

CVOA Area Director Manual



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The CVOA Area Director Manual is intended to help you, the Area Director, understand more fully what your duties are and when these duties need to be fulfilled. Its purpose is to help organize your area and give anyone interested in running for the Area Director position a brief overview of most of the duties she or he needs to perform. By handing this manual and your digital records on to the next elected Area Director, we should begin to reach easier and smoother transitions.

AREA OF RESPONSIBILITIES

A. Recruiting New Officials:

This is a duty of the Area Director as well as other Area Officials. Recruiting should occur at all times of the year. Talking to senior players at local high schools; posting information at local colleges, tech schools, recreation centers, online jobs boards (Indeed, Craig's List and college job boards), contacting officials in other sports and other areas like that are good places to start recruiting. Keep contact with interested individuals, invite them to your meetings, and provide them with study materials. There are samples of welcome letters you may use in Appendix C. Be sure to include information early in your correspondence as to the process for becoming a Certified official, to include due dates, fees, meetings, expectations on purchasing uniform, scheduling and potential earnings.

If it is after the first competition date in August, have them take the written NFHS test and ask the assignor to work them into middle school or high school matches with veteran officials. They will need to pay full dues and will have provisional status but this will give them good preparation for the next season. **Registering** an official is MANDATORY before they can be assigned to any high school match. Each official must have a **valid (within three years) CBI background check** on file with the CHSAA for their registration to be accepted.

B. Registering New Officials:

1. Fill out the new official's registration form, keep a copy for your records (digital or hard copy) but be sure to remove SSN from forms you keep.
2. Collect current dues, which include the cost of books. Make checks payable to CVOA; or by cash, issue a receipt for all money collected.
3. Send all new registration forms and fees to Monica Tillman at the CHSAA within seven days of the first competition date in August. Officials are not CVOA members until they are registered through the CHSAA, nor are they covered by NFHS Insurance. If you have late registrations for new officials after the first competition date in August send them in as soon as possible to get them registered and able to work high school matches. Information for new officials also needs to be sent to the CVOA Secretary/Treasurer.
4. Once Monica Tillman receives new registrations, she will enter them into Arbiter account 104524. At that time, the new official should receive an email with instructions on how to complete their registration; you may need to assist them in navigating Arbiter, updating their availability calendar and signing up for ArbiterPay.
5. Forward all new registered officials' information to your local assignor so they may be included in the assigning process.
6. Monica Tillman will send an email to Area Directors with a form for ordering NFHS Rule & Case Books for new officials and a deadline for doing so. You must return unused books to the CHSAA within seven days of the first competition date in August. Books not returned by that date are charged to the CVOA and you in turn will be charged for those books. The charge will be subtracted from your reimbursement at the end of the season.
7. Set up training/test review sessions for new officials. You can do this yourself or delegate to interested veteran officials. It is recommended to hold 6-8 sessions, once or twice a week during June, July and/or August, depending on your area. Training should include but not limited to a thorough study of the NFHS rules, practice of NFHS mechanics and signals, line

judging, tracking alignments, review of scorekeeping, libero tracking, details involved in receiving assignments and pre-and post-game responsibilities.

8. Set the NFHS test date, time and location for new officials; send this information to the CVOA Vice President and to Monica Tillman (CHSAA) for placement on the CVOA and the CHSAA websites. Hard copy tests and answer sheets will be sent with the pre-ordered Rule Books. To be eligible for current year certification, this must be completed in accordance with the CVOA Constitution and Bylaws. Test scores must be submitted to Monica Tillman (CHSAA) and the CVOA Secretary/Treasurer within seven days of the first competition date in August.
9. Set up a Mechanics Clinic prior to the first competition date in August which is a requirement for all new officials to be certified. This is often done at a scrimmage; include your veteran officials to help out the new ones.

If you think you are going to have more new officials registering after the first competition date in August keep a few books but send in any current registration money and forms **on time**. We have had problems with checks written in the summer and not deposited until October or later (See #3 & 4 above).

C. Veteran Officials Registration:

1. CVOA Constitution and Bylaws require current member's dues to be paid by December 20th each year to avoid late fees. After December 20, there is a \$10 late fee until February 1 and then there is a \$20 late fee. These fees are automatically charged by the CHSAA if they register online through PayPal. A reminder that dues must be paid by February 1 as one of the requirements to be eligible for post season assigning. The best way to find out if an area's members have paid their dues is to request a paid/unpaid list from Monica Tillman.
2. Verify your officials have attended a Regional Clinic, two Study Sessions (one during the competitive season) and completed the online NFHS test. For officials that are Provisional, arrangements must be made to administer a closed NFHS book test in accordance with the CVOA Constitution and Bylaws.

If you need a tracking sheet for the CVOA membership requirements, please contact the CVOA Secretary/Treasurer for the template. To be eligible for post season, a member must meet the criteria outlined in the CVOA Bylaws.

It is your duty to keep accurate records to ensure that every member in your area fulfills their obligations according to our Constitution and Bylaws. By September 30, you will need to send a list of your members and their status to the CHSAA and the CVOA Secretary Treasurer for post season eligibility purposes. It is also your responsibility to advise both assignors and individual officials who are NOT eligible to work post-season.

D. Study Sessions:

1. You must offer a NFHS mechanics training session for new officials and at least four study sessions with at least three of these being during the season. Dates, times and locations should be submitted to the CHSAA and to the CVOA Vice President as soon as possible for posting on the CHSAA and the CVOA websites.
2. Study sessions should aid in improving the skill level of all members by presenting material that furthers members' knowledge and skills. Sharing incidents during matches, especially odd ones, and discussing helps members learn and improve consistency in rule application. Assess skill levels within your Area and target topics to address weaknesses or inconsistencies.

E. Regional Clinics:

When required, Area Directors are asked to assist in arranging logistics for Regional Clinics held in their area. Some years, AD's have to administer the entire clinic – other times clinicians will be provided.

