

**SOUTHERN CALIFORNIA  
VOLLEYBALL OFFICIALS ASSOCIATION  
\*SAN FERNANDO VALLEY UNIT\***

**Unit Officers For 2006-2007**

**David Nystrom  
\*President\***

**Vigen Abrahamian  
\*President Elect\***

**Marilynn Schoenmann  
\*Secretary-Treasurer\***

**Richard Shanholtzer  
\*Member at Large\***

**Roy Vincent  
Member at Large**

**Eriks Teteris  
\*Instructional Chair\***

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**SECTION 1**

**OFFICIALS CODE OF ETHICS  
NATIONAL FEDERATION OFFICIALS ASSOCIATION**

**OFFICIALS** at interscholastic athletic events are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence and responsibility. The purpose of this Code is to establish guidelines for ethical standards of conduct for all inter-scholastic officials.

**OFFICIALS** shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm and controlled manner.

**OFFICIALS** shall work with each other and their state associations in a constructive and cooperative manner.

**OFFICIALS** shall uphold the honor and dignity of the profession and all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues and the public.

**OFFICIALS** shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.

**OFFICIALS** shall be punctual and professional in the fulfillment of all contractual obligations.

**OFFICIALS** shall remain mindful that their conduct influences the respect that student-athletes, coaches and the public hold for their profession.

**OFFICIALS** shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes, Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.

**OFFICIALS** shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of the competition.

**Officials Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**SECTION 2**

**UNIT OFFICERS TERM OF SERVICE**

*(revised May, 2006)*

**When are president and president elect elected??**

<b>POSITION</b>	<b>TERM</b>	<b>FROM</b>	<b>TO</b>	<b>SELECTION METHOD</b>	<b>ELECTED IN</b>	<b>TERM BEGINS</b>
President	2 years	June 1 <sup>st</sup>	May 31 <sup>st</sup>	Elected		
President-Elect	2 years	June 1 <sup>st</sup>	May 31 <sup>st</sup>	Elected		
Secretary-Treasurer	2 years	June 1 <sup>st</sup>	May 31 <sup>st</sup>	Elected	ODD YEARS	EVEN YEARS
Member at Large	2 years	June 1 <sup>st</sup>	May 31 <sup>st</sup>	Elected	ODD YEARS	EVEN YEARS
Member at Large	2 years	June 1 <sup>st</sup>	May 31 <sup>st</sup>	Elected	EVEN YEARS	ODD YEARS
Instructional Chair	1 years	June 1 <sup>st</sup>	May 31 <sup>st</sup>	Appointed		
Assignor	3 years	June 1 <sup>st</sup>	May 31 <sup>st</sup>	Appointed		

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**SECTION 3**

**SAN FERNANDO UNIT POLICES**

*(revised 7/11/00 & May 2006)*

**A. MEMBERSHIP & DUES.**

1. All members shall complete a registration form and pay Unit dues of:
  - a. New & 2<sup>nd</sup> year \$73
  - b. Returning Members \$63
  - c. Collegiate/Pavo officials \$53
  - d. Crossover Members \$40
  - e. There is a \$10 fee for returned checks to the Unit *(Minutes 6/9/99)*
  
2. Dues must be paid prior to specified date on the registration form in order to be placed on the qualified officials list sent to the Assignor and the S.C.O.V.A. Executive Council. A late fee of \$10 or \$ 20 will be charge to any member who doesn't return dues and Registration form by the date indicated on the registration form. *(Minutes 1/14/98)*
  
3. A member shall receive \$10 "dues credit" towards your dues for the following year for each new member he recruits. Exception: Official withdraws and receives a full refund.
  - a. The recruit shall complete the full year
  - b. The credit shall not exceeds the designated dues
  
4. Refund of Dues.
  - a. Any member who withdraws before the first meeting is entitled to a refund of dues less \$15.00.
  - b. Any member withdrawing after the first Unit meeting will receive a refund of one half of their dues.
  - c. Any Member who completes all required classes and then withdraws will not receive a refund. *(Minutes 6/9/92)*
  
5. Any C-1, C-2 Official out for 2 years or less, shall return as a veteran official. Any C-3, C-4, C-5 out for 2 or more years shall come back as a 2<sup>nd</sup> year Official. Any official out for 3 or more years shall come back as a new Official. *(6/23/98)*

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6. Membership packets shall be distributed starting at the 1<sup>st</sup> General Meeting. Officials shall receive their packet from their primary Unit

**B. RATINGS / PRACTICALS / OBSERVATIONS.**

The stipend in lieu of total match fee shall be \$25 per **match** and shall be paid to the Rater assigned to due the evaluation and rating.

