



CHRVA Adult Certification Guide

January 2021

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General Information

About this guide

This guide provides the necessary information pertaining to the certification process for Adult level officials.

Intended audience

This guide is intended for Adult members, coaches, players, etc. who are interested in becoming officials that work at Junior and/or Adult tournaments in the region (and sometimes outside of the region) for pay.

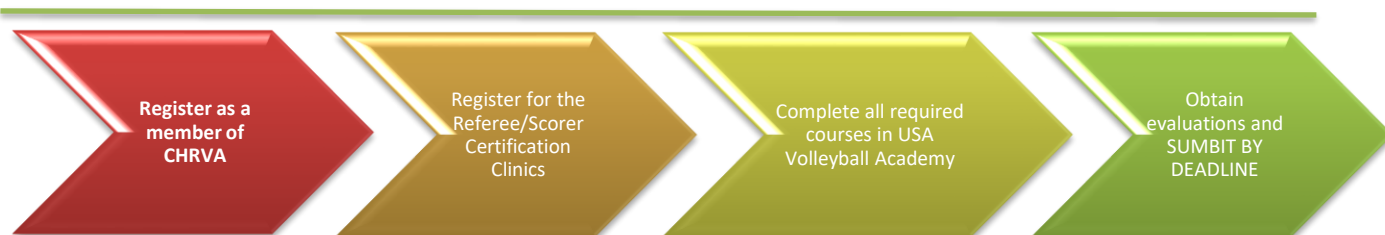
What's new?

- All training is accessed via the SportsEngine Member Management System (SE MMS)
- All recertifying officials are automatically registered for the certification courses needed for the season
- Evaluation/Rating forms and/or completed scoresheets can be uploaded directly in USAV Academy via the designated module(s)

Main Steps

For those Adult officials who would like to be certified during the current volleyball season, there are a few main steps:

1. Register as a member of CHRVA
2. Register for the Referee/Scorer Certification Clinics (if necessary)
3. Complete all required modules via USA Volleyball Academy
4. Obtain and submit the required evaluations/ratings by the deadline (if necessary)



******To become or maintain your Referee certification, you MUST become or maintain a Scorer certification******

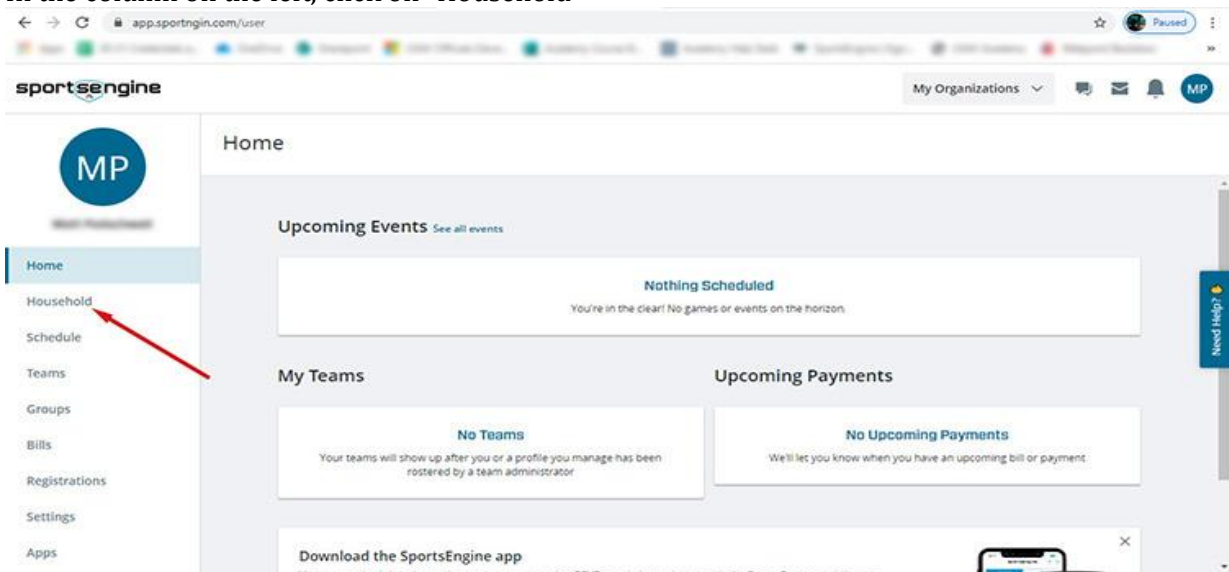
Accessing the Training

Accessing the training can be done through the SportsEngine website. First, you **MUST** be a current member of the [Chesapeake Region Volleyball Association \(CHRVA\)](http://www.chrva.org).

