

NORTHERN CHANNEL COAST VOLLEYBALL OFFICIALS

Bylaw

The Northern Channel Coast Volleyball Officials (NCCVO) is a member unit of the Northern Channel Coast Officials Association (NCCOA) and the Southern California Volleyball Officials Association (SCVOA).

Section 1. **General:** NCCVO is the governing body for all Volleyball Officials within the NCCOA and is formed for the purpose of providing volleyball officials for the assigned leagues within the sponsorship of the California Interscholastic Federation/Southern Section (CIF/SS).

- A. **Purpose:** To provide an educational, practical and instructional program for volleyball officials, qualifying them for officiating assignments under the auspices of the CIF/SS program.
- B. **Objectives:** To provide qualified/certified officials who know the rules, signals, procedures and mechanics of volleyball officiating. Members must exhibit emotional control, poise, demeanor, and above all “common sense.”
- C. **Goals:** To promote and develop quality volleyball officiating at all levels of play and to provide a central assignment coordinator for all regular scheduled matches, tournaments and regional post season play-offs.

Section 2. **Board of Directors:** Shall consist of the Executive Board (President, Vice-President/Instructional Chairperson (VP/IC), Secretary/Treasurer (S/T), three (3) (1-North, 1-South, and 1-At Large) Area Representatives/Directors (AR/D), **and the Assignor.**

- A. The Board of Directors shall be the recommending body to nominate officials for Southern Section championship and State play-off matches and to qualify officials for progression to college level officiating.
- B. To conduct NCCVO Business, the Board of Directors shall hold four (4) meetings per year; one within sixty (60) days of the start and one within thirty (30) days of the conclusion of the girls season and the boys season. The Assignor shall be in attendance at these four (4) meetings.
 - (1) Two (2) weeks prior to the meetings the membership shall receive notice of Board of Directors meetings including date, time, place and agenda.
 - (2) The members have the right to attend Board of Directors meetings to address concerns. Concerns shall be submitted in writing to be placed on the Board’s agenda or members can address their concerns with their area representative who shall address the Board of Directors.

- Section 3. **Membership:** Memberships shall be governed by the SCVOA Constitution, NCCVO's Code of Ethics and By-Laws and by the NCCOA Constitution, in accordance with the rules and regulations of the National Federation of State High School Associations. NCCVO is organized and operated for the purposes herein set forth, and any other nonprofit purpose designed to promote the game of volleyball.
- A. **Contractors:** All members are INDEPENDENT CONTRACTORS in their officiating capacities and are not employees of NCCVO or the school districts and all its affiliates. All members shall recognize this status and understand that NCCVO nor its Board of Directors members are employers. Therefore, members may not collect Workers Compensation from the unit, any officer, or any other person or entity for injuries sustained while officiating.
- B. **Renewal of Membership:** Membership must be renewed every year, prior to the first volleyball season of the new school year, by registration and payment of fees. Registration and membership do not guarantee a game assignment to any matches of/or at a specific level of competition. Assignments will depend upon each individual level of competence and the needs of NCCVO.
- Section 4. **Dues:** The dues and fees shall be established by the Board of Directors. The Board of Directors shall also set a stipend for the President, the VP/IC, the S/T, and for assignment services.
- Section 5. **Training:** Instructional training meetings and clinics shall be held prior to and during the Girls season, August through October, and again in February and March, prior to and during the Boys season. The number of instructional hours shall meet the requirements established by SCVOA.
- Section 6. **Membership Meetings:** A quorum shall be more than one half (½) of the members of the Executive Board, Board of Directors, and Business Meetings and minutes shall be taken and copies shall be made available to members. The Executive Board shall determine the location and times of meetings and clinics. All meetings shall follow the "Robert's Rules of Order" and a copy maintained with By-Laws by the Secretary.
- A. An Executive Board or a Board of Directors meeting may be conducted by individual or conference **call**, or by email and the Secretary shall record all motions and individual votes.
- Section 7. **Election of officers:** The membership shall elect the NCCVO Board of Directors. These elections should be held at the last meeting during the Girls season. The newly elected Board of Directors members will take office on June 1 of the following year. Any member in good standing with at least two (2) years in the Unit will be eligible for election to any Board of Directors position.

