

ARIZONA REGION of USA VOLLEYBALL

BEST PRACTICES MANUAL

February, 2025

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Adopted: May 2005
Revised: March 2006, Sept 2009, Sept 2010, Sept 2011, Feb 2012, Nov 2012,
Aug 2013, Aug 2014, Aug 2015, Aug 2018, Oct 2019, Aug 2021, Nov
2022, Feb 2025

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Chapter I. Maintenance of the Best Practices Manual

The Arizona Region Secretary shall be accountable for maintenance responsibilities of the Best Practices Manual. The primary duties involved in this responsibility shall include, but not be limited to:

1. Obtain procedural and responsibility updates from appropriate individual, as listed below, during the season.
2. Compile and incorporate the updates into the Best Practices Manual.
3. Distribute the updated Best Practices Manual at the annual Arizona Region Retreat.
4. Publish the most current Best Practices Manual on the Arizona Region Website.

<u>Manual Content</u>	<u>Responsible Individual</u>
Maintenance of Best Practices Manual	Secretary
Duties and Responsibilities under the Commissioner's Division	Commissioner
Duties and Responsibilities under the Secretary's Division	Secretary
Duties and Responsibilities under the Treasurer's Division	Treasurer
Duties and Responsibilities under the Officials' Division	Officials Div Coord
Duties and Responsibilities under the Adult Division	Adult Div Coord
Duties and Responsibilities under the Junior Division	Junior Div Coord
Arizona Region Committee Duties and Responsibilities	Committee Chair
Arizona Region Standing Procedures and Policies	Commissioner
Arizona Region Protocols	Secretary
Miscellaneous and Special Responsibilities	Secretary

Chapter II. Duties and Responsibilities under the Commissioner's Division

Section 1. Commissioner

The duties and responsibilities of the Commissioner are outlined in the Arizona Region of USA Volleyball By-Laws Chapter II, Section 3. A.

Section 2. Office Manager

The Office Manager will:

1. Update and maintain the Arizona Region Handbook
2. Collect fees and maintain account statements for each junior club and adult team
3. Make all reports and payments to USA Volleyball within required deadlines
4. Make arrangements and prepare materials for the Arizona Board Retreat
5. Oversee registration and background screening process
6. Gather payroll information and process timely
7. Coordinate with Web Master and update the web site as needed
8. Coordinate with the Board of Directors, Junior Committee and Officials Division Steering and Action Committees as needed
9. Assist in the hiring of office personnel, as needed
10. Perform related duties as assigned

Section 3. Office Staff

The Office Staff will:

1. Make arrangements and prepare materials for the General Assembly
2. Process registration materials within the timeline required by USA Volleyball
3. Maintain data including membership, background screening, coaches certification and all others
4. Coordinate with tournament hosts and assign sites for tournaments
5. Maintain standings and movement of teams in the power leagues
6. Verify teams entered in the National Qualifiers and National Championships
7. Provide information as needed for those interested in the sport of volleyball at all levels
8. Facilitate communication with the members of the Arizona Region for the Executive, Junior and Officials' Division Boards through email, website, online networking methods, and any other source of communication services.
9. Service the junior clubs/teams/members and adult teams/players as needed
10. Perform related duties as assigned

Section 4. Ethics and Compliance Officer

The Ethics and Compliance Officer will:

1. Respond to complaints and accusations pertaining to any alleged violation of either Region or USAV ethics and/or compliance policies;
2. Determine how quickly to respond to a complaint and/or violation;
3. Investigate or appoint and supervise someone else to investigate any complaint and/or violation that requires it;
4. Coordinate and serve as chair of the Ethics and Compliance Committee;
5. Notify the Commissioner and the accused of the findings of the ECO;

6. Write and deliver the final decision of the ECO for each complaint and/or violation
7. Perform related duties as assigned.

