



CHRVA Junior Certification Guide

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General Information

About this guide

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

Intended audience

This guide is intended for junior players, junior coaches and parents (team representatives, chaperones, etc.) who will be performing officiating duties during the team work assignment at a tournament.

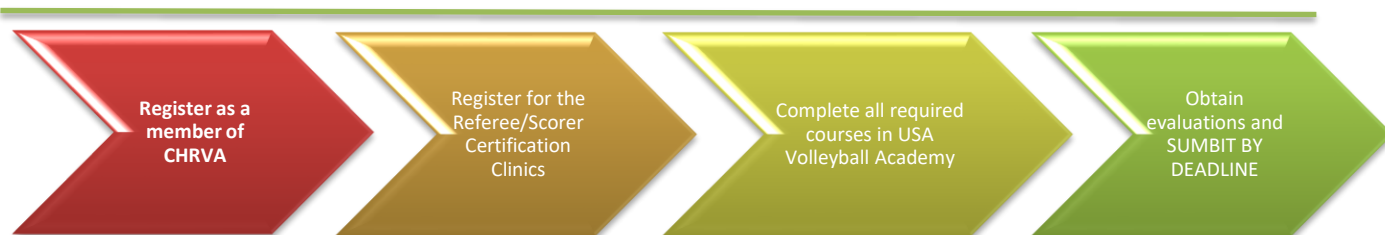
What's new?

- All training is accessed via the SportsEngine Member Management System (SE MMS)
- Evaluation/Rating forms can be uploaded directly in USAV Academy via the designated module

Main Steps

For those junior players, coaches and parents 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



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

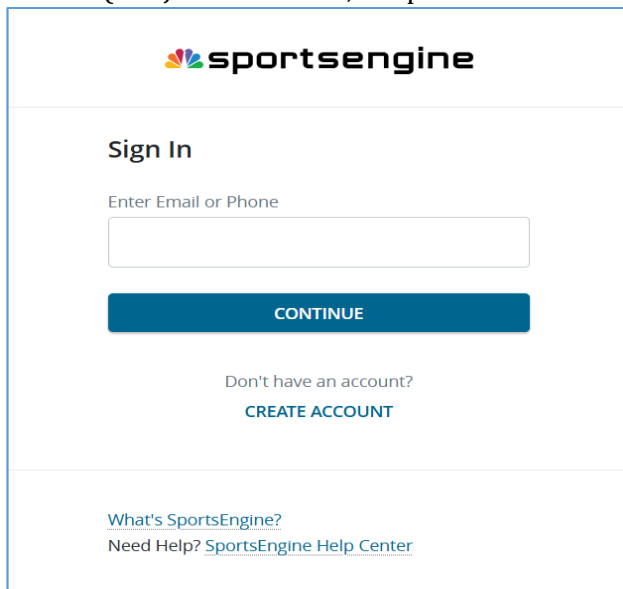
Accessing the Training

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: Use Firefox, Safari or Google Chrome to access the website
- b) Information can be located on the Resources->How to Register page
(<https://www.chrva.org/page/show/1263504--member-registration-process-explained>)

