

CONSTITUTION

Connecticut Board of Volleyball Officials (CBVO) Northern Region

ARTICLE I - Name

This organization shall be known as the Connecticut Board of Volleyball Officials, CBVO, and Northern Region

ARTICLE II - Purpose

The purpose of this organization shall be to train and provide competent officials for high school and middle school volleyball by:

1. Advancing the ideals of good sportsmanship and fair play through qualified officiating in volleyball and respect for the authority of volleyball officials at all levels of competition.
2. Provide for the training and rating of volleyball officials as prescribed in the by- laws.
3. Providing a list of rated volleyball officials to any requesting organization participating in volleyball.
4. Interpreting the rules to players, instructors, and officials in the interest of standardizing and improving officiating.
5. Adopting the current rules as approved by the National High School Federation.
6. Promoting the use of CBVO rated officials.
7. Promoting standards with respect to fees, ratings, uniforms and rules for officials.
8. Fostering a high standard of ethics, encouraging fair play, sportsmanship, closer cooperation, and a better understanding among coaches, players, athletic directors, and the media on any and all issues that may arise concerning the sport of volleyball.

ARTICLE III – MEMBERSHIP

There shall be three classes of membership.

1. **PROVISIONAL:** A new applicant who has successfully completed the written and floor examinations as set forth by CBVO will be a provisional member. Provisional members are eligible to be assigned games.
2. **ACTIVE:** Any person who holds a current CBVO rating, and has paid the annual dues. Active members are eligible to be assigned games during the girls' volleyball season.
3. **ASSOCIATE:** Any member may elect to be an associate member for a single one-year period. Associate members are not eligible to be assigned games during the girls' or boys' season, and pay reduced membership dues as specified in Bylaws Article VIII, Section 2.

Special Instructions for transferring officials: An official wishing to transfer from another officially recognized volleyball board shall be accepted provided:

- A. Transferring officials submits a resume to the executive board
- B. The previous board provides a letter indicating the member is in good standing which also indicates the official's level of officiating skills.
- C. The official participates in the recommended training sessions, passes both a written and practical examination
- D. Fulfills all other responsibilities as required by the membership

No member will be discriminated against from membership or assignments based on race, creed, religion, sexual orientation and national origin.

ARTICLE IV – Management

The CBVO shall be managed by an Executive Board of officers consisting of:

1. Chairperson or Co- Chairs
2. Assistant Chairperson
3. Secretary
4. Treasurer

5. Rules Interpreter
6. Scheduling Coordinator(s)
7. Training Coordinator(s)
8. Rating Coordinator(s)

ARTICLE V – Parliamentary Authority

The rules in Robert’s Rules of Order will be used as a guide in governing this organization in all cases to which they are applicable and which they are not inconsistent with this constitution and the by-laws.

ARTICLE VI – Amendments

This constitution or these by-laws may be amended at any regular meeting of this organization by a two-thirds (2/3) vote of the members present, providing the proposed amendment(s) has been presented in writing or transmitted via email to the entire membership 30 days prior to the meeting.

BY-LAWS

ARTICLE I – Qualification for Membership

Section 1. Provisional Membership

A. An assessment of the officiating skills of the Provisional member will be made by February 1 following the official's first season by the training committee (Trainer, Trainer's assistant, Rules Interpreter, Head Rater & Assignor). The training committee decides if such member becomes either an active member or remains a Provisional member for a second year.

B. By February 1 following the second season, the training committee shall indicate if the provisional member becomes an active officiating member or is no longer eligible for membership in CBVO.

Section 2. Active Membership

A. An individual shall become an active member by fulfilling the following requirements:

1. Successful completion of provisional membership period and recommendation of the training committee.
2. Pass the CBVO practical and written rating and exams and be recommended for membership by the rating committee.
3. Pay the annual dues.
4. Must be at least 18 years old.
5. Pay any existing and or outstanding fines.
6. Attend all mandatory meetings.
7. Attend mandatory training sessions.
8. Officiate two scrimmages prior to the season and be able to provide documentation if requested.

