

GENERAL INFORMATION

1.0 PURPOSE

The Policies and Procedures Manual (this document) 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 Secretary 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:

- o Articles of Organization
- o Bylaws
- o Conflict of Interest Policy
- o Policies and Procedures Manual
- o Website
- o 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 Secretary 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 Secretary 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. Executive officers and committee chairs are elected annually by and from within the Board of Directors.

The Board of Directors consists of 1 member elected as the head of each committee (committees established by the prior year's Board), as well as 4 executive officers. The Board should include at least one representative from every Sunday session of play - if the pool of election candidates does not contain a representative from every session, then an additional member-at-large position will be created for each underrepresented session. At the discretion of the board of directors an additional committee chair head may be designated when need arises.

The executive officers are:

- o President, hereinafter known as "Commissioner"
- o Vice President, hereinafter known as "Deputy Commissioner"
- o Clerk, hereinafter known as "Secretary"
- o Treasurer

The function of the executive board is to ensure that committees are functioning smoothly and working towards their yearly plan in a timely fashion. The executive board should leave setting the goals and implementation to the committees themselves and serve in a supporting/advisory role, helping the committees get the resources they need to carry out the vision of the individual committees. Additionally the executive board should actively interface with the greater community, including the LGBT volleyball community, the volleyball community as a whole, and the Boston LGBT community, to network, fundraise, and create opportunities for partnership. The Secretary and Treasurer may recruit league members to assist with finance and communication-related tasks, and to facilitate role transition from year-to-year.

The Board of Directors works on issues such as permit renewal, divisional ratings, maintenance of this policies and procedures document, 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.

The Board of Directors is required to abide by the Organization's Conflict of Interest Policy.

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, equipment, and other costs for the organization. Members must be 18 years of age or older.

CODE OF CONDUCT

Cambridge Boston Volleyball Association Inc. (CBVA) is an amateur athletic organization founded in the mid-1980s that provides a safe space for recreational and competitive volleyball within metropolitan Boston. CBVA welcomes all volleyball enthusiasts regardless of sexual orientation, race, gender, creed, religion, or national origin. CBVA focuses on providing members of the LGBTQIA+ community (and their allies) a venue to engage in the sport of volleyball.

CBVA was established as an organization to promote an inclusive and diverse community of volleyball enthusiasts, with the charge of providing a safe space for all members. CBVA aims to nurture this environment to foster acceptance and growth within and outside the community.

Please remember that CBVA is an LGBTQIA+ volleyball league. Our primary mission is providing a safe, fun space for LGBTQIA+ members to engage in the sport of volleyball. Allies are welcome.

If you are an ally, who is only (or primarily) joining to play volleyball, please remember that you are a guest in a space you are being welcomed into. Please be conscious of this in your behavior and communication!

In light of our mission, CBVA aims to promote ways on how we can be better members of our community, for ourselves and for others. We ask that our members agree to endeavor to demonstrate the following:

- Respect - Respecting everyone regardless of race, gender identity, sexual orientation, religion, national origin, age, ability/disability, size, socio-economic status, or other identity categories.

- Mindful and Enlighten - Being mindful of one's speech and actions and seek to educate or enlighten oneself and others to help better understand the situation/position/mindset of others.
- Listen and Dialogue - Being open to listen and dialogue over the diverse standpoints and backgrounds of others.
- Support - Being sensitive and reaching out to members of the community that may be in distress or in need of support.
- Positive Community - Fostering an environment that builds a sense of community and support, feeding from positive reinforcement and encouragement.
- Collaborate - Collaborating and engaging with others with the spirit of authenticity and of growth for oneself and others.

If a member of CBVA wishes to use a speaker during a session, they should be cognizant of those around them. Individuals who are hard of hearing, have auditory processing disorders, etc may need an environment with limited ambient noise. Music shall not interfere with announcements. No more than one speaker should be used in a gym at a time. Court managers are responsible for addressing speaker related conflicts. Speaker usage should not create a nuisance, or safety issue. Players who do not adhere to these rules may be barred from bringing a speaker to CBVA.

