

ARIZONA REGION
of
USA VOLLEYBALL

BEST PRACTICES
MANUAL

September 2009

ARIZONA REGION of USA VOLLEYBALL

BEST PRACTICES MANUAL

Adopted: May 2005
Revised: March 2006, September 2009

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Chapter I. Maintenance of the Best Practices Manual

The Arizona Region Secretary/Treasurer shall be accountable for maintenance responsibilities of the Best Practices Manual. The primary duties involved in this responsibility shall include, but not be limited to:

1. Obtain procedural and responsibility updates form appropriate individual, as listed below, during the season.
2. Compile and incorporate the updates in to the Best Practices Manual.
3. Distribute the updated Best Practices Manual at the annual Arizona Region Retreat.

<u>Manual Content</u>	<u>Responsible Individual</u>
Maintenance of Best Practices Manual	Secretary
Duties and Responsibilities under the Commissioner's Division	Commissioner
Duties and Responsibilities under the Secretary/Treasurer Division	Secretary
Duties and Responsibilities under the Officials' Division	Officials Div Coord
Duties and Responsibilities under the Adult Division	Adult Div Coord
Duties and Responsibilities under the Junior Division	Junior Div Coord
Arizona Region Committee Duties and Responsibilities	Committee Chair
Arizona Region Standing Procedures and Policies	Commissioner
Arizona Region Protocols	Secretary
Miscellaneous and Special Responsibilities	Secretary

Chapter II. Duties and Responsibilities under the Commissioner's Division

Section 1. Commissioner

The duties and responsibilities of the Commissioner are outlined in the By-Laws of the Arizona Region of USA Volleyball.

Section 2. Office Manager

The Office Manager will:

1. Update and maintain the Arizona Region Handbook
2. Collect fees and maintain account statements for each junior club and adult team
3. Make all reports and payments to USA Volleyball within required deadlines
4. Make arrangements and prepare materials for the Arizona Board Retreat
5. Oversee registration and background screening process
6. Gather payroll information and process monthly
7. Coordinate with Web Master and update the web site as needed
8. Coordinate with the Executive and Junior Boards as needed
9. Assist in the hiring of office personnel as needed
10. Perform related duties as assigned

Section 3. Office Staff

The Office Staff will:

1. Make arrangements and prepare materials for the General Assembly
2. Process registration materials within the timeline required by USA Volleyball
3. Maintain data including membership, background screening, coaches certification and all others
4. Coordinate with tournament hosts and assign sites for tournaments
5. Maintain standings and movement of teams in the power leagues
6. Verify teams entered in the National Qualifiers and National Championships
7. Provide coaches certification statements and account statements to junior clubs
8. Provide information as needed for those interested in the sport of volleyball at all levels
9. Facilitate communication with the members of the Arizona Region for the Executive, Junior and Officials' Division Boards through email, website, online networking methods, and any other source of communication services.
10. Service the junior clubs/teams/members and adult teams/players as needed
11. Perform related duties as assigned

Section 4. Ethics and Compliance Officer

The Ethics and Compliance Officer will:

1. Respond to complaints and accusations pertaining to any alleged violation of either Region or USAV ethics and/or compliance policies;
2. Determine how quickly to respond to a complaint and/or violation;
3. Investigate or appoint and supervise someone else to investigate any complaint and/or violation that requires it;
4. Coordinate and serve as chair of the Ethics and Compliance Committee;
5. Notify the Commissioner and the accused of the findings of the ECO;
6. Write and deliver the final decision of the ECO for each complaint and/or violation
7. Perform related duties as assigned.

Section 5. Manager of the Web Site

The Manager of the Web Site will:

1. Lead in the design and implementation of web pages and applications
2. Lead the development and implementation of templates, logos, and graphics
3. Assist in the development and updating of uniform web pages to represent the Region's image
4. Assist users in the use of web development tools and applications
5. Communicate with, setup and monitor server operation and performance
6. Develop scripts to integrate databases
7. Create and administer databases
8. Identify and resolve software and operation problems
9. Modify web applications to interface with existing applications
10. Evaluate and recommend new web development tools
11. Train and oversee the office staff in the updating of web pages
12. Perform related duties as assigned

Section 6. Marketing Director

The Marketing Director will:

1. Develop and coordinate a marketing plan to set present and future goals
2. Identify the needs of the Region and the community served
3. Increase involvement at all levels in the various programs
4. Supervise and train assigned staff
5. Establish a system for tracking involvement
6. Write news bulletins
7. Work with local media

8. Write and coordinate the Arizona Region Newsletter
9. Work with the Region Web Manager and/or Office Staff to help maintain current information on the web site
10. Perform related duties as assigned

Section 7. Grassroots Director

The Grassroots Director will:

1. ...
2. ...

