

SRVA JUNIOR INDOOR CLUB CHECKLIST

for the 2020-2021 SEASON

Step One:

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

[B] The Club Director must submit to a background check as a requirement of joining USAV using the current member management system (SportsEngine). 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 your SportsEngine account and [following these instructions](#).

[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 and in your Sports engine account.

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

[E] Once your club is approved, you will need to set up your club in the SportsEngine platform. Starting this 2020-2021 season Club Directors will build their teams and rosters in the SportsEngine platform. The ultimate goal is to have these teams and rosters imported directly from the SportsEngine Platform into SRVA Online to reduce duplication of effort.

SRVA Online database “Instructions for Club Directors/Staff” will be updated in September/October for the 2020-21 season, the SRVA Online web staff are working diligently on the interface and will let us know when it is ready.

[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, 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, were 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 needs to verify that each player participating in their tryouts has obtained a **SRVA TRYOUT MEMBERSHIP** using the current member management system (SportsEngine). It is also advisable to have a method (Cellphone or Laptop) to allow Parents of 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, 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 15th for "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 Head 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 the member will be required to submit (upload) proof their family’s current eligibility for the Federal Free or Reduced Price Lunch Program, or similar federal or state program. The application for this program is located on the **Membership** page of SRVA online.

The Club Director will typically use the following procedure to form teams and obtain approval of those teams:

- [1] Claim your club in the SportsEngine platform. (Have you filled out your SRVA Club Charter form?)
- [2] **MAJOR CHANGE THIS SEASON!!! Players will be joining USAV/SRVA prior to tryouts and paying for their own memberships.**
- [3] After Tryouts Clubs will be inviting players to join their Club. When a volleyball club invites members to join and play for their Club, members will receive two emails. The first is an **invitation to join** a Club's directory. When they accept this first invitation they will show up in your directory. The second is an official **USA Volleyball club association invite or handshake**. Once they accept this second invitation the players will upgrade their “tryout” memberships to the appropriate Full membership. This is time they will be officially accepting the invitation to play for your club. When they accept this second invitation and have upgraded their membership, they will show as an eligible player in your directory so that you can begin to build your teams and rosters.
- [4] Your coaches will need to join USAV/SRVA directly as well. **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. Your Coaches will also need to be invited into your SportsEngine HQ to be added to rosters.
- [5] Remember to use the SportsEngine Help tab on the right hand of your screen.
- [6] Contact Memberships@srva.org for those hard to answer questions.

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 –An “Impact” indoor coaching certification is required for all junior team Head Coaches and all Assistant Coaches 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. If you have not completed impact training you can do so by logging into your SportsEngine account and [following these instructions](#).

[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.

END OF CHECKLIST