completed SafeSport training and is Impact certified 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 a Truly Financially Disadvantaged Junior member. 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) 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] **MAJOR CHANGE THIS SEASON!!! Players will be joining USAV/SRVA prior to tryouts and paying for their own memberships.** After Club Tryouts the players will upgrade their “tryout” memberships to the appropriate [Full membership](#). At this time they will [choose the club](#) with which that they have accepted the offer to play. When the data is pulled off of webpoint the players will end up in your player pool and you will be able to place them onto their respective teams. Your coaches will need to join USAV/SRVA directly as well go to [SRVA.org Home/Memberships](#) for more details. Coaches will have to be Background checked, SafeSport trained and Impact certified before you will be able to add them to a roster.

[3] Once you have pulled all the players and coaches onto your teams, 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 approve whatever player and coaches have been added to these teams, or contact you regarding issues with 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, completes SafeSport training, and has Impact Certification our registrar will approve that adult if they've been added to the club.



## **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 Parents 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 Tournaments/Hosting Information on our website

If a player, other participant, or spectator is injured during SRVA-sanctioned activities, like practices and tournaments, and needs to make a claim please use the medical claim form and follow the instructions on how to submit it to the insurance company this form is available under Tournaments/Hosting Information on our 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. This will be on the Webpoint site under the USA Volleyball Events/USAV Clinics/USAV Coaching Clinics/ IMPACT OnDemand

[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.

[report-a-concern](#)

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).

END OF CHECKLIST