



Detailed Member Registration Instructions

Updated: August 31, 2016

Instructions If after reading *and following* these instructions you are still having problems contact the Region Office at 515-727-1860 from 8:30am-4:30pm Monday through Friday or email carol@iavbreg.org.

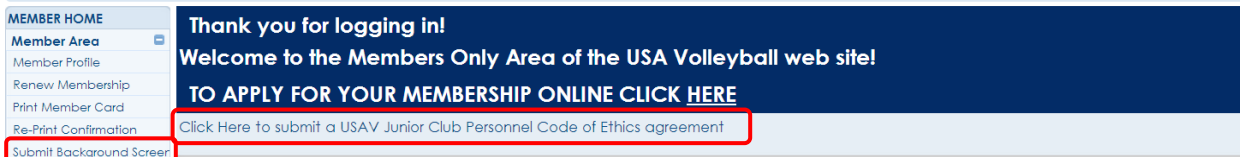
- All registrations MUST be completed and ACTIVATED before you can participate in ANY activities including practices and tryouts. **Be aware that with electronic acceptance it is important that adult members register themselves and that a parent/guardian registers a junior player.**
- To complete the online registration with online signature you will need to have the last 4 digits of your Social Security # or your driver's license number on hand. Junior age players will need to have a parent/guardian complete the process; and the parent/guardian will need the last 4 digits of their SS# or their driver's license number. (If you do not have a parent/guardian available for the online process you will need to do a paper membership form. The Junior player and parent will both have to sign the form (3 signatures each) and send it to the Iowa Region Office or give to their Club director.)
- Membership fees may be paid online with a MasterCard or Visa. You will need a card with a 3 digit security code on the back. If you do not pay online (select Submit Payment separately), send your money along with the member name and date of birth to the Region Office or give fees to your Club Dir/Team Rep to send in as a group. **Fees must be received and processed by Region staff prior to ANY participation.**
- If you are a new Iowa Region member, but have been registered with another USAV region in the last eleven seasons please contact the Region Office before registering. **Your region affiliation must be changed PRIOR to registration.**
- If you were registered in Iowa last season; but want to join another region please contact our Region Office or the Region you have moved to before registering. **Your region affiliation must be changed PRIOR to registration.**
- **Begin registration** by clicking on one of the Login buttons – **Renew Membership** (previous) or **New Membership**.
- If you are a returning member, but do not know your login you can use the Forgot Password link. You will need to have the email address that is currently in your online record and your date of birth if you don't remember your user name. If you no longer can access the email that is current in your record you will need to contact the Region Office to get your login.

Junior Players

- Your parent/guardian will need to complete the online membership process for you. They will need their driver's license to complete the process. For those that don't know what club they will be participating with they should choose **UNDECIDED** (top choice) for your club. Once your club is decided you can login, expand the Member Area, click on Member Profile, click on the club name in the drop down menu (don't scroll) and finally click on the Edit Contact Info button at the bottom of the screen. If you picked a specific club (*on purpose or accidentally*) and you are not playing for that club, you must contact the Region Office to have your club affiliation changed. (In some cases the club director may need to be contacted to confirm you are not a member of their club.)

Junior Age Assistant Coach with a Junior Club

- **You register as a full junior member even if not playing.** A junior age assistant coach must be 2 years older than the team you are coaching. You must **always** have a registered and USAV background screened adult head coach at least 21 years of age present at all practices and during team travel and events.
- Those junior age coaches **that** are already 18 years old will have to complete the registration process, logout and login again to complete their background screening and electronically sign their Junior Club Personnel Code of Ethics. (Once the code of ethics is signed please contact Carol, carol@iavbreg.org so you can be marked eligible as an asst. coach.) Those that turn 18 during the season will need to login to your membership on your birth date and click on the Submit Background Screen under Member Area to complete the screening.



- **Junior age coaches (17 and under)** will need to complete a hard copy of the **Junior Club Personnel Code of Ethics** signed by them as well as their parent/guardian (not available electronically). Completed forms can be faxed to 515-727-1861, scanned and emailed to carol@iavbreg.org or mailed to Iowa Region Volleyball, 8170 Hickman Rd Suite 5, Clive IA 50325-4400.

Adults affiliated with a Junior Club or working Junior Events Requirements

- **Must sign a USA Volleyball Junior Club Personnel Code of Ethics form each season prior to participation.** This requirement is for all adults (18 years or older) actively participating. The acceptance is initiated when indicate a junior club role or working junior event on the 2nd screen of the registration.
- Need to complete the USAV background screening prior to participation. Screenings are good for two seasons once cleared.

New 2016/17: SafeSport certification and IMPACT certification completion is suggested before contact with juniors; and now REQUIRED before being placed on a roster. (Junior age assistant coaches must complete both as well.)

