

# **FREQUENTLY QUESTIONS & ANSWERS (FAQ's)**

Regarding the USAV-CAP courses in Tampa, FL at the AVCA Annual Convention  
December 2009

## **1. HOW DO I REGISTER?!**

Register for **BOTH** the USAV-CAP AND the AVCA Convention on the same page on-line here [AVCA CONVENTION CAP COURSE](#).

In order to participate in the USAV-CAP courses & programs offered in conjunction with the AVCA Annual Convention you must **register for BOTH events** through the USA Volleyball website.

**STEP ONE:** Visit the USAV-CAP AVCA Course registration page – When you are ready, [CLICK HERE TO GET STARTED](#).

**STEP TWO:** Click on the [AVCA Registration Form](#) link on that page. Register for one of the AVCA Convention options (either the Weekend Convention on Fri-Sat, OR the FULL Convention on Wed-Sat ....see full descriptions below) by filling in the information on that form... you can also add extras like Match Tickets, Pre-Convention Seminar, Golf Tournament, etc. **ALL CAP students will need to stay through Sunday at 5 pm to complete their certification by attending the CAP-Only sessions that day.**

**STEP THREE:** Once you have filled out your AVCA Convention Registration Form, **print a copy of the form for your records** by clicking the **PRINT THIS FORM** button, then click the **EMAIL THIS FORM** button at the top of the first page to **submit your registration to the AVCA** (USAV-CAP will be copied).

**STEP FOUR:** Back on the [USAV-CAP AVCA Course Registration](#) page, choose your **Registration Membership Category:**

- Coaches who are [Florida Region Members](#)
- Other [Florida High School or Middle School Coaches](#)
- Coaches who are [Members of BOTH USAV and AVCA](#)
- Coaches who are [Members of EITHER USAV OR AVCA](#)
- [Non-Members](#)

Then click on that category link to register for your CAP Course Level, IMPACT and VCAP Clinics. Coaches must be able to document membership status at the time of registration to be eligible for that category. **Remember that CAP Students must attend the CAP-Only sessions on Sunday December 20th (ending at 5 pm) to complete their certification.**

**STEP FIVE:** Once you have identified and clicked on your Registration Category, **choose either CAP Level I** (open to all) **or CAP Level II** (open to current CAP Level I coaches) **to add to your shopping cart.** You may also select the IMPACT Clinic or VCAP Conditioning Clinic; if pre-approved you may select the IMPACT Instructor or VCAP Instructor Training. **Proceed to checkout & payment for your CAP Course.**

## **2. What is the Difference between FULL AVCA+CAP and the WEEKEND AVCA+CAP?**

**FULL AVCA Convention+CAP** (Wednesday, Dec. 16 – Sunday, Dec. 20) allows coaches to attend any open AVCA meeting or session (including CAP sessions) beginning Wed Dec 16 through Sat evening on Dec 19 (CAP students **must** also attend the off-site CAP-Only sessions on Sunday Dec 20). This registration includes all banquets, receptions, educational sessions, meetings and Volleyball Marketplace. **Does NOT include Pre-convention Seminar, Golf Tournament, Texas Hold'Em Party, Under Armour® All-America Match tickets, Championship Match Party or Semi-Final & Championship match tickets!** Coaches may ADD-ON these items and/or **ADD-ON** the **IMPACT** or **VCAP Conditioning Clinics**, or if **qualified** may add on the **IMPACT Instructor Training** and/or the **VCAP Instructor Training**.

**WEEKEND AVCA+CAP** (FRI, Dec. 18 – Sunday, Dec. 20) allows coaches to attend any open CAP/AVCA meeting or session beginning Fri Dec 18 through Sat evening on Dec 19 (CAP students **must** also attend the off-site CAP-Only sessions on Sunday Dec 20). This registration includes the Friday night Player of the Year Banquet and the Spalding Reception/Coaches Tournament. This registration **does NOT include party/reception/banquet tickets** on other days, **Pre-Convention Seminar, Golf tournament, Texas Hold'Em Party, Under Armour® All-America Match tickets, Championship Match Party or Semi-Final/Championship match tickets!** Coaches may ADD-ON these items and/or **ADD-ON** the **IMPACT** or **VCAP Conditioning Clinics**, or if **qualified** may add on the **IMPACT Instructor Training** and/or the **VCAP Instructor Training**.

