

ORANGE COUNTY VOLLEYBALL OFFICIALS ASSOCIATION

BY-LAWS

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By-Laws

The Orange County Unit, hereafter referred to as "Unit", hereby adopts the following as its by-laws, provided however, that these by-laws are in accordance with those of the National Federation of State High School Associations (Federation), the Southern California Volleyball Officials Association (SCVOA), and the California Interscholastic Federation - Southern Section (CIF-SS) Athletic Administrators official handbook.

ARTICLE I.....UNIT NAME

The name of this organization shall be the Orange County Unit ("Unit") of the Southern California Volleyball Officials Association (SCVOA), which is affiliated with the Southern California Volleyball Association (SCVA).

ARTICLE II.....PURPOSE

The purpose of the Orange County Unit shall be to:

1. Provide a high quality instructional program for the training, preparation and development of officials to officiate high school volleyball matches according to CIF and National Federation rules.
2. Provide members with the opportunity to continually obtain, maintain, and improve ability ratings.
3. Establish policies, which will be enforced by the various governing boards (Unit, SCVOA, and Federation).
4. Establish procedures and various committees to address Unit issues and handle Unit business.

ARTICLE III.....PARLIAMENTARY AUTHORITY

Questions of procedure shall be decided according to Robert's Rules of Order, newly revised.

ARTICLE IV.....AMENDMENTS

Amendments to these By-Laws must be presented at any Board meeting. No vote may be taken on an amendment unless a fourteen day notice has been given to members of the Board.

ARTICLE V.....MEMBERSHIP

1. All persons desiring membership in this Unit must make application by filling in an informational application form. The Unit Board shall have the right to accept or reject any application for membership.
2. Upon payment of Unit dues, an official becomes an "Associate" member and shall remain an associate member until the requirements of "Active" membership are fulfilled. They may not hold a Unit or Executive Board office, vote in elections or ballot measures or be certified as a member in good standing.
3. "Active" membership status shall be attained by completing the active membership requirements set forth in Article VII.

4. Active members may vote or hold any office for which they are qualified.
5. Membership in OCVOA is voluntary and does not guarantee the member a rating, certification or officiating assignments.
6. Membership is conditional upon full compliance with all rules and regulations as set forth in the SCVOA Constitution and the OCVOA By-Laws.
7. Appeals of any decision related to membership is subject to the final adjudication of this organization and as such, member hereby abrogates, as a condition of membership, any appeal as to the OCVOA outside the confines of the OCVOA.

ARTICLE VI.....MEMBERSHIP FEES & DUES

1. All membership fees and dues shall be established by the Executive Board annually so that such amounts are deemed to be adequate to operate and maintain the Unit.
2. Dues are payable to the Executive Board Treasurer by June 1st and shall apply to the year September 1 to August 31.
3. Assigning fees are payable to the Assignor and due at the assignment meeting.
4. Fees and dues are considered delinquent if not received on time. (See Appendix A & B)

ARTICLE VII.....REQUIREMENTS OF MEMBERSHIP

1. Join the Orange County Unit by paying the annual membership dues. Pay any penalty assessments.
2. Wear the prescribed SCVOA/Federation Uniform when officiating any high school match:
 - A. Official Certified Shirt (official insignia on the sleeve).
 - B. Navy blue slacks. (Navy blue polyester "coaches" shorts are allowable in tournaments only.)
 - C. White socks.
 - D. White leather shoes.
 - E. White v-neck sweater can be worn at any time.
3. Behave in a professional manner as outlined in Article XIX, Code of Conduct.
4. Treat all persons and the general public with respect.
5. Must be a member in good standing in SCVOA.
6. Requirements for Federation Certification/Re-certification.
 - A. Requirements for Qualification:
The following are minimum requirements set forth by SCVOA.
New & C3-C4 Officials:
 1. Join SCVOA by paying OCVOA dues.
 2. Attend a minimum number of hours of clinical instruction (excluding unit business) which includes: New – 21 hours, C3 & C4 – 18 hours
 - b. Lecture/Rules discussion.
 - a. Practical experience.
 3. Complete the take home study questions.
 4. Pass a current National Federation High School Exam at the required competency level of 80 %.
 5. Complete and pass a practical evaluation each year with OCVOA.
 - a. In order to up-grade a rating to C3, the practical evaluation must be done at the clinic practical sessions.