Section 8. Advisory Board to the Executive Board of Directors

The term of office of the Advisory Board of the Executive Board of Directors will be for one year. Anyone who has been a regular member of the Arizona Region for at least one-year within the past three years or any individual who has participated in interim sub-region development may be appointed to the Advisory Committee. The Advisory Committee will be selected for a one-year term at the annual meeting by a vote of the Executive Board of Directors. The Advisory Committee positions are non-voting. The Advisory Committee shall be established to provide Arizona Region members the opportunity to inform the Executive Board on general concerns, suggested changes in policy, and overall play structure within the Region. The Advisory Committee shall be composed of the following positions:

1. Male membership
2. Female membership
3. University coaches
4. Community college coaches
5. High school coaches
6. High school and junior high officials
7. Parents
8. At large

Chapter III. Duties and Responsibilities under the Secretary/Treasurer's Division

Section 1. Secretary/Treasurer

The duties and responsibilities of the Secretary/Treasurer are outlined in the By-Laws of the Arizona Region of USA Volleyball.

Section 2. Fundraising Director

The Fundraising Director will:

1. Work with all Divisions in the Arizona Region to help raise funds for projects that are approved by the Executive Board

2. Solicit potential fundraising projects for a Division, program and/or the Region as a whole.
3. Work with the Marketing Director to generate fundraising opportunities as a community service or in marketing the Region.
4. Perform other duties as assigned

Section 3. Sponsorships Director

The Sponsorships Director will:

1. Solicit potential sponsors to raise money and/or provide in-kind donations that could be used by a Division, program and/or the Region as a whole.
2. Manage sponsorship agreements with signed sponsors for the duration of the sponsorship agreement
3. Review/update sponsorship agreements for renewal

Chapter IV. Duties and Responsibilities under the Officials' Division

Section 1. Officials' Division Coordinator

The duties and responsibilities of the Officials' Division Coordinator are outlined in the By-Laws of the Arizona Region of USA Volleyball.

Section 2. Referee Training Director

The Referee Training Director will:

1. Be a USA Volleyball National level Referee in good standing and approved by the USAV
2. Be available to attend National Officials Assembly meetings prior to Open National tournament
3. Be able to schedule and offer Referee Clinics, which should include the following topics at a minimum:
 - a. Scheduling and organization
 - b. Constant planning
 - c. Develop, review, revise, and update
 - d. Recording and certification
4. Be able to promote Candidate Development including:
 - a. Training and development at regional rating sites
 - b. Recommendation to National Rating Process
 - c. Candidate Review with National Rating Process
 - d. Candidate "Priority List"
5. Be responsible for document development including:
 - a. Official's, Player's, Coach's, and Director's Officiating Requirements
 - b. Verification and certification forms

- c. Writing, publishing, and distributing a Referee Newsletter containing articles of information and interest
 - d. Arizona Scorekeeper Guidelines
- 6. Be responsible for referee interpretations, techniques and complaint management
- 7. Be responsible for several forms of communication including:
 - a. Telephone
 - b. Mailings and newsletters to Club Directors, Executive Board members, Adult and Junior Officials
 - c. Reports of Candidates Success
 - d. Referee Training Director's finances
- 8. Organize and communicates Regional referee assignments to Team Leaders and working officials.
- 9. Report information and proposals from the National RVA meetings to the Executive Board.
- 10. Have a thorough knowledge of Regional rules and operations as outlined in the Arizona Region Handbook.
- 11. Report regularly, at Executive Board meetings and through the Arizona Region Newsletter the action and activities of the Referee Training Director.
- 12. Perform other duties and responsibilities as necessary to carry out the charge of the office.

Section 3. Scorekeeper Training Director

The Scorekeeper Training Director will:

- 1. Be a USA Volleyball National Scorekeeper in good standing and approved by the USAV
- 2. Be available to attend the Official's Assembly meetings prior to Open National tournament
- 3. Be able to schedule and offer Scorekeeper Clinics, which should include the following topics at a minimum:
 - a. Scheduling and organization
 - b. Constant planning
 - c. Develop, Review, Revise, and Update
 - d. Recording and Certification
- 4. Be able to promote Candidate Development including:
 - a. Training and development at regional rating sites
 - b. Scorekeeper Training and Score sheet Review
 - c. Recommendation to National Rating Process
 - d. Candidate Review with National Rating Process
 - e. Candidate "Priority List"
- 5. Be responsible for Document Development including:
 - a. Official's, Player's, Coach's, and Director's Officiating Requirements
 - b. Provisional Scorekeeper Exam

- c. Verification and Certification forms
- d. Writing, publishing, and distributing a Scorekeeper Newsletter containing articles of information and interest
- e. Arizona Scorekeeper Guidelines
- 6. Be responsible for scorekeeper interpretations, techniques and complaint management
- 7. Be responsible for several forms of communication including:
 - a. Telephone
 - b. Mailings and newsletters to Club Directors, Executive Board members, Adult and Junior Officials
 - c. Reporters of Candidates Success
 - d. Scorekeeper Training Director's finances
- 8. Report information and proposals from the Official's Assembly meetings to the Executive Board.
- 9. Have a thorough knowledge of Regional rules and operations as outlined in the Arizona Region Handbook.
- 10. Report regularly, at Executive Board meetings and through the Arizona Region Newsletter the action and activities of the Scorekeeper Training Director.
- 11. Perform other duties and responsibilities as necessary to carry out the charge of the office.

