



Clinic Reporting Review



<http://lsvolleyball.org>

<http://lsvolleyball.org/clinician>



General Notes and Reminders

- The **maximum** attendance to any clinic is 100. If there is room in the venue, you may allow up to 25 walk-ins to a scorer clinic. All others should be turned away.
- **Commit to the schedule** - If you agree to do a clinic, stick to it!
- **Allow parents to attend for free** (if space allows)
 - No paperwork, no test!
 - **If they want to be certified:**
 - they must pay for clinic and complete all paperwork
 - register with USAV, complete a background check and Safe Sport training
- **All checks should be made out to: "LSR-VOLLEYBALL"**
- **Send eMail reports as an attachment** – do not imbed in the email





After The Clinic

- **Gather all your materials** – Projector, PC, pencils, pens and all cables.
- **Pick up the room** – see if anyone left trash or belongings behind
- **When you get home, while it is still fresh on your mind:**
 - Add any applications to the Roll Call report
 - Count all money
 - does it agree with attendee counts?
 - Fill in **Financial** and **Roll Call** reports
 - Send an email to the Chair with both reports
(within 48 hours of delivering the clinic)
- **Were there any special circumstances you need to share with the Chair?**
- **Within 5 days, mail a copy of the financial report, expense receipts and applications (do not mail cash)**





After The Clinic

Financial Report – I Owe You



Lone Star Region

Official's Clinician Financial Report



Instructions: Complete yellow boxes only, print, sign and mail.

Scorer: Referee:

Date: 11/15/24 Location: Bob's Gym, La Vernia

paid LS Applications: 20 X \$25 \$ 500

Paid Previously: 5 X \$0 \$ 0

Out of Region: X \$5 \$

Total Attendees: 25 X \$5

Site, City

Notice!

If Total Attendees < 20,
difference X \$5 to be paid
to clinician by clinic host
Ex: If Total Attendees = 17
20 - 17 = 3 x \$5 = \$15
to be paid by host

Total Income: \$ 500

Less

Total Cash: 100

Equals

Checks Enclosed: \$ 400

\$ 125 Clinician Fee

Plus

25 Copies and Supplies

Equals

(Enclose Receipts)

\$ 150 Total Expense

Less

\$ 100 Total Cash

Equals

\$ 50

I Owe You

(You will receive payment - check or electronic)





After The Clinic

Financial Report – You Owe Me



Lone Star Region

Official's Clinician Financial Report



Instructions: Complete yellow boxes only, print, sign and mail.

Scorer: Referee:

Date: 11/15/24 Location: Bob's Gym, La Vernia

paid LS Applications: 20 X \$25 \$ **500**

Paid Previously: 5 X \$0 \$ **0**

Out of Region: X \$5 \$

Total Attendees: 25 X \$5

If Total Attendees < 20,
difference X \$5 to be paid
to clinician by clinic host
Ex: If Total Attendees = 17
20 - 17 = 3 x \$5 = \$15
to be paid by host

Total Income: \$ **500**

Less

Total Cash: 400

Equals

Checks Enclosed: \$ **100**

\$ **125** Clinician Fee

Plus

25 Copies and Supplies

Equals

(Enclose Receipts)

\$ **150** Total Expense

Less

\$ **400** Total Cash

Equals

\$ **(250)**

You Owe Me

Enclose the attendee checks and your payment for \$250
(Check or use Venmo/Zelle)





Clinic Reporting Reminders

- Send the **Roll Call & Financial** reports within 48 hours by email attachment to:
 - Scorer: Joe Campbell LSRScorechair@gmail.com Referee: Joe Lizama – LSRrefereechair@gmail.com
- Send paper copies of the **Financial Report, Checks*** and **Applications** (if there are any) in a secure packet within 5 days of the clinic date by mail. *(do not send cash)*

**You may Venmo instead of writing a check, if you wish. Include details about payment, Clinic, Date, Referee or Scorer, etc. Make a note on the Financial Report that Venmo used.*

- **Scorer:**
Venmo: Joe Campbell: @Joseph-Campbell-LSR
Zelle: iokepa1@yahoo.com
(Lone Star Region Volleyball)

- Referee:**
Venmo: Joe Lizama: @jlizama-LSR
Zelle: lsrrefchair@gmail.com
(Lone Star Region Volleyball)

- ***We need clear printing:**
On **Checks:** correct Payee, Amount and Signature
On **Applications:** Name, DOB, Email and Club





Procedure for Retrieving a Clinic Roll-Call (Reservation) report

<https://lsvolleyball.org/clinician>, “Clinic Roll-Call Report Retrieval Procedure”



1

Login to your Sports Engine account – My.SportsEngine.com

CL
Charlene Longostino

- Home
- Household
- Schedule
- Teams

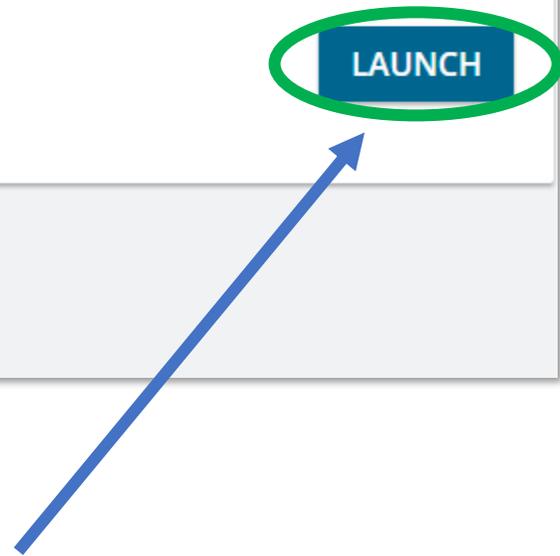
Home

 USA Volleyball Academy

LAUNCH

2

Select “LAUNCH” from the USA Volleyball Academy link in the top center.