- b. New and C4 officials evaluated and rated at the clinic practical sessions
- 6. Purchase \$1,000,000 liability insurance through OCVOA.
- 7. Must be a member in good standing in SCVOA and OCVOA.
- 8. Additional requirements may be established by a vote of the Executive Board.

C1-C2 Officials:

- 1. Join SCVOA and OCVOA by paying SCVOA and OCVOA dues.
- 2. Attend a minimum of 18 hours of clinical instruction (excluding unit business) which includes:
 - a. Lecture/Rules discussion.
 - b. Practical experience.
- 3. Complete the take home study questions.
- 4. Pass a current National Federation High School Exam at the required competency level of 80 %.
- 5. Complete a practical evaluation as a referee and umpire on a 3/5 varsity match to be selected by the unit Instructional Chair/Rater, every other year.
- 6. In order to up-grade a rating to C2, the rating must be done as a referee and umpire on a 2/3 JV match and a 3/5 Varsity match. A C1 rating must be done on a boys 2/3 JV match and a 3/5 varsity match as a umpire and referee.
- 7. Must be a member in good standing in OCVOA and SCVOA.
- 8. Purchase a \$1,000,000 Liability insurance from OCVOA.
- 9. Additional requirements may be established by a vote of the Executive Board.

ARTICLE VIII..... EXECUTIVE BOARD

- 1. The Executive Board shall consist of eight officers: President, Vice-President, Secretary, Treasure, and four Members-At-Large who are entitled to vote on matters concerning the business and welfare of the Unit. The Board may also request the participation of the Instructional Chair and the Assignor of the Unit in an advisory capacity, but these positions are not entitled to vote.
- 2. All members in good standing with the Unit and SCVOA having met the qualifications set forth in Article XII, may seek and hold office.
- 3. Nominations for office will be submitted by a nominating committee or taken from the floor of the general meetings.
- 4. The elected terms of office shall be for two years beginning September 1. Terms of office will be staggered: on odd years the President, Secretary, and two Members-At-Large will be elected. On even years, the Vice-President, Treasure, and the other two Members-At-Large will be elected.
- 5. Elections shall take place during the last meeting of the instructional program.
- 6. Elections shall be by secret ballot and follow the guidelines of "Robert's Rules". Simple majority shall elect members of the Executive Board.
- 7. A vacancy on the Board caused by death, resignation, retirement, disqualification or for failure to perform his or her duties in a timely manner, shall be filled by Board appointment.
 - A. Appointments may take place at the next board meeting by a majority vote.
 - B. The interim officer shall hold office until the next scheduled election for that position.

ARTICLE IX....MEETINGS OF THE EXECUTIVE BOARD OFFICERS

1. There shall be a minimum of four regular meetings of the Board of Directors per year.
2. The President or a majority of the Executive Board may call special meetings.
3. No meeting shall be deemed official unless a quorum is present. A quorum shall consist of five members.
4. Each elected officer shall be entitled to have one vote.