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## **3. When exactly ARE the USAV-CAP course dates?**

-**IMPACT Clinic** is Tuesday, Dec. 15 from 4:30 p.m. check-in to 9 pm.

-**IMPACT Instructor Training** is Tuesday, Dec. 15 from 3:30 p.m. check-in to 10 pm.

### **-CAP I & II sessions**

- **Check-in** during the **POSTED HOURS** at the USAV-CAP desk anytime on Dec. 14 – 17; or Final Check-in is from 7:30 - 8 a.m. Friday, Dec 18<sup>th</sup>.
- For FULL Registration ONLY – may begin attending any open meetings/sessions on Wednesday, Dec 16<sup>th</sup>. On Thursday, Dec. 17<sup>th</sup>, educational sessions will run no later than the break to attend the Semi-Final Matches. Friday, Dec 18<sup>th</sup>, educational sessions run from approximately 1 pm to the start of the Spalding Reception/Tournament; Saturday, Dec. 19 – educational sessions run all day to the break to attend the Championship Match; Sunday, Dec 20 – Required CAP specific sessions run from 8 am to no later than 5 pm at off-site facility (TBD).
- For WEEKEND Registration ONLY – may begin attending any open meetings or educational sessions, as well as the banquets/receptions on Friday, Dec. 18<sup>th</sup>; on Saturday, Dec. 19 – educational sessions run all day to the break to attend the Championship Match; Sunday, Dec 20 – Required CAP specific sessions run from 8 am to no later than 5 pm at off-site facility (TBD).

-**VCAP Clinic Session (12 Week Off-Season)** will run from the completion of the CAP I & II sessions on Sunday, Dec. 20 (approximately 5 pm), to no later than 10 p.m. that evening.

-**VCAP Instructor Training** will take place as follows: Thursday December 17<sup>th</sup> from 12:00 noon check-in until 5:00 pm; Friday Dec 18<sup>th</sup> from 8:00 am to noon and reconvenes from 2:00-6:30 pm; Saturday Dec 19<sup>th</sup> from 9:00 am to 12:30 pm and reconvenes from 2:00 to 5:30 pm.

## **4. Do USAV-CAP sessions conflict with the AVCA Convention sessions?**

The CAP I & II sessions are integrated within the AVCA Annual Convention schedule. There will be a few Level I & II topics that USAV-CAP students will be **required** to attend, otherwise all regular AVCA sessions are open to CAP attendees. Likewise, some CAP sessions (open only to CAP Coaches who have arrived by then) will be held beginning on Wednesday afternoon, continuing on Thursday, Friday, and Saturday at the AVCA Annual Convention site & finish on Sunday at a nearby facility/site yet TBD...this information will be posted & emailed to students when confirmed.

**5. Will I have to miss some of the Convention in order to attend the USAV-CAP course certification sessions? *SEE ANSWER #3 and #4 ABOVE.*** VCAP Instructor candidates may attend ONLY those sessions, but may purchase Banquet/Reception tickets if not conflicting with their sessions, and may purchase any activity prior to their start on Thursday afternoon, and Match tickets.

## **6. Are the USAV-CAP courses held in the same facilities as the Convention?**

YES...all IMPACT, CAP or VCAP sessions will be held in the **Tampa Convention Center** and host hotel in Tampa, FL but will move to a nearby off-site location TBD (for Sunday, Dec. 20). The AVCA Coach of the Year Banquet as well as the AVCA All America/Players of the Year Banquet will also take place at the Convention Center or Host Hotel. All meetings, educational sessions, receptions and banquets will be held at the Convention Center or Host Hotel. The NCAA matches will be held at the St. Pete Times Forum.

## **7. If I am already IMPACT certified, or will attend the IMPACT class on Dec. 15<sup>th</sup> at the AVCA Convention, will this count toward my CAP I “Foundations Course” requirement?**

YES. If you have taken other foundations level courses or hold a Physical Education/Coaching Degree, contact the USAV-CAP Office to see if these would be equivalent of the CAP “Foundations Course” requirement. Otherwise, attend the IMPACT clinic or present proof of a prior course.

