Membership Manual

Membership General Statement and Requirements:

Members are to abide by the National Federation Code of Ethics for Officials, the CHSAA guidelines and the CVOA Bylaws, Policies, Manuals and guidelines (collectively referred to as the "Authority"). 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.

I. Membership Definitions and Rights

1. Membership: The CVOA will have four types of memberships: Certified, Provisional, Non-Participating, and Line-Judge. Within a Provisional membership will be three categories (Test, Attendance, and Discipline). All members shall be at least 16 years old by the annual test date. Members shall comply with the respective requirements for the desired type of membership, as outlined herein.

   A. **Certified Members**: Those members who have met all the requirements for membership set down herein (attendance, testing, dues, and others) and by doing so are considered full members will all rights including, but not limited to, officiation, eligibility to serve on the Executive Board, and any and all voting. Certified Members shall meet the following criteria:

      i. Pay all dues and complete the online or mailed membership registration form when due;
      ii. Attend one (1) Regional Clinic and a minimum of two (2) study sessions. One (1) study session shall be during the competitive volleyball season; and
      iii. Take the Colorado Volleyball Officials Association Examination (CVOAE) and score at least a 90% by the published due date deadline, or upon request to the Executive Committee for special circumstances. (If a Member is already classified as a Certified Member) or at the designated testing date and site, closed book (if Member is Provisional status or new member).
      iv. New members must participate in mechanics training session arranged by the Area Director unless waived by the area director when the new

member has previous formal mechanics training that meets the expectations of the area director.

B. **Provisional Members**: Individual that has met the requirements for membership set down herein (attendance, testing, dues, and others) but due to his/her test score ("Test"), attendance non-compliance ("Attendance"), or discipline issues ("Discipline") is not a Certified Member. Provisional Members are eligible to participate in any and all voting matters; however, Provisional Members shall be limited on his/her officiating eligibility and are not eligible to serve on Executive Board or as a Committee Chair, as provided herein. Provisional Members shall meet the following criteria:
    i. Pay all dues and complete the online or mailed membership registration form when due;
    ii. Attend one (1) Regional Clinic and a minimum of two (2) study sessions. One (1) study session shall be during the competitive volleyball season;
    iii. Take the Colorado Volleyball Officials Association Examination (CVOAE) and score at least a 75% but below 90% at the designated testing date and site, closed book. If a new member scores less than 75% on the test, he/she may take Part 2 of the test seven (7) calendar days later to reach Provisional Status by scoring a 75% or better. If the new member does not test within such time or score the required percentage, such new member will not be eligible for membership at such time; and
    iv. Members who have been Provisional Members for three (3) consecutive years due to attendance non-compliance ("Attendance") and/or discipline issues ("Discipline") may have their membership terminated at the discretion of the members Area Director and Executive Committee.

C. **Non-Participating Members**: Individual that was a previously Certified or Provisional member who wishes to remain affiliated with CVOA but gives up his/her right to officiate volleyball during chosen time period. Non-Participating Members are not eligible to serve on Executive Board or as a Committee Chair, as provided herein but may participate in any and all voting matters as set forth to the general membership. Non-Participating Members no longer are available to officiate, except for in circumstances left to the discretion of the Executive Board. Non-Participating Members shall meet the following criteria:
    i. Pay all dues and complete the online or mailed membership registration form when due;
    ii. Non-Participating Members are not required to, but may attend clinics, participate in study sessions, and/or take the CVOAE test;
    iii. Non-Participating Members who desire to change to a regular member, either Certified or Provisional, that has been a Non-participating Member for more than three (3) years, shall complete all requirements for that of a new member.

D. **Line Judge Members:** Individual that does not wish to officiate. Line Judge Members are non-voting members and are not eligible to serve on the Executive Board, as a

Committee Chair or take officiating assignments. Line Judge Members shall meet the following criteria:

i. Pay one game line judge fee as set by the CHSAA of the current year;
ii. Attend one (1) training session; and
iii. At any time during the volleyball year, a Line Judge Member may become a Certified or Provisional Member by paying the difference between a line judge registration fee and a certified referee fee and completing all other requirements for such membership as is set forth above.

2. Provisional Membership Conditions. As stated above, Provisional Members due to either Test, Attendance, or Discipline issues have been classified as Provisional Member rather than a Certified Member. These Provisional Membership classifications are enumerated below:

A. **Test**:
   i. Any Member who scores less than 90% (but greater than 74%) on the CVOAE Open Book Test;
   ii. This status will take effect immediately at the end of the regular season before playoffs and remain in force for one (1) calendar year; and
   iii. Any Member that does not take his/her test by the required deadline shall become Provisional.

