

# How To Establish A Junior Volleyball Team

## In the Carolina Region of USA Volleyball

Download a current Junior Registration Packet from the Forms section of our web site. Packets are usually updated for the next season in September of each year.

- A. If interested in becoming a non-profit organization, contact the North Carolina Secretary of State for information on the steps needed to take to incorporate. They have a booklet "Incorporating Your Non-Profit in North Carolina" that explains the steps needed. Go to [www.sosnc.com/corporations](http://www.sosnc.com/corporations) and click on Guidelines to Incorporating: Nonprofit Corporation or call 919.807.2225. NOTE: Incorporating as a non-profit organization is NOT required in order to register a team/club with the Carolina Region (it just may help with some of your fundraising efforts!). Also, please see our information sheet on tax considerations for Junior clubs on the Forms section of our website.
- B. Decide on what type of program you will have:
  1. Boys, Girls or both.
  2. What age groups will you have? (18, 17,16, 15,14, 13, 12 or 10 and under- youth)
  3. What will be your club's focus, your goals and objectives?
    - a. All comers - everyone plays.
    - b. Elite - accept only the best.
    - c. A combination.
- C. Recruit any other coaches you will want or need in this program. Each team must have its own adult (18+) coach. Every team must have an adult coach who is IMPACT certified at every practice and tournament. Each coach (Head or Assistant) must be a registered Carolina Region/USAV member and at a minimum, IMPACT-certified. Each coach must be at least two years older than the age-group she/he is coaching. For the safety of our youth, all adults affiliated with a Junior team (including but not limited to the club rep, team rep, coach, assistant coach, trainer, chaperone) must agree to and pay for a background screen to be performed at minimum every two years while members of the Carolina Region.
- D. Decide how the program will be financed:
  1. Regular monthly dues.
  2. Fund raisers.
  3. Solicitation of local merchants in your community to donate to the program.
  4. Solicit a large company to sponsor a team or your whole club.
  5. A combination of the methods above or other means.
- E. Find a place to practice and a place to hold your tryouts. There will be TWO announced tryout periods available to clubs. (1) Clubs may begin holding tryouts on Saturday October 23, 2010 for the following age groups: 14's, 13's, and 12's. (2) Tryouts for the 15's, 16's, 17's, and 18's age groups should be held beginning Sunday, November 7, 2010 (after NC High School State Championships). Contact the Region Office as soon as possible when your tryout dates are known, so the Region can post an announcement on its web page (we will not post any tryouts not in compliance with above dates). The Region has instituted a signing date this season – no clubs may force a player to commit to their club until NINE days after the tryout period for that age group begins (Nov 1 for 12's -14's; Nov 15 for 15's – 18's; players may voluntarily commit before then). All clubs/teams with tryouts just before or after the signing dates are encouraged to allow at least a 7 day waiting period after their tryouts before requiring players to commit to the club (so players may tryout with more than one club). If you would like your tryouts to be sanctioned and thus covered under our insurance policy, contact the Region Office for details (Event Sanction Request Form is required to be submitted, all coaches must have a current background screen on file, and all participants must be current members of the Carolina Region/USAV).  
*NOTE: Clubs should take every precaution to ensure compliance with the North Carolina High School Athletics Association.*
- F. Finding Players:
  1. Contact potential players:
    - a. Through flyers to the local schools
    - b. Through media advertising or web site postings
    - c. Direct mail or email to established mailing lists – mailings may only announce the tryout date(s) for the club and introduce the club in general.
    - d. A combination of the above methods
  2. Recruiting:

Clubs and individuals are permitted to attempt to recruit a player to play with their club at any time. Once a player has committed to a particular club in a specific season, any recruitment can only be for a future season. Players and families have the right to inform other clubs that they have signed a *Letter of Commitment* with a club and request not to be contacted in the future. Other clubs must respect and honor this request and may not denigrate other clubs while promoting their own club. **Please see the Carolina Region's statements on Recruiting available at the Region website for more information.**

