

Southern California Volleyball Officials Association

South Bay Unit

By-Laws & Policies

The South Bay Unit, hereafter referred to as “Unit” hereby adopts the following as its Constitution, by-laws and operational policies, provided however, that these by-laws and policies 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 South Bay 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 South Bay 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 & Policies must be presented at any Board meeting. No vote may be taken on an amendment unless fourteen days notice has been given to members of the Board.

Article V Membership

1. There shall be three classes of membership, described herein.
2. Officials desiring membership in this Unit must make application by filling in an informational application form. The Unit’s Board shall have the right to accept or reject any application for membership.
3. 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.
4. “Active” membership status shall be attained by completing the active membership requirements. Set forth in Article XVI.

5. Only active members may vote or hold office in the Unit.
6. Membership does not guarantee certification or game assignments.
7. Any person who is a member of good standing with another unit of the SCVOA may become a “crossover” member by payment of a crossover fee set by the Board. (See Appendix A).

Article VI Membership Fees

1. All membership fees and dues shall be established by the Board of Directors annually so that such amounts are deemed to be adequate to operate and maintain the unit.
2. Dues are payable to “SCVOA – South Bay Unit” and delivered to the Unit Treasurer by the first Certification Clinic meeting. See Appendix A
3. Assigning fees are payable to the Assignor and due before the first scheduled match.
4. Fees and dues are considered delinquent if not received on time. (See Appendix A and B)

Article VII Board of Directors

1. The Board of Directors shall consist of five officers: President, Vice-President, Secretary/Treasurer and two 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 on the Board in an advisory capacity, but these positions are not entitled to vote.
2. All members in good standing who have been members of the Unit for at least one year are eligible to seek and hold office pursuant to meeting the qualifications for office outlined in Article XI.
3. Nominations for office will be submitted by the nominating committee or taken from the floor of general meetings.
4. The elected terms of office shall be for two years beginning September 1st. Terms of the offices will be staggered: on even years, the President, Vice-President, and one Member-At-Large will be elected. On odd years, the Secretary/Treasurer and second Member-At-Large will be elected.
5. Elections shall take place during the last meeting of the instructional program. This meeting is usually held during the latter part of August, when the National Federation Certification Test is administered.
6. Elections shall be by secret ballot and follow the guidelines of “Robert’s Rules”. Simple majority shall elect members of The Board of Directors.
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 by the Board may take place at the next board meeting by a majority vote.
 - B. The interim officer shall hold office for only the period of time until the next annual election when the position is filled by election.

Article VIII Meetings of the Board of Directors

1. There shall be a minimum of four regular meetings of the Board of Directors per year: January, April, August, and October. Additional supplementary meetings may be held immediately after the Preseason General Membership Meetings.
2. The President or a majority of the Board of Directors may call additional or special meetings.
3. No meeting shall be deemed official unless a quorum is present. A quorum shall consist of three voting members.
4. Each elected officer shall be entitled to have one vote.

Article IX Duties of the Officers of the Board

1. **Duties of the President**
 - A. Preside over meetings of the Board of Directors and general membership meetings.
 - B. Be informed of all Unit activities.
 - C. Authorize payments of bills as submitted by the Secretary/Treasurer.

- D. Represent the Unit at outside meetings such as Federation Council and CIF Instructional meetings
 - a) Representatives of this Unit attending outside meetings shall be reimbursed a travel fee of \$25.00.
- E. Serve as liaison to the CIF-Southern Section Representative in regards to recommendations for CIF-Southern Section Championship Final assignments.
- F. Establish committees as needed to administer programs within the Unit.
- G. Prepare the Unit newsletter

2. Duties of the Vice President

- A. In the absence of the President, preside over meetings of the Board of Directors.
- B. Act as Chair of the nomination Committee. Prepare a slate of candidates for each elective office.
- C. Oversee disciplinary procedures.

3. Duties of the Secretary/Treasurer

- A. Keep a record of minutes of all Board of Directors meetings.
- B. Maintain an accurate and up-to-date list of names and addresses of all active, associate and crossover members.
- C. Keep an accurate record of all Unit activities.
- D. Notify officers of meeting dates of the Board of Directors.
- E. Send out communications and newsletters out to the membership.
- F. Establish/maintain a Unit bank account.
- G. Collect and pay appropriate dues.
- H. Keep accurate records of all receipts and expenditures.
- I. Submit a financial statement to the Board at scheduled meetings.
- J. Submit invoices to the President for approval of payment.
- K. Maintain and have available a yearly financial statement.
- L. Submit an updated roster, dues and annual reports to the SCVOA.