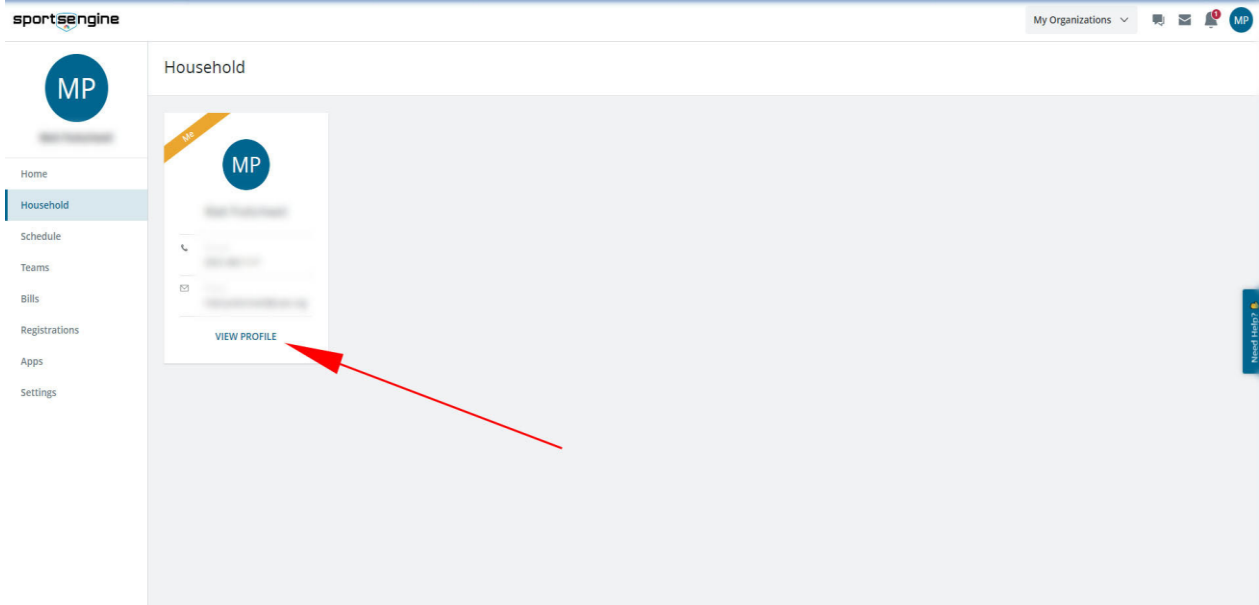
- a) Go to the CHRVA website (www.chrva.org) for details on account creation and membership purchase
NOTE: Some versions of Internet Explorer are not compatible with the website. Try Firefox, Safari or Google Chrome
- b) Information can be located on the Resources->How to Register page
(<https://www.chrva.org/page/show/1263504--member-registration-process-explained>)

Once a membership has been purchased, all training and modules can be accessed via the USA Volleyball Academy site. To access the site from SportsEngine, the next steps should be followed:

