

# *Colorado Volleyball Officials' Association*



## ***2012-2013 Officials' Manual/Directory***

Last update 01/03/12

## ***CVOA HALL OF FAME***

The Colorado Volleyball Officials Association Hall of Fame was created to honor those individuals who have made a significant contribution to CVOA and to high school volleyball in Colorado. Each year, the CVOA Executive Board selects one or more individuals who have been nominated by CVOA members. The induction ceremony is held in November in conjunction with the CVOA State Tournament Officials Banquet. The members of the CVOA Hall of Fame with their year of induction are:

<u>1995</u> <i>Maggie Abrams Nancy DiCocco Sheila Hasenkamp Sharon Wilch</i>	<u>1996</u> <i>Chris Beal Dorothy Hornby Joan Powell Sheila Worley</i>	<u>1997</u> <i>Claudia Conley Pat Latta Dick Porter</i>	<u>1998</u> <i>Bill Berry Glenda Brungardt Bill McKenzie</i>
<u>1999</u> <i>Glenda Bailey Alice Barron Jack Berckemeyer Lorell Cotten</i>	<u>1999</u> <i>Karen Cravens Linda Feeney Debby Fischer Terry Porter</i>	<u>2000</u> <i>Theresa Mileus</i>	<u>2001</u> <i>Nancy Holm Eulalia Skinner</i>
<u>2002</u> <i>Tim Darnall Roger Moore</i>	<u>2003</u> <i>Paula Henson Donna Iverson Chrisy Meares</i>	<u>2004</u> <i>Edwina Marshall Becky Fischer</i>	<u>2005</u> <i>Judy Barnett</i>
<u>2006</u> <i>Sandy Manzanares Paul Arriaga Ann Edinger</i>	<u>2007</u>	<u>2008</u>	<u>2009</u> <i>Anita Rentas Kerry Gress</i>
			<u>2010</u> <i>Diane Ruby Teri Ward Jeanette Rasmussen Nanci Kalaymaya</i>



## **CVOA PAST-PRESIDENTS**

The following individuals have served as president of the Colorado Volleyball Officials Association.

1974-76 Karen Cravens	1987-88 Joan Price	2009-Present Nici Bishop
1976-77 Jackie Yoder	1988-90 Holly Cook	
1977-78 Pete Traver	1990-93 Sue Hayes	
1978-79 Sheila Hasenkamp	1993-95 Glenda Brungardt	
1979-81 Pat MacCourtney	1995-97 Jack Berckemeyer	
1981-83 Joan Price	1997-99 Anita Rentas	
1983-84 Mel Grantham	1999-2001 Roger Moore	
1984-85 Chrisy Meares	2001-2003 Terry Porter	
1985-86 Chuck Ellis	2003-2005 Brenda Wolfe	
1986-87 Nancy DiCocco	2005-2009 Tim Darnall	



***COLORADO VOLLEYBALL  
OFFICIALS ASSOCIATION***

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**Website: [www.cvoa.us](http://www.cvoa.us)**



## Officials Code of Ethics

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 interscholastic 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 in 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 the 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 competition.

## **OFFICIALS' CONDUCT**

**CHSAA** game officials are expected to abide by the code of ethics for their respective associations, including proper, accepted social conduct. Violations of this by-law will be investigated and, if substantiated, the official may be suspended from the officials association and CHSAA contests for a specific period.

Any official who has been suspended or expelled may appeal the action by an appearance before the CHSAA Executive Committee. The decision of the CHSAA Executive Committee shall be final.

This by-law allows the Association and officials' organizations to discipline officials who have been arrested or convicted of crimes. It allows the Association and officials' organizations to remove the offending official for conduct detrimental to interscholastic athletics and activities. All officials' organizations are required to place this by-law in their organization's constitution.

At the January 21, 1999 Board of Control meeting, the board voted 54-0 to adopt Proposal S-1-Officials Conduct, Athletic By-laws, Article 27, Rule 2760 to read:

### **OFFICIALS CONDUCT**

Any official who has been registered by his/her parent officials' group may be suspended and/or banned from the CHSAA registered list of officials for a specified amount of time (including a lifetime ban) by action of the officials' organizations governing board, when:

- 1) It has been shown that the official is guilty of unethical conduct; or
- 2) The official refuses to promptly file reports requested by the Commissioner's office and such reports are deemed pertinent to the conduct of coach, contestant, official, or school competing under the jurisdiction of the CHSAA; or
- 3) If the official, as an adult, has been convicted of or has pleaded "guilty" or "no contest" to any criminal charge due to conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities; or
- 4) If the official has engaged in any illegal, unethical, or immoral conduct that adversely affects the appropriateness of the official to perform officiating duties in interscholastic athletics or activities; or
- 5) It is deemed that the official's conduct is detrimental to inter-scholastic athletics and activities.



# CVOA Area Directors 2012-13

- |                                      |                           |                            |   |
|--------------------------------------|---------------------------|----------------------------|---|
| <b>1 - Denver</b>                    | <b>5 - Grand Junction</b> | <b>10 - Durango</b>        | <b>15 - Trinidad</b>                      |
| <b>2 - Ft. Collins/<br/>Longmont</b> | <b>6 - Glenwood/Aspen</b> | <b>11 - Walsh</b>          | <b>16 - Greeley</b>                       |
| <b>3 - Sterling</b>                  | <b>7 - Montrose/Delta</b> | <b>12 - Craig/Meeke</b>    | <b>17 - Lamar</b>                         |
| <b>4 - Pueblo/<br/>Florence</b>      | <b>8 - La Junta</b>       | <b>13 - Colorado Spgs.</b> | <b>18 - Cortez</b>                        |
|                                      | <b>9 - Alamosa</b>        | <b>14 - Burlington</b>     | <b>19 - Grandby/Kremmling/<br/>Summit</b> |

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## ***CVOA Area Directors 2012-2013***

<i><b>1 - Denver</b></i>	<i><b>5 - Grand Junction</b></i>	<i><b>10 - Durango</b></i>	<i><b>15 - Trinidad</b></i>
<i><b>2 - Ft. Collins/ Longmont</b></i>	<i><b>6 - Glenwood/Aspen</b></i>	<i><b>11 - Walsh</b></i>	<i><b>16 - Greeley</b></i>
<i><b>3 - Sterling</b></i>	<i><b>7 - Montrose/Delta</b></i>	<i><b>12 - Craig/Meeke</b></i>	<i><b>17 - Lamar</b></i>
<i><b>4 - Pueblo/ Florence</b></i>	<i><b>8 - La Junta</b></i>	<i><b>13 - Colorado Spgs.</b></i>	<i><b>18 - Cortez</b></i>
	<i><b>9 - Alamosa</b></i>	<i><b>14 - Burlington</b></i>	<i><b>19 - Grandby/Kremmling/ Summit</b></i>

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## IMPORTANT DATES FOR THE 2011-2012 SEASON

Saturday, July 30	Annual Business Meeting for Executive Board
Saturday, August 1	Regional Clinic – Lamar, CO
Saturday, August 4	Regional Clinics– Sterling, CO
Saturday, August 6	Regional Clinic – Windsor, CO
Saturday August 6	Regional Clinic- Grand Junction, CO
Monday August 8	Regional Clinic- Colorado Springs, CO
Saturday August 20	Regional Clinic- Alamosa, CO
Saturday August 20	Regional Clinic- Denver, CO
Monday, August 15	First formal practice date
Monday August 15	Recommended CVOA National Federation Examination test date
Thursday August 25	First scrimmage date
Friday August 26	All test results, test fees, and book monies are due to the CHSAA Officials' Office from Area Directors
Thursday, September 1	First day for volleyball competition
Saturday, October 29	District Tournaments Completed
Saturday, November 5	Regional Tournaments Completed
Fri.-Sat., November 11-12	State Volleyball Tournament-Denver Coliseum
Thursday December 1	Election ballots to CVOA Members
Tuesday December 20	Ballots, Registration, & membership dues to the CHSAA Officials' Office
January 15	New elected CVOA Officers and Area Directors assume office

### OFFICIALS FEES for 2011

(As adopted by the CHSAA Board of Control)

#### One Referee, One Umpire

Varsity (2 officials)	\$45.00
Sub-varsity	\$33.50
Varsity Tournament – per match (1 <sup>st</sup> and 2 <sup>nd</sup> )	\$36.00
Varsity Tournament-per match(3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> , etc)	\$32.00
Sub-Varsity Tournament – per match	\$27.50
Line judge varsity	\$14.50

**TOURNAMENT FEES** – During regular season play, leagues and schools have the option to establish tournament fees with officials groups unless specified elsewhere in the above fee schedule. Those fees must be stated on contracts sent to officials prior to the tournament.

