

Establishing a Junior Club in the Great Lakes Region

Before beginning this new venture, it's a good idea to examine your motives for doing so. Is it because you have a love for the sport? Do you want to provide a needed service with good coaches? Do you want your own children to have a place to participate? Do you think that this could be a career for you? Whatever your reasons, welcome to the Great Lakes Region (GLR) of United States Volleyball (USAV)!

As the club director, it is your responsibility to maintain the highest standards for your program and to set a good example for those in your program. United States Volleyball (USAV) is the National Governing Body (NGB) for the sport of volleyball; therefore, as a member club, your goals and objectives must primarily be concerned with the welfare and personal development of each junior athlete.

In order to start a club in the Great Lakes Region, the designated Club Director must first notify the Region Office (greatlakesvolleyball@glrvb.com) to get the club name approved and to get set up in both Webpoint and on the Region Website. The Region will also need the director's name, address, phone, and email information. Each club is issued a login and password to the Region Website once the club has been approved and set up in both areas.

Club Directors should read the Great Lakes Region By-Laws, Region Handbook, and the Tournament Directors' Guide in order to familiarize themselves with the GLR rules and regulations. These documents can be found under the Publications link on the website at www.greatlakesvolleyball.org.

New Club Directors should start thinking about the following:

- goals and objectives – fitness, volleyball skills, competition, team work, social interaction, good sportsmanship, respect for rules and regulations, respect for teammates, opponents and officials
- participation – broad and inclusive or elite
- coaches – training and IMPACT certification
- competition – league play or separate tournaments
- budget
- equipment – nets, poles, referee stands, scoreboards, score tables
- awards if given
- injury policies
- insurance
- transportation
- website

- tryouts

Teams

- Organizing teams – boys, girls or both
- Deciding which age groups you'll organize – volley kids, 10 and under, 12, 13, 14, 15, 16, 17 and/or 18
- Deciding on the type of program you'll run – elite, broad participation or a combination

Recruiting

- The development of a new junior club is encouraged and the Region will help you get started. However, the Region will take any and all action necessary to preclude any unethical behavior or recruiting. See the Recruiting Policies listed in the Region Handbook for details.

Coaches

- For the head coaching positions, find qualified, knowledgeable, IMPACT certified staff, who are at least 18 years of age. Each coach must be at least two years older than the age group he/she is coaching. For the safety of our junior athletes, all adults affiliated with a junior club and/or team (club representative, team representative, coach, assistant coach, trainer, chaperone, etc.) must agree to a background screen which will be performed every two years in the Great Lakes Region. The background screen must be performed by the approved search company of USAV. There are no exceptions to this rule. Only those individuals who pass the background screen will be allowed to work with junior clubs/teams. A SafeSport Certification is also required per the National Office for any adult who is affiliated with a Junior Program.

Facility and Tryouts

- Decide where your facility will be located and how many courts will be needed. The number of teams your club will have helps determine the number of courts you'll need.
- Tryouts – Please see the tryout portion of the Region Handbook for suggested tryout dates.
- Restrictions for girls: Great Lakes Region athletes who are still in competition or practicing with their high school teams are not allowed to participate in any athletic demonstration, drills or athletic fitness testing at a tryout. Athletes may attend and sign up for tryouts to let clubs know that they are interested and to arrange for a future tryout date after they have completed their high school seasons.

Please note that it is not mandatory for an athlete to attend your club's tryout if the athlete desires to commit to your club and you are willing to accept that athlete. Clubs are encouraged to post their tryout dates on the Region Website. The club's login and password will give you access to posting tryout information.

Competition and Practices

- Number of practices per week
- Day(s) and dates of practice
- Hours per week
- Traveling teams
- House leagues
- Number of tournaments
- Post-season competition

Budget Items to Consider:

- Facility
- Uniforms
- Equipment
- USAV membership for club personnel associated with your club (club directors, coaches, assistant coaches, club and team representatives, trainers, managers, chaperones) if the club will be paying for these memberships. All players must register but will pay their own fees.
- Tournaments- How many per month?
- Coaches' salaries
- How will the program be financed?
 - Monthly dues
 - Fundraisers
 - Solicitations from local merchants
 - Solicit a large company to sponsor the club or a specific team
 - Combination of the above

Develop a Handbook

- Club philosophy
- Organization structure
- Tryout information

- Parents' meeting- potential players and at least one parent or guardian for each player should attend a meeting. Introduce yourself and then your coaches telling of your/their expertise; explain how the program operates; discuss methods of payment; tell how tryouts will be held; and tell them that recruiting is illegal. Players cannot recruit other players and they cannot be recruited. ➤ Team selection and playing policies
- Responsibility and code of conduct
- Communication – Use email, regular mail, telephone, fax and in-person communication; do it regularly.
- Teams, tournaments and coaches
- Uniforms – Refer to the current rule books for these requirements.
- Financial obligations
- Length of season, number of practices per week
- Length of practice
- Competition – Enter tournaments and leagues ASAP; they fill quickly
- Donations and Fundraisers
- Injury policy
- Medical release form – The club director as well as each individual coach should have a copy of the Medical Release form for each player at all practices and competitions in the event of an emergency. Do not send these forms to the Region; keep them for your own use.
- Warning – All sports, including volleyball, could potentially cause serious injury to the participants. All participants must be warned of the potential dangers.
- **Develop a club participant contract for athletes and their parent(s) or guardian(s) to sign.**

Request Liability Site Insurance Certificates from the Region

USAV provides site liability insurance for all practice and tournament sites. Certificates of Insurance are issued to the club for each site used. Request forms are available on the Region website under our Publications link under Forms. Certificates are renewed annually and are good from Sept 1 until August 31 of each year. Contact Kim Greenback at kim.greenback@glrvb.com for more information.

