



Pre-Season Club Director Information

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The Pre-Season Club Director meeting will NOT be held this season, all information will be online.

Club Activation

- ****Required: New & Returning clubs must complete the online Junior Club Activation form.**
 - Returning club deadline is Sept. 30th to keep the club active.
 - Click the link for the Club Info on our website, www.iavbreg.org. The form will be posted to better help parents and players looking for clubs. The form includes questions such as; what type of club, what fees cover, costs by type of team(s), players selected by, etc. which will be posted to better help parents and players looking for clubs.
- ****Required: Returning club directors need to be a current 2017/18 member by September 30th or the club will be inactivated. New Clubs need to have a director with a current membership when registering the club.**
 - To be **current** you need to complete the online registration, pay and have a cleared background screening. Have a current SafeSport training certification and complete any Iowa Club Director modules on USAV Academy. It is recommended that all adults working with a junior club should view the Risk Management power point.
- **Inactive Clubs:** If your 2016/17 Club will not be active this season, please email Carol at carol@iavbreg.org ASAP; and your club will be made inactive for the season.
- **Sub clubs** (like Galena in DIVA) may submit their own club activation form so their club specific information can be posted.
- **Any New club whose members reside outside of Iowa** must receive permission from their Region Commissioner.
 - Email carol@iavbreg.org to get the appropriate Commissioner's email and information you will need to provide.
- **Junior Club Activation**
 - Activation Form: Click on the Club Info link on our website www.iavbreg.org. The completed form is posted to better help parents and players looking for clubs.
 - The form includes questions like; what type of club, what fees cover, costs by type of team(s), players selected by, etc. which will be posted to better help parents and players looking for clubs.
 - Area of the Region list is in alpha order. Burlington clubs should choose Southeast. Muscatine is combined with Durant. North Central includes Fort Dodge, Clear Lake, Lake Mills, etc.
 - Costs are separated by types of teams within the club (league only, National Qualifier).
 - Clubs may activate or reactivate at any time during the season by submitting the club activation and having a club director with a current membership.
 - Inactive Club Directors and Administrators lose their administration access and lose contact with club member information.
 - Also your club name will be removed from the drop down list and all club members will have to select the Undecided Club option (top choice) for your club. All members will then have to re-access their memberships and select your club.

Insurance Certificates

Insurance certificated issued last season will be re-issued after September 1st and sent to the 2016/17 club director's email.

- **If you are a new club or a returning club that has changes** to last season's requests (i.e. club director, address, new facility); complete the [Facility Insurance Request](#) online. Any questions about re-issued certificates should be directed to Brett at brett@iavbreg.org.

Club Tryouts Registration

- ****REQUIRED: Clubs must submit a Tryout Hosting Application.** To have insurance coverage, any type of tryout open or closed must submit a Tryout Hosting Application.
- **Open Tryout information** will then be posted to the Region website.
- **All tryout participants (staff included) need to be current members before participating.**
 - All adults need to have a cleared background screening and completed all registration requirements.

