

BAYOU REGIONAL VOLLEYBALL ASSOCIATION

JUNIOR OLYMPIC DEVELOPMENT PROGRAM

1. CLUB PROGRAM CONCEPTION

- a. Secure the encouragement and support of a number of parents who have athletes currently playing high school or other organized volleyball.
 - i. Ideally you will have 2 or 3 sets of parents in each age category you wish to field teams in.
 1. See the USAV age division regulations in the USA Volleyball Guide or Bayou RVA handbook.
 - ii. Why parents first?
 1. They pay the bills for:
 - a. Coaches
 - b. Facility rental
 - c. Equipment
- b. Call a meeting with all of these parents and players as soon as possible. Ask these people to bring at least one additional player and parent to the meeting. The purpose of the meeting is to:
 - i. Determine if there is sufficient parental support to warrant organizing a USAV program and
 - ii. Determine if there is sufficient athlete's support to warrant organizing a USAV program.
- c. Decide on what type of program.
 - i. Age groups
 - ii. Boys and/or girls
 - iii. Cut or no cut
 - iv. Elite or/and non-elite
 - v. Participation philosophy
- d. Financial considerations
 - i. Facility rental
 - ii. Uniform cost
 - iii. Volleyball purchase
 - iv. Player, coach, chaperones and administration registrations
 - v. Team registration
 - vi. Liability insurance (included with USAV membership)
 - vii. Secondary accident insurance (included with USAV membership)
 - viii. Coaches salaries
 - ix. Tournament entry fees (approximately \$125 - \$200 per tournament day)
 - x. Travel (members responsibility or included in club membership rates)
- e. Funding
 - i. Members' fees
 - ii. Fund raisers
 - iii. Corporate donation and/or sponsorship
- f. Consult a professional.
 - i. Accounting
 - ii. Legal
 1. Incorporation
 2. Non-profit organization
 3. Tax exempt status
- g. Assuming there is sufficient support at the parental and player levels, you will need to go about the process of tentatively securing:
 - i. Gym time. The private/parochial school systems are the most supportive as they are not bound by some of the regulatory requirements as the public system.
 - ii. Qualified coaches. This should be done with the same effort as any company looking to hire an employee. References should be checked and background inquiries must* be made.
***-Background checks are required for all adult individuals associated with junior volleyball: Including but not limited to club directors, administrators, coaches (head, assistant, etc.) chaperones, trainers team reps, officials, etc. During online registration, the submission of the necessary information to complete a background screen is required for registration to be completed.**
 1. Locate good coaches through word of mouth. Let the high school coaches, church leagues, college coaches and players in your area know that you are attempting to do. Former college players may have an interest in sharing their knowledge of the game.
 2. Require all persons who will be in charge of minors to complete an application and give consent to background checks (mandatory).
 - a. Both a Coaching Application Form and a Leader Information Form are included in this handbook.
 3. Have a proposed season mapped out to present to the prospective coaches. They should know what is expected of them and what they can expect from you.
 4. Outline pay scale and specific coaches responsibilities.
 - iii. Equipment/uniforms. Ask other clubs for recommendations of suppliers.
- h. Formal Organization
 - i. Start small. Starting an age division and allowing it to fall apart can be devastating for your club.
 - ii. Complete all of the above preparations prior to the Thanksgiving Holiday.
 - iii. Have a parent and players meeting to introduce coaches, parents, players, and chaperones to formalize the season and to organize the teams.

- iv. Register every player, coach, chaperone and administrator with USAV through the Bayou Regional.
- v. Have each coach, leader and chaperones read and sign the Bayou Regional Code of Ethics. Send original to the regional office with registration form. Each club should retain a copy on file.
- vi. Provide a contract for the players, parents, and chaperones to sign including all of the specific information as to what their responsibilities are to the club and what the club's responsibility is to them.
- vii. Provide a contract for the coaches to sign delineating the terms of their employment, and to further clarify that they are independent contractors and also subject to a background check.
- viii. Provide a contract for the gym space delineating the exact terms of your rental agreement.
- ix. Provide each player, coach, parent and chaperone with copies of a proposed practice and tournament schedule before the season begins.
- x. Provide each parent and coach with a copy of the budget so that everyone understands how you propose for the club to function financially.

2. CLUB FORMATION

- a. Obtain a sanction number and (certificate of insurance if required) from the Bayou Regional office for tryout and practice sites.
- b. Obtain event insurance information from the Bayou Regional office.
- c. Tryouts.
 - i. All athletes participating in a tryout or one time event must be registered with the Bayou Regional USA Volleyball to assure insurance coverage is in effect. Clubs hosting tryouts without proper registration are not insured and may not advertise or imply that the tryout or event is a Bayou Regional/USA event. (If you have tryouts without USAV registration, it is strongly recommended that you obtain insurance of some kind.)
 - ii. Determine the selection process your club will use to choose players.
 - iii. Select your team or teams to form you club.
- d. Individual/Team Registration.
 - i. Collect all completed Individual Registration forms and Team Registration forms. Check for completeness and all required signatures and mail to Bayou Regional Registrar.
- e. Medical History and Release Form.
 - i. The club should have two copies of this form, one for the team coach to have available at all times.
- f. Refer to the OFFICIAL USA VOLLEYBALL RULE BOOK.
 - i. Facilities and equipment information
 - ii. Participants in competition (uniform requirements)
 - iii. Rules, officials' duties, game procedures and officials hand signals.

3. RESPONSIBILITIES

- a. Club Administration
 - i. Provide gym space with proper volleyball setup at a time and place deemed acceptable to the coaches and players (3-4 hours per week per team)
 - ii. Provide at least one USAV approved volleyball per player.
 - iii. Provide a club (participant) dues structure sufficient to supply the team necessities and to compensate coaches for time and any approved expenses.
 - iv. Provide the coaches with the opportunity to coach without parental interference.
 - v. Insure parents have free access to athletes at all times to provide parents with opportunities to observe the coaching techniques and professionalism of the coaches and staff.
 - vi. Never allow a coach or staff member to be with a team or players without at least two adults present.
 - vii. Arrange a tournament schedule with a tournament at least every two to three weeks.
- b. Parents
 - i. Pay dues and associated tournament costs in a timely manner.
 - ii. Bring players to practice and pick up at scheduled time.
 - iii. Volunteer if available to assist in club activities.
 - iv. Refrain from interfering with players or coaches during practice or game situations.
 - v. Provide a positive role model.
- c. Players
 - i. Come to practice ready for work with all equipment needed.
 - ii. Have a positive and willing to learn attitude.
 - iii. Be a team player.
 - iv. Have fun.
- d. Chaperones
 - i. Adhere to the responsibilities outlined in the USVBA Chaperone Responsibility information sheet.