F. Assigning:

Per the CVOA Bylaws, “Assigning is an independent activity left to the schools and the respective areas to coordinate. The CVOA has no jurisdiction and or authority to dictate how schools assign officials and or the process they use.” It is recommended that if you are involved in assigning for your area, you do so through the CHSAA Arbiter account 104524. If you need access to assign in Arbiter, please contact Tom Robinson at the CHSAA.

Remember that being an Assignor and being a CVOA member are two separate positions, do not blend them. If your Area assigns by a Draw, please work closely with your local leagues/assignors to provide assistance wherever you can.

G. Liaison with CHSAA:

The Area Director often needs to communicate with the CHSAA regarding the status of their officials. That communication may be initiated by the CHSAA or it could be initiated by the Area Director. Monica Tillman is the CHSAA contact for questions about Official registrations.

H. Disciplinary Problems:

Disciplinary problems are first handled at the Area level. When something out of the ordinary happens or you receive a complaint from a coach or school administrator, you need to assess whether or not you need to investigate. If you feel that you have a problem, you can get in touch with the CVOA President for guidance and assistance. It is possible that the CVOA President and the CHSAA may have already heard about it before you were made aware. Get a statement from the home and visiting coaches and request a written statement from each of the officials that worked the match. Be prompt and insist upon an immediate response from all parties. Remember there are always two sides to every situation, no one is guilty until you have received all the facts. The Executive Committee hears and decides on disciplinary action to be taken, if any, per the CVOA Constitution and Bylaws. Keep accurate records and keep the results in this manual (Appendix D).

I. Other Duties:

We have empowered the Area Director(s) to run the area with certain guidelines. You should always encourage your members to get in touch with you about any questions they have relating to situations during a match or about the status of their membership. **Do not tell them to call the CHSAA or Monica Tillman to find out the answer.** Questions on rules from your members should be first sent to the Area Director and if you need further clarification, the Area Director will contact the CVOA Rules Interpreter. Take it upon yourself to get the correct answer and share the question/answer with your Area, this helps create consistency in our rule applications.

The Area Director should receive copies of reports for all Red/Yellow card unsporting incidents as well as any Disqualifications. Reports for administrative Red/Yellow cards do not need to be submitted. The report form can be found in Appendix C and on the CVOA website. **BE SURE COPIES OF THIS FORM GET TO: CVOA PRESIDENT, CVOA AREA DIRECTOR OF SCHOOL OR GAME SITE AND BETHANY BROOKENS at CHSAA, Fax 303.367.4101, email bbrookens@chsaa.org.** These forms need to be forwarded ASAP as there are disciplinary ramifications for the recipient that will be administered by these entities.

APPENDIX A

COLORADO VOLLEYBALL OFFICIALS ASSOCIATION (CVOA) CONSTITUTION

ARTICLE I - NAME

The name of the organization shall be Colorado Volleyball Officials Association, also known as CVOA in this document.

ARTICLE II – PURPOSE

CVOA is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any further federal tax code.

The purpose of CVOA shall be:

- 1) To maintain the highest standard of volleyball officiating possible in Colorado;
- 2) To encourage the spirit of fair play and sportsmanship;
- 3) To strive to make available an adequate number of well trained and capable officials;
- 4) To cooperate with all organizations approved by CVOA and officially connected with the game of volleyball in furthering its interest and ideals;
- 5) To insure timely communications on rule changes, practical application and knowledge of the game to CVOA officials.

ARTICLE III - MEMBERSHIP

Section 1 - Types of Memberships

- 1) The CVOA will have three types of memberships – Certified, Provisional, and Non-Participating. Within a Provisional membership will be three categories (Test, Attendance, and Discipline). All members shall be at least 18 years old by the annual test date. Members shall comply with the respective requirements for the desired type of membership, as outlined in this constitution and bylaws.
 - a. **Certified** – Those members who have met the minimum requirements for membership set down in the Bylaws (attendance, testing, dues, and others).
 - b. **Provisional** – Individual that has met the requirements in the Bylaws.
 - c. **Non-Participating** – A previously Certified or Provisional member who wishes to remain affiliated with CVOA, but gives up their right to officiate volleyball during chosen time period.

Section 2 - Financial Obligations

- 1) CVOA's Executive Committee shall recommend policies and procedures for dues, fines, and other assessments to the Executive Board at its annual meeting. Members are required to pay all items by designated date set forth by the Executive Board.

Section 3 – Attendance

- 1) All members are required to attend no less than two (2) study sessions and one (1) regional clinic. One study session shall be after the competitive season has started.

ARTICLE IV - MEMBER RIGHTS AND RESPONSIBILITIES

Section 1 - Rights of Members

- 1) Members have the right, and are required, to wear the official uniform. Certified/Provisional members may officiate in any area in the state. Members can accept assignments at any level of volleyball sanctioned by the CHSAA or approved by CVOA. All members have the right to receive other benefits as set down in this Constitution and Bylaws.

Section 2 - Official Uniform and Equipment

- 1) While officiating games under the jurisdiction of the CHSAA or the CVOA, members shall wear the official uniform.

Section 3 - Officiating Fees

- 1) A schedule of fees for officiating games that come under the jurisdiction of the CHSAA shall be developed through cooperation between the Executive Committee and the CHSAA.

Section 4 - Governing Authority

- 1) All members shall comply with the requirements of the Constitution and Bylaws of the CVOA, the guidelines of CHSAA, and the rules as outlined by National Federation. A member may be placed on probation, suspended, and/or fined for failure to comply with established authority or regulations of the CVOA, or for delinquency in payment of required dues or fees, or for any other conduct determined by the Executive Committee to be contrary to the best interests of the CVOA.

ARTICLE V - EXECUTIVE BOARD

Section 1 – Executive Board

- 1) The Executive Board shall consist of the Executive Committee, the Rules Interpreter, and the Area Directors. Each member of the Executive Board shall be entitled to one (1) vote. The Rules Interpreter is a non-voting member. Terms of membership on the Executive Board shall be consistent with the appropriate terms of office. Dues will be waived for all members of the Executive Board.

Section 2 - Purpose

- 1) The purpose of the Executive Board is to set policies, rules, and regulations; approve the annual budget; and act upon other business properly brought before the Executive Board.