1. Officials shall not be paid for games/tournaments when they are being rated
2. Officials shall wear the official uniform when being rated. Shorts are not allowed.
3. Make-up practicals shall be performed on an actual match.
4. The Instructional Chair shall select the evaluators with a C1 rating.
5. C5, new and second year officials shall attend 2 varsity matches in September and complete Observation Forms for each. The official must observe from the pre-game through completion of the match. The two officials working the match are to sign the sheet at the end of the match, verifying that the official did attend.

**C. MEETINGS.**

1. Veteran officials shall attend 4 unit association instructional Meetings (18 hours). New and second year officials shall attend these meeting in addition to 4 training classes and a practical rating session.
2. Crossover officials must attend 1 Unit Association meeting in Girls season and the Unit Association meeting in Boys season.
3. Attendance is taken until 15 minutes after the start of the meeting. (Minutes 7/30/96)
4. Makeup meetings:
  - a. The Unit makeup meeting will be scheduled in the month of September each year
  - b. An official may attend the new officials meetings in July to makeup for an Association meeting they know they will miss in August or September with approval of instructional chair.
  - c. An official may attend no more than one meeting in another unit in order to be credited for a missed meeting. Meeting should cover instructional material missed in her own unit meeting. (Minutes 6/9/92).

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- d. If an official arrives late to a meeting, three options are available:
- (1) Attend the Unit makeup meeting or a class in another Unit.
  - (2) Arrive 30 minutes earlier with approval of instructional chair prior to the next scheduled Association and pay a \$10 fine.
  - (3) If you are late to the last Unit meeting only option #1 is available.
5. All officials working the Boys season must attend the Boys Spring Instructional Meeting. A make-up class may be offered to the official at a cost of \$20 an official.

**D. OFFICES / DUTIES / ELECTIONS.**

1. The term of office of an elected Unit officer shall begin on June 1<sup>st</sup> and end on May 31<sup>st</sup>.
2. Members in good standing are eligible for an office/position for which they are qualified.
3. In order to run for President-Elect, a member shall hold a C1, C2 or C3 rating
4. The vote of each Board Officer shall be listed in the minutes.
5. Minutes of the meetings shall be available at all Association Meetings.

**E. UNPROFESSIONALISM.**

1. 1. Unit officials will be subject to disciplinary action due to unprofessional conduct or actions.
2. All officials must be in the proper uniform or they cannot work.
3. All officials must adhere to the National Association of High School Officials Code of Ethics, as re-published in the S.C.V.O.A operating procedures.

**F. GENERAL.**

1. 1. All Correspondence / communications by Unit Officers or Committee Members must be approved by the Unit President as the President is ultimately responsible to the
2. S.C.V.O.A for everything that occurs in the Unit.

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3. The required number of signatures on the Unit checking account is no less than two.
4. The President, Treasurer and President-Elect must be three of those signatures on file at the bank.
5. Officials are independent contractors. Officials are obligated to pay state and federal income taxes.

**G. GRIEVANCES.**

1. If an official has a formal complaint, that official should contact a Unit Officer. A grievance Committee shall be appointed by the President to review the situation. Findings and recommendations are reported to the Unit Board. The Board shall make a ruling, taking in account the recommendations. The committee shall include one Board member and two Unit members,
2. The Official has the right of appeal to the S.C.O.V.A Executive Board. Decisions of the S.C.V.O.A. shall be final and binding.

**H. NON DISCRIMINATORY POLICY.**

1. This Unit will not discriminate against anyone based on their Race, Color or Sex.

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**SECTION 4**

**SCVOA UNIT POLICIES**

1. Mileage of .15 per mile can be paid to the Unit officers who are required to attend Executive Council meetings.
2. Shorts (coaching / tennis style only) are acceptable in tournaments as the weather permits.
3. Playoffs: Only C1 and C2 officials shall be assigned. Prior to assigning C3/C4 officials in a Unit, the Assignor shall contact other Units for C1 officials.
4. C1 officials are expected to help with instruction in a Unit.
5. New officials cannot receive higher than a C2 rating. Must have one year in order to be eligible for a C1 classification.
6. Federation dues beginning with the 2006-2005 season shall be \$33 to all Units.
7. In order for an official to obtain a C1\*, the rating must be done on a high school boy's match. Officials may obtain a C1 rating on a **Girls High School** match.
8. C3/C4/C5 officials shall be rated annually as part of the certification process. *(1990)*
9. All Unit correspondence with schools, Southern Section or L.A. City section must be approved by the Executive Board of SCVOA.
10. The Instructional Chair of a Unit shall receive a minimum fee of \$150 plus \$1 per member.
11. Long Beach Adult School monies must be spent for instruction in the Unit with emphasis on reimbursement to instructors. *(1/21/90)*
12. Flipping Coins will be given away to new members only.
13. An official must be properly & professionally dressed. Penalty is loss of games.
14. If an official's account is not in good standing, he cannot receive playoff games for the current season and not assignments until the account is settled.
15. Crossover officials must meet the qualifications of their "primary" Unit.

