

## **GENERAL INFORMATION**

### **1.0 PURPOSE**

The Policies and Procedures Manual defines CBVA, Inc.'s (hereinafter, "CBVA" or the "organization") policies and procedures. This manual is provided to CBVA's membership to ensure the smooth running of the organization and to ensure that its objectives are met. CBVA shall have a Policies and Procedures Manual that defines the requirements and process for operation of the organization.

### **2.0 OWNERSHIP**

The Information Officer of CBVA is responsible for the promulgation of these policies and procedures.

### **3.0 ORDER OF PRECEDENCE**

The Policies and Procedures Manual is part of the operating documents of CBVA. Should there be a conflict among any of the operating documents of the organization, the following order of precedence shall apply:

- Articles of Organization
- Bylaws
- Policies and Procedures Manual
- Website
- Newsletter

### **4.0 CHANGES**

Any member in good standing, as defined in the Bylaws, may submit a proposal to change the Policies and Procedures Manual. Proposals must be submitted in writing to the Information Officer who will present the proposal to the Board of Directors at a duly called meeting. The Board of Directors considers all proposals and either approves or rejects the proposed change by a simple majority vote.

Approved changes to the Policies and Procedures Manual will take effect when the Information Officer communicates the change to the membership and the revision is incorporated into the official copy of the Policies and Procedures Manual on the CBVA's website at <http://www.cbvolleyball.net>.

### **5.0 ORGANIZATIONAL STRUCTURE**

#### ***GENERAL***

The operations of CBVA are conducted by the Board of Directors and the membership of the organization. The membership elects a Board of Directors on an annual basis to represent their interests in maintaining and providing for the smooth running of the organization consistent with its purpose as defined in CBVA's Articles of Organization and in its Bylaws.

#### ***BOARD OF DIRECTORS***

The Board of Directors is responsible for directing the organization and providing for day-to-day operations. The Board of Directors consists of twelve elected representatives, including four executive officers. The executive officers are:

- President, hereinafter known as "Commissioner"
- Vice President, hereinafter known as "Deputy Commissioner"
- Clerk, hereinafter known as "Information Officer"

- o Treasurer

The Board of Directors works on issues such as permit renewal, divisional ratings, and fee management. The Board of Directors also helps to ensure future viability of the organization.

The Board of Directors may create committees consisting of any interested members of the organization to assist in the execution of operations. The Board of Directors is able to engage professional services to provide guidance as well as to provide assistance in the execution of operations.

To facilitate effective and efficient execution of the Board of Directors' responsibilities, the Board of Directors may utilize e-mail and other forms of electronic communications to execute the business of the Board of Directors, including, but not limited to, voting by e-mail.

### ***RECORD KEEPING***

Every attempt will be made to maintain all organization records electronically except where required by law. The electronic copy will be considered the original and official copy. Paper copies may be maintained for all documents that are submitted or received in a paper format from another organization or entity.

### ***MEMBERSHIP***

Membership of CBVA is defined in the Bylaws. Members in good standing are eligible to participate in all of the events and activities organized by CBVA. Members may have their membership in the organization revoked or suspended for cause. There is an annual CBVA membership fee, which goes towards sponsoring social events and equipment costs for the organization.

### ***GUESTS***

Individuals are allowed to play as a guest of a member or the organization for up to two (2) times per season. Guests may become members of the organization at any time by paying the standard membership fee.

### ***REVOCATION/REMOVAL***

The Board of Directors reserves the right to immediately remove any individual from the organization or its physical surroundings for any incident of physical violence or threat of physical violence against any member, guest, or bystander. The Board of Directors may revoke membership immediately or at a later date for any incident of physical violence or threat of physical violence against any member, guest, or bystander. CBVA is not obligated to refund any monies or fees paid by the individual/member in the event of removal or revocation. Any member of the Board of Directors who is present is empowered by the organization to remove a member, bystander, or guest from the gym for any incident involving grounds for removal identified below. Any member of the Board of Directors may present a request to revoke a player's membership to the Board of Directors at a duly organized meeting. Approval may be by simple majority vote of the Board of Directors. A member may be reinstated by a presentation of the request to the Board of Directors at a duly organized meeting and approval by simple majority vote.

### ***GROUND'S FOR REMOVAL AND FOR REVOCATION OF MEMBERSHIP***

Grounds for removal and for revocations of membership from the organization include, but are not limited to, the following:

- o An act or or threat of physical violence against any member, guest, or bystander.