Section 4. Junior Officials Director

The Junior Officials Director will:

- 1. Must be a USA Volleyball National Referee in good standing and approved by the USAV
- 2. Be able to schedule and offer Referee Clinics, which should include the following topics at a minimum:
 - a. Scheduling and organization
 - b. Constant planning
 - c. Develop, Review, Revise, and Update
 - d. Recording and Certification
- 3. Be able to promote Candidate Development including:
 - a. Training and development at regional rating sites
 - b. Recommendation to National Rating Process
 - c. Candidate Review with National Rating Process
 - d. Candidate "Priority List"
- 4. Be responsible for document development including:
 - a. Official's, Player's, Coach's, and Director's Officiating Requirements
 - c. Verification and Certification forms
 - d. Writing, publishing, and distributing a Referee Newsletter containing articles of information and interest

- e. Arizona Scorekeeper Guidelines
- 5. Be responsible for referee interpretations, techniques and complaint management
- 6. Be responsible for several forms of communication including:
 - a. Telephone
 - b. Mailings and newsletters to Junior Officials
 - c. Reports of Candidates success
 - d. Junior Officials Director's finances
- 7. Organizes and communicates Regional referee assignments to junior officials.
- 8. Have a thorough knowledge of Regional rules and operations as outlined in the Arizona Region Handbook.
- 9. Report regularly, at Executive Board meetings and through the Arizona Region Newsletter the action and activities of the Junior Officials Director.
- 10. Perform other duties and responsibilities as necessary to carry out the charge of the office.

Chapter V. Duties and Responsibilities under the Adult Division

Section 1. Adult Division Coordinator

The duties and responsibilities of the Adult Division Coordinator are outlined in the By-Laws of the Arizona Region of USA Volleyball.

Section 2. Men's Representative

The Men's Representative will:

- 1. Be a "continuing" regular member of Arizona Region of USA Volleyball, and involved with regional activities and operations for a minimum of one year
- 2. Be a registered member on a team during the term of office
- 3. Be an adult male player
- 4. Be available to answer questions from adult and junior level male players or team representatives
- 5. Be an advocate for the concerns and suggestions of the male players to the Adult Division Coordinator and Executive Board
- 6. Schedule and meets with male "team" representatives twice each season.
- 7. Have a thorough knowledge of Regional rules and operations as outlined in the Arizona Region Handbook
- 8. Report regularly, to the male membership through the Arizona Region Newsletter and website, the actions and activities of concern to the male membership of the Region
- 9. Perform other duties and responsibilities as necessary to carry out the charge of the office.

Section 3. Women's Representative

The Women's Representative will:

1. Be a "continuing" regular member of Arizona Region of USA Volleyball, and involved with regional activities and operations for a minimum of one year;
2. Be a registered member on a team during the term of office
3. Be an adult female player
4. Be available to answer questions from adult and junior level female players or team representatives
5. Be an advocate for the concerns and suggestions of the female players to the Executive Board
6. Schedules and meets with female "team" representatives twice each season
7. Have a thorough knowledge of Regional rules and operations as outlined in the Arizona Region Handbook
8. Reports regularly, to the female membership through the Arizona Region Newsletter and website, the actions and activities of concern to the female membership of the Region
9. Performs other duties and responsibilities as necessary to carry out the charge of the office

Section 4. Adult League Director

The Adult League Director will:

1. Promote and coordinate league play provided by the Adult Division; oversee the operations of all league play.
2. Organize, schedule, and implement volleyball leagues.
3. Establish officiating policies, rules and procedures for efficient and effective operation of the leagues; monitor program compliance with laws, rules and regulations related to provision of recreation and related services; evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Plan, organize, schedule and implement special events and activities relating to the assigned leagues; plan, prioritize, assign, supervise and review the work of contract staff involved in officiating activities; schedule and assign officials.
5. Plan, organize and conduct officiating training clinics for referees and scorekeepers in leagues; participate in the selection of staff; provide or

- coordinate staff, volunteer and contract staff training; work with employees to correct deficiencies; implement disciplinary procedures.
6. Participate in budget preparation and administration program; prepare cost estimates for budget recommendations; submit justifications for budget time; monitor and control program expenditures.
 7. Establish wages for officials at various performance levels; prepare payroll for officials.
 8. Schedule usage of facilities for activities including instructional lessons, special events and outside organizations use; provide information and assistance to users of facilities.
 9. Coordinate registration for various leagues; collect and record registration forms and fees.
 10. Work with the Marketing Director to develop survey instruments and implement surveys of program participants; interpret results and write a summary report to be presented to the Executive Board of Directors at the end of each league season.
 11. Work with the Marketing Director to prepare program event and facility marketing materials including news releases, flyers, pamphlets and brochures.
 12. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for registrations and fees collected; maintain and file accident reports; prepare statistical reports as required.
 13. Provide information and referrals to league participants and community groups regarding program offerings and coordination of services.
 14. Maintain awareness of new developments in the field; incorporate new developments as appropriate into existing programs.
 15. Coordinate computer related functions and programs with the Office Manager.
 16. Prepare and administer grant applications for development and improvement projects.
 17. Evaluate and modify current risk management programs to ensure effectiveness and efficiency.
 18. Perform related duties as assigned.