Section 3 - Quorum

- 1) A quorum shall consist of two-thirds (2/3) of the members who are present and currently serving on the Executive Board, or by a two-thirds (2/3) vote of the Executive Board members who respond if voting is done by electronic ballot. A board member may designate a proxy in their absence. No one may proxy for an absent Executive Committee member.

Section 4 - Required Attendance

- 1) Members of the Executive Board shall meet at least once a year at the Annual Business Meeting.

Section 5 - Vacancies

- 1) In the case of a vacancy in the office of President, the President-Elect shall become the President, or in the absence of a President-Elect, the Vice President will become President. The Executive Committee shall have the power to fill vacancies of other officers and Area Directors. When the Executive Committee makes an appointment for a vacancy, it shall be filled as soon as possible and such appointment shall be for the remainder of that term.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1 - Membership

- 1) The Executive Committee shall be composed of the elected officers of the CVOA.

Section 2 - Quorum

- 1) A quorum shall consist of three (3) officers.

Section 3 - Duties

- 1) The Executive Committee shall:
 - a. Perform individual duties and work together to administer business pertinent to the CVOA;
 - b. Schedule meetings of the Executive Board, including the Annual Business Meeting;

- c. Provide for training of officials, including scheduling dates and locations of the Regional Rules Clinics;
 - d. Approve the appointments made by the President;
- 2) Review charges of unethical and unprofessional conduct of members, then determine and administer appropriate disciplinary action;
 - 3) Designate membership areas based upon need and availability of officials, monitor those divisions, and adjust them, if needed;
 - 4) Make recommendations to the Executive Board concerning policies, rules, finances, Hall of Fame nominations, and other actions needed;
 - 5) Recruit and nominate candidates for new officers and direct the preparation of the annual ballot;
 - 6) Meet to prepare and distribute the ballot, to plan the Annual Business Meeting, and at any other time necessary to perform required duties.

ARTICLE VII - OFFICERS

Section 1 - Titles

- 1) The officers of the CVOA shall be President, Vice-President, Secretary-Treasurer, Training and Development Director. The President-Elect will serve in even-numbered years only.

Section 2 - Terms of Office

- 1) All officers shall serve a two (2) year term, except for the President-Elect, which shall be a one-year term. The President and Secretary-Treasurer shall be elected in even numbered years. The Vice-President, Training and Development Director, and the President-Elect shall be elected in odd numbered years. A member desiring to run for President and President Elect shall have previously served on the Executive Board. The election shall be by electronic ballot. A candidate shall be elected by a plurality of the votes returned. In the case of a tie, the Executive Committee shall break the tie. Candidates may only run for one office and may only hold one office at a time. The newly elected officers shall assume office by January 15th following their election.

Section 3 - Duties of the Officers

- 1) The President shall:
 - a. Preside over and schedule as necessary, all meetings of the Executive Board and Executive Committee;
 - b. Appoint and supervise the activities of committees;
 - c. Share with the Executive Committee the nature of any CVOA correspondence;
 - d. Manage any other activity deemed to be necessary and in the best interest of the association;
 - e. Conduct an investigation of any complaints directed towards a CVOA official and submits recommendations to the Executive Committee.
- 2) The Vice-President shall:
 - a. Direct the posting of news and updates on the CVOA website;
 - b. Review, update, and interpret the CVOA Constitution and Bylaws;
 - c. Coordinate the election of board members, including the preparation of an electronic ballot;
 - d. Coordinate new officials recruiting efforts;
 - e. Collect Hall of Fame nominations and submit all nominees to the Executive Board at the Annual Business Meeting;
 - f. Act in the capacity of the President in the absence of the President;
- 3) The Secretary-Treasurer shall:
 - a. Disburse all monies under direction of the Executive Committee;
 - b. Keep a record of all meetings of the Executive Board and Executive Committee;
 - c. Make financial reports to the Executive Committee at their meetings and present an annual financial report to the Executive Board at the Annual Business meeting;
 - d. Prepare an annual budget for the calendar year beginning the following January 1. This budget will be approved by the Executive Board at the Annual Business Meeting;

- e. Assist the Vice-President with the Coordination of the election of board members, including the preparation of an electronic ballot;
 - f. Coordinate presentation and tracking of service awards to the CVOA members;
 - g. Ensure adequate supplies of red/yellow cards, flipping coins, envelopes, and letterhead stationary are on hand;
 - h. Utilize the services of additional help as needed to meet the responsibilities of the office;
 - i. Order, maintain and distribute Service pins, State awards and any special award as determined by the Executive Committee.
- 4) The Training and Development Director shall:
- a. Organize and oversee Regional Rules Clinics in coordination with the Executive Committee and will be responsible to:
 - i. Recruit, train and supervise clinicians;
 - ii. Plan and organize materials to present at the Annual Business Meeting;
 - iii. Coordinate with the Executive Committee to determine and publicize dates and locations of Regional Clinics;
 - b. Submit an annual report to the Executive Board at the Annual Business Meeting;
 - c. Recruit the services of additional help as needed to meet responsibilities of the office;
 - d. Provide and coordinate the distribution of educational materials to the Executive Board and the membership;
- 5) The President-Elect shall:
- a. Work with other Executive Committee members as determined by the President;
 - b. Assist the President as requested.

ARTICLE VIII - AREA DIRECTORS

Section 1 - Election

- 1) Area Directors shall be elected to a two (2) year term of office by members in their respective areas. In those areas where only one Area Director is elected, even numbered areas will elect their Area Director in even numbered years and odd numbered areas during odd numbered years. Those areas, which are represented by two (or more) Directors, one (or two) will be elected every year on an alternating basis.
- 2) The Area Directors shall assume office by January 15th following their election. Voting will coincide with the election of officers.

Section 2 - Area Designation

- 1) CVOA shall be divided into Areas based upon the need and availability of officials as approved by the Executive Committee.