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16. An official must provide proof of Officiating liability insurance in order to be certified.
17. C5 officials are to be assigned as umpire only. This is a probationary rating for officials who are unable to meet the qualifications of the C4 classification.
18. Officials shall not be paid when they are being rated.
19. Penalties:
  - a. Late to a game: \$10 fine. Half goes to other official who started the match.
  - b. No Show: \$20 fine. Half goes to official who worked.
20. SCVOA mandatory uniform:

Approved SCVOA uniform shirt	Navy slacks
Clean white athletic shoes	White socks
Black or navy belt	
21. An Associate member is defined as a person paying dues without completing the certification Process.

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**SECTION 5**

**UNIT MANAGEMENT POLICIES**

*(revised 7/11/00, 5/06)*

**A. FINANCES / BUDGET / ACCOUNTING.**

1. Financial statements are to reflect:
  - a. Girls Season June 1<sup>st</sup> through December 31st
  - b. Boys Season January 1<sup>st</sup> through June 31<sup>st</sup>
  
2. Reimbursements:
  - a. The President shall receive \$125
  - b. The President Elect shall receive \$75
  - c. The Secretary-Treasurer shall receive \$300
  - d. The Instructional Chair shall receive \$595 plus \$12 for each member over 60
  - e. The two members at large shall receive \$50
  
3. Allocation for rental of instructional facilities: \$250-\$300

**B. ASSIGNOR / ASSIGNMENTS / ASSIGNING.**

1. The term of the assignor is 3 years  
Current term is June 2005 through June 2008

**C. ELECTIONS / TERMS.**

1. Term for Officers on the Unit Board will run from June 1<sup>st</sup> to May 31st.
  
2. Outgoing officers will end their term at the end of the May Board meeting. Incoming will begin their term at the end of the May Board meeting; but will attend the last Board meeting of the outgoing officers.

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**SECTION 6**

**DUTIES OF UNIT OFFICERS**

*(revised 7/11/00, 5/06)*

**A. ELIGIBILITY.**

1. In order to be a Board member in the San Fernando Valley Unit and while working another sport, a Board member must commit to three days a week availability to the San Fernando Valley Unit for both the Girls and Boys volleyball seasons.
2. In order to be a Board member in the San Fernando Valley Unit and while working as a crossover the board member must commit to five days availability to the San Fernando Valley Unit for both the Girls and Boys seasons. The Board member is released from this obligation ten days after published assignments are accepted
3. In order to be a Board member in the San Fernando Valley Unit Board member must be available for at least 15 assignment dates for the San Fernando Valley Volleyball Unit for both the Girls and Boys seasons.

**B. DUTIES.**

1. PRESIDENT
  - a. Coordinate all Unit activities
  - b. Assist the Instruction Chair with the preparation of the instructional program.
  - c. Plan and distribute publicity
  - d. Plan a recruitment program. Prepare a recruitment letter.
  - e. Secure permits for meeting locations.
  - f. Establish a working budget for the year
  - g. Prepare an agenda for all Association meetings
  - h. Prepare Unit newsletters
  - i. Prepare an agenda for Unit Board meetings
  - j. Preside at all Unit Board meetings
  - k. Act as representative to the Executive Council.
  - l. Rule on all matters covered in the SCVOA by-laws and Constitution.
  - m. Submit reports / lists to Executive council when requested.
  - n. Authorizes payments of all bills submitted.
  - o. Handles and distributes all Unit Correspondence
  - p. Attend all Board and Association meetings
  - q. Delegate duties or tasks to unit officers in the absence of said absent officer

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2. PRESIDENT ELECT

- a. Shall become the President the following year.
- b. Shall perform all the duties of president in his absence
- c. Assist the Instructional chair with the instruction program
- d. Chair the membership awards program
- e. Assist the President with publicity and recruitment.
- f. Prepare a ballot and conduct elections.
- g. Attend all Board and Association meetings

3. SECRETARY/TREASURER

- a. Maintain as accurate, up to date list of all members.
- b. Maintain attendance / insurance / award lists
- c. Maintain an accurate account of all Unit activities/ policies.
- d. Take minutes of all meetings / e-mail to Units officers.
- e. Make available minutes of meetings at all Association meetings.
- f. Prepare membership packets and distribute.
- g. Send out letters to recruits / schools.
- h. Send out a copy of all lists to the President
- i. Mail and/or e-mail Unit newsletter.
- j. Collect and record dues from each member
- k. Keep accurate records of receipts / expenditures / income
- l. Prepare financial statements periodically.
- m. Pays bills as authorized by President
- n. Attend all Board and Association meetings.