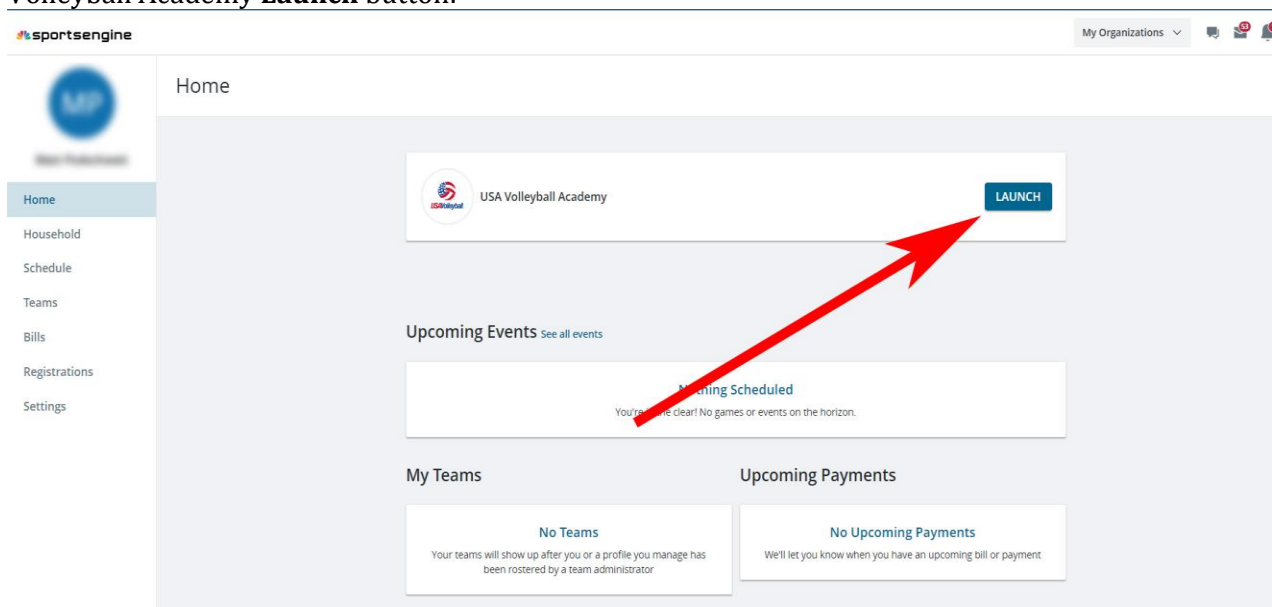
Once a membership has been purchased, all training and modules can be accessed via the USA Volleyball Academy site. To access the site from SportsEngine, the next steps should be followed:

1. Follow [this link](#) and login to the SportsEngine account where the membership that was purchased is located (For Junior athletes, the parent account owner should login) :

