

# HOW TO START A NEW INDOOR or OUTDOOR JUNIOR'S CLUB

**Thank you for your interest in starting a new club with the Florida Region of USA Volleyball. There are several things you should know about being a Club Director with the Florida Region of USA Volleyball before you get started.**

Please read the Club Director Code of Ethics, Jr. Handbook and the Club Admin Manual to better understand the policies and procedures of having a USAV Club. (All documents are located on Forms Page of the Florida Region website)



[www.FloridaVolleyball.org](http://www.FloridaVolleyball.org)

Now that you have decided to become a Club with the Florida Region of USA Volleyball, the following information is going to be required to sign up your club:

1. Club Director (Must be a Current USAV Member w/ Background Screen and SafeSport Certified)
2. You will need to know your Business Type
  - a. Sole Proprietorship/DBA
  - b. For Profit S Corporation
  - c. For Profit C Corporation
  - d. Limited Liability Corporation
  - e. Non-For Profit C Corporation
  - f. Registered under AAU 501(c)(3) Filing-(AAU letter) \* This is Level 3 AAU Club
3. Must be registered with IRS and provide EIN# (SS4 Form) unless Sole Proprietorship.
4. Must be registered to do business in the State of Florida ([sunbiz.org](http://sunbiz.org))
5. Club Name must be the same as the Legal Corporate Name unless you file a DBA (Doing Business As) with the Florida Department of State ([Sunbiz.org](http://Sunbiz.org))
6. If you are a Non-Profit or an AAU(501)(c)(3) you will be required to purchase Directors & Officers (D&O) Insurance (You will need to provide a copy of your Certificate of Insurance (COI) showing D&O Coverage to Florida Region)
7. You will need to provide a Club Refund Policy and a Club Dispute/Grievance Policy
8. Club Website must have Florida Region Harassment Policy on HOME page of website, minimum size 9 font

*We are a member club of the Florida Region of USA Volleyball. As a player you may stop any unwanted contact from a club representative by simply asking (either verbally or in writing) that all contact cease. Any player believing a club representative of any Florida Region volleyball club has been intimidating, harassing, or acted inappropriately in any manner of contact or recruiting should contact the Florida Region office at (352) 742-0080."*
9. Pay \$100.00 Club Application Fee (This is a yearly Fee) Renewal starts August of each year.

## Once you have all of this together:

1. Go to [www.floridavolleyball.org](http://www.floridavolleyball.org)
2. Click on Forms Page
3. Look under Club Management click on Club Application Form Indoor/Outdoor
4. Fill out form and Submit
5. You will then be prompted for payment (Note: Applications cannot be processed until payment is received)

After your club is registered with the Florida Region you will need to make sure you take the following steps to keep your club in good standing:

- Register and background screen all coaches & chaperones prior to any tryouts or any contact with junior players.
- All Coaches must be IMPACT or Beach IMPACT Certified and SafeSport Certified.
- All Adult personnel must have USAV membership, background screen and be SafeSport Certified.
- Instruct your members to also register online prior to participating in any USAV events so that they will be covered by the USA Volleyball insurance.
- Sanction your tryouts (and any activities/events) with the Florida Region.
- Request a certificate of insurance for your practice & playing facilities.

Important Note: All new Indoor Club Directors are required to attend the Annual Junior Forum Meeting. The meeting takes place in November of each year. This is a **MANDATORY** meeting for the all new Club Directors. (The dates and times will be posted on the Florida Region website: [www.FloridaVolleyball.org](http://www.FloridaVolleyball.org))

New clubs should read through the FORMS page for additional information. Questions can be directed to the Florida Region office. Tel: (352) 742-0080 or [registrar@FloridaVolleyball.org](mailto:registrar@FloridaVolleyball.org)