

## Registration Checklist

It is required that you complete all items in this section.

- Enter the 2011 USA Girls' Junior National Volleyball Championships through the Advanced Event Systems (AES) online registration system. Make sure to complete the "USAV Data Import" before trying to register for the event. Print the "Official Entry Form".
- Attach the Entry Fee check, made out to **USA Volleyball**, to the Official Entry Form. On the memo line of your check PRINT the team name and division—**ONE CHECK PER ENTRY PER TEAM**. This is because not every team in your club may qualify and we only cash checks for the teams that qualify.
- Send Official Entry Form and Entry Fee check to your Regional Volleyball Association (RVA) office (contact your Region for deadline). *Teams who earn a bid at a 2011 National Qualifier (see listing in pre-tournament manual in Chapter 2) will send the Official Entry Form and Entry Fee directly to the USA Volleyball Events Department within 10 business days of qualification.*
- USA Volleyball has implemented a Stay to Play Policy for the Girls Junior National Championships, please make sure to book your rooms through THS. <https://secure.thsweb.com/event2.aspx?tournamentid=3253&cid=16>
- Chaperones must review and fill out the CHAPERONE RESPONSIBILITY FORM and turn it in during your team check-in onsite. The chaperone MUST sign the form and be properly registered with a USAV Region. Chaperones will need to attach a photo copy of a driver's license or passport to the chaperone form. Chaperones are no longer required to check-in separately onsite. The team rep or coach may pick up their credential provided all required forms are present.
  - The Championship Committee reserves the right to conduct random and periodical ID checks of all staff listed on a roster during competition.
- Collect a copy of the medical release form from each of your players. This should remain with the team supervisor (coach/chaperone) at all times. Medical release forms no longer need to be mailed or turned in to USAV at check-in, however you will have to show that you have them at team check-in onsite.
- Enter complete results into AES or SUTP by April 20<sup>th</sup> for Open & Open At-Large teams, and May 11<sup>th</sup> for National & American teams.
- Make any on-line changes or adjustments to your roster by May 30<sup>th</sup>. Any changes after the deadline will need to be done on-site accompanied with a fee of \$25.00 per change. Proper verification in writing from your USAV Region or Member Organization will be required or changes will be denied.
- Please print submitted rosters and photocopy all forms and bring them with you to check-in.
- Bring any one of the following for proof of identity and age verification:
  1. A copy of original government issued photo ID with date of birth included
  2. Copies of a certified birth certificate
  3. Driver's license with photo
  4. Passport
    - You do not need to turn a copy of them in to USAV but you will be asked to see them at check-in.
- PRE-TOURNAMENT TICKET ON-LINE ORDERS must be placed no later than June 10<sup>th</sup>. Our ticketing company cannot accept orders after this deadline as there is insufficient time to process the passes and have them mailed to you prior to the tournament. The link to order tickets can be found at [http://usavolleyball.org/events/2483/page?page\\_id=7553](http://usavolleyball.org/events/2483/page?page_id=7553).