

**ATHLETIC DIRECTORS, VOLLEYBALL COMMISSIONERS**  
**REMINDERS FOR COMPLETING "TEAM COMMITMENT FORMS"**

1. **ALL INFORMATION ON THE TEAM COMMITMENT FORMS MUST BE TYPED (NOT HANDWRITTEN).**
  
2. **CHECK YOUR FORM CAREFULLY FOR ANY SCHEDULED GAME DATES THAT CONFLICT WITH SCHOOL/PARISH FUNCTIONS OR GYM AVAILABILITY. THE CONFERENCE DIRECTOR MUST APPROVE YOUR REQUEST TO RESCHEDULE ANY GAME(S).**
  
3. **HOME TEAM RESCHEDULING**
  - a. IT IS THE RESPONSIBILITY OF THE HOME TEAM TO CHOOSE AN ALTERNATE DATE(S) TO RESCHEDULE GAMES IF THEY ARE REQUESTING THE RESCHEDULING. IF THE HOME TEAM GYM IS NOT AVAILABLE, IT IS PERMISSIBLE TO REQUEST THAT THE VISITING TEAM HOST THE GAME(S) AT THEIR SITE.
  
4. **VISITING TEAM RESCHEDULING**
  - a. IF THE VISITING TEAM(S) CANNOT PARTICIPATE BECAUSE OF A SCHOOL/PARISH FUNCTION, THEY MUST CONTACT THE HOME TEAM AND REQUEST THAT THE GAME(S) BE RESCHEDULED. IN THE EVENT THAT THE HOME TEAM IS UNABLE TO ACCOMMODATE THE RESCHEDULED GAME(S), IT IS THE RESPONSIBILITY OF THE VISITING TEAM TO RESCHEDULE THE GAME(S) AT THEIR SITE.
  
5. **CHANGES TO THE COMMITMENT FORM**
  - a. ATHLETIC DIRECTORS/COMMISSIONERS WHO RECEIVE APPROVAL TO RESCHEDULE GAMES MUST RECORD THE CHANGES ON THEIR COMMITMENT FORMS. THE CHANGES MUST BE MADE AND RECORDED ON THE COMMITMENT FORMS PRIOR TO THE FORMS BEING SUBMITTED.
  
6. **ATHLETIC DIRECTORS AND COMMISSIONERS**
  - a. TEAM COMMITMENT FORMS MAY BE SUBMITTED DIRECTLY TO CHERYL WATKINS, VIA E-MAIL, AT caw9@pge.com OR THE FORMS MUST BE SUBMITTED IN PERSON AT THE ~~JUNE 3RD~~ MEETING.  
[NO EXCEPTIONS]

**NO SCHEDULE CHANGES WILL BE ALLOWED AFTER THE FINAL SPORT SCHEDULE IS COMPLETED BY LEAGUE SCHEDULER CHERYL WATKINS..**