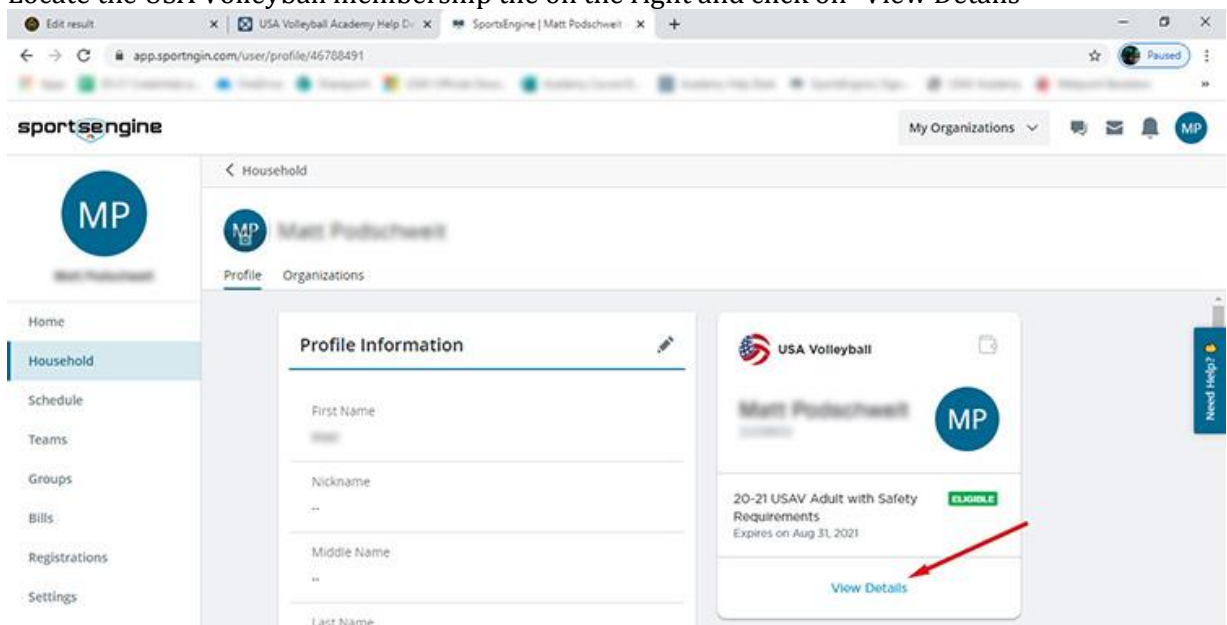
1. Follow [this link](#) and login to the SportsEngine account where the membership that was purchased is located.
2. In the column on the left, click on “Household”



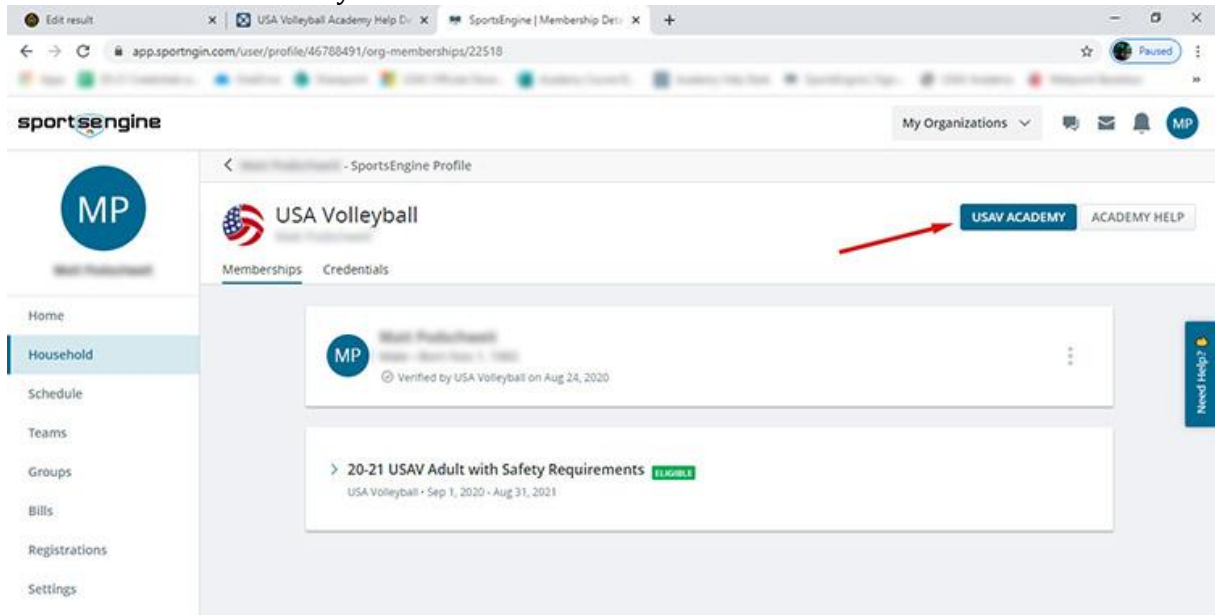
3. Click on the “View Details” link on the tile with the desired name on it



4. Locate the USA Volleyball membership tile on the right and click on “View Details”



5. Click on the USAV Academy button



A new tab in the browser will be opened and you will be automatically logged into your USAV Academy account.

