

# Directions for Club Registration/Signature Page

Please note that there are two (2) pages that need to be submitted to the KRVA business office, the Club Registration Form (submitted online) and the Signature page (submitted via USPS or sent to [registration@krva.org](mailto:registration@krva.org)).

## Club Registration Form

Complete and submit this form to apply for registration of a current or new KRVA club. ***The KRVA office reserves the right to deny registration for any club.***

**Club Name:** New clubs must have club name approved by the KRVA registrar who will check for identical and/or similar club names.

**EIN Number:** Required if your club is a business.

**Club Type:** Juniors, Adult, and/or Outdoor/Beach

**Club Gender:** Please check all that apply.

### Club Director and Admin information:

Club Director must reside within the boundaries of the Keystone Region

Club Director and Administrator(s) must be registered as members of the Keystone Regional Volleyball

Association through USAV Webpoint online registration system for the current upcoming season 2018-2019.

Both must have a current background screen

Both must have SafeSport training

USAV# (KE#####FR19)

Current e-mail address (please be advised that all e-mails coming through the Webpoint system will go to the e-mail address on your individual record.) If there is another e-mail address that you will be using for club business please include it here. **All inquiries/changes to club accounts must come from one of the e-mail addresses listed on this form and must be "signed" by the person sending the e-mail; we will not accept a generic signature** (i.e. Staff, Admin of Club XYZ)

**Club Mailing address:** Must be an address within the KRVA boundaries.

**Club Phone Number:** List two phone numbers should we need to contact you.

**Club e-mail address:** See the note above regarding e-mail addresses.

## Signature Page

It is only necessary to sign the section of the signature page that applies to your position.

If you have only one administrator, then you can both sign the same document in the appropriate place. If you have more than one administrator, each one will have to sign the signature page and submit it to the business office before they will be given administrator access in Webpoint.

Your Club will be activated once all documents are received and membership, background screen, and SafeSport training have been verified. An email will be sent notifying you of the club's activation.