Section 5. Outdoor Director

The Outdoor Director will:

1. Be a "continuing" regular member of Arizona Region of USA Volleyball, and involved with regional activities and operations for a minimum of one year;
2. Demonstrate commitment to the growth and development of both the junior and adult Beach Divisions of the Arizona Region of USA Volleyball.

3. Be able and available for community interaction to enhance the continued growth of the Arizona Region:
 - a. Develop relationships with other outdoor volleyball and sport-related entities.
 - b. Mentor, monitor, and assess the development of newly formed Beach Adult and Junior programs.
4. Be responsible for coordinating required registrations and insurance certificates with the help of the Region's administrative assistant.
5. Coordinate the development of competent officials and coaches in association with the respective chairpersons.
 - a. Work with the Officials Division Coordinator to develop a clinic schedule and certification process for both adults and juniors
 - b. Coordinate "outdoor coaching" clinics for coaches.
6. Coordinate information relating to the Beach Junior Division and Adult National Tournaments.
 - a. Distribute National Beach Tournament applications to Adult and Junior Divisions.
 - b. Review and coordinate requests to participate in national tournaments.
 - c. Assist Commissioner in verifying teams to National Competition Divisions
7. Increase associations with groups, clubs, and other entities applying to host regional, zonal, or national level.
8. Report regularly through the Arizona Region Newsletter and the website, the action and activities of the office. This report includes all actions and activities of the member's office. Reports include:
 - a. Membership
 - b. Program development
 - c. Benefit or detriment matters relating to the Arizona Region
9. Perform other duties and responsibilities as necessary to carry out the charge of the office.

Chapter VI. Duties and Responsibilities under the Junior Division

Section 1. Junior Division Coordinator

The duties and responsibilities of the Junior Division Coordinator are outlined in the By-Laws of the Arizona Region of USA Volleyball.

Section 2. Junior Board Members

Each member of the Junior Board will:

1. Be a "continuing" regular member of Arizona Region of USA Volleyball, and involved with regional activities and operations for a minimum of two years;

2. Be able to attend, either in person or by conference call, all meetings of the Junior Division Board;
3. Be a Junior Division Club Director or Coach in the zone elected during the term of office;
4. Be registered with a Club during the term of office;
5. Have a thorough knowledge of tournament procedures and Arizona Regional policies relating to memberships, rules, and operations as outlined in the Arizona Region Handbook
6. Assist the Junior Division Coordinator as a resource to all other positions on the Junior Division Board or committee members in carrying out the prescribed duties of their positions;
7. Be available to attend the Junior Assembly of USA Volleyball annual meetings along with or in place of the Junior Division Coordinator.
8. Demonstrate commitment to the growth and development of both the Indoor and Beach Divisions of USA Volleyball within the Junior Division of the Arizona Region
9. Be able and available for community interaction to enhance the continued growth of the Junior Division of the Arizona Region:
 - a. Foster communications between the Arizona Region and Arizona academic institutions relating to the Junior Division of the Arizona Region
 - b. Develop relationships with other volleyball and other sport-related entities
 - c. Define and communicate the scope and responsibilities of the Arizona Region Junior volleyball clubs/programs.
 - d. Mentor, monitor, and assess the development of newly formed Junior Division programs.
10. Be available to participate on an "Appeals Committee" to oversee the arbitration of disputes and conflicts between Junior Division clubs, teams, coaches, and players.
11. Assist in the development of the "Friendship" and "Regular Season" Tournament Schedule;
12. Assist with the seeding for the initial Open and Club Division tournaments;
13. Assist in coordinating and presenting relevant items for inclusion into tournament captain's meetings;
14. Be responsible for reviewing, researching, and proposing ideas from players, coaches, parents and Club Directors in the Junior Division;
15. Be responsible for regular communication with the Club Directors and players in their representative zone through email, phone calls, and various other means;
16. Be available as a representative for his/her particular sub-region from which he/she was elected.

17. Uphold the Coaches Code of Ethics, Parent Code of Ethics and Athlete Code of Conduct at all Arizona Region sanctioned events.
18. Perform other duties and responsibilities as necessary to carry out the charge of the office.