ARTICLE X....DUTIES OF THE EXECUTIVE BOARD OFFICERS

1. Duties of the President:
 - A. Preside over all scheduled meetings of the Executive Board and act as Chair of the Executive Board.
 - B. Be informed of all association activities.
 - C. Authorize payments of bills as submitted by the Secretary/Treasurer.
 - D. Represent the association at other meetings.
 - E. Fulfill the function and responsibility of their position as set forth in the OCVOA Constitution.
 - F. The President shall have exclusive responsibility for any and all external communications of the OCVOA. The President may delegate this authority to a designate.
 - G. Along with the Instructional Chair and the Association Assignor, serve as liaison with the CIF-Southern Section Representative in regards to recommendations for CIF-Southern Section playoff final assignments.
 - H. Along with the Instructional Chair, sign and submit a roster of qualified officials for Southern Section and State CIF playoff finals.
2. Duties of the Vice President:
 - A. Preside over meetings of the Executive Board when the President is not available.
 - B. Prepare a slate of candidates for each elective office and facilitate nominations, elections on the last instructional night.
 - C. Oversee any and all disciplinary procedures.
 - D. Take minutes in the absence of the Secretary.
3. Duties of the Secretary:
 - A. Keep a record of minutes of all Executive Board meetings.
 - B. Maintain an accurate and up-to-date list of all names and addresses of all active and associate members.
 - C. Keep an accurate record of all Unit activities.
 - D. Notify officers of meeting dates of the Executive Board.
 - E. Send copies of the Executive Board meeting minutes to board members no later than 30 days after each meeting.
 - F. Assist the Vice President in the developing a slate of nominees for board positions.
4. Duties of the Treasurer:
 - A. Collect and pay appropriate dues.
 - B. Keep accurate records of all receipts and expenditures.
 - C. Submit a financial statement to the Board at scheduled meetings.
 - D. Submit invoices to President for approval of payment.

- E. Maintain and have available a yearly financial statement and/or provide at any time as requested by the Executive Board.
 - F. Submit a list of officers, statement of compliance and master schedule of girls and boys season to SCVOA Federation Council Representative and Secretary by July 1st for the previous year.
 - G. Submit roster of members of OCVOA to the SCVOA Executive Board by July 1st of the current year.
 - H. Maintain archive records for the OCVOA, including correspondence, financial statements, evaluations and minutes as provided by the Secretary.
1. Duties of Members at Large Representative
 - A. Serve as voting members of the Executive Board, attend all Board meetings.
 - B. Keep abreast of Unit issues and general attitudes of the membership to make recommendations to the board,
 - C. One of the four members must serve on the Ethics Committee.
 - D. Assist the Vice President and Secretary with the nomination of officers and the voting activity held during last instructional meeting.

ARTICLE XI.....QUALIFICATIONS FOR EXECUTIVE BOARD OFFICERS

1. President:
 - A. An active member in good standing of SCVOA and OCVOA for two consecutive years.
 - B. Hold a C2 or high rating for two consecutive years.
 - C. Have basic computer skills and access to email.
2. Vice President:
 - A. An active member in good standing in SCVOA and OCVOA for two consecutive years.
 - B. Hold a C2 or higher rating for two consecutive years.
 - C. Have basic computer skills and access to email.
3. Secretary:
 - A. An active member in good standing in SCVOA and OCVOA for two consecutive years.
 - B. Hold a C3 or higher rating for two consecutive years.
 - C. Have basic computer skills and access to email.
4. Treasurer:
 - A. An active member in good standing in SCVOA and OCVOA for two consecutive years.
 - B. Hold a C3 or higher rating for two consecutive years.
 - C. Have basic computer skills and access to email.
 - D. Be qualified to be bonded if requested.
5. Member-at-Large:
 - A. An active member in good standing in SCVOA and OCVOA for two consecutive years.
 - B. Have basic computer skills and access to email.
 - C. One of the four representatives will work on the nominee and election committee.
 - D. One of the four representatives will sit on the Ethics committee.