- o Theft.
- o Any act or communication that creates or contributes to an environment in which other individuals feel intimidated or threatened.
- o Any act or behavior that jeopardizes the organization's standing with the community or may violate the terms of the organization's permits or leases.
- o Failure to follow any direction from a Referee or member of the Board of Directors regarding Health and Safety.

The Board of Directors reserves the right to revoke membership in the organization for any reason not listed above at any time based on a simple majority vote at a duly organized meeting.

## **6.0 COMMITTEES**

### ***GENERAL***

Committees are formed annually at a meeting of the Board of Directors. The purpose of the committees is to manage the on-going operations of the organization. There are six standing committees. The Board of Directors may choose to create additional special committees as needed. Each committee has a Chair, who is a member of the Board of Directors. Other members of the committee may be any member in good standing of CBVA. Members of the organization are encouraged to participate on committees.

The activities of all committees are coordinated by the Deputy Commissioner.

### ***COMMITTEES***

#### **POLICIES AND PROCEDURES**

The Policies and Procedures Committee is formed to review and revise the Policies and Procedures Manual as requested by the membership through the Board of Directors. The Policies and Procedures Committee takes all requests for changes to the Policies and Procedures Manual and devises the proposed language for submission to the Board of Directors for approval. Approved changes to the Policies and Procedures Manual will take effect when the Information Officer communicates the change to the membership and the revision is incorporated into the official copy of the Policies and Procedures Manual on the CBVA's website at <http://www.cbvolleyball.net>. The Policies and Procedures Committee shall also:

- o Develop and maintain the Policy and Procedure Manual
- o Maintain the CBVA By-Laws

#### **LOGISTICS**

The Logistics Committee oversees how CBVA operates in terms of policies and procedures for volleyball game play, tournaments (other than the Boston Beantown Classic Tournament - see below), skills clinics and rating of players. This committee also maintains all equipment for the organization as well as first aid kits and stationary. The Logistics Committee also has subcommittees which focus on clinics, policies and procedures, ratings and tournaments:

- o Ratings
- o Clinics including securing coaches
- o Maintaining equipment including first aid kits
- o Develop and update forms
- o Coordinate the volleyball play for all sessions
- o Develop Volleyball Logistics Policies and Procedures

## **FINANCE**

The Finance Committee provides support to the CBVA Treasurer to ensure fiscal assets are maintained in accordance with generally accepted accounting principles. The Finance Committee's activities shall support the following treasury duties: documenting and maintaining cash flow, developing operational budgets, and reporting the financial status of the organization in compliance with local, state and federal regulations. The Finance Committee shall also:

- File appropriate tax documents
- Meet with appropriate professionals for tax purposes to establish and/or maintain IRS Code 501(c)(7) tax exempt status.
- Support the Treasurer in maintaining fiscal documents and reports
- Coordinate fundraising events
- Develop Finance Committee Policies and Procedures

## **AUDIT**

The Audit Committee will provide support to the CBVA organization by developing audit policies and procedures, conducting financial and operations audits on a regular schedule, and performing additional audits as requested by the Board of Directors.

No executive officer of the organization may be a member of the Audit Committee.

The Audit Committee will conduct an audit of the results of the annual election of the Board of Directors.

## **SOCIAL**

The purpose of the Social Committee is to provide events that will foster a friendly atmosphere and encourage communication and fraternization among CBVA's members, as well as other communities, organizations, and businesses that share CBVA's goals. The Social Committee is responsible for planning, organizing, and coordinating social events. Some of the annual social events may include any or all of the following:

- Welcome Back Party
- December Holiday Party
- Race for the Tiara
- End-of-Year Party
- Pride Participation

The Social Committee will determine the schedule and number of events annually. The Social Committee is also responsible for developing the Social Committee Policies and Procedures.

