

Arizona Region of USA Volleyball
Junior Club Registration Checklist
2024-2025

Registration Checklist

The following items must be completed for a club to operate in the AZ Region for the current season:

Recognition of the Club for the Season

Without recognition of the club no members will be associated with the club and no teams will be allowed to participate in USAV or AZ Region sanctioned events.

1. **Register the Club Director** - The Club Director must be registered for the 2025 season with the AZ Region of USA Volleyball and have a current background screen and SafeSport certification. This should be done during the pre-registration period in August to retain the USAV Admin status.
2. **Sign the Junior Club Director Agreement Form** - The Club Director Agreement must be signed and submitted to the AZ Region
3. **Submit the Club Registration Fee** - A \$200 club registration fee is required each season for both a boys and girls club registration. If the club director or their representative attends the Boys Club Forum (in August, if the club is offering boys) and the General Assembly & Junior Forum (in September, if the club is offering girls) the club registration fee is waived for the season.
4. **Register the club in SportsEngine** - if not already created, the club must be registered in SportsEngine and the director associated with the club.
5. **AES Account** - If not already done, create an account for the club in AdvancedEventSystems.com (AES). You will need the club code from SportsEngine club account to do this.

Out of Region Agreement - Clubs from adjoining Regions that want to participate in the AZ Region tournament schedule for the season must sign and submit the Out of Region Agreement and be approved to participate with the AZ Region for the season.

Certificates of Insurance - Certificates of Insurance for practice sites may be requested from the AZ Region office once the club has been recognized for the new season. Certificates of Insurance for any activity other than tryouts, practices or hosting AZ Region power tournaments requires the event to be sanctioned by the AZ Region. Submit a USAV Application for Sanction Form along with the request for insurance certificate for the event to the AZ Region office for approval by the Commissioner. There are fees associated with sanctioning an event other than tryouts, practices, and hosting AZ Region tourneys. These certificates may not be used to secure a gym for a non-USAV practice or event. The certificate is invalid for non-USAV or AZ Region sanctioned tryouts, practices, camps or tournaments.

Instruct all coaches, other adult personnel, returning or new players to create a SportsEngine account and purchase a membership from www.azregionvolleyball.org/join on or after Sept 1st - Anyone working or participating in a club's tryouts should be registered and background screen cleared before the tryout date. Everyone should register themselves for the new season. Tryout participants should bring proof of PAID 2025 Membership to the tryouts to be able to participate. Any coach and club personnel not registered or their background screen completed for 2025 season should not be participating in tryouts. All payments for membership are to be made individually either online or sent to the Region office. Pre-registration for the new season opens Aug 1st annually. Boys club members must be registered for the 2025 season before Sept 12th to be put on a roster for the first tournament.

Club Selection - Once tryouts are over and players have committed to the club send an invite through your SE MMS Club HQ to the players that made a team in your club. The players must accept your invite to bring them into your Season Management.

Team Registration - The team registration form should be submitted to the AZ Region office. The players and coaches for each team should be listed on the Team Registration Form. Concussion forms, SafeSport Forms and any required birth certificates are to be included with the respective team registration form in the order listed on the form. For teams registering in the AZ Region but not participating in the tournament schedule, there is a team registration fee of \$1000 per team. The fee

and form are due in Sept (boys) or Dec (girls). A Non-Participating Team Registration form must be submitted if any team(s) is not participating in the tournament schedule. For teams that are participating in the tournament schedule, the team registration fee is included in the tournament contract fee.

- ❑ **Team Assignments** - Once the players and coaches have accepted the club assignments the club is to create the teams and place the participants on the teams in Season Management in their SE HQ. Missing paperwork and lapsed certification or membership will keep someone from being eligible until requirements are met. Players/coaches/chaperones may be added to the roster at a later date with a current membership, current certifications and proper paperwork submitted along with an email from the club director notifying the Region of the add to the roster.
- ❑ **Birth Certificate** - Junior members are required to submit a copy of their birth certificate to the club at tryouts if the player has not played club volleyball in Arizona before. The club director should forward any copies of birth certificates received to the AZ Region office with team registration form.
- ❑ **Concussion Acknowledgement Form** - Junior players and their parents are required to sign a Concussion Acknowledgement Form each season as part of the registration process. The Athlete and Parent Fact Sheets on Concussions from the CDC are to be read by the parent and the player and then sign the form acknowledging they have read the Fact Sheet. Players are not eligible on the team roster until the signed Concussion Acknowledgement form is on file in the AZ Region office. These are due in with team registration paperwork in September (boys) or December (girls).
- ❑ **SafeSport Document & Form** - Junior players and their parents are required to sign a SafeSport Form each season as a part of the registration process. The SafeSport Document is to be read by the parent and discussed with the player. The parent will then sign and submit Page 3 only of the document acknowledging they have discussed the information with their athlete. Players are not eligible on a team roster until the signed SafeSport Form has been submitted to the AZ Region office. These are due in September (boys) or December (girls). *Please copy the SafeSport Form and the Concussion Acknowledgement form back-to-back and give to the parents to sign and return. This will greatly help our filing and retention of the documents - as well as making sure both have been submitted.*
- ❑ **Age Waiver Request Form** - With USAV changing the Age Definitions to start July 1, the AZ Region has greatly restricted the approval of Age Waivers. If an age waiver is needed and meets the criteria, submit the Age Waiver Request Forms to the AZ Region Office BEFORE the player is assigned to a team in your club. These waivers must be approved by the Region Office before the player can officially be given a spot on an underage team. If the player is approved to play for this team, they will be approved onto the team by the AZ Region office. If the age waiver is denied and the player was put on that team, the team will be moved up in age and level of play to accommodate the older player. Please refer to the Age Waiver policy before considering a player that is too old for the younger team on which they are desiring to play.
- ❑ **Coach's Certification** - All coaches in the club must be IMPACT certified to be rostered. New coaches must take IMPACT through the USAV Academy before they can be placed on a roster.
- ❑ **SafeSport certification** - All adults associated with the junior club must be current in their SafeSport certification. This is now an annual certification or re-certification. This is done through the USAV Academy online.
- ❑ **Chaperone Responsibility Form** - 1 per chaperone signed and submitted to the AZ Region Office
- ❑ **2025 USAV Player Medical Release Form** - keep 2 original copies, one for the coach and one for the club. DO NOT SEND THESE TO REGION OFFICE. These forms must be kept in a secure place as they list confidential information about each junior member. The coach must produce the forms for each player during the tournament check in process. The absence of these forms at check-in will result in the player not being allowed to participate that day or until a new form can be completed on site. At the end of the season these forms should be shredded.
- ❑ **2025 Jr Boys or Girls Payment Summary form** - itemized payment sheet to be submitted anytime a payment is made to the AZ Region office specifying how the payment should be applied.

