**Check List for CAAA Volleyball Commissioner**

1- Using Google docs, get school availability, when they can and cannot host, if they will play in the tournament

2 - Confirm with Referee organization (Todd Simonson: 403 681 5991) that we will be needing their services and provide date schedule should be ready

3 - Complete schedule and email tentative schedule to allow schools to confirm schedule correct

4 - Discuss finalized schedule and any details at meeting prior to basketball season beginning

5 - Email Todd and text schedule. Confirm playoff dates but locations are not necessary until 3 weeks prior

6 - Provide Tourney schedule with times and locations. Ensure Refs are aware of tourney and a schedule is provided a week or so in advance.

7- Get plaque for both boy and girls winners. Update results daily for tourney. Present plaque at the final event to the teams. Ceremony not required.

8 - Remind schools to update scores every two weeks and provide any updates, reminders, or concerns if necessary

9 - Deal with league disciplinary issues or schedule concerns. Any game rescheduling is completed by schools involved. Final decision sent to you so you can notify the refs of new dates and locations. ALWAYS get confirmation that Todd has received changes by text.

10 - Send out playoff schedule as soon as you can get it out. Send schedule to referees. ENSURE REGULAR SEASON score are all entered!

11- Attend bronze medal and gold medal matches. Ensure medals and banners are available. Hand out bronze medals to winning team, no major ceremony required.

12 - Hand out silver and gold medals. including sportsmanship and final banner. Speech and ceremony required.

13 - Send referee invoice to treasurer.