A. **Terms of office:** The President, Vice-President/Instructional Chairperson, Secretary/Treasurer **and assignor** will be two-year (2) terms. The elections for these positions will be staggered to maintain continuity (not electing all seats the same year). The term of office for the Area Representative/Director will be one year. President and S/T will begin their terms the odd years with the VP/IC/**Assignor** to begin the even years.

B. **Duties:**

- (1) The President will be the Chief Executive. The President shall preside at all Unit and Board meetings, exercising general control over the affairs, conduct, and performing all duties, which are incidental to the office.
- (2) The Vice-President/Instructional Chairperson (VP/EC) shall preside in the absence of the President and meetings relating to volleyball rules and officiating mechanics and is responsible for organizing and preparing the Unit's instructional programs, including testing, and conducting the Unit's rating program.
- (3) The Secretary/Treasurer (S/T): The Secretary shall be responsible for keeping minutes (proceedings) and all records past and present of board and business membership meetings. The Secretary shall preside over (keeping within the confines of) Unit Bylaws and certify all revisions by dating, signing and shall distribute a copy to all members. The Treasurer shall manage the income, expenditures, an annual budget for Board of Directors approval, and a checking account requiring two (2) signatures; the President and the Treasurer. The Treasurer shall maintain the membership roster and distribute to each member.
- (4) The duties of the Area Representatives/Directors shall include, but not be limited to, assisting the officials within their area with training, evaluations, assignments and grievances. The Area Representatives/Directors shall represent their area's interest at Boards of Director and General membership meetings. The Area Representatives/Directors shall attend all board meetings or appoint someone to represent them should they be unable to attend.
- (5) **The duties of the assignor shall include, but not be limited to:**
 - a. **Providing a written and web-based assignment schedule that meets the needs of the membership, schools, and the Board of Directors.**
 - b. **Scheduling for assignments must meet the approval of the Board of Directors.**
 - c. **Inputs of scheduling C-4 & C-5 can be recommended by the**

Instructional Chairperson.

- C. **Additional Duties:** The President and the Vice-President/Instructional Chairperson shall attend Federation and SCVOA meetings in Los Angeles during the year, voting on matters that effect this Unit. The President shall attend the quarterly Federation meetings held in September, December, March and June. The VP/IC shall attend two instructional meetings held in June and August.

Section 8. **Game Assignments:**

- A. Assignments for the season shall be the responsibility of the Executive Board and Assignor.
- B. To receive game assignments and be a member in good standing, the following obligations must be fulfilled:
 - (1) Full payment of established fees.
 - (2) Provide proof of Liability Insurance.
 - (3) Fulfill the SCVOA required hours of instruction.
 - (4) Pass the classification exam with a minimum score of 80%.
 - (5) Comply with these By-Laws, the Constitutions, and the Ethics Code.
 - (6) Be 18 years of age or older.
- C. Any assignment accepted by individuals in the NCCVO is done so as an independent contractor.

Section 9. **Play-off Assignments:** To be eligible for play-off assignments, officials must be in good standing with the NCCVO and have worked a minimum of six varsity matches, with four of those being as referee. The Board shall select these officials and submit a list to the Assignor for opening round through the semifinal assignments. The Board shall submit the names of two officials, minimum, to the CIF office, for the Southern Section Finals held in Los Angeles.

Section 10. **Missed Assignment:**

- A. An official who misses a match assignment without notifying the assignor or a board member will be fined the match fee.
- B. A missed assignment will also include scheduled scrimmage matches and the mandatory floor clinic during the preseason. The fine for these “no-shows” shall be ten dollars (\$10.00).
- C. A five dollar (\$5.00) fee shall also be imposed for missing mandatory training meetings that are not made up by the member.

- D. Any member shall be allowed to appeal their fine or disciplinary action to the Board of Directors in writing and/or in person. The affected member shall have two (2) weeks after notification of fine or disciplinary action to request a hearing. After such hearing, the Board of Directors shall, within a reasonable time, make a recommendation to the membership for action. The member being fined or disciplined shall have the right to address the membership regarding the recommendation. A vote by a quorum of the membership shall either confirm or reject the recommendation of the Board of Directors. The vote shall be by secret ballot. No action may be taken against the offending member until such a vote confirms the recommendation of the Board of Directors.
- E. Fines shall be paid to the NCCVO S/T and placed into the account, prior to that person receiving any subsequent assignments. Failure to pay these fines may result in the expulsion of the member.

