

# **ADMINISTRATIVE MANUAL OFFICIALS PROGRAM BOARD GREAT PLAINS REGIONAL VOLLEYBALL ASSOCIATION**

## **AUTHORITY**

The Officials Program Board is created by the By-Laws of the Great Plains Regional Volleyball Association. Subject to the power and authority of the Board of Directors of the Great Plains Volleyball Association, the Officials Program Board shall, conduct the affairs and operations of officiating, including, but not limited to, all matters concerning the training and certification of referees, scorers, and line judges within the Great Plains Region.

## **DEFINITIONS**

FIVB: Fédération Internationale de Volleyball, the international governing body for the sport of volleyball.  
USAV, USA Volleyball: United States Volleyball Association, doing business as USA Volleyball.

Regional Volleyball Association, RVA: One type of organization that is a member of the United States Volleyball Association.

Region, GPR, GPRVA or GPVB: Great Plains Regional Volleyball Association.

Board of Directors, BOD: The Board of Directors as defined by the By-Laws of the Great Plains Regional Volleyball Association.

OPB, Board: Officials Program Board of the Great Plains Regional Volleyball Association.

OPB Vice-President: Presiding officer of the OPB.

Director: person specifically elected or appointed to serve on the Officials Program Board.

Official: Referee, scorer, assistant scorer, or line judge.

National Certification: Levels of certification for officials that are awarded by USA Volleyball, i.e. Junior National Referee, National Referee, or National Scorer.

Regional Certification: Levels of certification for officials that can be awarded by a Regional Volleyball Association, i.e. Regional, Provisional, or Junior Referee or Scorer.

## **ADMINISTRATIVE PROCEDURES**

### **PURPOSE**

The Officials Program Board has the following purposes:

1. To create and implement programs for the training and certification of officials capable of working appropriate levels of competitions scheduled in and sanctioned by the Region.
2. To create and implement a program for the identification, training, and recommendation of officials for national certification to the appropriate USA Volleyball structure.
3. To create and implement programs for the identification and training of clinicians, trainers, and evaluators to enable the Program Board to fulfill the purposes listed above.

### **DUTIES AND RESPONSIBILITIES**

The Officials Program Board has the duties and responsibilities:

1. Conduct the election of a Vice-President from among the Region's officials holding national certification to preside over the Officials Program Board.
2. Select a representative from the Region's officials holding national certification to serve on the Board of Directors.
3. Select representatives from the Region's officials holding national certification to various structures of USA Volleyball.
4. Prepare an annual program plan and budget to be approved by the Board of Directors.
5. Perform other duties and responsibilities as may be assigned by the Board of Directors.

## DIRECTORS

The Officials Program Board shall consist of six (6) Directors, each an official in good standing with the Region, at least one of which is female, as follows:

1. Vice-President.
  - a. Holds a national certification.
  - b. Elected in even years at the Annual Meeting of Officials Program by all officials with a national level of certification and in good standing with the Region.
  - c. Term of office is two (2) years.
  - d. In case of vacancy:
    - i. Interim Vice-President elected by remaining Directors, prior to filling other vacancies, if any.
    - ii. Interim Vice-President serves until next Annual Meeting at which time a Vice-President will be elected through normal procedures. This newly elected Vice-President shall serve the remainder of the preceding Vice-President's term.
  - e. Responsibilities and duties:
    - i. Preside over Program Board meetings.
    - ii. Distribute official records of meetings to the Board of Directors and Commissioner.
    - iii. Serve as Officials Program Board Representative to the Board of Directors.
    - iv. Prepare a program plan and budget for approval by the Board of Directors.
    - v. Coordinate and oversee all officiating programs.
    - vi. Approve candidates for USAV national level certifications.
    - vii. Edit an officiating newsletter (printed) or articles (web-based).
    - viii. Maintain roster of officials with current certification and Region status.
    - ix. Create nominating and election committee to conduct elections.
2. Referee and Scorer Chairs (two (2) directors).
  - a. Holds respective national certification.
  - b. Appointed jointly by Vice-President and Commissioner: Referee Chair in even years, Scorer Chair in odd years. The Vice-President may serve as one of these Chairs.
  - c. Term of office is two (2) years.
  - d. In case of vacancy:
    - i. New Chair appointed using process described above, prior to filling vacancies in Directors At-Large, if any.
    - ii. Serves remainder of preceding Chair's term.
  - e. Responsibilities and duties (referee and scorer programs are separate, although some might better be handled jointly):
    - i. Serve as the Region's representatives to USA Volleyball officiating structures and attend appropriate meetings and training sessions.
    - ii. Present a written report of discussions held at National USAV RVA Development meetings to the OPB at its next meeting.
    - iii. Preside over Program Board meetings in the absence of the Vice-President.
    - iv. Call and preside over Program Committee meetings as necessary. Each of these Directors is the Chair of a Program Committee. The structure of the Program Committee is up to each Chair. It is suggested that each Chair form subcommittees as necessary, inviting and involving other officials that are not necessarily Directors to spread the work around. The Program Committee comprises the subcommittee chairs.
    - v. Responsible for all programs for adult, junior, and advanced officials.
    - vi. Train clinicians, trainers, and evaluators.
    - vii. Develop clinic materials.
    - viii. Review and edit as necessary various Region manuals or sections of manuals dealing with officiating matters.
    - ix. Work with Region office to schedule and staff rules clinics.
    - x. Administer theoretical exams.
    - xi. Monitor and verify that officials meet and maintain certification requirements.
    - xii. Work with Region office to schedule and staff training and evaluation sessions.
    - xiii. Train and recommend day officials.