Behaviors counter to our Code of Conduct (including harassment, bullying, or abuse) will not be tolerated. Verbal abuse (including swearing, intimidation, taunting, and excessive mocking) and physical abuse/violence (either hand to hand or equipment, such as a volleyball) is strictly forbidden.

The board of CBVA is responsible for administering this code. If this behavior occurs, one warning will be given; a second occurrence within a season will lead to a year-long suspension from the league. The executive board may opt to forgo a warning and default to a year-long suspension for a serious offense, and may enact a permanent suspension in extreme circumstances.

GUESTS

Individuals are allowed to play as a guest of a member or the organization for up to 3 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.

In addition to physical violence: harassment, bullying, or abuse will not be tolerated. Verbal abuse (including swearing, intimidation and excessive mocking) and physical abuse/violence (either hand to hand or equipment, such as a volleyball) is strictly forbidden.

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. A member with revoked membership is not allowed to play for the duration of the season, either as a member or as a guest.

The Indoor Play Committee Chair and executive board officers have the authority to temporarily ban a league member from any session based on the grounds for removal and for revocation of membership below, as well as perceived unsportsmanlike conduct. A temporary ban may last no longer than 2 weeks and must be communicated to the member, along with an explanation of the reasons for this disciplinary action. A member may be banned more than once if they repeatedly violate league policy or cause physical and/or emotional harm to fellow players.

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:

- An act or or threat of physical violence against any member, guest, or bystander.
- Verbal abuse (including swearing, intimidation and excessive mocking)
- Theft.
- Any act or communication that creates or contributes to an environment in which other individuals feel intimidated or threatened.
- 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.
- Failure to follow any direction from a Referee or member of the Board of Directors regarding Health and Safety related issues.

If this behavior occurs, one warning will be given; a second occurrence within a season will lead to a year-long suspension from the league. The executive board

may opt to forgo a warning and default to a year-long suspension for a serious offense, and may enact a permanent suspension in extreme circumstances.

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. 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.

COMMITTEES

INDOOR PLAY

The Indoor Play Committee oversees the weekly operations of CBVA. This committee is responsible for the scheduling and training of court managers, as well as the maintenance of all equipment, including first aid kits and stationary. They will work with the ratings committee to ensure that the level in each division is maintained, and will work with the social committee to help coordinate the D session social outings. This committee will also be in charge of running the weekly league play, determining the target audience, the size of the league, the play format, etc.

- o Develop Volleyball Logistics Policies and Procedures
- o Develop and update forms
- o Coordinate the volleyball play for all sessions
- o Maintaining equipment including first aid kits
- o Run weeknight league

PLAYER DEVELOPMENT

Player development simultaneously improves the level of play in the league, allows us to field competitive NAGVA teams and helps alleviate rating frustration. This committee is tasked with helping players that would like to improve their volleyball skills.

The Committee oversees the scheduling and implementation of training and focused skill clinics for the membership and is responsible for securing coaches. Responsibilities may include:

- Run regular clinics (>1/month)

- Keep a list of clinics offered outside of CBVA and advertise to members looking to improve.
- CBVA sponsored coached team for C session players (targeted for NAGVA B/Yankee MC- beginners)

RATINGS

The ratings committee, chaired by a Board member, will consist of at least one player representative from each session. The D session representative(s) will not actually conduct ratings, but will act as a liaison between members of the recreational division and the ratings committee and/or Board. The members of the committee will either be selected by the committee chair with the approval of the Board or be selected by the Board as necessary.

Responsibilities include:

- o Reviewing and track rating requests
- o Conducting ratings for new and existing players
- o Maintaining ongoing communication with raters
- o Monitoring requests for a player “re-ratings”
- o Implementing and enforcing player ratings
- o Being responsive to appeals

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:

- o Welcome Back Party
- o December Holiday Party
- o Race for the Tiara
- o End-of-Year Party
- o Pride Participation
- o Regular social events for CBVA members (~bimonthly)

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.