B. Members must perform one or more of the following functions to remain active:

1. Actively officiate matches.
2. Train officials.
3. Serve as an examiner or judge for ratings.
4. Hold office in the organization.

Section 3. Boys' Only Official

1. Fullfills all requirements of Active membership.
2. Does not referee any matches during the girls' volleyball season.
3. Must referee scrimmage(s) prior to the boys' regular season.

Section 4. Associate Membership

A. An individual may become an Associate member by fulfilling the following requirements:

1. An active member in good standing may become an Associate member for a one year period. A member may not be an Associate member for a second consecutive year.
2. Pay the annual associate membership dues specified in Article VIII, Section 2.
3. Apply to and be accepted by the Executive Board.
4. May not officiate CBVO assigned matches (boys or girls).

Section 5. Censure of Membership

A. Active or associate membership may be censured or forfeited for any of the following: (If membership is forfeited that member's rating is automatically

rescinded.)

1. Failure to pay the annual dues.
2. Failure to utilize the services of the scheduling coordinator.
3. Failure to pay any and all fines assessed.
4. Failure to comply with the qualifications for active or associate membership.
5. Unethical behavior, inefficiency or being officially connected with any organization that is detrimental to the best interest of CBVO.
6. Failure to pay fees to the scheduling coordinator by November 15 or the date of the post season meeting.
7. Failure to attend a Rules Interpretation Meeting.
8. The executive board reserves the right to rescind a rating of any referee who consistently fails to apply the correct federation/NCAA volleyball rules, procedures and protocols during high school matches.

B. Grievances shall be referred to the Executive Board.

ARTICLE II - Officers, Executive Board, Scheduling Coordinator(s), and Appointments Section

1. Officers

- A. The officers of CBVO shall consist of the Chairperson or Co-Chair, Assistant Chairperson, Secretary, Treasurer, Scheduling Coordinators, Training/rating coordinator, and Rules Interpreter.
- B. Officers shall serve a two year term.
- C. The entire membership or quorum shall elect officers at the post season meeting. A quorum shall equal one half of all members.
- D. Officers may succeed himself / herself for additional terms.
- E. Officers shall perform their duties as prescribed by the by-laws of

this organization.

- F. A vacancy in the office of Chairperson shall be filled by the Assistant Chairperson or the remaining Co-chair shall become chairperson.
- G. A vacancy in any other office shall be filled by an active member of the **CBVO**. This officer shall be appointed by the Chairperson.
- H. All new officers shall assume their duties following the end of season meeting.

Section 2. Executive Board

- A. The Executive Board of CBVO shall consist of the following: Chairperson or Co-Chair, Assistant Chairperson, Secretary, Treasurer, Rules Interpreter, Scheduling Coordinator(s), Rating Coordinator(s) and Training Coordinator(s).
- B. The Executive Board shall perform the duties prescribed by the by-laws and shall have the power and authority over the affairs of CBVO during the interim between meetings.
- C. Decisions made at the executive board meetings will be binding to the organization.
- D. Two-thirds of the Executive Board shall constitute a quorum.
- E. All expenses incurred by the Executive Board in the performance of their CBVO duties shall be reimbursed. Mileage shall be reimbursed at the current governmental accepted rate.
- F. Executive Board Members are exempt from dues.
- G. Shall document and send expenditures to the treasurer.

Section 3. Scheduling Coordinator

- A. Shall serve a (one) **two** year term.
- B. Shall be elected at the end of season meeting.
- C. May succeed himself / herself for additional terms.
- D. Shall assume his / her duties following the election.