## **COMMUNICATIONS**

The purpose of the Communications Committee is to identify, draft, distribute, and coordinate communications on behalf of the Board of Directors and membership of the CBVA. Responsibilities of the Communications Committee include information management, including its collection and retention. The Communications Committee produces and distributes the CBVA newsletter and maintains the CBVA website. The Information Officer is the Chair of the Communications Committee. The Communications Committee shall also:

- Determine most appropriate mode/medium/media of communication
- Facilitate and maintain communication with the CBVA Board and league
- Manage the CBVA Membership List

- o Respond to e-mails sent to the CBVA Information Officer address
- o Manages the CBVA website
- o Manages the Yahoo group for the CBVA Board of Directors
- o Develop Communication Committee Policies and Procedures

## **BOSTON BEANTOWN CLASSIC TOURNAMENT/TOURNAMENTS**

The Boston Beantown Classic (BBC) Committee is tasked to make sure the Boston Beantown Classic Volleyball Tournament (BCVT) happens yearly with the assistance of CBVA. BCVT is usually held during the second weekend in September and attracts teams and players from all over the country. CBVA is currently planning for four divisions: AA, A, BB and B levels. However, this may change as CBVA continues planning to accommodate as many teams as possible.

The BBC Committee is responsible for:

- o Coordinate the Boston Beantown Classic Tournament
- o Coordinate the Indoor Tournaments for All Sessions
- o Develop Tournament Committee Policies and Procedures

### ***BBC TOURNAMENT***

All NAGVA rules and regulations will take precedent for the BCVT from registration, rules of play, and ratings. The tournament will be held at the Cambridge Rindge & Latin School. Please visit the North American Gay Volleyball Association (NAGVA) website at <http://www.nagva.org> and the BCVT official site at <http://www.beantownclassic.org> for more details.

### ***BBC SUB-COMMITTEES***

The BBC will form sub-committees to further assist this event. The following sub-committees may be created to facilitate operations:

- o Logistics (operation of the tournament including refs and clinics)
- o Finance (registration and fees and the BCVT website)
- o Facility and Lodging (courts and hotels)
- o Social (party)

While the BBC will make every effort to organize an annual tournament, the CBVA is not obligated to organize one, and may also cancel the event should it become necessary.

## **AD-HOC AND SUB-COMMITTEES**

Ad-Hoc and sub-committees are formed on an as-needed basis to execute the tasks of the Board of Directors and the committee. Ad-hoc committees may be created based on simple majority vote of the Board of Directors. Sub-committees may be created by agreement of the Committee members and the Chair.

Ad-hoc committees will usually be formed to manage or coordinate a specific effort on behalf of the organization. Ad-hoc committees are temporary in nature and will not carry over fiscal years.

Sub-committees may be long standing in nature and provide additional structure and support to the regular Committees that have been described in this section. The purpose and efforts of sub-committees are at the discretion of the Committee Chair and members.

## **7.0 FINANCE**

## **GENERAL**

Sound financial management is one of the key functions of a successful organization. It is the ongoing policy of CBVA to maintain policies and procedures that promote sound fiscal practices that are in accordance with Generally Accepted Accounting Principles (GAAP) and prevailing state or federal regulations.

It is the responsibility of each member of the CBVA Board of Directors to take steps which:

- Protect the assets of the organization.
- Contribute to cost-effective operations.
- Act as a fiduciary agent on behalf of the organization, including due diligence.
- Demonstrate honesty and integrity in all matters pertaining to the Association.

## **SUMMARY OF SIGNIFICANT ORGANIZATION POLICIES**

CBVA is an organization that promotes volleyball in Cambridge/Boston and the surrounding metropolitan areas. The organization is governed by an elected board of volunteer directors responsible for managing the organization. The board members annually elect Executive Officers consisting of Commissioner, Deputy Commissioner, Treasurer and Information Officer.

## **BASIS FOR ACCOUNTING**

CBVA uses cash accounting to account for and document revenues and expenses related to the organization. The annual accounting period - fiscal year is June 1-May 31.

## **FISCAL STATEMENTS**

Financial Statements shall be prepared and presented to Board members and members of the organization in accordance with the CBVA By-Laws.

## **REVENUE AND INCOME**

The Treasurer is responsible for designating and enforcing Financial Policies and Procedures to ensure the collection and accurate documentation of the organization's fiscal assets. Events sponsored by or for CBVA must be approved by the Board of Directors in advance of the activity, and all cash or cash equivalents collected at approved events require verification and confirmation by two Board members or designees.

## **POSTING OF REVENUE AND INCOME**

Posting and "timely deposits" of cash or cash equivalents will be completed within seven days of collection. In the event that timely deposits can not be made, the Executive Board will be notified within seven days of collection.