Tryout Membership Process

****Note: NO REFUNDS ON FULL MEMBERSHIPS USED FOR TRYOUTS.**

- No partial refunds are given to a player that pays the full member fee, participates in tryouts and doesn't find a club to play with. If a player isn't certain they will find a team to play with they should use the October/November tryout membership or a One Day.
- **2016/17 (last season's) Memberships, "current members", are eligible to participate in tryouts or practices before 11/1** without renewing. On or after November 1 they will have to register for the new season.
- **The One Day membership** is \$10 and can be used for tryouts as well.
 - Select the DATE of the tryout not the date applying. The membership becomes current the day of the event.
 - If trying out on 2 consecutive dates do not use the One Day membership, instead the Oct/Nov Tryout membership is the best cost/option.
 - **Paid one day members will need to present their confirmation** (will show as a Pending member until date of event) or wait to print a membership card on the actual date.
 - It is **upgradeable to a full membership**. It can be used unlimited times. But if it used multiple dates; only \$10 applies to the upgrade. They can attend multiple tryouts on one date.
- **The October/November Tryout membership** is valid Oct. 4 thru Nov. 22 and is \$15.
 - **Players are limited to 5 tryout dates only.** Any junior player may purchase this membership to cover up to five tryout days during the stated period.
 - This membership needs to be upgraded to participate in practices or events.
 - The tryout fee does go towards the full membership.
- **Tryout Members indicate the Club Selected as 'UNDECIDED'** (top choice) under Club Affiliation until after they are selected by a club.
 - After Players are selected by a club, the Tryout members will choose their club as they do their upgrade to a full membership. Those that use the full membership option will be able to go back online and choose their club.
- **Payment can be done online** by credit card (MasterCard or Visa) or by sending a check to the Region Office.
- **Proof of Membership for Tryouts**
 - Bring a copy of your confirmation page or membership card showing you are a current member.
 - Unpaid members cannot print a membership card.
 - Paid one day members will need to present their confirmation (will show as a Pending member until date of event) or wait to print a membership card on the actual date.

Bring to Tryouts - Medical Release

- **Find Medical Release Form** - On the opening page of each USAV membership is a link to a Medical Release form. Parents of tryout players need to fill out & sign this form. This form should be presented at tryouts. Parents should make copies to take to each tryout and to present to the club selected for the season.
- Clubs should shred forms of all players not selected for their club.

Forms Clubs should have at Tryouts

- Have copies of the paper **Membership Form** and **Medical Release form** for players not registered or without the Medical Release.
- **Collected Membership forms** and fees should be sent immediately to the Region Office.

After Player Selection

- **A Player/Club Letter of Commitment should be presented and signed.** The signed letter should be kept by the club director and a copy kept by the parent/guardian of the player.
- **Tryout Memberships need to be upgraded to a full membership after club selection.** Tryout members will choose their club as they do their upgrade to a full membership. Those that use the full membership option will be able to go back online and choose their club.
- **Full Membership players should commit to a club** by going back online and indicate their club of choice.
 - They login, expand the Member Area on the left, click on Member Profile, click on the correct club name in the drop down list (don't scroll) and finally click on the Edit Contact Info button at the bottom of the screen.
 - If the wrong club is chosen a parent or guardian will need to contact the Region Office to get the selection changed. (The club director of the wrongly selected club may have to be contacted to confirm the player did not commit to the club chosen.)

