

## Club Director Checklist

Check with your region for specific policies and requirements in your area.

- [Prepare for the upcoming season](#)
  - Check your access to your club HQ.
  - Complete all requirements from your Region to be in good standing.
  - Ensure you can see the USA Volleyball tab in your HQ.
  - Assign access to other administrators and complete all administrator requirements
  
- [Club Assignment & Membership](#)
  - After KNOWING which staff and athletes will be participating with your club this season, send club assignment requests. This can be done via a direct link in your club's HQ. We highly encourage athletes to take the tryout membership.
  
- [Eligibility](#)
  - Check which staff and athletes have accepted club assignment requests and completed their eligibility requirements. You can resend eligibility requirements to individuals as needed.
  
- [Rostering](#)
  - Build rosters under the Governing Seasons tab. Members should display as approved on the roster if they have the correct membership and meet all eligibility requirements. **In some cases, members may appear as duplicates in your directory – make sure you add the correct, fully-eligible, account.**
  - Your region may have [additional requirements](#) for staff and players on the roster (examples: officiating/scorekeeping/line judge training). Check credentials to ensure compliance with region policy.
  - Transfer or Build your roster in other event systems (AES, TM2, SportWrench, etc.)

### Preparing For The Upcoming Season

You can access your club's HQ at any time on SportsEngine. However, you can only access the USA Volleyball area of the HQ if you are in good standing with your Region and you've met all administrator requirements.

- If you do not see the USA Volleyball tab in your HQ, you'll need to check with your region to ensure you've completed all necessary steps to remain in good standing.
- If you are a brand-new club, please contact your Region to have a HQ created for your club. Your region will work with USAV & SE to get your HQ, generally within 1-2 business days.

Resources For Club Directors:

[How to Assign Roles to My Club Administrators](#)

[Setting the Primary Listing Contact](#)

#### Where Do I Go For More Help?

Visit Your Region's Website or [Contact Your Region Office](#)

## Club Assignments & Memberships

Individuals need a valid USA Volleyball membership and become affiliated with your club in our system. When you send a club assignment request, members will be prompted to purchase their membership (if they don't have one already).

We've made changes to this process based on your feedback last season.  
Check out the new feature called **Public Club Assignment** to make this process easier than ever!

[Click Here to Learn More About Public Club Assignment](#)

Resources For Club Directors:

[How to Send Club Assignment Requests](#)

[How to Manage Direct Club Assignment Requests](#)

Resources For Members:

[Accepting Invitations, Club Assignments & Purchasing Memberships](#)

[Printing Membership Cards](#)

[How to Add Digital Membership Cards to a Phone Wallet](#)

### Where Do I Go For More Help?

[Look For The Blue "Need Help" Tab in](#)

[SportsEngine](#)

[USA Volleyball- How to Start a](#)

[Conversation with Customer Success](#)

## Eligibility

There are certain requirements an individual must complete before they are eligible to participate. Requirements depend on the membership (examples: waivers, SafeSport, Background Screen, IMPACT).

Once an individual purchases their membership, they will be emailed a list of requirements they need to complete. You can resend them that email at any time or they can access their requirements through their account.

Resources For Club Directors:

[How to Check Player/Staff Eligibility](#)

[How to Send Eligibility Reminders](#)

[How to Filter an Individual's Eligibility Credentials](#)

Resources For Members:

[How Can I Access My Eligibility Requirements Through My SportsEngine Account?](#)

[How to Electronically Sign off on a Waiver Through My SportsEngine Account?](#)

[How to Complete My Background Screening From My SportsEngine Account?](#)

[How to Complete My SafeSport Certification From My SportsEngine Account?](#)

[How to Complete IMPACT Certification for USA Volleyball](#)

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## Additional Requirements

Your region may have additional training that is required for coaches/athletes (examples: referee/scorekeeper/line judge training). These requirements do not affect an individual's eligibility status but may be required for a roster. These types of training are completed in the USAV Academy.

Resources For Members:

[How to Access the USAV Academy](#)

[I Received an Error Message When Access USAV Academy- Help!](#)

[How to View my USA Volleyball Membership and Credentials](#)

**Where Do Members Go For More Help?**

[USA Volleyball Academy Help Desk](#)

## Rostering

You'll build rosters in the SportsEngine system that are submitted to your Region and USA Volleyball to ensure they meet the requirements set by each organization. An event may use a different system and you will need to rebuild your roster in that system. AES is part of SportsEngine so rosters created in your club HQ can be transferred to AES.

You can build your rosters manually or using a CSV file upload. If your club pays for other SportsEngine tools, you can use the SE Sync method.

For Club Directors:

[Manually Add Teams and Players](#)

[How to Add Multiple Players & Staff Manually](#)

[CSV Spreadsheet Upload](#)

[How to Edit/Update Rosters as a Club Admin](#)

[How to Submit A Completed Roster to USA Volleyball Member Management System](#)

[How to View Team Roster Approvals](#)

[How to Share a Roster/Pair a Team with AES](#)

**Where Do I Go For More Help?**

[Look For The Blue "Need Help" Tab in SportsEngine](#)

[USA Volleyball- How to Start a Conversation with Customer Success](#)

## Additional Training and Resources

Use the  within your HQ to search and navigate to articles, videos and support channels.

Watch these training videos to learn more. You can select and navigate to specific topics by opening the playlist on the right side of the video.

[USAV Club Essentials Video Series](#)

[USAV Club Mini Video Series](#)