## **ALLOCATION OF EXPENSES**

The Treasurer is responsible for designating and enforcing Financial Policies and Procedures to ensure that funds are expended exclusively to promote the organization's mission. All expenses (e.g., cash, checks or debit card) will be pre-authorized and documented. Expenses in excess of the amount a sole Executive Officer can approve must be approved by a minimum of two Officers. The use of CBVA funds for personal expenditures is not authorized, and violators will be subject to removal from the Board and/or other legal sanctions.

## ***REIMBURSEMENTS***

Reimbursements will be made to individuals who expend their personal assets on pre-purchases that are pre-authorized by the Board of Directors on behalf of CBVA. Requests for reimbursement must be accompanied with an original receipt. Requests for reimbursement without an original receipt or proper verification are subject to denial.

## ***FINANCIAL ASSETS***

Financial Assets consist of cash, cash equivalents and investments.

## ***CASH AND CASH EQUIVALENTS***

Cash consists of monies or equivalents collected and held in the organization's checking accounts or money markets.

## ***INSUFFICIENT FUNDS***

When checks are returned to CBVA for insufficient funds, the Treasurer is responsible for contacting the individual or business entity that issued the check to retrieve the amount of the issued check plus any associated charges. If individuals or business entities have more than two checks returned for insufficient funds, CBVA may require future payments to be made by cash, money order or certified check.

## ***BANK RECONCILIATION***

The Treasurer is responsible for reconciling all bank accounts each month. Reconciled statements will be maintained and presented to the Board of Directors on a monthly basis. Reconciled statements will also be made available board members as requested.

## ***ANNUAL BUDGET AND FORECASTING***

The Treasurer will prepare or cause to be prepared an Annual Budget or Financial Forecast for the organization. The Board of Directors is responsible for the review and approval of the budgets and forecasts.

## ***INCOME TAXES***

CBVA is responsible for reporting income and revenues of the organization in accordance with state and federal Internal Revenue Service. Financial reports and filings will be prepared to ensure the organization is in compliance with state and federal regulations.

## ***INSURANCE***

CBVA requires all members to purchase insurance through the league or join NAGVA, which covers the players and the league for insurance purposes. Anyone interested in purchasing insurance through NAGVA must register online PRIOR to their first day of volleyball play with CBVA and provide proof of NAGVA's insurance. No one will not be permitted to play without evidence of insurance (i.e., NAGVA or CBVA).

## **8.0 AUDIT AND ADMINISTRATION**

### ***AUDIT***

The Chair of the Audit Committee will be responsible for publishing a schedule of audits annually. The schedule will be reviewed and approved by the Board of Directors.

The Audit Committee will be responsible for conducting or otherwise ensuring the execution and completion of all audits.

The Audit Committee will provide the Board of Directors with a written report of audit results within 90 days of the completion of the audit.

### ***Membership Reconciliation***

Sign-in forms from each session of play, as well as member and guest registration forms, will be saved after each session. These forms will be collected and scanned (e.g., an electronic copy will be maintained). The Information Officer is responsible for maintaining the electronic records. Membership Records shall be maintained for one year.

## **9.0 VOLLEYBALL PLAY**

### ***GENERAL***

There are three sessions to meet different levels of skill. The divisions are advanced, intermediate and recreational. Each division may have its own policies and procedures that further define the level, type of play, and qualification for participation.

### ***DIVISIONS***

#### **ADVANCED**

The advanced session is highly competitive and focuses on running varied offenses, such as 1s and shoots. The teams play a 5-1 or a 6-2 formation. In order to play at this level, players must consistently pass hard-driven balls, as well as effectively block and hit. The Advanced division offers team play. All United States of America Volleyball (USAV) rules are strictly observed.

#### **INTERMEDIATE**

The intermediate session is also competitive, although not as much as the advanced session. Players at this level, generally hit well, but may have some difficulty with passing. In order to play at this level, players need to have a basic knowledge of 6-2, and moderate passing and hitting ability. Carries, lifts, and doubles are called. USAV rules are observed with some flexibility.

#### **RECREATIONAL**

The recreational session is for volleyball enthusiasts who have never played or are just beginning. There are no requirements in order to play at this level. Line and net faults are enforced, as well as any other safety-related rules. Carries, lifts, and doubles are ignored.

### ***FEES***

Fees for session play and clinics are posted on the organization's website.