Basic Member Registration

- [WebPoint](#), is the name used for the online USA registration system.
- **All your club participants need to be current before participating in any activity (tryout, practice, etc.).**
- **Adult's working with junior programs cannot do a One Day membership the day of the event** since they need to clear the background screening prior to participating.
 - An exception would be if they can show proof they have a current background screening, the SafeSport requirement and complete paper copies of the membership form and Junior Club Personnel Code of Ethics.
- **Last season's memberships don't expire until 10/31/17;**
 - Current members are eligible to participate in tryouts or practices before 11/1 without renewing and the 2016/17 club affiliations are not in effect.
 - But any current adults that were not background screened will have to do their registration to get background screened prior to participating.
- **If a returning member completes the RENEWAL process** (including payment) prior to 10/31 the prior season membership status changes to Lapsed and the new season membership is Current immediately.
 - The New Junior Level of Play definitions will show at the completion of the registration process.
 - 2017 high school graduates that want to coach juniors this season will be able to register before 11/1 as an adult when they indicate they are a high school graduate on the first screen of the renewal.
- **Changing Region Affiliation** Members who were registered in other regions in prior seasons or going to a new Region.
 - Before renewing online they must have their region affiliation changed by the Iowa Region Office or the new region to get transferred.
- **Password/Forgot Password** process
 - New members now create their login as they do the registration process.
 - Use the Forgot Password link on first screen unless email address listed has changed. If you still need help call 515-727-1860 or email.
- **All participants need to register themselves online.**
- **Parent or Guardian signature required for players under the age of 18.**
 - When using the Online Signature to verify who is filling out the form, the Adult applicant or Parent/Guardian of the junior applicant will be asked to enter the last 4 digits of their Social Security # or their Driver's License or State ID number. So they need to have one of those on hand before starting the process.
 - Due to the use of Electronic Signatures and the acceptance on the Code of Ethics all Club Directors, Team Representatives, Coaches, Referees, Scorers, Chaperones, Tourney/Site Directors must sign up themselves.
- **To activate the Electronic Signatures on all forms** the registrants need to open and close the links to the membership forms (Waiver & Release of Liability, Code of Conduct & Junior Club Personnel Code of Ethics, when required) and then click the acceptance boxes to complete the registration process.
- **Members should pay their fees online when registering if possible.**
 - If fees are not paid online
Collect all fees and submit one check with a list of your **Unpaid** membership (you can export a text or excel list or print your Unpaid members list from the online system) along with any required forms not completed online.
 - Membership confirmation is sent to both the email in the junior member's record as well as the parent's/guardian's email (first one listed). You did not sign up twice. Just to be sure go to the Member Profile area, then to Customer History and you should be able to see your transaction.
- **If you don't find members listed in your club,** contact them to make sure they have chosen your club when registering and aren't listed as Undecided or in the wrong club.
 - You can check to see if returning club members have registered yet.
 - If you find them in your Lapsed members' list they haven't renewed yet.
 - Or until 11/1 you will have to check the expiration date – 10/31/17 or 10/31/18 of current members.
- **Use of Paper Membership Forms-** for the situations when online completion is not available, paper forms may be used. It can be copied and used the day of an event for those **players** that didn't get the online process completed prior to the event.
 - **All Paper forms and fees should be turned into the Iowa Region Office** within 2 business days of completion in order for the membership insurance to be in effect.

- **All juniors need to submit a copy of their Medical Release form to the club that needs to be at all events.**
 - Parents should make several copies. If medications change a new form should be submitted. It is good if the player keeps a copy in their own gym bag.
- **SANCTIONED JUNIOR LEAGUES' MEMBERSHIPS**
 - The league must be **sanctioned** by the Region. The **League Only**, membership (\$40) is available for 12-18u girl players that will only be playing in an Iowa Region sanctioned league.
 - **New in 17/18 These teams/members CAN play with their team in two (2) Silver level tournaments.**
 - **11 & younger girls, boys and 8 & younger members** should use the appropriate cheaper full membership instead of the league only membership. They would then be eligible to play in tournaments. The free 8 and under boy or girl members are not eligible for National Events (qualifiers, etc.).
 - **Local Leagues.** Four or eight team local area (1 hour or less driving) leagues playing 4 playing dates. Refer to the Local League Power Point for additional information.
 - If you conduct tryouts and don't accept all for your league teams then have those without a current USAV membership use either the **Oct/Nov Tryout or the One Day membership**. They can upgrade either to the appropriate full membership type when accepted. **But we will not be doing partial refunds of full fees** for those that do tryouts and then don't make a team.
 - **Team Staff** (Reps, Coaches, etc.) of league teams **must register with the appropriate full adult membership**. They need to be background screened (\$18); and they need to sign the USA Volleyball Junior Club Personnel Code of Ethics and be SafeSport certified. Staff will also need at least IMPACT Part A for their first season and both IMPACT A & B (Full IMPACT) by the second season.
 - Membership is valid the entire season. They could participate in more than one sanctioned league during the season.
 - Team names need to have 'League' or 'League Only' added to the end of their official team name.
 - League Only members can only be added to their official rosters by Region staff. You will have to email or fax a **League Only Waiver Form**, found on our website. You will be able to add players with full memberships to the rosters yourself.
 - **If players mistakenly use the league membership instead of the correct full membership you won't be able to place them on a tournament roster until they have the correct membership type.** Any additional fees cannot be paid online; the parent will have to contact Carol to pay by Visa or MC; or mail a check to the office.