For those that have been automatically registered for training, the courses will be located on your Dashboard or via Enrollments. For those who need to register for the training, the courses will be located via the Content Library.

← → ↻ 🏠 🔒 https://usavolleyball.litmos.com/home/dashboard 🔍 Search ⬇️ 📖 📄 🕒 ☰

📁 Enrollments

📚 Content Library

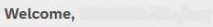
🏆 Certificates

🕒 Live Sessions

✉ Messages


🔒 Collapse Menu

🔍 USAV Academy Help Desk

Welcome, 

All In Progress Overdue Not Started Completed

🔍 Search for assigned courses and learning paths



Welcome! Read Me!

0%

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News

USE GOOGLE CHROME - Google

Chrome has proven to be the most stable and reliable browsing environment in which to access courses in the USAV Academy. Using Chrome will minimize the chance of encountering errors, including failed module and course completions.

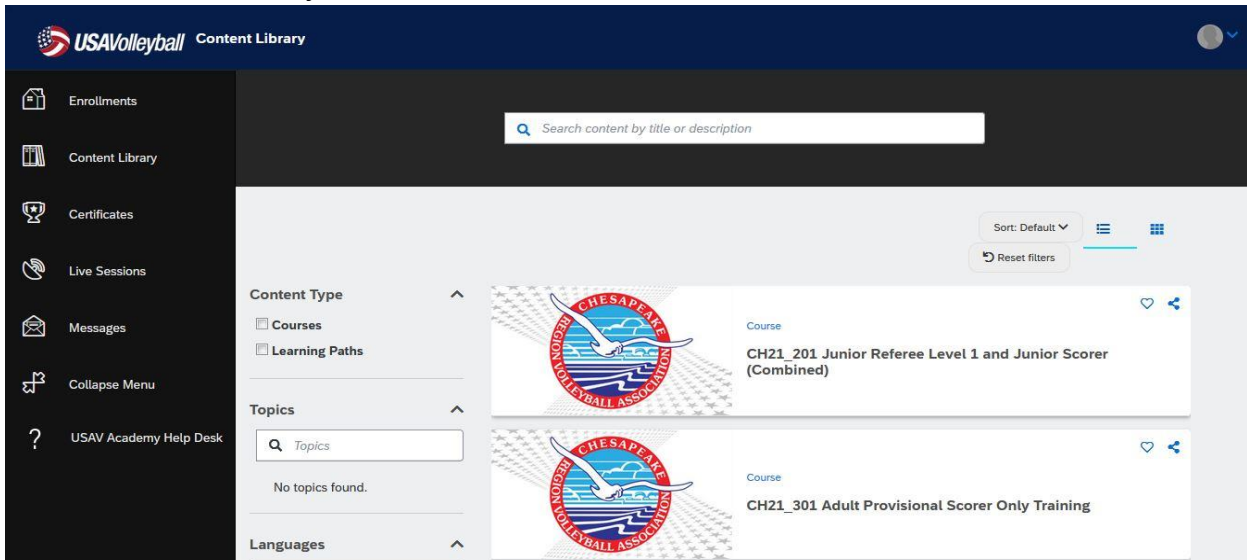
6 months ago

6

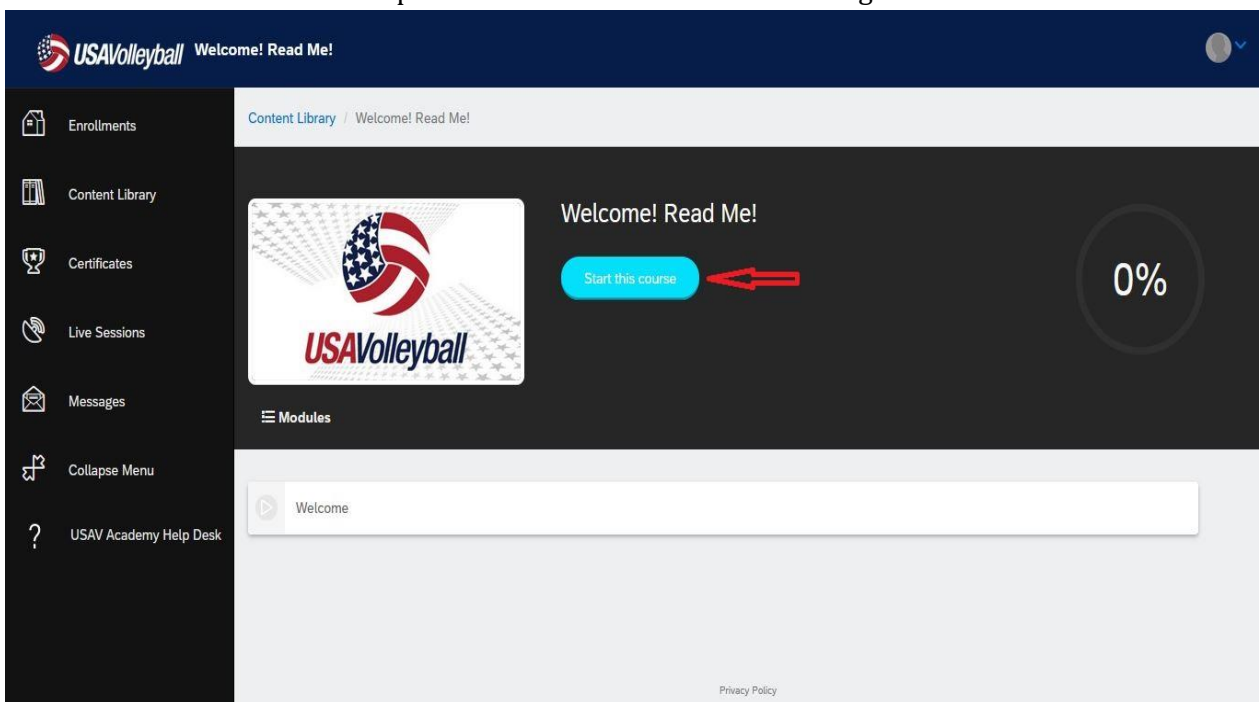
Registering for training

Once logged into the USAV Academy site, registering for training can be done via the Content Library. The next steps should be followed:

1. Click on “Content Library” to view the available courses.



2. Click on the desired course to open and click “Start this course” to register.



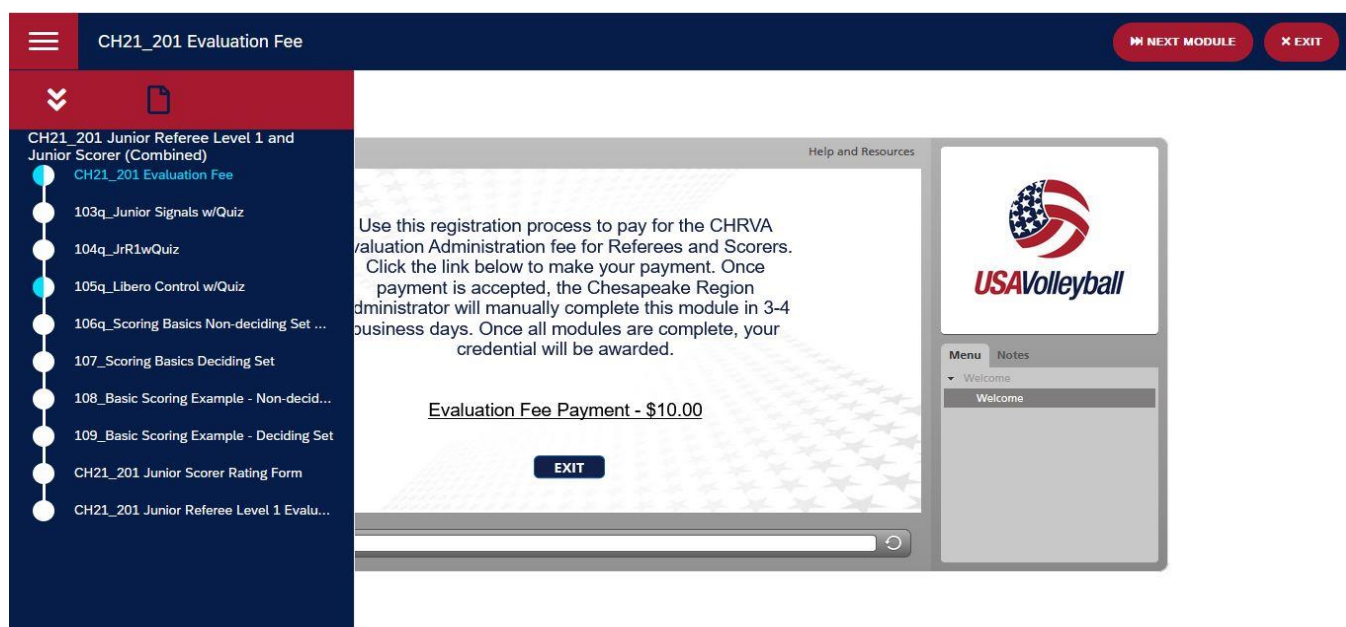
A new page will be opened where the training can be taken.