#### MEAL ALLOWANCE (in excess of 75 miles one way)

Breakfast/Lunch.....	\$ 4.00
Dinner .....	\$ 6.00

**MILEAGE – 40 cents per mile (round trip)** – The Jefferson County (except Conifer, Elizabeth, Evergreen and Summit), Denver, Continental, Skyline (except Fort Lupton), Front Range (except Fort Collins, Loveland, Poudre and Rocky Mountain), Frontier (except Lake County and Middle Park), Metropolitan and Centennial Leagues will not pay mileage between league cities, but will pay a mileage travel stipend of \$2 to each official between league cities. Colorado Springs schools will pay a mileage travel stipend of \$2 to officials selected from the Colorado Springs Officials Association.

**INDIVIDUAL MILEAGE BUFFER** – No mileage will be paid to an official whose town of residence is 20 miles or closer to the host school. Full mileage (including the first 20 miles) will be paid to officials traveling over 20 miles.

**GUIDELINES FOR "NO-SHOWS"** – If the fee structure makes an allowance for a reduced crew (i.e. a 3-official system and a 2-official system) the fee structure stipends shall be the actual fee.

In all other sports, when one official is a “no-show”, the other officials working the contest shall split 50% of the extra check. (Not to exceed 50% of standard fee). **“No-show” policies do not apply to the situation when a reduced crew is assigned due to the availability of officials. CVOA - freshman and sophomore matches do not have a “no show” fee structure.**

Officials Associations must have on file with CHSAA a copy of their constitutions, rules, and by-laws that outline their disciplinary procedures for dealing with no-shows as well as other CHSAA expectations. Schools should contact the CHSAA office and identify the officials so that the local officials associations can take action. Leagues and schools are encouraged to develop procedures for use in these situations as well.

**GOOD FAITH** -- When a school in good faith contacts an official of a postponement or overbooking, no fee shall be paid to any official. That same official shall have the opportunity to work the cancelled contest. When an effort to contact an official has not been made, 50% of the standard fee, plus any travel allowance due will be paid to an official who shows up to officiate the contest. **Once a game or match is started, the official is entitled to the entire game or match fee.**

**PRIORITIES** -- When a site or date change occurs, the officials originally assigned should be the first given the chance to work the rescheduled game.



# COLORADO VOLLEYBALL OFFICIALS ASSOCIATION

## 2011 REGIONAL STATE OFFICIALS CLINICS

Check your specific site – some clinics have different start times!

<b>Dates:</b>	<b>Locations/Times:</b>	<b>Contacts:</b>
<u>Monday August 1</u>	Lamar Community College Bowman Building Room #138 Clinic State: 6:00pm	Ava Bair 719-829-4941
<u>Thursday August 4</u>	Sterling, NJC-Main Gym Registration: 4:00pm Clinic Starts: 4:30pm	Trudy Fritzler 970-580-4754 Deb County 970-466-0060
<u>Saturday August 6</u>	Windsor High School Registration: 8:00am Clinic Starts: 9:00am	Ray Lameiro 970-204-4776 John Blackwelder 970-371-1107
<u>Saturday August 6</u>	Pueblo Centennial High School Clinic Starts: 8:30am	Carl Higbee 719-948-2882
<u>Saturday August 6</u>	Grand Junction Central High School Clinic Starts: 9:30am	Linda Friesen 970-201-2494
<u>Monday August 8</u>	Colorado Springs Manitou Springs High School Clinic Starts: 5:00pm	Fran McGee 719-685-2316
<u>Saturday August 13</u>	Alamosa Del Norte High School Registration: 8:00am Clinic Starts: 9:00am	Brian Loch 719-589-8741
<u>Saturday August 20</u>	Denver Registration: 8:30am Clinic Starts: 9:00am	Chuck Ellis (720) 482-8693

## QUALIFICATIONS FOR CVOA MEMBERSHIP

All officials listed in this directory, unless otherwise noted, passed the 2011 National Federation Examination and paid their dues for the 2011 season. The test for the 2011 season is not taken or administered until August 2011.

Officials listed in this directory with a status of C are certified by CVOA from previous year. Members scoring a 90-100% on the National Federation Examination test, attending a required CVOA Regional Clinic, and attending the required study sessions during the season (2011) attain certified status and may officiate any regular-season and/or post-season matches sanctioned by CHSAA.

Officials designated with a status of P (Provisional), scored a 75-89% on the National Federation Examination, and/or did not attend a required CVOA Regional Clinic, and/or did not attend the required rules study sessions during last season. Officials who are provisional may officiate regular-season matches (no post-season). Each provisional official has an indicated date when that provisional status may be removed, assuming all criteria to become certified have been met.

Officials designated as a NP (Non-Participating) have chosen to be affiliated with CVOA and pay one-half dues, but are not qualified to officiate any matches sanctioned by the CHSAA.

Information in this directory is current as of June 21, 2011.

Questions concerning the membership status of any CVOA member should be directed to the CHSAA Officials' Office.

## CVOA MEMBERSHIP DUES

Regular membership dues are **\$78 for 2011**. If the individual decides not to take the test or does not pass, half the dues will be refunded. Dues for individuals who choose to be non-participating are **\$39.00**.

Dues for currently certified, provisional and non-participating members are due before **December 17** of each year and are payable to CVOA. Completed registration forms and dues payments should be sent to the CHSAA (CVOA) Officials Office, 14855 East Second Avenue, Aurora 80011-8900. *Members (including Non-Participating) who pay their dues after December 17 will be assessed a \$20.00 late fee.*

Membership status changes may be requested at any time by notifying the CHSAA Officials Office, CVOA Secretary, and your Area Director. Members dropping membership or changing status to Non-Participating will be refunded half their dues, if the CVOA Secretary is notified of the status change, in writing, before the official test date. No refunds will be issued due to change of status after the official test date.

The CVOA Executive Committee, under direction of the CVOA Treasurer develops a 3-year dues schedule that will adequately support the CVOA organization. The dues schedule adoption and adjustment occurs annually at the CVOA Annual Business Meeting.

## **MANDATORY SPORTSMANSHIP PRE-GAME PROCEDURE**

To: All CVOA Members:

Prior to each varsity and sub-varsity game, the officials will address the players and coaches of both teams concerning sportsmanship. In most cases, this will take place at the pre-game conference prior to the coin toss. At that time, the referee shall emphasize that sportsmanship is expected of all participants during the competition per the attached statement.

In the opinion of the assigned officials, insulting, offensive, abusive, vulgar, or profane language or gestures, taunting, and excessive celebration will not be tolerated and will be dealt with appropriately and immediately if they occur during the match.

NOTE: The foregoing procedure will take the place of the Sportsmanship Card Exchange Procedure.

## **SPORTSMANSHIP STATEMENT**

As representatives of CVOA and CHSAA, we are here to promote sportsmanship and fair play. Let this competition reflect mutual respect among all participants and officials. Coaches please certify that your players are legally equipped and uniformed according to NFHS rules. Good luck and have a great contest.

## 2011 AREA STUDY SESSIONS & TEST DATES

### AREA 1 – DENVER METRO-UPDATED 08/15/11

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CLASSES/MEETINGS	DATES	TIME	LOCATION	NOTES
<b>NEW Officials</b>	August 3 August 8	6-9pm	Momentum VBC Castlewood Library	Momentum VBC, 6161 Business Center Dr. Highlands Ranch Castlewood Library, Uintah at Arapahoe Rd, Centennial
Test-NEW Officials	<b>August 17</b>	6pm	Eloise May Library 1471 S. Parker Rd. Denver, CO 80231	
<b>REGIONAL CLINIC</b>	<b>August 20</b>	Registration 8-9 Start 9am	Overland High School	
Test-VETERAN Officials	TEST ONLINE			Provisional officials will test with new officials-closed book test.
<b>SCRIMMAGE CLINICS</b>	<b>August 26</b> <b>August 27</b> <b>August 27</b>	<b>4:00pm</b> <b>8:30am</b> <b>9:00am</b>	Eaglecrest High School Chaparral High School Arvada High School	
<b>STUDY SESSIONS</b>	August 29(potluck) Sept 11 Sept 19 Sept 25 Oct 3	6:30 2pm 6:30 2pm 6:30	Overland High School May Library Northglenn High School Castlewood Library Northglenn High School	

