

Starting a New Junior Volleyball Team

This document provides information on starting a new team in the Chesapeake Region of USAV.

Who can start a team?

Anybody can start a new team. It isn't difficult but will require some organizational and administrative effort.

The primary ingredients are:

Players	Most teams are 10 players which allows for unexpected events along with rotational balance. 8 is the recommended minimum number of players for a team.
Coach	A coach may be anybody from a parent that has played before to a motivated individual that understands how to work with Juniors.
Team Representative	The team representative is responsible for the administrative duties of registering the team with the Region and applying to tournaments. They also are the conduits of information from the Region to the team and parents during the season. This position can be served by the coach, club director or a parent depending on the approach used by the club.
Money	Unfortunately volleyball requires money. See the section on finances.
Practice Facilities	Practice facilities can be found at local school, YMCA/YWCA or church gyms.

The following sections summarize the important issues. Additional questions should be directed to the New Club Coordinator, the age group coordinator, or the Juniors Administrator

Team vs Club

Single teams unaffiliated with an existing club are welcomed and important to the growth of the sport. A single team is effectively a small club.

The Region works primarily through clubs for efficiency reasons. Single teams will need to register with the Region as a club. The official point of contact is the club director and serves as a conduit of information to the rest of the club. Besides the fall organizational meeting, most communications are via e-mail and information posted to the Juniors web page.

A new team may form at any time during the season and may start playing in tournaments after the players and adult leaders are registered.

First Steps

Once a decision is made to start a new club, the following are first steps:

- Take time to organize the information everybody will want quickly:
 - o Club name
 - o Philosophy
 - o Team(s) and coaches
 - o Initial budget and cost to players
- Contact the Junior Administrator and provide information for posting on the CHRVA club listing.
- Start spreading the word locally there is a new club.
- Register adults (after Sept 15th).
- Order initial equipment.
- Review the recruitment policy and tryout guidelines
- Arrange tryout facilities and schedules:
- Send the tryout information to the Juniors Administrator for posting on the web site.
- Arrange practice facilities
- Request insurance certificates for all tryout and practice facilities.

Guiding Documents

On the Chesapeake (CHRVA) web site, www.chrva.org, there are web pages focused on several areas. The important ones are Juniors, News, and Officials.

The Juniors tab has two document sections that contain useful documents. Start with:

- The Coach's Guide contains information needed for playing tournaments in the Chesapeake Region and should be the 1st document read. It is required reading for all adult leaders and recommended reading for all players and parents.
- Most of the other documents and forms are needed in planning the season.

The rules that guide playing in the Region come from two sources: USAV at the national level and CHRVA Handbook at the regional level.

- The Chesapeake Region is primarily concerned about the administration and support of teams and tournaments. The Region's handbook can be found at the tab titled About CHRVA on the main web page.
- USAV is primarily concerned with the play of the game and player nurturing. The web page <http://usavolleyball.org/resources/officials-rules> contains links to most of the USAV national documents and competition guidance.

Dates

The following are approximate dates for the Juniors season:

- A Fall General Meeting for Club Directors is held around the 3rd week of October. The meeting covers many important areas & changes for the upcoming season and provides a discussion forum for Juniors related issues.
- Tryouts for most age groups can start around the middle of November.
- Impact, Referee, and Scorekeeper clinics are held during December and January.
- Tournament play starts the 1st weekend in January for the older age groups and later in the month for the younger age groups.
- The Chesapeake Regional tournament is typically held in the 6 week period from the end of March to the end of April. For most ages there are Open and Club divisions. There are usually enough slots so that those teams that have played in two CHRVA tournaments can play in the Regionals.
- Juniors continue to hold tournaments in the Region through the middle of May.
- Many teams go to Memorial Day weekend tournaments outside the Region.

Club Identification & Contact Information

All clubs must maintain Club identification and contact information with the Juniors Administrator. This information makes sure the Club Director gets the necessary Region information. It also is used as the published contact information on the CHRVA web site for use by prospective players wishing to contact the club.

Player Registration

All players must be registered with the Region before they can tryout or play in a tournament. This requires the online registration form filled out, registration fee paid, and registration number issued by the Region's Registrar. For Juniors, it is expected that parents/guardians will complete the registrations since a credit card will be required for payment and parental agreements to be made.

