

Election – Spring 2021

Officials' Division Coordinator - Eligibility and Duties and Responsibilities

Eligibility – Constitution Article VI, Section 1, C. 5

5. Officials' Division Coordinator – 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 able to pass a USAV Background Screen and remain current in SafeSport Training during their term of service.
 - c. Must be involved with regional activities and operations for a minimum of five 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
 - f. Must be a USA Volleyball National-level referee (Active or Retired) in Good Standing.

Duties and Responsibilities – By-Laws Chapter 11, Section 4, E. 2-11

2. Administrative
 - a. Manage the administrative and operational activities of the Officials' Division Steering and Action 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
 5. Division Secretary
- c. Advise the Board of Directors of any communications from USA Volleyball or the Officials Assembly dealing with rules and/or officials.
 - d. 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.
 - e. Serve as a resource to all other positions on the Board of Directors or committee members is carrying out the prescribed duties of their positions.
 - f. Have access to and be able to use all necessary technology.
 - g. Be responsible for advising the Board of Directors of any problem that could affect the Arizona Region.
3. Representation
 - a. Attend, either in person or by conference call, all meetings of the Region Board of Directors.
 - b. Attend the annual Arizona Region Board and Staff retreat.
 - c. Attend the USA Volleyball Officials' Assembly meetings prior to USA Open National Tournament.
4. Meetings
 - a. Schedule, organize and conduct at least one meeting of the Officials' Division Steering Committee each quarter. Minutes of each meeting must be taken and distributed within 30 days of the meeting.
 - b. Schedule, organize and conduct at least one meeting of the Officials' Division Action Committee each quarter. Minutes of each meeting must be taken and distributed within 30 days of the meeting.
 - 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. Report all information and proposals from the Officials' Assembly meetings to the Board of Directors.
 - d. Write a minimum of one (1) article for every edition of the Arizona Region newsletter.
 - e. Write, publish and distribute the "Official Stand", the Arizona Region newsletter for Officials.
 - f. Be the point of contact for new officials to the Arizona Region.
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
 - a. Promote and facilitate candidate advancement development, to include:
 1. Annual review of competency levels of all Division officials,
 2. Oversee the Division rating process, Rating Team and Team Leader 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
 - a. Develop, distribute, collect and/or respond to 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 with official involvement
 6. Officials report and pay sheet
9. Disciplinary
- a. Conduct Division personnel investigations of misconduct,
 - b. Assist the Ethics Compliance Officer with Region investigations of misconduct, as needed.
10. Finance
- Develop, oversee, and maintain all phases of Officials' Division budget.
11. Miscellaneous
- a. Perform other duties as assigned by the Region Board of Directors.
 - b. Perform other duties and responsibilities as necessary to carry out the charges of the office.