3. The Carolina Region expects all coaches and club representatives to honor the Junior Club Personnel Code of Ethics and Participant Code of Conduct that they agree to uphold each season which addresses appropriate behavior towards athletes and their families.
  4. Conduct a meeting with potential players and at least one guardian/parent of each player.
    - a. Introduce your coaching staff and their qualifications.
    - b. Explain how the program will operate.
    - c. Discuss the methods of financing the program.
    - e. If the meeting is held before tryouts explain how tryouts will be conducted.
    - f. You must tell both the players and their parents that they can be seriously injured playing volleyball. This must be done for liability insurance protection.
    - g. You must tell both the players and their parents or guardians that they must sign/acknowledge a release and waiver form before they join the Carolina Region/USA Volleyball.
    - h. You should tell them about the Carolina Region Recruiting Statement and Participant/Spectator Behavior Policy (both available at the Region's website).
- G. Select the team or teams. Have all players and staff apply for Carolina Region membership online ([www.CarolinaRegionVB.org/Registration/](http://www.CarolinaRegionVB.org/Registration/)). A completed (application and payment either by mail or online) are due into the Region Office at least one week before participation in a sanctioned tournament. Registrations by November 1 qualify for our lowest rates!). The Coach should keep the Medical Release Forms for all players with him/her at all practices and tournaments in the event of an emergency (do not send these forms to Region).
- H. Get a commitment from parents as to what their assistance to the program will be.
- I. Begin to practice. If you want your practices sanctioned for insurance purposes, complete and return the Event Sanction Request Form.
- J. Enter tournaments as early as possible because they may fill up fast. Deadline for all tournaments is three weeks in advance. Teams may enter more than one tournament at a time with only one check, but there should be one Tournament Entry Form included per tournament entered (if paying online, an entry form is not required).
- K. **Additional Information For Junior Programs/Clubs:**
1. **Mature Leadership** - All teams must have adult participation for the program to succeed. Each team must have at least one adult coach over age 18. All adults affiliated with a junior team must be in good standing with the Carolina Region and pass a background screen.
  2. **Officials** - Each team must provide two certified referees, a scorekeeper, and an adult all listed as certified on the roster (certification means they have attended a clinic and passed the appropriate test for qualification).
  3. **Coaches** - Each team must have adult coaches that are at least two years older than the age group they are coaching (minimum age of 18) and all players' parents must be advised of this requirement and the methods by which it will be satisfied. The USAV IMPACT Course (or CAP) must be completed before a person may coach in any Carolina Region sanctioned tournament.
  4. **Clinicians** - The Carolina Region will provide knowledgeable leadership to conduct clinics. If you would like to Host your own Official's Clinic, follow the steps and fill out the form included at the Officials section of our website.
  5. **Carolina Region Fees** - All players, coaches, team reps, club reps, and adult Chaperones will be required to register with the Carolina Region/USAV. If your club is incorporated, it is recommended that the Board of Directors purchase Director's & Officer's insurance. The Region Office has information on this coverage at our Forms section of our website that is provided by USA Volleyball's insurance provider.
  6. **Insurance** - All Junior Volleyball teams (players, coaches and other registered members) will be provided secondary medical insurance up to \$25,000 for participation in USAV sanctioned events as part of the Carolina Region registration fee. Precautions must be taken for the unwanted possibility of injury. Additionally, sanctioned events are covered with a \$2,000,000 General Liability policy (to aid in renting facilities for practices and tournaments). A Certificate of Insurance form can be requested using the applicable form from our website.
  7. **Newsletters** – The Carolina Region produces an online newsletter, *Carolina Volleyball Review*, 3-4 times yearly for all its members. All members should read the newsletters when they come out for important information. Printed copies will be available upon request.
  8. **Handbook** – The Carolina Region produces an online Handbook that contains the Carolina Region Operating Code, Bylaws, tournament information, Insurance information, Board of Director information, directions to facilities, and more. Go here to download the latest version (Red menu) – [www.CarolinaRegionVB.org/Juniors/](http://www.CarolinaRegionVB.org/Juniors/)
  9. **Web Site** – The Carolina Region maintains a continuously updated web site at <http://www.CarolinaRegionVB.org/> Tournament schedules and results, clinic dates, operating policies, and links to much more information on Carolina Region volleyball can be found at this site. You can also find a Forms section that has all the forms you will need and examples of previous year's Registration Packet.

If you have any additional questions, please contact the Region Office at (336) 766-3581 or [office@CarolinaRegionVB.org](mailto:office@CarolinaRegionVB.org).