

STARTING YOUR OWN JUNIOR CLUB

2009-2010 Season



The Northern California Volleyball Association reserves the right to make changes at any time to the Starting your own Jr. Club Handbook, its operation, for the betterment of membership participation

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GETTING STARTED

Starting a club is an easier task than you think. The NCVA wants to help you get on the right foot from the start. Starting a club can be a very easy and rewarding task to accomplish as long as you have a little time on your hands. With this easy guide, you will have completed the entire process of starting your own Junior Club.

Online Registration

All junior teams and clubs will register and pay online.

First and foremost, reading the Adult Handbook (located right on the NCVA Homepage www.ncva.com) is a great way to get started. The Handbook provides you with all the information on leagues, fees, schedules, entry forms, registration tips and more.

One of the important sections of the Handbook is to look at the “Forms” section. This section is the thickest part of the Handbook, but provides you with all the forms you will need to register with the NCVA. This section will also tell you what forms must be submitted to the NCVA Office. See page 4 in this guide for the Registration Checklist.

STEP 1

Online System – Sign up today!

After reading all the pertinent information in the Handbook(s), you can start on the easy stuff. You will need to get your Junior Club established in our Clubspaces Online Management System.

How to do this:

1. Go to www.ncva.com
2. Find: I want to... Start A Club
3. Click “New Jr Girls Club” – this link will open an email with the required info
4. Fill out the email to request approval of your club name.
5. Your club name will be reviewed and once it is approved, you will be sent an email confirming your new club. This email will contain the link to your new club console and login information.

What is a Club Console?

The Club Console is a great online tool where club directors can manage their teams, players and staff. Once all your players and coaches have registered, they will show in your club console. You will be able to assign them to teams and register those teams into NCVA Events.

STEP 2

Coach/Staff Registration

All adult junior club personnel will need to become members of the NCVA and be background screened.

Once you receive your login information, your Club will have been added to the system and your coaches can begin registering online for their NCVA membership under your club.

Instructions on how coaches can register themselves:

1. Go to the left-hand side of the NCVA Website – click on “Register members”
2. Click on Jr. Girls Coach/Staff OR Jr. Boys Coach/Staff

3. Scroll through the Club list and select your club you are coaching for
4. Click on “New Member”
5. Follow all steps. All the information must be entered to continue
6. When you get to the end of registration, pay for your membership online with a credit card or online check. Membership fees are \$50 for all members.
7. Once registration is complete you can print your forms, sign and turn them in to your club director
8. After 24 hours have passed, go to www.ncva.com
 - a) Click on membership login
 - b) Enter your Login which is your email address and password
 - c) Click on Make Payment – This is where you will be able to pay for your background check

Once all adult affiliates have registered online, you can send their forms to the NCVA.

These forms are required for all adult junior club personnel

1. Consent and Waiver Form (Background Screen Form) – if necessary
2. Club Director Code of Ethics – Only from the Club Director

We do not need a membership form for any adult junior club personnel memberships sent to us. Memberships are \$50 and background screens are \$25 a person.

You can pay these fees:

- a) Online with Credit Card or Online Check
- b) Mail in a check to the NCVA office
- c) Fax a Credit Card Authorization form

All forms can be found in the following places:

- a) “Forms” section in the Handbook
- b) “Forms” section of www.ncva.com
- c) Your member profile

STEP 3

Player Registration

Once the tryout period is over, you can begin having your players register online. Please refer to the tryout policy section of the handbook for more information.

Instructions on how players can register themselves:

1. Go to the left-hand side of the NCVA Website – click on “Register members”
2. Click on Jr. Girls Player OR Jr. Boys Player
3. Scroll through the Club list and select your club you are coaching for
4. Click on “New Member”
5. Follow all steps. All the information must be entered to continue.
It should take you 5 minutes or less!
6. When you get to the end of registration, pay for your membership online with a credit card or online check. (You can also give your payment to your club director or mail it directly to the NCVA)
7. Membership fees are \$50 for all members.
8. Once registration is complete you can print your forms, sign and turn them into your club director

Confirm your member registration

As a Club Director you will need to make sure of the following:

1. All coaches, chaperones, team parents and/or any other adult affiliate with your club are registered online
2. All players are registered online
3. All members are assigned to teams online
4. All paperwork is completed and signed

Players

- a) Membership Form
- b) Medical Form
- c) NCVA Letter of Commitment

Club Director/ Coach/ Chaperone/ All Adult Junior Club Personnel

- a) Club Director Code of Ethics
- b) Consent & Waiver (Background Form) – if applicable

All forms for players should be mailed in together as a club registration packet. As a club director you are responsible for all the paperwork to be organized, signed and mailed or dropped off at the NCVA Office by the required deadline.

Please refer to the Registration Checklist for a breakdown of each form that needs to be sent to the NCVA Office.

STEP 4

Managing your Teams

Once your members are registered online you will need to manage your teams in your Club Console. Each player, coach, chaperone, team parent, assistant coach, etc. will need to be assigned to the appropriate team.

How to do this:

1. Login into your Director Login
 - i. Go to www.ncva.com
 - ii. Click on Login on the left side of the page
 - iii. Select Director Login
 - iv. Choose your club from the list
 - v. Enter your email and password
2. Click on “Create and View Teams”
3. Click on Jr. Girls or Jr. Boys program
4. Click on “New Team”
5. Enter Team Name, Team Gender, Division and Team Rank
 - i. Your Team Name Should look like this: NCVA Black 18-1
 - a) Use the following Format: Club Name, Nickname (if applicable), team age and rank

NCVA Black 18 – 1
Club Name Nickname Division Rank

6. Click on Save
7. Click on participants tab at the top
8. Select players from the left menu

9. Select the boxes to the left of each player and click on “Assign to Team”
 - i. You should only choose players from the same team. Do not choose players that are on different teams.
10. Select Coach & Staff from left menu
11. Put a check by each coach/staff on the left and then click on “Assign to Team”

Once you have assigned each player and coach/staff to the correct team you are just about done.

