

## Club Director, Tournament Director and Coaches requirements for 2019

### Club Director:

1. Register in Webpoint. If you need a background screen, it will ask you for your ss#. You will need to select the F2 – Adult involved with Junior Programming membership
2. Check to see if you need to update your SafeSport Certification. If you don't have the certification or it shows an expiration date of 10/31/2018, you will need to take the Safesport training. To do so, in your Webpoint account, go under the USAV Clinics tab to USAV Coaching Clinics. Register for the Core Center for SafeSport option. Once registered, click on the red USAV Academy button to complete the modules
3. Complete either the New or Returning Club Director clinic, whichever is applicable. To register for those: In your Webpoint account, go under the Region Clinics tab to Other Region clinics. Register for the clinic you need and complete it in the USAV Academy
4. Set up your club in HOA Online: From the HOA website, under the Registration tab, select HOA Online. If you have never logged into HOA Online before, you should have received an email with your logon info, once your data from the Webpoint system gets imported into HOA Online (happens usually twice a day). If you do not see the email, please check your Spam box for it. Feel free to contact the HOA office if you are having problems logging on. If you are returning, use the same 5 digit code for your club as you have in the past. For new clubs, you make up the 5 digit code (all letters). It helps if it somewhat reflects the name of your club.

Once all is completed, HOA will approve the club and players and coaches will be able to select the club when they register.

### Tournament Director:

1. Register in Webpoint. If you need a background screen, it will ask you for your ss#. You will need to select the F2 – Adult involved with Junior Programming membership
2. Check to see if you need to update your SafeSport Certification. If you don't have the certification or it shows an expiration date of 10/31/2018, you will need to take the Safesport training. To do so, in your Webpoint account, go under the USAV Clinics tab to USAV Coaching Clinics. Register for the Core Center for SafeSport option. Once registered, click on the red USAV Academy button to complete the modules
3. Complete the 2019 Tournament Director Clinic. To register for this: In your Webpoint account, go under the Region Clinics tab to Other Region clinics. Register for the clinic you need and complete it in the USAV Academy
4. Set up your tournament(s) in HOA Online: From the HOA website, under the Registration tab, select HOA Online. If you have never logged into HOA Online before, you should have received an email with your logon info, once your data from the Webpoint system gets imported into HOA Online (happens usually twice a day). If you do not see the email, please check your Spam box for it. Feel free to contact the HOA

office if you are having problems logging on. In the Tournament Mgt section, select the Juniors tab and start adding your tournaments.

#### Coaches:

1. Register in Webpoint. If you need a background screen, it will ask you for your ss#. You will need to select the F2 – Adult involved with Junior Programming membership
2. Check to see if you need to update your SafeSport Certification. If you don't have the certification or it shows an expiration date of 10/31/2018, you will need to take the Safesport training. To do so, in your Webpoint account, go under the USAV Clinics tab to USAV Coaching Clinics. Register for the Core Center for SafeSport option. Once registered, click on the red USAV Academy button to complete the modules
3. Make sure you are IMPACT or CAP certified. If not, take the online IMPACT clinic. To register for IMPACT: In your Webpoint account, go under the USAV Clinics tab to USAV Coaching Clinics. Register for the 2018-19 IMPACT On-Demand clinic and go to the USAV Academy to complete the training.
4. Starting September 15, you will be able to take the officiating clinics for the 2018/19 season. Coaches who completed all clinics, or the refresher clinics last year will only have to complete a refresher clinic this year. All others will have to complete the full junior coaches officiating clinics. To register for your clinics: Logon to your Webpoint account. Under the Region Clinics go to Region Ref/Score clinics and register for the appropriate clinic. Then go to the USAV Academy to complete the modules. If you register for the Refresher clinic and the clinic is locked, you did not complete any clinics last season and you will need to enroll in the full Junior Coaches officiating clinics.

If you have done your individual registration but did not select a club at the time of registration:

Logon to your Webpoint account.

Go under the Member Area tab and select Member Profile

Scroll down until you see in the right column a drop down menu with the notation

“Club:” Select your club from the drop down menu and click on the “Edit Contact Info”

button at the bottom. If you do not see your club, the club is not approved for competition yet.

All clinics are free of charge for members.