Section 5. SafeSport Officer

The SafeSport Officer will:

1. Provide SafeSport training and information to Arizona Region members through newsletters, personal appearances and presentations
2. Attend and present new season focus and related SafeSport information at the General Assembly
3. Provide tools to members in order to increase understanding of the SafeSport program
4. Attend Arizona Region sponsored events to observe the environment of our organization
5. Attend the annual Board/Staff planning retreat
6. Attend RVAA SafeSport Training at the mid-year meeting, as needed
7. Create and maintain a database of Arizona Region junior club SafeSport Contacts
8. Daily monitor the SafeSport@azregionvolleyball.org email address for possible reports of misconduct and respond appropriately in a timely manner.
9. Be attentive to the concerns of Arizona Region members
10. Along with the Ethics and Compliance Officer, be the first line of contact for members reporting SafeSport related allegations.
11. Assist the Ethics and Compliance Officer with Region investigations of misconduct, as applicable.
12. Be available to sit on the Ethics and Compliance Committee, as needed.
13. Be a mandatory reporter to the respective law enforcement agencies and US Center for SafeSport when appropriate violations of misconduct are reported
14. Report the action of the position at every Board of Directors meeting either in person or through the Commissioner.
15. Write an article for the Arizona Region Newsletter that educates members to aspects of the SafeSport Program.

Section 6. Manager of the Web Site

The Manager of the Web Site will:

1. Lead in the design and implementation of web pages and applications
2. Lead the development and implementation of templates, logos, and graphics
3. Assist in the development and updating of uniform web pages to represent the Region's image
4. Assist users in the use of web development tools and applications
5. Communicate with, setup and monitor server operation and performance
6. Develop scripts to integrate databases
7. Create and administer databases
8. Identify and resolve software and operation problems
9. Modify web applications to interface with existing applications
10. Evaluate and recommend new web development tools
11. Train and oversee the office staff in the updating of web pages
12. Perform related duties as assigned

Section 7. Marketing Director

The Marketing Director will:

1. Develop and coordinate a marketing plan to set present and future goals
2. Identify the needs of the Region and the community served
3. Increase involvement at all levels in the various programs
4. Supervise and train assigned staff
5. Establish a system for tracking involvement
6. Write news bulletins
7. Work with local media
8. Write and coordinate the Arizona Region Newsletter
9. Work with the Region Web Manager and/or Office Staff to help maintain current information on the web site
10. Perform related duties as assigned

Section 8. Outreach Director

The Outreach Director is responsible for growing the game of volleyball in areas where it is currently in need of growth.

The Outreach Director will:

1. Reach out to organizations that engage in sport and may or may not be affiliated with USA Volleyball or the Arizona Region in an attempt to introduce the game of volleyball and the associated organizations.
2. Reach out to schools of all types and age groups to introduce and enhance students, teachers and coaches to volleyball.
3. Develop and/or participate in marketing opportunities to promote the game of volleyball
4. Create educational opportunities for targeted audiences in the appropriate aspects of volleyball spectating, coaching, directing and playing.
5. Perform other duties as needed to advance the game of volleyball.

Section 9. Junior Beach Representative

The Junior Beach Representative will:

A. Qualifications

1. Be a "continuing" regular member of the Arizona Region of USA Volleyball and involved in junior coaching for a minimum of 2 years.

B. Duties and Responsibilities

1. Promote beach volleyball to all junior boy and girl players within the Region and beyond.
2. Plan and set up clinics for junior beach players throughout the Region.
3. Execute and facilitate a Junior Beach Program for the Region that includes some, if not all, of the following responsibilities: sites, rules, sponsors, site Directors, prices, tournament info (including directions, number of teams, age group, etc.), tournament recording and updating of results, promotion and public relations to promote the program in appropriate media outlets, payment direction to appropriate personnel, communication with national organizations and/or sponsors (USAV, AVP, etc.).