ARTICLE XII...INSTRUCTOR

1. Selection of Instructor:
 - A. The Board shall appoint the Instructor subject to the approval of the SCVOA Executive Board.
 - B. The Instructor position shall work under the guidance of the Board and the Board will review and evaluate the performance and progress annually.
 - C. The Instructor will be appointed or approved on an annual basis by the Executive Board no later than March 1st.
 - D. The Board may consider a replacement for failure to perform duties listed below or for sub par performance of these duties or for misconduct.
 - E. In the event the Instructor position becomes open, an announcement will be sent to the Unit via email. Those interested will be requested to submit a letter of application for the position that includes a resume.
 - F. Applicants for the position will be scheduled for an oral interview as part of the selection process.
2. Qualifications of the Instructor:
 - A. A member in good standing with SCVOA and OCVOA for five consecutive years.
 - B. Have officiated with a C1 rating for a minimum of five years.
 - C. Teaching experience is desired. Must possess the ability to teach the fundamentals of volleyball officiating, mechanics, and rule interpretations.
 - D. College officiating experience is desirable.
 - E. Have basic computer skills and access to email.
3. Duties of the Instructor:
 - A. Assist the Executive Board in planning and coordinating the unit's instructional program.
 - B. Provide instruction to all officials in the unit.
 - C. In conjunction with the Executive Board, establish a standardized rating/evaluating program.
 - D. Discuss rules clarifications and points of emphasis with the unit members.
 - E. Keep current a procedures manual for membership.
 - F. Guide and provide information for advancement of Unit members into USA and collegiate opportunities.
 - G. Attend Board meetings when requested by the Board.
 - H. Attend all State Rules Meetings and Rules Interpretation meetings set up by SCVOA and notify the Unit President if unable to attend.
 - I. Provide a list to the Board of those qualified to do ratings.
 - J. Submit plans for the instructional clinic to the Executive Board no later than May 1 of the current year.
 - K. Along with the Unit President, sign and submit a roster of qualified officials to the Southern Section and State CIF playoff finals.
 - L. Keep a record of the ratings of all active officials and provide a schedule of evaluations to be performed for the upcoming girls and boys seasons. Submit a list of those officials who were evaluated during each season and their current rating to the Board for final approval.
 - M. Turn in a list of all Unit certified officials to the Unit Secretary by August 1 of the current year.

4. Compensation:
 - A. Fee will be approved by the Executive Board and paid from the membership dues.

ARTICLE XIII...ASSIGNOR

1. Selection of Assignor:
 - A. The Executive Board shall appoint the Assignor subject to the approval of the SCVOA. The Assignor position shall work under the guidance of the Board, who shall review and evaluate the performance and progress annually.
 - B. The Assignor will be appointed or approved on an annual basis by the Executive Board no later than March 1st of the current year.
 - C. The board may consider a replacement for failure to perform duties listed below or for sub par performance of these duties, or for misconduct.
 - D. In the event the assignor position become open, an announcement of this will be sent to the Unit membership via email. Those interested will be requested to submit a letter of application for the position that includes a resume.
 - E. Applicants for the position will be scheduled for an oral interview as part of the selection process.
7. Qualifications of the Assignor:
 - A. A member in good standing of SCVOA and OCVOA for five consecutive years.
 - B. Have officiated with a C1 rating for a minimum of five years.
 - C. Knowledgeable about the area's schools, rivalries, caliber of play, etc.
 - D. Have basic computer skills and access to email.
8. Duties of the Assignor:
 - A. Maintain open communication with Unit membership.
 - B. Assign all matches and tournaments submitted by area schools.
 - C. Reassign all returned matches and rescheduled matches.
 - D. Communicate with the schools' Athletic Directors, and/or coaches for scheduling, payments to officials, complaints, etc. Also collect rescheduling fees from schools.
 - E. Prepare a master schedule for the Unit Board prior to the beginning of a season so the Unit Secretary can submit it to the SCVOA Executive Board.
 - F. Act as a liaison with the CIF office in the scheduling of playoff matches with input from the Board
 - G. Attend Board meetings as requested by the Board.
 - H. Cooperate with the Unit Executive Board.
 - I. Keep Executive Board members apprised of any problems or complaints received from school, coaches, or officials.
 - J. Email SCVOA Unit assignors when one of our members is not in good standing with the Orange County Unit.
9. Compensation:
 - A. Assignor will submit assignment fee package to the Executive Board no latter than January 10 of the current year.
 - B. These fees will then be voted on for approval by the membership at the February Assignment Meeting.
 - C. All assignment fees will be paid by the Unit members based on the number of assignments. (see Appendix A)

