

Great Lakes Region



Volleyball Association

## *Establishing a Junior Club in the Great Lakes Region of USAV*

Before beginning any new venture it's a good idea to ask why?

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 play? Do you think that this could be a career for you? Whatever your reasons, welcome to the Great Lakes Region of United States Volleyball (USAV)!

You should also start thinking about:

- goals and objectives – fitness and volleyball skills, competition, team work, social interaction, good sportsmanship, respect for rules and regulations, respect for teammates, opponents and officials
- participation – broad & inclusive or elite
- coaches – trained and IMPACT certified
- competition
- budget
- equipment
- awards
- injury policies
- insurance
- transportation
- website

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

### 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
- Choosing your club's goals and objectives
- Finding players and the flip side, avoiding illegal recruiting. The development of new junior clubs is highly encouraged and every assistance will be provided to help you get started. However, the Region will take any and all action necessary to preclude any unethical behavior or practices documenting recruiting. You may market your new club through flyers, brochures, newspaper ads and direct mailing to an entire demographic area when addressed to "occupant". You may speak to a prospective club player when a junior athlete solicits information about your club either personally or through their parent or guardian, did not play with any USAV junior club the previous season or a junior athlete who has never played with a USAV junior club. You and/or any member of your club may recruit a committed club player, this is a junior athlete who has played in a USAV sanctioned event in the current season or played with a USAV junior club/team in the previous season. Recruitment is defined as personal correspondence with a committed USAV Junior Club player via email, regular mail, telephone, text message fax or face to face contact.
- Finding qualified, knowledgeable IMPACT certified coaches, who are at least 18 years of age or older for the head coach. 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.

### Facility and Tryouts

- Decide where your facility will be located and how many courts you'll need. The number of teams your club will have helps determine the number of courts you'll need.
- Tryouts – Restrictions for boys: No tryouts may be held prior to the first Tuesday of September, following Labor Day. For the 2008-09 season, the first date try outs are legal will be September 2<sup>nd</sup>. 2008.
- Restrictions for girls: Athletes who are still competition or practicing with their high school team are **not allowed** to participate in any athletic demonstration, drills or athletic fitness testing at a tryout. Athletes may attend and sign up for a tryout to let the club know that they are interested and arrange for a future tryout date after the athlete has completed her high school season.

For the 2008-09 season the first legal tryout date for high school age athletes (15-18) will be Sunday, October 26, 2008.

Please note that it is not mandatory that an athlete even attend a 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. Each club is given a login and password to access this area of the Region Website. In order to receive a login and password the club director must notify Donna Smith (smithgrvb@aol.com) telling her the club name, director's name and contact 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

- Facility
- Uniforms
- Equipment
- USAV membership for everyone associated with your club – all club directors, coaches, assistant coaches, club and team representatives, players, trainers, managers, chaperones and anyone on your Board of Directors must be USAV members
- Tournaments
- Coaches salaries

### How will the program be financed?

- Monthly dues
- Fund raisers
- Solicitations from local merchants
- Solicit a large company to sponsor your club or a specific team
- Combination of the above

### Develop a Handbook

- Club philosophy
- Organization structure
- Tryout information
- Athlete-Club contract
- Parent's meeting- potential players and at least one parent or guardian for each player must attend a meeting. Introduce yourself and then your coaches telling of your/their expertise, explain how the program operates, discuss methods of finance, tell how tryouts will be held, and tell them that recruiting is illegal. Players cannot recruit other players and they cannot be recruited.
- Release and Waiver form – player(s) and parent(s)/guardian(s) must sign and acknowledge the release and waiver form before they join the Great Lakes Region of USAV
- Team selection policy
- Responsibility and code of conduct
- Communication – email, regular mail, telephone, fax and in person; do it regularly
- Teams, tournaments and coaches
- Uniforms – refer to the current rule books for these requirements

- Financial obligations
- Length of season
- Practice time
- 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 all players 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 for liability reasons.
- Telephone tree
- Any other pertinent information

Develop a club participant contract for athletes and their parent(s) or guardian(s) to sign.