B. **Attendance**:
   i. Any Member who fails to meet the clinic, study session, and/or mechanics training attendance requirements; and
   ii. This status will take effect immediately at the end of the regular season before playoffs and remain in force for one (1) calendar year.

C. **Discipline**:
   i. Any Member who is placed on probation by the Executive Committee as outline herein and in the corporation bylaws;
   ii. The Executive Committee will determine when this status will take effect; and
   iii. It will remain in force for one (1) year from the time the official is placed on probation.

3. Membership Officiating Rights. Members may have full or partial officiating rights depending his/her classification. Such officiating are as follows:

A. **Certified Members**: These Members have full officiating rights and may officiate in sub-district, district, regional and state tournament games.

B. **Provisional Members**: These Members have all the rights of a Certified Member for one (1) year, except that such Members cannot officiate in sub-district, district, regional and state tournament games.

C. **Non-Participating Members**: These Members are non-officiating members. However, at the discretion and determination of the Executive Members, such Members may be

eligible to officiate certain games in the case of need and necessity. Such Members cannot officiate sub-district, district, regional and state tournament games.

D. **Line Judge Members:** These Members are not eligible to officiate in any capacity.

4. Membership Leadership Rights. Members, depending on his/her classification have the following rights to serve on the Executive Board. Positions on the Executive Board include any position on the Executive Committee, Rule Interpreter, Area Director, Committee Chairman or Assistant Chairman.

   A. **Certified Members**: These Members are eligible for a position on the Executive Board.

   B. **Provisional Members**: These Members are not eligible for a position on the Executive Board.

   C. **Non-Participating Members**: These Members are not eligible for a position on the Executive Board.

   D. **Line Judge Members:** These Members are not eligible for a position on the Executive Board.

5. New Members and Transferring Members Rights. Any individually wishing to become a member or an individual moving from another state to Colorado have the following rights:

   A. **New Members**: A prospective member ("New 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 New 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, a CVOA patch with magnet, pink whistle, 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 their first competition date.

   B. **Transferring Members**: An official moving from another state ("Transferring Member") may transfer his or her membership status from that state to CVOA. The Transferring Member 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.

II. Membership Dues, Registration and Testing Requirements

1. Dues.

   A. Members will pay dues through the CHSAA Officials' Office by June 1 of each year. The President and Secretary/Treasurer may use discretion in charging late fees for dues received late in special circumstances. The late fee is $15 after June 1.

   B. Annual dues for Regular members shall be equal to the sum of the fees for a sub-varsity match and a varsity match, rounded up to the nearest dollar minus any separate insurance cost with a maximum reduction of $7.00 as billed by the CHSAA, plus any additional amount deemed necessary to cover fees charged to the association or its members.

   C. Members will be charged a minimum of $20 for checks that are returned. Repeated offenses may be grounds for disciplinary action.

   D. The Treasurer may refund dues paid, if requested before the first competition date as set forth by the CHSAA. Thereafter, a member may change the membership status to Non-Participating, and receive a refund of half the dues paid if requested within 30 days after the first competition date as set by CHSAA.

   E. Regular members that wish to work a second volleyball season in one fiscal year will pay an additional fee in the amount of $25 each, by the first competition date as set forth by the CHSAA. The President and Secretary/Treasurer may use discretion in charging late fees for dues received late in special circumstances. The late fee is $20 after the first competition date as set forth by the CHSAA.

   F. Upon payment of dues, each official will receive:

      a. Hard copy of Rule Book, Case Book, Pre-Season Guide, Official Manual (once every 2 years)
      b. Digital copy of Rule Book, Case Book, Pre-Season Guide, Official Manual

2. Testing.

   A. Area Director(s) shall administer the CVOAE 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 before their 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.

   B. 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.

C. 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 28 days prior to the first post-season competition date as set by the CHSAA unless otherwise noted.

D. 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 10 days prior to the first competition date as set by CHSAA, except in the case of an emergency. The Executive Committee will communicate with the Area Director(s) before making a decision.