ARTICLE XIV.... ETHICS COMMITTEE

1. Committee members:
 - A. There will be a minimum of three members: Vice President, one Member-at-Large and one member from the general membership.
 - B. All members must be in good standing of SCVOA and OCVOA for two consecutive years,
2. Duties:
 - A. Evaluate each situation reported to the committee and a written format report should be submitted to the Board for review of each incident reported.

ARTICLE XV....CROSSOVER OFFICIALS

1. Officials who are members of another unit of the SCVOA may crossover to the Orange County Unit to receive assignments by payment of a crossover fee. The Executive Board determines this fee. (see Appendix A)
2. If the crossover official is a former Orange County member, they must have been a member in good standing before leaving.
3. Payment of crossover fee does not guarantee the official a minimum number of matches. However, the crossover official is entitled to receive a schedule.
4. Crossover officials are required to attend the Orange County's assignment meetings for the Girl's and Boy's season if receiving a schedule for those seasons.
5. A crossover official may not vote on unit business or hold office.

ARTICLE XVI.....ASSIGNMENT of MATCHES

1. Assignment Fees:
 - A. Fees for match assignments shall be approved by the general membership during the boy's assignment meeting in February for the following season.
 - B. Matches fees can be found in Appendix A.
2. Guidelines for Regular Season Assignments:
 - A. All match assignments shall be made through the Unit Assignor.
 - B. Priority shall be given to the higher rated officials for the referee position.
 - C. Take into consideration the official's ability rating when making assignments.
 - D. Assignments must be made to qualified members of the Unit as a first priority and then to crossover officials,
 - E. Officials assigned matches must be "qualified" active members of the unit or crossover officials in good standing. (see Article VII)
 - 1) Officials in good standing with the Unit shall not have outstanding indebtedness to the Unit or Assignor. Such indebtedness shall be cleared and the account brought up to date before assignments will be made to that official.
 - F. "Qualified" members shall refer to officials who have completed certification requirements, including required hours of attendance at clinic meetings and passing of the written certification test. (see Article VII)

- G. Consideration shall also be given to the official's record regarding no shows and tardiness.
 - H. Matches not accepted by the official shall be returned to the Assignor. Notification to the Assignor shall be as soon as possible/practical.
 - 1) In case of last minute emergencies when the assignor is not available, it is the responsibility of the official to find a suitable replacement of equal rating. If there is a question of a replacement's qualifications, it should be cleared with the President. Notice of this action shall be given to the Unit Assignor.
 - 2) Once a match is accepted, no reimbursement of assigning fees is due to the official for schedule changes initiated by the official.
 - 3) An official's schedule may be reassigned if prompt communication between the official and Assignor is not made.
 - I. Members must notify the Assignor and Treasurer if they have a change of address, telephone number or email .
3. Guidelines for Playoff Assignments:
- A. Priority shall be given to the higher rated officials for the referee position.
 - B. To qualify for postseason playoff assignments, the official must have worked a minimum of eight matches in the Unit during that season.
 - C. The Southern Section Office (CIF-SS) has the final say in playoff assignments.
4. No Shows:
- A. A "No Show" is defined as not arriving to work a scheduled match or not finding a suitable replacement when not able to keep an assignment.
 - B. The Board will review and investigate all no shows and determine the application of a "No Show" fine. The "No Show" assessment is a fine which would be no more than the match fee, payable to the Unit.
 - C. The other official assigned to the match, may receive part of the fine to cover the amount of the match fee for working alone as the up referee, if the home school refuses to pay single official fees.