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## **8. Can I take CAP I and II at the same time?**

***NO, you cannot be enrolled in both levels at the same time.***

- The **USAV-CAP Level I** class is open to **all coaches**.
- The **USAV-CAP Level II** class is open to all **Level I and II accredited coaches**.
- The **IMPACT Clinic** is open to **all coaches**, and will meet the "Foundations course" requirement for CAP Level I purposes. The IMPACT Clinic may be added to your CAP I or II registration.
- The **IMPACT Instructor Training** class is open **ONLY** to those who are **CAP Level II accredited or attending the CAP Level II in Omaha, AND** who have been **recommended – in writing - by their Region Office**. Please contact the USAV-CAP office for more information on these requirements ([cap@usav.org](mailto:cap@usav.org)).
- The **VCAP Clinics** are open to **all coaches**, and may be added to your CAP I or II registration, or taken as standalone clinics.

## **9. Can I register for the USAV-CAP courses through the AVCA office?**

***NO***...well, sort of. **See Question #1 above**...if you wish to attend the USAV-CAP courses in Tampa you will need to register through the **USAV-CAP AVCA Course Registration** page for those courses **AND choose EITHER the AVCA WEEKEND OR the FULL CONVENTION package** by filling out and submitting the **AVCA Registration Form** found on that page.

## **10. What if I have already registered with the AVCA for the Convention and I decide I want to ADD CAP?! Can I do that?**

***YES***... you can **go back to Question #1** and **skip down to complete STEP FOUR and STEP FIVE** to add the CAP portion to your Convention. Please let the CAP Office know which AVCA Convention option you have registered for (Weekend Only or Full Convention).

## **11. Is there a price break or discount for members?**

***YES***...the greatest discounts are for coaches who are **current members of BOTH the AVCA and the USAV**. The next highest discounts are for those coaches who are **current members of one or the other organization**. Coaches who are **members of NEITHER organization** will pay the full regular fees. This year, in Tampa, we also have special registration categories and pricing for **Florida Region Members** and for **Other Florida High School and Middle School Coaches**. *For all categories, the earlier you register, the less you pay!*

## **12. How do I join either the AVCA or the USAV to get a discount on USAV-CAP registration fees?**

- You can join the AVCA on their website ([www.avca.org](http://www.avca.org)); provides full member benefits for 1 year.
- You can join USA Volleyball through your **LOCAL USAV REGION OFFICE** with full member benefits for 1 year.
- *If not joining USA Volleyball, you will need to add the "One Event Membership" option to your on-line order when registering for the USAV-CAP course in Tampa, FL. This option provides you USAV Secondary Sport Accident Insurance coverage for the course dates plus covers the USAV Background Screen charges (necessary for CAP certification).*

***When registering for a specific membership category, you must be able to document your membership status in that organization to qualify for the discounted CAP @ AVCA course registration rates.***

## **13. Can I register for the USAV-CAP & Convention and buy match tickets after the Early Registration period?**

- To take advantage of the CAP EARLY registration price you must be paid in full by Friday, Nov. 6, 2009.
- You may still pre-register using the CAP REGULAR prices any time on/after November 7 until Friday, Dec. 4, 2009.

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- Those registering on/after Dec. 5 through Dec. 16 (for IMPACT) and through Dec. 18 for CAP/VCAP attendees, will pay the CAP LATE registration prices.
- Registrations **will not be accepted** in the USAV-CAP office after 5 p.m. MST Friday, Dec. 11, 2009.
- Payments made by check must be received at AVCA or USAV-CAP headquarters by Wednesday, Dec. 2, 2009.
- Attendees should bring checks with them to CAP or AVCA Registration in Tampa if paying after this date.
- Though Attendees can register for the AVCA Convention and purchase match tickets until Dec. 2, Registrations will not be accepted in the AVCA office after this date; and group seating requests must be submitted by November 13<sup>th</sup>.
- Attendees may register for the AVCA Convention and the CAP Course on-site in Tampa beginning at 4 p.m. on Tuesday, Dec. 15, 2009.

