

Good afternoon GPR Club Directors,

We hope you had a wonderful Christmas and holiday season! We want to share a few final updates before we officially enter the 2026 season.

ROSTERS MUST BE FINALIZED & PRINTED BEFORE FIRST GPR TOURNAMENT:

All GPR tournaments require your coach to submit an eligible printed USAV roster on-site when they arrive at the tournament. Our staff will be going through roster reports this week and reaching out to you with any ineligibilities your roster may have. **NOTE: ROSTERS MUST BE BUILT IN SPORTSENGINE, not just AES!** Please see instructions below on how to add jersey numbers to your roster and how to print your official USAV roster.

Adding Jersey Numbers to

Rosters: https://cdn1.sportngin.com/attachments/document/1936-3384364/Adding_Uniform_Numbers_to_the_Rosters.pdf?_gl=1*1gnbfks*_ga*OTE4Nzk2ODIxLjE3NjlyMjE0NTU.*_ga_PQ25JN9PJ8*czE3NjY0MTMzNzlkczE2MiRnMSR0MTc2NjQxNDM4NCRqNDMkbDAkaDA.

How to Print USAV Rosters: https://cdn3.sportngin.com/attachments/document/e88b-3083715/Print_USA_Volleyball_Rosters_from_SportEngine_Season_Management_Scribe.pdf

INCIDENT REPORT FORM:

An Incident Report Form needs to be completed every time a “bodily injury” or “property damage” incident occurs during a USAV Sanctioned or Approved Event. Tournament Directors, Club Directors and Coaches should be made aware of the importance of completing and submitting these forms whenever a bodily injury or property damage incident occurs. Documenting the facts surrounding any incidents will help with the defense and handling of claims and reduce the likelihood of fraudulent claims being paid (which will help keep USAV’s insurance costs as low as possible). If an Incident Report Form cannot be matched to a claim, it will be more difficult for the insurance carrier to validate the claim.

An Incident Report Form is to be completed by the Tournament Director, Club Director or Coach. Tournament Directors, Club Directors and Coaches should have a supply of these Incident Reports Forms with them at each practice or other sanctioned event. An official USA Volleyball Incident Report Form (see attached) should be completed and submitted by email to membership@gpvh.org as soon as possible following the incident.

MEDICAL CLAIM FORM:

A Medical Claim Form should be provided to participants (or a parent/legal guardian in the case of a minor) who sustain an injury while practicing for, or participating in, any

Sanctioned or Approved Event. ***Tournament Directors, Club Directors or Coaches should keep a supply of these forms on hand at each practice or event.*** The **Medical Claim Form is to be completed by the injured participant (or a parent/legal guardian in the case of a minor)** and sent directly to A-G Administrators (the claims administrator for the USAV Participant Accident program).

Email: claims@agadm.com

Upon receipt of a Medical Claim Form, A-G Administrators will pair it with the Incident Report Form submitted by the Region to verify that the injury was sustained at a covered event. A-G Administrators will then contact the injured participant directly (usually by mail) if any additional documentation is needed. Claims processing takes a minimum of two weeks after receipt of claim documents.

ARCHIVED INFO:

A reminder that all Club Director emails that have been sent this season can be found here:

<https://www.greatplainsvolleyball.org/admin-emails>

Have a great New Year and good luck with the start of the 2026 season!