



USAVolleyball

ERVA New Club Director Guide

INFORMATION ON STARTING A JUNIOR VOLLEYBALL CLUB

Evergreen Region Volleyball Association
1818 W Francis Ave., #215 | Spokane, WA 99205
P: 509-290-5552 | E: office@evergreenregion.org
www.evergreenregion.org

Welcome to Evergreen Region Volleyball!

Thank you for your interest in starting a new club with the Evergreen Region of USA Volleyball (ERVA). We are excited to welcome you into our volleyball community and are here to guide you every step of the way. As a Club Director, you play a vital role in creating positive experiences for athletes, families, and coaches throughout the region.

This guide is designed to provide you with the resources, timelines, and key information needed to successfully navigate the season. Whether you are brand new to club management or looking to expand an existing program, we're committed to supporting you with the tools and knowledge necessary to build a strong, well-organized club.

Together, we'll help grow the sport of volleyball and foster an environment of learning, competition, and fun for all participants.

Online Resources & Support

The **Club Director Resources Page** on the ERVA website provides a **step-by-step guide** for Club Directors, with direct links to all the forms you'll need throughout the season. You can find it at: www.evergreenregion.org/clubdirectors

Additionally, we offer a **Google Drive Resource Folder** that contains:

- Sample Documents
- Templates
- Tutorials
- Additional guides and resources to help you navigate the season.

A link to this folder is available on the website linked above.

Stay Informed with ERVA Communications

The ERVA staff will send **periodic email reminders** throughout the season with upcoming deadlines, forms, and next steps. These reminders will help ensure you stay on track and don't miss important dates.

If you have any questions, please contact us at:

- **Email:** office@evergreenregion.org
- **Phone:** 509-290-5552

Don't worry—ERVA is here to help you every step of the way!

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Step 1: Club Activation

The **Club Activation Form** is the first step to officially register your club with ERVA. This form collects your club's essential information and includes the **Club Director Code of Conduct**.

Once submitted: Your club will be added to our email list. - You'll be listed on the ERVA website. - Your club profile will be created in USA Volleyball's member management and club management system (SportsEngine).

Each club must have a **Club Director** who manages registration and communicates with the ERVA Office. A Club Director **may** also serve as a coach or chaperone.

Step 2: Club Handbook

Every club is required to provide a **Club Handbook** to their members. This can be posted on your website or shared directly with families. A **Handbook Template** is available on the ERVA website.

The handbook should include: - Club programs and services - Fee structures - Dispute resolution policy - General club policies and expectations etc.

Step 3: Membership Registration (via SportsEngine)

All club directors, coaches, players, and club personnel must register with USA Volleyball through **SportsEngine**. Visit www.evergreenregion.org and click **Memberships** for direct access and help resources.

Coaching Requirements

Head Coach Qualifications (MUST be 20 or older):

- Be at least **20 years old**
- Current Registered Membership- **ERVA Coach of Juniors**
- IMPACT certified (free online)
- SafeSport certified (free online)
- Pass an NCSI (USAV) background screening
- Attend annual Ref/Score Clinic
- Submit Coaching Code of Ethics (online)
- Review Concussion & Cardiac Arrest Training Videos (online, accessible through membership purchase process)

Assistant Coach Qualifications (18 and older):

- Current Registered Membership- **ERVA Coach of Juniors**
- IMPACT certified (free online)
- SafeSport certified (free online)
- Pass an NCSI (USAV) background screening
- Attend annual Ref/Score Clinic
- Submit Coaching Code of Ethics (online)
- Review Concussion & Cardiac Arrest Training Videos (online, accessible through membership purchase process)

Assistant Junior Coach Mentees (17 and under):

(Background screening is NOT required until their 18th birthday. If they turn 18 within the season they will need to add the ERVA Coach Membership to their member profile and submit a background screening.)

- Current Registered Membership- **ERVA Junior Coach Mentee**
- IMPACT certified (free online)
- SafeSport certified (free online)
- Attend annual Ref/Score Clinic
- Submit Coaching Code of Ethics (online)
- Review Concussion & Cardiac Arrest Training Videos (online, accessible through membership purchase process)

Note: High school sports take precedence over club volleyball if scheduling conflicts arise. Clubs must comply with their state's high school athletic association rules regarding school coaches participating in club coaching.

Player Requirements

All players must have a **current USAV membership** before participating in any club activities. Membership registration is done through SportsEngine.

There are a multitude of junior memberships available based on the level of participation for the season. Please make sure they are purchasing the best option for their participation level. Junior Membership types can be reviewed [online here](#).

Parents/Guardians are required to:

- Complete Player Membership Registration
- Save or Print Player Membership Card for Proof of Membership
- Complete & Submit a **Medical Release Form** (keep copies for coaches)

Chaperone Guidelines (Optional but Recommended)

Chaperones supervise players outside of competition for safety. We recommend 1–2 chaperones per team. Chaperones with eligible requirements completed may be added to the official roster.

Chaperone Requirements:

- Current Registered Member- ERVA Adult-SafeSport & Background Screen Required
- SafeSport certified
- Pass an NCSI (USAV) background screening
- Sign Chaperone Responsibilities Form and Parent/Spectator Code of Conduct
- (Optional) Attend Ref/Score Clinic to assist with officiating duties

Step 4: Facility Insurance

USA Volleyball/ERVA registration includes access to facility insurance. To request a certificate submit a request form online under the club director website linked above.

Step 5: Attend Preseason Club Director's Meetings

ERVA holds a few Preseason Club Director meetings each season. Meetings are REQUIRED to ensure the upcoming season event schedule, rules, policies and procedures are covered along with any other important changes to announce.. Details will be sent to you ahead of time.

