

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

Regarding the USAV-CAP courses in Kansas City, MO at the AVCA Annual Convention  
December 2010

## **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, Networking Luncheon and Bowling Tournament, etc. **ALL CAP students MUST begin attending AVCA Convention sessions the morning of Friday December 17<sup>th</sup> and need to stay through Sunday the 19<sup>th</sup> at 5:00 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 **Course Category**:

- **[I want to register for a CAP Level I course in Kansas City](#)**
- **[I want to register for a CAP Level II course in Kansas City](#)**
- **[I want to register for the IMPACT Clinic or the VCAP Conditioning Clinic in Kansas City](#)**
- **[I am interested in attending the VCAP INSTRUCTOR or IMPACT Instructor Training in Kansas City](#)**

Once you have chosen your Course level, then click on the Registration Category which describes your membership status (current members of **BOTH** the AVCA and the USAV; current members of *one or the other* organization; members of **NEITHER** organization; Heart of America Region Members; or Other Kansas and Missouri High School and Middle School Coaches) to register for your CAP Course Level, IMPACT and/or 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 begin attending AVCA Convention sessions the morning of Friday December 17<sup>th</sup> and need to stay through Sunday the 19<sup>th</sup> at 5:00 pm to complete their certification by attending the CAP-Only sessions that day.**

**STEP FIVE:** Once you have chosen either the CAP Level I (open to all coaches) or the CAP Level II (open to current CAP Level I coaches) or other Class above, **then click on the Registration Category which describes your membership status** (current members of **BOTH** the AVCA and the USAV; current members of **ONE OR THE OTHER** organization; members of **NEITHER** organization; Heart of America Region Members; or Other Kansas and Missouri High School and Middle School Coaches) and add to your shopping cart. **Coaches must be able to document membership status at the time of registration to be eligible for that select category.**

You may also add the IMPACT Clinic or VCAP Conditioning Clinic, or if pre-approved you may add the IMPACT Instructor or VCAP Instructor Training. **Proceed to checkout and payment for your CAP Course and clinics/trainings.**

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

**[FULL AVCA Convention+CAP](#)** (Wednesday, Dec. 15 – Sunday, Dec. 19) allows coaches to attend any open AVCA meeting or session (including CAP sessions) beginning Wed Dec 15 through Sat evening on Dec 18 (CAP students **must** also attend the off-site CAP-Only sessions on Sunday Dec 19). This registration includes all banquets, receptions, educational sessions, meetings and Volleyball Marketplace. **Does NOT include Pre-convention Seminar, Networking Luncheon and Bowling 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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**WEEKEND AVCA+CAP** (FRI, Dec. 17 – Sunday, Dec. 19) coaches begin attending the required CAP sessions on the morning of the 17<sup>th</sup> and may attend any open AVCA meeting or session beginning Friday Dec 17 at NOON through Sat evening on Dec 18 (CAP students **must** also attend the off-site CAP-Only sessions on Sunday Dec 19). This registration includes the Friday night Player of the Year Banquet, the Spalding Reception/Coaches Tournament and the Friday Nfinity 80's Party. This registration **does NOT include party/reception/banquet tickets** on other days, **Pre-Convention Seminar, Networking Luncheon and Bowling 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**.

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

-**IMPACT Clinic** is Tuesday, Dec. 14 from 4:30 p.m. check-in to 10 pm.

-**IMPACT Instructor Training** is Tuesday, Dec. 15 from 3:30 p.m. check-in to 11 pm.

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

- **Check-in** during the **POSTED HOURS** at the USAV-CAP desk anytime on Dec. 14 – 17; Final Check-in is from 7:30 - 8 a.m. Friday, Dec 17<sup>th</sup>.
- **For FULL Registration ONLY** – may begin attending any open meetings/sessions on Wednesday, Dec 15<sup>th</sup>. On Thursday, Dec. 16<sup>th</sup>, educational sessions will run no later than the break to attend the Semi-Final Matches. Friday, Dec 17<sup>th</sup>, educational sessions run from approximately 12:00 pm to the start of the Spalding Reception/Tournament; Saturday, Dec. 18 – educational sessions run all day to the break to attend the Championship Match; Sunday, Dec 19 – Required CAP specific sessions run from 8 am to no later than 5:00 pm at off-site facility (TBD).
- **For WEEKEND Registration ONLY** – MUST attend required CAP sessions beginning on Friday morning the 17<sup>th</sup> and may begin attending any other open AVCA/CAP meetings or educational sessions, as well as the banquets/receptions on Friday, Dec. 17<sup>th</sup> at approximately 12:00 noon; on Saturday, Dec. 18<sup>th</sup> – educational sessions run all day to the break to attend the Championship Match; Sunday, Dec 19 – Required CAP specific sessions run from 8 am to no later than 5:00 pm at off-site facility (TBD).

