

**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:**

1. 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.
2. 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. New Officials:**

1. Send new officials contact information to the CVOA Executive Committee. Please include: first and last name, email address, phone number and Area number for registering.
2. Once the CVOA Executive Committee receive new registrants, they will enter them into Arbiter account 104524 (CVOA Dues). The Executive Committee will then share the new officials information with CHSAA to enter them into Arbiter account 103372 (Arbiter fee, insurance and background check) to pay all required membership dues. Do not collect any money as all dues will be paid online. The new official will 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.
3. Once a new official has paid all corresponding membership dues, you will provide them with a NFHS Rule & Case Book and the current year volleyball guide.
4. Area Directors will email Monica Tillman the total number of NFHS Rule & Case Books and volleyball guides for new officials by May 15 of each year. 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. If you think you are going to have more new officials registering after the first competition date in August keep a few books.
5. Forward all new registered officials' information to your local assignor so they may be included in the assigning process.
6. Set up training/test review study 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. Send this information to the CVOA Vice President for placement on the CVOA website.

7. Set the NFHS new officials' test date, time and location for new officials. A soft copy of the new officials' test will be provided by the CVOA executive Committee for you to print copies. To be eligible for current year certification, this must be completed in accordance with the CVOA Bylaws and Membership Manual. Test scores must be submitted the CVOA Secretary/Treasurer within seven days of the first competition date in August. Send this information to the CVOA Vice President for placement on the CVOA website.
8. Set up a Mechanics Clinic prior to the fist 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. Send this information to the CVOA Vice President for placement on the CVOA website.

### C. Veteran Officials:

1. CVOA Bylaws and Membership Manual require current member's dues to be paid by May 31<sup>st</sup> of each year to avoid late fees. After May 31<sup>st</sup>, there is a \$10 late fee until June 30<sup>th</sup> and \$20 thereafter. These fees are automatically charged by the CHSAA when they register online in Arbiter account 104524. A reminder that dues must be paid by June 15<sup>th</sup> as one of the requirements to be eligible for post season assignments as a referee. There is no deadline to be considered as a line judge for district or regional assignments. The best way to find out if an area's members have paid their dues is to request a paid/unpaid list from the CVOA Executive Committee.
2. Verify your officials have attended a Regional Clinic, two Study Sessions (one during the competitive season) and completed the online NFHS test the final day of competition in May as set by the CHSSA to maintain their certification status. For officials that are Provisional, arrangements must be made to administer a closed NFHS book test in accordance with the CVOA Bylaws and Membership Manual.
3. To be eligible for post season, a member must meet the criteria by September 30 as outline in the CVOA Membership Manual. You will need to send a list of your members and their status to the CVOA Secretary Treasurer for post season eligibility purposes by September 30. It is also your responsibility to advise both assignors and individual officials who are NOT eligible to work post-season.
4. Set the NFHS provisional officials' test date, time and location for new officials; send this information to the CVOA Vice President for placement on the CVOA website. A soft copy of the provisional officials' test will be provided by the CVOA executive Committee for you to print copies. To be eligible for current year certification, this must be completed in accordance with the CVOA Bylaws and Membership Manual. Test scores must be submitted the CVOA Secretary/Treasurer within seven days of the first competition date in August.
5. You must offer at least four study sessions with at least three of these being during the season. Dates, times and locations should be sent to the CVOA Vice President as soon as possible for posting on the CVOA website.
  - a. 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.
6. It is highly suggested to work with schools to offer pre-season scrimmages to your veteran officials to prepare them for the season.

**NOTE:** It is your duty to keep accurate records to ensure that every member in your area fulfills their obligations according to our Bylaws and Membership Manual. If you need a tracking sheet for the CVOA membership requirements, please contact the CVOA Secretary/Treasurer for the template.

### D. Study Session Guidelines: In an effort to ensure that officials are eligible and have met study session requirements, CVOA has allowed flexibility on what qualifies as a study session.

1. What counts as a study session?
  - a. Classroom session online or in-person on NFHS rules or situations
  - b. Classroom session online or in-person covering CVOA educational material
  - c. The official attends the match of another official and mentors that official on the match. They are sharing their expertise and helping newer officials with their game knowledge.

- d. A Veteran official taught a study session in order to give back to the membership.
  - e. Attended a scrimmage or mechanic's clinic to serve as a mentor to newer or less experienced officials to provide expertise and feedback.
2. What does not count as a study session?
- a. Attending meetings for other rule codes, i.e. USAV, NCAA, etc.-
  - b. Obtaining certified status for other rule codes, i.e. USAV, NCAA, etc.
  - c. An official works a match the same night as a study session. There are numerous study sessions during the season and officials should schedule accordingly to attend the minimum requirements as set by the CVOA.