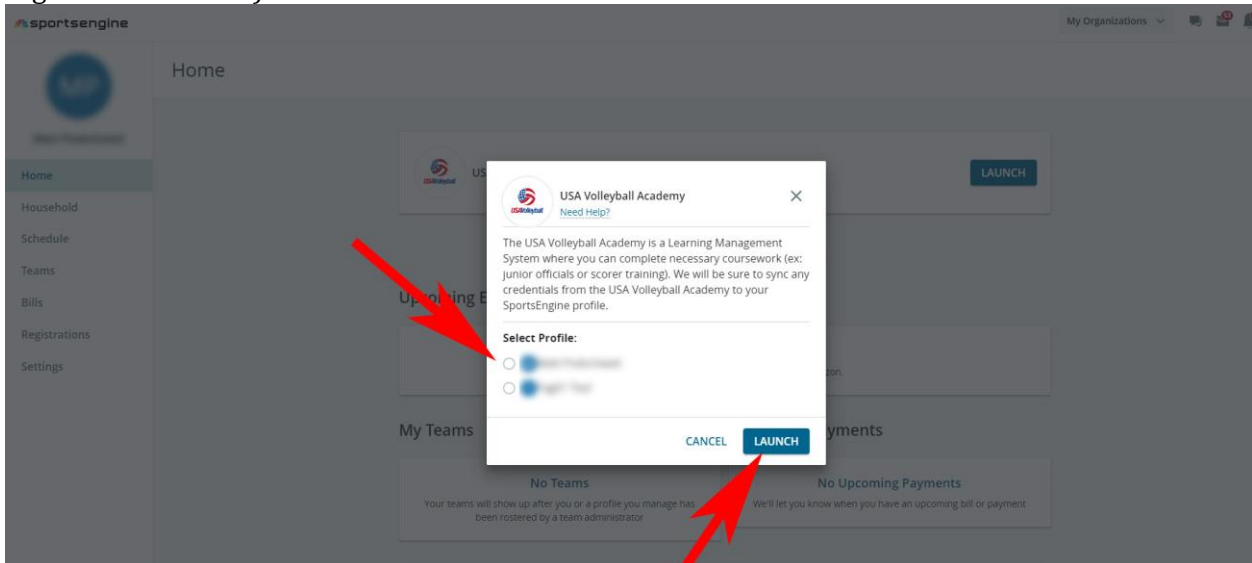


The image shows the SportsEngine Sign In page. At the top is the SportsEngine logo. Below it is the heading "Sign In". There is a text input field labeled "Enter Email or Phone". Below the input field is a blue button labeled "CONTINUE". Below the button is a link "Don't have an account? CREATE ACCOUNT". At the bottom, there are two links: "What's SportsEngine?" and "Need Help? SportsEngine Help Center".

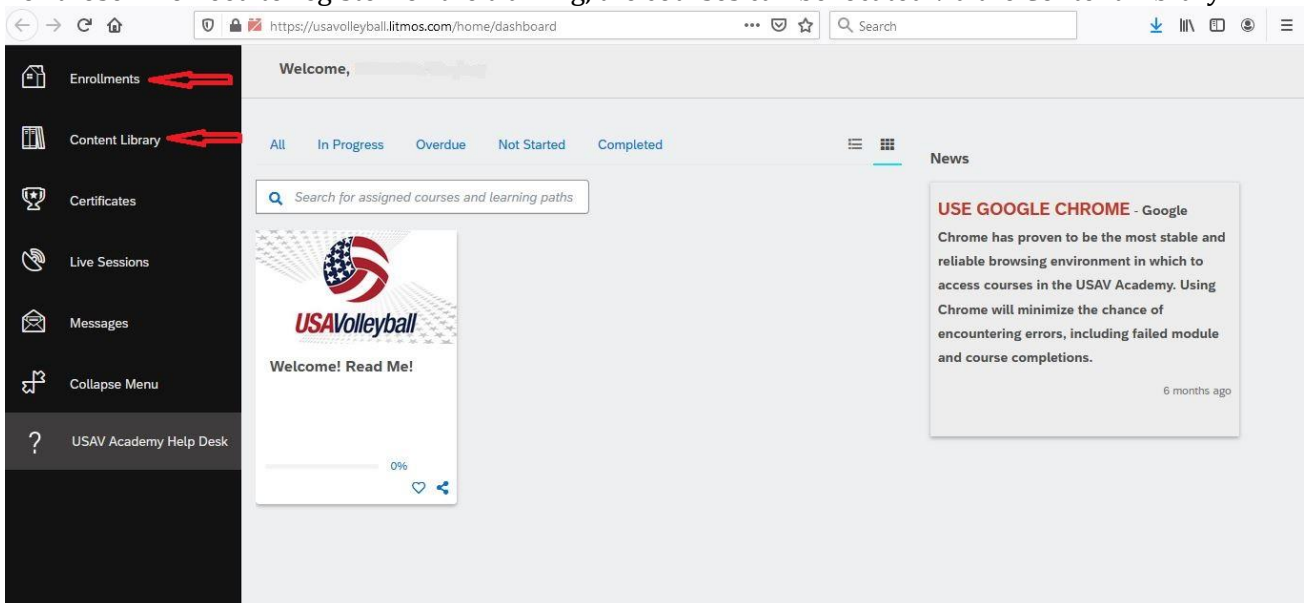
2. Upon successful login to the SportsEngine account, the Home page will be displayed. Click on the USA Volleyball Academy **Launch** button:



3. On the pop-up, select the desired profile and then click on the **Launch** button. If you do not see the desired profile, it is possible that the person does not have a current membership (Contact the CHRVA registrar to confirm):



