

Arizona Region By-Laws, Chapter II, Section 4. D

The Officials Division Coordinator

The Officials Division Coordinator shall adhere to Region policy and USAV requirements, manage and direct all activities of the Officials' Division, to include the following areas:

1. Qualifications – From the Arizona Region Constitution, Article VI, Section 1, C. 4
 - 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 able to pass a USAV background screen and be SafeSport Trained.
 - c. Must be involved with regional activities and operations for a minimum of three years prior to the election,
 - d. Have a thorough knowledge of Arizona Region policies, rules, regulations and operational procedures as outlined Arizona Region Handbooks and Policy Manual
 - e. Must be in Good Standing with the Arizona Region and USA Volleyball
 - f. Must be a USA Volleyball National level referee (Active or Retired)

2. Administrative
 - a. Manage the administrative and operational activities of the Officials' Division Steering and Advisory Committees
 - b. Define the responsibilities, appoint and supervise each of the following positions within the Officials Division:
 - Steering Committee Members
 1. Referee Training Director
 2. Scorer Training Director
 3. Junior Officials Development Director
 4. Competition Assignor
 5. Beach Officials Director
 6. Head Team Leader
 - Action Committee Members
 1. Sub-Region Team Leaders (7): North, South, Metro-North, Metro-Northwest, Metro-West, Metro-South and Metro-East.
 2. Supervise the elected At-Large Action Committee Members (2)
 3. Jr Clinic Training Specialist
 4. Jr Clinic Scorer Specialist
 - c. Function as the Region Rules Interpreter, fielding all rule inquiries and issuing appropriate responses from the DCR or in consult with the USAV Rules Interpreter.

3. Representation
 - a. Be able to attend, either in person or by conference call, all meetings of the Region Board of Directors.
 - b. Be available to attend National Officials' Assembly meetings prior to USA Open National Tournament
 - c. Report all information and proposals from the National Officials Assembly meetings to the Board of Directors
 - d. Report the activities of the Officials' Division at the General Assembly meeting.
 - e. Be available to attend the annual Arizona Region leadership retreat in July
4. Meetings
 - a. Schedule, organize and conduct the Officials' Division Steering Committee meetings
 - b. Schedule, organize and conduct the Officials' Division Action Committee meetings.
 - c. Organize and conduct the annual Officials' Division Breakout Session at the General Assembly.
5. Communication
 - a. Be responsible for all forms of communication including but not limited to:
 1. All communication within the Officials Division
 2. All communication between the Officials Division and other Divisions in the Region
 3. Reporting of advancement candidacies
 - b. Report regularly at Board meetings all actions and activities of the Division
 - c. Writing a minimum of one (1) article for every edition of the Arizona Region newsletter.
 - d. Writing, publishing and distributing "Official Stand", the Arizona Region newsletter for Officials
6. Training
 - a. Development of training matrix and scheduling of Officials training clinics, to include:
 1. Planning and organization of clinic content and presentation
 2. Ongoing course content development, revision, and update utilizing current USAV DCR
 3. Selection, training and monitoring of trainers and clinicians
 4. Documentation and certification

7. Evaluation and Advancement

Oversee and facilitate Region certification rating advancement as well as National-level candidacy development, to include:

1. Annual review of competency levels of all Division officials
2. Oversee the Division rating process, to include:
Observations, ratings and evaluations
3. Referee training and development at regional rating sites
4. Scorer Training and Score sheet reviews
5. Recommendation submission to National Rating process
6. Candidate Review with National Rating process
7. Create and maintain Regional and National Candidate
“Advancement Priority List”

8. Documentation

Develop Officials’ Division documentation, to include:

1. Official/Player/Coach/Director officiating requirements
2. New USAV Adult and Junior DCR rule synopsis
3. Verification and certification forms
4. Arizona Region officiating guidelines
5. Match Comment forms
6. Officials report/Match Count Form and Pay Sheet
7. Division Observation/Rating/Advancement Forms

9. Disciplinary

- a. Receive, investigate and reply to all Match Comment forms involving Official misconduct or dereliction of duty relating to officials.
- b. Determine and administer appropriate action
- c. Assist the Ethics Compliance Officer with Region investigations of misconduct involving officials.

10. Finance

Develop, oversee, and maintain all phases of Officials’ Division budget

11. Miscellaneous

- a. Perform other duties and responsibilities as assigned by the Region Board of Directors
- b. Perform other duties and responsibilities as necessary to carry out the charges of the office.