



Starting a Collegiate Club Volleyball Program

There are several basic steps to starting a collegiate club volleyball program at your institution. Within these steps there are several methods, suggestions, requirements and helpful hints to help you guide you along. This is by no means a comprehensive list of everything you will need and need to do but it will provide you some information to get you started. There are also many resources in place at your college or university to in the process of starting a club. You should refer to those resources as much as possible.

Here are the key steps in starting a club;

1. Gathering members and accessing facilities
2. Finding a coach/advisor
3. Becoming sanctioned by the college/university
4. Meet with the Sports Club Director, Dean of Student Life or Director of Student development.

Gathering Members

Finding participants should be the number one priority. College campuses offer many opportunities to promote your club to your fellow students. Try some of the following ways to get your club noticed.:

*PLACE ADS IN THE SCHOOL NEWSPAPER-You can also call the editor. Many times student newspapers are looking for articles.

*HAND OUT FLIERS-Provide fliers to incoming freshman or at busy campus areas. Make sure you include meeting times, practice, and game location.

*HANG POSTERS ABOUT THE CLUB-Rec Centers, gymnasiums, student unions, cafeterias, libraries, study areas, kiosks and other gathering places are a great place to post information about your team. Make sure you include meeting times, practice, and game location.

*DEVELOP A WEBSITE-There are many easy ways to create a simple website. Many search engine companies offer free website hosting. Be sure to check with your university for web site posting.

*WORD OF MOUTH-Start telling everyone that you know or meet that you are forming a Club volleyball team. If people express interest take down their name and contact information so you can follow up with more details.

Stay Organized

Once you have a group of interested players, maintain good organization and communication. Make sure you have gathered all the important contact information including, email address, phone number physical address. Make sure you provide information on to potential players and coaches regarding practice and meeting times and facility location.

Court Space

The Club Sports office at your university should be able to provide you with gym times. Remember as a new club you may not get the most favorable times or space. Make sure you have your member availability when trying to secure practice times.

Equipment

Acquire enough volleyballs to get started. Contact your sport club director. A lot of recreation departments have volleyballs for check out. You can also check with your Varsity volleyball teams to see if they have any gently used balls they would be willing to donate to the club. (we have provided a list of volleyball and uniform supply companies in the appendix).

Finding a Coach

While it is not a national requirement to have a coach, some institutions may require one. It is important to have someone with extensive knowledge of the game who has the final say on practice, lineups, game situations etc. You can contact your varsity coach who may have some suggestions or your local USA Volleyball region. (contact information is listed in the appendix) If you do not have a coach make sure all your members agree that the captain has final say on all decisions.

Becoming Accredited with your College or University (Registered Student Organization)

Meet with the Sport Club Director at your college or university to gather information about becoming an official sport club. Do this ASAP as many universities have a waiting period or require a vote prior to the club being recognized. The following is a list of things you may have to complete to become an official club;

- *Establish club by-laws. The Sport club office should have some sample by-laws to refer to. (there is a sample by-law in the appendix)
- *Find a faculty advisor for your club.
- *Establish and hold elections for officers.
- *Establish a budget (see appendix)

*Understand and agree to abide by all the rules, regulations and code of conduct set forth by your university.

Becoming a member of your local conference, league and the NCVF (National Collegiate Volleyball Federation)

The National Collegiate Volleyball Federation, Inc. (NCVF) is a non-profit corporation formed in cooperation with volunteer collegiate club volleyball commissioners and representatives from throughout the United States. The primary purpose of this organization is to promote educational and organized competitive playing opportunities for male and female collegiate club volleyball student athletes. It is the only nationally oriented organization in the United States formed specifically to promote yearlong organized collegiate club volleyball opportunities for men and women.

Club Registration

Your new club will need to register as a member on the NCVF website (see appendix) Your club may also want to apply for league or conference membership (where available). A list of conferences is posted on the NCVF website. Other benefits enjoyed by NCVF members;

- *Coaching seminars and educational events
- *Travel discounts
- *Information on posted tournaments
- *Availability to advertise your home tournament
- *Use of the membership wide list serve
- *Reduced entry fee to the National Championship

Now You are Ready

We hope this provides you with enough information to take the first step toward starting a club volleyball team. We think you will find the effort you put in will be well worth the reward of having a club volleyball team on your campus. Please visit the National Collegiate Volleyball Federation website if you need additional information.

Appendix I-CLUB START-UP CHECKLIST

Gathering Members

- Place ads in school newspaper
- Print and distribute flyers
- Print and post posters
- Distribute fliers and posters in:
 - Rec Centers
 - Weight rooms
 - Dining halls
 - Residence halls
 - Libraries
 - Study areas
 - Campus Kiosks
 - Student Union
- Develop information sheet to hand out at practice
- Maintain a roster of people at practices and other interested people
- Develop a website

Accessing Facilities and Equipment

- Ask the Sport Club director about court use and available times
- Get enough volleyballs for practice or have players bring their own
- Contact the varsity team coach for used/extra equipment

Finding a Coach or Team Manager

- Ask Varsity coach for suggestions of potential coaches
- Place ads in the school newspaper
- Post job on team website

Becoming accredited with your College or University

- Meet with Sport Club Director for specific details
- Establish Club by-laws
- Establish a budget
- Abide by the rules and regulations set by your Club sports Director

Becoming a member of the National Organization Local league and Conferences

- Go to the NCVF website and register as a member
- Refer to the list of conferences and leagues and contact the commissioner for detailed registration information.