Incorporation Procedures

It is recommended that you incorporate your club. You may use any accounting firm; but if you don't have a firm, you may contact the Region's accounting firm: 4Wealth Financial Group, LLC (708-695-5300) or email Peter Recchia,

precchia@4Wealthfg.com and mention that you're forming a club in the Great Lakes Region of USAV.

Additional information

- R2 and scorekeeping clinics are offered free of charge to junior clubs; contact Mary Malpede marymalpede@comcast.net.
- Newsletters are posted on our website three times a year.
- Website – <http://www.greatlakesvolleyball.org>
- Handbook – Go to the Region website and download the latest version of these documents.
- Insurance – All memberships include a secondary sport and accident insurance policy. Facilities for sanctioned events, including practices, are covered with a \$2,000,000 General Liability Policy. Details concerning these policies can be found under the Publications link and then forms.
- Board of Directors' Insurance – If your club is incorporated, it is recommended that your Board purchases Directors' and Officers insurance (D&O). Contact Donna Smith for more information on this type of policy.
- Any other questions or concerns contact Sandy Abbinanti 630-986-9000 ext 112 or sabbinanti@comcast.net

A minimum of 60 Days Prior To Registration

Program Planning

Map out your Program

Determine:

- Cost to participate
- Number of participants
- Divisions and level of play
- Power League competition or single tournament dates
- Dates and locations for tryouts and practices

Consider:

- Number of coaches needed
- Cost for renting/owning practice and competition facility
- Request USAV insurance for your facility
- Costs for uniforms and equipment
- Establish a registration refund policy
- Create or review contracts, legal waivers & forms

Update website and listings

- Create or update website content to reflect a new season
- Create a practice and competition schedule and list it on-line

Update clubs, leagues, and teams

- Activate your next season both with Great Lakes Region and AES
- Note: Make sure your teams, leagues, and divisions are accurate

Begin raising money

- Find local and national sponsors
 - Start a fundraising campaign
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30 Days Prior To Registration

Registration

Contact Kim Greenback at kim.greenback@glrvb.com

- Provide details to begin club registration
- Get advice on the upcoming season
- Request Certificates of Insurance for practice sites

Create a communication plan

- Determine how and when you will reach out to former and prospective athletes for the upcoming season. Review the GLR recruiting policies.
- Encourage past participants to return for another season
- Plan social media posts, make sure accounts are updated

Begin coaching search

- Create and collect applications for coaching positions
- Have each applicant complete a background check
- Develop a coaching application form
- SafeSport requirements are always evolving, make sure you're up to date with the latest initiatives and mandates by contacting the Region Office (630) 986-9000

Registration Opens

Market your programs

- Execute your communications plan
- **Marketing is defined as follows:**
A legal tool of promoting a GLR/USAV Junior club through displayed flyers/brochures, newspaper ads, or direct mailing to an entire geographic area when addressed to "occupant." Marketing may be used for camps, clinics, tryouts and/or private lessons.

No unsolicited information may be given concerning a GLR Junior club when holding a camp, clinic or private lesson.

Regularly check registrations

- Set up and track incoming payments
- Create and run financial and member reports

Conclude search for coaches

- Select and hire coaches
 - Ensure coaches have a minimum of IMPACT certification, SafeSport Training and have completed background checks
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Tryouts

Team Selection

- Complete player tryouts
- Organize and build teams

Great Lakes Region Dates:

- Boys-- First Tuesday following Labor Day
- Girls' 14 and underage divisions – First Sunday in October
- Girls' Non-Varsity Illinois High School Association Players– Sunday prior to the start of the IHSA State Competition
- Girls' Varsity Illinois High School Association Players – After their high school is eliminated from IHSA State Competition.

Create Rosters

- Add players, coaches, and staff to teams in WebPoint to be cleared by GLR staff
 - Each team **MUST** include at least 6 players and 1 head coach who has fulfilled all yearly requirements
- Setup Club in AES
 - Create teams
 - Data import players and coaches from WebPoint
 - Build Rosters

Communicate schedules/team information

- Send messages to teams and families
- SafeSport requirements
- **SOCIAL MEDIA & ELECTRONIC COMMUNICATIONS:**
 - If a minor athlete communicates to an adult (with authority over the minor athlete) privately first, said adult should respond to the minor athlete with a copy to another adult or the minor athlete's legal guardian. When an adult communicates electronically to the entire team, said adult will copy another adult. Minor athletes may "friend" the organization's official page, but not the "Applicable Adult." Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication."

Send invoices

- Collect additional fees (tournaments, roster-based fees, uniforms, etc.)
 - Offer payment terms/plans to those that need it
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Season Starts

- Register for Tournaments in AES and/or find GLR sanctioned Tournaments on our website.
- Yearly team fees (\$15.00/team paid to GLR in April/May)

Questions?

Contact your Great Lakes Region Office.