TOURNAMENTS

The Tournament Committee is tasked with running our yearly tournaments for the membership. These may include, but are not limited to:

Grass Tournament, June~Aug
 PTown Tournament, June ~Aug
 Halloween Tournament, October
 Holiday Tournament, December

Valentine's Tournament, February
Green Bean Tournament, April~May

WEBSITE

The Website Committee and/or Webmaster is responsible for maintenance of our league website, www.cbvolleyball.net and coordination of event and play registrations thereon.

OUTDOOR PLAY

The Outdoor Play Committee oversees the weekly operations of CBVA outdoors. This committee is responsible for securing the outdoor play permit, for the maintenance of all equipment, including first aid kits and stationary, and for ensuring weekly play for members.

BBC TOURNAMENT

CBVA hosts an annual NAGVA sanctioned tournament each year in Cambridge. The Boston Beantown Classic (BBC) tournament is governed by CBVA's by-laws, policies, and procedures - as well as the national organization (NAGVA). The BBC tournament will be run in coordination with the Tournament committee, or can be directed with an ad-hoc committee. Tournament director selection is carried about by the CBVA Board, in conjunction with the Tournaments Chair of the league. The tournament director does not need to be affiliated with the board of directors, but preferably is an active CBVA member in good standing.. All NAGVA rules and regulations will take precedent for BBC 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 BBC official site at www.beantownclassic.net for more details.

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:

- o Protect the assets of the organization
- o Contribute to cost-effective operations
- o Act as a fiduciary agent on behalf of the organization, including due diligence
- o 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 Secretary.

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 one month of collection. In the event that timely deposits can not be made, the Executive Board will be notified.

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 is responsible for purchasing general liability insurance, but expects all members to utilize their own health insurance in the event of injury.

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/maintained after each session. The Secretary is responsible for maintaining the electronic records. Membership Records shall be maintained for one year.

Commencing in the 2020 season, these records have shifted to be electronic, and are stored within Team Arrange.

9.0 VOLLEYBALL PLAY

GENERAL

There are 4 sessions to meet different levels of skill, as well as an open play format. Each session may have its own policies and procedures that further define the level, type of play, and qualification for participation.

Sessions

AA/A: The AA/A 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. This session offers team play, and is typically exemplified by players with Yankee ratings of $\geq$ C+ and NAGVA ratings of $\geq$ BB. The current set ratings score cutoff for this session is 70. All United States of America Volleyball (USAV) rules are strictly observed.

For new players who do not have a rating at CBVA if they are rated NAGVA A/Yankee B they would be allowed to start in AA until they can schedule a formal rating, with NAGVA BB/Yankee B- being the exemption for the A session until the player can schedule a formal rating.

Players who are rated 90 and above must choose when they sign in which session they want to play on as they may want to play with team members in the A session.

Minimum participation requirement: if either AA or A session has 12 or less players then the sessions will be collapsed into one session to make sure that there are enough players to field at least two teams. The decision to merge AA and A is up to the discretion of the court manager.

B,C: The B and C sessions are also competitive, although not as much as A 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, though more flexibly in C. The current set ratings score cutoffs for B and C are 50 and 30, respectively. USAV rules are observed.

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

Open: Open sessions hosted on Saturday are open to volleyball players of all skill levels, but utilize 5-1 or 6-2 formats. Working knowledge of positioning is expected in order to offer a safe session.

FEES

Fees for session play and clinics are posted on the online signup system..

SIGN IN

The league began utilizing an electronic pre-signup process that opens on Thursdays for all sessions in Spring 2022 following our return to play protocols.

At the discretion of court managers, efforts will be made to enable teams to play together within 2 weeks of an upcoming tournament, provided all players are rated at the level of the intended session of play.

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

Any player desiring to play in sessions AA, A, B or C sessions must be rated by CBVA to ensure that the player possesses the necessary skill level to play in either division. To play at a respective division, the individual must be rated at

that division. For example, if somebody is rated a 70, they must be given that score while playing in the A division. CBVA has a ratings reciprocity process with Yankee (USAV) and NAGVA (and in some cases with sister leagues in other cities). Through this process players can receive a provisional rating, but they would then be monitored for safety concerns and to ensure they possess the necessary skills for the respective session. Recurring guests may be rated.