4. INSTRUCTIONAL CHAIR

- a. Plan and coordinate the instruction program within the Unit
- b. Report on progress of the program to the SCVOA
- c. Attend the instructor's meeting of the SCVOA and State Rules Meeting
- d. Must maintain a C1\* rating
- e. Establish the evaluation program
- f. Work with the Unit Assignor.
- g. Prepare a list of official's ratings for the SFV Board and Assignor
- h. Prepare a list of officials and send to SCVOA
- i. Choose and train instructors.
- j. Submit rules clarifications and points of emphasis for newsletters.
- k. Interpret rules and mechanics within the Unit
- l. Review study guide and classifications exam
- m. Secure necessary equipment for the instructional program.

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- n. Work with the SCVOA as requested on playoffs.
- o. Establish meeting dates of the instructional program.
- p. Provide information for advancement of officials to USVBA / college
- q. Attend all Board and Association meetings.

5. MEMBER AT LARGE

- a. Attend all Board and Associations.
- b. Handle any duties assigned by the president
- c. Attend all Board and Association meetings
- d. Be the designate for instructional chair at instructional meetings

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**SECTION 7**

**ASSIGNING POLICIES**

(revised 7/11/00, 5/06)

**In order to facilitate the smooth coordination of officiating assignments, the following policies/procedures have been adopted:**

1. Officials must be qualified members in good standing in their Unit in order to officiate games.
2. If an official's account is not in good standing, he/she cannot receive: (1) playoff games for the current season, and (2) further assignments until the account are cleared.
3. All assignments must go through an Assignor. If a school calls you to work a game, tell them you are available and they must call the Assignor – you cannot accept the game from them.
4. Penalty: \$20 fine and loss of games. (To be paid to Unit treasurer)
5. Assignments are not to be traded/given away to another official. If you cannot work, then the assignment shall be given back to the Assignor.
6. Penalty: \$20 fine and loss of games. (To be paid to Unit treasurer)
7. If an official cannot arrive on time in order to conduct a proper “pre-game” then he/she shall not accept the assignment. Arrival time is 20 minutes prior to the start of the match.
8. Assignments will be made: *(In the event you will be out of town, please make prior arrangements with the Assignor)*
  - a. Girls Season – July/August
  - b. Boys Season – January/February
9. If an official chooses to work “down” he must pay the difference to the other official.
10. The assignment fees are:
  - a. \$3 any assigned match
  - b. \$5 Tournament assignment
  - c. \$4 Playoff matches

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11. Prompt acceptance of the assignments is essential. If the assigned games are not accepted or declined within the time specified all assignments may be reassigned by the assignor. All assignments shall be paid for regardless of whether they are accepted or not.
12. If payment of assigned games is not made, the official's "acceptance" is voided and games may be re-assigned.
13. There is a \$25 fee for returned checks to the assignor.
14. There will be no refund for assignments canceled by officials.
15. The Assignor shall reimburse officials for assignment fees, if: (1) the school cancels and the official is unable to work the re-scheduled match, **and** (2) the Assignor is able to collect the assignment fee from the school. There will be no reimbursement if the official receives a partial/full payment.
16. Officials do not pay the assignment fee or receive payment for matches/tournaments that are termed "rating assignments".
17. Assignment fees of \$2 per assignment for linespeople at playoffs will be paid out of the Unit treasury.
18. "No Shows"- a penalty of \$20 is assessed if an official is a "No Show". The official that worked alone shall receive \$20, unless he/she received reimbursement from the school.
19. "Lateness" is defined as game time. A penalty of \$10 is assessed if an official is "late". If an official arrives later than 30 minutes after the match has started, the Unit Board shall assess a higher penalty, with a portion going to the other official. Partner should notify the assignor of a partner's lateness.
20. All fines/penalties shall be paid within 10 days. Send a check to the Unit Treasurer.
21. Officials should advise the Assignor of open dates in order to obtain more games.
22. An official may not work a high school athletic contest assigned by the SCVOA Unit Assignors if not in the proper uniform. *Penalty: The official cannot work the match and may lose future assignments until the Uniform requirement is met.*

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**B. MISCELLANEOUS.**

**Athletic officials are independent contractors and therefore are not to be covered by workers compensation statutes. The San Fernando Valley Unit, its Board of Director, instructors, Assignor and volunteers assume no liability whatsoever. Proof of officiating liability insurance is required of each official and must be provided to the Unit Secretary prior to September 30<sup>th</sup> of the current year.**

**Officials are independent contractors. All officials must pay state and federal taxes.**

THE ABOVE PROCEDURES/POLICIES ARE NOT INTENDED TO BE OVERLY  
RESTRICTIVE, BUT RATHER TO HELP MANAGE OUR OBLIGATION TO THE  
C.I.F. TO ASSIGN OFFICIALS TO CONTESTS.

