

Thank you for your interest in running a club. The starting point for a new club director is the Club Director web page:

[https://www.ovr.org/juniors/registration\\_packet/index.php](https://www.ovr.org/juniors/registration_packet/index.php)

You can get to this page from the OVR Home Page:

<https://www.ovr.org/>

Position your cursor over but do not click on the menu option across the top: "Juniors"

In the drop down box, position your cursor over: "Club Directors"

In the side menu, click on: "Registration Packet"

On the Packet page, please read the: "Procedures and Rules for Juniors' Club Directors"

[https://www.ovr.org/juniors/registration\\_packet/JRP\\_Procedures\\_and\\_Rules.pdf](https://www.ovr.org/juniors/registration_packet/JRP_Procedures_and_Rules.pdf)

The other documents and forms on that page are going to be useful if not necessary for you to manage your club. You will also want to review the other menu options on the "Club Directors" menu mentioned earlier.

### **Membership Registration:**

All participants (Administrators, coaches, players, etc.) must be registered with USA Volleyball and the OVR:

<https://www.ovr.org/register/index.php>

Adults and female players pay \$67 each for their memberships. Male juniors pay \$47. Adults also need \$14 background screening through USAV every season.

Prospective players may register for a \$10 Tryout Membership in order to attend your tryouts in the Fall. The \$10 is deduced from the full registration if they make a team.

**Club Creation:**

Once the club director is registered in USA Volleyball's/SportsEngine system, they need to use this link to create their club in that system:

<https://ohiovalleyregion.sportngin.com/register/form/577390106>

The OVR receives a notification that a new club is being formed. We then Approve the club and add a five character Club Code to the request. Within a couple of days, SportsEngine will complete the club creation.

The OVR staff will also create the new club in the OVR system including the Club Director role. We will then send you the five character Club Code.

**Certification Requirements:**

The Club Director has to be ASEP certified (\$75) which is good for life:

<https://www.ovr.org/juniors/directing/asep.php>

All coaches have to be IMPACT certified (Free) good for life:

<https://www.ovr.org/juniors/coaching/impact.php>

and concussion certified (Free) every 3 years:

[https://www.ovr.org/docs/Concussion\\_Info.pdf](https://www.ovr.org/docs/Concussion_Info.pdf)

and SafeSport certified (Free) every season:

<https://www.ovr.org/safesport/course.php>

All coaches, players and parents must have viewed the Sudden Cardiac Arrest video each year (Free):

[https://www.ovr.org/safesport/cardiac\\_arrest.php](https://www.ovr.org/safesport/cardiac_arrest.php)

## **Managing your Club:**

In the OVR system, there is a separate “OVR Login” link at the top right of the OVR home page:

<https://www.ovr.org/index.php>

OVR Usernames are typically your first initial followed by your last name. Like: kschiffer

After you have logged in, the link at the top of the home page changes to: “My Account”. Under that link you will see: “My Club”. Here is when you can see all of the coaches and players in the OVR system.

You can easily see who is missing which certifications. Time to start bugging them!

After you have started to build your roster, you can also add uniform numbers and junior official certifications through the link: “Update Players Info”.

When you have at least 6 players on a team’s roster, they all have uniform numbers entered and the team is registered for at least three OVR tournaments for American and Regional teams or two OVR and a third OVR or a USAV tournaments for National teams, then you can register them for the OVR Girls Championships by checking their box under the columns labeled: “OVR Girls Championships”

## **Advanced Events Systems (AES):**

This system is used by many of the Qualifiers and we are using it for most of our bigger OVR tournaments. It has its own roster building and tournament entering system. The key again is you cannot add anyone to an AES roster who has not picked your club in SportsEngine. Here is a link to their FAQ which starts with how a club is formed in their system:

<https://www.advancedeventsystems.com/support/faq>

General Club Questions:

Girls Clubs – Bill Zehler, OVR Girls Program Director [zehler@ovr.org](mailto:zehler@ovr.org)

Boys Clubs – Matt Mihelic, OVR Boys Program Director [mihelic@ovr.org](mailto:mihelic@ovr.org)

Registration questions: [herbert@ovr.org](mailto:herbert@ovr.org)

Concussion certifications: [donahue@ovr.org](mailto:donahue@ovr.org)

SafeSport questions: Diane Hood – [hood@ovr.org](mailto:hood@ovr.org)

Team Uniform Questions – Brian Hemelgarn [Hemelgarn@ovr.org](mailto:Hemelgarn@ovr.org)

Remember to start with the Procedures and Rules:

[https://www.ovr.org/juniors/registration\\_packet/JRP\\_Procedures\\_and\\_Rules.pdf](https://www.ovr.org/juniors/registration_packet/JRP_Procedures_and_Rules.pdf)

If/when you have questions, do not hesitate to send us a note.