

SVBA Checklists for Captains and Players

revision: 2/13/2020

New Players

If you are completely new to SVBA, then there are a few things you should do in order to improve your experience in the league.

1. Register online as a non-member league player in order to obtain a JCC yellow key card (at www.jccabq.org as described in next section). The key card must be picked up at the JCC's membership office where a photo of the player will also be taken. Note that the key card is *only* to be used for playing volleyball and *not* for any other access to the JCC (e.g., using the weight room is not allowed).
2. Become familiar with the SVBA [website](http://www.sandiavba.com) (www.sandiavba.com) as it will provide announcements, links to registration procedures, schedules, league rules, etc.
3. Add your email to the SVBA email list using the instructions on the SVBA website.
4. Familiarize yourself with the league [rules](#).
5. If you are interested in being a substitute player for other teams, enter your information directly into the online list (<https://snl-wiki.sandia.gov/display/SVBA/Available+Subs+List>) [SNL only] or email Matthew Curry (mlcurry@sandia.gov) with your contact information, league/level (e.g., 1-5), current team(s), and relevant skills (e.g., setting, blocking, etc.).

SERP Team Captains

At the beginning of each season, SERP team captains must perform the following:

1. Contact SERP office (844-8486 or serp@sandia.gov) with the team name to be added to the MindBody website.
2. Make sure each player adds themselves to the team roster using the MindBody website: <https://clients.mindbodyonline.com/LoginLaunch?studioid=583129>
3. Calculate the final amount due at registration using the subsidy website: <https://wp.sandia.gov/svba/>
 - a. Ensure that each subsidized player is SERP-eligible and not subsidized on another SERP team
 - b. Select warm-up ball type and coordinate with Todd Ritterbush for pick-up after team payment is made.
4. Contact Todd Ritterbush (ttritte@sandia.gov), SVBA treasurer, with payment information for their team by COB of the registration deadline (Monday, January 20, 2020 for Spring League). Payment options:
 - a. Electronic payment to the SLFCU "Sandia Volleyball Association" account
 - b. By Check payable to "Sandia Volleyball Association"
5. Roster changes throughout the season should be made using the MindBody website. Please notify the SERP office and Courtney Pruitt (cjpruit@sandia.gov), SVBA secretary, when changes are made.

All Captains

1. Captains must verify the eligibility of all players on their team per the league [rules](#). Note that SERP and JCC team members have different eligibility requirements.
2. Make sure that each player has both registered for the JCC yellow key card and signed the JCC electronic waiver. Note that the waiver must be signed *before each season* to be eligible to play.
 - a. Website registration for new players: <https://jccabq.org/register-for-leagues-2/> (not viewable from the SRN). This is the link for all new players to register their **Non-Member League unit**. If the page doesn't load, use the link at the bottom with the text "If this page does not load, click here to register."
 - b. Registration can also be performed at the JCC membership office during business hours (Mondays and Thursdays until 7pm).
 - c. If you already have a key card and associated online account but haven't signed the electronic waiver, do the following:
 - i. Go to: <https://operations.daxko.com/online/3146/ProgramsV2/Home.mvc>
 - ii. Login and select "membership" from the Categories
 - iii. Select the Sports League Liability Waiver and click the "Register" button on the screen that follows
 - iv. When the agreement text comes up, click "Accept & Sign"
 - v. Sign waiver using mouse
 - vi. Keep clicking "next" until you're done!
3. Avoid match forfeits, if at all possible.
 - a. A list of substitute players is available online (<https://snl-wiki.sandia.gov/display/SVBA/Available+Subs+List>; accessible from within SNL only) to help fill teams that have an insufficient number of players.
 - b. When using non-rostered, substitute players beyond a minimum of 4 players on the court, permission must be requested from the opposing captain. A minimum of 2 rostered players must play in a match.
 - c. If there is no way to avoid a forfeit, it is the captain's responsibility to contact the opposing captain and at least one of the SVBA board members
 - i. Board contact information: <http://sandiavba.com/contacts.htm>
 - ii. Listing of teams with captains (available from main website): <http://sandiavba.com/2020/02-Spring/Rosters/Teams.txt>

JCC Team Captains

1. Fill out PDF [roster](#) form and [email](#) to Kenny Lewis (JCC Sports Coordinator; kenl@jccabq.org, 332-0565 ext. 4511). The form is electronically editable using Adobe Acrobat. Please send a copy of the roster to Nathanael Brown (njbrown@sandia.gov) and Courtney Pruitt (cjpruit@sandia.gov) to ensure that your team gets added to the schedule.
2. To pay for the season, use one of the following methods:
 - a. Call the JCC front desk (332-0565) with payment information
 - b. Pay in person at the membership office

- c. Pay online from the member login site: <https://iccabq.org/member-login/>. When paying from this website, the account will have an outstanding amount due once a space for the team has been confirmed.
3. For any roster updates during the season, please use the online add/delete form (<http://sandiavba.com/2018/08-Fall/Append%20A%20SSSA%20Roster%20Add-Delete%20JUN18.pdf>) then email to both Kenny Lewis and Courtney Pruitt.