Section 4. Appointments

The following positions shall be appointed by the Executive Board:

- A. Rules Interpreter
- B. Rating Coordinator(s)
- C. Training Coordinator(s)

ARTICLE III – Meetings

- A. There shall be two (annual) **mandatory** meetings: (preseason) **Rules Interpretation** (August), post season meeting (November) of the entire membership. Members will be fined for each missed meeting without an advanced excused absence. If an official misses 4 meetings in a row, membership will be rescinded.
- B. Officials meeting the definition of a *boys' only official* do not need to attend the girls' end of season meeting.
- C. The Chairperson shall have the right to call **an emergency** mandatory meeting for members. These meetings are to have a 14 day notice.
- D. The rating Director shall have the power to call meetings of the Rating Committee.
- E. A mail or email ballot of the membership may be used by the Executive Board if an immediate response is needed on an important issue. Any mail or email ballot will contain a deadline that cannot be extended for any reason.

ARTICLE IV – Elections

Section 1. Eligibility

Any active or associate member in good standing shall be eligible for nomination and election to office.

Section 2. Nominations and elections

Nominations and elections will be accepted at the end of season meeting.

ARTICLE V – Duties of Officers, Scheduling Coordinator(s), Rules Interpreter.

Section 1. Chairperson or Co-Chair

- A. Shall preside at all CBVO general and Executive Board meetings.
- B. Shall serve as ex-officio member of all standing committees.
- C. Shall interpret policies and handle the needs and problems of the board.
- D. Shall serve as a representative of any contractual negotiations with other organizations or appoint a qualified board member.
- E. Shall initiate procedures for the removal of any member of the Executive Board.
- F. Shall oversee the Scheduling Coordinator(s) and Rating Director.
- G. Shall appoint committees when necessary.
- H. Shall assist in the planning and operation of rating and training sessions.
- I. Shall serve as chairperson of the grievance committee.

Section 2. Assistant Chairperson or Co-Chair

- A. Shall, in the absence of the chairperson, assume the duties of the chairperson.
- B. Shall be a member of the grievance committee.
- C. Shall assist the chairperson in supervising the actions of the standing committees.
- D. Shall assist the chairperson upon request.
- E. Shall serve as a member of the Executive Board.
- F. Shall be a member of the rating committee.
- G. Shall audit the treasurer's records within 30 days of the end of season meeting or upon request.

Section 3. Secretary

- A. Shall keep accurate records of all general meetings, Executive Board actions and grievance procedures and distribute minutes of general meetings within 14 days.
- B. Shall provide each member with a copy of the constitution and by-laws and shall keep these current.
- C. Shall maintain an accurate record of all members and membership status.
- D. Shall carry on all necessary correspondence/mailings/emails to the board and members.
- E. Shall serve as a member of the Executive Board.
- F. Shall serve as a member of the grievance committee.
- G. Shall receive \$200 from the board at the end of the season for his / her service. This may be adjusted by the Executive Board.
- H. Shall be responsible for keeping all coordinators up to date on who is sanctioned.

Section 4. Treasurer

- A. Shall administer the budget.
- B. Shall keep an accurate record of all receipts and expenditures.
- C. Shall disburse monies for payment of all bills upon authorization of the chairperson.
- D. Shall submit a detailed financial statement to the members at the pre-season and post- season meetings.
- E. Shall serve as a member of the Executive Board.
- F. Shall serve as a member of the grievance committee.
- G. Shall be paid \$200 from the board at the end of the season. This may be adjusted by the Executive Board.
- H. Shall notify the coordinators of any officials who have not paid their

finest/dues prior to the beginning of the season.

Section 5. Scheduling Coordinator(s)

- A. Shall assign all sanctioned officials for all contests.
- B. Shall refer all rules interpretations to the Rules Interpreter.
- C. Shall receive a fee from all officials he / she scheduled equal to 8% of the game fee. This may be adjusted by the Executive Board.
- D. Shall supply the chairperson with any information regarding his / her duties, such as, schools served, and official's assigned.
- E. Shall serve on the Executive Board.

Section 6. Rules Interpreter

- A. Shall be appointed by the Executive Board for a two year term.
- B. Shall serve as Rules Interpreter to officials, coaches and the CIAC.
- C. Shall serve as a member of the Executive Board.
- D. May be appointed to succeed himself / herself.
- E. Shall attend CIAC rules interpretation conference.
- F. A member shall be eligible for appointment to this position by the Executive Board by fulfilling the following requirements:
 - 1. Minimum of 5 years as certified board official.
 - 2. Hold highest rating attainable through CBVO.

