

# **CLUB DIRECTORS HANDBOOK**

**New Club Setup and Activation of Previous Clubs will start September 1 each season and run through January 15.**

**TO START A NEW CLUB** – send an email to the Sun Country Registrar ([registrar@suncountryvb.org](mailto:registrar@suncountryvb.org)) requesting a new club setup. Be sure to include the following information:

- Club Name (please include town/location in club name)
- Club Director Name (Club Contact) \*
- Club Address (where club will receive mail)
- Club Director Email (email address for all club & tournament information)
- Club Director Phone (preferably cell number for contact day/night during club season)
- Club Web Address (not necessary)
- Anyone needing additional Admin Access for the club\*\*

\*Club Directors must meet the following requirements before a club will be set up –

1. Current (covering the upcoming season) USAV Adult membership
2. Current USAV background screening
3. Current SafeSport Certification

\*\*Those needing Admin Access must meet the above requirements as well before admin access to the club will be granted.

All new club directors and admins are required to attend New Club Director's Orientation in their area for the first two seasons in order to familiarize themselves with rules and regulations of USAV and SURVA.

## **REGISTER FOR MEMBERSHIP WITH USAV AND SUN COUNTRY:**

- 1) Go to our website [www.suncountryvb.org](http://www.suncountryvb.org)
- 2) Click JOIN in the middle of the home page
- 3) Click REGISTRATION
- 4) On the next page choose the **RED TAB** that's best for you. If you have ever had a USAV Membership you need to continue to use that membership. If changes need to be made or you don't have your login information please contact me. Continue

through the membership application to complete your membership and submit for a USAV background screening.

### **REGISTER FOR SAFESPORT TRAINING:**

- 1) Log in to your USAV account.
- 2) Click on USAV Clinics and select USAV Coaching Clinics on the left
- 3) Select Core Center for Safe Sport Training, click on the Blue Participant Registration tab and complete the registration.
- 4) To access coursework, click on the Log into USAV Academy button on your membership. Take all three modules for certification. Print your certificate at the end of the course.

### **TO REACTIVATE A CLUB FROM A PREVIOUS SEASON -**

1. Send an email to the Registrar ([registrar@suncountryvb.org](mailto:registrar@suncountryvb.org)) and request reactivation of the club. Be sure to include all club contact information. Please include anyone you would like to have admin access to your club. Should the club have a new director include all their contact information.
2. Renew your USAV membership.
3. Renew your USAV background screening, if needed (background screenings are good for two years).
4. Renew your SafeSport Certification, if needed

ONCE YOUR CLUB IS SETUP OR ACTIVE IN WEBPOINT you will be notified.

Once the club is active it will be listed in the dropdown box under Club Selection. Adults will be able to choose their club at the time of registration once the club is listed. Juniors will not be able to choose a club until October 20th or after.

Anyone wishing to play or be a coach or chaperone on a team must be a registered USAV member with all requirements met to be listed on the roster and eligible to participate in Sun Country Region Tournaments.

### **COACHES MUST MEET THE FOLLOWING REQUIREMENTS –**

1. Current USAV Adult Membership
2. Current USAV Background Screening (good for 2 years)
3. Current SafeSport Certification
4. Impact Certification (Online On Demand or Classroom)
5. Coaches Region Ref/Score Clinic Course (see below)

## **PLAYERS MUST MEET THE FOLLOWING REQUIREMENTS -**

1. Current USAV Junior Membership
2. Juniors Region Ref/Score Clinic Course (see below)

## **REF/SCORE CLINICS FOR ALL JUNIORS AND COACHES:**

Due to the confusion and issues with only having some teams and players complete Ref/Score Clinics it is now required that all players and coaches take their respective Ref/Score Clinic before they can be placed on a roster. This includes all teams that will be participating in any tournament either within the Sun Country Region or out of region.

### **Instructions for Completing the Ref/Score Clinics:**

- 1) Login to your USAV Membership
- 2) Click on Region Clinics on the left
- 3) Click on Region Ref/Score Clinics on the left
- 4) Under the course you are needing to complete Click on the blue tab "Participant Registration" to register for the course, this will link your membership to the course so you get credit for it.
- 5) Complete the entire clinic to get credit for the course.

Coaches - must complete SURVA 19-20 COACHES REF/SCORE CLINIC

Juniors - must complete SURVA 19-20 JUNIORS REF/SCORE CLINIC

### **IMPACT CERTIFICATION FOR COACHES (On Demand):**

- 1) Login to your USAV Membership
- 2) Click on USAV Clinics on the left
- 3) Click on USAV Coaches Clinic
- 4) On 2019-2020 Impact On Demand course click the Blue Participant Registration button and register for the course. Continue through the clinic to complete the course. All modules must be completed in order to get your certification. While this is a great way to get your Impact for that first tournament it does not take the place of a classroom interactive setting. Check the Sun Country website for possible classes in your area.

**AVOID USING EXPLORER FOR TAKING ONLINE COURSES. IT DOES NOT WORK WELL WITH THE WEBPOINT CLINICS. PLEASE USE ANOTHER SYSTEM SUCH AS FIREFOX OR CHROME.**