

# 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 ~~provisional-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 and the CVOA Secretary 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 site to be determined, 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 ~~e~~ Executive ~~b~~ Board shall meet as deemed by the president. The president, in consultation with the ~~e~~ Executive ~~e~~ 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.

~~Revised September 20, 2016~~

Revised May 2018

# 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 **online** National Federation test **at least four days** before the first allowed competition date. However, **New Provisional** and **new provisional** members shall take the test closed book **on the test date at least four days prior to the first competition date** at a designated site. **New officials shall take Part I and provisional officials shall take Part II of the NFHS exam.** 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 (½) of the Regular dues amount. Members will be declared delinquent and unqualified to accept assignments until the dues are paid. A two-thirds (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. **Dues for new members will be sent to the CHSAA Officials Office no later than seven days after the first competition date. An exception will be made for new officials registering after the first competition date.**
- 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 officers 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 **at least four days** 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~~ **before** 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~~ **the end of January** 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 **at least four days before** 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 **at least** 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~~

Revised May 2018