For Tryouts, it is strongly recommended that:

- A parent completes a temporary (“one event”) registration for the player. After accepting an offer from a Club, the full membership will need to be completed. The funds already received will be credited.
- Leave the Club designation as “Undecided” until an offer is received and accepted. Many players attend tryouts at multiple clubs and changing the club designation is an administrative headache for the Club Director.
- Take a printout of the temporary registration to tryouts. The clubs/teams can’t allow players on the court that haven’t received an USAV registration.

Adult Registration

All adult leaders must also be registered including background checks. This includes adults that are court side, such as trainers, or adults performing work team duties. Registration may take a few days while bi-annual background checks are completed.

Adult Background Checks

Background checks (and registration) are required of all adults supporting Junior volleyball programs. Important points include:

- Any adults working with Volleyball youth must complete the background check.
- The background check process is integrated with the registration process. The necessary information is collected during the registration process.
- The background check will be completed before the registration process is complete and the adult can be attached to a Junior team.
- The background check is good for 2 years.
- The cost is \$17.50. Payment will be collected as part of the registration fee.

Additional information can be found on the Juniors Web pages.

Regional Clinics

The Chesapeake Region holds clinics at the beginning of each season:

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| Impact | The coaches and any other adults on the court must be Impact Certified. Impact certification is a life time certification and is recognized by other USAV regions. There are both CHRVA offered classes and USAV online training. |
| Scorekeeping | Numerous scorekeeping clinics are offered in various areas of the Region.

While the Scorekeeper for most juniors teams are players, the Scorekeeper can be either a player or adult (that has at a minimum completed the clinic). Regardless of who performs the scorekeeping, some practice after the clinic is needed. |
| Referee | A complete work team includes both an 1 st and 2 nd Referee. The 1 st Referee needs to complete (at a minimum) both the Scorekeeper and Referee clinics.

Often the 1 st Referee is the coach. Juniors teams typically use players to perform the 2 nd referee position. While there isn’t a specific requirement for the 2 nd Referee to attend the clinics, they are required to know the responsibilities of the position and actively perform the duties. |

All teams must have multiple certified 1st Referee and scorekeepers.

Recruitment

The Region's recruiting guidelines can be found on the Juniors Web page under [Coaches Documents](#).

Tryouts dates must be sent to the Juniors Administrator for posting to the Juniors web page. Tryouts are open to all comers (who have pre-registered with CHRVA).

A player may join only one club per season.

Age guidelines are very important and several teams get tripped up each year by not correctly matching player birthdays to the age group the team is registering for. At the beginning of each season, there is an updated document on the Juniors web page listing the USAV guideline dates.

Finances

It is important to prepare a budget early and share its status with all parents as the season goes along.

Some items to consider in a budget:

- Player Registration The cost is \$45 per player. Fee is paid directly by player before attachment to team roster.
- Adult Registration The cost is \$45 per adult.
- Background Check The cost is \$17.50 per adult (good for 2 years)
- Tournaments The average entry fee is around \$200 for a single day event
- Practice Facilities This cost varies by availability and the type of facility.
- Practice Equipment Typically a coach will need 10 volleyballs balls and a cart to support drills.
- Uniforms They don't need to be as fancy as the catalogs would like you to buy. However the jerseys do need to be numbered correctly and conform to USAV guidelines.
- Miscellaneous Items These might include a practice net, ice packs, and a first aid kit

The cash flow of a season needs to be anticipated. A check must be in the Coordinators hands before an application is considered. However the check will not be cashed until the team has been accepted and the application sent to the tournament host. Typically the checks are deposited 5 days before an event.

The Coordinators do not return checks for tournaments where the application was declined. Instead they shred the checks.

Practice Facilities

Finding practice facilities is sometimes takes a little work. Schools are usually the least expensive but other sports have often figured that out. Churches sometimes have gyms. YMCA/YWCA facilities are sometimes available.

Insurance certificates from the Region must be obtained for any practice or tournament site even if the facility doesn't require it. Contact the Chesapeake Region Commissioner.

Items to consider in selecting a practice facility include:

- Safety What happens when a player falls down or runs off the court?
- Damage Is the place designed to withstand volleyballs that go astray.
- Height of the ceiling While not critical, the higher the better.
- Stands for the net Most schools provide stands but the stands usually need a little help or a better net.
- Court markings A volleyball court should be marked.