New Adult officials should register for the New Provisional Non-Player Referee (NPR) and Provisional Scorer Training.

Adults who were fully certified as Provisional or Regional officials in the prior season and are recertifying will be automatically registered for the necessary training.

Completing the training

Once registered for the training, the course can be completed from your Enrollments (Dashboard). Click on the name of the desired course. The course contains multiple modules that cover the necessary topics for the certification. It also includes modules that allow for the payment of the Referee/Scorer Admin fee and the upload of the scorer and referee evaluation forms. **NOTE:** The fee only needs to be paid ONCE.



To navigate through the content of each module, use the “Prev” and “Next” buttons



Some modules may contain a quiz that allows you to check your knowledge. If the specified number of correct responses is received, you can bypass some of the course content. There is still an option to view all content if necessary.

At the end of a module, the next module can be accessed by clicking the “NEXT MODULE” button. To exit the course, click the “EXIT” button.

*****Note that you must complete ALL modules to complete the course. A certificate of completion will only become available after ALL modules have been done. ******

Uploading the evaluations

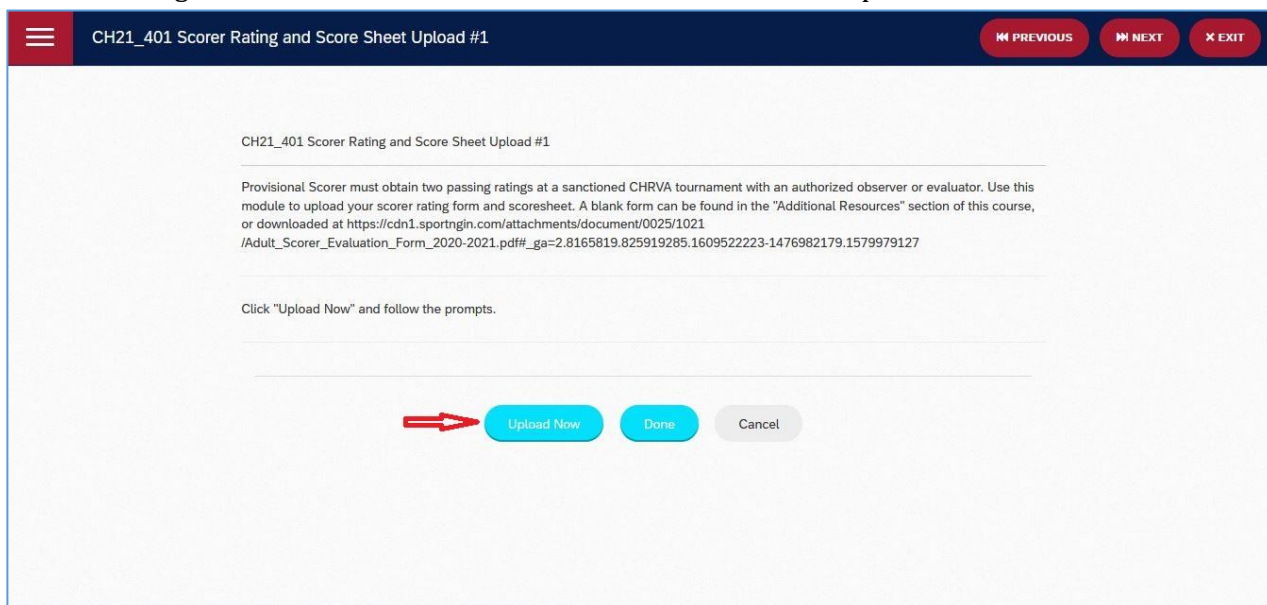
In order to be fully certified, you must be evaluated as a Scorer and/or Referee (depending on the training being taken). Evaluations are the practical portion of the certification process and are completed at any USAV sanctioned tournament.