- ❑ **Seeding Form** - Please indicate the same team name on the seeding form as was submitted on the Team Registration form and Tournament Contract for each team. It is very confusing when trying to figure out which team is which if the team names don't match what has been registered. Absence of this form may cause your team(s) to be placed low in the initial seeding. Seeding forms are due as soon as possible after the completion of the team formation but no later than Sept 6th (boys) or Dec 1st (girls). These may also be completed and submitted electronically.
- ❑ **Tournament Contracts** - 1 per competition level (Boys, Boys Spring, Girls 10s, Girls Club, Championship or Open) with all teams in that level listed on the contract.
- ❑ **Register all teams in AES** - All teams must be entered into each tournament of the AZ Region tournament schedule in the division level the team is registered to play in the AZ Region.
- ❑ **Payment** - One Check or credit card authorization from the Club for all items being paid at that time and summarized on the **Jr. Registration Summary Form**. **Payments made by credit card will be charged a handling fee equal to 3.5% of the amount to be charged. This fee will be added to the payment submitted at the time the card is charged.**

Questions: call the AZ Region office at 480-306-8094 or email lisa@azregionvolleyball.org

For payments - Cash, check or credit cards (handling fees apply) are accepted. Make checks payable to Arizona Region.

Mail to: AZ Region Volleyball Office
2220 S. Country Club Dr, Ste 108
Mesa, AZ 85210

2024-2025 Dates and Deadlines

General

Aug 1 - Pre-registration for 2025 membership season opens. This is done from www.azregionvolleyball.org/join

Aug 3 - Boys Jr Forum - in person at AZ Region office - 2220 S. Country Club Dr, Ste 108, Mesa, AZ 85210

Sept 1 - Official start of 2024-25 USAV membership season

Sept 15 - AZ Region General Assembly and Girls Jr Forum - in person at Phoenix Airport Hilton - 2435 South 47th Street, Phoenix, AZ 85034

Boys

Aug 10 - Boys tryouts may begin for all ages. All must be 2024 members on that day and pre-register or renew for 2025 membership on or after Aug 1 and before Sept 12.

Aug 26 - Sept 10 - Boys Score/Ref Clinics

Sept 6 - Seeding info due electronically or in paper form.

Sept 12 - Boys Team Registration forms, Signed Contract, 1st half contract payment due

Nov 8 - Boys Balance of Tournament Contract Payment Due

Feb 5 - Boys Spring Season Contract and Registration Due

May 10 - Boys HS State Championships - for teams reorganizing for BJNC and picking up players from clubs not reorganizing for the summer, a player release form from the first club must be received and approved before tryouts or commitment to the team for the summer.

July 6 - Last Day of BJNC in July - all players are released from their club teams. Any movement of a player from one club to another before this date requires a Player Release Form

Girls

Oct 23 - Nov 1 - Girls 12's - 14's Open House Period

Nov 1 - 15 - Quiet Period for all players involved in the State HS Playoffs

Nov 2 - Girls' tryouts for 12's - 14's may begin and players committed

Nov 12 - 22 - Girls 15's - 18's Open House Period

Nov 16 - Blackout date for all girls' club volleyball Open House or practices- It is the State HS Championships

Nov 23 - Girls' tryouts for 15's - 18's may begin and players committed

Dec 1 or as soon as team formation is completed, Seeding Form due electronically or in paper form

Dec 1 - 29 - Girls Score/Ref Clinics

Dec 13 - Girls Team Registration, Signed Contract Due, 1st half contract payment due

Feb 1 - Girls Balance of Tournament Contract Payment Due

July 3 - Last Day of GJNC in July - all players are released from their club teams. Any movement of a player from one club to another before this date requires a Player Release Form - including for Girls 18s