

**Arizona Region  
Executive Board Meeting  
August 17, 2016  
Minutes**

1. **Call to Order** – The meeting was called to order by Harold Cranswick at 2:22 pm at The Boulders on Broadway Restaurant.

2. **Roll Call**

Commissioner -	Harold Cranswick
Secretary/Treasurer -	Becky Hudson
Officials Division Coordinator -	JR Salima
Adult Division Coordinator -	Ron Pelham
Junior Division Coordinator -	Charlotte Pottle

3. **Approval of the Agenda**

**Motion 1:** Move to approve the agenda as revised. (Salima/Pottle) MC

4. **Approval of the Minutes**

**Motion 2:** Move to approve the Minutes of February 24, 2016. (Pelham/Salima) MC

**Motion 3:** Move to approve the Minutes of March 15, 2016. (Pottle/Pelham) MC

5. **Old Business:**

a. **By-Laws Amendment – Harold Cranswick**

Board members are reviewing the description of duties for each position. A red line revised copy of each position on the board will be sent to all Board members to make sure duties do not overlap or should be done by another position.

The Qualifications for the positions will be left in the Constitution and not included in the By-Laws.

Officials Division Coordinator: Qualifications – add Retired

Secretary/Treasurer: Qualifications – add cannot have filed for bankruptcy either personal or corporate. This is a requirement of the Corporation Commission for an officer of the corporation. The Secretary is a corporate officer position.

This is the 2<sup>nd</sup> reading of this motion.

**Motion:** Move to approve the revised format describing the definitions of duties for each Board member in the By-Laws as amended.

b. **Registration Policy – Becky Hudson**

Several teams have indicated that they might just register with the Region and play only in Qualifiers or travel tournaments. We need to start thinking about this now to have a policy in place and distributed before the next season. Is this a path we want to go? What about out of Region teams that want to join and not participate with us? What are the ramifications? Is this a side effect of AAU?

If they are under the umbrella of our Region there will need to be some additional service fees in place of a tournament contract.

Out-of-state clubs will now be required to sign an agreement prior to becoming a member. Expectations will be spelled out, understandings spelled out. Tournament participation expectations explained.

Expectations would need to be spelled out for the traveling division.

Policies Manual to be updated with the policy for out of Region and in Region team registration.

**Motion 4:** Move to approve the Out-of-Region Agreement as amended (Hudson/Pelham) MC

**Motion 5:** Move to update Policy Manual with the same verbiage for In Region team registration. (Salima/Hudson) MC

c. **Review of Suns Sponsorship for 2016 – Harold Cranswick**

The question regarding the continuation of the Suns partnership was included in the Junior Forum survey. There is no support from club directors to continue the relationship. At the events, the parents liked what they were getting. The parents were not surveyed.

Did we meet our marketing goals; was the reach what we wanted?

The cost to the Region was over the top for court rental.

**Motion 6:** Move to approve the renewal of the Suns contract. (Pottle/Hudson) Motion Fails

d. **Officials Pay when a match is forfeited – JR Salima**

How do we want to handle match pay when a match turns into a single set or if a match is forfeited and an official has been scheduled for that match? What if a team is a no show and it changes the number of matches scheduled for the site and the officials have been scheduled to work the site?

If the schedule changes at the site – the officials' schedule is revised and no match pay will be paid for changes. If the official goes to a court and the teams decide not to play, the official will be paid for the match. The site director is key to determine which matches are to be paid.

Facilitators are allowed for 6 or more courts only.

JR is to be notified if the official turns in for match counts that don't add up or if an official turns in for facilitating less than 6 courts.

**Motion 7:** Move to approve pay for officials when a match is forfeited on-site. Officials will not be paid for no shows that have notified the Region in advance and result in a changed schedule. (Salima/Hudson) MC

e. **Lead Official Pay – JR Salima**

Oftentimes the lead official works fewer matches to get the schedule started and to make sure all officials get an appropriate number of matches. They have to be there ahead of the other officials and stay to the last match. Their pay is \$10 for being a lead.