Section 3 – Area Representation

- 1) Each area may be entitled to representation on the Executive Board according to the following formula. The formula will be applied an average of the number of members from the past two years for an election year.
 - a. 30 or less – 1 director
 - b. 31-60 – 2 directors
 - c. 61 – 90 – 3 directors
 - d. 91 and above 4 directors

Section 4 - Duties

- 1) The Area Director(s) shall:
 - a. Establish mechanics training and required study sessions within the area according to CVOA policies and procedures. Provide dates and locations to CVOA and CHSAA by May 1;
 - b. Administer the National Federation Volleyball examination to all new and renewing members before the first allowed competition date and return all results as specified in the bylaws;

- c. Assist with Regional Clinic organization and site location when held in respective area;
- d. Attend the Annual Business Meeting of the Executive Board;
- e. Provide the CHSAA with a list of members not meeting requirements for membership by the CHSAA deadline;
- f. Recruit and train new officials to fill the needs in their respective area.

ARTICLE IX – APPOINTMENTS

Section 1 - Committees

- 1) Committee appointments shall be made by the President and approved by the Executive Committee when needed to assist the Executive Committee and/or the Executive Board in carrying out the purposes of the CVOA. Any member or group of members may petition the President for the creation of a committee. The Executive Committee will determine the length of each appointment. All members of committees shall be CVOA members. Committee reports shall be made to the Executive Board at the Annual Business Meeting.

Section 2 - Rule Interpreter

- 1) The President shall appoint a member to serve as the Rule Interpreter for the association. This appointment shall be approved by the Executive Committee. The Rule Interpreter will submit an annual report of interpretations made to the CVOA President and the CHSAA Liaison and will not be required to pay dues during his or her term of service.

Section 3 - Hall of Fame

- 1) The Executive Board has outlined a selection policy for the CVOA Hall of Fame. The criteria allow for all members to be considered; however, a nominee may not be currently serving on the Executive Board to be considered. Nominations can be made by any CVOA member. Nominees should have dedicated time and energy to not only the sport of volleyball but to our organization. Selections will be made by the Executive Board and discussion on the nominees(s) will take place at the annual business meeting.
- 2) Each nominee will be contacted by the CVOA Secretary-Treasurer. Nominees will be asked various questions in order to create a biography of the awards, service, and experience in CVOA. Upon acceptance to the Hall of Fame, each member will receive a plaque and will be invited to the State banquet.

ARTICLE X - DISCIPLINE OF MEMBERS

Section 1 - Grounds for Discipline

- 1) A member may be placed on probation, suspended, and/or fined for failure to comply with established authority or regulations of the CVOA, or for failing to pay required dues or fees, or for any other conduct determined by the Executive Committee to be contrary to the best interests of the CVOA.

Section 2 - Due Process

- 1) An allegation against an official shall be in writing, signed and dated by the complainant, and submitted to the Executive Committee. The charged official will be notified within ten (10) calendar days of the Executive Committee's consideration of the complaint. The official will have the option of responding within 7 calendar days in person at a hearing, and/or submits his or her written rebuttal to the Executive Committee. The official involved and the complainant will be notified within ten (10) calendar days of the Executive Committee's final decision.

Section 3 - Notice of Disciplinary Action

- 1) The Executive Committee may dismiss all charges, reprimand the official either verbally or in writing, place the official on probation, suspend and possibly terminate the member's membership.
- 2) When a member is placed on probation, suspended, or terminated, the Executive Committee shall notify the official, potentially affected Area Directors, and the CHSAA of such status.
- 3) Probation shall be in the form of a written warning and shall be in effect for one year from the time of the violation. Such official may continue to officiate regular season matches under the supervision of his or her Area Director.
- 4) Suspension shall result in the loss of all membership privileges for at least one year from the time of the violation. A suspended official shall reapply to the Executive Committee for membership. Suspension becomes effective immediately and such member is no longer able to accept assignments or officiate as a member of the CVOA. A suspension does not have to be preceded by a warning or probation.

ARTICLE XI – MEETINGS

The annual business meeting will be held each year prior to the regional clinics. The executive board shall meet as deemed by the president. The president, in consultation with the executive committee, shall determine the exact time and place of all meetings.

ARTICLE XII - DISSOLUTION

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XIII - AMENDMENTS

Amendments to the Constitution may be made by a two-thirds (2/3) vote of the members of the Executive Board, who are present at the Annual Business Meeting, or by a two-thirds (2/3) vote of the Executive Board members who respond if voting is done by electronic ballot, provided proposed amendments are presented to members of the Executive Board in writing at least one (1) week prior to the time a vote is taken.

CVOA BYLAWS

- 1) Membership
 - a) CVOA members shall comply with the respective requirements for the desired type of membership, as outlined in this constitution and bylaws. All members who want to officiate during the high school volleyball season shall:
 - i) Pay dues and complete the online or mailed membership registration form
 - ii) Attend one (1) Regional Clinic and a minimum of two (2) study sessions. One study session shall be during the competitive volleyball season;
 - iii) Take the National Federation Volleyball Examination and score at least a 75%. Certified members will take the National Federation test before the first allowed competition date. However, Provisional and new members shall take the test closed book on the test date at a designated site. Membership will be dropped if a member does not take the test or scores less than 75%;
 - iv) Participate in a mechanic training session arranged by the Area Director if the member is a new member.
 - b) Certified officials shall meet all requirements as outlined above and score 90% or more on the National Federation Volleyball Examination. This status will take effect from the test date for one (1) year until the next test date. A Certified member who fails to complete the National Federation test by the due date will be required to take the next year's test closed book on the test date at a designated site.
 - c) Provisional status is given for any of the following officials:
 - i) If the member scores 75% - 89%, that member will be granted provisional status. If a NEW member scores less than 75% on the test, he/she may take Part 2 seven calendar days later to reach provisional status by scoring 75% or better.
 - ii) "Provisional/Attendance" will be assigned to any member who fails to meet clinic, study session, and/or mechanics training attendance requirements. This status will take effect immediately at the end of the regular season before playoffs and remain in force for one (1) calendar year;
 - iii) "Provisional/Test" will be assigned to any member who scores less than 90% on the National Federation Volleyball Examination (open book test). This status will take effect immediately from the test date and remain in force for one (1) year until the next test date. A member who does not take their test by the deadline will become provisional.
 - iv) "Provisional/Discipline" will be assigned to any member who is placed on probation by the Executive Committee as outlined in this Constitution. The Executive Committee will determine when this status will take effect. It will remain in force for one year from the time of the violation.
 - v) Provisional members have all the rights of a certified member for one year except:
 - (1) They may not officiate any sub-district, district, regional or state tournament games;
 - (2) They may not be a CVOA Officer, Rule Interpreter, Area Director, Committee Chairman or Assistant Chairman.
 - d) Non-Participating Membership is for individuals not wishing to officiate but desiring to keep current on volleyball rules and regulations.
 - i) They will receive a rulebook and all CVOA mailings.
 - ii) Annually, Non-participating members shall complete a registration form and pay the required dues. They are not required to, but they may attend clinics, participate in study sessions, and/or take the National Federation Volleyball Examination;
 - iii) Anyone desiring to go from Non-participating to Regular member status that has been Non-participating for three or more years, shall complete the requirements for a new member. If a member has been Non-participating less than three years, he or she may renew with the Provisional or Certified status held at the time of the membership status change.

