

NCOA Sacramento Volleyball Operating Policies and Procedures

The operating procedures outlined in this document are an extension of the NCOA Sacramento Bylaws.

Purpose:

To provide the high schools and leagues in the service area of the Northern California Officials Association (“NCOA”) qualified and certified officials so that games are played safely and fairly in accordance with the intent and purpose of the NFHS rules & CIF directives.

1. Organizational Structure

Group Leader and Co-Group Leader (Leadership):

There shall be one (1) Group Leader and one (1) Co-Group Leader, each shall serve for a term of three (3) years. The terms of the Leadership are defined in the NCOA Sacramento Bylaws and shall be staggered such that both shall not “term out” at the same time.

The Group Leader and Co-Group Leader duties, expectations, and terms shall follow the NCOA Sacramento Bylaws as outlined in section 5.8. Leadership may select an Administrative Assistant. This position reports directly to the Leadership. Duties may be varied but the position is primarily a support position.

Administrative Assistant:

This position, if appointed by Leadership, shall serve at the direction of Leadership. The Assistant shall perform duties as necessary given from Leadership and may sit on various committees as a support position. The Assistant shall take minutes of all General Meetings and/or Committee meetings the position is involved with and provides a brief follow-up, reports/minutes, to Leadership.

Instructional Chairs:

There shall be (1) Instructional Chair and (2) Co-Chairpersons. The Instructional Chair and Co-Chairs shall be selected by and report directly to Leadership. The term duration shall be determined by the Leadership and they shall serve at the direction of the Leadership.

(1) Co-Chair shall be primarily responsible for the training of new officials to the NCOA and officials with less than 2 years of volleyball officiating

experience. (1) Co-Chair shall be primarily responsible for the training of returning (veteran) and transferring officials into the NCOA from other high school training groups. Both Co-Chairs shall assist and provide back-up as necessary for each other and select instructional assistants that are approved by Leadership.

The duties shall be divided in such a way as to provide appropriate and relevant classroom, on-court, and/or video based instructional meetings to meet or exceed the minimum hours (18) as specified in section 5.9.2 of the NCOA Sacramento Bylaws. The Instructional Chair and Co-Chairs shall prepare the instructional program for each Volleyball Season and present the plan to Leadership for approval prior to July 15th of each calendar year.

The instructional program shall contain:

- An outline of all classroom and on-court training sessions.
- Lesson plans for both new and veteran officials.
- All quizzes that are given for instructional purposes.
- The required CIF 18 hours of instructional training

Career Development Committee:

This committee shall be referred to as the “CDC”. The overall goal of CDC is to observe, evaluate, and provide feedback for officials and recommend ranking movement. CDC members shall be selected by and serve at the discretion of Leadership.

There shall be one (1) CDC Chairperson. The CDC Chair will be appointed by Leadership and will serve a term of two (2) years. The CDC Chair will work alongside Leadership to select CDC members and to determine the proper ranking of officials.

The CDC shall also consist of 10-12 members whose duties, along with the CDC Chair, shall include:

- Develop and oversee a mentor program.
- Implement procedures for officials to request evaluations.
- Attend matches and tournaments to observe officials.
- Make recommendations to Leadership for advancement or demotion.

CDC Members will report to Leadership; maintain “member in good standing” status; be professional; attend required scheduled meeting/s;

provide verbal and written evaluation/feedback; and identify officials for movement up or down in ratings.

Volleyball Recruiting Director:

Leadership shall appoint (1) Volleyball Recruiting Director. The Volleyball Recruiting Director shall serve under the discretion of Leadership. In the event of vacancy, Leadership shall appoint a new Volleyball Recruiting Director.

The Volleyball Recruiting Directors duties shall include:

- Act as the liaison for new and transferring officials.
- Actively recruit new officials into the NCOA volleyball group.
- Coordinate with NCOA Recruiting Director as requested.

Executive Board Representative:

There shall be (1) Executive Board Representative. The Executive Board Representative's duties, responsibilities, and term length shall be as outlined in section 5.4.2.2 of the NCOA Sacramento Bylaws.

Additional Committees or Positions

Leadership may appoint or create additional positions or committees deemed necessary as per NCOA Bylaws section 5.6.2.

2. Selection Process of Leadership Positions

Group Leaders or Co-Group Leader Selection Process

Group leader or Co-Group Leader is open to any member in good standing of the NCOA Volleyball Group who has demonstrated the ability and leadership capabilities commensurate to the position. Any official desiring consideration for the position is expected to inform the leadership of his or her intention. The deadline for notice of this leadership consideration is the second Monday in January of the calendar year in which the Group Leader or Co-Group Leader term expires. The notice shall be in writing (Email is acceptable). The entire membership will meet on the third Monday in August to vote on election of the new Group Leader or Co- Group Leader. Each candidate will be allowed 5 minutes to speak about their views and

qualifications. A 10 minute Q&A will be available for the membership at the end of each candidate's remarks.

