

## **VAA E-mail Guidelines – Players and Families**

The Valley Athletic Association (VAA) uses e-mail to keep current and past VAA families up to date on VAA activities and key dates, to communicate VAA volunteer opportunities, and to ask for feedback. VAA does not sell or distribute any personal information collected by the web site including e-mail addresses. Any information collected by the web site is used only for VAA business.

For users who have elected to join a mailing list specifically created for advertising purposes, you may periodically receive e-mails with commercial information. These e-mails will be distributed by VAA. Your e-mail address will not be given to the vendor.

Users who have signed up for e-mail from specific sports occasionally receive information from other sports when there may be participants interested in cross-league opportunities.

### ***Activating VAA E-mail Notices***

VAA uses an 'opt-in' procedure for e-mail distribution lists. This means VAA cannot simply add you to our various league and organizational lists. You must proactively place yourself on each list. In order to receive VAA league or organization e-mail notices, you must complete the following steps:

1. Go to <http://www.vaasports.org/cgi-bin/lists/Public.php>, enter your e-mail address, and click on [Begin].
2. Select the desired e-mail list(s) by clicking on the box to the left of each list and then click on [Update Subscriptions] at the end of the list.
3. **Respond** to the e-mail that will be sent to you requesting confirmation that you wish to be on the respective distribution list(s). You must complete this step before you will receive email.

Please include the 'GENERAL' and the 'REGISTRATION' lists to receive league-wide information including dates for walk-in registration for the different leagues.

### ***Discontinuing VAA E-mail Notices***

VAA uses an 'opt-out' procedure for e-mail distribution lists. You must proactively remove yourself from each list. This is to ensure someone doesn't stop your VAA notices without your permission. To discontinue VAA e-mail, complete the following steps:

1. Go to <http://www.vaasports.org/cgi-bin/lists/Public.php>, enter your e-mail address, and click on [Begin].
2. Unsubscribe to e-mail list(s) by clicking on the box to the left of each list so that the box is empty (i.e. no check mark) and then click on [Update Subscriptions] at the end of the list.
3. Respond to the e-mail that will be sent to you requesting confirmation that you wish to be removed from the respective distribution list(s).

### ***Please Do Not Label VAA E-mail as Spam!***

If you no longer wish to receive VAA e-mail notices, we are asking that you do not simply label these notices as spam in your e-mail inbox. This could have a cascading effect where Internet providers do not allow VAA to send e-mail to the providers' e-mail systems. Other VAA members would not be able to receive their league notices. If you do not wish to receive VAA e-mail notices, please use the procedure outlined above to discontinue VAA e-mail notices.

## VAA E-mail Guidelines – VAA Volunteers

We are all aware of the problem of spam email. Unfortunately, the problem has grown to such size and sophistication that AOL has taken drastic steps to stop it. They have developed the policy that if a source is designated as a generator of spam, then the email from that server, and possibly that whole network, will be blocked. This could mean blocking email not only from our league, but also from any association using our website host's system. Thus, the website host has developed a policy that no client will allow AOL addresses within their system of forwarding emails. For VAA, forwarding email addresses receive email at the address [firstname.lastname@vaasports.org](mailto:firstname.lastname@vaasports.org) and send the email to the personal address of the recipient. As of March 1, 2005 this personal address may not be on AOL.com. Therefore, volunteers receiving email from VAA must use one of the following options.

1. Supply an email address on some system other than AOL to receive your VAA email. This can be your work email or an address on any other system such as Yahoo or hotmail (which are free). REMINDER - you can forward email to as many as 10 different addresses, so supply any and all email addresses where a copy should be sent!

-OR-

2. Give VAA permission to post your personal AOL email address on the VAA website. VAA members can then view your email address and email directly to your AOL account. Please note that this option does carry the risk of increasing the amount of spam mailed to your account.

-OR-

3. Provide your personal AOL email address to the VAA administrator as confidential information for use only by league personnel. Note that this refers to posting on the website. VAA does not have a policy of blind copying addresses in all communications. Depending on the volunteer's duties, the address may be visible to other individuals in the communication.

VAA Board members and League Commissioners are required to use option 1. Other volunteers may use the other options based on their personal preferences and league requirements.