Section 3. Coaches' Education Director

The Coaches' Education Director will:

1. Be a "continuing" regular member of the Arizona Region of USA Volleyball and involved in junior coaching for a minimum of 5 years.
2. Be CAP II certified and IMPACT Instructor certified and current in those certifications with USA Volleyball and the Arizona Region.
3. Plan, schedule and coordinate all of the USA Volleyball IMPACT Clinics for the Region including the site and content of the clinics.
4. Plan, schedule and coordinate the hosting of USA Volleyball CAP Clinics a minimum of once every two years and a maximum of once every three years in the state of Arizona.
5. Plan, schedule, and coordinate Region sponsored coaches clinics that can be used in lieu of IMPACT Plus certification.
6. Coordinate with all current IMPACT Instructors in the Arizona Region updated information from USA Volleyball regarding curriculum for IMPACT clinics and coaching innovations from the National level.
7. Track the accreditation and certification of coaches throughout the State of Arizona
8. Communicate with other states and USA Volleyball Regions concerning the certification status of Arizona Region coaches
9. Predetermine and post all non-Region sponsored clinics that are acceptable as substitute for IMPACT Clinic certification and determine if clinics that are shorter than 4 hours fulfill what percentage of IMPACT Plus recertification within a 3 year period.
10. Work with the Marketing Director to increase the awareness of all forms of educational opportunities available to players, coaches, and other interested parties including, but not limited to, camps and clinics.
11. Produce and aid in distribution of the quarterly coaches e-newsletter Sidelines
12. Performs other duties and responsibilities as necessary to carry out the charge of the office.

Section 4. High Performance Director

The High Performance Director will:

1. Be a "continuing" member of the Arizona Region of USA Volleyball and involved in elite junior coaching a minimum of 5 years.

2. Be a CAP I certified coach or higher and current in that certification.
3. Attend the annual HP Coach's Seminar and share information with all AZ Region coaches
4. Educate the Region about the High Performance program through Club Directors, coaches, athletes, and parents.
5. Recruit and hire the HP coaching staff.
6. Use the USAV Guidelines to conduct tryouts for players and teams
7. Make travel arrangements for the players, coaches and staff
8. Oversee practices with the coaching staff
9. Oversee team(s) at the site and off hours in lieu of a chaperone.
10. Follow-up with the USAV on their pre- and post- program requests.
11. Fundraise for HP travel in the off years

Section 5. Junior Beach Director

The Junior Beach Director will:

1. Be a "continuing" regular member of the Arizona Region of USA Volleyball and involved in junior coaching for a minimum of 2 years.
2. Promote beach volleyball to all junior boy and girl players within the Region and beyond.
3. Plan and set up clinics for junior beach players throughout the Region.
4. Execute and facilitate a Junior Beach Program for the Region that includes some, if not all, of the following responsibilities: sites, rules, sponsors, site directors, prices, tournament info (including directions, number of teams, age group, etc.), tournament recording and updating of results, promotion and public relations to promote the program in appropriate media outlets, payment direction to appropriate personnel, communication with national organizations and/or sponsors (USAV, AVP, etc.).

Section 6. Advisory Board to the Junior Board of Directors

The term of office of the Advisory Board of the Junior Board of Directors will be for one year. Anyone who has been a regular member of the Arizona Region for at least one-year within the past three years or any individual who has participated in interim sub-region development may be appointed to the Advisory Committee. The Advisory Committee will be selected for a one-year term at the annual meeting by a vote of the Junior Board of Directors. The Advisory Committee positions are non-voting. The Advisory Committee shall be established to provide Arizona Region members the opportunity to inform the Junior Board on general concerns, suggested changes in policy, and overall play structure within the Region. The Advisory Committee shall be composed of representatives from each of the following groups:

1. Two parents from each club

2. One coach from each of the state's universities that offer volleyball either as a club or a varsity sport
3. One coach from each of the state's community colleges that offer volleyball either as a club or a varsity sport
4. One coach from each of the state's high schools that offer volleyball either as a club or a varsity sport
5. One official representing all high school and junior high school volleyball officials
6. Two At large representatives

Chapter VII: Arizona Region Committee Duties and Responsibilities

Arizona Region Committees are established by a majority vote of the Executive Board of Directors. Each Committee shall exist for no more than one (1) year unless reaffirmed by a majority vote of the Board by the first Executive Board meeting following the General Assembly in the Fall.

The purpose, size and membership of each Committee shall be determined or modified by a majority vote of the Executive Board. Membership on committees shall be open to all adult members of the Arizona Region. Non-members of the Executive Board shall have the right to vote in Committee.

The Chair of each Committee shall be appointed by the Commissioner, subject to the approval, by majority vote, of the Executive Board.

Vacancies on Committees shall be appointed by the Commissioner subject to the approval, by majority vote, of the Executive Board.

All Region Committees shall

1. be responsible only to the Executive Board
2. obtain the advice and consent of the Executive Board, as a whole, before making or publishing policy recommendations to the membership and
3. report to the Executive Board at least once during the fiscal year.