E. 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.

III. Membership Required Uniform and Equipment

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

b. Officials Equipment

i. Whistle: Approved whistle colors are black, white, gray, cyan blue, and pink (pink is only authorized during October for Breast Cancer Awareness month and may be worn with any uniform shirt). A pea-less whistle design is preferred. Whistle and lanyard colors shall match, except black or white lanyards are permitted with any approved whistle color. Officials wearing the gray polo pay wear a gray whistle with a gray lanyard and officials wearing the cyan blue polo may wear a cyan blue whistle with a cyan blue lanyard. Black and white whistles may be worn with any uniform shirt. Multi-color whistles are not approved.

ii. A digital watch for back-up timing. Cell phones or stop watches are not permitted as timing devices.

iii. Red and Yellow sanction cards carried in a way as not to be exposed.

iv. A flipping coin with two different and distinct faces.

v. A ball gauge and inflating pump

vi. A net measurement device.

vii. Current year Rules and Case Book and Manual.

viii. It is a good practice to have spares of above equipment that could malfunction or be lost during a match.

c. Officials Uniform

i. An approved color polo shirt, short or long sleeve, per NFHS Rule 5.3.

1. The polo shirt shall display the CVOA logo on the left chest, either embroidered, removable patch or sublimation patch.

2. Approved colors of uniform shirt shall be cyan blue, white and light gray. The R1 and R2 shall agree on the color of shirts. If there is not an agreement, the default cyan blue shirt shall be worn.

a. During Breast Cancer Awareness month, October, a collared pink shirt or school sponsored event shirt may be worn. The R1 and R2 shall wear the same color polo or the school event shirt. The CVOA patch will not be worn on the event shirt.

3. For post-season competition, the cyan blue uniform shirt with piping shall be the only one authorized. It will be permitted to have the "Certified Volleyball Official" logo on the left sleeve for post season.

4. No CVOA official shall be required to purchase additional colors of uniform shirt other than the cyan blue. The default shirt color will be cyan blue with piping. All officials shall wear the cyan blue shirt during post-season competition.

5. Uniform shirts shall be only purchased from a list of authorized vendors, published at www.CVOAref.org

6. The uniform shirt shall be clean and wrinkle-free. The uniform shirt shall be worn as designed without unauthorized embellishments. The uniform shirt shall be worn tucked into the trousers.

7. The R1 and R2 shall wear uniform shirts of the same color. Line judges may wear a different color shirt than the referees; however, all line judges assigned to the match shall wear uniform shirts that match in color.

8. If an undershirt is worn in a manner that makes it visible at the neckline, it shall be limited to the following approved color combinations:

- Cyan blue polo: cyan blue, black or white undershirt
- White polo: white undershirt

- Gray polo: black or white undershirt

Undershirt sleeves shall not extend beyond the natural sleeve length of the uniform shirt.

9. During cold-weather conditions, officials may wear a like colored sweater to the shirt color. It can be a V-neck pullover, quarter-zip pullover, or a full, lightweight, outer jacket garment. All approved outer garments shall display the CVOA logo on the left chest by means of embroidery or an approved removable patch. No other visible manufacturer logos, brand insignia, or other commercial markings are permitted.

10. Officials shall avoid wearing items that call attention to themselves, such as large belt buckles, pocket knives, bracelets, large hair adornments or excessive jewelry. Hats/visors or visible phone holsters are not permitted during officiating activities.

ii. Officials shall wear solid black dress-style slacks constructed of wool, polyester, or a blended fabric. Denim, corduroy, fleece, nylon, spandex, cotton twill, cargo pants, and other casual or athletic-style pants are prohibited. Trousers shall be hemmed to the shoe tops and shall not be gathered or elasticized at the ankle.

1. If the pants have belt loops, an unadorned, black leather belt shall be worn. Large, obtrusive buckles shall not be worn.

2. Shorts are not allowed as a uniform item.

iii. Shoes shall be fully black athletic shoes with black, crew-length socks. Visible logos or trim on shoes must match the black shoe.

iv. Optional uniform equipment:

1. Years of Service lapel pin worn on the right collar tab.

2. CHSAA State Championship lapel pin worn on the left collar tab.

3. CHSAA State Championship patch will be worn as directed by the tournament staff only during the StateTournament event.

d. CVOA may authorize optional equipment to address special circumstances on a case-by-case basis.

e. Replacement red and yellow sanction cards may be requested from time to time and obtained from the Secretary-Treasurer at no cost.

IV. Discipline

1. Grounds for Discipline.

   A. 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, fees, or for any other conduct determined by the Executive Committee to be contrary to the best interests of the CVOA.