Section 10. High Performance Director

The High Performance Director will:

A. Qualifications

1. Be a “continuing” member of the Arizona Region of USA Volleyball and involved in elite junior coaching a minimum of 5 years.
2. Be proficient in administration and coordination of the Adult and Junior HP programs
3. Have completed SafeSport Training and remain current in such.

B. Duties and Responsibilities

1. Prepare and adhere to the annual High Performance budget
2. Attend the annual HP Coach’s Training Seminar and share information with all Arizona Region coaches
3. Educate the Region about the High Performance program through Club Directors, coaches, athletes, and parents.
4. Observe and recruit potential HP coaching staff and camp/tryout staff.
5. Chair a hiring committee to hire the HP Beach and Indoor coaching staff.
6. Coordinate, attend and aid USAV National staff regarding National HP Indoor and Beach tryouts in the Arizona Region.
7. Schedule and promote the Arizona Region Indoor and HP tryouts.
8. Prepare a Player HP Info and Financial Agreement for the Arizona Region High Performance parents and players.
9. Use the USAV Guidelines to conduct tryouts for players and teams
10. Order Uniforms and Coach’s wear
11. Arrange travel for the players, coaches and staff
12. Oversee practices with the coaching staff
13. Oversee team(s) at the site and off hours in lieu of a chaperone.
14. Follow-up with the USAV on their pre- and post- program requests.
15. With the Fundraising Director, create fundraising opportunities for the HP program

Section 11. Fundraising Director

The Fundraising Director will:

1. Work with all Divisions in the Arizona Region to help raise funds for projects that are approved by the Board of Directors
2. Solicit potential fundraising projects for a Division, program and/or the Region as a whole.
3. Work with the Marketing Director to generate fundraising opportunities as a community service or in marketing the Region.
4. Perform other duties as assigned

Section 12. Sponsorships Director

The Sponsorships Director will:

1. Solicit potential sponsors to raise money and/or provide in-kind donations that could be used by a Division, program and/or the Region as a whole.
2. Manage sponsorship agreements with signed sponsors for the duration of the sponsorship agreement
3. Review/update sponsorship agreements for renewal

Section 13. Board of Directors Advisory Committee

The Board of Directors Advisory Committee shall be established to provide the Arizona Region members the opportunity to inform the Board of Directors on general concerns, suggested changes in policy and overall play structure within the Region. The Advisory Committee positions are non-voting and will be for a one-year term. The members of the Advisory Committee will be appointed by the Commissioner and approved by the Board of Directors at the first meeting of the Board following the Annual Meeting/General Assembly. The Advisory Committee shall be composed of one or more of the following positions:

1. Male membership
2. Female membership
3. University Volleyball Coach
4. Community College Coach
5. High School Coach
6. High School and Junior High Officials
7. Parents
8. At-Large

Chapter III. Duties and Responsibilities under the Secretary Division

Section 1. Secretary The duties and responsibilities of the Secretary are outlined in the Arizona Region of USA Volleyball By-Laws Chapter II, Section 3. C

Chapter IV. Duties and Responsibilities under the Treasurer

Section 1. Treasurer The duties and responsibilities of the Treasurer are outlined in the Arizona Region of USA Volleyball By-Laws, Chapter II, Section 3. D

Chapter V. Duties and Responsibilities under the Officials' Division

Section 1. Officials' Division Representative

The duties and responsibilities of the Officials' Division Representative are outlined in the Arizona Region of USA Volleyball By-Laws, Chapter II, Section 3.D.