Requirements for Adults or Junior Aged Assistant Coaches Affiliated with a Jr Program or Event

- **SafeSport certification** (required by the USOC) **must be completed before working with junior aged members and being placed on a roster. This certification will be on a two (2) year renewal cycle starting in the 2018/19 season.**
 - SafeSport course information <http://www.iavbreg.org/safesport.html>
 - **SafeSport course Registration link will be in the USAV Academy found in WebPoint. The certification will be down from Sept 18- October 1, 2017 as the courses are moved to USAV Academy**
- **A USA Volleyball Junior Club Personnel Code of Ethics must be signed each year.**
 - Adults may Electronically accept this policy during online registration.
 - If an adult member chooses to be affiliated with a junior program after becoming active, they have a link in their record to submit the Junior Club Personnel Code of Ethics at a later time.
 - Junior age assistant coaches (17 & younger) need to complete and submit a hard copy of the Junior Club Personnel Code of Ethics.
 - **The form must be signed by them as well as their parent/guardian** and sent to the Region Office by mail, FAX (515-727-1861) or scanned and emailed to carol@iavbreg.org.
- **The background screening is initiated when an adult (18 years old) indicates they will be associated with a junior program or working junior events.** A background screening may take up to 2-3 work days to process and court holidays will slow the process. Plan accordingly.
 - **If an individual is prompted during registration to do the background screening they must 'Continue & Process Background Screening' to complete the registration.** (Otherwise, they will have to re-start the registration process.)

- **If after registering an adult decides to work with a Junior program or event OR a junior staff member turns 18 they need to complete a screening.** They login to their record and click on the Submit Background Screen tab from the Member Area section on the left.
- **Adults can be associated with more than one club.** They could be a director in one and coach with another or coach even with more than one club.
 - If they are doing the club director/coach, they need to register with the club where they are the director.
 - If they are coaching with more than one club, they need to contact the Region to see which one they need to register with.
- **Adults can coach with a club in one Region and play with another club in a different Region.** But they need to register with the Region where they are coaching because of the background screening requirements. It isn't necessary to register in both regions. If documentation is needed to play in another region, please have them contact Brett Myres at Brett@iavbreg.org.
- **Coaching IMPACT Certification Requirements**
 - **To be put on a roster coaches must complete the IMPACT certification.**
 - IMPACT Certifications once completed do not need to be renewed at this time.
 - IMPACT Part A is required for all new/first year coaches who will coach in the Iowa Region Only.
 - IMPACT Part B is required for all coaches who only have part A during their 2nd season or for any coach who team is participating in events outside the Iowa Region and/or Nationally sanctioned events.
 - Once Part A and Part B are completed you will receive a full IMPACT certification that is needed for all Qualifiers, Boy's Bid Events or National Championships.

Club and Team Forming

- **A single team not affiliated with any other teams is a Club** and needs to complete the Club Activation Form.
- **Clubs are not allowed to share their players with clubs in other regions.** It is possible for adults to work with clubs in more than one region – those individuals need to contact the Region Office to work out what region they need to be registered with (club directors need to be different for each region).
- **To share players with other teams you must be clubbed** (same club name and code).
- **Sub Clubs – to be able to share players for Qualifying events** everyone has to be in the same club with the same 5-digit club code.
 - Some clubs have joined together under one main club name with one main club director; and then have sub clubs within that club.
 - Each sub club can have its own administrator and team names. An example of this situation is the Dubuque VB Alliance club that has DBQ Elite and Galena plus other teams. All participants and teams are visible to all administrators so it is best to set guidelines to start so everyone is in agreement about how they are sharing players; or when it is acceptable.
- **Exception: We do allow the 'QC' affiliated Iowa clubs to share players** when playing Iowa Region sanctioned events only (no Qualifying events).
 - The separate 'QC' clubs have to communicate to borrow the players (make sure the other club knows). The shared player(s) must carry their member card to the event showing they are a 'QC' club member since they can't be added online to the official roster (team rep or coach needs to hand write their info on the official roster at check in).
- **All teams will be made inactive to start the season (starting September 30th).** The list of last season's Active Teams by Club (as of August 2017) can be found on the website. You and any other current club administrator can also print out a copy of your active and inactive teams by logging in to your membership, expand the Club Administration area and click on Club Teams.

