

**The  
SCVA**

**Presents:**

**GUIDELINES FOR  
STARTING A  
VOLLEYBALL CLUB**

## **Volleyball Club Information**

This guide has been developed to help provide some insight into the formation of a boys and/or girls volleyball club. Taking on this task can be very rewarding and, at the same time, very frustrating. There is by no means any right way to start a club. However, there are certain factors that need to be addressed to make the process an easier one. The actual development of a club is as varied as the number of clubs. We have outlined what we feel are important aspects in developing a club and making it a rewarding experience for both you and the athletes you will serve.

### **Southern California Volleyball Association (SCVA) Registration:**

The first step is to submit the registration materials and fees required by the SCVA, which is the region to which you will belong. The SCVA is responsible for registering all players, coaches, club directors, team representatives, chaperones, and other participants in this region with the United States Volleyball Association (USAV). We, in turn, pay dues to be part of the USAV.

What we provide to your club is the organization of a structured network of tournaments in which clubs can compete. Ultimately, competing at the national level is possible by earning bids to the Junior Olympic Tournament from Regional and Inter-regional competition.

Once you receive a packet with the registration materials, all necessary paperwork must be completed and fees returned before teams are eligible to compete in any tournament. Forms are also available online at [www.scvavolleyball.org](http://www.scvavolleyball.org). You will also be required to submit all your registration online. All of the information is self-explanatory; however, if you need any help, please call the office at 714-917-3595.

### **Club Goals:**

This is perhaps the most important area in determining the formation and foundation of your club. The development of a mission statement will help guide you in your decisions. This will provide a framework from which you can make decisions from choosing your coaching staff to deciding travel plans. Make sure you consider what services you will offer in regards to training (i.e. competitive, developmental, recreational, elite, combination). Also, consider whether you want to start small and have constant growth or

whether you have the opportunity to be large right on the onset. A club can be set up in any number of ways. Administratively the following should be done early on:

- Select a business name.
- Set up a business bank account.
- Select a type of business to run (corporation, for profit, not for profit, sole proprietorship, etc.).
- Develop a board of directors or advisors.
- Assign a club representative to interact with the SCVA.
- Contact the regional office.

A note about filing as non-profit: the main benefits are that you become tax-exempt and under the circumstances, donors' contributions are tax deductible. Confer with an attorney to determine what type of business will best suit your needs.

## **Budgeting:**

This is one key area that if not done properly will determine the fate of your club. Operate your club in a professional manner. Make sure that your budget is sound and has been worked and reworked many times. It is better to over budget than to have to ask for a fee increase. The list below includes factors to be considered when developing a budget.

### Basic Expenses

- ✓ SCVA/USAV fees (club, team, players, coaches, chaperones, representatives)
- ✓ Tournament entry fees
- ✓ Gym rental and/or supervisor fees
- ✓ Uniforms
- ✓ Coaches fees and expenses
- ✓ Equipment (balls, nets, carts, ball bags, antennas, etc.)

### Other possible expenses

- ✓ General overhead and administrative expenses (printing, copies, parking tickets, etc.)
- ✓ Additional liability insurance
- ✓ Payroll taxes
- ✓ Labor expense

In addition, out-of-area tournaments have their own budget. Generally, the players will split the cost of the traveling coaches/chaperones. The areas to be considered are the following:

- ✓ Hotel
- ✓ Transportation (air/ground)
- ✓ Food ( Meals and/or Groceries)
- ✓ Coaches per diem
- ✓ Tournament entry fees

The manner in which you request payment from your players (parents) needs to be strongly considered. A large portion of out-of-pocket money is needed up front for registration, uniforms, and early tournament fees. Gym rental, tournament fees, coaches' salaries, etc. may be extended over time. Some clubs set the budget at "x" amount and require ½ up front and ½ a few months later. Other clubs require the entire amount up front. And still others require a certain amount up front with monthly dues.

You must be prepared for a certain amount of player attrition and have that built into your budget or payment schedule. It may be to your advantage to have a large amount paid up front. Some clubs pay all tournament and registration fees at the beginning of the season. Other clubs have parents sign a contract promising to pay the said amount. Refund procedures should be established, depending on a number of circumstances, i.e.: player moves, player quits, player changes clubs. What, if any, amount will be refunded? It would be to your advantage to contact a few clubs that have been successful and find out how they deal with these issues.