### AREA 2 – FT. COLLINS/LONGMONT-UPDATED 04/26/11

Ray Lameiro 970.204.4776 (hm)

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CLASSES/MEETINGS	DATES	TIME	LOCATION	NOTES
<b>NEW OFFICIALS</b>	August 9, 11, 16, 18, 23, 25	6:30 p.m.	Windsor High School Media Center	DOES NOT COUNT AS STUDY SESSION FOR VETERAN OFFICIALS
Test for CERTIFIED Veteran Officials	<b>DUE BY August 27</b>		Complete and return by email or mail to an area director	
Test for Provisional Official	<b>August 25</b>	<b>6:30pm</b>	Windsor High School	Mandatory attendance for Provisional Officials-closed book test
Test for New Officials	<b>August 27</b>	<b>12pm</b>	Eaton High School	Mandatory attendance for new officials-closed book test
<b>REGIONAL CLINIC</b>	<b>August 6</b>	<b>9am</b>	Windsor High School	MANDATORY FOR ALL TO ATTEND
<b>MANDATORY MECHANICS TRAINING SESSION-NEW OFFICIALS</b>	<b>August 27</b>	<b>8:00 a.m.</b>	Eaton High School	MANDATORY FOR ALL NEW OFFICIAL
<b>SCRIMMAGE/MECHANICS CLINIC-RETURNING OFFICIALS ONLY</b>	<b>August 27</b>	<b>8:00 a.m.</b>	Windsor High School and Platte Valley High School	Counts as IN-SEASON study session for Veteran Officials
<b>STUDY SESSIONS (YOU <u>MUST</u> ATTEND <u>TWO</u> STUDY SESSIONS (1 must be during the season) TO BE IN GOOD STANDING)</b>	September 7 September 19 September 28 October 3	<b>6:30 p.m.</b>	Windsor High School Media Center	
Score keepers clinic	August 29	<b>6:30 p.m.</b>	Windsor High School	Counts as a Study Session

**AREA 3 – STERLING-UPDATED 04/26/11**

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CLINICS/MEETINGS	DATES	TIME	LOCATION	NOTES
<b>NEW OFFICIALS</b>	July 25 August 1, 8	6:00 p.m.	NJC Event Center Classroom	
<b>REGIONAL CLINIC</b>	<b>August 4</b>	5pm-8pm	NJC Event Center Aux Gym, Sterling	
Mechanics Clinic	<b>June 25</b> <b>Aug 27</b>	TBD	Fleming High School TBA	
TEST-NEW Officials	<b>August 15</b>	6:00 p.m.	NJC Event Center Classroom	
TEST-VETERAN Officials	<b>TBA</b>			
<b>STUDY SESSIONS</b>	August 29 September 12, 26 October 10	6:00 p.m.	NJC Event Center Classroom	

**AREA 4 – PUEBLO-UPDATED 05/09/11**

Carl Higbee 719.948.2882 (hm) 719.214.4881 (wk)

carlhigbee@msn.com

CLINICS/MEETINGS	DATES	TIME	LOCATION	NOTES
<b>STUDY SESSIONS</b>	TBA(Please check <a href="http://www.cvoa4.org">www.cvoa4.org</a> )			New officials.
<b>REGIONAL CLINIC</b>	<b>August 6</b>	9:00am	Pueblo Centennial High School	Whistles and Equipment REQUIRED
TEST-NEW and VETERAN Officials	<b>August 15 (new officials)</b> <b>August 22</b>	6:00pm 7:00pm	1020 Baxter Rd. Pueblo Park Hill Baptist Church	
<b>Meeting Dates</b>	Every Monday night Starting 8-15-2011 until the end of volleyball season except for Labor Day	6:30pm	Parkhill Baptist Church 4235 Parkhill Pl. Pueblo, CO 81006 PLEASE USE GYM ENTRANCE	Please check <a href="http://www.cvoa4.org">www.cvoa4.org</a> for any cancellation or changes to meeting dates

**AREA 5 – GRAND JUNCTION-UPDATED 05/20/11**

Linda Friesen 970..201.2494 (hm)

lfriesen01@bresnan.net

CLASSES/MEETINGS	DATES	TIME	LOCATION	NOTES
<b>NEW Officials</b>	Aug. 9, 11, 16, 18	6:30pm	Grand Junction High School	
<b>Coaches Rules Clinic</b>	<b>TBA</b>			
<b>REGIONAL CLINIC</b>	<b>August 6</b>	8:30am	TBA	
Test for NEW Officials	<b>August 22</b>	6:30pm	Grand Junction High School	
<b>REGIONAL CLINIC</b>	TBA	TBA	TBA	
Test-VETERAN Officials	August 29	6:30pm	Grand Junction High School	
<b>STUDY SESSIONS</b>	August 29 September 12, 26 October 10, 24	6:30pm	Grand Junction High School	

**AREA 6 – GLENWOOD/ASPEN- UPDATED 05/20/11**

Donna Mabron-Shrull 970.433.0471 (hm)

[dshrull@gmail.com](mailto:dshrull@gmail.com)

CLASSES/MEETINGS	DATES	TIME	LOCATION	NOTES
<b>NEW Officials</b>	July 7, 14	6:30pm	TBD	
Test for NEW Officials	<b>Aug 23</b>	6:30pm	TBD	
Test - VETERAN Officials	Aug 23	7pm	TBD	
<b>REGIONAL CLINIC</b>	TBA			
<b>STUDY SESSIONS</b>	July 21(All Officials) Aug 9, 16, 18, 30 Sept 15, 20 Oct 12	6:30pm	TBD	

**AREA 7 – MONTROSE/DELTA-UPDATED 06/09/11**

Ann Gibbons

970.249.6843 (hm)

tgibbins@juno.com

CLASSES/MEETINGS	DATES	TIME	LOCATION	NOTES
<b>NEW Officials</b>	August 9, 16, 22, 27	TBA	Ann Gibbons Home	
Test for <b>NEW Officials</b>	<b>August 27</b>	TBA	Ann Gibbons Home	
Test- <b>VETERAN Officials</b>	August 27	TBA		Tests are due by NOON
<b>REGIONAL CLINIC</b>	TBA			
<b>STUDY SESSIONS</b>	Sept. 12, 26 October 3, 17, 24	7PM	13495 6900 RD, Montrose	

**AREA 8 – LA JUNTA-UPDATED 05/20/11**

Jill Taylor

719.469.9700 (cell)

jtaylor@lextron-inc.com

CLASSES/MEETINGS	DATES	TIME	LOCATION	NOTES
<b>NEW Officials</b>	Contact Jill Taylor by July 20 <sup>th</sup>			719-469-9700 <a href="mailto:jtaylor@lextron-inc.com">jtaylor@lextron-inc.com</a>
<b>REGIONAL CLINIC</b>	TBA			
Test for <b>NEW Officials</b>	<b>August 17</b>	5:30pm	Otero Junior College McBride Hall	
Test - <b>VETERAN Officials</b>	August 17	6:30pm	Otero Junior College McBride Hall	
<b>VETERAN MEETING</b>	August 10	5:30pm	OJC McBride Hall	Rest of dates will be determined by group

**AREA 9 – ALAMOSA-UPDATED 05/02/11**

Brian Loch

719.589.8741 (hm) 719-588-4050 (cell)

brianloch@yahoo.com

CLINICS/MEETINGS	DATES	TIME	LOCATION	NOTES
<b>NEW OFFICIALS</b>	July 11, 18	6:00 p.m.	Alamosa High School	
<b>REGIONAL CLINIC</b>	TBA			
TEST- <b>NEW Officials</b> TEST- <b>VETERAN Officials</b>	<b>August 16</b>	5pm	Alamosa High School	New Officials at 5:00pm/ Veterans at 6:00pm
<b>STUDY SESSIONS</b>	<b>July 25</b> <b>August 1, 8, 22, 26</b> <b>September 12, 26</b> <b>October 10</b>	6:00PM	Alamosa High School	

**AREA 10 – DURANGO-UPDATED 04/26/11**

Erin Dunavant

970.884.4715 (hm) 970.403.0555 (wk)

edunavant@gmail.com

Tim Erickson

970.259.3627 (hm) 970.259.1672 (wk)

steric@frontier.net

CLINICS/MEETINGS	DATES	TIME	LOCATION	NOTES
<b>New/Veteran Officials</b>	Contact Erin			
TEST- <b>NEW Officials</b> <b>VETERAN Officials</b>	<b>TBD</b>			<b>Contact Erin Dunavant</b>
<b>SCRIMMAGE CLINIC</b>	TBD			
<b>STUDY SESSIONS</b>	TBD			

