



Club Director MMS Process – 2022-23 USAV Season

Check with your region for specific policies and requirements in your area.

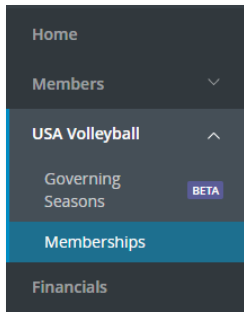
Club directors will need to complete these administrative steps in order to participate as a USA Volleyball club in their Region this season:

1. [Ensure Region requirements for affiliation are complete](#)
2. [Gain access to your club's SportsEngine HQ](#)
3. [Facilitate membership purchase and club assignment for all club team participants](#)
4. [Ensure all participants complete their membership eligibility requirements](#)
5. [Create eligible rosters for your teams](#)

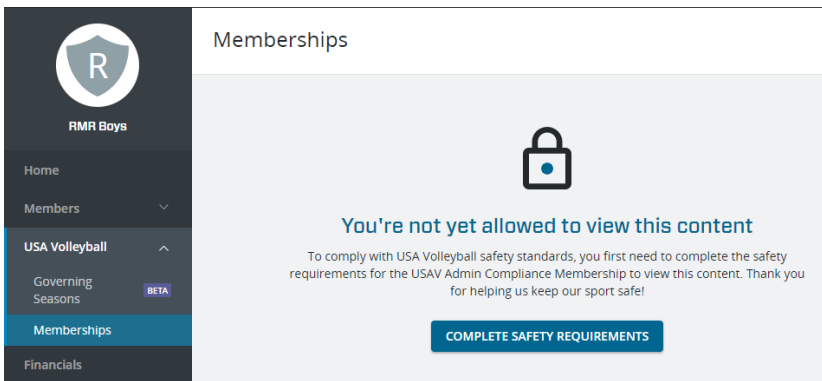
Region Affiliation and Club HQ Access

Returning clubs

1. Complete all requirements from your Region for your club to be in good standing for the new season.
2. Check your access to your club HQ.
 - [Login to your SportsEngine Account](#): *Prevent duplicate accounts by using the same email address that you used to manage your club last season*
 - Your club should appear in the “My Organizations” menu of your account
3. Check your USA Volleyball Tab access.



- If you do not see the USA Volleyball tab in your HQ, reach out to your Region office for next steps
4. [Assign/Remove](#) access to other administrators for your club as appropriate.
 5. Complete USAV Administrative Eligibility Requirements.
 - You can access your club’s HQ at any time on SportsEngine once you are an administrator. However, you can only access the USA Volleyball area of the HQ if you are in good standing with your Region and you’ve met all administrator requirements.



New clubs

1. Complete all requirements from your Region for a new club to be in good standing for the new season.
2. Contact your Region to have a HQ created for your club. This may take a few business days to complete.
3. Complete steps 2-5 above as needed.

Administrative Resources for Club Directors

[How to Assign Administrators to My Club](#)
[Setting the Primary Listing Contact](#)

Where Do I Go For More Help?

Visit Your Region’s Website or [Contact Your Region Office](#)