Section 2. Referee Training Director

A. Qualifications

1. Be a USA Volleyball National level Referee in Good Standing
2. Be in Good Standing with all Region guidelines
3. Maintain a thorough knowledge of Regional rules and operations as outlined in the Arizona Region Handbook
4. Be involved in Region activities for a minimum of three (3) years
5. Be approved by Arizona Region Board of Directors

B. Duties and Responsibilities

1. Serve as a member of the Officials' Division Steering and Action Committees
2. Be available to attend the annual Arizona Region General Assembly

3. Be available to attend the USAV Officials Assembly meetings, as needed by the Official's Division Representative.
 - a. Report information and proposals from the Official's Assembly meetings to the Official's Division Representative.
4. Schedule and coordinate Certified Referee Clinics, which includes:
 - a. Scheduling and organizing clinics and clinicians
 - b. Planning and preparing course content
 - c. Develop lesson plans
 - d. Revise and update content material
 - e. Monitor and record proficiency levels of new and certified officials
 - f. Schedule and organize a National Referee Clinic in Arizona Region each year
5. Coordinate Regional Referee and Junior National Candidate Development to include:
 - a. Provide training development at regional tournament rating sites
 - b. Assist in rating activities with Competition Assignor and Head Rater
 - c. Document and record all Provisional and Regional certification advancements.
 - d. Maintain documentation for the Junior National Candidate "Priority List" System
 - e. Recommend officials ready for advancement to Division Representative and Steering Committee
 - f. Coordinate notifications of advancement applications
 - g. Notify Region Office of advancement of officials for payroll purposes
6. Monitor and oversee the Junior Clinic Training Program
 - a. Assist the Junior Clinic Training Specialist in the administration and operation of the Junior Clinic program
 - b. Assist in advisory capacity reference VRT requirements, issues, and processes
7. Maintain document development including
 - a. Officiating minimum certification requirements
 - b. Rating and Certification advancement forms
8. Assist officials with rule interpretation, techniques and mechanics
9. Assist the Division Representative and ECO (if necessary) in complaint resolutions
10. Perform other duties and responsibilities as directed by the Officials Division Representative

Section 3. Scorer Training Director

- A. Qualifications
 1. Be a USA Volleyball National Scorekeeper in good standing
 2. Be available to attend the USAV Officials Assembly meetings, as needed by the Official's Division Representative.
- B. Duties and Responsibilities
 1. Be able to schedule and offer Scoring Clinics, which should include the following topics at a minimum:
 - a. Scheduling and organization

- b. Constant planning
 - c. Develop, Review, Revise, and Update
 - d. Recording and Certification
2. Be able to promote Candidate Development including:
 - a. Train and develop National Scorer candidates at regional rating sites
 - b. Scorer Training and Score sheet Review
 - c. Recommendation to National Rating Process
 - d. Candidate Review with National Rating Process
 - e. Candidate "Priority List"
3. Be responsible for Document Development including:
 - a. Official's, Player's, Coach's, and Director's Officiating Requirements
 - b. Provisional Scorer Exam
 - c. Verification and Certification forms
 - d. Writing, publishing, and distributing a Scorer Newsletter containing articles of information and interest
 - e. Arizona Region Scorer Guidelines
4. Be responsible for scorer interpretations, techniques and complaint management
5. Be responsible for several forms of communication including:
 - a. Telephone
 - b. Mailings and newsletters to Club Directors, Board of Directors, Adult and Junior Officials
 - c. Report of a Candidate's success
 - d. Scorer Training Director's finances
6. Report information and proposals from the Official's Assembly meetings to the Arizona Region Board of Directors.
7. Have a thorough knowledge of Regional rules and operations as outlined in the Arizona Region Handbook.
8. Report regularly, at Board of Director meetings and through the Arizona Region Newsletter the action and activities of the Scorer Training Director.
9. Perform other duties and responsibilities as necessary to carry out the charge of the office.