- e) An official moving from another state may transfer his or her membership status from that state to CVOA. The transferring official shall complete a registration form, pay required dues, meet desired membership requirements, and submit to the CVOA Secretary a letter from an officer of the sending state's official's organization stating the transferring official's current membership status. The CVOA Secretary will then determine the official's CVOA membership status. No late fee will be charged to transferring officials if his or her transfer prevented him or her from paying the dues on time. When the transferring state association validates the number of years of continuous membership, that experience will transfer also.
- 2) After a member has been Provisional for two years, he or she shall achieve Certified status the third year, or the fourth year go to Non-Participating status or be dropped from CVOA membership. The fifth year he or she may start over and make application again as a new official.
- 3) Members will pay dues through the CHSAA Officials' Office each year by December 20. The President and Secretary/Treasurer may use discretion in charging late fees for dues received late in special circumstances. The late fee is \$10 until the end of January and \$20 thereafter.
- 4) Annual dues for Regular members shall be equal to the sum of the fees for a sub-varsity match and a varsity match plus any additional amount deemed necessary to cover fees charged to the association or its members. Non-participating member dues shall be one half ($\frac{1}{2}$) of the Regular dues amount. Members will be declared delinquent and unqualified to accept assignments until the dues are paid. A two-thirds ($\frac{2}{3}$) approval of the members of Executive Board will be necessary to change the dues amount, if different from that defined above;
- 5) A prospective member shall pay the current dues amount at the time they receive any rulebooks, materials, or attend a clinic, half of which is non-refundable. If the prospective member fails to pass the test, the Secretary/Treasurer will refund one half of the dues paid. New members will receive a set of red and yellow cards and a flipping coin upon passing their test.
- 6) CVOA requires the wearing of a white, short or long sleeved, knit, polo-style shirt with white buttons, from an approved vendor with the embroidered CVOA logo; black slacks (pleats and pockets are preferred, no cords or jeans); a black belt with belted pants; solid black gym or officials' shoes with black socks (no-show socks are not allowed); a black whistle with a black lanyard, or white whistle with a white lanyard and a pink whistle with a pink lanyard during cancer awareness month. In the event that the volleyball match site is cold, officials may also wear a plain, white, small-knit, "V-neck" sweater from an approved vendor with the embroidered CVOA logo; the CVOA shirt shall be worn underneath. Officials shall use a set of approved red and yellow cards. Members will be neatly groomed. Hats are not allowed.
- 7) The Executive Committee shall set the date and make the necessary arrangements for the Annual Business Meeting. The date shall be in July or the beginning of August. The President will be responsible for notifying all the members of the Executive Board by May 15th.
- 8) In special circumstances, the Executive Committee may excuse an official from a Regional Clinic. The request for such consideration shall be submitted in writing to one of the officer's prior to August 15, except in the case of an emergency. The Executive Committee will communicate with the Area Director(s) before making a decision.
- 9) An Area Director may use his or her discretion in excusing a new member from the Mechanics training session requirement when the new member's previous experience may warrant it or other alternative arrangements can be made. The Area Director shall inform the President of any exceptions made.

- 10) Members will be charged a minimum of \$20 for checks that are returned. Repeated offenses may be grounds for disciplinary action.
- 11) The Treasurer may refund dues paid, if requested by May 1. Thereafter, a member may drop his or her membership, or change the membership status to Non-Participating, and receive a refund of half the dues paid if requested prior to the annual test date.
- 12) Within reason, replacement red and/or yellow cards may be requested and obtained from the Secretary- Treasurer at no additional cost.
- 13) Assigning is an independent activity left to the schools and the respective areas to coordinate. The CVOA has no jurisdiction and or authority to dictate how schools assign officials and or the process they use.
- 14) The ballot for the election of new Board members, and membership renewal information will be sent electronically to members by December 1 each year by the Vice-President or Secretary/Treasurer.
- 15) CVOA will reimburse officers, Area Directors, clinicians, and the Interpreter for the following travel expenses incurred while fulfilling the duties of his or her position. The Treasurer will pay a rate of \$.50/ mile one-way for driving; and reimburse for receipts for lodging and meals for one night, up to \$100, if more than 125 miles are traveled. Additional reimbursement shall be approved in advance by the President and Treasurer. Clinicians may be reimbursed \$50 per clinic for their time and effort spent as a clinician.
- 16) CVOA will reimburse Area Directors for area expenses according to the most recently approved guidelines. The guidelines will be ratified each year at the Annual Business Meeting. Reimbursable expenses may include mileage, phone, postage, printing, and supplies.
- 17) The Executive Board may adopt and implement an evaluation system, which may include a practical test to evaluate the practical skills of officials and aid assignors in selecting the best possible officials. The standards, required scores, and rating scales will be determined by the Executive Board and shall be communicated to the membership prior to the time the test may be required.
- 18) Members are to abide by the National Federation Code of Ethics for Officials, the CHSAA guidelines and the CVOA Constitution and Bylaws. CVOA members are expected to represent the association in a professional manner at all times, especially during a match and while traveling to and from it. Misconduct may be grounds for disciplinary action as outlined in the constitution. Some examples of misconduct are:
 - a) Using abusive or foul language or using distasteful gestures;
 - b) Degrading fellow CVOA members;
 - c) Providing derogatory news media releases and/or interviews;
 - d) Using mood-altering substances on the day of the game;
 - e) Failing to notify school authorities and/or the assigning representative when unable to work a contest after previously agreeing to work the contest;
 - f) Deviating from the enforcement of National Federation Rules other than those allowed by State or CVOA adoption;
 - g) Wearing an improper uniform repeatedly or wearing it when not officiating. Uniform may be worn when traveling to or from an official assignment.
- 19) Area Directors shall offer a Mechanics training session and at least four (4) study sessions, with at least three (3) during the season. All requirements to be eligible for post season play shall be met by the last day in September.