The evaluation forms are completed by the official referees (usually in white, blue or grey uniform shirts) that are working the tournament.

Evaluations and/or completed scoresheets should be uploaded via the USAV Academy site using the designated modules included in the course. They should not be emailed to the scorer.certification or referee.certification addresses.

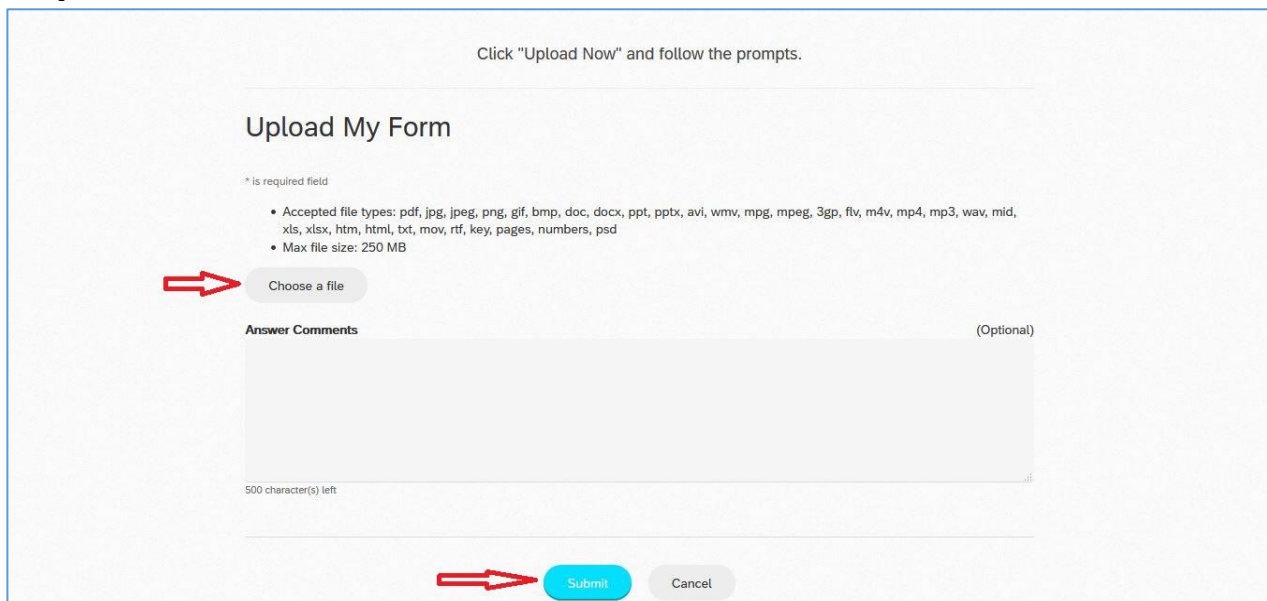
To upload the completed document containing signatures, complete the following steps:

1. Go to the designated module for the evaluation forms, click on the “Upload Now” button:



The screenshot shows a web interface for the "CH21_401 Scorer Rating and Score Sheet Upload #1" module. At the top, there is a dark blue header with a menu icon, the module title, and navigation buttons: "PREVIOUS", "NEXT", and "EXIT". The main content area has a title "CH21_401 Scorer Rating and Score Sheet Upload #1" and a paragraph of instructions: "Provisional Scorer must obtain two passing ratings at a sanctioned CH21_401 tournament with an authorized observer or evaluator. Use this module to upload your scorer rating form and scoresheet. A blank form can be found in the 'Additional Resources' section of this course, or downloaded at https://cdn1.sportngin.com/attachments/document/0025/1021/Adult_Scorer_Evaluation_Form_2020-2021.pdf#_ga=2.8165819.825919285.1609522223-1476982179.1579979127". Below this, it says "Click 'Upload Now' and follow the prompts." At the bottom, there are three buttons: "Upload Now" (highlighted with a red arrow), "Done", and "Cancel".