- **A Junior Team Reporting form** is available to clubs to submit to the Region staff to help clubs get their teams activated with the correct codes and divisions (age vs grade).
- **Club Director Activating a team**
 - Use former team names first before adding new teams.
 - Club director's/Administrator's ability to create new teams in their club will be turned on in mid to late October. (If a new team needs to be created prior to then please contact Carol.)
 - **Your ability to place members on rosters won't be turned on until the preceding season memberships have lapsed.** More details will be sent prior to these features being turned on.
- **Team Representatives**

Each team is required to have a team rep as a contact point for the region and tournament directors. The club director may be the team rep for all teams in the club. An adult coach can be the team rep as well as coach.

 - **To Add a team Representative**
 - Team reps need to be associated so they show in your drop down list of contacts; and then can be added to their official roster by a club administrator.
 - Region staff need to add new reps to the list. Request a new rep by completing the Team Reporting Form or emailing Carol at carol@iavbreg.org.
- **Age & Grade Level Categories are still being used.** Clubs can create either age level teams or grade level teams.
 - The age level teams are the same as before 8u through 18u.
 - All players must fit the age level (born on or after 9/1 of the appropriate year; remains the age through 8/31/18) – there will be no waivers allowed.
 - Age level teams are eligible for all National Qualifiers, National Championships and out of region events.
 - Clubs will be able to add the age appropriate players to the teams.
 - No boys are allowed on female age level teams.
 - Teams of all boys are only allowed to play in Iowa Region Girl's Grade level tournaments in the 8th grade or younger.
 - For grade level teams all the players must meet the age level or be in the corresponding grade – 8u/2nd through 17u/11th. (19 years old (born 9/1/98 or after for 2017/18) still in high school are eligible for 18u teams; no 12th grade teams are necessary.)
 - Grade level teams may have as many grade waived players as they want.
 - The Region staff will need to add the waived players. A Waiver Form for Grade or Gender Teams (online form) needs to be completed and staff will add those members to the official rosters.
 - Grade level teams may not play in tournaments qualifying for Nationals.
 - Not all regions allow waivers. If playing in a tournament in another region the team needs to check with that region to confirm waivers are allowed.
 - Boys may be on a girl's grade level team for 14u/8th grade teams and younger. (Teams of all boys are allowed to play in Iowa Region Girl's Grade level tournaments in the 8th grade or younger.)
- **Spring Forming teams**

The Spring/Summer Girl's 12-18u for late season registrants is still available. The fee is \$35 instead of \$50. The member may start practicing 2/9/18; and start playing in tournaments or leagues beginning 2/24/18.

