

# Starting a new Junior Volleyball Team in the Chesapeake Region of USA Volleyball

The purpose of this document is to provide information on starting a new team in the Chesapeake Region.

## 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	6 is the minimum number since there has to be 6 on the court at all times. 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 highly motivated individual that understands how to work with Juniors.
Team Representative	The team representative is responsible for the administrative duties of registering the players 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. Sometimes this position is filled by the coach.
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 topics attempt to summarize the important issues. Additional questions should be directed to your age group coordinator or the Juniors Administrator

## Guiding Documents

On the Chesapeake Juniors web site, [www.chrvajuniors.com](http://www.chrvajuniors.com), there are a variety of useful documents:

The Coach's Guide contains information needed for playing tournaments in the Chesapeake Region and should be the 1<sup>st</sup> document read. It is required reading for all adult leaders and recommended reading for all players and parents.

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

USAV is primarily concerned with the play of the game and player nurturing. The USAV rule book can be found at [www.usavolleyball.org/officiat/indoor.htm](http://www.usavolleyball.org/officiat/indoor.htm).

The Chesapeake Region is primarily concerned about the administration and support of teams and tournaments. The Region's handbook can be found at [www.chrva.org/hbookindx.html](http://www.chrva.org/hbookindx.html).

## Team vs Club

Single teams unaffiliated with an existing club are welcomed and important to the growth of the sport.

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. After 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. The following sections discuss additional considerations before a team starts to compete. Remember that:

- All adults that are on the court (e.g. work team, trainer, chaperones) or bench must be registered.
- There must be one impact certified individual (coach) at the bench at all times. Note that Impact Certification is a life time certification that can be obtained from any USAV Region.

- The team must be prepared to perform its work team duties at any time during the tournament when it is not playing.
- Players must meet the USAV uniform requirements.

## Dates

The following are approximate dates for the Juniors season:

- A Fall General Meeting for club leaders, coaches, and team representatives is typically held the 1<sup>st</sup> or 2<sup>nd</sup> Sunday of November. The meeting covers tournament issues for the upcoming season and provides a discussion forum for Juniors related issues.
- Tryouts for many clubs start around the middle of November.
- Impact, Referee, and Scorekeeper clinics are held during December and January.
- Tournament play starts the 1<sup>st</sup> 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 5 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 approximately the middle of May.
- Some teams go to Memorial Day weekend tournaments outside the Region. **Regional open winners and teams doing well at National qualifiers go to the Junior National Championships or Invitationals** around the beginning of July.

## 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.

A work team consists of an 1<sup>st</sup> Referee on the stand, a 2<sup>nd</sup> Referee, 2 lines persons, a scorekeeper, and an assistant scorekeeper plus an Adult near the score table. The 1<sup>st</sup> Referee and Scorekeeper have to receive the yearly training. See the next section for additional information on Referee and Scorekeeper clinics.

After receiving the training, it is strongly advisable that new Referees and Scorekeepers practice at team scrimmages before officiating at their 1<sup>st</sup> 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 and scorekeeper positions. Adults or experienced players fill the 1<sup>st</sup> referee position. A mixture of adults and players fill the 2<sup>nd</sup> referee position.

The Chesapeake Region encourages players to fill Referee positions 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 1<sup>st</sup> referee approximately 50% of the time. These are good opportunities to learn by watching.

## Registration

All players must be registered with the Region before they can play in a tournament. This means the registration form filled out, registration fee paid, and registration number issued by the Region's Registrar. The registration number for each player is required on tournament applications.

The core of a team (6 players) must register at the same time so that the Registrar can create the team in the database. Additional members can be added at a later time.

All adult leaders must also be registered. This includes adults that are court side, such as trainers, or adults performing work team duties.

## Regional Clinics

The Chesapeake Region holds the following clinics at the beginning of each season. Successful completion of these clinics includes a written test typically administered at the end of the clinic.