### ***SIGN IN***

To facilitate the smooth running of the divisional sessions, members and guests must arrive at least 15 minutes prior to the cut-off time for each session. The cut-off times for each session are as follows:

- *Advanced:* 12:45 PM or 54 Players
- *Intermediate:* 3:30 PM or 54 Players
- *Recreational:* 6:15 PM or 54 Players

Members and guests cannot sign-in other players who are running late.

If a session is likely to reach capacity, the following order of precedence will apply:

1. Members or guests who are playing in their first session of the day.
2. All players that arrive before the time cut-off; precedence will be given to those that sign-in first.
3. Waiting list.

A waiting list will be used for players who wish to play another session (i.e., either after a clinic or an earlier session of play). The waiting list will be opened at the beginning of the Sign-In period for the next session. Players will be taken from the waiting list based on the order in which they signed up until the session has reached capacity.

If there is a question on the order of precedence or other qualifications for session play, the member, or members, of the Board of Directors who is overseeing the Sign-In for a particular session may make any decisions that promotes the smooth operations of the session for the membership.

### **LEAVING EARLY**

Players are required to notify a Board member when signing in that he or she is leaving early and at what time. Individuals who have left two or more sessions early -- without advance notification -- may be barred from future play.

### **RATINGS**

To play in the Advanced or Intermediate divisions, all players must be rated by CBVA to ensure that they have the skill level required to play in these sessions. Ratings will be conducted per the following:

- Ratings are conducted during the third and fourth weeks of play of the season. Each player is expected to be present for all ratings sessions as named by the CBVA board. New players that come in after the first month of play will be rated on the first and second weeks of their play.
- Each Player will be observed by at least two raters; i.e. **two** forms must be filled out ([Attachment IV](#)). If a variance is found of **≥2**, a third rater will observe. The final determination of a player's rating is based on consensus of the raters involved. This score may vary from season to season.
- There will be a second rating opportunity after the winter holiday break.
- Raters will be chosen from the session in which the player is trying out (i.e. Advanced players evaluate players trying out for advanced, intermediate players evaluate those trying out for intermediate) to ensure consistency in level of play in each division.
- Raters will not identify themselves to the people being rated before or during rating. A board member will speak to each person being rated afterward and provide the person with feedback and the rating.
- Scores will be given out to players, and appropriate constructive comments will be communicated. Remind players that other organizations provide clinics, in addition to CBVA clinics, and try to address any questions the player has on the spot.
- A player can request an additional rating (a third rating) at the following week if he or she is not satisfied with the rating received. The third rating will be combined with the other two evaluations and the average score will stand.

- Borderline Players (up, not down) that have scored within two points of the next level up, should be noted and pointed out to the raters from the division above for a rating to be determined. (e.g. an intermediate player is observed to be borderline Advanced – the intermediate raters should point the player out to the advanced raters and the player should be told to play the next week in advanced for final determination of a rating, if he/she so chooses.)

All Board members are responsible for due diligence in monitoring the level of play for their session on a weekly basis. The Board of Directors reserves the right to re-rate any player at any time based on observation of a significant change in a person's play. The Board of Directors will provide the player with at least one week notice before they re-rate the player. The re-rating process will follow the same procedure as the standard rating process described above.

In any case where injury or safety is a major concern, an un-rated player playing in an inappropriate level should be asked to play in an appropriate division **immediately**. In such a case, the player would not have to pay for another session if they chose to play again **that day**.

If a person is rated during the first week of play and does not qualify for his or her preferred session of play, the player may request reimbursement of the membership fee. The player would be considered a Guest for that day and the difference refunded to the player. The player would not be considered a member of the organization and would have to re-register for membership (at the full price) if he or she chose to return at a later date.

If a player has a current rating by NAGVA (available from the NAGVA website), the player is not required to be rated/rerated by CBVA if he or she meets the following criteria:

- For the Advanced Division, the player is rated A or AA.
- For the Intermediate Division, the player is rated BB.

The Intermediate and Advanced divisions will re-rate all players who do not meet the above criteria every other year.

## **CLINICS**

Consistent with its purpose and mission, CBVA is committed to providing its members a forum to develop the fundamental techniques of volleyball, as well as game strategies, by offering clinics throughout the season. The emphasis of these clinics is to teach and develop individual skills (i.e., basic, intermediate, and advanced) through various skill instruction and drills, while team play is incorporated to teach how all the fundamentals fit in the game.