Materials and Education Information

- **Only one rule book will be distributed to each Club** ([Rulebook is available online](#)).
- **IMPACT manuals available only online** (IMPACT manual)
- **Signing up for Courses**
 - Go to your USAV Member Login
 - On Left Side bar go to My Region Events
 - Register for Clinic or event – you may access the event immediately from the confirmation
 - If you are returning to a course or event
 - Login to your USAV Membership and on the bottom of the left side bar click the red button named USAV Academy
 - You will not need any further user name and password and all credit will be linked to your membership
- **Referee and Scoring Certification**
 - **All Members must complete their ref and scoring certifications this season, certifications will be good until October 31, 2019.**
- **Team Officials Requirements**
 - Each Junior team must have 1 adult who is certified as a referee
 - Each Junior team 14 and younger must also have 1 adult who is certified as a scorer - not the same as the referee - participating in one of the 3 scoring positions at the score table (scoresheet, Libero tracker or visual scorer).
 - Each Junior team should have 2 players certified as a scorer
 - Each Junior team should have 1-2 players certified as a referee
 - At tournaments teams will need to have 2 people as line judges- and these people should view the line judge module or be trained by the certified adult referee.
- **IMPACT Certifications once completed do not need to be renewed at this time.**
 - **To be put on a roster coaches must complete the IMPACT certification.**
 - **The IMPACT course this season will be in 2 parts.**
 - IMPACT Certifications once completed do not need to be renewed at this time.
 - **IMPACT Part A is required for all new/first year coaches who will coach in the Iowa Region Only.**
 - Part A is Risk Management and is required for all new coaches preferably before coaching at their first practice. It will be offered online in the USAV Academy.
 - Coaches who coach only at in-region tournaments/leagues need only this part in season 1. In season 2 they will have to have Part B. Part B is a 2-hour course offered only by the region.
 - Last Minute Replacement Coaches- those who are called in at the last minute to coach due to issues with the team coach need to have Part A as well as being a current member that has completed all staff requirements.
 - **IMPACT Part B is required for all coaches who only have part A during their 2nd season or for any coach whose team is participating in events outside the Iowa Region and/or Nationally sanctioned events.**
 - Once Part A and Part B are completed you will receive a full IMPACT certification that is needed for all Qualifiers, Boy's Bid Events or National Championships.
 - Coaches who attend out of region tournaments, qualifiers or the National events will need both Part A & Part B to be on a roster at these events.
 - Iowa Region has scheduled clinics they will be listed as either Part B or Full clinics (both A & B). These clinics are free of charge.
 - Part A will be in the on-line in the USAV Academy and will be free. You will access this through your membership. Instruction are listed in the Clinic Section below.
 - USA Volleyball also offers Live Webinars and On Demand Impact Webinar classes for a fee, <http://www.teamusa.org/USA-Volleyball/Education/Coaching-Education-Events-Schedule>.

Uniforms

- **USAV Uniform information sources.**

The information below will answer all the questions on uniforms. Please read before buying uniforms. Note if you have a question on if team and Libero uniforms are clearly contrasting choose something else. These two sources will also help.

- [USAV Uniform Guide](#)
- [USAV Uniform Requirements and Reminders](#)

- **Uniform Numbers**

- Must be numbered from 1 to 99 using Arabic numerals. Duplicate numbers are not allowed. **Fonts used must clearly indicate the number (1 & 7 are numbers commonly confused)**
- **Numbers 0 & 00 NOT allowed.**
- Uniform numbers must be centered both Horizontally and Vertically on the players Chest(stomach not included) and Upper back.
- It is Recommended that Numbers be 6" in height on the Chest and 8" on the Back. It is acceptable if number are 4" on the chest and 6" on the back.
- **Numbers must be a solid stripe $\frac{3}{4}$ " wide and of a clearly contrasting color by 2018/19 season.**

Link to Forms

- **Links to forms and power points** can be found on our website, www.iavbreg.org.
- **[Club Director Forms Page](#)**
 - Club Activation Form
 - Insurance Certificate Request Form
 - Team Reporting Form
 - Tryout Sanction Form
 - Junior Commitment Letter
- **[Membership Forms](#)**
 - Membership Paper Form
 - Medical Release Form
 - Junior Club Personnel Code of Ethics Form
 - Membership Fees
 - Membership Age Definitions
- **[Club Director Information](#)**
 - Pre- Season Info
 - Jersey Information
 - Concussion Information
- **[Tournament Forms](#)**
 - Tournament Sanction Form
 - Score Table Materials
 - Formats & Brackets
- **[Insurance Forms](#)**
 - Incident Report Form
 - Medical Claim Form
 - Insurance Handbook
- **[SafeSport Information](#)**
- **[IMPACT Coaching Courses](#)**
- **[Officials Clinics](#)**