3



USA Volleyball Academy ×

[Need Help?](#)

The USA Volleyball Academy is a Learning Management System where you can complete necessary coursework (ex: junior officials or scorer training). We will be sure to sync any credentials from the USA Volleyball Academy to your SportsEngine profile.

Select Profile:

Charlene Longostino

CANCEL **LAUNCH**

Select your Profile, then click on "LAUNCH."

4

In the left menu, select "Instructor."

- Home
- Content Library
- Achievements
- Live Sessions
- Messages
- Instructor**
- Collapse Menu



5

Look for your clinic and select [View details](#).

Instructor Sessions Time Off Filter

Future Sessions

Course Name	Module Name	Name	Days	Session Start Date	Instructor	
LS25_S101 In-Person Junior Scorer Clinic	LS25_ 1-Person Scorer Clinic Registration	● Scorer Clinic - Houston	Single	10/02/25 . 12:00 PM (Central Standard Time)	Gordon Morrison	View details
LS25_S101 IP FOR ADMIN USE ONLY	LS25_ 1-Person Scorer Clinic	● Scorer Clinic - Houston	Single	10/02/25 . 12:00 PM (Central Standard Time)	Gordon Morrison	View details
LS25_S201 In-Person Provisional Scorer Clinic	LS25_ 1-Person Scorer Clinic Registration	● Scorer Clinic - Houston	Single	10/02/25 . 12:00 PM (Central Standard Time)	Gordon Morrison	View details

Do not do anything with the “FOR ADMIN USE ONLY” ENTRIES!





6

Select Download Roster (Roll Call).

Scorer Clinic - Houston

Register Instructor roll call

Select All

User	02	Score	Mark complete
<input type="checkbox"/> Addison Chaddick SE-production-62779638	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="INCOMPLETE"/>
<input type="checkbox"/> Amber Craig SE-production-62779705	<input type="checkbox"/> ABSENT	<input type="text" value="0"/>	<input type="button" value="INCOMPLETE"/>
<input type="checkbox"/> Avery Craig SE-production-62779760	<input type="checkbox"/> ABSENT	<input type="text" value="0"/>	<input type="button" value="INCOMPLETE"/>

Upload Roster

Please select an action

**Do not do anything with this area,
Resist the temptation!**





7

You will receive a CSV file that will provide all members who have made a reservation. This file may be opened in Excel, Sheets, or whatever spreadsheet you use.

	A	B	C	D	E	F	G	H
1	User Name	First Name	Last Name	Email	Company	10/02/25 12:00	Score	Completed
2	SE-production-62779638	Addison	Chaddock	skc@chubbycheekdesigns.com		No	0	No
3	SE-production-62779705	Amber	Craig	bethannecraig@yahoo.com		No	0	No
4	SE-production-62779760	Avery	Craig	bethannecraig@yahoo.com		No	0	No

You may print this out or, if you have an extra computer, edit it on site to check people in.*

Columns F, G and H are the ones you will update after/during the clinic:

F = If they attend the complete clinic, change to Yes.

G = Exam Score.

H = Did they pay for the clinic, change to:

#=Check number, C=Cash, PP=Paid Previously.

	F	G	H
	10/02/25 12:00	Score	Completed
Yes		84	1856
Yes		92	C
Yes		88	PP

Do NOT change the titles in row 1 for columns A-H. You may add additional columns to the right for notes.

*If you have attendees that are not on the list, and there is room for them in the venue, have them complete a paper Official's Application, then you may add rows to the bottom, complete their **Names** in columns B and C and enter their **DOB** in column E.





8

You will need to retrieve the files for each level for that date/time.

Future Sessions

Course Name	Module Name	Name	Days	Session Start Date	Instructor	
1 → LS25_S101 In-Person Junior Scorer Clinic	LS25_In-Person Scorer Clinic Registration	● Scorer Clinic - Houston	Single	10/02/25 12:00 PM (Central Standard Time)	Gordon Morrison	View details
LS25_S101 IP - FOR ADMIN USE ONLY	LS25_In-Person Scorer Clinic	● Scorer Clinic - Houston	Single	10/02/2021 12:00 PM (Central Standard Time)	Gordon Morrison	View details
2 → LS25_S201 In-Person Provisional Scorer Clinic	LS25_In-Person Scorer Clinic Registration	● Scorer Clinic - Houston	Single	10/02/25 12:00 PM (Central Standard Time)	Gordon Morrison	View details

Do not do anything with the "FOR ADMIN USE ONLY" ENTRIES!

For Scorer clinics the possibilities will be: Junior Scorer, Provisional Scorer and Regional Scorer.

For Referee they will be: Junior R2, Junior R1, Adult R2, Provisional Referee, Regional Referee.

For ease of use, you may combine all the level files into one after retrieving them.





9

Once you have completed the clinic and updated the file(s), save in an Excel format (.xlsx) and email with the Financial report to:

Joe Campbell (Scorer) LSRScorechair@gmail.com

Joe Lizama (Referee) LSRRefereechair@gmail.com.

Please use this file name format:

Roster/Roll Call: **Date_City_Type_Clinician.xlsx = 110324_Houston_Score_Campbell.xlsx**

Financial: **Date_City_Type_Clinician_FR.xlsx = 110324_Houston_Score_Campbell_FR.xlsx**

Within 5 days, follow up by sending a copy of the **Financial Report, paper **Applications**, and **Checks** via the postal service.**