- 20) Area Director(s) shall administer the National Federation examination to New and Provisional members prior to the date of the first competition as set by the CHSAA. Area Directors shall submit a Test Report to the CHSAA Officials' Office and the CVOA Secretary/Treasurer within seven days after the first competition date. Area Directors shall also provide the CHSAA Officials' Office and the CVOA Secretary/Treasurer, prior to the end of the regular season, the names of all officials who are provisional and the reason.
- 21) An official may wear his or her most recent CVOA service pin on the right collar of the uniform shirt. An official may also wear his or her CHSAA 20-year pin, state championship pin from the previous season, or a flag pin on the left collar of the uniform shirt. No official will wear more than one pin on either collar.
- 22) All requirements to be eligible for post season play shall be met by the last day in September. Post Season Guidelines are as follows:
 - a) The CHSAA volleyball post season is defined as all tournament games played in a Sub-district, District, Regional and or State playoff setting.
 - b) A CVOA referee shall meet the following eligibility requirements to be considered for selection to work as a referee (R1 & R2) during the CHSAA post season tournaments:
 - i) Shall be a CVOA member in good standing which includes:
 - (1) Returning members shall pay dues and complete the online registration in the CHSAA Arbiter account 104524 by February 1 of each calendar year;
 - (2) Attend (1) CVOA regional clinic;
 - (3) Attend (2) study sessions, one of which shall be during the competitive volleyball season;
 - (4) Complete the NFHS pre-season test by the first contest date for the competitive volleyball season and pass with an 90% or greater;
 - (5) Shall be a certified member with CVOA to be assigned post season games: one year certified membership for District referee game assignments, two consecutive years of certified membership for Regional referee game assignments and three consecutive years of certified membership for State referee game assignments.;
 - ii) Any current year an official is working counts as a one of the qualifying years;
 - iii) Actively participate in the CHSAA sportsmanship pre-game procedure;
 - iv) Take the CHSAA mid-season test by September 30 and pass with an 80% or greater;
 - v) Participate in any mechanics and or video review that is made available in conjunction with the mid-season test;
 - vi) Apply for post season eligibility and update a post season availability calendar in Arbiter account 104524 by the CHSAA deadline;
 - vii) Officiate (8) varsity contests during the regular competitive volleyball season;
 - viii) Officiate (2) sub-varsity contests or 20% of a referee's regular season schedule;
 - ix) State selected referees shall be available all three days of the state tournament including clinic and banquet.
- 23) State referee assignments will be assigned by the CHSAA selection committee. The following process will be used to rotate officials into the final week of the CHSAA state tournament:
 - a) 15% - 20% of all state referee's will be first time selections (7-9 officials);
 - b) An official that referees a state championship match as the R1 will be ineligible for the state tournament the following year;
 - c) State championship R1's will be eligible for district and regional game assignments the following year.
- 24) State championship R1's will be asked to participate at the state tournament the following year in a support role including but not limited to: court liaisons, court runners, table personnel, referee photographer, hospitality liaison etc.
- 25) A CVOA member wanting to submit to National Federation of High School (NFHS) Officials a rule change shall proceed as follows:

- a) Submit in writing to CVOA Executive Committee
 - i) Rule Change
 - ii) Rule Reference
 - iii) Rule Rationale
- b) CVOA Executive Committee and rules interpreter will:
 - i) Review rule change
 - ii) Speak with submitter
 - iii) If approved, forward to CHSAA
- c) CHSAA will:
 - i) Review rule change proposal
 - ii) If approved, submit to NFHS officials

26) Amendments to these Bylaws may be made by a two-thirds (2/3) majority vote of the members of the Executive Board present at an Annual Business Meeting or by two-thirds (2/3) majority vote of the Executive Board members who respond if voting is done by electronic ballot, provided proposed amendments are presented to members of the Executive Board in writing at least one (1) week prior to the time the vote is taken.

Revised September 20, 2016

APPENDIX B

TIMELINE OF DUTIES

December/January

- Registration and dues for Veteran officials are due by December 20; you may request a copy of paid/unpaid list for your Area from Monica Tillman at the CHSAA to verify registrations prior to December 20. Reminder that dues for veteran officials must be paid by February 1 in order to maintain eligibility for post season assignment.
- Election results are completed by mid-January with elected officers beginning their term Jan. 15. Executive Board member's dues are waived. All Executive Board members must complete their registration through Arbiter up to the point of payment. Then, contact Monica Tillman to have her complete your registration.
- Recruit new officials.

February

- Calls about registration should be handled by you. It would be a good idea to request another paid/unpaid list from Monica Tillman to verify your registered officials and contact those who have not completed their registration.
- A \$20 late fee for dues is automatically charged after February 1 and veteran officials will lose post season eligibility.
- Recruit new officials.

March

- Monica Tillman sends out an email request for meeting dates, places and times along with rule book orders for new officials. Meeting dates, times and locations are usually requested to be submitted by May 1st in order to be in the CVOA Handbook and posted on the CHSAA and CVOA websites. By making all the information available digitally, we are able to update information as we get it but try to stick to the original due dates.
- Recruit new officials.

April

- Call unpaid officials to find out if they are renewing. Remind them that they cannot participate in any draw or be assigned to any matches until their dues have been paid.
- Send out availability sheets or have Officials enter availability in Arbiter for Draw, if your Area has a Draw.
- Continue recruiting new officials.