Qualified coaches are hired to deliver coach-oriented drills. The coach is directly involved in supervising and leading the drill, demanding that the skill be performed correctly and with maximum effort. One or more assistant coaches are used for many of the clinics to reduce drill time and assist the "Head Coach."

Clinics are open to all active or current members from all divisions of all skill levels. Depending on the type of clinics offered, priority may be given to certain group of members within a particular division.

Below is a list of some of the more common clinics offered covering each of the six basic volleyball skills – the pass, the serve, the set, the attack, the block, and floor defense.

## **6-2**

The 6-2 system (i.e., six attackers, two setter/attackers) is an advanced system utilizing all players as attackers and two players specifically as setters. The 6-2 system is excellent for experienced players

with intermediate and advanced skills and therefore is complex, and if it is not run properly, creates the possibility for many errors.

This clinic focuses on the fundamentals of the 6-2 system including, but are not limited to: teaching players the goal, objective, and purpose of the 6-2 system; proper positions and correct lineup and rotations on serve reception and offense; and teaching players the concept of specialization and understanding the basic responsibilities of all court positions.

### **Passing/Serving**

The pass is the fundamental skill required for effective team play and must be mastered before any other skills can be successfully utilized in the game. Technically, the purpose of the serve is to initiate play, but it is also a means of attack.

This clinic focuses on the skills of passing and serving including, but are not limited to: improving the server's accuracy and placement; teaching players how to serve and pass or receive tough serves; helping the players how to control their serves and passes; and teaching the players how to dig to the target from all angles of the court.

### **Hitting/Blocking**

The hit or attack is the primary offense weapon and its purpose is to score points. The hit or attack encompasses a variety of options. The block is the first line of defense. The primary purpose of the block is to stop the ball and return it to the opponent's side for an immediate point or side-out. A secondary purpose is to force the opponent to attack the ball into an area of the court that you are prepared to defend.

This clinic focuses on the skills of hitting and blocking including, but are not limited to: helping hitters learn the fundamentals of proper mechanics of approaching and attacking the ball; helping the outside and middle hitters to develop their transition attacking skills; helping players learn how to shape their body when they are blocking; teaching the players where their block should be set in relation to their opponent's approach; helping the blockers develop the skill of reading the action of the hitter; and enhancing the ability of the blockers to put up a solid, closed block.

### **Team Defense/Team Communication**

The primary objective of the defense is to block the ball back directly or to play the ball up so a successful transition from defense to the attack can be made. Blockers and diggers must read the attack possibilities and move as a team to cover the court. Each player has a movement responsibility in relationship to the rest of the team. This responsibility involves both playing the ball and supportive movement without the ball. The key to good team defense is combining good individual defensive skills with good team defensive flow.

This clinic focuses on the defensive skills including, but are not limited to: improving forward and backward defensive movement; improving reading, covering, and court balancing; improving the ability to move quickly and efficiently to the defensive position and back to the base position; and promoting intensity and communication among players by focusing on the importance of pursuing every ball and not letting any ball touch the floor.

### **Setting**

The purpose of the set is to place the ball in a position in which the offensive player can attack the ball. A setter's first priority is accuracy in height and placement to help the hitter to be consistent. A second priority is combining this accuracy with the ability to make the proper decision regarding whom to set, the type of set, and to do so quickly and deceptively.

This clinic focuses on the skills of setting including, but are not limited to: improving a player's consistency in setting over a variety of distances; practicing ball control and footwork; improving consistency in back-setting; and training the setter to consistently and effectively delivering a variety of sets to a target from various positions.

### ***TOURNAMENTS***

The CBVA will organize at least two tournaments during the season. These are organized by division.

For the Advanced/Intermediate Divisions the following tournaments are usually organized:

- One tournament is organized around the midpoint of the season and another towards the end of the season in May. In order to qualify to partake in these tournaments, players must be CBVA members and must have played at least twice during the academic year of the tournament. Team members must be identified in writing to the board prior to the date of the individual tournaments. The CBVA tournaments adopt NAGVA rules as they relate to players' conduct.
- For the Recreational Division tournaments are planned and organized by the board members representing the division on an annual basis based on an informal survey of interest from divisional members each year. Tournaments may or may not be organized in the team structure identified for the Advanced/Intermediate Divisions proposed above.

