



## CAPITAL VALLEY IPSSA

January 2018

Sick route coverage is one of the basic tenets of IPSSA and coverage is mandatory for membership in Capital Valley IPSSA. Capital Valley IPSSA's Sick Route Policy is posted on [www.cvipssa.com](http://www.cvipssa.com) for your review. Part of that policy requires that members update the summary of their routes once per year. The form needed for that summary is attached.

It is imperative that each member completes the summary card (CVI 1B: Summary Card). The due date is January 31, 2018. The card must be completed even if you do not have a regular route. If you decide that you don't have time, don't want to do it, will do it later, don't really need sick route coverage, or for any other reason do not return this card please keep in mind:

- On February 1, 2018 a fine of \$100 will be levied against **any** member who has not completed and returned the card by that date.
- On March 1, 2018 an additional fine of \$200 will be levied against **any** member who has not completed and returned the card by that date.
- On April 1, 2018 an additional fine of \$300 will be levied against **any** member who has not completed and returned the card by that date.
- If you don't fill out and return this card, you will NOT have sick route coverage for your pools.
- If you don't fill out and return this card, you can be assigned to sick route coverage ANYWHERE in the coverage area, regardless of where or if you have pools.
- Those who do not fill out and return the cards will be at the top of the list for coverage of sick route pools.
- If you do not fill out and return the card, you are eligible for expulsion from Capital Valley IPSSA.

### Frequently Asked Questions

Q: I am not eligible for sick route coverage because (fill in the blank). Do I still need to fill out the form?

A: **YES, each member of IPSSA must fill out the sick route summary card.**

Q: I just filled out this card last (fill in the blank). Do I still need to fill out the form?

A: **Yes.**

Q: I don't want to sign the bottom of the form that contains a liability release. Do I have to?

A: **The release is required for the protection of all members of IPSSA. It is part of participating in the program. All unsigned forms will be returned to the member for signature and will not be counted as submitted until returned complete.**

Q: Why do I have to do this, anyway? I am not eligible for coverage, and it's a pain, and I don't have time for it.

A: **The information on the cards is used for several purposes. We use the zip code information to determine appropriate boundaries for future sick route coverage. If we find that we**

**have a lot of pools in a given area, that area might be included. If we find that there are almost no pools in other, outlying areas, that area might be eliminated. Also, if you are assigned sick route pools we will try our best to assign pools where you are already working. We can't do any of this without the information.**

Q: I don't understand. Who can I call?

**A: Feel free to call Sick Route Chairman Chuck Catilus at (916) 759-7097.**

Q: How do I know if you received my form or if it got lost in the mail?

**A: The list of members who have turned in their forms will be posted on cvipssa.com under the Sick Route section. Please check this list after you have sent in the summary form. If your name does not show up in a short time, it is your responsibility to follow up with me. We will not do reminders, phone calls, pleading or begging.**

Q: I am afraid to provide confidential customer information on my route. What happens to this info?

**A: All information is kept confidential. Summary information will be compiled and may be distributed without identifying information, showing only the total number of pools and members in a given zip code. Remember, the summary does not contain any individual customer information, such as name, phone number, address, and so forth. This information is given to us ONLY when you request sick route coverage and individual covering members are given information only on the pools they are covering, not your entire route. Every effort is made to maintain the integrity of IPSSA and the confidentiality of your records.**

In addition to the summary card, you must keep completed route information cards (CVI 2B: Route Card) on file. While it is not imperative that you use this form, you must provide all the information on that form in a concise and readily accessible format. You can obtain a copy of the form from the Capital Valley web site: [www.cvipssa.com](http://www.cvipssa.com) or by calling me and I will mail one to you. Remember, that any pools for which we do not have complete information will not be eligible for coverage.

Sincerely,

Chuck Catilus  
Chairman  
Capital Valley IPSSA Sick Route Committee

Address for return of form:

Chuck Catilus  
CK Pool Service  
108 Montgomery St  
Roseville, CA 95678

Or e-mail form to: [ckpoolservice@surewest.net](mailto:ckpoolservice@surewest.net)