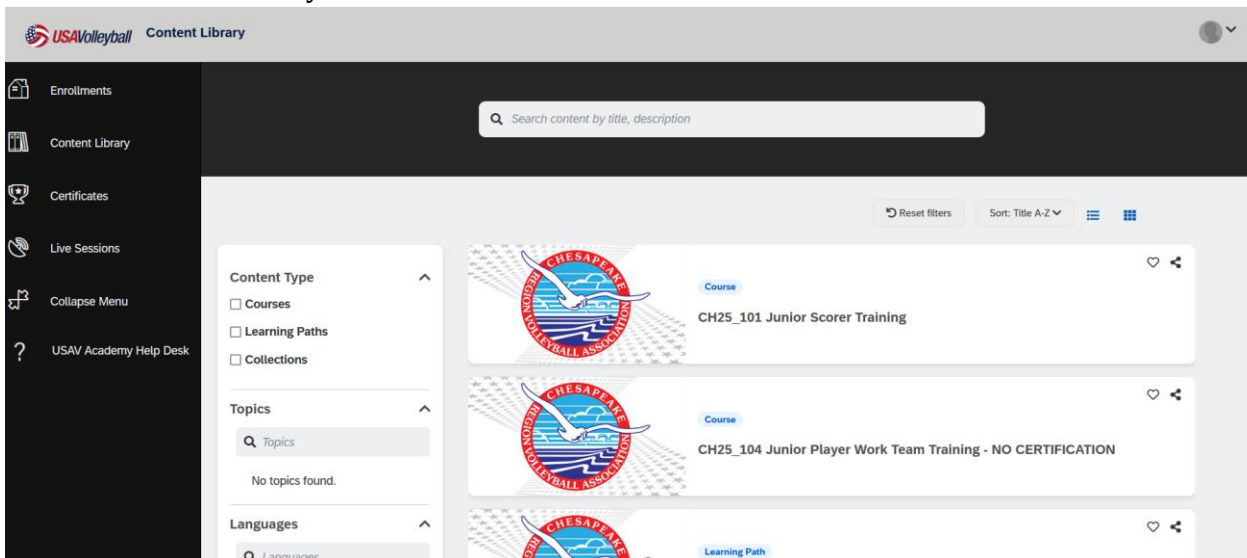
4. You will be automatically logged into your USAV Academy account. For those that have been automatically registered for training, the courses will be located on your Dashboard or via Enrollments. For those who need to register for the training, the courses can be located via the Content Library.



