**WINNIPEG COED VOLLEYBALL LEAGUE**

**NEW TEAM INFORMATION SHEET**

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**PRIOR TO SEASON**

1. Fill out New Team Registration Form
   * Form located at [www.wcvl.ca](http://www.wcvl.ca) (the “website”) in the downloads section
2. Attend Fall Organizational Meeting (FOM)
   * Date and location of meeting will be posted on the website
   * Bring completed New Team Registration Form and preferred payment option (see New Team Registration Form for details)
3. When FOM meeting is adjourned, please see assigned Board Member
4. WCVL will contact you if accepted into the league
5. Register your team on the website prior to registration deadline
6. Read WCVL Executive Policy
   * Located on the website in the downloads section
7. Review Important Dates
   * Located on the left-hand side of the website home page

**DURING THE SEASON**

1. Check team schedules online
   * Located on the website home page on the left-hand side under “Tiers”
2. Home team must provide their scoresheet to opponents 30 minutes prior to the game start time
3. Serving team will be decided by coin toss
4. Home team supplies the game ball
   * **GAME BALL MUST BE AN OFFICIAL LEAGUE BALL** – Tachikara GOLD
5. If you are the primary contact for your team:
   * Please ensure your email address is up to date so you don’t miss important emails from the league
   * If you cannot attend a game, another player must be appointed as captain for that game
     + Provide the players contact information to the league by listing them as a secondary contact person on the New Team Registration Form
     + Forward any newsletters/information from the league to the secondary contact person
6. **Home team must provide photos of the scoresheet (front and back) to their convenor within 24 hours of the game** 
   * Photos can be sent via email or text message
   * Non-compliance with this rule will result in a $10 fine per violation
7. Both teams are responsible for setting up the nets prior to the first scheduled game (9am)
8. Both teams are responsible for taking down the nets after the last scheduled game (8pm)
   * Home team must submit photos of the gym and equipment after take down
   * Photos should depict a clean gym with all equipment returned to its proper place
   * Non-compliance with this rule will result in a $5 fine per violation
   * If no photo of the gym and equipment is provided, and the league subsequently receives a complaint from the school, the home team will be fined $50 per violation

**END OF SEASON**

Attend the Annual General Meeting to receive the remaining balance of your performance bond. If you do not attend, the balance will be forfeited.