**Check List for CAAA Volleyball Commissioner**

1-Book Volley Dome for Early Bird tournament: after each tournament in Sept

2-Google Drive Form for teams, dates can and can’t host, Early bird and league play. Sent out in June

3-Schedule Boys, Girls and developmental schedule season of play: July-Aug

4-As long as no one drops out last minute, send out Final Schedules (Boys, Girls and Developmental) before first AD’s meeting in September

5- Organize Refs for Early bird and season play: Early Sept

6- Make Draw and posters brackets for Early bird tournament: Early Sept

7- Run tournament, organize refs, order plaques and pizza: This years is booked later for Oct 19th and 20th All day Friday and Sat.

8- Get after schools and AD’s for putting in scores into web site throughout the season: Sept-Mid Nov

9-Group Email AD’s every two weeks for general info, game changes and or forfeits: Late Aug to Mid Nov

10-Deal with any disciplinary issues during league, tournament and playoff: Sept to Mid Nov

11- Organize playoffs sched, refs and game locations: First week of Nov

12- Collect and Handout medals and banners at Finals: Second week of Nov for finals.

13- Budget at the end of season for refs carded or not carded refs (20$-25$): Mid to end of Nov.