STEP 5

Registering for Events

As the Club Director you have the responsibility to register your teams for all NCVA Sanctioned Events.

1. Login to your Director Login
2. Click on NCVA Event Registration tab at the top
3. Click on “Register Now” next to the team you want to register
4. Click on “2008-2009 Jr Team Registration”
5. Check the box next to each event that you would like to register for.
6. Click “Register Now”
7. If registration is successful, the system will automatically direct you to the next screen where you will have the option to pay for the event fees with a credit card or online check.
8. If you prefer, you can also mail a check to the NCVA office or fax us a credit card authorization.
9. If registration is not successful:
 - a. The screen will refresh and “registration unsuccessful” will appear under the register now button.
 - b. The system will automatically open a new window listing the items that must be fixed prior to registration.
 - c. If you do not see a new window, you will need to disable your pop-up blocker or enable pop-ups for this site.
 - d. Make notes of the items that need to be fixed and return to your club console, navigating through the participants fixing all necessary items.

STEP 6

Paying for Fees

As the Club Director, you have the responsibility to pay for all registered events.

1. Login to your Director Login
2. Click on NCVA Event Registration tab at the top
3. Click on “Registration Summary” (large oval button at top of screen)
4. Click on View next to each item to pay for select fees
 - a. OR Click “Pay Team Fees”/”Pay Staff Fees”/”Pay Player Fees” – This option will allow you to pay for all team fees at once, or all player fees at once.
5. Enter your payment information and click submit
6. If payment is successful, you will be directed to the confirmation screen.

If you have any further questions on the steps, please email the NCVA office yball@ncva.com or call 415-550-7582.

Registration Checklist

In the 2009-2010 season, all Girls' clubs are required to do their own registration online. **PAPERWORK WILL STILL BE REQUIRED TO BE SENT INTO THE NCVA OFFICE.**

Payment can be made online or sent in the office with your paperwork.

- Club Directors, Coaches, Chaperones, Team Parent, or any adult affiliate with a Jr. Club do not need to send in the 2009-2010 Membership Form. All need to be registered online with payment.
- All Adult Junior Club Personnel attending tryouts must register online with payment and submit their paperwork prior to tryouts being held. Tryouts will not be sanctioned by the NCVA without prior consent from the NCVA office that all adult affiliates at tryouts are cleared to participate.

Below is a list of paperwork required to be sent into the NCVA Office. You must do this in order for the registration process to be complete and before your team(s) are allowed to play.

Club Director

1. Club Registration Form
2. Club Contact Form
3. Club Director Code of Ethics Form
4. Adult Junior Club Personnel Code of Ethics Form (if applicable)
5. Background (Consent & Waiver Release Form)
6. Rules Clinic Form
7. Team Roster Form (one form per team)

Coaches

1. Adult Junior Club Personnel Code of Ethics Form
2. Background (Consent & Waiver Release Form)

Chaperone / Team Parent/ Board Member / Staff

This INCLUDES ALL Adult Junior Club Personnel

1. Background (Consent & Waiver Release Form)

Players

1. Membership Form
2. USA JOV Player Medical & Release Form (keep 2 copies – one for the Club, one for the Coach)
3. NCVA Letter of Commitment

Other Forms: (Applicable if necessary)

1. IMPACT Certification Form
2. Rules Clinic Form
3. Tournament Cancellation Form
4. Application to change clubs form
5. Pre-Registered Member Form
6. Credit Card Authorization Form
7. Referee Evaluation Form
8. Tournament Director Evaluation Form
9. Rater Request Form

Frequently Asked Questions

1. *Can I only have one team and still be considered a Club?*

Absolutely! This is how Clubs get started. Clubs will start with one team the first year and grow each year they continue to be part of the NCVA.

2. *How do I find out about where tournaments are?*

Tournament locations can be found right on the website. In the middle of the NCVA Website you will find links to all of our leagues. Click on what league you would like to view and then click on "Teams". Keep clicking through the information you want to view and you will see the sites and teams that are updated daily on the website.

3. *Do I have to play in Area or Power League?*

No. You do not have to play in Power or Area League. You can select to only play in Non-League tournaments, Single Area league tournaments or just Special tournaments which are usually 2 to 4 day events. This is at your discretion. Please note that if you want to play in Power League you must play in all tournaments. There are no single entries for Power League, this is only available for Area League and Non League.

4. *Do I have to register each player or can they do it themselves?*

You can do either. However, it is highly recommend that each player registers themselves online. As the Club Director you can take on the responsibility of gathering everyone's information and inputting their information online through your Club Console (Director Login) OR you can have each individual player register themselves online.

5. *What if we need to cancel out of a tournament?*

In order to not get fined for canceling late out of a tournament, you will need to fax or mail the Cancellation Form (located in the Adult Handbook) to the NCVA Office. If you do not want to receive a penalty for canceling out late, you will need to turn in the Cancellation form no later than Monday at 5:00 PM. The sanctions can also be found in the Handbook under the Sanction section.

6. *I'm having problems registering online?*

We are always in the office from 9 AM to 5 PM. You can call (415-550-7582) or email (vball@ncva.com) us with any problems or questions.

7. *What is the deadline to register for league or a special tournament?*

All deadlines and tournament schedules can be found online or in the Girls or Boy's Handbook.