4. Duties of the Members-At-Large

- A. Serve as voting members of the Board and attend all Board and general membership meetings to represent the general membership.
- B. Keep abreast of Unit issues and general attitude of the membership to make recommendations to the Board.
- C. Serve as a member of the nominating committee chaired by the Vice President.
- D. Assist in the instructional program and other Unit activities.
- E. Perform other duties as assigned by the Board.
- F. Organize the annual Volunteer Fundraiser Tournament, with assistance from the President.

Article X Qualifications for Board Officers

1. President and Vice President

- A. An active member in good standing of the South Bay Unit for two consecutive years.
- B. Have prior experience as a unit officer.
- C. Currently a C1 or C2 rated official.

2. Secretary/Treasurer

- A. An active member in good standing of the South Bay Unit for two consecutive years.
- B. Preferably has been a Board member in the past.

3. Member-at-Large

- A. An active member in good standing of the South Bay Unit for one year

Article XI Instructor

1. Selection of Instructor:

- A. The Board shall appoint the Instructor subject to the approval of the SCVOA. The Instructor

position shall work under the guidance of the Board, and the Board shall review and evaluate the performance and progress annually.

- B. The board may consider a replacement for failure to perform duties listed below or for sub par performance of these duties, or for misconduct.
 - C. In the event the instructor position becomes open, an announcement of this will be published in the next Unit newsletter. Those interested will be requested to submit a letter of application for the position that includes a resume.
 - D. Applicants for the position will be scheduled for an oral interview as part of the selection process.
 - E. The Board will select the best candidate meeting all qualifications and fulfilling all requirements of the position.
- 2. Qualifications of the Instructor:**
- A. An active member in good standing of the South Bay Unit for five years.
 - B. Have officiated with a C1 ability rating for a minimum of five years.
 - C. Teaching experience desirable. Possesses the ability to teach the fundamentals of volleyball officiating, mechanics, and rule interpretations.
 - D. College officiating experience desirable.
- 3. Duties of the Instructor**
- A. Assist the Board of Directors in planning and coordinating the unit's instructional program.
 - B. Provide instruction to all officials in the unit.
 - C. Establish a standardized rating/evaluating program in conjunction with the Board of Directors.
 - D. Select and train instructors for the certification clinic.
 - E. Interpret rules & mechanics for the Unit.
 - F. Discuss rules clarifications and points of emphasis with the unit members and publish them in the unit newsletters.
 - G. Guide and provide information for advancement of Unit members into USA and collegiate opportunities.
 - H. Attend Board of Directors meetings, as requested by the Board.
 - I. Attend the State Rules Meeting and the NF Instructor's meetings.
- 4. Compensation:** The Instructor position shall be compensated at the rate of \$500 per year. This amount may be divided up if instructional responsibilities are handled by more than one instructors, at the discretion of the appointed Instructor Chairman.

Article XII Assignor

1. Selection of the Assignor:

- A. The 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 board may consider a replacement for failure to perform duties listed below or for sub par performance of these duties, or for misconduct.
- C. In the event the assignor position becomes open, an announcement of this will be published in the next Unit newsletter. Those interested will be requested to submit a letter of application for the position that includes a resume.
- D. Applicants for the position will be scheduled for an oral interview as part of the selection process.
- E. The Board will select the best candidate meeting all qualifications and fulfilling all requirements of the position.

2. Qualifications of the Assignor:

- A. An active member in good standing of the South Bay Unit for a minimum of five years.
- B. Have officiated with a C1 ability rating for a minimum of five years.
- C. Available between 8:00 am and 3:00 pm daily during the Girl's and Boy's Seasons.

D. Knowledgeable about the area's schools, rivalries, caliber of play, etc.

3. Duties of the Assignor:

- A. Maintain open communication with Unit membership.
- B. Assign all matches and tournaments submitted by area schools.
- C. Reassigns all returned matches and rescheduled matches.
- D. Assignments must be made to qualified members of the Unit as a first priority, then to crossover and out of area officials.
- E. Communicates with the schools, Athletic Directors, and/or coaches for scheduling, payments to officials, complaints, etc. Collects rescheduling fees from schools.
- F. Take into consideration the official's ability rating when making assignments.
- G. Prepare a master schedule for the Board, prior to the beginning of a season.
- H. Act as liaison with the CIF office in the scheduling of playoff matches with input from the Board.
- I. Attend Board meetings as requested by the Board.
- J. Cooperates with Board of Directors
- K. Keeps Board of Directors apprised of any problems or complaints received from schools, coaches, or member officials.