**AREA 11 – WALSH-UPDATED 05/20/11**

Shannon Gerber

719.523.6304 (hm) 719.361.0672 (cell)

gerberks@earthlink.net

CLASSES/MEETINGS	DATES	TIME	LOCATION	NOTES
<b>NEW Officials</b>	August 18, 25	6pm	Annunciation Church Fellowship Hall	
Test for <b>NEW Officials</b> Test for <b>VETERANS</b>	<b>Aug 22(tentative)</b>	6pm	Annunciation Church Fellowship Hall	140 Kansas Springfield, Co 81073; Veterans call for test if not taking it with group.
<b>REGIONAL CLINIC</b>	Clinic Tournament in July Scrimmages TBA			Determined by Schools
<b>STUDY SESSIONS</b>	August 15, 22, 29 Sept. 12, 29, 26 Oct 3, 17, 24	6pm	Annunciation Church Fellowship Hall	<b>Special arrangements can be made with area director for more study time.</b>

**AREA 12 – CRAIG/MEEKER-UPDATED 04/20/11**

Mindy Burke

970.878.5241 (hm)

mindy.burke@judicial.state.co.us

CLASSES/MEETINGS	DATES	TIME	LOCATION	NOTES
NEW Officials	Contact Mindy			
Test for NEW Officials	Contact Mindy			
Test - VETERAN Officials	Contact Mindy			
REGIONAL CLINIC	Contact Mindy			
STUDY SESSIONS	Contact Mindy			

**AREA 13 – COLORADO SPRINGS-UPDATED 05/04/11**

Pam Chavez

719.380.0903 (hm) 719.391.3313 (wk)

chavezp@wsd3.k12.co.us

Fran McGee

719.685.2316 (hm) 719-649-4869 (cell)

mcgee\_vball@comcast.net

Dawn Valentine

719.591.5279 (hm) 719.234.2200 (wk)

dvalent@d20.co.edu

CLINICS/MEETINGS	DATES	TIME	LOCATION	NOTES
NEW OFFICIALS	Contact Nancy Holm			<a href="mailto:bnholm@juno.com">bnholm@juno.com</a> 719-590-1380 or cell 719-930-5089
TEST-NEW Officials TEST-Veteran Officials	August 13 August 15	9:00am 6:00pm	Manitou Springs High School Coronado High School	Pick up test at meeting, Due August 22, 6pm Coronado
REGIONAL CLINIC	August 8	5-9pm	Manitou Springs High School	
STUDY SESSIONS	August 15, 22, 29 Sept 12, 26 October 3	6pm	Coronado High School	East end of gym

**AREA 14 – BURLINGTON/LIMON-UPDATED 04/27/11**

Talana Davis

719.397.2429 (hm) 719.342.1930 (cell)

talana\_d@yahoo.com

CLINICS/MEETINGS	DATES	TIME	LOCATION	NOTES
NEW OFFICIALS	July 11	7:00 p.m.	Burlington Middle School	
TEST-NEW Officials TEST-VETERAN Officials	August 23(tentative) August 27	7:00 p.m. 8:00 a.m.	Burlington Middle School Burlington High School	
REGIONAL CLINIC	August 27	8:30 a.m.	Burlington High School	Scrimmage.
STUDY SESSIONS	September 7, 21 October 5, 19	7:00 p.m.	Burlington Middle School	

**AREA 15 – TRINIDAD-UPDATED 05/11/11**

Lori Navarette

719.846.7420 (hm) 719.845.4211 (wk)

lnavarette\_3@hotmail.com

CLINICS/MEETINGS	DATES	TIME	LOCATION	NOTES
NEW OFFICIALS	Contact Lori			
TEST-NEW and VETERAN Officials	Contact Lori			
STUDY SESSIONS	TBA			

**AREA 16 – GREELEY-UPDATED 04/26/11**

John Blackwelder

970.371-1107(hm)

jfbwelder@gmail.com

CLASSES/MEETINGS	DATES	TIME	LOCATION	NOTES
<b>NEW OFFICIALS</b>	August 9, 11, 16, 18, 23, 25	6:30 p.m.	Windsor High School Media Center	DOES NOT COUNT AS STUDY SESSION FOR VETERAN OFFICIALS
Test for Certified <b>Veteran</b> Officials	<b>DUE BY August 27</b>		Complete and return by email or mail to an area director	
Test for <b>New Officials</b>	<b>August 27</b>	<b>12 Noon</b>	Eaton High School	Mandatory attendance for new officials-closed book test
Test for Provisional Officials	<b>August 25</b>	<b>6:30pm</b>	Windsor High School	Mandatory attendance for Provisional officials-closed book test
<b>REGIONAL CLINIC</b>	<b>August 6</b>	<b>9am</b>	Windsor High School	<b>MANDATORY FOR ALL TO ATTEND</b>
<b>MANDATORY MECHANICS TRAINING SESSION-NEW OFFICIALS</b>	<b>August 27</b>	<b>8:00 a.m.</b>	Eaton High School	<b>MANDATORY ATTENDANCE</b>
<b>SCRIMMAGE/MECHANICS CLINIC FOR RETURNING OFFICIALS ONLY</b>	<b>August 27</b>	<b>8:00 a.m.</b>	Windsor High School and Platte Valley High School	Count as IN-SEASON study session for veteran officials
<b>STUDY SESSIONS (YOU <i>MUST</i> ATTEND <i>TWO</i> STUDY SESSIONS (1 must be during the season) TO BE IN GOOD STANDING)</b>	September 7 September 19 September 228 October 3	<b>6:30 p.m.</b>	Windsor High School Media Center	
Score keepers clinic	August 29	<b>6:30 p.m.</b>	Windsor High School	Counts as study session

**AREA 17 – LAMAR-UPDATED 04/21/11**

Ava Bair

719.688.0089 (hm) 719.336.1574 (wk)

avabair@cvoa.org

CLINICS/MEETINGS	DATES	TIME	LOCATION	NOTES
<b>NEW OFFICIALS</b>	August 10	5:30pm	Lamar Community College, Trustees Rm #124	
<b>TEST-NEW and VETERAN Officials</b>	<b>TBA(New Officials)</b> <b>TBA (Veterans)</b>			
<b>REGIONAL CLINIC</b>	TBA			
<b>STUDY SESSIONS</b>	August 17, 24 September 7, 14, 28 October 12	5:30pm	Lamar Community College, Trustees Rm #124	

**AREA 18 – CORTEZ**

Kami Oliver

970.562.4506 (hm)

kjo@fone.net

CLINICS/MEETINGS	DATES	TIME	LOCATION	NOTES
<b>NEW OFFICIALS</b>	TBD Contact Kami Oliver			
<b>TEST-NEW and VETERAN Officials</b>	TBD Contact Kami Oliver			
<b>STUDY SESSIONS</b>	TBD Contact Kami Oliver			

**AREA 19 – KREMMLING/GRANDBY/SUMMIT-UPDATED 04/26/11**

Kim Bodemann

970.724.9443 (hm)

bodemannk@yahoo.com

CLINICS/MEETINGS	DATES	TIME	LOCATION	NOTES
<b>NEW OFFICIALS</b>	Contact Kim		West Grand Elementary	
<b>TEST-NEW and VETERAN Officials</b>	<b>Contact Kim</b>		West Grand Elementary	
<b>STUDY SESSIONS</b>	Contact Kim		West Grand Elementary	

# COLORADO VOLLEYBALL OFFICIALS ASSOCIATION

## (CVOA) CONSTITUTION

### ARTICLE I - NAME

The name of the organization shall be Colorado Volleyball Officials Association, also known as CVOA in this document.

### ARTICLE II - PURPOSE

The purpose of CVOA shall be:

- 1) To maintain the highest standard of volleyball officiating possible in Colorado;
- 2) To encourage the spirit of fair play and sportsmanship;
- 3) To strive to make available an adequate number of well trained and capable officials;
- 4) To cooperate with all organizations officially connected with the game of volleyball in furthering its interest and ideals;
- 5) To insure timely communications on rule changes, practical application and knowledge of the game to CVOA officials.

### ARTICLE III - MEMBERSHIP

#### Section 1 - Requirements

The Colorado Volleyball Officials Association offers two types of memberships - Regular and Non-participating. All individuals applying for membership must be at least 18 years old by the annual test date. Members shall comply with the respective requirements for the desired type of membership, as outlined in this constitution and bylaws.