- Impact**            The coach and any other adults on the bench must be Impact Certified. Impact certification is a life time certification and is recognized by other USAV regions. The Impact class is approximately 5 hours long and includes both classroom and gym time. (The classroom session is 3 ½ hours while the classroom and gym session is 1 ½ hours)
- Scorekeeping**    A scorekeeper is part of every work team and must attend a scorekeeper clinic. The team's 1<sup>st</sup> Referee must also complete the scorekeeper clinic.
- While the Scorekeeper for most juniors teams are players, the Scorekeeper can be either a player or adult (that has 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<sup>st</sup> and 2<sup>nd</sup> Referee. The 1<sup>st</sup> Referee needs to complete both the Scorekeeper and Referee clinics
- Often the 1<sup>st</sup> Referee is the coach. Juniors teams typically use a variety of assistant coaches, registered adults and players to perform the 2<sup>nd</sup> referee position. While there isn't a specific requirement for the 2<sup>nd</sup> Referee to attend the clinics, they are required to know the responsibilities of the position and actively perform the duties.

Almost all teams have more than one certified 1<sup>st</sup> Referee and scorekeeper.

## Recruitment

The Region's recruiting guidelines can be found in the Region's Handbook under "Junior's Volleyball Code of Ethics and Conduct" in [www.chrvajuniors.com/juniors/docs/Code\\_of\\_Ethics.pdf](http://www.chrvajuniors.com/juniors/docs/Code_of_Ethics.pdf).

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 players birthdays to the age group the team is registering for. There is a link on the Juniors web page to the guidelines posted by the national.

## 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 later in the season.
- Selection occurs approximately 2 to 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; other 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.

### **Adult Background Checks**

Starting with the 2004-05 season, background checks are required of all adults supporting Junior volleyball programs. Important points include:

- Any adults working with Volleyball youth must complete the background check.
- The forms should be submitted as soon as possible to the individual listed in this year's instructions.
- The background check will be completed before the Adult can be attached to a Junior's team.
- The background check is good for 2 years.
- The cost is \$16 (2004-05) and the application for a check should be submitted as early as possible prior to registration.

Additional information can be found on the Juniors Web pages. It will also be discussed at the General Meeting typically held the 1<sup>st</sup> weekend of November.

### **Finances**

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

Some items to consider in a budget:

- Player Registration      The cost is \$30 per player.
- Adult Registration      The cost is \$35 per adult.
- Background Check      The cost is \$16 per adult (good for 2 years)
- Team Registration      The cost is \$40 per team.
- Tournaments      The average entry fee is around \$150 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 the entire uniform 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.

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      There needs to be a volleyball court marked out

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 certificates from the region must be obtained for any practice site even if the facility doesn't require it. Contact the Chesapeake Region Commissioner (Anne Hughes).

### **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. Even though the insurance form indicates that the certificate goes to an insurance office, it goes to the Commissioner first for her approval. Then it will be automatically forwarded.

### **Forms**

Links to the main forms you will need can be found on the Juniors web page under Documentation:

- USAV Registration      For both players and supporting adults
- Team Registration      This form is submitted with the registrations
- Player Add              Used to add a player after the initial team registration
- Club Designation      Used to identify a club to the Region and the primary point of contact

The Region's form web pages have a larger selection of forms and can be found at [www.chrva.org/Forms/forms\\_archive.html](http://www.chrva.org/Forms/forms_archive.html). Included here are forms for:

- Requesting an insurance certificate
- Scorekeeper forms
- plus a variety of other forms related to running tournaments.

Note that the scorekeeper instructions have been extracted from the USAV rule book and are available along with additional scorekeeping information.

Tournament announcements and application are on the same sheet and are accessed under the Juniors Tournament page. While Online Registration is the recommended method of applying to a tournament, submission of the paper form is an acceptable method for submitting an application. Regardless of the application method, the application is not complete (and will not be considered) until the check is in the hands of the Coordinator.

### **Additional Sources of Information**

Both the Juniors web pages, [www.chrvajuniors.com](http://www.chrvajuniors.com), and the Chesapeake Region web pages, [www.chrva.org](http://www.chrva.org), contain a large amount of useful material. There is also a very large amount of material on the web in general on playing and coaching volleyball.

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.

Your Age Group Coordinators are the people to go to for administration question. They will either answer your question or direct you to somebody in the region that can.

**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 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 collect 50% or more during team sign ups (after tryouts).
- Everybody plays and everybody sits.
- All discussions are either positive or educational
- Find something for every parent to do.
- Have all players and parents read the Coach's Guide.