Again, the importance of a realistic budget cannot be overstressed. If you feel as though you lack in this area, seek accounting advice. Maintaining a separate bank account is necessary for keeping track of club money. Providing a quality program means that there are certain expenses that need to be met. Don't reduce your fees to the point of jeopardizing the operational ability of the club. The **value** of your program is important, not its low cost.

## **Coaches:**

Ensuring a strong coaching staff will benefit your club over time. Having coaches who are dedicated to the development and well being of the players is vitally important and will see you through tough times. The time involved for a coach is much more than is required by the players. Coaches

have practice preparation, practices, competitions, parent/player meetings, staff meetings, coaching clinics, and other possible demands to work into their schedules. Make sure that new and young coaches know that their responsibilities go well beyond the court and will require more time than they experienced as a player.

In choosing coaches for your club you will need to consider whether their goals and objectives are in accordance with those of the club (mission statement). Coaches must be able to work well with players as well as be able to talk with the parents. Be sure to look at local colleges, local high schools, former players, and adult players when looking for coaches. Have at least one strong coach for each team as well as assistants if possible. Quality coaches will make your club more attractive and will help build a strong foundation.

You may want to develop a coaches' contract that explains the minimal time commitment and requirements of each coach as well as their fee structure. This will provide an understanding of what their duties involve and what the club will be responsible for as well. Make sure a signature is required and have it reviewed by legal counsel. It must make you feel secure without encroaching on the coaches' rights.

## **Facilities:**

Practice facilities are often difficult to find and hold onto. Many clubs have a coach who is affiliated with a local high school or middle school that helps in reserving the facility for the club. If this is not the case, look to churches, local YMCA's, recreation centers, etc. Establish a good relationship with any facility you secure and show how having you at the facility will benefit them as well (provide visibility, improve equipment, develop athletes in year-round programs, etc). By establishing a good relationship you may be able to cut real costs of renting a facility with tradeoffs for services and equipment (upgrade equipment instead of paying rental costs).

Many facilities require certificates of insurance in order to use their gym. The SCVA provides these certificates for a minimal fee. The SCVA manual describes the process of attaining these certificates.

It is important that the facilities you use are safe. Make sure the standards are up to date, are padded and any obstacles are clearly marked. Antennas should be provided and be securely fastened to the net.

## **Organization:**

Perhaps the most frustrating area for a parent and player is lack of organization on behalf of the director/coach. Parents like to know exactly what is going to happen and that it actually happens. Be sure to have practices when they are scheduled. Have a contingency plan if practices are cancelled (due to circumstances beyond your control). Advise players and parents ahead of time if there are changes in the schedule. Phone trees are helpful in dispersing information. When traveling to tournaments (local and away) make arrangements ahead of time.

### Consider the following:

- Who drives? (Coach/Chaperone)
- Where to meet
- Time to meet
- Chain of command (in case of disciplinary problems)
- Food consideration (club pays, individuals pay, pool players' money, etc.)
- Contingency for late play or arrival

## **Parents:**

One way to get parents involved is to find out what the parents can provide for the club without asking for more money. If you have an attorney on board, ask to see if they can be your counsel for a decrease in fees. If there is someone who has a knack for fundraising, put him/her in charge of a fundraising committee. This information is easy to ascertain from a player/parent information sheet that should be developed to provide you with important information. Be sure to include player name, address, phone number, emergency contact information, medications, limitations, and DOB. Other information should include parents' job information, fundraising activities, player athletic history, etc. There is a vast amount of information that can be ascertained if developed properly. This can be a great benefit to the club.

Asking for parental involvement can be a godsend or a death sentence. If you choose to have parents involved in the organization, try to determine if they are in it for the good of the whole or just the good of their athlete. If you develop a Parent Board to help in club direction and decisions, make sure you define the role of the Board and how much control and power it holds. Although they may say that they are there for all the players, often times they are not. If you can find a parent or two who are really interested

in helping, it may be a good idea to put them to work to take the pressure off of you. Paperwork can become very time consuming and delegating that responsibility may be helpful without becoming a possible detriment.

A player/parent contract may be beneficial if problems should arise. Be sure to outline what services the club will provide to the athlete and what the athlete (parent) will be required to pay. Include the duration of the contract and consequences, if any, that will be invoked should the parent/player default. Again, have this checked by legal counsel.

