

# Starting a new club

- ❖ To register a new club in the WEVA Region, go to <http://www.wevavolleyball.org/>, click on JUNIORS, Clubs, New Club Form. Fill out the new club form completely and submit at the bottom of page.
- ❖ You will receive an email with your Club user name and password as soon as your new club is approved. CLUB DIRECTORS SHOULD NOW CONTACT JOHN HUGHES 585-259-6557
- ❖ This password will give you access to club info updates, team tournament results, etc.
- ❖ Once your club is approved the club name will be added to the drop down box in the Webpoint on line registration system and your players may register on line. Inform them of your club name so they may register properly.
- ❖ Have players and coaches go to: <http://www.wevavolleyball.org/>

Click on Registration: Choose the proper starting point. CURRENT – RENEWING – FIRST TIME

## ❖ **GENERAL: REGISTRATION**

- ❖ To be a member of WEVA and to be eligible to participate as a player of a club in our region, an official in our region, or to attend any of our hosted events or tournaments you need to be a registered member of USA Volleyball. Registration is simple, and is handled completely on-line. Simply choose from the categories below that best describe your status with WEVA / USA Volleyball.
- ❖ Once your status has been selected, follow the on-screen instructions to complete your registration. If you need any assistance, do not hesitate to call the WEVA Office (585-259-6557).
- ❖ \*Chaperones and Team Reps should register as "Supporters Affiliated with a Junior Club."
- ❖ Coaches and club directors should register as Regular adults affiliated with a Junior club

<p><b>CURRENT</b></p> <p>For members registered for the 2009-10 season:</p> <ul style="list-style-type: none"><li>• Update personal info</li><li>• Forgot your password?</li></ul> 	<p><b>RENEWING</b></p> <p>For members who want to register for the 2009-10 season and had previously been a member:</p> <ul style="list-style-type: none"><li>• 2008-09 members</li><li>• Inactive member, but previously registered</li></ul> 	<p><b>FIRST-TIME</b></p> <p>For new members to WEVA and USA Volleyball:</p> <ul style="list-style-type: none"><li>• Register</li></ul> <p>See instructions below.</p> 
--	--	--

- ❖ Fill out registration form completely, including Club name box ( do not leave as undecided )
- ❖ This form is 3-4 pages long, Complete the form and submit your registration.
- ❖ Payment is made to the club you join. The club will pay WEVA for the memberships.

Club directors or club administrator will be given access to all members joining their club through the on line registration system (Webpoint). You must have a paid membership to get this access, so register yourself first and send payment to WEVA.

#### Team Registrations:

Each club can be comprised of one or more teams, teams are age specific. Please see [http://www.wevavolleyball.org/PDF/2014\\_Age\\_Classification.pdf](http://www.wevavolleyball.org/PDF/2014_Age_Classification.pdf) for age guidelines. Players may play “up” on an older team.

After teams have been selected (via tryouts or any other methods), Log into registration system (Webpoint) using club director’s personal registration user/password, and create your teams.

How do I add teams to my club?

Go to Club Admin area / my Teams

Click on +New Team and fill our form

The screenshot shows a web browser window displaying the 'ST JUDE'S PRACTICE' website. The page is titled 'ST JUDE'S PRACTICE (Club ID: 134138)' and is in the 'Teams' section. The left sidebar contains navigation links: Member's Area, My Information, Print Membership Card, Change Username or Password, Renew Online, Submit Background Application, Logout, Club Admin Area, and Club Mail. The main content area shows club details: Club Name (ST JUDE'S PRACTICE), Address (335 Fisher Rd, Rochester, NY 14624-3531, United States), Club Director (Cynthia Hay), Phone (585-247-6966), and Web Address. Below this is a 'Teams' section with a '+New Team' button and a message: 'View or administer teams within a club here, depending on the rules of your Region. Use the 'New Team' button to build a new team in this club. The 'New Team' button will only appear for those regions who allow Club Administrators to create new teams within their club. Once a team is created, only contact information can be edited. To request changes please contact your Region directly.' A table with columns 'Name', 'Team Code', 'Team Rep', and 'Active' is shown, with a message 'No Teams in this Club'. A dropdown menu is open under 'My Teams' with options: Search Members, List Membership Cards, Team Form Search, and Team Assignment. A VeriSign Secured logo is visible at the bottom left of the page.