#### Section 2 - Regular Membership

A Regular membership is for individuals who want to officiate during the high school volleyball season. A Regular member is classified as Certified or Provisional.

A) Each year Regular members are required to:

- 1) Pay dues and complete the membership registration form.
- 2) Attend one (1) Regional Clinic and two (2) study sessions. One study session must be during the competitive volleyball season.
- 3) Take the National Federation Volleyball Examination and score at least a 75%. Certified members may take the test open book-take home. However, Provisional and new members must take the test closed book on the test date at a designated site. Membership will be dropped if a member does not take the test or scores less than 75%.
- 4) If the member is a new member, he or she must participate in a mechanic training session arranged by the Area Director.

B) A **CERTIFIED** official must meet all requirements as outlined above and score 90% or more on the National Federation Volleyball Examination. This status will take effect from the test date for one (1) year until the next test date. A Certified member who fails to return his or her take-home test by the due date will be required to take the next year's test closed book on the test date at a designated site.

C) **PROVISIONAL** status is given for any of the following:

- 1) "Provisional/Attendance" will be assigned to any member who fails to meet clinic, study session, and/or mechanics training attendance requirements. This status will take effect immediately at the end of the regular season before playoffs and remain in force for one (1) calendar year.
- 2) "Provisional/Test" will be assigned to any member who scores less than 90% on the National Federation Volleyball Examination (open book test). This status will take effect immediately from the test date and remain in force for one (1) year until the next test date. If a NEW member scores less than 75% on the test, he/she may take Part 2 one week later. If the new member then scores 75% or better, that new member will be granted provisional status.
- 3) "Provisional/Discipline" will be assigned to any member who is placed on probation by the Executive Committee as outlined in this Constitution. The Executive Committee will determine when this status will take effect. It will remain in force for one year from the time of the violation
- 4) Provisional members have all the rights of a certified member for one year except:
  - a) They may not officiate any sub-district, district, regional, or state tournament games,
  - b) They may not be a CVOA Officer, Rule Interpreter, Area Director, Committee Chairman or Assistant Chairman.

### **Section 3 - Non-Participating Membership**

Individuals not wishing to officiate but desiring to keep current on volleyball rules and regulations can become Non-participating members. They will receive a rulebook, membership directory and all CVOA mailings.

- A) Annually, Non-participating members must complete a registration form and pay the required dues. They are not required to, but they may attend clinics, participate in study sessions, and/or take the National Federation Volleyball Examination.
- B) Anyone desiring to go from Non-participating to Regular member status who has been Non-participating for three or more years, must go through the requirements for a new member. If a member has been Non-participating less than three years, he or she may renew with the Provisional or Certified status held at the time of the membership status change.

### **Section 4 - Financial Obligations**

- A) Annual dues for Regular members shall be equal to the sum of the fees for a sub-varsity match and a varsity match plus any additional amount deemed necessary to cover fees charged to the association or its members. Non-participating member dues shall be one half (1/2) of the Regular dues amount. Membership dues must be paid by December 20, or members will be subject to a fine for late payment. Members will be declared delinquent and unqualified to accept assignments until the dues are paid. A two-thirds (2/3) approval of the members of Executive Board will be necessary to change the dues amount, if different from that defined above.
- B) A prospective member shall pay the current dues amount at the time they receive any rulebooks, materials, or attend a clinic, half of which is non-refundable. If the prospective member fails to pass the test, the Secretary/Treasurer will refund the refundable amount of the dues paid. New members will receive a set of red and yellow cards upon passing their test.

### **Section 5 - Transferred Memberships**

An official moving from another state may transfer his or her membership status from that state to CVOA. The transferring official must complete a registration form, pay required dues, meet desired membership requirements, and submit to the CVOA Secretary a letter from an officer of the sending state's officials organization stating the transferring official's current membership status. The CVOA Secretary will then determine the official's CVOA membership status.

## **ARTICLE IV - MEMBER RIGHTS AND RESPONSIBILITIES**

### **Section 1 - Rights of Members**

Regular members have the right, and are required, to wear the official uniform when officiating matches involving CHSAA member schools. Regular members may officiate in any area in the state. Certified officials can accept assignments at any level of volleyball sanctioned by the Colorado High School Activities Association. All members have the right to receive other benefits as set down in this Constitution and Bylaws.

### **Section 2 - Official Uniform and Equipment**

While officiating games under the jurisdiction of the Colorado High School Activities Association (CHSAA), members shall wear the official uniform. CVOA requires the wearing of a white, knit, polo-style shirt, from an approved vendor with the embroidered CVOA logo; black slacks (no cords or jeans); a black belt; solid black gym or officials' shoes; and black socks. Members will be neatly groomed. In the event that the volleyball match site is cold, officials may also wear a plain, white, small-knit, "V-neck" sweater from an approved vendor with the embroidered CVOA logo. Officials shall use a set of approved red and yellow cards.

### **Section 3 - Officiating Fees**

A schedule of fees for officiating games that come under the jurisdiction of the CHSAA shall be developed through cooperation between the Executive Committee and CHSAA. The fee schedule shall have no bearing on games that are not governed by CHSAA. A member may officiate for a lesser amount or gratis in games sponsored by those unable to pay the recommended fee and where the official renders a service for the good of the game.

### **Section 4 - Governing Authority**

All members shall comply with the requirements of the Constitution and Bylaws of CVOA, the guidelines of CHSAA, and the rules as outlined by National Federation. A member may be placed on probation, suspended, and/or fined for failure to comply with established authority or regulations of CVOA, or for delinquency in payment of required dues or fees, or for any other conduct determined by the Executive Committee to be contrary to the best interests of CVOA.

## **ARTICLE V - EXECUTIVE BOARD**

### **Section 1 - Executive Board**

The Executive Board shall consist of the Executive Committee, Rules Interpreter, and the Area Directors. Each member of the Executive Board shall be entitled to one (1) vote. Terms of membership on the Executive Board shall be consistent with the appropriate terms of office. Dues will be waived for all members of the Executive Board.

## **Section 2 - Purpose**

The purpose of the Executive Board is to set policies, rules, and regulations; approve the annual budget; and act upon other business properly brought before the Executive Board.

## **Section 3 - Quorum**

A quorum shall consist of two-thirds (2/3) of the members currently serving on the Executive Board.

## **Section 4 - Required Attendance**

Members of the Executive Board shall meet at least once a year at the Annual Business Meeting.

## **Section 5 - Vacancies**

In the case of a vacancy in the office of President, the President-Elect shall become the President. The Executive Committee shall have the power to fill vacancies of other officers and Area Directors. When the Executive Committee makes an appointment for a vacancy, it shall be filled as soon as possible and such appointment shall be for the remainder of that term.

# **ARTICLE VI - EXECUTIVE COMMITTEE**

## **Section 1 - Membership**

The Executive Committee shall be composed of the elected officers of CVOA.

## **Section 2 - Quorum**

A quorum shall consist of three (3) officers.

## **Section 3 - Duties**

The Executive Committee shall:

- 1) Perform individual duties and work together to administer business pertinent to CVOA;
- 2) Schedule meetings of the Executive Board, including the Annual Business Meeting.
- 3) Provide for training of officials, including scheduling dates and locations of the Regional Rules Clinics;
- 4) Approve the appointments made by the President.
- 5) Review charges of unethical and unprofessional conduct of members, then determine and administer appropriate disciplinary action;
- 6) Designate membership areas based upon need and availability of officials, monitor those divisions, and adjust them, if needed;
- 7) Make recommendations to the Executive Board concerning policies, rules, finances, Hall of Fame nominations, and other actions needed.
- 8) Recruit and nominate candidates for new officers and direct the preparation of the annual ballot.
- 9) Meet to prepare and mail the ballot, to plan the Annual Business Meeting, and at any other time necessary to perform required duties.

# **ARTICLE VII - OFFICERS**

## **Section 1 - Titles**

The officers of CVOA shall be President, Vice-President, Secretary-Treasurer, Training and Development Director. The President-Elect will serve in even-numbered years only.

## **Section 2 - Terms of Office**

All officers shall serve a two (2) year term, except for the President-Elect, which shall be a one-year term. The President and Secretary-Treasurer shall be elected in odd numbered years. The Vice-President, Training and Development Director, and the President-Elect shall be elected in even numbered years. A member desiring to run for President shall have previously served on the Executive Board. The election shall be by mailed ballots. A candidate shall be elected by a plurality of the votes returned. In the case of a tie, the Executive Committee shall break the tie. The newly elected officers shall assume office by January 15th following their election.