Section 11. **Ratings:** An official's progression up through the ratings, in compliance with the Federation Requirements listed in the SCVOA Directory, will be as follows:

- A. C-5 to C-3 will be automatic in yearly increments unless the Board of Directors decides that more training is necessary at a particular level.
- B. C-3 to C-2, arrangements need to be made with the Unit VP/IC or President to evaluate you on a Girls Varsity/JV doubleheader match. Umpire on the JV match and Referee on the Varsity match.
- C. C-2 to C-1 and C-1 to C-1*, arrangements need to be made with the VP/IC or President to evaluate you on a Boys Varsity/JV doubleheader match. Umpire on the JV match and Referee on the Varsity match.
- D. The procedure for "B and C" above: The President, VP/IC, or a selected C-1* official will be assigned the evaluation match. The evaluator shall receive the larger check for the assignment.
- E. Upgrading of officials from C-4 through C-1* will be approved by the Board of Directors upon review of written evaluations submitted by the assigned evaluator.

Section 12. **Termination of membership:**

- A. An official's membership may be terminated for unprofessional conduct, incompetence or noncompliance with the High School Federation Volleyball Officials Code of Ethics and NCCVO Bylaws.
- B. Any act considered being an offense under Federal, State or local law/ordinance's or any conduct which is inappropriate as determined by comparison to normally accepted behavior or violations of the specific policies, regulations and/or procedures of any facility used in conjunction with a sanctioned event will be considered unprofessional conduct. The following procedures will be adhered to:

- (1) Any member in good standing may prefer charges against another member for termination. The Board of Directors will also accept charges filed by the principal of any high school that our members serve.
- (2) The Board of Directors shall be notified in writing of the alleged charges against the member. Charges filed from within must be signed by a minimum of five members in good standing.
- (3) The Board of Directors shall notify the accused member of the charges filed. This will be done in writing. The President shall appoint a committee of three (3) to conduct a preliminary investigation of the charges within ten business days.
- (4) The Board of Directors shall accept a written reply and/or meet with the accused member within this ten business day period.
- (5) A quorum general membership meeting shall be called at the end of this ten business day period. The membership shall be read the filed charges, the reply of the accused, and the findings of the investigation committee. At the conclusion of the meeting a vote by secret ballot will be taken. Termination requires a two-thirds (2/3) affirmative vote of those in attendance. If terminated, all moneys paid into the general funds shall be forfeited.

Section 13. **Due Process:** Any member placed on probation, suspended or expelled from NCCVO shall have the right of appeal by notifying the President in writing. The Board of Directors at a special meeting or at a regularly scheduled meeting shall decide on the appeal. A majority vote of the Board of Directors hearing the appeal will be required to make the decision. A written notice of the decision will be mailed to the parties concerned within thirty (30) days of the hearing date.

Section 14. **Responsibilities:** In California, there are specific case decisions that state certain professions are held to a higher standard and which impose certain responsibilities and limitations on freedom of action which do not exist in other callings. The rationale for school employees is that we entrust them with our children and in doing so we are entitled to hold them to a higher standard for their position of trust. High School sports officials are held to this same standard and should conduct themselves accordingly. In addition to encompassing these added restrictions into their way of life, referees need to always be cognizant of their duty of impartiality and fairness.

Section 15. **By-Laws:**

- A. Additions, amendments, or deletions must be voted on by a two-thirds (2/3) majority affirmative vote of those in attendance at any quorum meeting. Amendments or changes should be submitted at one meeting and voted on at the next meeting.
- B. These By-Laws shall become effective and binding upon all members now (or) and hereinafter existing, when adopted and approved by two-thirds (2/3) vote of those

attending a quorum meeting and certified, dated and signed by the Secretary. **A copy will be forwarded to SCVOA.**

C. Date Sept. 18, 2006

Total Unit's Members 39

Voting members in attendance 31

Quorum (more than 1/2) 20

2/3 affirmative votes needed 26

I certify that 30 affirmative votes were cast by members in attendance.

Ramona Cashmore

Secretary/Treasurer