ARTICLE XVII.....RATINGS

1. New officials to OCVOA can be rated either as a C4 or C3.
2. All officials are continuously being evaluated informally by the members of the Board during the course of the working season. To move from a C4 to a C3 may be done during the practicals before the Girl's season.
3. An official must be a C3 for a minimum of 2 seasons before asking the board to evaluate them for a new rating.
4. An official must be a C2 for a minimum of 4 seasons before asking the board to evaluate them for a new rating.
5. If there are too many officials who want to be evaluated for a new rating, the Executive Board will determine in what order they should be evaluated.
6. Officials being rated must pay the OCVOA Unit, a Junior Varsity and Varsity Match fee at the time they receive their evaluation assignment (August - Girl's Season and February - Boy's Season).
7. Formal ratings will be documented on a ratings form (Appendix C).
8. Evaluated officials will discuss how they did with the raters but must wait for the Executive Board to officially decide their rating.

9. In order to move from a C2 to a C1, the rating must be done as a referee and umpire on a 2/3 JV match and a 3/5 Varsity match. A C1 rating must be done on a boys 2/3 JV match and a 3/5 varsity match as a umpire and referee.
10. To move from a C2 to a C1, one of the raters can be the Instructional Chair and another C1 official who will receive the Junior Varsity and Varsity match fee.
11. Raters will receive their payment when their evaluation sheets have been received by the Unit Instructor.
12. Experienced/new officials coming from other units or associations who wish to join the Orange Unit must present a letter of recommendation from their former instructor and be evaluated by the Orange County Executive Board on a JV/V match. Any exception to this will be reviewed by the board on a case by case basis.
13. A re-evaluation of an official's rating may be scheduled if there is a consistent display of lack of knowledge of the rules, faulty mechanics, a lack of professionalism, or substandard performance. The executive board will discuss the official's inconsistent performance and a letter will be sent indicating which issues need to be cleared up. After one season, the board may vote to lower this official's rating if the issues have not been resolved.

ARTICLE XIII. . . .INCLEMENT WEATHER

The following procedures are to be followed in case of inclement weather (smog alerts):

1. It is your responsibility to call the home school if there is any doubt as to whether the game will be played.
2. The magic hour is 12:00 PM. If you call after 12:00 PM and they say "Yes" that the game will be played, if you leave for the game and, in the meantime the weather changes, postponing the game, you are to receive one-half of your fees. If you fail to call by 12:00 PM, and the game has been postponed, you are not entitled to a reimbursement. **DO NOT TAKE THE WORD OF OPERATORS OR SECRETARIES AT THE SCHOOLS.** Talk to the athletic director, an administrator in charge of athletics, or a coach in the gym. Make a note of the person with whom you speak.
3. If a contest is rained out, it is the responsibility of the home school to notify you of the re-scheduled date.

ARTICLE XIX.....CODE OF CONDUCT

1. General Rules:
The OCVOA hereby incorporates the National Federation of State High School Associations' Code of Ethics as a general guideline of conduct expected by members of this Association.
2. Specific Conduct:
 - A. Members shall behave in a manner that demonstrates unquestionable impartiality and fairness to all competitors, coaches and institutions.
 - B. Members shall obey any and all State and Federal laws. Conduct that could constitute crimes of moral turpitude and/or would hinder an individual's impartiality, fairness of integrity is strictly prohibited. (Examples include but are not limited to the following: sexual relationships with player or coach participating in the match being officiated by the member; theft; fraud; embezzlement, or any crime occurring in direct relationship to the member's officiating duties.)