How do I assign players to teams?

Go to: Club Admin Area to: Club Mgmt

To: Team assignment and complete this page.

**Assign Members to Teams (33)**

The following are members needing Team assignment., (2009/2010)

Below is a list of unassigned members in your Club. Use the check boxes to the left of the Member ID to select members to be assigned to a Team. Select the appropriate Team and Position for each member. Enter a jersey number for each player USING A LEADING ZERO for single digit numbers to allow for proper sorting on the final Roster. Click the Assign Teams button below to process your assignments. Once an assignment has been submitted, modifications can only be made by a Region Administrator.

All | 1 | 2 | >>

Team Club: RAVE Add Team

Member ID	Name	Player Level	Team	Position	Jersey #
<input type="checkbox"/> <a href="#">WE1907097F310</a>	[Faded Name]	UA	-Select One-	-Select One-	
<input type="checkbox"/> <a href="#">WE2018784F310</a>	[Faded Name]	J6	-Select One-	-Select One-	
<input type="checkbox"/> <a href="#">WE1422344FR10</a>	[Faded Name]	J8	-Select One-	-Select One-	
<input type="checkbox"/> <a href="#">WF2028321F310</a>	[Faded Name]	J6	-Select One-	-Select One-	
<input type="checkbox"/> <a href="#">WF2043363F310</a>	[Faded Name]	J5	-Select One-	-Select One-	
<input type="checkbox"/> <a href="#">WF2043363F310</a>	[Faded Name]	J4	-Select One-	-Select One-	
<input type="checkbox"/> <a href="#">WE1914068F310</a>	[Faded Name]	J6	-Select One-	-Select One-	

https://webpoint.usavolleyball.org/wp/Memberships/AssignMembersToTeams2.asp

Once you have placed your players on teams you may print rosters, tournament entry forms, Etc.

All coaches must register on line and have a current background check before the system will allow them to be placed on a roster as a coach. Background checks are good for two seasons.

All coaches are required to have Impact certification within the first 30 days after registering. Classes can be found on the WEVA website under services. If classes are not available there are other options, contact John Hughes or the WEVA education Dept.

All Chaperones must register on line and have a current background check before the system will allow them to be placed on a roster as a coach. Background checks are good for two seasons.

Please note, Clubs should submit only one check per batch of registrations. If you submit individual checks for each person the registrar will return them unprocessed.

The process for sending in payments is to print your clubs unpaid list from on line registration system, highlight the names and amounts you wish to pay for and mail to region office. Check should be made payable to "WEVA".

WEVA Office, 58 Meadowlark Dr, Penfield NY 14526

#### FACILITIES

Acquire access to adequate practice facilities. A good source for practice facilities are local high schools, universities, and recreation centers.

Most facilities will require that you have at least \$1 million in liability coverage. This Insurance is available through WEVA and USA Volleyball at no cost to you.

Please submit a practice sanction request using the online form found at <http://www.wevavolleyball.org/J-Practice-F.asp>

Prior to practices, ensure that your coaches are registered, screened and Impact certified and that you have the appropriate insurance coverage.

#### TRYOUTS

Generally, Clubs use a tryout process to select players for their teams, although this is not required. If you are holding tryouts, please submit a tryout sanction request using the online form found at <http://www.wevavolleyball.org/J-Try-F.asp>

Prior to tryouts, ensure that your coaches are registered, screened and Impact certified and that you have the appropriate insurance coverage.

#### ADDITIONAL ASSISTANCE

For questions regarding the starting of a new club or the registration process please call or email the WEVA office.

[wevajohn@gmail.com](mailto:wevajohn@gmail.com)

585-259-6557