Effective November 1, 2004, the Arizona Region Committees consist of:

Incident Review Committee

Section 1. Incident Review Committee

- A. The Committee's Purpose or Charge
The purpose of the Incident Review Committee, hereafter known as the IRC, is to respond to issues, complaints, and/or accusations that have been leveled against

an individual or team for their behavior at an Arizona Region event. A full explanation of the process that is followed can be found in the Arizona Region ~~Club Director's~~ Handbook.

B. The Schedule of Tasks for the Incident Review Committee (IRC)

1. After a formal written complaint or accusation has been submitted to the Region, the Commissioner and the Executive Board will acknowledge receipt of the complaint within five working days. At that point, the Commissioner will appoint the members of the IRC to review the complaint.
2. The IRC will have 20 working days to investigate the complaint. The 20 working days will begin with the day the Region sends an acknowledgement of having received the complaint or accusation.
3. Following the investigation, the IRC will decide either to take no action or to move forward with the complaint.
4. If the action moves forward, the IRC will contact the accused and request a response to the complaint with 20 working days.
5. If the IRC receives a written response from the accused, the IRC will set a hearing date.
6. After the hearing takes place, the IRC will render a decision.
7. Following a decision by the IRC, the Executive Board will be notified at the next scheduled Board meeting. After the Board is notified, the accused will be contacted with the decision.

Chapter VIII: Arizona Region Standing Procedures and Policies

Section 1. Procedure for the Election of Members of the Executive Board

A. Nomination Process

1. The Office Manager will serve as the Chair of the Election Committee and may choose to add additional members as she sees fit. No member of the Election Committee may participate as a candidate in the election while serving on the committee.
2. Each adult member of the Arizona Region of USA Volleyball shall be sent a form, published and distributed by March 1st of every odd numbered year, for the purpose of self-nomination.

3. Return of the completed and signed self-nomination form to the Office Manager by 4:00 pm on the first Monday in April shall constitute the formal request for said member's name to be placed on the ballot as a nominee.
4. If the number of vacancies exceeds the number of nominees, the Commissioner shall appoint a nominating committee empowered to select at least one (1) nominee for each vacancy.
5. Nominations will close at twelve (12) noon on the first Monday in April.

B. Voting Process

1. All members of the Arizona Region shall be notified about the upcoming election through an announcement in the newsletter and on the Arizona Region web site.
2. Any adult member of the Arizona Region may vote by mail by contacting the Region Office and requesting that an absentee ballot be sent to them. No absentee ballots will be sent after the Monday prior to the last Region Championship. Absentee ballots must be postmarked no later than the Monday prior to the last Region Championship tournament.
3. Elections will be held at each site of the Regional Championship tournament for every division of juniors and adults. Members must show their membership card in order to receive a ballot.
4. Nominations will close at twelve (12) noon on the first Monday in April.

C. Election/Runoff Process

1. The Election Committee will collect and hold the ballots until the last Region Championship tournament has taken place. After the last tournament has ended, the Election Committee will count the ballots before the end of the next Friday.
2. The nominees receiving the greatest number of votes cast for the existing vacancies will be elected.
3. In the event of a tie between nominees, a runoff election will be held at the General Assembly.
4. In the event of a second tie, the Commissioner will select the nominee to fill the office.

Section 2. Procedure for the Election of Members of the Junior Board

A. Nomination Process

1. The Office Manager will serve as the Chair of the Election Committee and may choose to add additional members as she sees fit. No member of the Election Committee may participate as a candidate in the election while serving on the committee.
2. Each Junior Club Director of the Arizona Region of USA Volleyball, in the zones slated for election, shall be sent a form, published and distributed by August 1st of every election year, for the purpose of self-nomination.
3. Return of the completed and signed self-nomination form to the Office Manager by 4:00 pm on September 1st shall constitute the formal request for said member's name to be placed on the ballot as a nominee.
4. If the number of vacancies exceeds the number of nominees, the Commissioner shall appoint a nominating committee empowered to select at least one (1) nominee for each vacancy.
5. Nominations will close at twelve 12 pm (noon) on September 1st.

B. Voting Process

1. All Junior Club Directors of the Arizona Region shall be notified about the upcoming election through an announcement in the newsletter and on the Arizona Region web site.
2. Any Club Director of the Arizona Region who has been a club director for a minimum of one year may vote.
3. Club Directors will be mailed or e-mailed a ballot by the second Monday in September.
4. Club Directors may only vote for nominees from their own zone.
5. The number of votes a Club Director may cast is dependent on the number of teams the Club Director registered the previous year. The Club Director is awarded one vote for every three junior teams registered the previous season.

