

Adult Division Coordinator

Reports to the Board of Directors

Arizona Region of USA Volleyball – June 2020

Qualifications: The qualifications for the Adult Division Coordinator are found in the AZ Region Constitution Article VI, Section 1, C. 6.

To be an eligible 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 and USA Volleyball,
- f. Must be a registered member of an adult team at least one of the four years prior to the election.

Job Purpose: To promote, develop and run a program for adult players in the Arizona Region. To create a culture that encourages volleyball for adult volleyball players in the Region.

Job Description: The Adult Division Coordinator is responsible for the general supervision of adult volleyball programs in the Region. The Adult Division Coordinator shall create a program of development and competition on local, zonal and national levels and interpret policies, practices and legislation pertinent to adult activities.

The Duties and Responsibilities of the Adult Division Coordinator can be found in the Arizona Region By-Laws Chapter II, Section 4, F.

Job Responsibilities: The Adult Division Coordinator shall adhere to Region Policy and USAV Requirements, manage and direct all activities of the Adult Division to include the following areas:

1. Administrative
 - a. Manage the administrative and operational activities of the Adult Division.
 - b. Define the responsibilities, appoint and supervise each of the following positions within the Adult Division:
 1. Adult Division Tournament Director
 2. Adult League Director
 - c. Advise the Board of Directors of any communications from USA Volleyball dealing with adults and/or the Open National Championships.

- d. Be responsible for rule interpretation and incident management as it pertains to the Adult Division.
 - e. Assist the Region office in the registration of teams for the US Open Championships, as needed.
 - f. Assist in the development of the Adult Sanctioned Tournament schedule.
 - g. Assist in the development, schedule and promotion of "Friendship" tournaments.
 - h. Recruit teams to fill divisions of competition when appropriate.
 - i. Coordinate and prepare items for adult tournament captain's meetings.
 - j. Serve as an arbitrator in disputes arising at or after adult tournaments.
 - k. Serve as a resource to all other positions on the Board of Directors or committee members in carrying out the prescribed duties of their positions.
 - l. Have access to and be able to use all necessary technology.
 - m. Advise the Board of Directors of any problem that could affect the Arizona Region.
2. 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. Demonstrate a commitment to the growth and development of adult volleyball including indoor, sand and other forms that benefit adults.
 - d. Be available to sit on the Ethics and Compliance Committee as requested by the Ethics and Compliance Officer.
3. Meetings
- a. Schedule, organize and conduct at the Adult Team Representatives Breakout Session at the Fall General Assembly.
 - b. Schedule, organize and conduct at least one meeting with the Adult Team Representatives each season. Minutes of the each meeting must be taken and published within 30 days of the meeting.
4. Communication
- a. Be responsible for all forms of communication between and among the members of the Adult Division.
 - b. Report regularly at Board meetings all actions and activities of the Division.
 - c. Report the actions and events of the Adult Division at the General Assembly.
 - d. Write a minimum of one (1) article for every edition of the Arizona Region Newsletter.
 - e. Be accessible for interaction and feedback for the continued growth of the Adult Division.
 - f. Give precise and concise instructions, requests and guidance to the to the Region Office Staff regarding Adult Division issues and policies.
 - g. Encourage AZ Region adult teams to participate in the US Open Championships.
 - h. Outline rules of competition and site ground rules in accordance with the USA Volleyball Domestic Competition Regulations (DCR).

5. Training
 - a. Work with the Officials' Division Coordinator in preparing scoring and referee clinic and presentation for adults prior to the first tournament.
6. Documentation
 - a. Be knowledgeable of all membership types, forms and documentation as required by USA Volleyball National Registration System.
 - b. Be familiar with the USA Volleyball registration system, policies and eligibility as they pertain to adult membership and participation.
 - c. Be familiar with the USAV US Open Championships registration system, forms and housing information and assist teams with such, if needed.
 - d. Develop, distribute, collect and/or respond to Division documentation, to include:
 1. Player /Team Representative requirements.
 2. New USAV DCR rule synopsis.
 3. Membership and team registration policies and procedures.
7. Disciplinary
 - a. Conduct Division personnel investigations of dereliction or malfeasance as applicable.
 - b. Assist the Ethics and Compliance Officer with Region investigations of misconduct.
8. Finance
 - a. Develop, oversee, and maintain all phases of Adult Division budget.
9. Miscellaneous
 - a. All other duties as assigned by the Region Board of Directors.
 - b. Perform other duties and responsibilities necessary to carry out the charges of the office.