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**SECTION 8**

**CERTIFICATION REQUIREMENTS**

*(Rev 07/05, 05/06)*

**A. CRITERIA FOR CERTIFICATION.**

1. Attend required meetings
2. Passing grade on the Study Guide (90%)
3. Passing grade on the Certification Exam (80%)
4. Completion of practical assignments
5. 1<sup>st</sup> and 2<sup>nd</sup> year officials must complete 2 observation matches.
6. Pay unit dues, assigner fees, and any assessments
7. Be a member in good standing
8. Verification of 18 hours of Instructional Worksheet
9. Certification does not guarantee assignments

**B. MEETINGS.**

1. Meetings will start promptly at 7pm. All officials will be assigned a station/classroom.
2. After roll call is taken at 7:15, officials will be marked absent and must attend a make up meeting in order to be given credit for the class.
3. Officials who leave early will be marked absent and must attend a make – up meeting.
4. Make-up Meetings – An official may attend only one of the four new officials meetings for a make – up credit. Meeting outside must cover home unit lesson plan. No more than one meeting outside the Unit can be used as a make – up meeting.

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**C. PRACTICALS.**

1. Officials do not receive a game fee for “practical” assignments.
2. C3 / C4/ C5 OFFICIALS – Will be assigned a practical evaluation annually.
3. C2 OFFICIALS – Are evaluated every other year, unless they request an opportunity to upgrade to a C1 (contact the instructional chair). In order to obtain a C1 rating, the evaluation must be done on a **boy’s high school** varsity match.
4. C1 OFFICIALS – Are evaluated every other year. C1 Officials shall assist with the Instructional Program.

**D. OBSERVATIONS.**

1. Officials are sent to observe girls high school varsity matches. They must “track” the entire match from pre-game through the end. The officials working the match shall sign the “tracking sheet” after the match is completed.
2. An observation assignment is one varsity match.
3. The tracking sheets must be turned in prior to November 1<sup>st</sup> of the current season.  
**Why that date if observation must be done in Sept?**

**E. CERTIFICATIONS.**

1. C5 officials shall only be assigned as “umpire” on single matches.
2. 2. “Crossover” officials shall attend a meeting during the girl’s season and also the boy’s season meeting.

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**SECTION 9**

**REIMBURSEMENT/STIPEND**

*(May 2006)*

President		\$125
President Elect		\$75
Instructional Chair	Plus \$12 for member over 60	\$595
2 Members at Large	Each	\$50
Secretary/Treasure		\$300
Assignor	Accepted single assignments	\$3
	Accepted double header assignments	\$6
	Accepted triple header assignments	\$9
	Any Playoff	\$4
	Plaoff VarsityFR/JV/Lines	\$8
Federation Representative	Each meeting attended (SOP with all Units)	\$25

**A. BREAKDOWN OF REIMBURSEMENT/SPIPEND.**

1. Instructional-Chair:

a.	Plan / Coordinate instructional programs	\$200
b.	Choose / train instructors (lesson plan)	\$50
c.	Establish / administer rating program	\$25
d.	Qualified list of officials to assignors	\$25
e.	Attend instructors meeting of SCVOA Council	\$25
f.	Attend CIF rules interpreter's meeting	\$25
g.	Prepared a list of qualified officials	\$25
h.	Prepare a list of playoff officials	\$25
i.	Review Exec. Council tests/study guide	\$25
j.	Obtain facilities / equipment	\$25
k.	Follow through to qualify officials	\$25
l.	Xerox materials for instructional program	\$75
m.	Prepare Boys meeting lesson plan and agenda	\$20

Total:            \$595

2. Secretary / Treasurer:

a.	Prepare membership packates	\$25
b.	Take minutes at Board meetings/mail out	\$25
c.	Send list of members to Ex. Council Secretary	\$25
d.	Prepare meeting notification letter	\$25
e.	Maintain Unit book of policies / activities	\$25

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f.	Maintain up-to-date list of members	\$25
g.	Maintain attendance roll book	\$25
h.	Rosters for Instructional Chair	\$25
i.	Collect/record/deposit dues	\$25
j.	Maintain income / expense ledger	\$25
k.	Prepare financial statement	\$25
l.	Maintain checking account	\$25
m.	Prepare a projected budget	\$25
	Total:	<u>\$300</u>