**E. Regional Clinic:**

1. 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. The CVOA Executive Committee offers the regional clinic online for certification credit in-lieu of in person clinics.

**F. Assigning:**

1. 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 Monica Tillman at the CHSAA.
2. 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:**

1. The Area Director at times may need to communicate with the CHSAA. 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. Proper chain of command is to work with the CVOA Executive Committee prior to contacting the CHSAA.

**H. Disciplinary Action:**

1. Disciplinary problems are first handled at the Area level. When something out of the ordinary happens or you receive a complaint from an official, 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 Executive Committee for guidance and assistance. It is possible that the CVOA Executive Committee 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. Request any game film from the school to help in accessing the situation.
2. You may recommend disciplinary action to the CVOA Executive Committee. However, the CVOA Executive Committee has final say on disciplinary action to be taken, if any, per the CVOA Membership Manual. Keep accurate records and keep the results.

## I. Other Duties:

1. Become familiar with the content on the CVOA website which has lots of resources and answers to most questions for you to do your job.
2. Keep your local area webpage up to date by providing the CVOA Vice-President all pertinent information for your local membership.
3. Become familiar with the CVOA Bylaws and Membership manual found at [www.cvoare.org](http://www.cvoare.org)
  - a. The CVOA Bylaws and Membership manual have empowered the Area Director(s) to run the area with certain guidelines.
  - b. 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, Monica Tillman or the CVOA Executive Committee to find out the answer.**
  - c. 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.

## J. Yellow/Red/Disqualification Card Situations;

1. 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 at [https://chsaanow.com/sb\\_output.aspx?form=17](https://chsaanow.com/sb_output.aspx?form=17) **BE SURE COPIES OF THIS FORM GET TO: CVOA PRESIDENT, CVOA AREA DIRECTOR and LOCAL ASSIGNOR.** When filled out online the form is automatically sent to the CHSAA. If an official prefers filling out and scanning a paper copy of the form to submit it is found in below.

## TIMELINE OF DUTIES:

### May/June

- Registration and dues for Veteran officials are due by May 30<sup>th</sup>. Reminder that dues for veteran officials must be paid by June 15<sup>th</sup> in order to maintain eligibility for post season assignment.
- Notify CVOA Secretary by May 15<sup>th</sup> if you intend to run for an open CVOA Board position
  - Election results are completed by mid-June with elected officers beginning their term July 1<sup>st</sup>.
- Executive Board member's dues are waived. All Executive Board members must complete their registration through Arbiter account 104524. A discount code will be provided by the CHSAA to waive all board members' dues for the girls' season. Board members are responsible to pay the Arbiter fee, Insurance, Background check and Boys' volleyball dues.
- Provide to Monica Tillman the number of new rule & case books you will need for new official training by May 15<sup>th</sup>.
- If you are an assignor as well, send out availability sheets or have officials enter availability in Arbiter for Draw, if your Area has a Draw, or communicate with your leagues/assignors to assist with the Draw, if applicable.
- Collect any nominations for CVOA Hall of Fame—due to Executive Committee by June 30.
- Contact all new people interested in being an official and send them a list of events for new official study sessions, mechanics clinic, test dates a Regional clinic information.
- Provide to the CVOA Vice-President a list of all training dates for new and veteran officials to be posted on the CVOA website, and any other pertinent information relevant to your local area.
- Recruit new officials.

### July

- MANDATORY attendance at the CVOA Annual Business Meeting (ABM), held in the Denver area.
- Send e-mail letter to veteran officials outlining calendar of study session and clinics for upcoming season.
- Calls about registrations should be handled by you. It would be a good idea to request another paid/unpaid list from the CVOA Executive Committee or Monica Tillman from the CCHSAA to verify your registered officials and

contact those who have not completed and paid their registration. Remind them that they cannot work any matches until their dues have been paid.

- A late fee for dues is automatically charged after May 31<sup>st</sup> and veteran officials will lose post season eligibility if not paid by June 15<sup>th</sup>.
- Start new officials training
- Continue recruiting new officials.

### August

- Schedule new and provisional official(s) test
- Remind Veteran officials of the online testing dates and procedures.
- Start on-floor training using scrimmages as provided by schools
- Start veteran official refresher training
- Continue recruiting new officials.
- Season starts the second Thursday before Labor Day.
- **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 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 by September 30<sup>th</sup> for post season eligibility.
- 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 Membership Manual.

### November

- Participate in the post season draw, if applicable
- End of Girl's season Social for your Area

### December

- Remind officials that boys' volleyball dues are coming up due January of each year



**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 9<sup>th</sup> (Regional Clinic), and the second is Saturday August 23<sup>rd</sup> (Test and mechanics clinic). August 9<sup>th</sup> is for all officials, and the August 23<sup>rd</sup> 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.**

Here is the CVOA webpage <http://www.cvoaref.org>

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)**