

24-25 USA
Volleyball
Foreign Team
Approval
Instructions



USA***Volleyball***

STEP 1: REGISTER FOR THE EVENT(S) YOU PLAN TO ATTEND

- If you **HAVE NOT** registered for the event, please register for the event!
- If you **HAVE** registered for the event you wish to participate in proceed to **STEP 2**.
- **NOTE:** Tournament acceptance into the event (requirements vary by event) is important to complete **BEFORE** you apply for USAV-Approval.

STEP 2: REVIEW POLICIES, PROCEDURES, & AGE DEFINITIONS

- Please review requirements for Foreign Teams at USAV Sanctioned events here:
 - **LINK**
- USAV Age Definitions can vary slightly to those dictated by the FIVB.
- Please review USA Volleyball Age Definitions here:
 - <https://usavolleyball.org/wp-content/uploads/2024/06/2024-25-Age-Definition061124.pdf>
- A **\$100 PER TEAM** insurance fee will be collected at time of application with USAV.

STEP 3: LETTER OF GOOD STANDING

- Contact your Federation to obtain a Letter of Good Standing for each team you wish to have participate in the USAV-sanctioned event.
- The letter will be uploaded in the application process.
- ALL ROSTERED STAFF MUST BE LISTED ON LETTER.
- For Federations requiring a roster to obtain the Letter of Good Standing, please find that [HERE](#).

STEP 4: COLLECT PARTICIPANT REGISTRATION FORMS

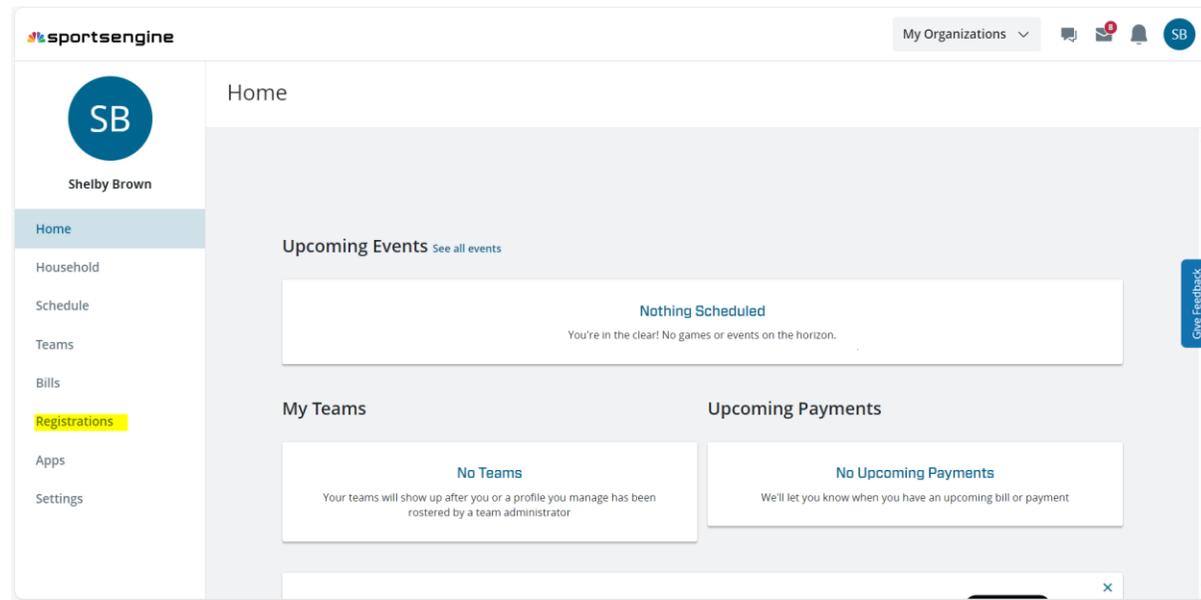
- **CANADIAN TEAMS CAN SKIP THIS STEP, AS PARTICIPANTS WILL PROVIDE IT DIRECTLY TO USAV.**
- Each person on your roster (ALL players & ALL adults) must complete AND sign the Foreign Participant Registration form found here:
 - **LINK**
- NOTE: Multiple signatures required. Please make sure you read carefully

STEP 5: COMPLETE APPLICATION FOR USAV-APPROVED FOREIGN TEAM

- Complete the USAV-Approved Foreign Team Application, paying the **\$100 PER TEAM** fee
- **UPLOAD** the required documents each team you plan to have participate in a USAV-sanctioned event(s):
 - <https://usa-volleyball.sportngin.com/register/form/973134453> (right click & open link)
 - You have flexibility to log on and out of your application account to complete any missing components without losing your data.
 - **ONLY** enter the required fields and payment during initial completion, skipping any document uploading. Adding all documents initially can overwhelm the system, whereas **UPDATING** them after making payment can prevent your work from being lost.
 - Non-Canadian Teams: Enter names exactly as they appear on the event roster.
 - **YOU CAN SKIP ANY SUGGESTED ADD-ONS IN REGISTRATION.**

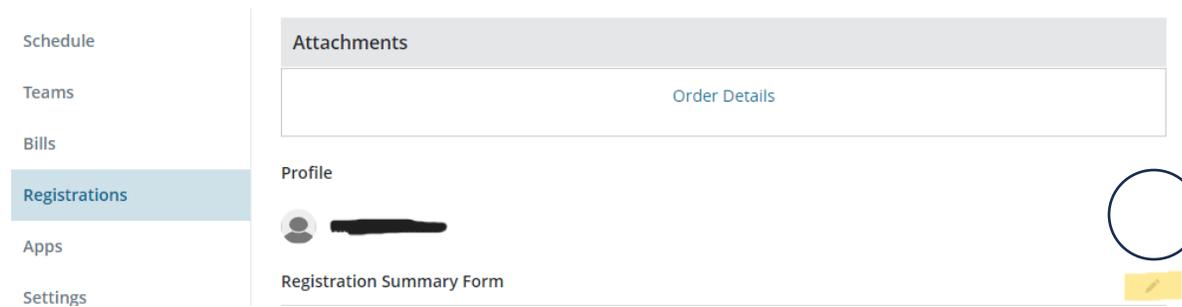
STEP 5 (continued): UPDATING your Application

- If you need to continue working on your application after your original submission:
 - Login to your SportsEngine account: https://user.sportngin.com/users/sign_in
- If needed, select "Login" in the top right, then "SportsEngine HQ"
- Click "Registrations" on the left-hand side:



STEP 5 (continued): UPDATING your Application

- After selecting the registration you wish to edit under "Registrations", click the pencil icon next to "Registration Summary Form" (you may need to scroll and it may be hard to see):



- Ensure that you click the green "Save Registration Entry" button with your changes.

SAVE REGISTRATION ENTRY

STEP 6: Adding Members (Non-Canadian Teams)

- **NON-CANADIAN TEAMS:** If you need to add **ADDITIONAL** players or staff after your team has received USAV approval:
 - Obtain the updated Letter of Good Standing including the new participant and their individual forms.
 - Upload the updated documents to your team's application using the instructions for updating in Step 5 (Cont.).
 - Email shelby.brown@usav.org with the name of the added participant and a request to update the approved list.
 - This step is VITAL as updates of this type do not initiate notifications on USAV's end.