Section 7. Records

All officers and committee chairpersons and the scheduling coordinator(s) shall keep accurate records and transfer these materials to new officers.

ARTICLE VI – Grievance Procedures

Section 1. Rescinding of rating

An official's rating may be rescinded based upon complaints as outlined in these by-laws Article 1, Section 3, A, 1-7.

Section 2. Complaints

Complaints must be submitted in writing within 10 days following any incident to the chairperson or Co-Chair.

Section 3. Action

A. If action is deemed necessary by the Grievance Committee:

1. There shall be a conference with the member in question and then there shall be an investigation by the committee.

a. If the matter concerns officiating, the investigation shall include observation of the official during a scheduled varsity match by an appointed member of the rating committee with a full report to follow within two weeks.

2. The committee shall report its findings to the Executive Board in writing.

Section 4. Rescinding ratings.

A two thirds vote of the Executive Board is necessary to rescind a rating or censure membership.

Section 5. Notification

Notification of the action taken must be sent to the Executive Board and the complainant.

Section 6. Reinstatement

Application for reinstatement or re-examination may be made after three full calendar years. This may be adjusted by the executive board. Reinstatement includes attending training sessions and full payment for training.

ARTICLE VII – Examination and Fees

Section 1. Examination

A. All officials must take the High School Federation theoretical volleyball exam yearly. Failure to take the exam or failure to receive the appropriate score on the exam (first or second attempt, 70 for new officials; 80 for officials with two or more years experience) will result in rescinding the members rating.

1. The written exam may be taken up to two times each year.

2. Retests must be taken on a different day.
- B. Officials with more than 3 years experience will be re-rated every 4th year.
- C. Officials with 3 years or less experience will be re-rated every year.

Section 2. Fees

- A. There shall be a \$25.00 fee for retaking the written exam.
- B. There shall be a \$190.00 fee for prospective officials. This includes a \$100.00 non-refundable fee for training. This shall include written and practical tests, training sessions, rule book (s), and all other pertinent material. (\$100.00 for annual dues).

ARTICLE VIII. Dues

Section 1. Active & Provisional Member Dues

Active & provisional membership dues shall be \$100.00 per year. Dues shall include CBVO membership, annual insurance and CIAC registration fees, rule book(s), casebook, and all pertinent materials. Dues are subject to special assessments and will be reviewed every year. This may be adjusted by the Executive Board.

Section 2. Associate Member Dues

Dues for Associate Members shall be \$25.00 and will not include any other fees or materials. This may be adjusted by the Executive Board.

Section 3. Due Date

New officials' membership dues shall be paid prior to the initial training. Renewal dues shall be due and payable on June 1. A reminder shall be given to the members in the minutes of the end of season meeting. A reminder will be posted on The Arbiter and also listed on the web site.

ARTICLE IX – Responsibilities of Members

Members shall:

1. Attend all mandatory meetings and rules interpretation sessions.
2. Attend workshops and assist in the training and rating of new officials when called upon.

3. Abide by the constitution and all official executive decisions.
4. Officiate at preseason scrimmages.
5. Wear the official uniform as directed by the CBVO. CBVO requires the wearing of a white, knit polo-style shirt, from an approved vendor with the embroidered CBVO logo; black slacks (no cords or jeans); a black belt; solid black gym or officials' shoes; and black socks. Officials shall use a whistle, black lanyard and a set of approved red and yellow cards. (Executive Board makes decision on official uniform.)
6. Conduct themselves in a professional manner.

ARTICLE X – Fines

Section 1. All fines are payable to the Treasurer within ten (10) days of notification by the secretary.