- xiv. Work with Region staff to assign officials to tournaments as requested.
  - xv. Confer region certifications.
  - xvi. Recommend candidates for national certification.
  - xvii. Assist Vice-President with budget.
  - xviii. Provide information for newsletter.
3. Directors At-Large (three (3) or four (4) Directors, as needed to fill Board to six (6) members.
    - a. If Vice-President and Referee and Scorer Chairs are all male, at least one (1) Director At-Large shall be female.
    - b. Elected at the Annual Meeting of Officials Program
      - i. One (1) Director shall hold a regional certification and shall be elected by all officials in good standing with the Region.
      - ii. Two (2) or three (3) Directors shall hold a national certification and shall be elected by all officials holding a national certification and in good standing with the Region.
    - c. Term of office is one (1) year.
    - d. In case of vacancy:
      - i. New Director elected by remaining Directors.
      - ii. Serves remainder of preceding Director's term.
    - e. Responsibilities and duties:
      - i. Attend Program Board and program committee meetings.
      - ii. Represent the Region's officials on the OPB.
      - iii. Other duties as assigned by the Vice-President or Referee or Scorer Chairs.
  4. Terms shall begin and end on dates corresponding to those of members of the Region's Board of Directors.
  5. A Director may serve multiple, successive terms.
  6. A Director may be removed for any reason by unanimous vote of the other Directors.
  7. If the number of vacancies precludes the Program Board from reaching a quorum, the remaining Directors may convene for the purpose of filling vacancies only. Once a sufficient number of vacancies have been filled and quorum requirements have been met, the Program Board may conduct normal business.

### **MEETINGS**

The Officials Program Board shall meet as necessary to conduct its business.

1. Annual Meeting:
  - a. Held in the spring of each year for the purpose of holding elections prior to the Board of Directors Annual Meeting.
  - b. Notice for the Annual meeting must be mailed or emailed at least 7 days before the meeting.
  - c. Open to all officials in good standing within the Region.
  - d. Nine (9) officials holding national certification in good standing and present in person shall constitute a quorum for the purpose of conducting elections.
2. General:
  - a. Meetings may be held in person, over the telephone, or through the use of other electronic means that allow for all Directors to participate in the proceedings simultaneously.
  - b. Meetings may be called by the Vice-President or any two Directors.
  - c. The Vice-President or other presiding director shall appoint a recorder to take Minutes at each meeting. The presiding director is responsible for distributing the Minutes to the Board of Directors and Commissioner.
  - d. Four (4) directors present in person shall constitute a quorum for regular meetings.
3. Meetings by correspondence or electronic means:
  - a. Postal, e-mail, or other electronic methods may be used for a discussion and a vote taken as long as all Directors are included in all correspondence.
  - b. The Vice-President shall submit a summary of the discussion and result of any vote as a substitute for Minutes.

### ELECTIONS

The election of the Vice-President and Directors At-Large will be conducted as follows:

1. Elections shall be held at the Annual Meeting.
2. Order of Election:
  - a. Election of the Vice President, if necessary, shall be first.
  - b. Elections of Directors At-Large shall follow,
    - i. Each will be conducted separately.
    - ii. Election of the Director holding region certification shall be conducted first.
    - iii. If necessary, only female candidates will be listed on the ballot for the election of the last Director.
3. Nominations and Candidate Statements
  - a. Qualified officials may nominate themselves or others who are willing to serve as candidates for any Director.
  - b. Each candidate will be allowed a maximum of five (5) minutes to make a statement. The order of these statements shall be determined by lot.
  - c. At the conclusion of all candidates' statements, all candidates will be allowed two (2) minutes to rebut other candidates' statements.
  - d. At the conclusion of all candidates' rebuttals, all candidates will leave the room to allow for discussion of the candidates.
  - e. All candidates will be readmitted back into the room for the vote.
4. Election Procedures
  - a. Vote will be by secret ballot.
    - i. The Vice-President will appoint a committee of three (3) tellers who shall not be candidates for any position to distribute, collect, and tally the ballots.
    - ii. Ballots that are illegible or ambiguous shall not be counted.
    - iii. Each voter will hand only his or her own ballot to the teller. If a teller receives more than one ballot from a voter, all of those ballots will be declared spoiled.
    - iv. Any voter may inspect the ballots upon request.
    - v. The final tally of each round of voting will be recorded and made part of the records of the Program Board.
  - b. In all elections, the candidate receiving a majority of votes cast shall be declared the winner. If no candidate receives a majority of the votes, additional rounds of voting shall be conducted.
    - i. If there are only two candidates for a position at the time of any round of voting, additional rounds of voting shall be conducted until one candidate receives a majority.
    - ii. If there are more than two candidates, the following procedure shall be used:
      1. If there are two or more candidates receiving the same, highest number of votes, all remaining candidates shall be removed from the ballot.
      2. If only one candidate receives the highest number of votes, all candidates receiving fewer votes than the candidate receiving the second highest number of votes shall be removed from the ballot,
      3. Additional rounds of voting for the remaining candidates shall be conducted. This process will be repeated until one candidate receives a majority of votes, or until only two candidates remain with the procedure for two candidates being used thereafter.

### AMENDMENTS

This document is subject to the approval of the Region Board of Directors. Amendments may be made at any meeting of Program Board directors and will take effect upon approval of the Board of Directors.

1. This current Administrative Manual was approved by the Officials Program Board on August 26, 2012 and the Board of Directors on September 30, 2012.
2. The previous Administrative Manual was approved by the Officials Program Board on October 17, 2010 and the Board of Directors on November 11, 2010.

### **POLICIES**

Policies and forms related to officiating programs will be maintained on the Region website, [www.gpvb.org](http://www.gpvb.org), and published in an Officials Handbook including, but not limited to:

- Certification Requirements
- Region "Good Standing" Requirements
- National Certification Application and Approval Process
- Duties of Day Officials