Rating Committee

A committee chaired by a Board member will consist of at least one player representative from each division. The recreational representative(s) will not actually conduct ratings, but will act as a liaison between members of the recreational division and the ratings committee and/or Board. The members of the committee will either be selected by the committee chair with the approval of the Board or be selected by the Board as necessary.

Timing of Ratings

When requested by the Board or Ratings committee.

Once requested, the player will be scheduled for two ratings sessions at the earliest possible time. The committee or Board may waive the need for a second rating session or grant a third session if deemed necessary in the interest of fairness. A player's rating will remain in place from year to year.

For the 2023-2024 season, the league is trialing "ratings sessions" as a way to streamline an otherwise arduous/laborious process. We anticipate further refinement in ratings methodologies and opportunities in the coming seasons.

Raters

The ratings committee will be entrusted and empowered to carry out the ratings of any player requiring rating either by themselves or, if necessary, with the assistance of additional qualified league members. Each player will be rated separately and independently by two raters, and the ratings will be in writing. If the outcome is inconclusive, a third rater will rate the player.

Ratings committee members may assign a provisional rating that determines access to specific sessions temporarily while a final player rating is determined.

The Ratings

The basis of the ratings and the necessary scores will be set out in a Board approved form that is publically available to the membership, for example, by posting on the CBVA website.

While ratings typically will occur after viewing a player in a rated Sunday session, provisional ratings may be assigned after a committee member assesses a players level during Saturday sessions.

The ratings committee may suggest tweaks to session expectations, or procedural changes at any time. The membership must be notified and the CBVA website must be updated. Some examples of changes this could include: limiting guests, limiting new players, offering specific sessions for ratings to occur during moments in the season, raising or lowering specific expectations, etc.

The committee members and/or Board reserve the right to ask a player to stop playing if they do not possess the skill level for the particular level of play. Any session fee paid will be reimbursed.

The ratings committee may meet to update ratings they may decide by majority vote (with at least 5 people present) on whether to increase an individual's rating without an official rating during play. They will subsequently notify the player of their status change, at which time the player may request an official rating if they are in disagreement.

The ratings scale will be based on a 0-120 point system (120 being the maximum), with all players falling below 30 being assigned a "Recreational" status. New players are automatically assigned a Recreational status until rated.
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Appeals Process

If a player disagrees with their rating, an appeal may be filed with the Board, who can uphold the rating, request a re-rating, or perform a re-rating themselves. Appeal requests shall be submitted in writing to any one of the rating chair, the commissioner, the deputy commissioner, or the Board generally.

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:

- o 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.

- o 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 canceled 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. The league will be notified electronically of cancellation in a timely manner. 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 directions 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 are discouraged from 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 and shoes 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 sufficiently (6+ feet) away from the boundaries of the courts. 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. 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.

11.0 REFERENCES AND ATTACHMENTS

Attachment I - Waiver Form

Attachment II - Incident Report Form

Attachment III - Insurance Claim Form

12. REVISION HISTORY

- o Initial document created August 10, 2008.
- o Revision on August 11, 2008 incorporating comments from CBVA Board of Directors review on August 10, 2008.
- o Review and incorporation of comments from counsel on October 7, 2008.
- o Incorporated changes from CBVA Board of Directors review on November 30, 2008.
- o Incorporated changes from CBVA Board of Directors review on January 4, 2009.
- o Incorporated changes from CBVA Board of Directors review on August 8, 2010.
- o Incorporated changes from CBVA Board of Directors review on May 11, 2013.
- o Incorporated changes from CBVA Board of Directors review on April 14, 2015.
- o Incorporated changes from CBVA Board of Directors review on April 26, 2016.
- o Incorporated changes from CBVA Board of Directors review in May 2018.
- o Incorporated changes from CBVA Board of Directors review in January 2020.
- o Incorporated changes from CBVA Board of Directors review in April 2024.