Step 6: Tryouts

Clubs must follow ERVA's Tryout Policies regarding:

- Tryout Periods
 - Summer
 - Fall
- Offer & Acceptance Policy
- Contact Rules

Holding tryouts are not required, clubs may present offers to players during the eligible period without a tryout. For guidelines, visit: www.evergreenregion.org/tryoutinformation/

Step 7: Club Management in SportsEngine HQ

Member Eligibility

Club Directors are responsible for ensuring all member eligibility requirements are completed **PRIOR to participation**.

- **This includes:**
 - Monitoring that all players have a current USAV membership.
 - Ensuring all coaches have completed eligibility requirements (membership, background screen, SafeSport, IMPACT) before coaching any activities.
- **Prior to being ROSTER eligible:**
 - Verifying that each rostered member (players, coaches, chaperones) has their club assignment correctly attached in the Member Management System (SportsEngine HQ).

It is the Club Director's responsibility to actively track eligibility within SportsEngine and make sure that no individual participates until fully eligible.

We will walk through the entire process during the Preseason Club Director Meetings, providing tips and strategies to help ensure your members are registered correctly and that you know how to monitor eligibility status throughout the season.

Season Management & Building Rosters

Club Directors must create a **season in SportsEngine HQ** and build team rosters for all **ERVA-sanctioned events** within the system. This step is crucial for tracking team assignments, eligibility, and official participation.

Printing Official Rosters

For every ERVA-sanctioned event, each coach is required to present a **printed Official SportsEngine Roster**.

It is the Club Director's responsibility to ensure that:

- Rosters are **completed, accurate, and updated**.
- Copies are either **emailed to coaches** or **printed and distributed** before each event.
- Coaches are reminded to have a **printed roster on hand at every tournament** for check-in.

Step 6: Tournament Schedule & Registration

Tournament Schedule

ERVA and our member clubs host tournaments across the region throughout the season. The ERVA Tournament Calendar is finalized and shared with clubs around September/October, outlining the scheduled events, age divisions, locations, and the number of teams accepted at each tournament.

On Tournament Sign-Up Day (typically in December), clubs will officially register for the events they wish to attend. Because some tournaments fill up very quickly, we strongly recommend having multiple people assisting with sign-ups and preparing a list of backup tournaments in case your first-choice events reach capacity.

We will walk through the entire tournament calendar and Sign-Up Day process during the **Preseason Club Director Meetings**, providing you with essential tips and strategies to help ensure your teams are registered successfully and your season is set up for success!

Hosting a Tournament

If your club is interested in hosting an event, you may submit a Tournament Request Form between September and November.

Tournament Registration

ERVA uses **Advanced Event Systems (AES)** for tournament sign-ups. Club directors will need to create an account and add teams into the registration system prior to sign up day. Access to the event management system and instructions on how to set up your account are on the Club Directors website page.

Step 7: Referee & Scorekeeper Clinics

All players and coaches must attend a clinic annually. **Coaches MUST be certified prior to their first tournament. Players have until February 1st to complete a clinic.**

- **Clinic Options:**
 - Attend an in-person Region Hosted Clinic (FREE)
 - Host a in-person Club Clinic
 - Submit a Ref/Score Request Form online (available on club director webpage)
 - Optional: Complete Online Clinic
 - Recommended for returning older players & coaches or as a makeup clinic option. We DO NOT recommend this for newer players or coaches.

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Estimated Costs

- **Adult Membership (Club Director/Coach):** \$75
 - **Junior Player Membership:** \$75
 - **Background Screen (18+):** \$14 (annually)
 - **IMPACT Certification:** Free (online)
 - **SafeSport Certification:** Free (online)
 - **Team Registration Fee:** \$60 per team
 - **Tournament Fees:** \$300–\$500 per event.
 - National Qualifiers and Multi-Day Events can be higher than \$500
 - **Other Potential Costs:** Gym rental, uniforms, coaching pay, travel expenses.
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Season Timeline

May–July

- Appoint Club Director/Assistant
- Secure coaches
- Submit Club Activation Form
- Finalize Club Handbook
- Submit summer tryout dates (if hosting)
- Plan facility use & insurance requests

July- August

- Hold summer tryout (if desired)
- Request to host tournaments (if applicable)
- Register adult members, background screens, SafeSport, IMPACT
- Secure gym space early
- Attend Preseason Club Director Meeting

September–November

- Attend ERVA Club Director Meetings
- Finalize coaching staff
- Submit tryout dates (if hosting)
- Ensure coach memberships & background screens are complete
- Confirm all members have current USAV memberships
- Assign players to your club in SportsEngine
- Set up practice schedules and sample tournaments in AES
- Begin building team rosters in SportsEngine
- Schedule Ref/Score Clinics
- Submit Team Registration Form & fees

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December

- Tournament Sign-Up Day (AES)
- Ensure all personnel meet membership and certification requirements
- Finalize team rosters in SportsEngine
- Verify tournament entries with directors
- Submit Payments for confirmed Tournaments.
- Ensure Parent/Spectator Code of Conduct forms are on file

January-End of Season

- Finalize and distribute team rosters to coaches
- Distribute tournament information to coaches as received
- Attend tournaments
- Manage roster changes
- Manage tournament attendance
 - Drop teams as needed

Thank You & Ongoing Support

Thank you for stepping into the vital role of Club Director within the Evergreen Region Volleyball Association. We understand that managing a club involves many moving parts, but remember—you are not alone in this process.

The ERVA staff is here to support you every step of the way. We are committed to providing you with the tools, resources, and communication you need to ensure a successful and enjoyable season for you, your teams, and your families. Please reach out to us with any questions or concerns throughout the year. Together, we'll continue to grow and strengthen our volleyball community.



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