## **Section 3 - Duties of the Officers**

A) The President shall:

- 1) Preside over and schedule as necessary, all meetings of the Executive Board and Executive Committee;
- 2) Appoint and supervise the activities of committees;
- 3) Share with the Executive Committee the nature of any CVOA correspondence;
- 4) Manage any other activity deemed to be necessary and in the best interest of the association;

- 5) Conduct an investigation of any complaints directed towards a CVOA official and submit recommendations to the Executive Committee.
- B) The Vice-President shall:
- 1) Direct publication of the newsletter;
  - 2) Review, update, and interpret the CVOA Constitution and Bylaws;
  - 3) Coordinate the election of officers, including the preparation and mailing of the ballot;
  - 4) Act in the capacity of the President in the absence of the President.
- C) The Secretary-Treasurer shall:
- 1) Disburse all monies under direction of the Executive Committee;
  - 2) Keep a record of all meetings of the Executive Board and Executive Committee;
  - 3) Make financial reports to the Executive Committee at their meetings and present an annual financial report to the Executive Board at the Annual Business meeting.
  - 4) Prepare an annual budget for the calendar year beginning the following January 1. This budget will be approved by the Executive Board at the Annual Business Meeting;
  - 5) Assist the Vice-President with the Coordination of the election of officers, including the preparation and mailing of the ballots.
  - 6) Coordinate presentation and tracking of service awards to CVOA members;
  - 7) Ensure adequate supplies of red/yellow cards, envelopes, and letterhead stationary are on hand;
  - 8) Utilize the services of additional help as needed to meet the responsibilities of the office.
- D) The Training and Development Director shall:
- 1) Organize and oversee Regional Rules Clinics in coordination with the Executive Committee and will be responsible to:
    - 1) Recruit and train and supervise clinicians;
    - 2) Plan and organize materials and schedule for Regional Clinics;
    - 3) Coordinate with the Executive Committee to determine and publicize dates and locations of Regional Clinics;
    - 4) Submit an annual report to the Executive Board at the Annual Business Meeting;
    - 5) Recruit the services of additional help as needed to meet responsibilities of the office.
  - 2) Coordinate the distribution of educational materials to the Executive Board;
- E) The President-Elect shall:
- 1) Work with other Executive Committee members as determined by the President;
  - 2) Assist the President as requested.

## **ARTICLE VIII - AREA DIRECTORS**

### **Section 1 - Election**

Area Directors shall be elected to a two (2) year term of office by members in their respective areas. In those areas where only one Area Director is elected, even numbered areas will elect their Area Director in even numbered years and odd numbered areas during odd numbered years. Those areas, which are represented by two (or more) Directors, one (or two) will be elected every year on an alternating basis.

The Area Directors shall assume office by January 15th following their election. Voting will coincide with the election of officers.

### **Section 2 - Area Designation**

CVOA shall be divided into Areas based upon the need and availability of officials as approved by the Executive Committee.

### **Section 3 - Duties**

The Area Director shall:

- 1) Establish mechanics training and required study sessions within the area according to CVOA policies and procedures;
- 2) Administer the National Federation Volleyball examination to all new and renewing members by the specified date and return all results as specified in the by-laws;
- 3) Assist with Regional Clinic organization and site location when held in respective area;
- 4) Attend the Annual Business Meeting of the Executive Board;
- 5) Provide CHSAA with a list of members not meeting requirements for membership by the CHSAA deadline.

## **ARTICLE IX - APPOINTMENTS**

### **Section 1 - Committees**

Committee appointments shall be made by the President and approved by the Executive Committee when needed to assist the Executive Committee and/or the Executive Board in carrying out the purposes of CVOA. Any member or group of members may petition the President for the creation of a committee. The Executive Committee will determine the length

of each appointment. All members of committees shall be CVOA members. Committee reports shall be made to the Executive Board at the Annual Business Meeting.

### **Section 2 - Rule Interpreter**

The President shall appoint a member to serve as the Rule Interpreter for the association. This appointment must be approved by the Executive Committee. CVOA will pay expenses for the Rule Interpreter to attend the annual National Federation Rule Interpreter's meeting. The Rule Interpreter will submit an annual report of interpretations made to the CVOA President and CHSAA Liaison and will not be required to pay dues during his or her term of service.

### **Section 3 - CVOA Distinguished Service Award**

The Executive Board has outlined a selection policy for the CVOA Hall of Fame. The criteria allows for all members to be considered; however, a nominee must have been inactive from the Executive Board for more than one year to be considered. Nominations can be made by any CVOA member. Nominees should have dedicated time and energy to not only the sport of volleyball but to our organization. Selections will be made by the Executive Board and discussion on the nominees(s) will take place at the annual business meeting.

## **ARTICLE X - DISCIPLINE OF MEMBERS**

### **Section 1 - Grounds for Discipline**

A member may be placed on probation, suspended, and/or fined for failure to comply with established authority or regulations of CVOA, or for failing to pay required dues or fees, or for any other conduct determined by the Executive Committee to be contrary to the best interests of CVOA.

### **Section 2 - Due Process**

An allegation against an official must be in writing, signed and dated by the complainant, and submitted to the Executive Committee. The charged official will be notified within ten (10) days of the Executive Committee's consideration of the complaint. The official will have the option of responding within a week in person at a hearing, and/or submits his or her written rebuttal to the Executive Committee. The official involved and the complainant will be notified within ten (10) days of the Executive Committee's final decision.

### **Section 3 - Notice of Disciplinary Action**

The Executive Committee may dismiss all charges, reprimand the official either verbally or in writing, place the official on probation, suspend and possibly terminate the member's membership.

- A) When a member is placed on probation, suspended, or terminated, the Executive Committee shall notify the official, potentially affected Area Directors, and CHSAA of such status.
- B) Probation shall be in the form of a written warning and shall be in effect for one year from the time of the violation. Such official may continue to officiate regular season matches under the supervision of his or her Area Director.
- C) Suspension shall result in the loss of all membership privileges for at least one year from the time of the violation. A suspended official must reapply to the Executive Committee for membership. Suspension becomes effective immediately and such member is no longer able to accept assignments or officiate as a member of CVOA. A suspension does not have to be preceded by a warning or probation.

## **ARTICLE XI - DISSOLUTION**

Upon the dissolution of the CVOA, the Executive Board shall, after paying or making provisions for the payment of all the liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association, in such manner, or to such organization or organizations organized and operated so as at the time, to qualify as an exempt organization or organizations under any provision of the United States Internal Revenue Law, as the Executive Board shall determine.

## **ARTICLE XII - AMENDMENTS**

Amendments to the Constitution may be made by a two-thirds (2/3) vote of the members of the Executive Board, who are present at an Annual Business Meeting, or by a two-thirds vote of the Executive Board members who respond if voting is done by a mailed or e-mailed ballot, provided proposed amendments are presented to members of the Executive Board in writing at least one (1) week prior to the time a vote is taken.

## CVOA BYLAWS

1. The Executive Committee shall set the date and make the necessary arrangements for the Annual Business Meeting. The date should be in July or the beginning of August. The President will be responsible for notifying all the members of the Executive Board by May 15th.
2. Members will pay dues through the CHSAA Officials' Office each year by December 20. The CHSAA administrative assistant may use discretion in charging late fees for dues received late in special circumstances. The late fee is \$20.
3. No late fee will be charged to transferring officials if his or her transfer prevented him or her from paying the dues on time. When the transferring state association validates the number of years of continuous membership, that experience will transfer also.
4. In special circumstances, the Executive Committee may excuse an official from a Regional Clinic. The request for such consideration must be submitted in writing to one of the officer's prior to August 15, except in the case of an emergency.
5. An Area Director may use his or her discretion in excusing a new member from the Mechanics training session requirement when the new member's previous experience may warrant it or other alternative arrangements can be made. The Area Director must inform the President of any exceptions made.
6. After a member has been Provisional for two years, he or she must achieve certified status the third year, or the next year go to Non-Participating status or be dropped from CVOA membership. At that time he or she may start over and make application again as a new official.
7. Members will be charged a minimum of \$20 for checks that are returned. Repeated offenses may be grounds for disciplinary action.
8. The Treasurer may refund dues paid, if requested by May 1. A member may drop his or her membership, or change the membership status to Non-Participating, and receive a refund of half the dues paid if requested prior to the annual test date.
9. Within reason, replacement red and/or yellow cards may be requested and obtained from the Secretary- Treasurer at no additional cost.
10. Assigning is an independent activity left to the schools and the respective areas to coordinate.
11. A *Whistle Talk*, the ballot for the election of new Board members, and membership renewal information will be sent to members by December 1 each year by the Vice-President.
12. The Vice President may spend up to \$50 per issue of the *Whistle Talk* for typesetting and graphics work.
13. An Area has the option of adding additional Area Directors in a ratio of one per 30 members, based on that area's membership on September 1. The addition of Area Directors must be approved by the Executive Committee.
14. CVOA will reimburse officers, Area Directors, clinicians, and the Interpreter for the following travel expenses incurred while fulfilling the duties of his or her position. The Treasurer will pay a rate of \$.40/ mile one-way for driving; and reimburse for receipts for lodging and meals for one night, up to \$60, if more than 125 miles are traveled, or two nights, up to \$120, if more than 275 miles are traveled. Clinicians may be compensated \$50 per clinic for their time and effort spent as a clinician.
15. CVOA will reimburse Area Directors for area expenses according to the most recently approved guidelines. The guidelines will be ratified each year at the Annual Business Meeting. Reimbursable expenses may include phone, postage, printing, and supplies.
16. The Executive Board may adopt and implement an evaluation system, which may include a practical test to evaluate the practical skills of officials and aid assignors in selecting the best possible officials. The standards, required scores, and

