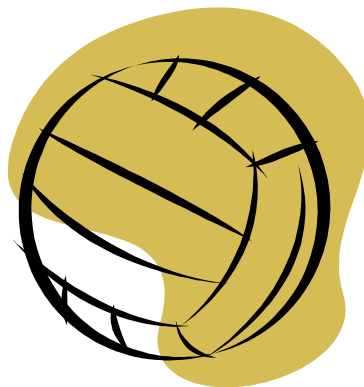




STARTING YOUR OWN

Adult Team

The Easy Guide to starting your team in the Northern California Region



GETTING STARTED

Starting an Adult team is an easier task than you think. The NCVA wants to help you get on the right foot from the start. By reading through this short guide, with a 5 Step process, you will be able to start a new Adult Team in no time at all.

STEP 1

First and foremost, reading the Adult Handbook (located right on the NCVA Homepage www.ncva.com) is a great way to get started. The Handbook provides you with all the information on leagues, fees, schedules, entry forms, registration tips and more.

One of the important sections of the Handbook is to look at the “Forms” section. This section is the thickest part of the Handbook, but provides you with all the forms you will need to register with the NCVA. This section will also tell you what forms must be submitted to the NCVA Office. See page 4 in this guide for the Registration Checklist.

STEP 2

After reading all the pertinent information in the Handbook you can start on the easy stuff. You will need to get your Adult Team established online in our Clubspaces Online Management System.

How to do this:

1. Go on the left-hand side of the NCVA Website –there is a link that says “NEW Jr. Club or Adult Team”. Click that link.
2. Next Click “New Adult Team”
3. Fill out the Form (email) and it will be sent to our online account staff member to set up your team
4. In 48 Hours, you will receive your Login information to log in to your Club Console

STEP 3

Once you receive your login information, your Adult Team will have been added into the system. Now all players on your team will need to register as NCVA Members online.

How to do this: (Each Player)

1. Go to the left-hand side of the NCVA Website – click on “2008-2009 Registration”.
2. Scroll and click Adult Player
3. Scroll until you locate your Team Name, click on your team name
4. Click on “New Member”
5. Follow the steps to Register
6. Once registration is complete you will be prompted to send in your membership form to the NCVA. If you pay online for your membership, you do NOT need to send in your

membership form. If you are mailing in a check or paying by credit card on the form, please send in the membership form.

STEP 4

Once your Team is set up in the online system you can then have all members of your team register as a player online.

To register as a player:

1. Go to www.ncva.com
2. Click on “2008-2009 Registration” in blue on the left. This will begin your registration
3. Choose Adult Player at the bottom of the screen
4. Select your Adult team
5. Choose “New Member”
6. Continue through each screen
7. All information must be completed before you can continue
8. Once you finish, you need to pay your \$50 fee online

STEP 5

You will also need to register for the league online. After registering for the league online, you have 3 choices to pay for the league.

How to do this:

1. Login into your Director Login
2. Go to #5 button “Register your teams for NCVA events”
3. Click on “Register Now”
4. Click on what league you would like to register for
5. You have now entered into the Adult League. You can do one of the following to pay for the league
 - a) Pay online with Credit Card or Online Check
 - b) Mail in a check to the NCVA office
 - c) Fax a Credit Card Authorization form

Full payment, by check or credit card, must accompany the team’s registration materials. Make checks payable to “NCVA.” Multiple checks or credit cards are acceptable.

Mail all forms and payments to: NCVA, 72 Dorman Avenue, San Francisco, CA 94124

Once you have assigned each player to your Adult Team, registered for the League online and paid you are finished with your Adult Team Registration!

If at anytime you have questions, you can contact Jillian via email (jillian@ncva.com) in the NCVA Office to help you with your team registration.

Good Luck during the Season!

Membership Registration

All adults must be members of the NCVA. To become a member, you must register online.

Registering Online

Memberships that are registered at www.ncva.com may be paid by credit card or online check. A hardcopy membership form does **NOT** need to be completed for memberships that are registered online. If you register yourself online, you will be charged \$50.

Registering by Mail

To register by mail, complete and send a membership form along with a check to the NCVA Office. If the NCVA office registers you as a member online, you will be charged \$70.

Registration Checklist

To complete your team's registration, you must send the following forms to the NCVA Office:

Required Forms

1. Team Registration Summary Form
2. Adult Team Contact Information Form
3. Team Roster Form
4. Pre-Registered Member Form (if applicable)

Optional Forms

1. 2008-2009 Individual Membership Form (must be entered online to be registered)
2. Tournament Entry Form (tournament entry forms may be sent separately or with the registration materials)

Frequently Asked Questions

1. *How do I find the location of the tournaments?*

Tournament locations can be found right on the website. In the middle of the NCVA Website you will find links to all of our leagues. Click on the Men's or Women's Link. Once you are at the Adult League homepage, click on Men's League or Women's League in the tool bar. Then click on Teams Registered into events. Lastly, click on the date you want to view and the teams registered into that event will be listed.

2. *Do I have to register each player or can they do it themselves?*

You can do either. However, it is highly recommend that each player registers themselves online. As the Team Representative you can take on the responsibility of gathering everyone's information and inputting their information online through your Club Console (Director Login) OR you can have each individual player register themselves online. If you send in the registration forms to the NCVA Office, we can register each player online. However, the cost for this is \$70 for the membership.

3. *If I don't want to start my own team, how do I find a team?*

All you need to do is email vball@ncva.com and put your contact information and your positions you play and we will keep your information on file or forward your information to a team that needs additional players.

4. *What if we need to cancel out of a tournament?*

In order to not get fined for canceling late out of a tournament, you will need to fax or mail the Cancellation Form (located in the Adult Handbook) to the NCVA Office. If you do not want to receive a penalty for canceling out late, you will need to turn in the Cancellation form no later than Monday at 5:00 PM. The sanctions can also be found in the Handbook under the Sanction section.

5. *I'm having problems registering online?*

We are always in the office from 9 AM to 5 PM. You can call (415-550-7582) or email (vball@ncva.com) us with any problems or questions.

6. *What is the deadline to register for league or a special tournament?*

All deadlines and tournament schedules can be found online under the Adult League Link or in the Adult Handbook.