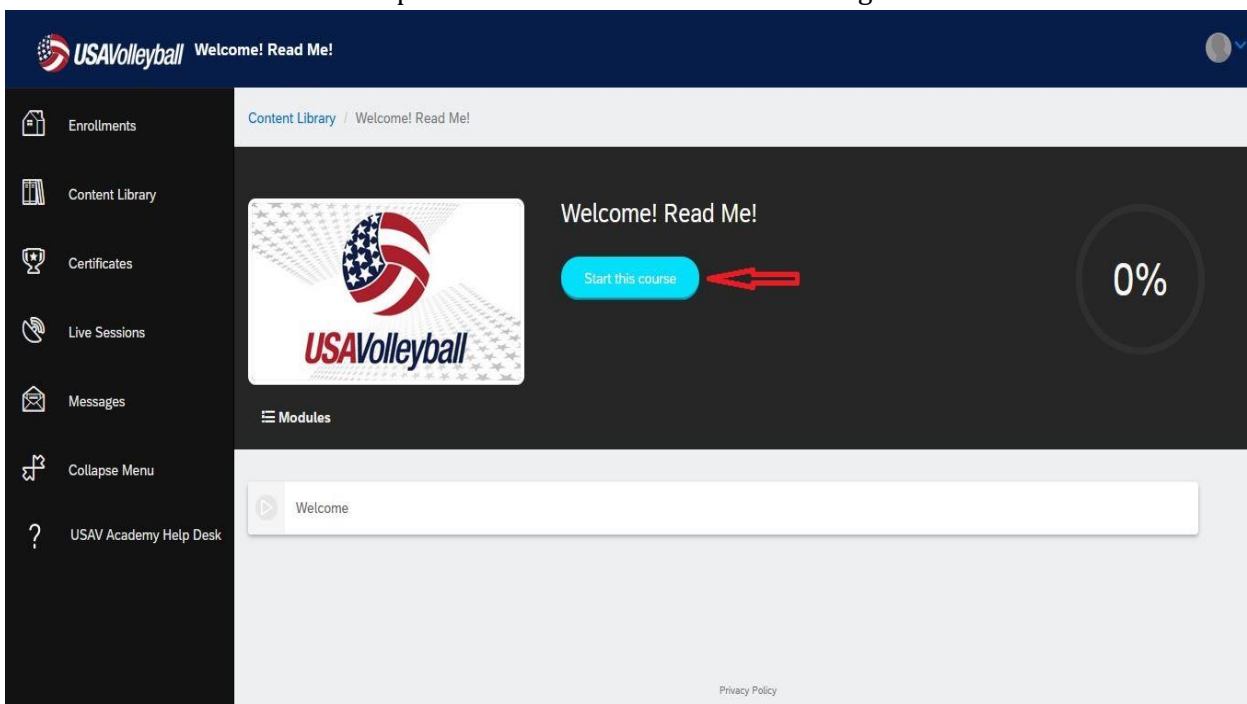
Registering for training

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.

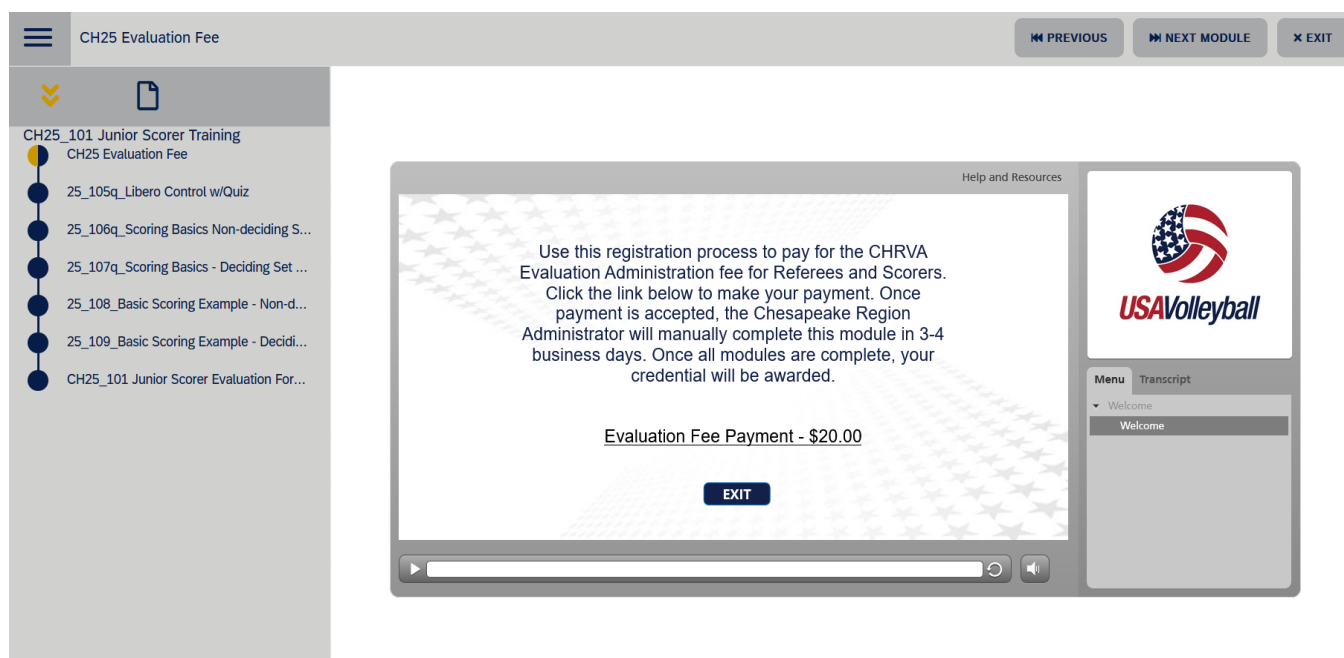
Junior club coaches, players and parents who will only be involved with working the team work assignments during a tournament should register for the Junior level courses ONLY.