Article XIII Assignment of Matches

1. Assignment Fees:

- A. Fees for match assignments shall be approved by the general membership.
- B. Match Assignment Fees for 2004-2005 shall be a flat fee of \$4 per assignment.
- C. Tournament assignment Fees shall be a flat fee of \$5 per assignment per day.

2. Guidelines for making 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. Officials assigned matches must be "qualified" active members of the unit or crossover officials in good standing. (see Article XVI)
 - 1) Officials in good standing with the Unit shall not have outstanding indebtedness to the Unit or the Assignor. Such indebtedness shall be cleared and the account brought up to date before assignments will be made to that official.
- D. "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 XVI)
- E. Consideration shall also be given to the official's record regarding no shows and tardiness.
- F. 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, it is the responsibility of the official to find a suitable replacement of equal rating. 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) Assignment fees are reimbursed to the official if the school cancels the match or reschedules the match and the official is unable to work the rescheduled match. No reimbursement if the official receives partial or full payment from the school.
 - 4) An official's schedule may be reassigned if prompt communication between the official and Assignor is not made.

3. Guidelines for making playoff assignments:

- A. To qualify for postseason playoff assignments, the official must have worked a minimum of eight

matches in the unit.

4. No Shows:

- A. A "No Show" is defined as not arriving to work a 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 equal to the match fee, payable to the Unit.
- C. The other official assigned to the match shall receive ½ of the match fee from the Unit Treasurer, if he worked the match alone. If the assigned official changes his assigned position from the down official (Umpire, R2) to the up (Referee, R1) official position due to the absence of the originally assigned official, the Unit Treasurer will reimburse the assigned official the difference in pay between the up and down official positions.

5. Late to Match

- A. An official is considered to be "Late" or Tardy to a match if he has not arrived five minutes before the published match start time.
- B. A penalty of \$10 will be assessed the official for late arrival to a match, payable to the Unit.
- C. If the arrival of an official is after the start of the Varsity match, and this late arrival necessitates a change in assigned positions (i.e., the assigned down official works the Varsity match as the up official), then the tardy official must pay the other official the difference in pay between the up and down positions, in addition to the \$10 penalty payable to the Unit.

Article XIV Code of Conduct

1. General Policy

The South Bay Unit hereby incorporates the National Federation of State High School Association's Code of Ethics as a general guideline of conduct expected by members of the Unit. (see appendix).

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 or integrity is strictly prohibited. (Examples include but are not limited to the following: sexual relationships with a 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 South Bay Unit 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. Receiving a Complaint: A complaint may be received from any source including, but not limited to coaches, players, or other unit members.
- C. Preliminary Investigation of Complaints:
 - 1) The Board of Directors shall select a member of the Board or designate a person to conduct a preliminary investigation.
 - 2) The above investigator may notify the 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 complainant 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 complainant or witnesses. The accused should be encouraged to respond to the allegation in writing, within fifteen 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 member disciplinary committee composed of designated 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 days to respond in writing or request a meeting with the Committee to orally answer the charges.
 - F. After the accused member 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 Board of Directors and to the accused official.
 - G. Seven days after the Notice of Action is distributed, any discipline determined proper, will take effect.
5. **Right to Appeal:** Any official/member disciplined under the above procedures shall have the right to appeal his discipline before SCVOA.

Article XV Crossover Officials

1. Officials from another unit of the SCVOA may crossover to the South Bay Unit to receive assignments by payment of a crossover fee. The Board of Directors determines this fee and is listed in Appendix A.
2. Payment of the crossover fee does not guarantee the crossover official a minimum number of matches, however, the crossover official is entitled to receive a schedule.
3. Crossover officials are required to attend the Unit's preseason meetings for the Girl's and Boy's season if receiving a scheduled for those seasons.
4. A crossover official may not vote on unit business nor hold office.

Article XVI Requirements of Members (Active Members)

1. Join Unit by paying the annual membership dues and filling out application form. Pay any penalty assessments.
2. Attend all mandatory general membership meetings of the Unit, which include preseason meetings.
 - A. Non-attendance at any mandatory Unit meeting will incur a penalty assessment of \$10.