rating scales will be determined by the Executive Board and shall be communicated to the membership prior to the time the test may be required.

17. Members are to abide by the National Federation Code of Ethics for Officials and CHSAA guidelines. CVOA members are expected to represent the association in a professional manner at all times, especially during a match and while traveling to and from it. Misconduct may be grounds for disciplinary action as outlined in the constitution. Some examples of misconduct are:

- Using abusive or foul language or using distasteful gestures;
- Degrading fellow CVOA members;
- Providing derogatory news media releases and/or interviews;
- Using mood-altering substances on the day of the game;
- Failing to notify school authorities when unable to work a contest after previously agreeing to work the contest;
- Deviating from the enforcement of National Federation Rules other than those allowed by State or CVOA adoption;
- Wearing an improper uniform or wearing it when not officiating or traveling to or from an official assignment.

18. Area directors must offer a Mechanics training session and at least four (4) study sessions, at least three (3) during the season. The last study session must be completed at least one week before the district tournaments. (An official must have attended the required study sessions to be able to officiate a district tournament.)

19. The Area Director shall administer the National Federation examination by the date listed in the Directory. Area Directors shall submit the Test Report form to the CHSAA Officials' Office by the specified date. Area Directors must also provide the CHSAA Officials' Office, prior to the end of the regular season, the names of all officials who are provisional and the reason.

20. The Executive Board has outlined a selection policy for the CVOA Hall of Fame. The criteria allows for all members to be considered; however, a nominee must have been inactive from the Executive Board for more than one year to be considered. Nominations can be made by any CVOA member. Nominees should have dedicated time and energy to not only the sport of volleyball but to our organization. Selections will be made by the Executive Board and discussion on the nominees(s) will take place at the annual business meeting.

21. Each nominee will be contacted by the CVOA Secretary-Treasurer. Nominees will be asked various questions in order to create a biography of the awards, service, and experience in CVOA. Upon acceptance to the Hall of Fame, each member will receive a plaque and will be invited to the State banquet.

22. An official may wear his or her most recent CVOA service pin on the right collar of the uniform shirt. An official may also wear his or her CHSAA 20-year pin, state championship pin from the previous season, or a flag pin on the left collar of the uniform shirt. No official will wear more than one pin on either collar.

23. Amendments to these Bylaws may be made by a two-thirds (2/3) vote of the members of the Executive Board present at an Annual Business Meeting or by a majority of Executive Board members who respond if voting is done by a mailed or e-mailed ballot.

# NFHS Officials Association Insurance

## Plan Administrator -- General Information:

**Bollinger, Inc.**  
101 JFK Parkway  
Short Hills, NJ 07078

Phone: 800-350-8005  
Fax: 973-921-2876  
Web: [www.BollingerNFHS.com](http://www.BollingerNFHS.com)  
Web: [www.BollingerInsurance.com](http://www.BollingerInsurance.com)

The NFHS Insurance Program is administered by **Bollinger, Inc.** Bollinger is the 16<sup>th</sup> largest privately held insurance agency in the US. For over 60 years, Bollinger has specialized in providing insurance to athletes and sports organizations. From National Governing Bodies (NGB's), to national, regional and state sports organizations, and all the way down to local community sports associations, Bollinger provides protection to over four million athletes across the country.

**\*\*\*\* NOTE: For Membership questions, please call the NFHS at (317) 972-6900.**

## **Insurance Company - General Information**

### **Markel Insurance Company**

**Markel** underwrites the Accident and Liability programs that make up an important part of the benefit of membership in the NFHS. Markel is rated "A" (Excellent) by A.M. Best's rating service. Markel has a strong history and reputation in such specialty areas as Sports, Recreation and School insurance products.

## Insurance Program General Description

### What insurance benefits does my NFHS Officials Association Membership provide?

Your membership in one of the NFHS's Professional Associations includes a package of insurance providing you with general liability, accident medical and accidental death and dismemberment insurance. These coverages are automatically provided to you as part of your membership dues. There is no additional fee for this insurance program.

### **Who is covered?**

1. All officials must be currently registered with a member state association, or with an affiliate of the NFHS (if that association registers officials), in order to be eligible for the NFHS Officials Association insurance benefit.
2. State and local officials' associations that have 100% membership in the NFHS Officials Association are included as additional insureds under the general liability policy.
3. Assignors, instructors and rule interpreters who are currently registered with the NFOA are covered under the liability insurance for claims involving Bodily Injury or Property Damage. No liability coverage is provided for claims that do not involve Bodily Injury or Property Damage.

**Note:** Coverage for alleged wrongful acts not involving Bodily Injury or Property Damage is provided by a Directors and Officers liability insurance policy and can be purchased separately. See "Optional Insurance Coverages".

### What Activities are Covered?

Members of the NFHS Officials Association are covered for the following activities under the insurance plan:

- The insurance coverage applies only while the member official is performing his/her officiating duties (as defined below) during regularly scheduled sports or activities competitions.
- In order for a member to be covered for his/her officiating, the sport/activity must be recognized in that state (or US territory or possession) by the member state high school association, or by high schools that follow the guidelines of the member state associations.
- If the sport is recognized for either men or women in that state, territory or possession, the official will be covered for officiating that sport for both men and women.
- Officiating duties also include chain crews and attending officiating camps, clinics and meetings.
- Coverage for officials is not limited to high school activities. It also extends to officiating college, junior college, independent youth, adult and recreational leagues. Coverage is limited only to officiating sports that are recognized by that state's high school association.
- No coverage is provided for the officiating or management of any professional sport or activity.

- Assignors, instructors and rule interpreters while acting in their official capacity.

Note: No liability coverage is provided for claims that do not involve Bodily Injury or Property Damage. See "Who Is Covered" above.

**What is the Coverage Territory?**

The general liability and accident policies protect the members while in the United States, its territories and possessions; and while temporarily performing covered activities outside the United States. If outside the US, the official is covered as long as the sport is recognized by one of the state high school associations or an NFHS affiliate association.

**NFHS Officials Association General Liability Insurance Summary**

<b>Limits of Liability</b>	<b>General Liability Insurance</b>
	\$5,000,000 Aggregate Limit
	\$1,000,000 Per Occurrence Limit (includes Participant Liability)
	\$1,000,000 Products/Completed Operations Aggregate
	\$1,000,000 Personal Injury/Advertising Injury Limit
	\$100,000 Fire Legal Liability Limit
	\$10,000 Medical Payments (to non-participants only)
	\$0 Deductible

**What is Covered?** The general liability policy provides coverage for claims or lawsuits that arise out of **bodily injury** or **property damage** during a covered activity. The policy also provides coverage for claims arising out of participant's legal liability, personal injury, advertising injury and products or completed operations liability. Defense costs are included in the limit of coverage provided. This coverage is excess over any other valid and collectible insurance.

**Notable Exclusions:** The standard commercial general liability exclusions apply (such as War, Nuclear Energy, Absolute Pollution, Asbestos); in addition, the policy excludes coverage for abuse and molestation, the use of fireworks, and no liability coverage is provided to any member while driving any auto.

**Insurance Company:** The General Liability is underwritten by Markel Insurance Company, Glen Allen, VA. Markel is rated "A" (Excellent) by A.M. Best's rating service.