-**VCAP Clinic Session (6 Week Pre-Season)** will run from the completion of the CAP I & II sessions at the off-site facility on Sunday, Dec. 19 (approximately 5:00 pm), to no later than 10:00 pm that evening.

-**VCAP Instructor Training** will take place as follows: Thursday December 16<sup>th</sup> from 12:00 noon check-in until 5:00 pm; Friday Dec 17<sup>th</sup> from 8:00 am to noon and reconvenes from 2:00-6:30 pm; Saturday Dec 18<sup>th</sup> from 9:00 am to 12:30 pm and reconvenes from 2:00 to 5:30 pm. ***This registration does NOT include access to other AVCA or CAP sessions!***

### **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.

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## **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 [Kansas City Convention Center](#) (Bartle Hall) and host hotel in Kansas City, MO but will move to a nearby off-site location TBD (for Sunday, Dec. 19). 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 Sprint Center.

## **7. If I am already IMPACT certified, or will attend the IMPACT class on Dec. 14<sup>th</sup> at the AVCA Convention, will this count toward my CAP I "Foundations Course" requirement?**

YES. If you have taken an IMPACT Clinic or IMPACT Webinar it counts. If you have taken any 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.

## **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 Kansas City, 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; VCAP Instructor Training is open to any Strength and Conditioning professional or any Volleyball Coach wishing to learn how to condition athletes in a sport specific manner.

## **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 Kansas City 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. In this case, please email [cap@usav.org](mailto:cap@usav.org) and let the CAP Office know which AVCA Convention option you have already 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 Kansas City, we also have special registration categories and pricing for **Heart of America Region Members** and for **Other Kansas and Missouri High School and Middle School Coaches**. **Coaches must be able to document their membership status when registering!** *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.

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- 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 Kansas City. This option provides you with 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. 5, 2010.**
- You may still pre-register using the CAP REGULAR prices any time on/after November 6 until Friday, Dec. 3, 2010.
- Those registering on/after Dec. 4 through Dec. 14 (for IMPACT) and through Dec. 16 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. 10, 2010.
- Payments made by check must be received at AVCA or USAV-CAP headquarters by Wednesday, Dec. 1, 2010.
- Attendees should bring checks with them to CAP or AVCA Registration in Kansas City if paying after this date.
- Though Attendees can register for the AVCA Convention and purchase match tickets until Dec. 1, Registrations will not be accepted in the AVCA office after this date; and group seating requests must be submitted by November 12<sup>th</sup>.
- Attendees may register for the AVCA Convention and the CAP Course on-site in Kansas City beginning at 4 p.m. on Tuesday, Dec. 14, 2010.

## **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...***but only 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, again, 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.

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## **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 and attending the Convention (on the AVCA website) once in 4 years you will gain enough Modules to re-certify your current CAP status. You are required to stop by the CAP Office in the Convention Center and pick up a session Evaluation Form to complete for the sessions you attend. Send this documentation (Evaluation, 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.

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

**19. What happens if I have to leave before Sunday at 5:00 pm? *You may not be able to complete the required sessions necessary for certification.*** Please arrange your travel home to occur AFTER 5 pm and allow time after 5 pm to get to the airport for check in. You MUST arrive in time to begin attending the sessions at the Convention by Friday morning on December 17<sup>th</sup>!

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

### **The AVCA Refund Policies:**

#### **Cancellation Policy**

- Requests to cancel registration must be submitted in writing and postmarked on or before Thursday, December 2, 2010. **No refunds will be given after December 3, 2010.**
- 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 15, 2010 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 9, 2010 (emailed/faxed or mailed) and will be assessed a 10% administrative fee.
- Each cancellation/refund on/after December 10 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).

## **21. Where can I find the certification and re-certification requirements for CAP Accreditation?**

You can read more about CAP Certification or Re-certification ...

- [HERE](#), or
- [HERE](#), or
- [HERE](#)

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