- C. Members shall refrain from any conduct that discriminates based on an individual's race, religion, national origin, sexual preference, age or gender. Prohibited conduct includes, but is not limited to, comments, slurs, jokes and/or favoritism based on the above criteria.
3. Investigative Process:
- A. General Purpose: To maintain the professionalism and integrity of all our members, the OCVOA has established a NFHS Code of Conduct for all members/officials. To ensure equal treatment of all members and to guarantee proper due process, the following procedures have been adopted.
 - B. Preliminary Processing of Complaints:
 - 1. Receiving a Complaint: A complaint may be received from any source including but not limited to the College Council, US, Volleyball, Federation or OCVOA.
 - 2. Complaints received by the OCVOA Board of Directors shall be classified into two classifications:
 - a. Major Complaints: Complaints involving alleged violations of specific rules in the Code of Conduct.
 - b. Minor Complaints: Complaints not classified as major.
 - 3. OCVOA shall refer all minor complaints to the member's certifying Unit and may investigate any major complaint. Any major complaint not investigated by the OCVOA Board of Directors shall be refereed to the certifying Unit.
 - C. Preliminary Investigation of Major Complaints:
 - 1. The Executive Board shall select a member of the Board or designate a person to conduct a preliminary investigation.
 - 2. The above investigator may notify the official's Unit Chairperson or Assignor of the allegations in order to prevent any continuation or aggravation of the alleged misconduct.
 - 3. The investigator should, as soon as possible, interview the accuser and all possible witnesses.
 - 4. If after the above interviews the investigator feels that misconduct may indeed exist, he shall try to contact the accused for his/her response to the allegation. It is preferred that this contact be in written form and advise the accused of the nature of the allegation, the date/time of occurrence, but not the name of the accuser or witnesses. The accused should be encouraged to respond to the allegation, in writing, within 15 days.
 - 5. After the preliminary investigation is concluded, including the opportunity for the accused to respond, the investigator shall report any finding back to a three (3) member disciplinary committee composed of designated Executive Board members.
4. Disciplinary Committee:
- A. Upon receiving the findings of the preliminary investigation, the Committee shall review the complaint and investigation to determine if the Committee shall move forward with discipline, suspend the investigation pending other proceedings, or to end the process without action.
 - B. Once the above review is completed, the Committee shall inform the accused, in writing, of how the Committee will proceed.
 - C. If the Committee decides to move forward with the disciplinary process, the Committee may conduct further investigation, as it deems necessary.

- D. If the Committee determines discipline is appropriate, the Committee shall report what action is being taken to the entire Board of Directors and to the accused. Said report shall include the complaint, witness interviews, response from the accused and any other investigative material relevant to the allegations.
 - E. Upon notifying the accused of proposed disciplinary action, the accused official shall have fifteen (15) days to respond, in writing, or request a meeting with the Committee to orally answer the charges.
 - F. After the accused official responds or fails to respond to the proposed discipline, the Committee shall issue a Notice of Action with its final decision. Said Notice shall be distributed to the Executive Board, accused official, his/her certifying unit and/or college conference.
 - G. Seven (7) days after the Notice of Action is distributed, any discipline determined proper will take affect.
5. Right to Appeal
- A. Any official/member disciplined under the above procedures shall have the right to appeal his discipline before the entire Board of Directors of the OCVOA.
 - B. Any appeal before the Executive Board shall be governed by the rules set forth by the Administrative Act, Government Code 11500-11529.

APPENDIX A - FEE SCHEDULE 5/06

1.	Membership Fee	Regular:	\$65
		Collegiate	45
2.	Crossover Fee		\$25
3.	Assignment Fees		
	Single Match		\$2
	JV/V or FS-JV/Varsity		\$4
	FS/JV/Varsity		\$6
	Tournaments		\$6
4.	Formal Rating Observations		JV/Varsity Match Fee

APPENDIX B - PENALTY ASSESSMENTS 5/06

1.	Missing assignment meeting	\$10
2.	No Show	No more than the match fee
3.	Not able to fulfill requirements for membership (Missed requirements must still be made up during the season).	FS/JV/V match fee