May

- Communicate with your leagues/assignors to assist with the Draw, if applicable.
- Contact all new people interested in being an official and send them a list of events for new official study sessions, mechanics clinic and test dates. Be sure to include the Regional clinic sites and dates, also posted on CVOA website.
- Continue recruiting new officials.

June

- Collect any nominations for CVOA Hall of Fame—due to Executive Committee by July 1.
- Continue recruiting new officials.

July

- MANDATORY attendance at the CVOA Annual Business Meeting (ABM), usually held at the CHSAA office in Denver.
- Send or e-mail letter to veteran officials outlining calendar of study session and clinics for upcoming season. This will also be posted on the CVOA website.

- Begin training sessions for prospective new officials.
- Continue recruiting new officials.

August

- Remind Veteran officials of the online testing dates and procedures.
- Administer written, closed book test to new officials and provisional officials. This must be completed in accordance with the CVO Constitution and Bylaws.
- **New officials' info (Registration form, dues and test scores) due back to Monica Tillman by the end of the month. Do not hold back checks and scores!**
- **Unused books must be returned within seven days of the first competition date in August. Your area will be charged for all unreturned books.**

September

- Test scores for new and provisional veterans due to Monica Tillman and the CVOA Secretary/Treasurer within seven days of the first competition date in August. Certified Member's scores will be available on Arbiter if you have administrative privileges.
- Send a list of study session attendance to the CVOA Secretary.
- Must be all square with Monica Tillman for books and money by the end of September.
- The midseason test will need to be completed by September 30 as well as the required study sessions to be eligible for post season play.

October

- Check your list of members for post season eligibility and verify the status of those that have requested to work post season. If you need a tracking sheet for the CVOA membership requirements, please contact the CVOA Secretary/Treasurer for a template. To be eligible for post season, a member must meet the criteria outlined in the CVOA Bylaws.

November

- Participate in the post season draw, if applicable
- End of Year Social for your Area.

APPENDIX C

CVOA FORMS

New Official Registration Form – also found on CVOA website under Links

Keep a digital or hard copy for yourself; be sure to black out SSN on your copy. Send 'original' copy to CHSAA/Monica Tillman by August 31st.

Red Card/Ejection Form – also found in CVOA Handbook and website

Copies of this form, when filled out, need to be sent to: Area Director, CVOA President, CHSAA Volleyball liaison (Bethany Brookens) within 24 hours. This information is on the bottom of the form, highlighted in **YELLOW!**

Sportsmanship Cards – also found on CHSAA.org website

http://www2.chsaa.org/officials/volleyball/o_volleyball.asp

Samples of Welcome Letters to potential recruits



COLORADO VOLLEYBALL OFFICIALS ASSOCIATION
 14855 East Second Ave., Aurora, CO 80011-8900
 (303) 364-1337
 mtillman@chsaa.org
Colorado High School Sports Officials
NEW OFFICIALS REGISTRATION FORM



AREA # _____ M F

FULL NAME: _____

FIRST NAME: _____ DATE OF BIRTH: ____/____/____
 (Preferred first name for directory)

ADDRESS: _____ OCCUPATION _____

CITY/STATE/ZIPCODE: _____

HOME PHONE: _____

WORK PHONE: _____ Ext. _____

CELL PHONE: _____

E-MAIL: _____

SOCIAL SECURITY # _____ (Must be completed to register. It is your membership number and is for registration purposes only.)

PLEASE CHECK THE BOX IF ARE YOU ARE COLLECTING PERA RETIREMENT BENEFITS

HAVE YOU EVER BEEN CONVICTED OF A FELONY AND/OR MISDEMEANOR OTHER THAN TRAFFIC OFFENSES? YES ___ NO ___ *If you answered "YES", a full explanation must be attached to this dues notice, including documents delineating final disposition.*

If "YES", was it previously reported to CHSAA? YES ___ NO ___ Date _____

Signature _____ Date _____

WHO OR WHAT MOTIVATED YOU TO BECOME AN OFFICIAL? (Circle all that apply and explain)

FRIEND ___ RELATIVE ___ MENTOR ___ OTHER ___

TEST FEE (Covers dues for your first year).....\$86.00

The official acts as an independent contractor when entering into an agreement with the Colorado High School Activities Association and/or its member schools.

Make check or money order payable to CVOA.

For office/Area Director use only			
Test Score _____		STATUS: C P F	Date paid _____
85-100	Certified	(All levels)	Check M/O Cash
75-84	Provisional	(No post-season)	
Below 75	Failure	(lower levels only)	Check # _____
<p>If failure and paid by personal check, half of the dues will be refunded upon clearance of said check. Otherwise, Treasurer will issue refunds upon receipt from Area Director.</p>			

**CVOA OFFICIAL'S GAME REPORT FORM
FOR RED CARDS & EJECTIONS**

GAME DATE _____ DATE OF REPORT _____

GAME SITE _____

HOME SCHOOL _____

COACHES _____

VISITING SCHOOL _____

COACHES _____

CONDUCT FOUL FOR PLAYER _____ COACH _____ BENCH _____ CROWD _____

EJECTION OF PLAYER _____ COACH _____ SPECTATOR _____

EXPLAIN IN DETAIL THE OCCURANCE OF EVENTS. Include as many details, names and numbers of players as possible, the score of the game and type of misconduct. (Disconcerting acts or words, attempting to influence official's decision, disrespect towards official, questioning judgment, baiting, taunting, electronic equipment or visual aids....)

Name of person receiving foul _____

Players number if applicable and uniform color _____

School Name _____

OFFICIATING TEAM INFORMATION

REFEREE _____

PHONE (H) _____ (W) _____

UMPIRE _____

PHONE (H) _____ (W) _____

OTHER PERTINENT OFFICIATING CREW TO INCLUDE LINES PERSON, SCORER, TIMER (include name, number and school)

PERSON FILLING OUT FORM _____ DATE _____

SIGNATURE _____

SEND COPIES OF THIS FORM TO: CVOA PRESIDENT, CVOA AREA DIRECTOR OF SCHOOL OR GAME SITE AND CHSAA LIAISON, BETHANY BROOKENS, 14855 E SECOND AVE., AURORA 80011, Fax 303.367.4101, email bbrookens@chsaa.org within 24 hours.