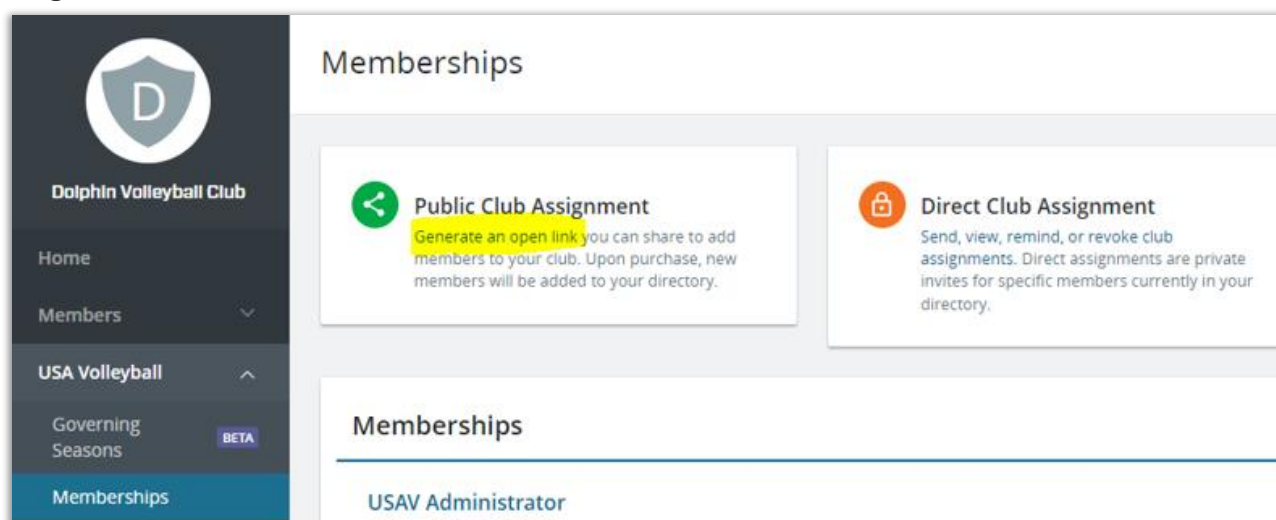
Membership Purchase & Club Assignment

Tryout and membership assignment policies differ by Region, please be familiar with your Region's policies and procedures before taking any of the steps below.

Athletes and staff need a valid Region membership affiliated with your club in order to be rostered and participate. Once you know which staff and athletes will be participating with your club this season and your Region has opened its memberships for purchase, send the public club assignment link to those participants. This will allow your participants to purchase a membership in your Region and be assigned to your club in a single process.

Send Your Club Assignment Link

1. From the left navigation menu of your SportsEngine HQ, click **USA Volleyball > Memberships**.
2. On the Memberships page, click "generate an open link" under **Public Club Assignment**.



3. A link is generated that can be copied and shared to your participants through email or your messaging tool.
4. The system determines the appropriate Region membership based on their profile and the data provided.

Club Assignments Resources

Resources For Club Directors:

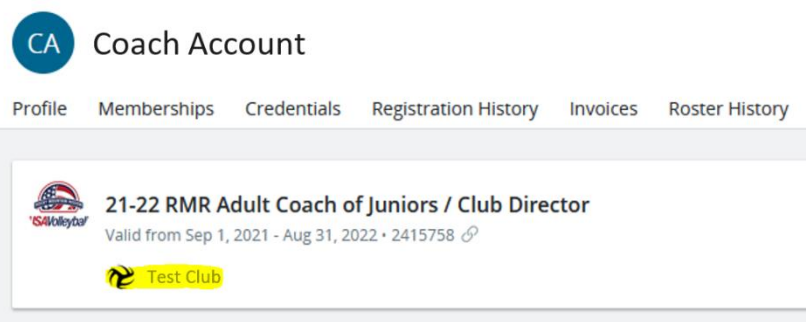
[How to Send Club Assignment Requests](#)

Resources For Members:

[Accepting Invitations, Club Assignments & Purchasing Memberships](#)

[Printing Membership Cards](#)

[How to Add Digital Membership Cards to a Phone Wallet](#)



Where Do I Go For More Help?

[Look For The Blue "Need Help" Tab in SportsEngine](#)
[USA Volleyball- How to Start a Conversation with Customer Success](#)

Membership Eligibility

Members must complete eligibility requirements before they can participate. These requirements depend on the membership and roster role and could include: participation waivers, SafeSport Training, background check and IMPACT Training

Once your participants purchase their membership, they may still have eligibility requirements to complete. You can [REMIND](#) your club's coaches and athletes about requirements through HQ at any time. **Eligibility requirements can be accessed through a member's [SPORTSENGINE ACCOUNT](#).**

A screenshot of a membership eligibility checklist. The items are: '21-22 USAV Adult Coach of Juniors' with a status of 'INELIGIBLE' and a note 'Assigned to New Waves Volleyball'; '21-22 USA Volleyball Acknowledgement/Use Agreement' with a status of 'COMPLETE' and a note 'Completed Nov 2, 2021'; 'SafeSport Training - Core' with a status of 'REQUIRED'; '21-22 USAV Adult Coach of Juniors' with a status of 'PAID' and a note 'Valid From Sep 1, 2021-Aug 31, 2022'; and 'Impact Training' with a status of 'REQUIRED'.