2. Due Process.

   A. An allegation against a Member 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 Member will have the option of responding within seven (7) calendar days at a site to be determined, and/or submits his/her written rebuttal to the Executive Committee. The Member involved and the complainant will be notified within ten (10) calendar days of the Executive Committee's final decision.

3. Notice of Disciplinary Action.

   A. 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.

   B. 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.

   C. Probation shall be in the form of a written warning and shall be in effect for one (1) year from the time of the violation. Such Member may continue to officiate regular season matches under the supervision of his/her Area Director.

   D. Suspension shall result in the loss of all membership privileged for at least one (1) 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.

V. Post-Season Officiating Eligibility

1. Post Season. The CHSAA volleyball post season is defined as all tournament games played in a Sub-district, District, Regional and or State playoff setting ("Post Season").

   A. All requirements to be eligible for post season play shall be met 28 days prior to the first post-season competition date as set by CHSAA unless otherwise noted.

B. Girls CHSAA post season tournaments, members must meet the following eligibility requirements to be considered for selection to work as a referee (R1 & R2):

i. Must be Member in Good Standing which includes the following:
    1. Returning members shall pay dues and complete the registration by the first competition date as set by the CHSAA;
    2. Attend one (1) CVOA regional clinic;
    3. Attend two (2) study sessions, one of which shall be during the competitive volleyball season;
    4. Complete the CVOAE 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. Apply for post season eligibility;

v. Update a post season availability calendar in Arbiter account 104524 by the CHSAA deadline;

vi. Officiate eight (8) girls' varsity contests during the regular competitive volleyball season;

vii. Officiate two (2) girls' sub-varsity contests or twenty percent (20%) of a Member's regular season schedule;

viii. Complete the line judge training course

ix. State selected Members shall be available all designated days of the state tournament, including any CHSAA clinic and any CVOA banquet.

C. Boys CHSAA post season tournaments, members must meet the following eligibility requirements to be considered for selection to work as a referee (R1 & R2):

i. Must be Member in Good Standing which includes the following:
    1. Returning members shall pay dues and complete the registration by the first competition date as set forth by CHSAA;
    2. Attend one (1) CVOA regional clinic;
    3. Attend two (2) study sessions, one of which shall be during the competitive volleyball season;
    4. Complete the CVOAE 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;

NOTE: Any member that has completed #2, #3 and #4 during the girls' season does not need to complete these again.

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. Apply for post season eligibility;
v. Update a post season availability calendar in Arbiter account 104524 by the CHSAA deadline;
vi. Officiate four (4) boys' varsity contests during the regular competitive volleyball season;
vii. Officiate one (1) boys' sub-varsity contests or twenty percent (20%) of a Member's regular season schedule; and
viii. Complete the line judge training course
ix. State selected Members shall be available all designated days of the state tournament, including any CHSAA clinic and any CVOA banquet.

2. State Official Assignments.

A. 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:
   i. 15% - 20% of all State referees will be first time selections;
   ii. An official that referees a state championship match as the R1 will be ineligible for the state tournament the following year; and
   iii. State championship R1's will be eligible for district and regional game assignments the following year.

B. 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.

VI. Executive Matters

1. Meetings.

A. 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.

2. Rule Changes.

A. A CVOA member wanting to submit to National Federation of High School (NFHS) Officials a rule change shall proceed as follows:

   i. Submit in writing to Executive Committee:

1. Rule Change;
2. Rule Reference; and
3. Rule Rationale.

ii. Upon a rule change suggestion as outline approve, the Executive Committee and Rules Interpreter shall:

1. Review suggested rule change;
2. Speak with submitter; and
3. If approved, forward submission to CHSAA.

iii. Upon CHSAA receiving such rule change suggestion, CHSAA shall:

1. Review the rule proposal; and
2. If approved, submit to NFHS officials for final approval process.

3. Hall of Fame.

A. The Vice-President shall collect all nominations and submit such nominations to the Executive Board at the Annual Business Meeting for approval. 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.

B. 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.

VII. Election

1. Election Dates

A. May 10 notification of upcoming elections. May 10th – May 28th candidates submit their notice of candidacy and letters. May 23rd Preliminary list of candidates go out to the members. June 1st – June 15th to hold the election via survey and/or electronic ballet.

Revised: August 17, 2020
Revised: July 18, 2021
Revised: January 3, 2022
Revised: July 9, 2023
Revised: July 7, 2024
Revised: July 2, 2025
Revised: July 15, 2025
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