

# **Operating Procedures of Longview Volleyball Officials Association**

## **Article I (Name)**

This organization shall be known as the Longview Volleyball Officials Association (LVOA).

## **Article II (Purpose)**

The purpose of this organization shall be:

1. To assist the state association in certifying UIL volleyball officials.
2. To improve the quality, efficiency, consistency, and uniformity of volleyball officiating by providing practice sessions, discussions and regular meetings to instruct new officials and increase experienced officials knowledge and skills.
3. To support and promote the sport of volleyball.

## **Article III (Geographical Counties)**

LVOA shall service Upshur, Marion, Smith, Cherokee, Morris, Wood, Gregg, Harrison and Rusk Counties, plus others at the request of coaches.

## **Article IV (Membership)**

The membership shall be in accordance with the specifications of the Texas Association of Sports Officials (TASO) constitution.

**Section 1:** LVOA annual membership shall begin on August 1 and end on the same date the following year. Deadline for new members shall be set by the Board of Directors for the following fall season. TASO membership dues are payable in the fall (end of season) and chapter dues are payable in the summer (beginning of season).

**Section 2:** Any member not complying with the organization requirements for “Conduct of Officials” specified shall forfeit membership, including any fees paid, when deemed necessary by a majority decision of the ethics committee. All members shall adhere to TASO Ethics (copy attached)

**Section 3:** Members shall not accept games/matches other than those assigned through the chapter by the scheduling secretary.

**Section 4:** New members are not accepted after the time set by the Board of Directors. To be eligible to officiate, all members must pay local and state dues, complete the TASO application, attend the Chapter Workshop, scrimmages, district clinic and pass the TASO examination with a score set forth by TASO. If TASO dues and chapter dues are not paid to the local chapter by the due date, it will be assumed that the member will not be officiating and will not receive any further chapter correspondence or any officiating schedule.

**Article V  
(Officers)**

The officers shall be president, vice-president, secretary/treasurer, and scheduling secretary. All officers shall be elected for a two-year term. All officers shall be elected at a meeting by a simple majority of those present.

**Article VI  
(Board of Directors and Committees)**

**Section 1:** The Board of Directors shall be the governing body of LVOA and shall be composed of the President, Vice-President, Secretary/Treasurer, Scheduling Secretary, two members-at-large and the immediate past president. All at-large members will be appointed by the President with the majority of the Board of Directors approval.

**Section 2:** The Ethics Committee shall be made up of the President of LVOA and three officials with longevity (four years or more) in the chapter with an active and proven interest in the growth and improvement of volleyball officiating. They are to be appointed by the President of LVOA.

**Section 3:** Any other committee deemed necessary to be appointed by the President of LVOA.

**Article VII  
(Meetings)**

LVOA will sponsor a minimum of five meetings and/or clinics a year. These are mandatory as is the State or District Clinic. Those not attending will be subject to disciplinary action at the discretion of the Board of Directors. Only items on the agenda will be discussed unless prior approval of the President of LVOA is obtained.

**Article VIII  
(Amendments to Bylaws)**

**Section 1:** The LVOA Board of Directors may reorganize and rewrite the LVOA bylaws without changing its content. In an emergency situation, by majority approval of the Board of Directors, amendments to the bylaws may be made at any time. All proposed amendments must be submitted through the Board for approval.

**Section 2:** Any amendment of the Chapter bylaws must be submitted to the Board of Directors on or before August 1<sup>st</sup> to take effect that season, any proposed amendments submitted to the Board of Directors after August 1<sup>st</sup> would not take effect until the following season unless it is deemed an emergency situation by the Board.

**Section 3:** Any part of the LVOA constitution and bylaws may be amended by 2/3's vote of members present at a meeting called for this purpose by the Board of Directors. LVOA bylaws are automatically amended if TASO/UIL changes its bylaws concerning the conduct of an official, classification of a member, or rates and mileage charged by the official to the schools serviced.

**Article IX  
(Duties of Officers)**

See attached addendum describing job responsibilities.

**Article X**  
**(Loss of LVOA Membership)**

**Section 1:** Failure to pay local dues.

**Section 2:** If a members is absent from meetings the Board of Directors shall take appropriate action based on their discretion.

**Section 3:** Failure to comply with TASO/LVOA constitution and bylaws.

**Section 4:** Failure to adhere to Standard of Conduct and Code of Ethics.

**Section 5:** Failure to complete and pass exam with minimum grade per TASO.

**Article XII**  
**(Conduct of Officials)**

**Section 1:** See Federation Rule Book

**Section 2:** No official shall partake of intoxicating beverages prior to the officiating of a match, or while in uniform after a match.

**Section 3:** The official shall conduct themselves in a sportsmanlike manner at all times and always adhere to the Code of Ethics and Standard of Conduct. A copy of TASO Ethics is attached.