The Association shall try to allow teams playing in a tournament to submit a roster and play together at least two (2) weeks prior to that tournament, but shall not guarantee that it shall occur. Decisions on this matter shall be at the discretion of the Board Members in charge of the division.

### ***Cancellations***

On occasion, volleyball play will be cancelled because of inclement weather, gym closing, or other circumstances. The decision to cancel one or more sessions of volleyball is at the discretion of the Board of Directors. The decision to cancel play will be posted on the CBVA website no later than 10:30 A.M. the day of scheduled session. A newsletter will also be sent to the membership via e-mail.

Because weather conditions may deteriorate over the course of the day, the Board members who are running a particular session may cancel or end the session early if conditions pose a risk to the health or safety of the membership.

## **10.0 HEALTH AND SAFETY**

### ***GENERAL***

The safety and well being of members, guests, and bystanders is of great importance to CBVA. To that end, all players and bystanders are expected to follow the organization's policies and procedures regarding health and safety, and to follow all direction provided by Referees during game play, and by Board members at any time. Individuals playing in Advanced or Intermediate that appear to be a danger to themselves or others on the court will be asked to play in the next level down. In addition, players not performing at the level of play may be asked to participate in clinics to improve their skills and/or asked to play in the next level down. Questions about safety on the court should be directed to the Board Members of the division.

All individuals play at their own risk. CBVA assumes no responsibility for any member, guest, or bystander, and CBVA is not responsible for any injuries that may arise.

### ***APPAREL***

All players are required to wear clothing appropriate for playing volleyball in a safe manner. Players should wear appropriate court shoes (e.g., sneakers with non-marking soles) and other apparel that provides freedom of movement and will not impede physical activity or cause any safety concerns. Players may not wear jewelry, hats, or any other apparel that may be caught or snagged during play. No shoes with leather or non-rubber soles are allowed. Shirts are required.

If there is a concern regarding the safety of a player's apparel, a Board member may request the player adjust his or her apparel for the current session or for future sessions. Individuals not appropriately attired may be restricted from play.

### ***GUESTS AND BYSTANDERS***

Serious injuries may occur not just to players on the volleyball court, but to bystanders as well. CBVA members and their guests are required to be aware of their surroundings at all times. Members, guests, and bystanders are encouraged not to bring children to volleyball sessions. No child will be admitted without a responsible adult. The responsible adult will maintain close supervision of the child at all times. Children are not allowed on the volleyball courts and must remain in the bleachers or sidelines. Should a situation be deemed unsafe for a child at any time, a Board member may ask the child and the responsible adult to leave the session immediately.

### ***INCIDENT REPORTING***

All CBVA members, including members of the Board of Directors, are required to purchase CBVA's third party insurance or provide proof of NAGVA insurance, as a condition of CBVA membership

All individuals will be required to sign a waiver ([Attachment I](#)), which indicates they are aware of the potential risk of injury involved with the sport of volleyball. Waivers for individuals under the age of 19 are required to have a parental/guardian signature.

In the event of an injury requiring external medical attention, the Board member responsible for the session will complete an incident report ([Attachment II](#)), regardless of the injured party's insurance coverage, which the Board member will be responsible for notifying an Executive Officer within 12 hours, and a member of the Board will follow-up on the health status of the injured player, within 24 hours of the injury.

CBVA members who have purchased the CBVA insurance policy will also be provided a claim form ([Attachment III](#)), prior to leaving the site of the injury. Within 24 hours of the injury a member of the Executive Board will follow-up with the CBVA member, medical provider and insurance company to verify all required documentation has been appropriately completed and to get an update on the health status of the injured member.

## **11.0 REFERENCES AND ATTACHMENTS**

[Attachment I - Waiver Form](#)

[Attachment II - Incident Report Form](#)

[Attachment III - Insurance Claim Form](#)

## **12. REVISION HISTORY**

- Initial document created August 10, 2008.
- Revision on August 11, 2008 incorporating comments from CBVA Board of Directors review on August 10, 2008.
- Review and incorporation of comments from counsel on October 7, 2008.
- Incorporated changes from CBVA Board of Director's review on November 30, 2008.
- Incorporated changes from CBVA Board of Director's review on January 4, 2009.

- o Incorporated changes from CBVA Board of Director's review on August 8, 2010.