C. Election/Runoff Process

1. The election will take place at the General Assembly. Absentee ballots must be received in the Arizona Region office no later than Friday, 5 pm prior to the General Assembly to be counted.
2. The nominees receiving the greatest number of votes cast for the existing vacancies will be elected.
3. In the event of a tie between nominees, a runoff election will be held within 7 days of the date the results were tallied.
4. Ballots in the runoff election will be sent in the same manner as the initial ballot was sent to each club director in the zone of the tie.
5. Ballots in the runoff election must be cast within 48 hours of receipt.
6. In the event of a second tie, the Commissioner will select the nominee to fill the office.

Section 3. Procedure for the Election of the Officials Division Coordinator and the At-large Members of the Officials Division Committee

A. Nomination Process

1. The Office Manager will serve as the Chair of the Election Committee and may choose to add additional members as s/he sees fit. No member of the Election Committee may participate as a candidate in the election while serving on the committee.
2. Each certified official of the Arizona Region of USA Volleyball shall be sent a form, published and distributed by August 1st of every election year, for the purpose of self-nomination.
3. Return of the completed and signed self-nomination form to the Office Manager by 4:00 pm on the second Monday in September shall constitute the formal request for said member's name to be placed on the ballot as a nominee.
4. If the number of vacancies exceeds the number of nominees, the Commissioner shall appoint a nominating committee empowered to select at least one (1) nominee for each vacancy.
5. Nominations will close at twelve (12) noon on the second Monday in September.

B. Voting Process

1. All certified officials of the Arizona Region shall be notified about the upcoming election through an announcement in the newsletter and on the Arizona Region web site.
2. Any certified official of the Arizona Region who has been a certified official for a minimum of one year may vote.
3. Ballots will be distributed at the Fall General Assembly in September.
4. Officials may vote once for the Officials Division Coordinator and once for an At-large position.

C. Election/Runoff Process

1. The Election Committee will collect the ballots and tally the results at the General Assembly.
2. The nominees receiving the greatest number of votes cast for the existing vacancies will be elected.
3. In the event of a tie between nominees, a runoff election will be held before the General Assembly is concluded.
4. In the event of a second tie, the Commissioner will select the nominee to fill the office.

Chapter IX: Arizona Region Compensation

Section 1. Board Compensation

A. Executive Board Members

Members of the Executive Board of Directors for the Arizona Region will be compensated with a stipend as follows:

Executive Board Member	Stipend	Date Approved
Commissioner	\$12,000/yr	July 2005
Secretary/Treasurer	\$3,600/yr	July 2005
Officials' Division Coordinator	\$7,800/yr	July 2005
Adult Division Coordinator	\$1,500/yr	July 2005
Junior Division Coordinator	\$2,000/yr	July 2005

B. Junior Board Member

Members of the Junior Board of Directors for the Arizona Region will be compensated with a stipend as follows:

Junior Board Member	Stipend	Date Approved
Northern Rep	\$1,000/yr	July 2005
Metro Rep - North	\$1,000/yr	July 2005
Metro Rep - South	\$1,000/yr	July 2005
Metro Rep - East	\$1,000/yr	July 2005
Metro Rep - West	\$1,000/yr	July 2005
Southern Rep	\$1,000/yr	July 2005
Boys Rep	\$1,000/yr	April 2009

Section 2. Positions other than Board Positions

Compensation for anyone other than the Board members is determined by a recommendation from the appropriate Division along with the approval of the Executive Board of Directors.

A. Commissioner's Division

Paid employees under the Commissioner's Division for the Arizona Region will be compensated as follows:

Commissioner's Division	Compensation	Date Approved
Office Manager	\$35,000/yr	
Office Staff	\$10 - 13/hr	
Marketing Director	\$6,000/yr	
Ethics and Compliance Officer	\$2,500 / yr	
Grassroots Director	\$7,200 / yr	

B. Secretary/Treasurer's Division:

Paid employees under the Secretary/Treasurer's Division for the Arizona Region will be compensated as follows:

Secretary/Treasurer's Division	Compensation	Date Approved
Fundraising Director	Commission TBD	
Sponsorship Director	Commission TBD	

C. Officials' Division:

Paid employees under the Officials' Division for the Arizona Region will be compensated as follows:

Officials' Division	Compensation	Date Approved
Referee Training Director	\$2,400/yr stipend	
Scorekeeper Training Director	\$1,500/yr stipend	
Junior Officials Director	\$1,000/yr stipend	
Raters		
Team Leaders		
Facilitator- National Rating	\$105/pool/site	
Facilitator - Regional I Rating	\$95/pool/site	
Facilitator - Regional II Rating	\$85/pool/site	
Facilitator - Adult Provisional	\$75/pool/site	
Facilitator - Junior Provisional	\$60/pool/site	
Lead Official	\$ 10/day	
Official - National Rating	\$28/match \$17/single game	
Official - Regional I Rating	\$25/match \$17/single game	
Official - Regional II Rating	\$22/match \$15 single game	
Official - Adult Provisional	\$19/match \$15 / single game	
Official - Junior Provisional	\$15/match \$12 / single game	
Out of town mileage w/carpool	\$15 / 50 -100 mi \$30 / 101-150 mi \$45/151-200 mi \$60/ 200+ mi \$75/out of state	