3. Receive a minimum of 10 hours (4 meetings) of Of the required 18 hours of certification instruction from this Unit to be considered a member of the South Bay Unit.
4. Complete the take home study questions.
5. Pass a current National Federation High School Exam at the required competency level of 80%.
6. Have proof of liability insurance if not purchased through SCVOA (Collegiate officials are exempt from this requirement).
7. Must be a member in good standing in SCVOA.
8. Requirements for National Federation Certification/Recertification:
 - A. New & C3-C4-C5 Officials: (See separate appendix for current requirements)
 - 1) Attend a minimum of ~~fifteen~~ eighteen hours of clinical instruction (~~six~~ seven) clinic meetings, excluding unit business) which includes lecture/rules discussion and practical floor experience.
 - 2) In order to be considered a member of this Unit, must receive a minimum of 10 hours (4 meetings) of the required 18 hours from the home Unit.
 - 3) Missed clinic meetings may be made up by attendance at the clinic meetings of another SCVOA unit, subject to the approval of the Instructional Chair.
 - a) No more than two clinic meetings may be made up in this manner.
 - b) Written verification must be obtained from the other unit and submitted to the Instructional Chair.
 - c) Exceptions to these clinic meeting requirements can only be made by the Board of Directors.
 - 4) Complete and pass a practical evaluation each year.
 - B. C1-C2 Officials (See separate appendix for current requirements)
 - 1) Attend a minimum of ~~ten~~ eighteen hours of clinical instruction (four clinic meetings, excluding unit business) which includes lecture/rules discussion and practical floor experience/instruction of lower level officials
 - 2) Missed clinic meetings: see #A.3) above
 - 3) Complete a practical evaluation as a referee and umpire on a 3/5 varsity match to be selected by the unit Instructional Chair, every other year.

Article XVII Ability Ratings and Re-ratings.

1. All C4 and C5 officials are continuously being evaluated informally by the members of the Board during the course of the working season. As these officials improve and progress, they will be re-rated at the end of the yearly certification clinic. Ratings to upgrade to C4 or C3 may be done during tournament or clinic matches.
2. C3 and C2 rated officials are also being observed informally. The board will recommend to those officials who it feels has made sufficient improvement and progress, that a more formal evaluation might be in order. If the official concurs, a rating session will be scheduled, as described below.
3. All officials, however, have the right to request a formal ratings evaluation for the purpose of a ratings upgrade. In this case, the official shall make this request in writing to the Board of Directors.
4. Upon receipt of this letter, the Board will, at the next Board meeting, discuss the request and determine whether or not the official has made sufficient progress to warrant a formal observation/rating session. If the Board agrees that an observation is warranted, an appropriate match will be selected and scheduled, where the instructional chair or his designee will be in attendance to do the rating.
5. If the Board determines that the official may not be ready for a formal rating, the official will be advised of this in writing. The official shall also be advised of any areas of perceived deficiencies and how to make improvements in those areas.
6. In any case, the official has the right to request a formal ratings evaluation regardless of the Board's

recommendations. The Board will select an appropriate match where the instructional chair or his designee will be in attendance to do the formal evaluation.

7. A suitable partner will also be assigned to work with the official being evaluated. This partner may also provide input about the evaluation.
8. The fee for the formal evaluation will be the match fee, payable to the rater.
9. The ratings evaluation will cover both the umpire and referee positions.
10. Ratings to upgrade to a C2 or C1 must be done formally in an appropriate 3/5 girl's or boy's match.
11. Formal ratings evaluations will be documented on a ratings form (Appendix C). Results will be discussed with the official and rater(s) in a post match conference, followed by a written confirmation letter.
12. All ratings/reratings are subject to the review and approval of the Board.

APPENDIX A – Fee Schedule, 9/05

1. Membership Fee	Regular:	\$ 50.00 –\$60.00 (as of 9/1/06)
	Collegiate	34.00 \$44.00 (as of 9/1/06)
2. Crossover Fee		\$15.00
3. Assignment Fees	Assignment:	\$4.00/assignment
	Tournament:	\$5.00/day
4. Formal Ability Rating Observation		match fee

Appendix B -- PENALTY ASSESSMENTS

1. Late to match	\$10.00
2. No Show	match fee
3. Missed mandatory general membership meeting	\$10.00

(Appendix C, D, E. sample to added later)