Most gyms will meet these criteria. However, if there aren't any immediately available, look for creative solutions. Nets can be strung from wall hooks and tape can be placed on the floor. Just remember the safety of the players is the first consideration.

Some teams move to better facilities (schools) when the winter sports shutdown in March. Remember High Schools reserve the right to bump outsiders when the baseball team needs to practice and it is too wet outside.

Insurance

As part of the registration fee, there is secondary medical insurance for the players. Coverage starts when money is collected from the players. As with all secondary medical plans, coverage is limited and applies only after any other plans.

Many practice facilities will require an insurance certificate that relieves them of responsibility if a player is hurt or there is damage to the facility. The cost of this coverage is included in the registration fees and starts when:

- The team is registered
- The facility certificate is obtained.

Questions on insurance and requests for certificates should be directed to the Region's Commissioner. Summary information can be found in the tab labeled [Insurance Docs](#) on the main web page.

Entering Tournaments

Tournaments are posted on the Juniors web page under tournaments. The Coach's Guide and Handbook provide additional information on the application process along with how teams are selected for each tournament. There are some important points to remember:

- The initial group of tournaments is posted in November. Additional ones are posted throughout the season.
- Selection occurs approximately 3 weeks before a tournament and the teams selected are posted on the web.
- Understanding the selection rules can help you plan your season with fewer surprises.
- Coordinators have a very specific set of rules they must uniformly apply across all teams.
- Distance to a tournament is never a consideration.
- Posting of a team to a tournament on the web page by the Age Group Coordinator is the official notification of acceptance. It is the Team Representative's responsibility to monitor the tournament.

It is best to plan your season early so that you can apply and your team can plan. Some teams plan one tournament a month; others plan for up to 12 events a season. Each team has a different philosophy but it is important to plan early and get everybody coordinated.

It is rare that any team gets into all the tournaments that they apply to. Planning is a balancing act between anticipating the tournaments that you might get into and making sure that your team gets enough playing time.

When you are declined from a tournament, there is sometimes another tournament available the same weekend at another location. Check the status of other tournaments on the Juniors web pages.

Work Team Responsibilities

Every team competing in a tournament has work team responsibilities. The posted play schedule includes initial assignments of work teams for pool play. Occasionally there may be times when a team needs to work another match even after they have been eliminated from playoffs. The work team assignments are based upon fixed rules that can be found in the CHRVA Handbook.

After receiving the training, it is strongly advisable that new Referees and Scorekeepers practice at team scrimmages before officiating at their 1st tournament. While the rules are easy, the pace of the game takes some practice to officiate well.

Most teams use players to fill the lines, scorekeeper, 2nd Referee, libero, and flipper positions. Adults or experienced players fill the 1st referee position.

The Chesapeake Region encourages players to fill Referee positions only when they are ready to assume the responsibility. It is the Coach's responsibility to encourage and guide the players as they learn the Referee skills. It is also their responsibility to determine when the player is ready to officiate.

Normally there will be a paid referee replacing the team 1st referee approximately 50% of the time. These are good opportunities to learn by watching.

Additional Sources of Information

You will find that most people in the volleyball community more than willing to discuss the sport and methods for running a team. Feel free to ask people for help.

The New Club Coordinator is a Region resource to help new teams and clubs get established.

The Age Group Coordinators are the people to go to for tournament questions.

Tips for running a successful program:

- Communicate to the players and parents. Then do it again.
- Everything administrative needs to be in writing since players and parents often will lose or forget the information.
- Use Email and send everything in writing to as many email addresses that you can get out of every player and their parent(s).
- Prepare your team for winning and losing. Traditional tournaments have one winner.
- Anticipate
- The team budget and current financial status should be available to all team members.
- Successful programs have cut off dates for collecting money. No money no play.
- Most clubs collect money in multiple payments during the season.
- Everybody plays and everybody sits.
- All discussions with players are either positive or educational.
- Find something for every parent to do.
- Have all players and parents read the Coach's Guide.
- Clubs often have an informal written contract with both the player and parents outlining what the season is about and what is expected of the player and parents.