We are calling upon the Lead Official to manage incidents at the site along with the Site Director. There is authority to eject people from the facility.

Lead Officials primarily are Jr National or National level officials or veteran officials that know how tournaments are operated.

JR is reevaluating the Lead Referee duties.

**Motion 8:** Move to approve an increase in pay for Lead Officials from \$10 to \$15. (Salima/Pottle) MC

f. **Division Manuals – Becky Hudson**

Each Division Coordinator and Director should be putting together an Operations Manual for his/her respective divisions/departments. These are going to take time.

Corporate Admin Manual will be separate from the Policy Manual/Best Practices.

First Drafts from each Division are due by October 1<sup>st</sup>.

Put Rule book in the Handbook and on the front page of officials.

**7. New Business**

a. **Officials Division – JR Salima**

New policy on Deficient Scoring Teams

Teams have taken the training, and are not proficient in scoring at a tournament.

If an official finds the team deficient in scoring it will be reported to the Lead Official. The Lead Official will contact JR Salima. The club will be contacted and notified that the team was deficient. The team must take the training (either by hiring a clinician to train them or taking the training on the VRT) and become proficient by the next tournament. If they are found deficient again, they will lose 8 points on their next match.

The Head Coach to be held responsible for the team's proficiency in scoring.

**Motion 9:** Move to approve the new policy dealing with Deficient Scoring Teams. (Salima/Hudson) MC

b. **Officials Division – JR Salima**

New policy to deal with officials who register and then do not work local tournaments. The officials may register and then travel but don't work locally.

If an official has registered in Arbiter and not worked a tournament before Feb 15<sup>th</sup>, they will be removed from Arbiter. The official will then be considered not in good standing with the Region. They will not be given approval by the Division Coordinator to work the season ending tournaments.

**Motion 10:** Move to approve the new policy for Officials who do not work region tournaments before Feb 15<sup>th</sup>. (Salima/Pottle) MC

c. **Constitution and By-Laws Amendments – Harold Cranswick**

Addition of a Grassroots/Outreach Division Coordinator to the Board of Directors

The position would be appointed by the Commissioner.

**Motion:** Move to approve the expansion of the Board of Directors to include the position of Grassroots/Outreach Division Coordinator.

This is the first discussion of this amendment.

d. **Arizona Region Audit – Harold Cranswick**

Harold Cranswick has 4 possible people that audit non – profits. There are different levels of audits. We may want to look at the least level of audit for the first one.

An Audit is now a RVA Compliance item as well as an IRS 990 requirement since they revised the form.

**Motion:** Move to approve an Arizona Region audit be done.

e. **Constitution and By-Laws Amendments** – Harold Cranswick

**Motion:** Move to split the Secretary/Treasurer position into 2 positions. This will improve transparency between the office and the Board.

The Treasurer would possibly not be a board position. The Secretary position would remain on the board.

This is the first discussion of this amendment.

f. **Electronics Policy update** – JR Salima

JR has amended the electronics policy. The changes are in the violations over the tournament day. The violations are cumulative over the course of the day. The violations are noted on the score sheet and the official will notify the site director and lead official.

Change the types of electronics listed. The only exception would be using the phone for a timing device.

**Motion 11:** Move to approve the updates to the Electronics Policy. (Pelham/Salima) MC

g. **Future Select for HP** – Ron Pelham

The HP Directors meeting will be held at the HP Championships.

USAV wants to add Future Select for the second year of the cycle. USAV Future Select teams will play up in Select Division. The first year of the cycle many regions bring a junior level team. The second year those kids are in college and won't come back. The Future Select division would play 1 day less and travel home 1 day ahead of the rest of the teams.

Taking this age kids is scary. The hotel issues are the scariest. However, the largest number of phone calls that Ron gets about HP is regarding Future Select age players.