**Section 4:** The officials shall report any unsportsmanlike conduct of coaches, players, or spectators to the President of LVOA or scheduling secretary, who in turn will file a report with UIL if necessary.

**Section 5:** No official shall criticize any other official in the presence of a coach, player or spectator either during or following a match.

**Section 6:** No official shall cancel an officiating duty to accept another assignment more to his or her liking. No official shall accept any games outside of the scheduling secretary without prior approval of the president or scheduling secretary. Local chapter games assigned by the scheduler must have priority. If an official cannot fulfill an officiating assignment, they should notify the scheduler at least 24 hours in advance. If time is short, the official should notify the coach or school if they will be late for a match.

**Section 7:** No member shall seek to influence a coach for the purpose of promoting personal officiating opportunities.

**Section 8:**

**Paragraph 1:** When an Ethics Committee Member is notified by the President that a particular official is receiving serious criticism from a number of coaches or officials, the situation shall be investigated and a report shall be sent to the President. If necessary a representative of the Ethics Committee may be sent to observe the official and have a conference with them. Whatever action is necessary to resolve the situation shall be taken by the Ethics Committee.

**Paragraph 2:** The penalty for soliciting games and turning down assigned games for matches that are more profitable or convenient to the official could be expulsion from LVOA. The official has the opportunity to express him/herself on this issue before the Ethics Committee.

**Paragraph 3:** Any valid and legitimate complaint concerning the violation of the Code of Conduct for officials shall be presented to the Ethics Committee without delay. TASO will be notified of the violation in certain cases. The member against whom the complaint is lodged, the complainant, and other pertinent witnesses shall be given a reasonable opportunity to write, telephone, or visit Ethics Committee Members to state their position. The course of action decided by the Ethics Committee shall be final.

Written explanation of expulsion shall be sent to the District Director and reported to TASO.

**Section 9:** Officials have the right and opportunity to choose which schools they prefer not to officiate. Similarly, coaches have the right and opportunity to choose which officials they prefer not to use.

### **Article XIII (Fees)**

Fees shall be in accordance with UIL Rules and Regulations, as stated in the "Constitution and Contest Rules". The official's fees shall be in accordance with the "Schedule of Fees" found under "Volleyball" in the section, "Rules for Athletic Contest".

## **Officer Descriptions**

### PRESIDENT

- Oversee all Chapter business
- Make decisions on matters directly relating to the chapter and not included in bylaws
- Oversee secretary-treasurer, scheduler, all committees, officials and other officers
- Handle complaints
- Examine records when necessary
- Write letters, etc. when necessary
- Preside over all meetings
- Draft agenda for all meetings
- Offer suggestions
- Assist in workshops, training sessions, scrimmages, etc.
- Assist in evaluation of officials
- Assist with budget
- Appoint committees

### VICE PRESIDENT

- Assist with budget
- Assist with workshops, scrimmages, training sessions, etc
- Conduct evaluations of officials when necessary
- Handle duties of the President in his/her absence
- Act as Chapter rules interpreter

### SCHEDULER

- Reports to the President
- Schedules officials to matches based on their competency and qualifications
- Informs President of any complaints involving officials or coaches
- Varsity tournaments for certified and approved only. Head referee will be Certified.
- 7th, 8th, 9th grade tournaments for Certified and Approved and third year officials. Head referee is Certified or Approved.
- JV tournaments should be Certified and/or Approved - Head referee. Other official with at least three years experience.
- Assist in meetings, clinics, workshops, and scrimmages
- Assist secretary/treasurer as necessary with getting current names, addresses, telephone numbers, etc. of officials and coaches
- No tournaments to officials joining chapter solely for the purpose of calling only tournaments.
- Maintain availability and preference sheets
- Maintain phone log of all cancellation of games or rescheduling made by officials or coach with all pertinent information (such as date, time, purpose and response)

### SECRETARY/TREASURER

- Reports to President
- Informs President of complaints involving officials
- Responsible for collecting dues and fees
- Handle chapter correspondence with officials and TASO in a timely, precise and efficient manner.
- Assist President with workshop, chapter meetings, district clinic, etc.

- Prepare annual budget
- Maintain chapter checking account and the disbursement of funds authorized by the President
- Send application, availability and letter to new officials
- Assist scheduler as necessary
- Responsible for maintaining all clerical supplies (name tags, envelopes, signs, stamps, copies, etc.)
- Responsible for obtaining sites for meetings
- Maintain coaches/school list with current names, addresses, telephone numbers, etc and send list to all officials
- Maintain officials list with current names, addresses, telephone numbers, etc. and give list to all officials and scheduler
- Send out thank you cards and confirmation letters when called upon
- Assist in grading, recording, and reporting test scores when necessary
- Maintain all chapter files