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**SECTION 10**

**COMMITTEE REPORT ON SELECTION OF THE ASSIGNOR'S POSITION**

**A. STANDARDS FOR THE ASSIGNOR.**

1. Must be available to the membership and athletic directors within a 24 hour period or as soon as possible.
2. Readily available on game days (cell phone recommended).
3. Replace / reassign all games that officials cancel.
4. Negotiating with schools when officials not paid properly.
5. Proper use of rated officials on priority games.
6. Playoffs-proper use of unit playoff list / work with instructional chair.
7. Paper work: Send assignments to officials in a timely manner. Submit a report at the end of the season.
8. Not a voting member of the board but must be available for board meetings when necessary.
9. Handle complaints from schools / officials. Channel these complaints to the proper people.
10. Handle changes made by schools.
11. Has to be a volleyball official and work girls and boys seasons.
12. Member of the unit 5 years minimum.
13. C1 official recommended due to knowledge and experience.

**B. METHOD OF SELECTION FOR THE ASSIGNORS POSITION.**

1. Open application.
2. Send out written application to membership by e-mail and /or U.S.P.S (designed by interview committee) with list of standards assignor must meet.

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3. Candidates for assignor must:
  - a. Submit a written resume
  - b. Go through an oral interview

**C. ASSIGNOR ANNOUNCEMENT.**

1. In December/January newsletter...”If you are interested in being considered for selection as the volleyball unit assignor, submit a letter of interest to \_\_\_\_\_, President by March 1<sup>st</sup>.
2. They send us a letter... We send them an application.... They send us back a resume and a application by April 1st.

**D. POLICY FOR CHOOSING AN ASSIGNOR.**

1. If the assignor has violated any benchmarks, then the committee has reason to look AT other candidates.
2. If the current assignor is still the best choice then he/she should be reselected, but the benchmarks must be corrected within one year. (or a new election / or replaced)
3. If the assignor meets all benchmarks, there is not reason to change other than popularity, which should not be considered .

**E. BENCHMARKS FOR A UNIT ASSIGNOR.**

1. Honesty
2. Performs duties in a timely manner
3. Attended meetings when required
4. Good communications with A.D.’s / coaches
5. Polite and courteous
6. Returns phone calls promptly
7. Reassigns all games.
8. Works to secure lost funds from schools
9. Use the SCVOA rating system to assign

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10. Cooperates with instructional chair
11. Master schedule of ball games to instructional chair and president. Weekly up dates. This schedule shall be available to the Board Members upon request and is confidential.
12. Financial statement, upon request, due in December / June
13. Submit a final summary report of season in December / June
14. Maintain an accurate record of penalties assessed, collected and paid
15. Did he or she get his or her paper work / reports in a timely manner: OFFICIALS. LIAISON, SCVOA, UNIT BOARD, SS / LA ADMINISTRATORS
16. Member of the unit for 5 years
17. Working official in both the boys and girls seasons.
18. Primary officiating area is the SFV unit
19. Availability: 8am to 1pm Evenings through Midnight
20. Unit member in good standing
21. Actively officiates in the unit
22. Must attend regular Association meetings in the SFV Unit
23. Maintains good communications with SS & LA offices
24. Has an acceptable accounting method
25. Follows policies set by the Board
26. Uses computer software to assign games.
27. Knowledge of schools, rivalries, caliber of play, the game.

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**SECTION 11**

**OBSERVATION PROGRAM**

*(9/5/97)*

**A. 1<sup>ST</sup> AND 2<sup>ND</sup> YEAR OFFICIALS AND C5 OFFICIALS.**

**1. POLICY**

- a. As a part of the certification process, officials shall attend 3 varsity matches to observe officials work. An observation form shall be filled out and turned in to the Instructional Chair prior to **November 1<sup>st</sup>**.
- b. The official shall obtain names of both officials at the conclusion of the match.
- c. Mail the 3 observations to the Instructional Chair.
- d. Collegiate matches do not count as an observation unless SFVVO are officiating. (R1, R2). Rules and mechanics differ slightly.
- e. Contests lower than Varsity cannot be used as part of the observation.
- f. This program is intended to encourage officials to watch a well officiated contest and note important areas that lend to game control and mechanics.
- g. The Assignor will make a list of varsity games to chose from, for more information contact the assignor or the instructional chair.

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**SECTION 12**

**TOURNAMENT RESPONSIBILITIES**

(If you are assigned to work)

**REPORT AT THE ASSIGNED TIME.**

**A. Official's uniform.**

1. Same as SCVOA Navy, polyester shorts are permissible. No Pleats

**B. PREGAME PROCEDURES.**

1. Check in with the Tournament Director. Ask about:
  - a. Ground rules
  - b. Who post scores and where?
  - c. Do teams warm up together / apart?
  - d. What about service prior to match?
  - e. How much time between games?
  - f. How much time between games?
  - g. Who provides game ball?