Please see the sample page included with this information.

Request Liability Site Insurance Certificates from the Region.

These forms are available on the Region website as well as included in your membership packet.

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, Leonard and Company CPA (708 456-9122) or Pete@Leonard-CPAs.com please mention that you're forming a club in the Great Lakes region of USAV.

Additional information:

- A sample Club Handbook is available upon request– contact Donna Smith if you are interested.
- R2 and score keeping clinics are offered, free of charge, to junior clubs; contact Mary Malpede marymalpede@comcast.net
- Newsletters are found on line three or four times a year on our website
- Website – <http://www.greatlakesvolleyball.org>
- Handbook – go to the Region website and download the latest version of these documents
- Insurance – All junior volleyball clubs/teams will be provided secondary medical insurance up to \$25,000 for participation in USAV sanctioned event as part of the Great Lakes Region registration fee. Facilities for sanctioned events are covered with a \$2,000,000 General Liability Policy
- Board of Directors' Insurance – if your club is incorporated it is recommended that your Board purchases Directors' and Officers insurance. Contact Donna Smith.
- Any other questions or concerns contact Sandy Abbinanti 708 254-7200 or sabbinanti@comcast.net

**SAMPLE VOLLEYBALL CLUB PARTICIPATION CONTRACT**

**SECTION 1 Conditions of Participation**

We, the parents/guardians of \_\_\_\_\_ have read the enclosed information concerning the policies and practices of the \_\_\_\_\_ Volleyball Club (hereafter called the "club"). We agree, that having been selected to a team, to let him/her join the club for the USAV 20\_\_ season.

We understand that we are responsible for all fees due by the player as well as his/her transportation to \_\_\_\_ practices per week beginning in \_\_\_\_\_ and to \_\_\_\_ local tournaments per month beginning in \_\_\_\_\_.

Team travel will be optional, however, maintaining membership on a specific team will be at the discretion of the director of the club. Promotions and demotions are possible depending upon the development of the individual player including his/her commitment, coachability, behavior, etc.

We have read the material provided and understand the time commitment involved in practice and competition. We have reviewed the fee schedule in section 2 of this agreement and understand that the individual must pay all fees in full regardless of the duration of participation. This is due to the fact that membership in the club is limited and others were denied a position by your acceptance of a position in the club.

Understanding the stipulations and having discussed these with our child, we agree to and will support his/her participation in the club. We understand that once registered with and having competed with the club, the player will be unable to transfer clubs and compete in USA Volleyball Regional and Junior Olympic Volleyball Championships.

SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian

As the player, I understand the commitment I am making to the club and I am willing to commit myself to the program and my teammates for the USAV 20\_\_ season.

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_  
Player

**SECTION 2 Membership Fees**

The undersigned player and parent/guardian, hereafter designated as member, agree to accept membership in the \_\_\_\_\_ volleyball club for the 20\_\_ season. Membership entitles the member to participate in practices and local tournaments designated by the club. Equal opportunity to participate will be provided during practice, however, on court time at tournaments is not guaranteed, but is to be determined by the club staff.

The total annual membership fee of \$ \_\_\_\_\_ includes both dues and expenses and is due in full upon becoming a member. The annual fee may be paid in full by January 1st. Payment schedule 1 or may be financed via the club, payment schedule 2. In lieu of either schedule 1 or 2 a personalized payment plan may be arranged with the director of the club. Members shall pay installments of the time balance (amount financed) hence, the amount of credit provided to the member, together with any and all such sums as are herein agreed to be paid to the club at its address, etc. This agreement includes the terms contained further on in this document all payment plans require an additional refundable uniform deposit of \$ due January 1, 20\_\_. Equipment will not be distributed until the deposit is received.

All payment plans require an additional non-refundable uniform deposit of \$ \_\_\_\_\_ due January 1, 20\_\_. Equipment will not be distributed until the deposit is received.