Eligibility Resources

Resources For Club Directors:

- [How to Check Player/Staff Eligibility](#)
- [How to Send Eligibility Reminders](#)
- [How to Filter an Individual's Eligibility Credentials](#)

A screenshot of the USAV SportsEngine interface. On the left is a navigation menu with 'Memberships' selected. The main area shows a list of membership filters: 'USAV Administrator' (Valid for life, 0 Active Memberships), '21-22 Aloha Adult Coach of Juniors' (Valid from Sep 1, 2021 - Sep 1, 2022, 3 Active Memberships), '21-22 Aloha Adult - SafeSport & Background Screen Required' (Valid from Sep 1, 2021 - Sep 1, 2022, 0 Active Memberships), and '21-22 Aloha Official - SafeSport & Background Screen Required'. A 'Need Help?' tab is visible on the right, with a dropdown menu showing 'View Ineligible (0)', 'View Active Eligibility (3)', and 'View Members (3)'.

Resources For Members:

- [How Can I Access My Eligibility Requirements Through My SportsEngine Account?](#)
- [How to Electronically Sign off on a Waiver Through My SportsEngine Account?](#)
- [How to Complete My Background Screening From My SportsEngine Account?](#)
- [How to Complete My SafeSport Certification From My SportsEngine Account?](#)
- [How to Complete IMPACT Certification for USA Volleyball](#)

Where Do I Go For More Help?
[Look For The Blue "Need Help" Tab in SportsEngine](#)
[USA Volleyball- How to Start a Conversation with Customer Success](#)

Additional Requirements

Your region may have additional training that is required for coaches/athletes (examples: referee/scorekeeper/line judge training). These requirements do not affect an individual's eligibility status but may be required for a roster. These types of training are completed in the USAV Academy.

Academy Resources For Members:

- [How to Access the USAV Academy](#)
- [I Received an Error Message When Access USAV Academy- Help!](#)
- [How to View my USA Volleyball Membership and Credentials](#)

Where Do Members Go For More Help?
[USA Volleyball Academy Help Desk](#)

Rostering

Team rosters can be built in the Governing Season area of your SportsEngine HQ to ensure they meet USA Volleyball/Region requirements.

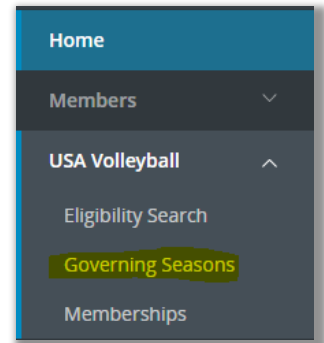
1. Build rosters under the [Governing Seasons](#) tab.

- If your club pays for other SportsEngine tools, you will use the SE Sync method.
- If your club does not pay for premium tools you can build your rosters manually or using a CSV file upload.
- USA Volleyball does not recommend the “copy teams” functionality unless the age group and members of the team will remain the same.

2. Members should display as approved on the roster if:

- They have the correct Region membership for the roster role (coach, athlete, manager, etc)
- Their membership is eligible and assigned to your club
- They meet Region age requirements for the team position
- They are assigned to only one team

3. If all members placed on a team roster are approved for the team, the team roster status will show “done”.



Team Name ▲	Governing Division ▾	Team Rank	Approved Staff	Approved Active Athletes	Team Roster Status	Actions
<input type="checkbox"/> ESVC 12 BLACK G12ESVBC1GC	Girls 12's	1	2 of 2	12 of 12	DONE	Print Roster More ▾
<input type="checkbox"/> ESVC 12 BLUE G12ESVBC2GC	Girls 12's	2	2 of 2	10 of 10	DONE	Print Roster More ▾

Rostering Notes:

- Your Region may have additional requirements for staff and players on the roster (examples: officiating/scorekeeping/line judge training). Check the credentials on your printed roster to ensure compliance with Region policy.
- You may need to transfer or build your roster in other event systems to enter some USA Volleyball events (AES, TM2Sign, SportWrench, etc.)

Resources For Club Directors:

- [Getting Started with Governing Season](#)
- [How to View Team Roster Approvals](#)
- [How to Share a Roster/Pair a Team with AES](#)

Where Do I Go For More Help?

- [Look For The Blue “Need Help” Tab in SportsEngine](#)
- [USA Volleyball- How to Start a Conversation with Customer Success](#)

Additional Training and Resources

Use the  within your HQ to search and navigate to articles, videos and support channels.