



GARDEN EMPIRE VOLLEYBALL ASSOCIATION

How to Start a Junior Volleyball Club

- 1 Registration
 - 1.1 Registering a new Junior Volleyball Club.
 - 1.1.1 To register a new club, go to http://reg.geva.org/HAI_P/H_LOGON.php, fill in your Email address, a password, phone number, and click on “Register New UserID”.
 - 1.1.2 You’ll receive an email in which you’ll have to click the provided link to get started with the registration process.
 - 1.2 Team Registrations
 - 1.2.1 Each club can be comprised of one or more teams.
 - 1.2.2 Teams are age specific; please see <http://geva.org/files/2009/2009AgeDefinition.pdf> for the age guidelines. Players are allowed to play “up” on an older team.
 - 1.2.3 After teams have been selected (via tryouts or another method of your choosing), login to the registration system (see 1.1.1 above), and create your teams. You add players to a team by selecting the team with “Add/Select Team” and then “Add/Select Individual”.
 - 1.2.4 After clicking on “Add/Select Individual”, click on the “FIND” button at the bottom, then enter their Registration PIN from the Signature Page (see 1.3 below) that they turn in.
 - 1.2.5 After entering all of the players, coaches, and chaperones (if any) onto the team, under the “Team Mgt” label is a link for “Team Reports”. Print the Team Roster and mail it, along with the Signature Pages, and a single check for registrations to the Registrar.
 - 1.2.6 There is a \$60 team registration fee (\$100 if all players aren’t registered via the online system) that is submitted along with the individual registrations..
 - 1.3 Individual Registrations
 - 1.3.1 ALL coaches, players, club directors and chaperones must register using the online registration system. Start by going to <http://geva.org/reg>.
 - 1.3.2 It bears repeating: ALL COACHES, PLAYERS, CLUB DIRECTORS, and CHAPERONES should use the online registration system this year.
 - 1.3.3 Coaches will need to register online (\$40) and if they did not pass a background screen last year, they will need to submit a new one by printing the form and mailing it in (\$18). All coaches must be IMPACT certified; certification lasts for 3 years. IMPACT is offered periodically throughout the region and is valid for 3 seasons (see <http://geva.org/juniors/regImpact.php> for a list of the currently available classes). There are a variety of methods to renew an expired IMPACT certification, see the web site or contact education@geva.org for more information.
 - 1.3.4 Club Directors need to be registered and background screened.
 - 1.3.5 Chaperones will need to register online (at a reduced rate of \$20) and if they did not pass a background screen last year, they will need to submit a new one using the online system (\$18).
 - 1.4 Registration Checklist
 - 1.4.1 Register Club.
 - 1.4.2 Register coaches, players, club directors, and chaperones at <http://geva.org/reg>.
 - 1.4.3 For each team, submit the following:
 - 1.4.3.1 Team Roster printed from the registration system
 - 1.4.3.2 Team Fee of \$100 (\$60 if EVERYONE registered online).
 - 1.4.3.3 Signature Page for each person.
 - 1.4.3.4 Signed Background Consent form, for those needing new screens.
 - 1.4.3.5 Individual registration fees and Background Screen fees.



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1.4.3.6 Please note, submit only ONE CHECK per team (or club). If you submit individual checks for each person the registrar will return them unprocessed.

1.4.4 Send all forms and payment to:

GEVA – Registration
8 John Walsh Blvd.
Suite 600, Bldg. 6
Peekskill, NY 10566

2 Facilities

- 2.1 Acquire access to adequate practice facilities. A good source for practice facilities are local high schools, universities, and recreation centers.
- 2.2 Most facilities will require that you have at least \$1 million in liability coverage. This insurance is available through GEVA and USA Volleyball at no cost to you. To request an insurance certificate from the region:
 - 2.2.1 Send an email requesting an insurance certificate to commissioner@geva.org. The email should contain your registered club name, club contact, club mailing address, the EXACT NAME of the practice facility, and the physical address of the practice facility.
 - 2.2.2 If you use more than one location, include them in the same email.

3 Coaches

- 3.1 Arrange for coaches for each team that you intend to run. While it is possible for a coach to be assigned to more than one team, scheduling conflicts can make this difficult to manage.
- 3.2 Each coach needs the following:
 - 3.2.1 They must be registered – see the section on registration, above.
 - 3.2.2 They must pass a Background Screen - All adults involved with junior programs must pass a background screen. Background screens are processed as part of the online registration and are valid for two seasons.
 - 3.2.3 They must be IMPACT certified - IMPACT is offered periodically throughout the region and is valid for 3 seasons (see <http://geva.org/juniors/regImpact.php> for a list of the currently available classes). There are a variety of methods to renew an expired IMPACT certification, see the web site or contact education@geva.org for more information.

4 Tryouts

- 4.1 Generally, clubs use a tryout process to select the players for their team(s). If you will be holding tryouts, please submit a Tryout Sanction Request using the online form at: <http://geva.org/juniors/tryouts/tryoutSanction.php>.
- 4.2 Prior to tryouts, ensure that your coaches are registered, screened and IMPACT certified and that you have the appropriate insurance coverage, if required by your facility.

5 Additional Assistance

- 5.1 For questions regarding the registration process, please contact the Junior Registrar at Junior_Reg@geva.org.
- 5.2 For all other questions regarding starting a club, please contact the Junior Competition Director at junior_dir@geva.org.