



Youth League Guide

2024 – 2025 Season

KEYSTONE REGION OF USA VOLLEYBALL
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Table of Contents

Section 1	Welcome to Keystone Region	3
1.1	Introduction	3
1.2	Mission Statement & Philosophy	3
1.3	KRVA Structure	3
1.4	Board of Directors	3
1.5	Financial Information	3
1.6	Contact Information	4
1.7	Marketing Information & Data Collection	4
Section 2	Youth League Management	4
2.1	Definition of a Youth League	4
2.2	Activation of Youth League	4
2.3	Responsibilities of Youth League Director	4
Section 3	Setting Up a Youth League	5
3.1	Plan Cost	5
3.2	Determine the Structure	5
3.3	Secure a Venue	6
3.4	Find Volunteers	6
3.5	Raise Money	6
3.6	Promote the League and Register Participants	7
3.7	Involve the Community	7
3.8	Prioritize Safety	7

Section 1 Welcome to Keystone Region

1.1 Introduction

Welcome to USA Volleyball (USAV) and its affiliated association, the Keystone Region Volleyball Association (KRVA). This manual is a guide to USAV and KRVA, providing specific procedures and requirements for involvement with KRVA.

We understand some of the regulations included in this manual may be interpreted differently than intended. While we make every effort to ensure this handbook is as clear as possible, the final interpretation of any policy in this document is delegated to the KRVA staff and, in some cases, KRVA Board of Directors.

1.2 Mission Statement & Philosophy

The Region shall promote the development and growth of volleyball.

1.3 KRVA Structure

KRVA is comprised primarily of volunteers. The Board of Directors' (BOD) responsibilities include all aspects of managing the business, property, and affairs of the Region, and promoting membership, participation, training, and development in organized volleyball.

There are three KRVA employees: An Executive Director, a Director of Events, and a Communications Manager. The Executive Director's primary duties include implementing policies established by the Board, acting as the principal representative for KRVA to USA Volleyball, leading short and long-term efforts as well as managing the day-to-day needs of the organization. The Director of Events coordinates all KRVA operations including facility rental, portable court rental, club registration, membership, tryouts, rankings, club-hosted tournaments, website, event formatting and management. The Communications Manager is responsible for social media, a monthly newsletter, event contests, website development, and helping to plan and organize KRVA events.

1.4 Board of Directors

Complete information about our Board of Directors (BOD) and minutes from past meetings can be found on the KRVA website or obtained by written request from the KRVA office. The Board is composed of a Commissioner, Secretary, and Treasurer, along with six at-large Board members. All nine individuals are responsible for the direction and organization of the Region.

1.5 Financial Information

KRVA is a Pennsylvania 501(c)(3) nonprofit corporation. KRVA's main sources of revenue are registration fees, tournament fees, fundraising programs, and individual & corporate sponsorships. KRVA expenses are funding programs and services, renting facilities for tournaments, and employing office staff. KRVA also supports teams in post-season National Championships by assisting with payment of entry fees. A complete financial statement is available to any KRVA

member, and requests must be made in writing to the KRVA office. KRVA also provides financial information to USAV.

1.6 Contact Information

Office Address: PO BOX 3234 Allentown PA 18106
Office Phone: 610-401-3362 | 610-223-2288
Website: www.krva.org
Email: commissioner@krva.org | results@krva.org | staff@krva.org

1.7 Marketing Information & Data Collection

The KRVA office staff has access to information about each member registered with the region, which is collected as part of registration. KRVA does not distribute personal information to outside entities unless legally obligated to do so. KRVA will occasionally send out marketing information on behalf of sponsors or partners. This information will come directly from KRVA and will be vetted by staff prior to distribution.

Section 2 Youth League Management

2.1 Definition of a Youth League

Starting an 18 & under volleyball league in your community can be a rewarding endeavor. It brings youth together, encourages regular physical activity, and promotes a love for the sport of volleyball. With the right planning, organization, and community spirit, you can create a league that serves up fun and competition in equal measure.

2.2 Activation of Youth League

All Youth Leagues must be approved by the KRVA office to be fully licensed. Approved youth leagues may request certificates of insurance and have information posted on our website. To be activated for the current season, Youth League Director must fulfill the following requirements:

- Youth League Director must purchase a USAV membership for the upcoming club season and have a current background screen & current SafeSport certification on file.
- Youth League Director must reside within the boundaries of the Keystone Region.
- Youth League Director must sign the Agreement Form electronically.
- Any other requirements as outlined by KRVA in the Youth League Directors Manual or on the KRVA website.

2.3 Responsibilities of Youth League Director

The Club Director is responsible for all administrative and fiduciary aspects of the club. These responsibilities include, but are not limited to, the following:

- Accountability for all matters relating to registration and payment of fees for the players, coaches, referees and volunteers.

- Ensuring information or documentation sent by KRVA is distributed to all league members.
- Ensuring all necessary information, documentation, fees, and related materials or funds are forwarded to the KRVA office promptly.
- Provide completed list of all participants of the youth league to the KRVA Office
- Compliance with guidelines detailed in this manual, and all other KRVA/USAV policies.

Section 3 Setting Up a Youth League

3.1 Plan Cost

Every youth league will have some degree of budgeting and financial management. This will help you meet your financial goals and overall league structure.

Before you open registration, create a budget for the youth league so you can decide how much to charge each player. You should consider the average cost of youth sports as well!

