

EVERGREEN REGION VOLLEYBALL CLUB DIRECTORS' GUIDE

Questions? april@evergreenregion.org

Website: www.evergreenregion.org

1. **Read the Participants' Handbook**

The **Participants' Handbook (PH)** contains lots of important information and answers to many questions you may have. Whether you're just starting a club, or you're an old pro, this handbook will be an extremely useful tool throughout the season. It is available for download on the *Forms* page of the region website.

2. **Check Out the Website!**

The region website, www.evergreenregion.org, has the most up-to-date material and gives you access to forms, handbooks, schedules, and other items you will need. Make sure you scroll down to the bottom of each page so that you don't miss anything. Navigate through the site using the bar toward the top of each page that directs you to the places you want to go.

3. **Contact Information**

For general information, please contact April at the region office (april@evergreenregion.org). If you need to talk to a specific board member, the contact information is listed on the *Board of Directors* page of the website.

4. **Attend Club Directors Meetings**

Club directors meet throughout the year to discuss ideas and formulate suggestions so as to continue to improve the overall USAV experience for our junior players. Meeting information is posted on the main page of the website.

5. **Staff Requirements to Form a Team/Club**

*Club Director ~ see Role of Club Director in the the **PH**

*Coach ~ see coaching requirements in the **PH**

*Chaperone ~ see the **PH**

Clubs may also use "coach mentees." Requirements for these coaches under the age of 20 are found in the **PH.**

ALL STAFF AGE 18 AND OVER MUST PASS A BACKGROUND SCREENING EVERY TWO YEARS. THESE CAN TAKE UP TO ELEVEN (11) BUSINESS DAYS TO CLEAR, AND THE INDIVIDUAL CANNOT PARTICIPATE UNTIL THIS HAPPENS—SO PLEASE ALLOW PLENTY OF TIME AND GET THESE IN AS EARLY AS POSSIBLE!

6. **Recruiting Statement**

The Evergreen Region supports high school athletes and coaches during their sanctioned season and strongly discourages any conduct that would cause distraction to an athlete during their high school season.

SEPTEMBER/OCTOBER

- ACQUIRE GYM TIME FOR PRACTICES
- PROOF OF INSURANCE FOR FACILITY USE
 - ❖ If required by facility(ies), submit request via e-mail to region office for proof of insurance certificate. Insurance certificates are valid from Nov. 1 – Nov. 1, and new ones are issued in late October. Requests must be made EVERY YEAR if certificates are needed. Requests for insurance certificates must include the following information:
 1. club name
 2. contact person
 3. club address
 4. club phone number
 5. facility name
 6. facility address
 7. facility phone number
- ANNUAL MEETING
 - ❖ If your club is interested in hosting a tournament, you must e-mail the tournament coordinator, and attend this meeting. The **Tournament** Procedures Handbook contains information about hosting a tournament.
 - ❖ Each year the region hosts an informational meeting to go over changes, updates, new policies, etc. All club directors should attend these meetings.

OCTOBER

- CLUB OPEN HOUSE RESERVATION
 - ❖ If you wish to secure a table at the Club Open House, please e-mail the region office. Currently, the Club Open House is held in the Spokane area.

OCTOBER/NOVEMBER

- CLUB OPEN HOUSE (Spokane Area)
 - ❖ If they choose to attend, clubs get a table to “showcase” their program, so parents and players can get an idea of what the different clubs have to offer as far as tourney commitment, cost, practice schedule, etc. Some clubs bring visual aids such as posters and/or flyers that outline some of these things.
- TRYOUTS
 - ❖ Be familiar with the tryout date restrictions
 - ❖ Send tryout information via e-mail to the region office
 - ❖ See tryout/site fee information in the **PH**

- ❖ Have all players fill out *Tryout Form* (available on the *Forms* page of the website)
- ❖ Send all tryout forms, along with the \$5 per player insurance fee, to the region office (see *Tryout Information* document on the *Forms* page of the website)
- ❖ If a player has pre-registered, please **attach their receipt** to a tryout form with the player's name on it
- PLAYER COMMITMENT
 - ❖ Please see the Participants' Handbook for specific state guidelines.
- NO TRANSFER RULE
 - ❖ Once a player has registered with the region and signs the Letter of Intent, the player is committed to that club except for the situations outlined in the **PH**.

NOVEMBER – JULY

- REGISTRATION
 - ❖ All registration is done online. Instructions for using this system are available mid-October on the website.
 - ❖ All forms are available for download on the **Forms** page of the website. **PLEASE REFER TO THE FORMS WEB PAGE FOR INFORMATION CONCERNING WHICH FORMS NEED TO BE SENT TO THE REGION OFFICE AND WHICH FORMS ARE TO BE RETAINED BY THE CLUB!**
 - ❖ Please refer to the **PH** for registration process description
 - ❖ Be familiar with the sections on “Processing Registrations” and the “Regional Check Policy” in the Participants' Handbook.
- UNIFORMS
 - ❖ When ordering uniforms, make sure they meet all USAV requirements

DECEMBER

- TOURNAMENT SIGN-UP
 - ❖ Refer to the region website for sign-up date and procedure
 - ❖ **MAKE SURE TO SIGN UP FOR TOURNAMENTS AS SOON AS POSSIBLE ON SIGN-UP DAY (EARLIEST TIME ALLOWED WILL BE POSTED ON THE WEBSITE), AS TOURNAMENTS FILL UP FAST!**

DECEMBER - JANUARY

- REFEREE/SCOREKEEPING CLINICS
 - ❖ Players and coaches must attend a ref/score clinic EACH year

- ❖ Refer to the *Referee/Scorekeeping Clinics* page of the website for clinic dates and sign-up instructions

- IMPACT CLINICS

- ❖ All coaches must be IMPACT certified (certification can be verified through the region office if previously certified)
- ❖ The IMPACT page of the website will have clinic dates and sign-up instructions
- ❖ Cost is currently \$40 per person

JANUARY - MAY

- Tournament Time!

APRIL - MAY

- Regional Championships

JUNE - JULY

- Post-Season Play