

## Arizona Region of USA Volleyball Office of the Commissioner

Eligibility Requirements for the Commissioner (AZ Region Constitution Article VI,  
Section 1, C. 1.

1. Commissioner - To be eligible a candidate
  - a. Must be a Regular member of the Arizona Region of USA Volleyball for three years prior to the appointment or election,
  - b. Must be involved with regional activities and operations for a minimum of three years prior to the election,
  - c. Must have served on the Executive Board of Directors or the Junior Board of Directors for a full term at least two of the previous four years before the election.

Duties of the Commissioner (AZ Region By-Laws Chapter II, Section 3. A.)

A. The Commissioner shall

1. Develop a budget for all phases of the Commissioner's Division.
2. Must commit to the policies and procedures as required by the National Office of USA Volleyball each year such as:
  - a. Attendance at a minimum of two (2) Regional Operations Division (ROD) meetings each year.
  - b. Be willing and available to participate on at least 1 national level committee.
  - c. Be available to work with the USA Volleyball Youth and Junior Olympic Volleyball Division (YJOVD)
  - d. Develop an understanding of the Junior Qualifiers, how they work and the benefits of participation in the qualifier process.
3. Enhance and maintain relations with all other USA Volleyball Regions.
4. Structure, coordinate, implement and conduct
  - a. All meetings of the Executive Board of Directors of the Arizona Region of USA Volleyball
  - b. The Arizona Region annual August work session
  - c. The Fall General Assembly
  - d. Attend Junior Division Board of Directors meetings and be knowledgeable about junior volleyball issues
5. Serve as a resource to all other positions on the Executive Board or committee members in carrying out the prescribed duties of their positions
6. Oversee the operation of the Arizona Region Office
  - a. Manage and report on office operation and issues

- b. Respond to written and verbal requests for information or guidance in a timely manner
  - c. Give concise instructions, requests and guidance to the administrative staff
- 7. Demonstrate a commitment to the growth and development of juniors' teams and adult teams, including male, female and co-ed.
- 8. Demonstrate a commitment to the growth and development of both the Indoor and Beach Divisions of USA Volleyball
- 9. Be willing and able to engage in community interaction to enhance the continued growth of the Arizona Region by
  - a. Fostering communication between the Arizona Region and Arizona academic institutions
  - b. Developing relationships with other volleyball organizations as well as other sport-related entities
  - c. Defining and communicating the scope and responsibilities of Arizona Region Junior volleyball clubs/programs
  - d. Mentoring, monitoring and assessing the development of newly formed Adult and Junior programs.
- 10. Be knowledgeable of all membership forms and documentation as required by the National Office of USA Volleyball.
- 11. Have a working knowledge of the Regional database, and be able to work with the MIS Division of USA Volleyball.
- 12. Have a working knowledge of the registration process, insurance certificates and policies as they pertain to the membership.
- 13. Foster the professional growth opportunities for officials and coaches in association with their respective Division Coordinators.
- 14. Work with the Office Manager to distribute, review and approve all information related to the Junior Division and Open National Tournaments
  - a. Distribute national tournament applications to Adult and Junior Divisions.
  - b. Review and approve requests to participate in national tournaments.
  - c. Verify qualifications and teams to National Competition Divisions.
- 15. Work with clubs or other entities applying to host national or zonal level tournaments
- 16. Oversee the arbitration of disputes and conflicts between clubs, teams, coaches, and/or players.
- 17. Report regularly, at Executive Board of Directors meetings and through the Arizona Region Newsletter, the actions and activities of the Region Office. Reports include:
  - a. Membership status
  - b. Program developments

- c. Benefit or detriment matters relating to Arizona Region operation.
- 18. Performs other duties and responsibilities as necessary to carry out the charges of the office.
- 19. Define the responsibilities, hire and supervise each of the following positions under the Commissioner's Division:
  - a. Office Manager
  - b. Office Staff
  - c. Manager of the Web Site
  - d. Marketing Director