A ballot vote will immediately follow the last candidates' remarks/questions. Proxy votes will not be accepted. If a candidate receives a majority of votes (1/2 of total voters - plus 1) that candidate's name will be put forward to the NCOA Board for ratification. If a majority is not reached, a maximum of 3 candidate names will be sent to the board (in the order of vote ranking) for consideration ... per NCOA Constitution (5.7.2.2).

If the incumbent Group Leader or Co- Group Leader resigns the position before terming out, Leadership may assign an individual of his/her choosing to fill the position until the next regularly scheduled girls meeting. At which time the normal election process will take place.

NCOA Board Representative Selection Process

The position of NCOA Board Representative is open to any member in good standing of the NCOA Volleyball Group who has demonstrated the ability and leadership capabilities commensurate to the position. Any official desiring consideration for the position is expected to inform the Leadership of his/her intention. The deadline for notice of this leadership consideration is the **Second** Monday in January of the calendar year in which the Board Rep's term expires. The notice shall be in writing (Email is acceptable). The entire membership will meet at the **third** Monday in August to vote on election of the new Board Rep. Each candidate will be allowed up to 5 minutes to speak about their views and qualifications. A 15 minute Q&A will be available for the membership at the end of each candidate's remarks. A ballot vote will immediately follow the last candidates' remarks/questions. Proxy votes will not be accepted. If a candidate receives a majority of votes (1/2 of total voters plus 1) that candidate's name will be put forward to the board for ratification. If a majority is not reached, a maximum of 3 candidate names will be sent to the board (in the order of vote ranking) for consideration ... per NCOA Constitution (5.7.2.2).

If the incumbent Board Rep resigns the position before terming out, the leadership may assign an individual of their choosing to fill the position until the next regularly scheduled girls meeting. At which time the normal election process will take place.

Administrative Assistant Selection Process

The Administrative Assistant position, (if deemed necessary) shall be appointed by Leadership upon display of the following characteristics: leadership, organizational skills; computer skills; writing skills; knowledge of volleyball rules and etiquette; mechanics and conflict resolution skills.

CDC Member Selection Process

Leadership shall consider the following qualifications of potential candidates: member in good standing; completion of all requirements; ranking within organization; experience, expertise, professionalism and respect of peers.

Instructional Chair Selection Process

The positions of Instructional Chairs are open to any member in good standing in the NCOA Volleyball Group who has demonstrated the ability to train, mentor and evaluate skill sets of individuals commensurate to the position; exhibit knowledge of rules and applicability; work collaboratively with coaches, officials, athletic directors and leadership; and have integrity. Any official desiring consideration for either position is expected to inform the Leadership of his/her intention to serve in this capacity. The Instructional Chairs shall be appointed by Leadership and could be removed by Leadership.

Volleyball Recruiting Director Selection Process

The position of Volleyball Recruiting Director is open to any member in good standing in the NCOA Volleyball Group who has demonstrated the following qualities: organizational skills; trustworthy; attention to detail. The Recruiter shall serve at the discretion of Leadership.

3. Member/official requirements and expectations:

All officials must be in good standing as outlined in Section 4. Only officials in good standing will be recommended to the CIF assignor for match assignments.

To be considered a member in good standing all officials must:

- Complete a minimum of 18 hours of training annually (including tests, quizzes, classroom/on-court trainings, meeting attendance, powerpoint and video reviews, scrimmages, and other activities as authorized by the Instructional committee).
- Score 70% or higher on the NFHS certification exam.
- Score 70% or higher on all quizzes and scorekeeping exam.

- Attend at least 3 of 4 meetings held for training or general purposes.
- Participate in a minimum of 2 scrimmages annually.
- Meet the dress requirements of the NCOA volleyball group.
- Communicate (phone, email, text, in person) with their partners 24-48 hours before each and every match to confirm travel arrangements, arrival time, and that both partners will enter gym together if possible.
- Update and maintain their Arbiter calendar and blocks.
- Pay registration fees and complete online registration.

Dress Requirements

All officials must wear the following “uniform”:

- Clean and polished white shoes with little or no other color.
- White crew socks (calf or higher).
- Clean Certified Volleyball Official shirt or jacket with insignia on the left sleeve.
- Dark navy blue pressed and clean slacks (**dockers, jean type pants, etc. are not permitted**). Shorts are not permitted except for tournaments that may be held in non air-conditioned facilities with the prior approval of Leadership.
- Black or navy blue belt must be worn if pants have belt loops.
- Faded pants or yellowed shirts shall not be worn.
- All officials shall have the following equipment:
 1. Black or white whistle and lanyard (Fox 40 or similar).
 2. A yellow and a red card for violations.
 3. A flipping coin (half or silver dollar sized).
 4. A ball gauge and a ball pump.
 5. Net chain.
 6. A set of solid red flags (in good condition).
 7. A wristwatch for timing (black or white preferable).
 8. A copy of the NFHS Rule Book.

Non-Compliance

Those who do not comply with the policies and procedures of the NCOA Volleyball Group may be subject to consequences. These consequences will be determined by Leadership and include but are not limited to: a verbal warning, written notice, meeting with Leadership, loss of matches, drop in ranking, etc...

