

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

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 before you get started.

Please read the Club Director Code of Ethics, to better understand the policies and procedures of having a USAV Club. (Document is located on Club Directors Page under the MORE tab of the Florida Region website)



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:

• **STEP 1 – Club Director Requirements**

- Club Director & Club Administrators must have the following:
 - USAV Membership
 - USAV Background Screen
 - SafeSport Training

• **STEP 2 – Business Requirements**

- Must be registered with IRS and provide EIN# (SS4 Form) unless Sole Proprietorship.
- Must be registered to do business in the State of Florida (sunbiz.org)
 - (You will need to know your Business Type)
 - Sole Proprietorship/DBA
 - For Profit S Corporation
 - For Profit C Corporation
 - Limited Liability Corporation
 - Non-For Profit C Corporation
 - Registered as a Level 3 AAU Club (DBA with State of Florida is still required)
- 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)

• **STEP 3 – Club Requirements**

- You will need to provide a copy of your club handbook that includes the following policies: (Please contact registrar@floridavolleyball.org for copies of sample policies that you may adopt)
 - Club Refund Policy
 - Club Dispute/Grievance
 - Club Release Policy (Must be on one page and have parent signature & date)
 - Required MAAP Policy (Minor Athlete Abuse Prevention Policy) – this policy will be provided by the region for you to add into your handbook. Email: registrar@floridavolleyball.org for a copy
- 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.
- Club Website must have Club Director name and phone number posted on the home page of website
- If you are a Non-Profit or an AAU Level 3 Club you will be required to purchase Directors & Officers (D&O) Insurance

• **STEP 4 – Once you have all the above completed**

- Go to www.floridavolleyball.org
- Click on For Club Directors! Club Information Page under the More Tab
- Click on Club Application Form Button
- Fill out form and Submit
- You will then be prompted for payment (Note: Applications cannot be processed until payment is received)

Important Note: All new Indoor Club Directors are required to attend the New Club Director 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)

New clubs should read through the page entitled "For Club Directors" for additional information. Questions can be directed to the Florida Region office. Tel: (352) 742-0080 or registrar@FloridaVolleyball.org