2. Follow the prompts, click “Choose a File” to select the file to upload and then click “Submit” once completed:



The screenshot shows the "Upload My Form" interface. At the top, it says "Click 'Upload Now' and follow the prompts." Below this is the title "Upload My Form". A note indicates "* is required field". There are two bullet points: "Accepted file types: pdf, jpg, jpeg, png, gif, bmp, doc, docx, ppt, pptx, avi, wmv, mpg, mpeg, 3gp, flv, m4v, mp4, mp3, wav, mid, xls, xlsx, htm, html, txt, mov, rtf, key, pages, numbers, psd" and "Max file size: 250 MB". Below this is a button "Choose a file" (highlighted with a red arrow). Underneath is a text area labeled "Answer Comments" with a "(Optional)" label to its right. At the bottom left of the text area, it says "500 character(s) left". At the bottom, there are two buttons: "Submit" (highlighted with a red arrow) and "Cancel".

3. Click “Done” once all forms have been uploaded to the module:

CH21_401 Scorer Rating and Score Sheet Upload #1

CH21_401 Scorer Rating and Score Sheet Upload #1

Provisional Scorer must obtain two passing ratings at a sanctioned CHRVA tournament with an authorized observer or evaluator. Use this module to upload your scorer rating form and scoresheet. A blank form can be found in the "Additional Resources" section of this course, or downloaded at https://cdn1.sportngin.com/attachments/document/0025/1021/Adult_Scorer_Evaluation_Form_2020-2021.pdf#_ga=2.8165819.825919285.1609522223-1476982179.1579979127

Click "Upload Now" and follow the prompts.

Upload Now Done Cancel

Uploaded evaluations and/or scoresheet will be reviewed and scored. You must receive a score of 100% to pass the module. A notification will be sent if any additional information is needed.

Certification Requirements

Certification courses available at the Adult level are as follows:

- Adult Provisional Scorer Only
- New Adult Regional Scorer Only
- Recertifying Adult Regional Scorer Only
- New Provisional Non-Player Referee (NPR) and Provisional Scorer
- NPR Recertifying Provisional Referee
- Recertifying Adult Regional Referee
- Recertifying Adult Team Player Referee

To become a referee you **MUST** also become a scorer. Evaluation requirements to become certified at one of the available levels are as follows:

1. Adult Provisional Scorer (**certification expires yearly**):
 - a. New Provisional Scorers – Submit two (2) evaluations
 - b. Recertifying Provisional Scorers – Submit one (1) evaluation or one completed scoresheet done at a sanctioned USAV tournament
2. New and Recertifying Regional Scorer (**certification expires every 2 years**):
 - a. New Regional Scorers – Submit one (1) evaluation or one completed scoresheet done at a sanctioned USAV tournament
 - b. Recertifying Regional Scorers – Submit one (1) evaluation or one completed scoresheet done at a sanctioned USAV tournament
3. New Provisional Referee and Recertifying Provisional Referee (**certification expires yearly**):
 - a. New Provisional Referees – Submit two (2) evaluations as R1 completed at a fellowship or sanctioned USAV tournament
 - b. Recertifying Provisional Referees – Submit one (1) evaluation as R1 completed at a sanctioned USAV tournament
4. Recertifying Regional Referee (**certification expires yearly**):
 - a. Recertifying Regional Referees – Submit one (1) peer evaluation as R1 completed at a sanctioned USAV tournament

All evaluations and scoresheets MUST be submitted by the listed deadline of **April 1st**. Once all requirements have been completed and the evaluations processed, your certification will be updated in your SportsEngine profile.

Information about the requirements, responsibilities and necessary documentation for each level can be located on the CHRVA website on the following pages:

Scorer – <https://www.chrva.org/page/show/223605-scorer-certification-instructions>

Referee - <https://www.chrva.org/page/show/111342-referee-certification-instructions>

If you have any questions, email scorer.certification@chrva.org OR referee.certification@chrva.org.