

STARTING YOUR OWN ADULT TEAM

2009-2010 Season



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

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GETTING STARTED

Starting an Adult team is an easier task than you think. The NCVA wants to help you get on the right foot from the start. By reading through this short guide, with an 7 Step process, you will be able to start a new Adult Team in no time at all.

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 Registration

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 Adult Team 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 Adult Team” – this link will open an email with the required info
4. Fill out the email to request approval of your team name.
5. Your team name will be reviewed and once it is approved, you will be sent an email confirming your new team. 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 team, players and staff. Once all your players and staff have registered, they will show in your club console. You will be able to assign them to your team and register into NCVA Events.

*This step is not necessary if you are a returning team. If you had a club console for the previous season and your team name is remaining the same, you can login to your club console using your login information from the previous season. If your team name is changing, you do not remember your login information, or you have a question about your club console from last year, please follow these steps:

1. Go to www.ncva.com
2. Find: I want to... Get Started
3. Under returning clubs, select an option such as: Change my team name, retrieve my login info, etc. This will open an email with any required information. Fill it out and send it off.

STEP 2

Team Representative Registration

Your registration as a team representative and a player will already have been completed. You will not need to register yourself online.

To pay your membership, you can go to your team registration summary. *see instructions below

STEP 3

Player Registration

Once your club console is setup, your players (teammates) can begin registering online.

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 Adult Team Player
3. Scroll through the team list and select the team you will play 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 team representative or mail it directly to the NCVA)
7. Membership fees are \$50 for all members.
8. No forms are required to be turned in for adult team players

STEP 4

Confirm your member registration

As a team representative, you will need to make sure of the following:

1. All players with your team are registered online
2. All players are assigned to your team online
3. You have submitted the following forms:
 - a. Team Roster
 - b. Team Contact
 - c. Pre-Registered member form – if applicable

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

STEP 5

Managing your Teams

Once your players (teammates) are registered online, you will need to manage your team in your Club Console. Each player will need to be assigned to your 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 Team Representative Login

- iv. Choose your team from the list
- v. Enter your email and password
2. Click on participants tab at the top
3. Select players from the left menu
4. Select the boxes to the left of each player and click on “Assign to Team”
5. Select Coach & Staff from left menu
6. Put a check by each staff on the left and then click on “Assign to Team”

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

STEP 6

Registering for Events

As the team representative, you have the responsibility to register your team 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 your team
4. Check the box next to each event that you would like to register for.
5. Click “Register Now”
6. 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.
7. If you prefer, you can also mail a check to the NCVA office or fax us a credit card authorization.
8. 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 7

Paying for Fees

As the team representative, 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.

Registration Checklist

Membership Registration

Adult participants must join the NCVA or renew their memberships online.

Registering Online

Memberships that are registered at www.ncva.com may be paid by credit card or online check. A hardcopy of the membership form is not required to be sent to the NCVA Office.

To complete your team's registration, you must send the following forms to the NCVA Office:

Required Forms

1. Team Registration Summary Form
2. Adult Team Contact Information Form
3. Team Roster Form
4. Pre-Registered Member Form (only applicable if you have Jr. Coaches on your team)

Optional Forms

5. 2009-2010 Individual Membership Form (must be entered online to be registered)
6. Rule Clinic Form
7. Tournament Cancellation Form

Full payment, by check or credit card, must accompany the team's registration materials. Make checks payable to "NCVA." Multiple checks or credit cards are acceptable.

Mail all forms and payments to: NCVA
72 Dorman Avenue
San Francisco, CA 94124

All adults listed on the roster submitted by the Team Representative must be registered online and paid before the team is cleared to play. If a player is listed on the roster, you are responsible for their membership payment. You can add players at a later date by notifying the NCVA Office.

Frequently Asked Questions

1. How do I find the location of the tournaments?

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 the Men's or Women's Link. Once you are at the Adult League homepage, click on Men's League or Women's League in the tool bar. Then click on Teams Registered into events. Lastly, click on the date you want to view and the teams registered into that event will be listed.

2. 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 Team Representative 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. If you send in the registration forms to the NCVA Office, we can register each player online. However, the cost for this is \$70 for the membership.

3. If I don't want to start my own team, how do I find a team?

All you need to do is email vball@ncva.com and put your contact information and your positions you play and we will keep your information on file or forward your information to a team that needs additional players.

4. 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.

5. 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.

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

All deadlines and tournament schedules can be found online under the Adult League Link or in the Adult Handbook.