**PAYMENT SCHEDULE 1 TOTAL \$**

<u>TYPE</u>	<u>FEE</u>	<u>DATE DUE</u>
Expense	\$	January 1
Expense	\$	February 1
Dues	\$	March 1

**PAYMENT SCHEDULE 2 TOTAL \$**

<u>TYPE</u>	<u>FEE</u>	<u>DATE DUE</u>
Expense	\$	November 15
Expense	\$	December 1
Dues 1	\$	January 1
Dues 2	\$	February 1
Dues 3	\$	March 1

**Payment schedule 1:** A late payment fee of \$10.00 applies 15 days after due date. If full payment is not received by February 1st than shift to schedule 2.

**Payment schedule 2:** A late payment fee of \$10.00 will be assessed 15 days after due date. Interest will be charged at 12% beginning March 15 on the remaining balance.

This agreement, together with any attachment(s), will be governed by the laws of the state, supersedes all prior oral or written representations or communications between the parties, constitutes the entire understanding of the parties regarding the subject matter of this agreement, and may only be modified or amended by a written supplement signed by both parties.

Check the plan you intend to use.      **SCHEDULE 1** \_\_\_\_\_      **SCHEDULE 2** \_\_\_\_\_

Read, acknowledged and agree to this date: \_\_\_\_\_ 20\_\_

Signature: \_\_\_\_\_ Driver's License # \_\_\_\_\_  
(Parent/Guardian of Player)

Address: \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

Signature: \_\_\_\_\_  
(Player)

In event of default, this obligation is referred to an attorney, and/or a collection agency, the member agrees to pay, over and above their liabilities, reasonable club attorney fees, court costs and the cost of collection.

By use of the facilities provided by the VBC, the member expressly agrees that the VBC shall not be liable for any damages arising from personal injuries sustained by the member or her guests(s) in, on, or about the premises of the said facilities and further agrees the VBC shall not be liable for any loss or theft of personal property. Members assume full responsibility for any injuries, damages or losses which may occur to the member or guest, in or about the premises of said facilities and does hereby fully and forever release and discharge the VBC, owners, employees and agent from any and all claims, demands, damages, rights of action, or causes of action, present or future, whether the same be known or unknown, anticipated, or unanticipated, resulting from or arising out of the member's or guest's use or intended use of the said facilities or the facilities and equipment thereof provided, however, that nothing contained shall release or discharge the VBC from its negligence or the negligence of employees, or officer.

Member warrants, represents and agrees that the member is in good physical condition and that she has no disability, impairment or ailment that prevents her from engaging in active or passive exercise that will be detrimental to her health, safety, comfort or physical condition if she does so engage or participate. It is recommended that everyone consult his or her own physician before beginning any exercise program. Members shall not be relieved of their obligations to make any payment herein agreed to and no deduction or allowance from said payments shall be made, by reason of the absence or withdrawal of the member from membership or by reason of the member's failure to attend or use the facility.

The undersigned has received, read, understands and agrees to abide by and cause family members and guests to abide by the rules and regulations of the club as they now exist and as they may from time to time be amended or supplemented.

This agreement is not assignable or transferable by the member without the specific agreement and approval of the club. That due to the fact that damages under this agreement are difficult to ascertain, the parties mutually agree that in the event of a default the club is entitled to receive the entire contract balance due as liquidated damages plus all delinquency fees as prefaced herein. This agreement, together with any attachment(s), will be governed by the laws of (state), supersedes all prior oral or written representations or communications between the parties, constitutes the entire understanding of the parties regarding the subject matter of this agreement, and may only be modified or amended by a written supplement signed by both parties.

Read, acknowledged and agreed to this date, \_\_\_\_\_, 200\_\_

Signature: \_\_\_\_\_ Driver's License # \_\_\_\_\_  
(parent/guardian)

Signature: \_\_\_\_\_  
(player)

Sign all copies of this agreement, return one copy to the VBC, and keep one copy for your records.