Arizona Region of USA Volleyball
Adult Registration Checklist
2018-2019

To complete your team registration, you must send the following to the Arizona Region Office:

1. ## Membership Registration
   All players with the team MUST BE registered with Arizona Region/USA Volleyball in Webpoint PRIOR to the team registration deadline of Jan 13. Payment may be made online in Webpoint or submitted to the Region Office.
   - If a player is also a coach with a junior club they should select the junior club as their club in Webpoint.
   - Players may be added at any time during the season – they must be registered in Webpoint BEFORE they can step on the court. There are restrictions to adding players prior to the Region Championships.
   - If the player will only be playing in one tournament they can complete the One Day membership in Webpoint or by paper form. They MUST indicate the date of the tournament as the membership date or else the default in Webpoint is the day they registered. Payment must be made online or in person.

2. ## Team Registration Form
   Complete the Team Registration Form - list all players and their jersey numbers that will be playing on the team. The Region office will build the roster in Webpoint. The Team Registration Fee of $55 must accompany the Team Registration Form. The form is due no later than Jan 13, 2019.

3. ## Signed 2019 Tournament Agreement
   - All team reps must sign and submit a 2019 Tournament Agreement.
   - If entering all the tournaments and paying the contract the 1st half of the contract payment is due Feb 1st with the balance due March 1st. No individual tournament entry forms are needed if paying the contract – the team is automatically entered in all tournaments – including the Kick Off tournament. *Failure to make the contract payments on time will result in the team being pulled from the tournament schedule until the payments are current.*
   - If "Paying as you Go" for tournament entry – the team rep must also to complete a Tournament Entry form for each tournament and submit to the Region Office a minimum of 10 days before the tournament <u>with payment</u> in order to be assured a place in the tournament.

4. ## Score/Ref Clinic & Kick Off Tournament
   Notify the Region Office no later than Jan 4, 2019 the intent of the team to participate in the Score/Ref Clinic and/or Kick Off tournament on Jan 13. The Kick Off tournament entry fee is $35 for all teams "Paying as you Go".

5. ## Payment
   All payments must be made payable to Arizona Region Volleyball by the identified deadline. Credit card handling fees of 3% will be charged for all payments made by credit card for team registration fees, tournament entry or contract fees and fines.

Mail or bring all forms to: Arizona Region Volleyball
9100 S. McKemy Street
Tempe, AZ 85284