**C. RESPONSIBILITIES THROUGHOUT TOURNAMENT.**

1. Post scores at the end of each match (see tournament director for location of Tournament Chart.)
2. Fill out you Tournament Form throughout the day.
3. Don't lose the tournament court ball, when it is entrusted to you. Make sure the ball is in the hands of replacing official or tournament director.
4. Mail or e-mail the Tournament Form to assigner. He will verify numbers of games and send it on to the school.
5. You will receive a check from the school, not the Assignor or Unit.

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**D. TOURNAMENT EVALUATION PROCEDURES.**

1. If you are assigned to be evaluated:
  - a. Report at the assigned time.
  - b. Check in with the raters.
  - c. Regular tournament procedures apply.
  - d. Post scores at the end of your match before talking to the raters.
  - e. Don't lose the tournament ball. Make sure it is secured at the desk, or in the hands of the officials replacing you..

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**SECTION 13**

**CERTIFICATION CRITERIA**

(Rev. 08/06)

- A. C1.**
1. Can officiate / control varsity girls match by themselves
  2. Very strong net – play game
  3. Excellent crowd / bench / player awareness and control
  4. Excellent communication/control with coaches, and participants
  5. Completely understands & signals back – row attack/block
  6. Communicates well with partner with silent indicators
  7. Consistent on ball handling
  8. Completely understands formations (overlaps/court positioning)
  9. Can work with any partner on any level
- B. C1\*.** Same as C1, but was rated on a “**Boy’s match**”.
- C. C2.**
1. Good net play game
  2. Handles critical situations well
  3. Thorough understanding of mechanics & proper execution
  4. Consistent with ball – handling calls
  5. Understanding of formations
  6. Good crowd / bench / player awareness and control
  7. Good communication/control with coaches, and participants

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8. Understand and signals back row attack / block
9. Communicates well with partner with silent indicators

**D. C3.**

1. Good understanding of mechanics and proper execution
2. Inconsistent on ball-handling and net play
3. Distinguishes and understands basic formations
4. Average communication with partner (silent indicators)
5. Begins to recognize back row attack / block (does not display confidence to call / signal consistently)
6. Average communication with partner (silent indicators) – not yet completely confident to give the critical call / signal needed by the referee.

**E. C4.**

1. Basic knowledge of rules, mechanics and game protocol.
2. Lacks game experience
3. Inconsistent on ball-handling and net play
4. Weak on understanding of positioning on the court
5. Weak on understanding of back row attack / block

**F. NEW.**

1. Lacks knowledge of the game
2. Needs to work on signals and mechanics

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**SECTION 14**

**GUIDELINES OF PROJECTS**

(7/11/00)