**How to File a Claim**

**For Liability Claims**

For a claim form visit the web site at <http://www.bollingernfhs.com>

***For Claims occurring on or after 8/1/03:***

If you are involved in an incident that results or could result in a liability claim, or if you are named in a lawsuit as a result of a covered activity under the NFHS policy, please contact Bollinger immediately. Such claims typically involve court deadlines -- please fax all legal notices of claim immediately to one of the Bollinger contacts below:

<b><u>Bollinger, Inc.</u></b>	Phone: 1-866-267-0093
NFHS Liability Claims	Fax: 1-973-921-2876
101 JFK Parkway	
Short Hills, NJ 07078	

John Spiotta, Senior Vice President - Sports Division  
Phone: 1-800-350-8005, ext. 8087

**\*\*\* NOTE:** For Claims occurring prior to 8/1/03, please contact American Specialty Insurance Services at 1-800-245-2744.

**ADDRESS CHANGE FOR VOLLEYBALL OFFICIALS**

**COLORADO VOLLEYBALL OFFICIALS ASSOCIATION**

14855 East Second Avenue

Aurora, CO 80011-8900

(Office) 303-364-1337 (Fax) 720-859-8792 (E-mail) mtillman@chsaa.org

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP \_\_\_\_\_ - \_\_\_\_\_

HM PHONE: (\_\_\_\_) \_\_\_\_\_ CELL (\_\_\_\_) \_\_\_\_\_

WK PHONE: (\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

E-MAIL2 \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_ - \_\_\_\_ - \_\_\_\_ (This is your ID#)

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**REMINDER:**

**You can now change your own personal information by going to the Web Site: [www.chsaa.org](http://www.chsaa.org), click on the Login tab at the far right of the page. Then click on the CHSAA Officials Login link. Dont forget that you will also have to update all your information on The Arbiter and register there as well. This will need to be done beofre any postseason assignments will be given to you.**

**CVOA OFFICIAL'S GAME REPORT FORM  
FOR RED CARDS & EJECTIONS**

GAME DATE \_\_\_\_\_ DATE OF REPORT \_\_\_\_\_

GAME SITE \_\_\_\_\_

HOME SCHOOL \_\_\_\_\_

COACHES \_\_\_\_\_

VISITING SCHOOL \_\_\_\_\_

COACHES \_\_\_\_\_

CONDUCT FOUL FOR PLAYER \_\_\_\_\_ COACH \_\_\_\_\_ BENCH \_\_\_\_\_ CROWD \_\_\_\_\_

EJECTION OF PLAYER \_\_\_\_\_ COACH \_\_\_\_\_ SPECTATOR \_\_\_\_\_

EXPLAIN IN DETAIL THE OCCURANCE OF EVENTS. Include as many details, names and numbers of players as possible, the score of the game and type of misconduct. (Disconcerting acts or words, attempting to influence official's decision, disrespect towards official, questioning judgment, baiting, taunting, electronic equipment or visual aids....)

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Name of person receiving foul \_\_\_\_\_

Players number if applicable and uniform color \_\_\_\_\_

School Name \_\_\_\_\_

**OFFICIATING TEAM INFORMATION**

REFEREE \_\_\_\_\_

PHONE (H) \_\_\_\_\_ (W) \_\_\_\_\_

UMPIRE \_\_\_\_\_

PHONE (H) \_\_\_\_\_ (W) \_\_\_\_\_

OTHER PERTINENT OFFICIATING CREW TO INCLUDE LINES PERSON, SCORER, TIMER (include name, number and school)

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PERSON FILLING OUT FORM \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**SEND COPIES OF THIS FORM TO: CVOA PRESIDENT, CVOA AREA DIRECTOR OF SCHOOL OR GAME SITE AND CHSAA LIAISON, BETHANY SCHOTT, 14855 E SECOND AVE., AURORA 80011, Fax 303.367.4101, email [msobczyk@chsaa.org](mailto:msobczyk@chsaa.org)**

# Dealing with Fans

This memo provides guidelines for handling unruly spectator behavior. There have been situations where the officials have made a bad situation worse by engaging in conversation with these unruly spectators.

Officials assigned to officiate a contest are responsible for the conduct of the contest. Controlling crowds and crowd reactions are not within the officials' province. That responsibility falls to game administrators. If spectators begin to interfere with the conduct of a contest; cause an official to become distracted through continual and unrelenting verbal abuse; or berate players, coaches, or officials in an unacceptable or vulgar manner, officials should stop the action, report the spectator(s) to the home school administration or the nearest uniformed security officer and ask that they be restrained or removed from the facility. If the home school administration or uniformed security is unwilling or unable to comply and the official does not believe the contest can be safely continued, the official must declare the contest ended at that point. If no game administrator is present, as is often the case at sub varsity contests, officials may have to call on coaches or other school personnel to remove an unruly spectator.

Officials should never engage directly with spectators. Under no circumstance should an official ever confront, challenge, rebuke, or threaten a spectator, or make gestures of any kind toward a spectator before, during, or after a contest.

Officials should respond to threats and vulgarity from spectators by using the same good judgment they utilize when ruling on a key play. Locate the game administrator, uniformed security personnel, coach, or other school personnel and request that the unruly spectator be removed. Addressing the spectator directly is a no-win situation and often serves to make a bad situation worse.

In summary, officials should not deal directly with spectators, but may ask game management to deal with disruptive spectators. The game may be temporarily halted until the situation is resolved, but terminating a game because of problems with spectators must be an absolute last resort. Following the ejection of a spectator, please file an incident report with CHSAA.

## REPORTING PLAYER/COACH EJECTIONS

The CHSAA assesses penalties and maintains a five-year file on each school related to all aspects of conduct penalties and sportsmanship related incidents. This is done with a goal of supporting officials and maintaining the educational atmosphere of our activities.

Because of the penalties involved, 100 percent reporting by officials is crucial. The following must be reported in writing:

- ◆ Red cards/Player ejections (red & yellow cards together)
- ◆ Coach ejections
- ◆ Coaches conduct penalties, which do not lead to ejections.
- ◆ Instances of unsportsmanlike conduct by crowds before, during or after contests.
- ◆ Game management and facility problems that detract from the proper administration of the game.
- ◆ A noteworthy instance of outstanding sportsmanship by players, coaches, crowds.
- ◆ Because of the severe penalties involved, be sure that the offense warrants the penalty. NEVER contact a coach or the CHSAA following a contest to reverse your decision.

### PROCEDURES

In an effort to provide proper accountability with the administration of the CHSAA member schools and their support for exemplary sportsmanship, officials are to follow these procedures when it becomes necessary to eject a participant or member of the coaching staff from a match. Needless to say, we urge preventative measures.

#### PLAYER:

If it becomes necessary for an official to eject a player from a high school match, the following procedure is to be followed:

1. Indicate to the player she is being ejected from the match.
2. Notify the official scorekeeper of the game of the ejection and have a notation placed in the record (scorekeeper) book.
3. Notify the coach of the ejection and the reason for the ejection.
4. Notify the school administrator at the site.
5. Notify the CHSAA immediately in writing (include the following):
  - a. The name of the schools competing and the level of competition
  - b. The site and date of the match
  - c. The name of the player ejected
  - d. The school she represents
  - e. The reason for the ejection
  - f. Notify CHSAA (Bethany Schott), fax (367-4101), or e-mail Michele Sobczyk at [msobczyk@chsaa.org](mailto:msobczyk@chsaa.org) at 8:00 am on the next business day.
  - g. Notify the CVOA President and your CVOA Area Director
6. Call the school Athletic Director on the next school day.

Do not attempt to interpret the CHSAA regulations to the coach or coaches involved.

#### COACH:

If it becomes necessary for an official to eject a coach from a high school contest, the following procedure is to be followed:

1. Notify the coach of his/her ejection and ask that he/she remove himself from the gym area immediately.
2. Notify the CHSAA immediately in writing (include the following):
  - a. The name of the schools competing and the level of competition
  - b. The site and date of the match
  - c. The name of the coach ejected
  - d. The school he/she represents
  - e. The reason for the ejection
3. Notify CHSAA (Bethany Schott), fax, or e-mail (see numbers above).
4. Notify the CVOA President and your CVOA Area Director.
5. If the head coach is ejected ask the administrator in charge to identify the coach who is now in charge. A game shall be forfeited if there is not a certified person available to serve as coach.

Do not attempt to interpret the CHSAA policy pertaining to the ejection of coaches.

Once your immediate information is received by the CHSAA, the office will work with school administration on the prescribed corrective action with player and/or member of the coaching staff.