DO NOT register for the Adult Provisional training unless you are attempting to become a certified official who will be working Junior and/or Adult tournaments for pay in the region.

Junior club coaches 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, to include any evaluations, have been done. ******

Uploading the evaluations

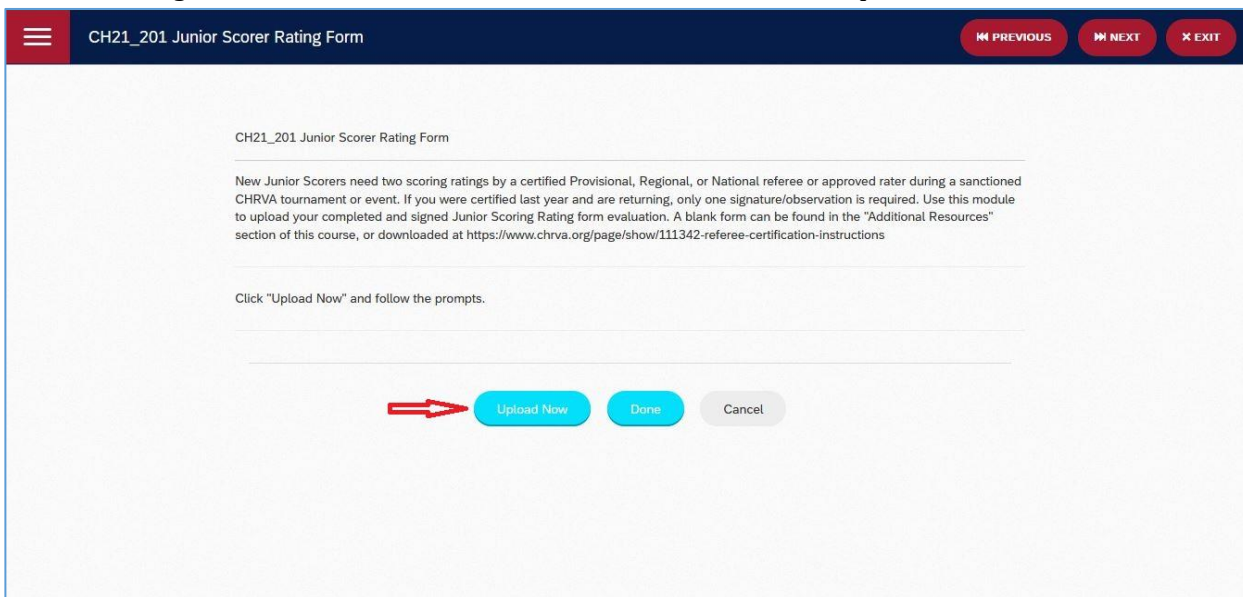
In order to be fully certified, you must be evaluated as a Scorer and/or Referee (depending on the training being taken). Evaluations are the practical portion of the certification process and are completed during the team work assignment at any USAV sanctioned tournament.

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

Evaluations 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.