<b>PROJECT</b>	<b>DUE DATE</b>	<b>FROM</b>	<b>TO</b>
NEWSLETTER TO BOYS COACHES	JAN	PRESIDENT	SCHOOLS
UPDATE REGISTRATION FORM	JAN	SECRETARY	PRESIDENT
SEND NEWS ARTICLE	JAN	PRESIDENT	SCHOOLS
BOARD MEETING	JAN	PRESIDENT	BOARD
MAIL NON-QUALIFIED LIST (BOYS)	FEB	PRESIDENT	SCVOA
ROSTER OF QUALIFIED OFFICIALS	FEB	SECRETARY	ASSIGNOR
SET UP MEETING DATES / AGENDA INST.	FEB	INST/CHAIR	PRESIDENT
FINALS OFFICIALS LIST (BOYS) S.S.	APRIL	PRESIDENT	SCVOA
FINALS OFFICIALS LIST (BOYS) L.A. CITY	APRIL	PRESIDENT	SCVOA
SEND OUT RECRUIT LETTER –SCHOOLS	APRIL	PRESIDENT	SCHOOLS
MAIL REGISTRATION LETTER/DUES	APRIL	SECRETARY	MEMBERS
BOARD MEETING	APRIL	PRESIDENT	BOARD
EVALUATE THE BOYS SEASON	APRIL	ASSIGNOR	BOARD
REVIEW BOYS MEETING	APRIL	INST / CHAIR	BOARD
MASTER SCHEDULE (BOYS)	MAY	ASSIGNOR	BOARD
UPDATED RATINGS LIST / BOYS PLAYOFFS	MAY	INST / CHAIR	BOARD / CIF REP.
PLAYOFF RECOMMENDATIONS / BOYS	MAY	INST / CHAIR	BOARD / CIF REP.
INST / CHAIR INPUT FOR MEM./PACKETS	MAY	INST / CHAIR	PRESIDENT
DETERMINE WHAT IS IN MEM. PACKETS	MAY	PRESIDENT	SECRETARY
UPDATE REG.PACKET LETTERS	MAY	PRESIDENT	SECRETARY
AVAILABILITY FORM FOR GIRLS	JUNE	ASSIGNOR	MEMBERS
REVIEW MEMBER LIST FOR SCVOA	JUNE	BOARD	SECRETARY/SCVOA
FINANCIAL STATEMENT	JUNE	TREASURER	PRESIDENT / BOARD
LESSON PLANS OUTLINES	JUNE	INST / CHAIR	PRESIDENT
PREPARE RATING PROGRAM	JUNE	INST / CHAIR	BOARD
BUDGET FOR THE UPCOMING YEAR	JUNE	PRES./TREASURER	BOARD
PROVIDE A COUNT OF NEW OFFICIALS	JUNE	SECRETARY	BOARD
SEND OUT PUBLICITY	JUNE	PRESIDENT	PAPERS
BOARD MEETING	JULY	PRESIDENT	BOARD
SET UP EVALUATIONS AT TOURNAMENTS	JULY	INST / CHAIR	ASSIGNOR / BOARD
PREPARE MASTER ATTEND. SHEETS	JULY	SECRETARY	PRESIDENT
ROSTER OF QUALIFIED OFFICIALS	JULY	SECRETARY	BOARD
KEEP ATTENDANCE RECORDS	JULY OCT	SECRETARY	BOARD
MAIL ROSTER / CK FOR # OF MEMBERS	AUGUST	TREASURER	SCVOA
REVIEW CLASSIFICATION EXAM	AUGUST	INST / CHAIR	BOARD
PREPARE EVALUATIONS LIST	AUGUST	INST / CHAIR	BOARD
FINANCIAL STATEMENT	AUGUST	TREASURER	BOARD
LIST OF QUALIFIED NEW OFFICIALS	SEPTEMBER	INST / CHAIR	ASSIGNOR / SEC
MAIL NON-QUALIFIED LIST GIRLS	SEPTEMBER	PRESIDENT	SCVOA
MAKE A BALLOT	SEPTEMBER	SECRETARY	PRESIDENT ELECT
NOMINATIONS FOR OFFICERS	SEPT / 2 <sup>ND</sup> MTG	PRESIDENT ELECT	MEMBERS
MEMBERSHIP AWARDS	SEPTEMBER	PRESIDENT ELECT	MEMBERS
GIVE NOMINATIONS TO SEC. FOR Ballots	SEPTEMBER	PRESIDENT ELECT	SECRETARY
ELECTIONS	SEPT. / 3 <sup>RD</sup> MTG	PRESIDENT ELECT	MEMBERS
BOARD MEETING	OCTOBER / NOV	PRESIDENT	BOARD
EVALUATE 3 ASSOC. MTGS.	OCTOBER	INST / CHAIR	BOARD
EVALUATE NEW OFFICIALS MEETING	OCTOBER	INST / CHAIR	BOARD
PLAYOFF OFFICIALS LIST – GIRLS	OCTOBER	BOARD	SCVOA
MASTER SCHEDULE—GIRLS	NOVEMBER	ASSIGNOR	BOARD

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<b>PROJECT</b>	<b>DUE DATE</b>	<b>FROM</b>	<b>TO</b>
DATED RATINGS LIST / GIRLS PLAYOFFS	NOVEMBER	INST / CHAIR	BOARD,CIF,SCVOA DIR
PLAYOFF RECOMMENDATIONS/GIRLS	NOVEMBER	INST / CHAIR	BOARD/CIF REP.
EVALUATE THE GIRLS SEASON	NOVEMBER	ASSIGNOR/INST/CHAIR	BOARD
INPUT FOR DEC. NEWSLETTER	NOVEMBER	BOARD	PRESIDENT
PREPARE DECEMBER NEWSLETTER	NOVEMBER	PRESIDENT	MEMBERS
FINANCIAL STATEMENT	NOVEMBER	TREASURER	BOARD
AVAILABILITY FORM FOR BOYS	DECEMBER	ASSIGNOR	MEMBERS
DETERMINE MEETING DATES / SITES	DECEMBER	INST / CHAIR	BOARD / SCVOA
MAIL DECEMBER NEWSLETTER	DECEMBER	SECRETARY	MEMBERS
NOTIFY MEETING DATES	2 WKS/BEFORE	PRESIDENT	BOARD
PREPARE AGENDA FOR MEETINGS	2 WKS/BEFORE	PRESIDENT	BOARD
BOARD MEETING MINUTES	2 WKS AFTER	SECRETARY	BOARD