

# Colorado Boys High School Volleyball Association

## ADVOCACY CHECKLIST

### New School Project Overview

1. Seek Athletic Director (AD) approval & support.
  - a. Orientation about CBHSVA
  - b. Impact of program on school
  - c. Role of Advocate
  - d. Poster/Flyer approval to enlist players
2. Enlist Players
  - a. Work with school/AD to get the word out to kids
    - generate and post flyers/posters everywhere allowed
    - announcements - get AD approval beforehand!
    - school newsletter
    - kids work to get other kids signed up
    - open gym (invite kids to come and play)
    - contact and work with girls volleyball coach

Note: Always introduce yourself to the head custodian. Explain the program, and find out what the custodial department would like you to do re: flyers, match time set up and break down. Agree when posters/flyers will come down and insure that custodial staff won't take them down ahead of time!

3. Locate Advocate
  - a. Contact interested kids parents
  - b. Work leads from PE teachers and girls volleyball coach
4. Locate Coach
  - a. Discussion with girls coach
  - b. Any leads from Parents
  - c. CBHSVA contacts
5. Seek AD final approval and gym schedule
6. Organize Parents: Provide them information and gain their support
  - a. by phone
  - b. by mail
  - c. by e-mail (real benefit in working this approach out!)

### Program Orientation

Our immediate goal is to become an approved sport by CHSAA! To that end, all Athletic Directors must be happy and even impressed with our organization. We will need their support long before we approach CHSAA for acceptance.

**Program Orientation**  
(cont'd)

To achieve this objective we must instill the following into the minds of Coaches, Parents and Players:

1. Our participation at any school is a privilege for which we should be grateful!
2. The only contact any player, coach or parent makes with an AD should be characterized as appreciative and grateful. Issues of scheduling gym usage, program detail must always be run through the Advocate to avoid confusion!
3. Our conduct in the gyms, at all times, must be exemplary in every way:
  - a. No wandering outside of the gym
  - b. Use only the equipment allowed
  - c. Be mindful of balls hitting equipment or fixtures that could break! We have not had any damage claims in our three year history!
  - d. Clean up after any event. Require parents attending matches to clean up. Our greatest supporters can be the custodial staff. They speak directly to the AD's and can be the endorsement our program needs to get long term approval from the AD.
  - e. Return all equipment to proper location.
4. Gym use is subject to cancellation by the AD at any time. We must not object to this option given to the AD. We want all AD's to know without question, that we understand that we are guests and can be asked to leave at any time without hesitation.

**PROGRAM ADMINISTRATION**

**Athletic Director**

1. Work with AD to develop a schedule as soon as possible to avoid conflicts with other programs at the school and to assist CBHSVA with internal scheduling
2. Set practice times through the season (late February through state championships ending in May)
3. Establish match dates, two to three from (5:30 - 10:00) (firm commitments)
4. Approve flyers: for enlisting kids; for home matches (get custodian name/#)
5. Approve announcements: for enlisting kids; organizational meeting and for home matches
6. Approve ads or story to run in school paper (get name/# of editor) (plan ahead given publish dates)
7. Detail of gym usage/rental. Issues to address:
  - a. rate(s) per hour
  - b. rental contract (?) and procedure. who and how to pay (community schools?)
  - c. insurance: discuss our coverage and internal pool to cover damage immediately
  - d. score board: avoid using electronic scoreboard, use flip chart scoring
  - f. entry, lockup and lighting (who's responsible for what)
  - g. concessions: what do they want you to do? (name/# of concession contact)
  - h. uniform: what will AD allow to go on uniform, be very specific
  - i. match day logistics: scoring table, referee stands, flip scoring chart, admissions entry and egress, custodian in charge, parking
  - j. does the principal have any issues with program that you should be aware of?

## **Communication**

Set up an organizational meeting: (or communicate directly with parents!)

- a. educate all as to the nature of our relationship with the schools. (see above)
- b. discuss schedule, practices and matches
- c. tryout philosophy: (who is going to get to play and when)
- d. practice expectations
- e. scrimmages and practice time and location
- f. budget: expense divided by number of participants equals budget
- g. seek volunteer help: putting up flyers; match day admissions; clean up; phone tree
- h. transportation: make available directions to all locations (on our web page), discuss carpooling
- I seek your replacement, it is your responsibility to insure the continuity of the program long after you leave!
- j. establish player conduct standards, on and off the court
- k. develop press relationship, establish procedure for publishing scores/results

## **Registration**

- a. get kids/parents to fill out all forms/ pay initial fees
- b. get uniform sizes (number selection)
- c. registration with CBHSVA completed
- d. collect all dues (once roster is established)
- e. get email addresses?

## **Uniforms**

- a. locate and order uniforms

## **Develop a budget**

- a. CBHSVA fees
- b. uniforms
- c. gym rental fees (if any)
- d. balls
- e. consider gate receipts
- f. Honorarium for Coach/Asst. Coach

## **Schedule and directions**

- a. format and distribute to parents: games and practice times and locations
- b. provide directions for all matches (to be put on Web Page)

## **Organize “home” matches**

Home advocate is “in charge” and completely responsible for all aspects of home matches!

- a. confirm gym availability ahead of time
- b. confirm officials ahead of time

**Program Administration**  
(cont'd)

- c. confirm participating schools ahead of time
- d. handle gate receipts
- e. provide score keeper and line officials
- f. submit summary of results to CBHSVA
- g. provide all forms required by officials (see Web)
- h. insure you have access to phone at all times

**Marketing**

- a. attendance at home games is your responsibility! PROMOTE AGGRESSIVELY!
  - posters and flyers
  - school announcements
  - advertisements and PSA's (Public Service Announcements with local papers)
  - word of mouth (encourage parents and players to tell others about games)
  - contests at games

**Accounting**

- a. set up team bank account (as non profit organization) Tax ID and Articles of Inc. available from CBHSVA
- b. make deposits
- c. make disbursements
- d. maintain records

**Support coach**

- a. provide communication with parents
- b. organize transportation as needed
- c. keep statistics for team?

**Miscellaneous**

- a. handle any rescheduling
- b. set up communication for bad weather/cancellations
- c. recruiting: actively seek new players for current and coming years
  - work with kids to let them know the importance of new players
  - seek opportunity to get the word out
- d. keep attendance records for each home game and fax to CBHSVA for posting on Web.
- e. maintain contact with AD's in off season
- f. remember to find your replacement!
- g. update CBHSVA registration forms as team changes
- h. always check web site for updates ([chsbva.org](http://chsbva.org))
- i. provide parent monitors to insure appropriate student behavior in the stands
- j. identify scholarship needs, use your best judgement. We do not any kid to miss out due to \$'s
- k. CBHSVA will assist with school's equipment needs. Identify needs early on
- l. Seek donations and sponsorship whenever possible. Parents businesses' a good possibility
- m. if you get buried, seek help rather than let balls drop. We all need assistance from time to time!