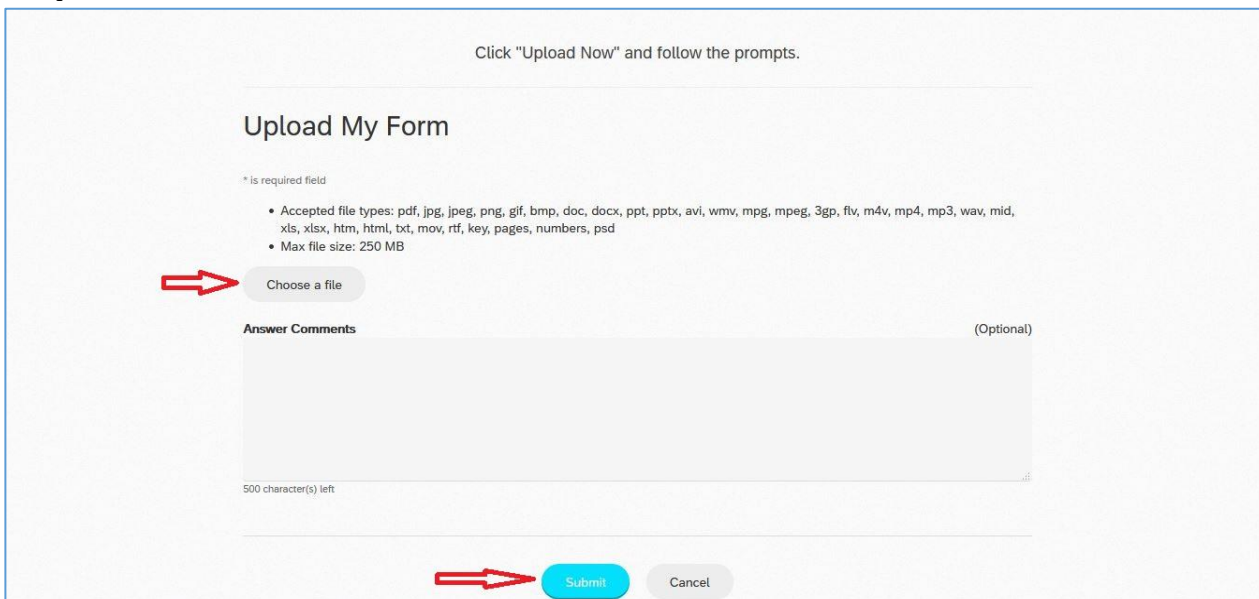
To upload the completed document containing signatures, complete the following steps:

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



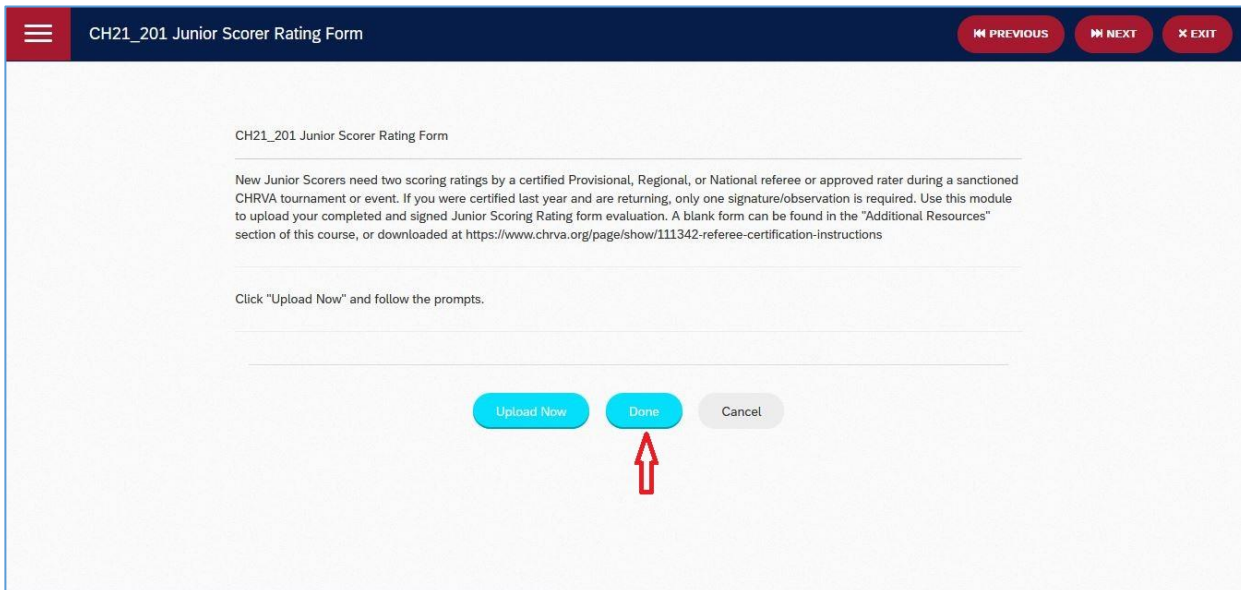
The screenshot shows a web interface for the "CH21_201 Junior Scorer Rating Form". At the top, there is a dark blue header with a menu icon, the title "CH21_201 Junior Scorer Rating Form", and three buttons: "PREVIOUS", "NEXT", and "EXIT". Below the header, the main content area has a title "CH21_201 Junior Scorer Rating Form" and a paragraph of instructions: "New Junior Scorers need two scoring ratings by a certified Provisional, Regional, or National referee or approved rater during a sanctioned CH21_201 tournament or event. If you were certified last year and are returning, only one signature/observation is required. Use this module to upload your completed and signed Junior Scoring Rating form evaluation. A blank form can be found in the 'Additional Resources' section of this course, or downloaded at <https://www.chrva.org/page/show/111342-referee-certification-instructions>". Below this, it says "Click 'Upload Now' and follow the prompts." At the bottom, there are three buttons: "Upload Now", "Done", and "Cancel". A red arrow points to the "Upload Now" button.