- **SafeSport certification** is a onetime 90-minute course – must have USAV member ID to register.
- **IMPACT coaching certification** (USAV coaching course) if not already completed by **all head and assistant coaches.**
New 2016/17: Region event only coaches must complete IMPACT Part A in year 1 and Part B by year two. Qualifier, Nationals or out of region event coaches must complete both IMPACT Part A and Part B in their first year.

Online Registration Overview:

- On the 1st screen you will be entering information or verifying your personal information. **The personal information is the applicants’** (not their parent/guardian). Please use Legal names. (Do not use Beth or Liz for Elizabeth or Bob instead of Robert. You can enter Beth, etc. in the Preferred Name box.) **Returning members with a name change** (first or last) need to have Region staff change their name online (do not create a new membership).
- Use capitalization as required in the First Name box – title case has been removed to allow for names like LaTisha.
- Junior members must select a grade. Adult players select level of play. Non playing adults may leave the level as UA – not applicable.
- **New in 2015/16 members** now create their login before continuing to the 2nd screen of the registration. You will enter a User Name, Password, confirm password, pick a security question and answer the question.

Create a Login Account

Please select a user name and password you can easily remember for this system.

* User Name:

Passwords must be at least 6 characters.

* Password:

* Confirm Password:

* Security Question:

* Security Question Answer:

Continue

- **Stop** when registering a junior member and you get adult membership types on the 2nd screen. You need to click on the Edit button in the upper left to go back to the 1st screen. Verify that the birth year is correct and/or the grade level hasn't changed to HS Grad, correct the error that has happened and hit Continue again.
- A club must be selected on the 2nd screen (near the top on right). If not known at the time of registration chose Undecided (top of list) as the club affiliation. **Click on the club name – don't scroll.**
- Adults that are working with a junior club as well as playing need to register with the junior club. Region staff will put them on their adult roster.
- Adults need to select all roles that apply. There isn't a referee or scorer role under the junior roles so you just indicate that you will be officiating at junior events listed under Unaffiliated Individual Roles and Interests to initiate the background screening process.

• **Unaffiliated Individual Roles and Interests:**

I am an unaffiliated Adult.

I am interested in officiating at Adult Tournaments, (either as a scorer or referee).

I am interested in officiating at Junior's Tournaments, (either as a scorer or referee).

(By electing to officiate in a Junior Program, you will be required to submit a background screening authorization.)

- Adults that decide to work with a junior program after completing their registration or forgot to mark junior club role will have to login again and complete the Junior Club Personnel Code of Ethics by clicking on the link and the Submit Background Screen tab, if not current. Coaches need to contact Carol at carol@iavbreg.org to manually mark them eligible as a coach if they complete their code of ethics after registering.

MEMBER HOME

- Member Area
- Member Profile
- Renew Membership
- Print Member Card
- Re-Print Confirmation
- Submit Background Screen

Thank you for logging in!
Welcome to the Members Only Area of the USA Volleyball web site!

TO APPLY FOR YOUR MEMBERSHIP ONLINE CLICK [HERE](#)

[Click Here to submit a USAV Junior Club Personnel Code of Ethics agreement](#)

- If a role was selected that requires a background screening the adult applicant will be directed to the screening section (if needed for this season) after submitting the 2nd screen. If the screening is current, the system will advance to the confirmation page.
- Background Screening Procedure: Enter SS # (if not already entered), read, check the box to electronically authorize the screening and click Continue and Process Background. NOTE: SS #s are needed for the screening company to complete the screen, but the # isn't saved in your personal information.
- Junior, adult and collegiate players only will go directly to the confirmation screen.
- Confirm all information is correct. If not use the Edit button in the upper left to go back and correct your record.
- The USA Volleyball Magazine is no longer an automatic part of your membership. You can purchase the magazine for \$2.50 near the top on the last screen of registration.

| edit Membership Information | |
|-----------------------------|---|
| Membership Type: | 1A - Junior Summer |
| Membership Dates: | 8/26/2014 - 10/31/2014 |
| Membership Price: | \$15.00 |
| | <input type="checkbox"/> High Performance Donation, (\$5.00) |
| | <input type="checkbox"/> I would like to subscribe to USA Volleyball Magazine, (\$2.50) |

- You will received emails from all the following unless you UNCHECK the box(s).

| Correspondence Information |
|--|
| To opt out, UNCHECK the box next to the correspondence item you wish to be removed from. |
| <input checked="" type="checkbox"/> I'd like to receive USA Volleyball e-newsletters |
| <input checked="" type="checkbox"/> I'd like to receive 3rd party offers |
| <input checked="" type="checkbox"/> I'd like to receive a Region e-newsletter |