D. Adult Division:

Paid employees under the Adult Division for the Arizona Region will be compensated as follows:

Adult Division	Compensation	Date Approved
Adult Tournament Director	\$1,250/yr	
Adult League Director	\$	
Outdoor Director	\$	

E. Junior Division:

Paid employees under the Junior Division for the Arizona Region will be compensated as follows:

Junior Division	Compensation	Date Approved
Coaches' Education Director	\$ 2,400/yr	
High Performance Director	\$1,000/yr	
High Performance Head Coach	\$1,250/yr	
High Performance Assistant Coach	\$750/yr	
Junior Beach Director	\$3,500/yr	
Tournament Site Director	\$10/team	

F. Non-Division Related Positions

Any duties that need to be performed and do not fall under one of the positions listed above will require the creation and approval of the position by the Executive Board of Directors. Compensation for any work performed must be approved by the Executive Board of Directors prior to anyone being hired.

Section 3. Reimbursement for attendance at National Meetings

As official representatives of the Arizona Region, members are entitled to be reimbursed for reasonable expenses related to the performance of their duties at national meetings. The guidelines are as follows.

A. RVA Assembly Meetings

The Commissioner and/or his designee and another person appointed by the Commissioner are expected to attend the meetings (usually 2 per year) of the USAV Regional Volleyball Association Assembly. Both reps will be reimbursed for air travel, hotel, ground transportation, and a per diem for food.

B. Junior Assembly Meetings

It is recommended that three (3) reps from the Arizona Region attend the two Junior Assembly meetings each year. Reps will be reimbursed for air travel, hotel, ground transportation, and a per diem for food.

C. Officials Assembly Meetings

The Officials' Division Coordinator and/or his designee is expected to attend the annual meeting of the USAV Officials Assembly held during the week prior to the National Championships. The Officials' Division Coordinator will be reimbursed for air travel, hotel, ground transportation, and a per diem for food.

D. High Performance Meetings

The HP director, the HP Head Coach and the HP Assistant Coach are expected to attend the HP meetings that are held each year. Reps will be reimbursed for air travel, hotel, ground transportation, and a per diem for food.

E. National Candidates

1. Referees

Each year the Officials' Division Coordinator, in consultation with the Officials' Division Committee, will designate two (2) Arizona Region officials to apply for National Referee status at the National Championships. Each candidate may have his application fee reimbursed upon his return from the National Championships.

2. Scorekeepers

Each year the Officials' Division Coordinator, in consultation with the Officials' Division Committee, will designate two (2) Arizona Region officials to apply for National Scorekeeper status at the National Championships. Each candidate may have his/her application fee reimbursed upon his/her return from the National Championships.

Chapter X: Arizona Region Protocols

Section 1. Arizona Region Flower and Card Protocol

Each member of the Arizona Region is requested to provide the appropriate information concerning an illness or death of an Arizona Region member to the Commissioner or Office manager.

A. Ordering Procedure

1. The Office Manager will contact the Phoenix Flower Shop and provide them with the appropriate name and destination information.

Phoenix Flower Shop
737 E. Broadway Road
Tempe, AZ 85282
Phone: 480 - 289-4075
URL: www.phoenixflowershops.com

2. The cost of the flowers is not to exceed \$35. The Office Manager will write a check for the flowers.
3. Sympathy and get well cards shall be reimbursed by the Region upon presentation of receipts.

B. Floral Arrangements and Card Protocols

1. Floral arrangements will be ordered upon:
 - a. hospitalization of a USA Volleyball member
 - b. death of a USA Volleyball member or immediate family (where spouse, significant other, or children are considered to be members of the immediate family)
 1. In the event the family requests a donation in lieu of flowers a donation may be made to a recognized charity or account established to receive donations set up by the family.
2. The Commissioner or his designee will be responsible for the personal message on all sympathy or get well cards. Sympathy or get well cards will be purchased upon:
 - a. illness of a USA Volleyball member
 - b. death of a USA Volleyball member's parent

Section 2. Plaques

The Secretary/Treasurer shall be responsible for ordering all recognition plaques.

A. Ordering Procedure

1. The Secretary/Treasurer will contact KE Engraving and provide them with the appropriate name. (Size and font templates should be on file with the store.)

KE Engraving
5527 E. Emerald Ave
Mesa, AZ 85206
Phone: 480-985-5322

2. The Secretary/Treasurer is responsible for obtaining a cost estimate to present to the Executive Board. Once approval is obtained, the Secretary Treasurer can obtain a check from the Office Manager and proceed to order the plaque.
3. When the plaque is available, the Secretary/Treasurer is responsible for picking up the plaques and delivering them to the appropriate event for presentation.

Chapter XI: Miscellaneous and Special Responsibilities

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Section 2.

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