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



The screenshot shows a web interface for the "Upload My Form" page. At the top, it says "Click 'Upload Now' and follow the prompts." Below this, the title "Upload My Form" is displayed. A note indicates "* is required field". A list of accepted file types is shown: "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". Below this, it says "Max file size: 250 MB". A red arrow points to a button labeled "Choose a file". Below this, there is a text area labeled "Answer Comments" with a character count "500 character(s) left" and a "(Optional)" label. At the bottom, there are two buttons: "Submit" and "Cancel". A red arrow points to the "Submit" button.

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



The screenshot shows a web interface for the "CH21_201 Junior Scorer Rating Form". At the top, there is a dark blue header with a menu icon on the left and three buttons: "PREVIOUS", "NEXT", and "EXIT". The main content area has a title "CH21_201 Junior Scorer Rating Form" followed by a horizontal line. Below the line, there is a paragraph of text: "New Junior Scorers need two scoring ratings by a certified Provisional, Regional, or National referee or approved rater during a sanctioned CHRVA tournament or event. If you were certified last year and are returning, only one signature/observation is required. Use this module to upload your completed and signed Junior Scoring Rating form evaluation. A blank form can be found in the 'Additional Resources' section of this course, or downloaded at <https://www.chrva.org/page/show/111342-referee-certification-instructions>". Another horizontal line follows, then the text "Click 'Upload Now' and follow the prompts." and another horizontal line. At the bottom, there are three buttons: "Upload Now" (blue), "Done" (blue), and "Cancel" (grey). A red arrow points upwards to the "Done" button.

Uploaded evaluations 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 Junior level are as follows:

- Junior Scorer
- Junior Referee Level 1 and Scorer Combined
- Junior Referee Level 2 and Scorer Combined (Only for those experienced Junior officials, fully certified at Level 1 for 1+ years, who are 14 years or older and interested in moving up a Level.)

NOTE: If you were certified as a Level 2 referee in the prior season and would like to be certified again, send an email to the address below to be registered for the course.

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. Junior Scorer:
 - a. New Junior Scorers – Submit two (2) evaluations
 - b. Recertifying Junior Scorers – Submit one (1) evaluation
2. Junior Referee Level 1 and Scorer Combined:
 - a. New Junior Referees and Scorers – Submit two (2) evaluations as both Scorer and R1 (2 for Scorer and 2 for R1)
 - b. Recertifying Junior Referees and Scorers – Submit one (1) evaluation as both Scorer and R1 (1 for Scorer and 1 for R1)
3. Junior Referee Level 2 and Scorer Combined:
 - a. New Junior Referees – Submit two (2) evaluations as both Scorer and R1 and one (1) evaluation as R2 (2 for Scorer, 2 for R1 and 1 for R2)
 - b. Recertifying Junior Referees – Submit one (1) evaluation as both Scorer and R1 and one (1) evaluation as R2 (1 for Scorer, 1 for R1 and 1 for R2)

NOTE: The evaluator for the R2 evaluation **MUST** be a National or Junior National level referee.

All evaluations **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. **Junior certifications are only valid for ONE season and expire yearly.**

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.