- A. Failure to officiate an assigned match will result in the assessment of the fee for your assigned match(s) for that day. This offense may also be subject to appearance before the grievance committee and/or the executive board.
- B. If an official is late to an assigned match a \$25.00 fine will be assessed.
- C. If the scheduling coordinator must secure a substitute official with less than 48 hours notice, a fine of \$25.00 will be assessed. A second offense may be subject to appearance before the grievance committee and/or the executive board.
- D. Failure to attend a mandatory meeting, mandatory training session or mandatory rules interpretation meeting will result in a fine of \$25.00 per meeting. If fine is not paid within 30 days of meeting date, fine will be doubled (\$50.00). If fine is still not paid within 14 days member censorship will occur. If an official misses two meetings in a row, the fine is \$50, if three meetings in a row are missed the fine is \$100, and if an official misses 4 meetings in a row, membership will be rescinded. As with the above, If fine is not paid within 30 days of meeting date, fines will be doubled. If fine is still not paid within 14 days member censorship will occur.
- E. Officiating out of uniform will result in a \$25.00 fine.
- F. Officials must attend annual mandatory meetings or be dropped by the

board as an active official. Upon successful appeal to the executive board for unexcused absences, an official may be reinstated with a fine equal to that of a varsity referee fee.

- G. Failure of a scheduling coordinator to notify an official (through The Arbiter) of a change in date shall result in negotiation of a fair/equitable settlement between parties with respect to time/gas expenses incurred.
- H. If completed written exams are not returned to the proper person by a prescribed due date, the official will not receive a schedule for the season (executive board may review this and if received by September 1, assess a \$25.00 fine.)
- I. Failure to pay the scheduling coordinator fees by November 15 (or end of season meeting) will result in a \$25.00 fine payable to the coordinator. If fee is still not paid within 30 days of meeting, fine will be doubled (\$50.00) and must be paid within 14 days or member censorship will occur.
- J. Failure to pay (renewal) yearly dues by June 1 will result in a \$25.00 fine. If dues still not paid within 30 days, fine will be doubled (\$50.00) and must be paid within 14 days or member censorship will occur.
- K. Failure to (officiate a) complete preseason scrimmage requirements will result in a \$50.00 fine.
- L. Executive Board makes decision on fine amounts.

Section 2. Outstanding Fines

Officials having outstanding fines will not receive schedules for the following season until all fines are paid according to the standards addressed in Article X.

Section 3. Compensation

In the event of injury, illness or the inability of either the R1 or R2 to carry out their match responsibilities, an appropriate compensation needs to be provided to the official who is assuming the extra duties.

Section 4. Ethics

Members are not to solicit State Tournament matches from the coordinator's, State Tournament Director or participating schools. They also are not to influence schools to list them on their preferred officials list for tournament selection. Both of these actions are unethical and will result in member censorship.

ARTICLE XI - Code of Conduct for Officials

1. The officials should arrive at the game site at least 30 minutes prior to match time, to allow sufficient time to inspect facilities and equipment, discuss ground rules, instruct scorers, timers and line judges, and to discuss any pertinent information with the coaches and other officials. For schools that follow NCAA rules, officials should arrive at least 40 minutes prior to match time.
2. The official's uniform adopted by the Board shall be worn.
3. No official shall partake of any substance prior to officiating or while in uniform which would impair physical or mental performance.
4. Every member's conduct, speech and actions during or en route to and from a match shall be above reproach and should always demonstrate an example of sportsmanship, courtesy, and self-control.
5. The official shall report any unsportsmanlike conduct, speech, action or misconduct of a flagrant nature by coaches, players, or spectators to the Board.
6. No official shall criticize any other official or the CBVO in the presence of coaches, players, spectators, or the news media before, during or after a match.
7. No official shall cancel an officiating assignment to accept another more advantageous assignment.
8. No member shall seek to influence a coach for the purpose of promoting personal officiating opportunities.
9. Every member shall seek to possess a comprehensive knowledge and understanding of the letter and intent of the playing rules and officiating techniques.
10. No official shall solicit matches unless he/she is operating as an individual contracting agent in a venue/area without a coordinator.
11. No official shall falsify records or reports for personal gain.
12. No official shall engage in scouting activities or engage in conversation with coaches regarding officiating assignments.