MATCH DATE _____

1st REFEREE _____

2nd REFEREE _____

Officials Evaluation Card: www.chsaa.org, Coaches Corner

MATCH DATE _____

1st REFEREE _____

2nd REFEREE _____

Officials Evaluation Card: www.chsaa.org, Coaches Corner

MATCH DATE _____

1st REFEREE _____

2nd REFEREE _____

Officials Evaluation Card: www.chsaa.org, Coaches Corner

MATCH DATE _____

1st REFEREE _____

2nd REFEREE _____

Officials Evaluation Card: www.chsaa.org, Coaches Corner

MATCH DATE _____

1st REFEREE _____

2nd REFEREE _____

Officials Evaluation Card: www.chsaa.org, Coaches Corner

MATCH DATE _____

1st REFEREE _____

2nd REFEREE _____

Officials Evaluation Card: www.chsaa.org, Coaches Corner

MATCH DATE _____

1st REFEREE _____

2nd REFEREE _____

Officials Evaluation Card: www.chsaa.org, Coaches Corner

MATCH DATE _____

1st REFEREE _____

2nd REFEREE _____

Officials Evaluation Card: www.chsaa.org, Coaches Corner

MATCH DATE _____ 1st

REFEREE _____

2nd REFEREE _____

Officials Evaluation Card: www.chsaa.org, Coaches Corner

MATCH DATE _____ 1st

REFEREE _____

2nd REFEREE _____

Officials Evaluation Card: www.chsaa.org, Coaches Corner



*Colorado
Volleyball
Officials
Association*

Hello,

I would like to personally welcome you, and congratulate you on your decision in becoming a registered volleyball official in the State of Colorado.

Starting on {DATE} we have a pretty full agenda in preparation for the upcoming fall volleyball season. Your professional annual dues are set by the state, and are \$XX. These dues can be paid when you attend your first new officials study session or at the regional clinic on {DATE}. I realize that may seem like a lot of money, however, I like to remind new officials that they can easily make that money back. On any given evening a person can expect to earn \$XX to \$XX. Your professional dues cover the cost of training, rule books, testing, and some other miscellaneous items. Don't worry; you'll be very prepared to take the national test. We have some fantastic instructors.

The first new official's class starts on **DATE, TIME at LOCATION**. Class length is about 90 minutes. The new official's classes are not mandatory, but are extremely beneficial. They are designed to prepare you for the National Federation Test, as well as prepare you for your first volleyball match.

Please carefully read the attached PDF document. It has a list of important dates for study sessions, clinics, and testing. There you will find two dates in August that you must attend, as they are part of the certification criteria. The first is **Saturday August 9th (Regional Clinic)**, and the second is **Saturday August 23rd (Test and mechanics clinic)**. **August 9th** is for all officials, and the **August 23rd** is for new officials only. It looks like a lot, but it's really pretty easy and very straight forward. Please feel free to contact me when you have questions (contact info is at bottom of attached PDF). I am here to help you get off to a great start!

Finally, I will need your complete contact information. Please provide at your earliest convenience, your home mailing address, email address, and phone number. Tuesday and Thursdays are when the bulk of high school matches are scheduled. To a lesser extent there are matches the other days of the week except for Sundays. You should plan on working **Tuesday and Thursday's** as a minimum and possibly some tournaments on Saturday.

So to summarize your requirements as a new official:

1. Attend a Regional Clinic (mandatory for certification, **but you can still officiate if you miss it**). The one for our area is **DATE at LOCATION**. Registration runs from 8:00 - 8:45 am. Clinic begins at 9 am, and we should have you done by 12:30 pm.
2. Attend the New Officials Mechanics Clinic at **LOCATION on DATE**. **This is absolutely mandatory for new officials. You must attend this day or you will not be able to officiate.** Part of the day will be spent taking the National Federation test, and the other part will be spent on the courts calling your first high school matches. These are pre-season scrimmages the schools conduct for their sophomore and freshman teams. You will be closely guided and coached by a veteran official while you call these matches.
3. Pass the closed book test with a score of 90% or better.
4. Attend **at least two** classroom study sessions. One of which must be attended during the regular competitive season.

Remember, it's very important that you provide your contact information so I may get you setup in our system. Please reply to this email as soon as possible with your contact information. Alternatively, if you're no longer interested please let us know that as well, and we will remove you from future correspondences.

In addition, here are some other relevant links for you to review. The first link below is our Northern Area website. This is a great resource for information.

<http://csor.info/home>

<http://www.cvoaref.org>

http://www2.chsaa.org/officials/volleyball/o_volleyball.asp

On behalf of all of us at the CVOA, welcome aboard! I hope you will find officiating volleyball exciting, rewarding, and as much fun as I do. I am delighted to have you as a member, and look forward to working with you.

Regards,

Your Name, Area #

Colorado Volleyball Officials Association

Your contact info

Another Sample of Contact Letter:

Good Morning New prospect,

Thank you for your interest in the Colorado Volleyball Officials Association (CVOA). I just wanted to briefly touch base with you to let you know that I have received your information, and that your name has been added to our new officials contact list.

It sounds like you would be a great fit with your past volleyball experience and continued passion for the game. It also sounds like you have worked as a volleyball official in the past. This is great news as it gives you a head start over the other aspiring new officials. It should also help when taking your national certification test.

We plan on sending out detailed welcome letters in the very near future. This welcome letter will provide you with the information you need to get started, and what is actually involved in becoming a **Certified Registered Volleyball Official in the State of Colorado**. So please be on the lookout for that email.

In the meantime, if you should have any additional questions please don't hesitate to contact me. All of us at the CVOA are here to help the new officials get off to a great start. I look forward to meeting you, and hopefully will see you in training classes later this summer.

Regards,

Name of AD

Director, Area ____

Colorado Volleyball Officials Association

(H)

(C)

APPENDIX D

DISCIPLINARY ACTIONS

(digital copies pasted in here)