## **Equipment and Uniforms:**

This area must be worked into your budget and buying in bulk and/or attaining sponsorship can often reduce the costs. The minimum amount of equipment required by each team and each player should be reviewed. Below is a list of what should be budgeted:

### Individuals:

- Shirt with number\*
  - Shorts/bikers\*
  - Shoes and socks
  - Kneepads
  - Sweats (optional)\*
- \*(see specifications in SCVA/USAV Manual)

The club must determine what will be provided by the individual (usually shoes, socks, and kneepads) and what will be provided by the club (shirts, shorts, sweats). When discussing this with the parents/players, make sure they understand exactly what they are paying for and what they must provide.

### Team:

- Balls (6-8 minimum per team)
- Ball bag or Ball cart (optional)
- Medical Kit (do not include aspirin, Advil, Tylenol, etc.)

## **Parent Meeting:**

One of the most important aspects of running a club is the communication with the parents and players regarding significant features of the club. A parent meeting should be held sometime prior to the first practice. Some clubs hold the parent meeting just before tryouts; others hold a meeting

prior to the first practice or when the fees are due. It should be done **prior** to requesting any payment. Be sure to open the meeting to questions and answer all questions to the satisfaction of the parents. If the question is not appropriate, ask to speak with that parent at a later time. Do not try to hide information from parents. The more open and honest you can be the better for everyone. If your club is more expensive than others, explain why.

Oftentimes, it may be to your advantage to have written material to answer many of the questions that may be posed. Handouts (or a Manual) should include the following: club philosophy, objectives, and goals; financial expectations; practice and competition plans; conduct policy; coaches' responsibilities and bios/resumes; parent expectations; uniform requirements; and registration forms. **NOTE:** For players to be covered by the insurance policy during tryouts, a registration form must be completed prior to the player tryout. Be sure this is worked out properly; it would be a shame to have a player injured during tryouts and not covered by insurance.

Also important to mention during the parent meeting is the insurance policy carried by USA Volleyball. It is a secondary insurance policy to the players' primary insurance. It will only cover injuries that occur during practice, competition and during travel competition. It will only be in effect if the registration form is properly filled out with parent signatures, and on file at the SCVA office. This is one of the most important parts of the registration materials; make sure it is done correctly. If it has to be returned for proper signatures, the player will not be covered until the form is filled out completely.

## **College Recruiting:**

One area of interest to many parents and players is the possibility of college scholarships. This is a very real concern and must be handled in an appropriate way by the club. Club volleyball receives a lot of attention from college coaches. You must decide whether you want to attract the high caliber athletes who are looking for a scholarship, the developmental athletes who may be good enough for scholarships, or the recreational players who are in it for fun only. Then decide how you will address this issue. Some clubs "promise" scholarships to their players. Other clubs say they will actively seek out scholarship possibilities. Still others say they are merely providing the opportunity to be seen by college coaches and will not actively help in the process. This issue should be addressed at the parent

meeting and made clear what role the club will take in the process. The club director and coaches should be aware of and knowledgeable about the NCAA Recruiting Rules. It is very important that the career of an athlete is not jeopardized by a lack of knowledge on behalf of the adults involved.

If a player wishes to play college athletics at the NCAA Division I or Division II level, he/she must register with the NCAA Clearinghouse. This can be done through a high school counselor and should be done at the beginning of their senior year in high school. Division III and NAIA do not require this, nor do junior colleges. Please see the NCAA Guide for the College-Bound Student-Athlete included with the SCVA Manual for more information or contact the NCAA.

### **Closing:**

Although the above information may seem like a huge task, the benefits are well worth the effort. Being able to help young people develop a skill, learn team work and discipline, travel, and be competitive are important and rewarding tasks. If you want to build a quality club that will serve the needs of the volleyball community, some forethought and energy must be put into its development. We strongly suggest that you contact other clubs that have been successful and gain insight that way. The most important thing to remember is that you should be doing this for the love of the sport and the development of the athlete, not just as a player, but as a person as well. Athletes will learn more through a positive, fun experience, so be prepared.

Good luck and if you have any questions, please feel free to call or email the SCVA office—714-917-3595 or [info@scvavolleyball.org](mailto:info@scvavolleyball.org).