

TO: All 2023 FALL Volleyball Coaches

FROM: Kellie Bracken and Michele Carman CAVOA Assigners

DATE: [OBJ] July 3, 2023

RE: [OBJ] 2023 Schedules and Fees

1. **Schedules for the FALL, 2023: Submit** CAVOA Standard Scheduling Form (2023 Spring CAVOA SSF). Form available on www.arbitersports.com under **RESOURCES and then FORMS** and www.cavoa.org
 - **E-mail SSF as Excel spreadsheet to kelbracken@hotmail.com and michelecarman@msn.com**
 - **Use Windows computer/Title—school name & CAVOA SSF 2023**
 - Instructions on bottom of form
 - List ALL Home matches ONLY/ONE match per line
 - Use Drop Down menus for school names/Bill to is HOME school (Opponent not listed on Dropdown? E-mail Kellie/name of school, address, coach)
 - Leave *GAME ID, Custom Game ID, Partner* Blank
 - All matches require TSSAA registered officials
 - Return as Excel attachment/NO google docx, no Apple product
 - **Schedules Due by July 25/Aug 1 \$25 late fee assessed**
2. **Invitational Tournaments:**
 - Submit dates ONLY asap
 - Submit on **separate CAVOA SSF**, listing each court and match/14 days prior to tourney
 - Participating teams **MUST** provide scorer, tracker, or timer & one **ADULT** line judge/No support personnel? **NO PLAY**
 - Do not know opponents? List TBA.
 - Site (home team) & sub site (court#--only if using multiple courts)
 - Home Team is Bill To & pays ALL officials fees.
3. **CAVOA Change Form:** On Arbiter Sports & CAVOA.org under FORMS.
 - Title “For Coaches: How Do I Change My Schedule?”
 - Add, Delete, or Change Dates of matches.

- Form **(1 Match/change PER FORM)** to kelbracken@hotmail.com
- Please check Arbiter regularly for dates, times, and officials' names and allow **48 HOURS FOR CHANGES!**
- Do NOT use CAVOA SSF to change matches—all changes on CAVOA Change Forms. (*SSF only for original schedule submission*)

4. TIME CHANGES only? *Contact officials directly and change times based on availability of officials. These changes do NOT have to be submitted to assigners!*

5. Who are my OFFICIALS? ALL matches will be posted on Arbiter Sports.

- Home Team pays officials on site or through Arbiter Pay for all matches
- Assigner fees computed individually by schedule/ALL schools will receive invoice for Assigner Fee/must be paid within 14 days to avoid late fee
- Coaches Contact List: Updated soon
- Tournament Assigner Fees: Bottom of Fee Sheet

5. Please sign in to ArbiterSports.com

- Confirm schedules for your schools
- update school address, phone numbers for school/coach's cell #s.
- Contact Kellie to DELETE personnel from your school list
- Forgotten password? E-mail for Welcome Letter to re-create new password. Arbiter & I do not have password recall.

6. HOW DO I ADD ASSISTANT COACHES, A.D., AND BOOKKEEPERS to Arbiter Sports? Send me a name, title, school, and e-mail address.

7. When you **sign into** Arbiter Sports, sign in under group **CAVOA (Chattanooga Area Volleyball Officials Association)**.

8. **When all schedules have been submitted and entered in Arbiter**, sign in and confirm your schedules. It is vital that you sign in and confirm your schedule by e-mail to KELLIE **prior to the beginning of the season**. Check regularly for changes.

9. Responsibility of the HOME team/regular season matches:

- Furnish scorer, libero tracker, timer, and two adult line judges for Varsity matches.
- The scorer may NOT be libero tracker.
- NFHS requires flags, furnished by the HOME site.
- Sub-varsity (6th, 7th, 9th, grade) matches do not require adult line judges but are strongly encouraged.
- All assistant officials should be professionally trained prior to the match. VOLLEYWRITE users must provide libero tracker if either team is using libero.

10. **All contact information for coaches and officials:** [www. Arbitersports.com](http://www.Arbitersports.com)

11. Other pertinent volleyball information is available at www.TSSAA.org
Schedules/eligibility must be submitted online to TSSAA by your 1st match.

12. 2023 CAVOA Fee Sheet on Arbitersports.com and CAVOA.org

13. Information/FREE downloads available at www.CAVOA.org

- Scoring information/PowerPoint/TSSAA Scoresheets
- Lineup & Roster sheets
- Libero Tracking Sheets
- For Coaches: How Do I Change My Schedule?
- 2023 Fall CAVOA SSF

14. **TSSAA requires ALL MEMBERS schools Head Coaches to complete the Online Rules Meeting (access through your TSSAA School Portal available by July 24th)**

15. Contact Information: TSSAA/CAVOA Volleyball Assigners

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