The upside to having a Future Select team is growing the program and allowing the younger kids that are talented to be recognized. USAV has a Future Select camp where they get a lot of kids.

Ron Pelham will explore with some club directors to see what they do with this age group for travel tournaments. There are many parents that don't travel with their HP players. The comradery of the teams would be stripped down if the players stayed with the parents in the rooms.

h. **Next meeting** will be held on Wednesday, September 21 at 2 pm.

Fall General Assembly will take place on Sunday, September 18

## 8. Officers' Reports

Commissioner

a. Information/News -

i. Meritorious Service Awards – Mellissa Riley, David & Larisa Ronda, Megan Taylor, Shelby Taylor.

- ii. Presenting Retreat Issues and Goals at the Fall General Assembly. Division Coordinators could share their goals for the division at the General Assembly. Harold will share the major issues facing the Regions.
  - iii. A Summary Report of the Junior Girls Forum Survey has been completed. A PowerPoint presentation was generated from Survey Monkey. The leadership
  - iv. All presentations (PowerPoints, notes, overheads, etc.) for the Fall General Assembly need to be submitted by Monday, Sept 12<sup>th</sup>.
- b. Region Office Information – Becky Hudson
- i. Boys Forum has been held. Boys Tryouts can begin this Saturday, Aug 20.
  - ii. The office is in the process of closing down the 2016 season and preparing for the 2017 season
- c. Region Outreach Director – Eric Hodgson
- No Report

Secretary/Treasurer – Becky Hudson

a. Treasurer's Report:			July, 2016
Income:		\$	26,494.75
Expenses:		\$	52,464.70
Balance in checking account as of	7/31/16	= \$	46,243.77
Balance in High Yield Savings Account as of	7/31/16	= \$	255,769.65
Balance in Development Grant Fund as of	7/31/16	= \$	12,444.81
Balance Wells Fargo CD	7/31/16	= \$	40,036.48

b. Marketing/PR Update – Eric Hodgson

Newsletter – Articles for the hard copy newsletter that is emailed need to be submitted to Eric within the next week.

Officials Division Coordinator – JR Salima

Information/News –

JR has received the requested info from Florida Region on the Gold Seal program for clubs

Adult Division Coordinator – Ron Pelham

No Adult Division Report

Junior Division Coordinator – Charlotte Pottle

No Junior Division Report

High Performance – Ron Pelham

There will be a need to bring on some new coaches the new year. Ron will need some help with the fundraisers for HP this year.

The HP coaches are giving a lot of good feedback to Ron. This is the best feedback and best opportunity to give feedback that we have had so far.

There is ongoing discussion about chaperones and their responsibilities for HP.

## 9. Committee Reports

- a. Ethics and Compliance Committee – JR Salima

No Report

- b. Budget Committee –

Division budgets will be available before the next meeting. Year End financials are being readied for the accountant.

## 11. Adjournment of the Meeting

**Motion 12:** Move to adjourn the meeting. (Pelham/Salima) MC  
The meeting adjourned at 4:32 pm.

## 12. Review of Decisions/Duties/Responsibilities as a result of today's meeting

- Red Line copy of revised Board duties to be sent to all Board members to review
- Out of Region Agreement to be revised and sent to all out of Region teams that register with Arizona
- Policy Manual to be update with Out of Region and In Region team expectations
- Policy Manual to be updated for match pay to be paid an official when a scheduled match is forfeited on site.
- Policy Manual to be updated with increased Lead Official pay
- First drafts of Division operations manuals to be presented by Oct 1<sup>st</sup>
- Policy Manual to be updated with Deficient Scoring Policy. Clubs to be notified of policy
- Officials Manual to be updated with policy for non-working registered officials
- Policy Manual to be updated with the revised Electronics Policy
- Board members to write an article for the Hard Copy newsletter and send to Eric Hodgson by the end of August.