**14. I attended a USA Volleyball High Performance Coaching Clinic (or other approved Licensed Outside Coaching Clinics) - we had classroom and on-court sessions that I was told could count towards the appropriate CAP I or II certification. Will those sessions count for the AVCA CAP Course?**

THAT IS CORRECT...*for regular CAP courses*, coaches that purchased Module Credits at any USAV National High Performance Coaching Clinic (or received a signed CAP Module certificate at other licensed coaching Clinics) may SUBMIT THE ORIGINAL stamped/signed Module certificate to meet their USAV-CAP Module requirements toward initial certification. These certificates must be submitted to the USAV-CAP Office within ONE YEAR from that High Performance or other Clinic date or they will expire. The Module certificate will count toward the "Additional Module" requirement for new accreditations, or toward RE-certification credits if submitted prior to the expiration date on your most recent Level I, II or III Accreditation Certificate (USAV-CAP accreditation certificates expire every four years, unless steps are taken to re-certify). If submitting module credits, get the appropriate forms at the AVCA Annual Convention CAP registration desk.

***HOWEVER, your AVCA Convention+CAP registration ALREADY INCLUDES ALL MODULES NECESSARY to accredit or re-accredit (following submission/completion of all other requirements).***

**15. Could an approved CAP Module Credit Certificate reduce the cost and or time it takes to get certified?**

YES, if submitted toward a *regular* USAV-CAP course ....***NOT*** for this AVCA/CAP COURSE since all Modules you will need are already included for this course site/date.

**16. Can I re-certify for my current CAP accreditation by attending just the AVCA Convention without registering for the CAP Course itself?**

YES, just by registering to attend the Convention (on the AVCA website) you will gain enough Modules to re-certify your current CAP status. Send this documentation (Copies of your payment Receipt and AVCA Convention Credential, along with the Application to Re-Certify form) to the USAV office NO EARLIER than 90 days prior to your certification expiration date (every 4 years) and no later than 30 days following that expiration date. ***Until that time, keep all documentation safely in your coaching file!***

**17. What is the difference between Sunday or Monday, and Sunday & Monday VCAP courses (if listed as offered at the Convention)?**

Typically, the Sunday VCAP clinic focuses on a 6-week Preseason Program and the Monday VCAP clinic focuses on a 12-week Off Season Program. These are separate courses but if registering for the combined Sunday & Monday option (if offered) you will cover both Conditioning Programs. In Tampa, only the 12 Week Off-Season version will be offered on Sunday evening.

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**18. Are buying packages cheaper than buying individual items?** Usually Yes - if offered.

**19. What happens if I have to leave before Sunday at 5 pm?** You may not be able to complete the required sessions necessary for certification.

**20. What are the Refund Policies?**

**The AVCA Policies:**

## **Cancellation Policy**

- Requests to cancel registration must be submitted in writing and postmarked on or before Thursday, December 3, 2009. **No refunds will be given after December 3, 2009.**
- Each cancellation will be assessed a 25% administrative fee.
- Refunds will be given to the four teams participating in the championship if a request is made in writing no later than Wednesday, December 16, 2009 at AVCA Convention Registration.
- However, no refund will be given if the registration packet is picked up.

## **NCAA Match Ticket Policy**

- NCAA championship tickets are not refundable.

**The USAV-CAP Refund Policies:**

- Requests to cancel registration must be received in the USAV-CAP Office on or before Thursday, December 10, 2009 (emailed/faxed or mailed) and will be assessed a 10% administrative fee.
- Each cancellation/refund on/after December 11 will be assessed a 25% administrative fee.
- All registration refunds will be processed the week after the Convention/CAP Course.
- Each coach requesting a refund will be offered the opportunity to “leave it in the bank” to apply toward a future CAP Course with no administrative fees charged (future courses may be more or less expensive and the difference collected or refunded at that time).

**IF YOUR QUESTIONS HAVE NOT BEEN ANSWERED,  
PLEASE CALL THE USAV-CAP OFFICE AT 719-228-6800, or email  
[cap@usav.org](mailto:cap@usav.org).**