- Enter your Visa or MasterCard information. Or if entering unpaid you click on Submit Payment Separately.
- You MUST open the links to the [USAV Waiver & Release of Liability](#) and [USAV Participant Code of Conduct](#). Read each one (quickly), close each document and check the box that you agree to.
- All adults that chose a Junior Club role or are working junior events will need to open the [USAV Junior Club Personnel Code of Ethics](#). Read it (quickly), close the document and check the box that you have read it.
- All the above documents are part of your membership confirmation and can be printed to read at your leisure.
- Read the Use Agreement and check the box.
- Enter the last 4 digits of the Social Security # or the driver's license for the individual consenting and click the Confirm button.

| Payment Information |
|--|
| <input checked="" type="radio"/> Pay now via Credit Card <input type="radio"/> Submit payment separately, per Region policy. |
| * Credit Card Type: <input type="text" value="Select One"/> |
| * Credit Card Number: <input type="text"/> |
| * Security Code (Locate): <input type="text"/> |
| * Expiration: <input type="text" value="MM"/> / <input type="text" value="YYYY"/> |
| * Name On Credit Card: <input type="text"/> |
| USAV Waiver Information |
| Please click on all links below to view and read documents, then check box to indicate acceptance. |
| Please note: Parent/Guardian must provide information as well as read and accept terms on behalf of the minor to complete the registration process |
| USAV Waiver & Release of Liability |
| <input type="checkbox"/> I represent that I have legal capacity and authority to act for and on behalf of the minor named herein, and that I have read and agree to the USAV Waiver & Release of Liability. |
| USAV Participant Code of Conduct |
| <input type="checkbox"/> I agree to the USAV Participant Code of Conduct |
| Use Agreement |
| <input type="checkbox"/> I agree that I will abide by the rules and guidelines regarding club affiliation as established by the Regional Volleyball Association in which I am applying for membership. |
| I hereby agree to be filmed, videotaped and photographed, and to have my name, image, picture, likeness, voice and biographical information otherwise recorded, in any media, during USA Volleyball (USAV) and/or its Regional Volleyball Association (RVA) sanctioned events, by USAV/RVA's authorized representative, under the conditions specified by the USAV/RVA (the "Footage"). |
| I hereby grant USAV/RVA, with no financial or other compensation due to me, full right and license to use, and to authorize third parties to use, in all media, the Footage for: (1) news and information purposes, (2) promotion of the specific competition(s) in which I compete, (3) promotion of the Sport, and (4) promotion of USAV/RVA, provided that, in no event may the USAV/RVA use or authorize the commercial use of the Footage in any manner that would imply my endorsement of any company, product, or service, without my written permission. |
| I hereby certify that the information provided is being done directly by myself or by me, as the legal guardian representing a minor, and that it is true and accurate to the best of my knowledge. I also understand and agree that incomplete or false information is grounds for denial of membership. |
| Please Note: If your Driver's License number is your Social Security Number, please enter only the last four digits. |
| For verification purposes, please enter the last four digits of the Social Security Number, or the Driver's License or State ID number for the individual (Parent/Guardian) consenting above: <input type="text"/> |

- A confirmation will be sent to the email listed in the record. For junior members a copy of the confirmation is also sent to the 1st parent/guardian email listed (marked Parent Copy).

Parent/Guardian Information

Please note: A Parent/Guardian must provide information as well as read and accept terms on behalf of the minor to complete the registration process.

Parent or Guardian's name:

* First: Heidi First:

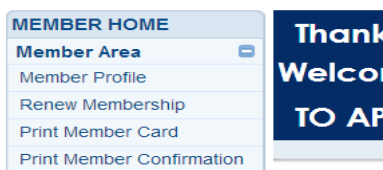
* Last: Last:

Parent or Guardian's email address:

* Email: Email:

A copy of the Membership Confirmation will be sent to the Parent Email, as well as other communications from USA Volleyball.

- Unpaid membership fees must be sent to the Region Office or to your club director/team rep to be sent to the office. **Fees must be received and processed by Region staff prior to ANY participation.**
- Make checks payable to Iowa Region Volleyball.
Iowa Region Volleyball
8170 Hickman Rd, Suite 5
Clive, IA 50325-4400
- The Print Member Card tab only has the card for you to print and carry to show as proof of registration (login and click on the plus sign under Member Area on the left). You can print a new card anytime during the season as needed – after a club is chosen, after referee and/or scorer status changes, after attending Impact class, after completing SafeSport certification, etc. The card will not print for paid one day members, single event members, until the day they are registered to participate. Their membership is “Pending”. They will have to carry a copy of their confirmation to show proof of paid registration. To get a copy of the confirmation login expand the Member Area and click on Print Member Confirmation. Only the first page is needed.



- If after the completion of the registration process you find that the wrong birth date is entered, your name is misspelled or the wrong gender was chosen you cannot make the corrections yourself. Please call the Region Office and one of us will make the corrections.