

GUIDELINES FOR CSVA TEAM REPS

The following information and reminders summarize responsibilities of CSVA team representatives. Please don't hesitate to consult a board member if you need clarification.

CSVA WEBSITE Check the CSVA website (www.csva.org) periodically for announcements. You will also find schedules, league standings, agenda and minutes of meetings, a CSVA Events Calendar, and downloadable forms and documents.

LEAGUE REGISTRATION Before registering your team for a 10-week fall or winter session, confirm that you have a gym and qualified referee for your home matches and make sure that your players are still committed to your team. After collecting all of the required player information, go online and follow the registration instructions on the website. You will find instructions for using Venmo to pay the fee if you choose this option. Ensure that the signed online registration/roster form and the team fee are submitted to CSVA by the deadline (see Calendar). Once you have submitted your online registration, any corrections, additions or deletions to your roster must be made through Dan Burk (djburk@comcast.net).

ADDING NEW PLAYERS New players (who are not on any other team roster) may be added to your roster up to two weeks before the Reinman End-of-League Tournament. Send any additions to your roster to Dan Burk (djburk@comcast.net) at least 2 days before a new player expects to play. Be sure to include all of the information requested on the roster form. Note that only legally rostered players or someone from the CSVA Sub List can participate in the Reinman End-of-League Tournament.

CSVA SUB LIST Carla Shover is maintaining both the women's and men's CSVA Sub Lists for use in all divisions (see website). Subs may NOT play in more than two (2) league matches for the same team during a session. If a team wishes to use this same player for a third match, the Team Rep must request that Dan Burk add that player to their roster as a permanent player for the remainder of the current league session. The player will then be removed from the CSVA Sub List. A player from the CSVA Sub List may NOT play for more than one league team each Wednesday or for more than one team during the Reinman End-of-League Tournament. If you want to use this resource, please let Carla Shover know (shovers@yahoo.com or 303-908-4743).

TEAM INFO Distribute the league schedule, tournament information, and a copy of the CSVA Rules & Policies sheet to your teammates and your referee. Inform them that the CSVA league abides by current USAV rules (see link on website) except as noted in the Rules sheet. Please encourage your team members to use the website.

GAME BALL Bring the official CSVA game ball to use at your home matches and ensure that it is used **only** for your home matches, not for warmups or practices. CSVA provides each team with a new ball every three years.

REPORT WEEKLY SCORES If your team wins at least 2 out of 3 sets in a league match, please email the scores to Kathleen Danna (CSVAdanna@gmail.com) right after the match. In lieu of writing a message, you can **email** a clear photo of the completed CSVA scoresheet. You can download and print a pdf of a blank scoresheet from the website and provide it to your referee.

TEAM WAIVER FORM Obtain signatures of all your team's players on the CSVA waiver form each year, and send a copy of the form to Dan Burk (djburk@comcast.net). If you add players, please send a complete, updated waiver form to Dan. Please include emergency contact information for all of your players, and distribute it internally to your team as appropriate.

ALTERNATE TEAM REPS Team reps are encouraged to identify alternate team reps to the secretary for inclusion in emails sent to all team reps. This will minimize the chance of missed communications. Alternate team reps do not have the right to vote at the Annual Meeting unless they are serving as a proxy.

CSVA MEETINGS Attend 1:30 pm CSVA meetings if at all possible. Though meetings at which team placement is discussed can be important, the most important is the Annual Team Rep & Board Meeting in March. At this meeting, each Team Rep and board member is entitled to one vote on proposed rule changes. If you cannot attend the meeting – and if you care about the issues – please appoint a proxy by filling out and signing a form that the proxy must bring to the meeting. You can download the proxy form on the CSVA website.

TEAM REP INFO If any of your own contact information changes, please notify Dan Burk (djburk@comcast.net) and Martha Mustard (csvamustard@gmail.com) as soon as possible.