Here is a list of potential expenses you should be aware of in your first season, including:

- Equipment
- Uniforms
- Facility Rentals
- Insurance
- Website and other management software
- Referees or other non-volunteer staff

Also, don't forget to create a plan to collect donations, apply for grants, and find sponsors for your organization. Additional funding can help offset all of your expenses, especially in the first few years.

3.2 Determine the Structure

Will the league be co-ed or separated by gender? Will there be different skill levels or age groups? Consider what will work best for your community. Make sure the structure promotes inclusivity and accessibility, keeping in line with the spirit of recreational volleyball.

Decide on the Rules and Regulations; Every league needs a clear set of rules and regulations to maintain order and fairness. These rules should cover aspects like team composition, scoring, dispute resolution, and player conduct. While you can base your rules on official volleyball regulations, feel free to modify them to suit the casual, recreational nature of your league.

Schedule the Games; Create a schedule for the games that work for all teams. Consider the availability of the players and the venue. Scheduling regular, recurring games—like every Tuesday and Thursday evening, for example—can make it easier for people to plan around their volleyball commitments.

3.3 Secure a Venue

You will need a suitable venue to host your league games. When choosing a venue, consider factors such as availability, cost, size, and location. Here are a few places you can go to try to track down a facility:

- Local school districts
- Parks & rec departments
- YMCA or other local sports non-profits
- For-profit sports facilities or recreation centers

Reach out to all of the facilities in your area to compare prices and availability. In your first season, make sure not to lock yourself into any major contracts or commitments. You should be able to find a facility that has plenty of room for a new league in your community. You may even hold free practices at a local park if you have a small program.

Ensure you have all the necessary equipment, including nets, balls, boundary markers, and first-aid kits. If you're playing at a venue that doesn't provide equipment, consider investing in portable volleyball sets.

3.4 Find Volunteers

Volunteers are the backbone of any successful youth sports program. You'll need dozens of dedicated volunteers to coach, manage registration, run your social media, work fundraisers, and more. Here are some key steps to get volunteers:

1. **Identify all of the roles you'll need in the first year.** These might include coaching, fundraising, facility maintenance, equipment management, and scheduling.
2. **Reach out to parents and other members of the community** with yard signs, social media, and email. You can even drop off fliers in mailboxes.
3. **Provide clear descriptions of the roles,** responsibilities, and hours required for each volunteer. Make sure you're offering a wide variety of roles so that busy parents are still able to contribute.
4. **Thank your volunteers!** You should recognize each volunteer on your website, social media, and other promotional materials. People love to be rewarded for their hard work, even if it's just a digital mention.

Similarly, background checks are also important when it comes to keeping your league a safe and welcoming space. From coaches to officials to volunteers, all adults involved must be properly registered, have a current background screen and be SafeSport certified. All state mandates/laws must be followed including PA 153.

3.5 Raise Money

Generating long-term community support also requires a year-round commitment from your volunteers. You should develop a plan to attract new sponsors, apply for grants, and recruit new volunteers in your offseason.

You can also raise significant funds by using online tools to collect donations and writing a detailed donation letter to send out to community members.

3.6 Promote the League and Register Participants

Use a league website and online registration software. Parents expect that your organization is going to provide a quick and easy registration experience, communicate effectively throughout the year, and provide relevant information like league schedules online.

Registration via SportsEngine must be completed prior to participation in the Youth League. Each individual KRVA member must:

- Complete online registration and pay required membership fees.
- Acknowledge & agree to all waivers as part of registration.

Creating a website for your organization is the first step to effectively promoting your organization online. The website can be the hub for all the information about your organization, registering players, and managing payments.

Take advantage of social media; You also need to make sure your organization has social media accounts to help promote the organization. You can appoint a person on your board to be in charge of social media and to manage all of the accounts. If you don't have social media accounts yet, you can start small by creating a Facebook page.

3.7 Involve the Community

Meeting parent expectations is one of the most difficult parts of running a sports organization.

You can start by hosting a meeting with the players' parents at the start of the season. Use this meeting to discuss guidelines for playing times and let parents know what to expect up front: walk through policies and set clear expectations so parents are well-informed.

This is also a good time to review your organization's coaching philosophy. Many misunderstandings and unrealistic expectations can be avoided with a little clear communication beforehand. When parents understand the reasoning behind your practice and game day plans, they are more likely to support your decisions.

Using communication software can help take your organization to the next level. Parents expect to be able to receive important updates via text or email. Don't make them search for information and always keep parents, volunteers, and community members informed!

3.8 Prioritize Safety

Safety is always a concern, especially for young players. Concerns about safety can often be an obstacle to youth sports league growth. Make safety a top priority at all times, from pre-season to closing events.

It is the Youth League Director's responsibility to ensure that all adults involved have met the following requirements:

1. Must be 18 years of age at the time the league begins. (Adults must be at least 2 years older than the age level they are coaching)
2. Must complete USA Volleyball's online registration process and submit all required forms.
3. Must successfully pass a background screen as part of registration.
4. Must meet the IMPACT Certification requirements.
5. Must complete the Safesport Certification requirements.

Without meeting all the requirements listed above, the adult will remain ineligible and may not participate in the youth league. Any Youth League found to be utilizing an ineligible adult may be sanctioned. Additionally, the individual Adult(s) may be subject to sanction by the region.

It is also mandated by the State of Pennsylvania that coaches have their PA 153 Clearances. The Region mandates that all clubs comply with Pennsylvania state laws.