Section 4: Junior Clinic Training Specialist

- A. Qualifications
 1. Be a USAV certified Regional or National level Referee in Good Standing
 2. Be in Good Standing with all Region guidelines
 3. Maintain a thorough knowledge of Regional rules and operations as outlined in the Arizona Region Handbook
 4. Maintain a thorough knowledge of USAV rules and interpretations, procedures and mechanics as outlined in the current DCR
 5. Maintain a thorough knowledge of USAV's Volleyball Ref Training Program portal (VRT)
 6. Be involved in Region activities for a minimum of 3 years.
- B. Duties and Responsibilities
 1. Serve as a member of the Officials' Division Action Committee
 2. Attend the annual Arizona Region General Assembly

3. Schedule and coordinate junior player training clinics, which includes:
 - a. Scheduling and organizing junior clinics
 - b. Develop, maintain and oversee the Junior Clinic Training Master Calendar
 - c. Coordinate notification of clinic dates and locations to the Region Office, Junior Division Representative and all affiliated personnel
 - d. Planning and preparing court content as approved and provided by the Steering Committee
 - e. Assisting in the development of lesson plans
 - f. Review and update annual clinic material
 - g. Monitor and verify clinic attendance of all Region junior clubs
4. Schedule and coordinate required numbers of clinicians in both Referee and Scorer training areas
 - a. Designate the Head Clinician (HC) for each clinic
 - b. Prepare a Clinic Availability and Assignment Sheet for Email or Officials webpage notification purposes
 - c. Verify clinician adherence to clinic content material; cover duties of the Second Referee, Scorer, Assistant Scorer and Line Judges.
 - d. Coordinate scoring clinic duties with Scorer Training Director as to the scoring portion of the clinics.
5. Supervise verification and documentation of clinic attendance by junior clubs
6. Monitor required VRT training modules and tests of club personnel
7. Report to the Referee Training Director as to the status of the clinic program
8. Identify and report on junior clubs failing to comply or adequately train their club's junior players for Ref Team duties.
9. Perform other duties and responsibilities as directed by the Official's Division Representative.

Section 5: Junior Scorer Training Specialist

A. Qualifications

1. Be a USA Volleyball National Scorekeeper in good standing
2. Be available to attend the Officials Division Action Committee meetings as scheduled.

B. Duties and Responsibilities

1. Oversee scheduled Scoring Clinics, by maintaining the following items:
 - a. Good ratio of score clinicians to students
 - b. Keep training boxes full of necessary materials
 - c. Check at the beginning of each season all electronic equipment
 - d. Keep Score Clinics Guidelines up to date
 - e. Upload new modules to training flash drives
 - f. Ensure score clinicians are trained with the latest USAV scoring updates
2. Oversee Scoring Clinics done by Train The Trainers:
 - a. Participate in the training of Train The Trainers
 - b. Provide updated scoring materials to Train The Trainers

- c. Verify clinics has been completed by managing Clinic Verification Forms
- 3. Attend the annual planning meeting with Training Committee.
- 4. Work hand in hand with Junior Training Specialist, Score Training Director and Referee Training Director.
- 5. Create a list during the season of teams reported with Sub-standard Scoring and verify resolution.

Section 6. Junior Officials Development Program Director

A. Qualifications

- 1. Must be a USA Volleyball National Referee in Good Standing
- 2. Be able to schedule and offer Referee Clinics, which should include the following topics at a minimum:
 - a. Scheduling and organization
 - b. Constant planning
 - c. Develop, Review, Revise, and Update
 - d. Recording and Certification
- 3. Be able to promote Candidate Development including:
 - a. Training and development at regional rating sites
 - b. Recommendation to National Rating Process
 - c. Candidate Review with National Rating Process
 - d. Candidate "Priority List"
- 4. Be responsible for document development including:
 - a. Official's, Player's, Coach's, and Director's Officiating Requirements
 - b. Verification and Certification forms
 - c. Writing, publishing, and distributing a Referee Newsletter containing articles of information and interest
 - d. Arizona Scorekeeper Guidelines
- 5. Be responsible for referee interpretations, techniques and complaint management
- 6. Be responsible for several forms of communication including:
 - a. Telephone
 - b. Mailings and newsletters to Junior Officials
 - c. Reports of Candidates success
 - d. Junior Officials Director's finances
- 7. Organizes and communicates Regional referee assignments to junior officials.
- 8. Have a thorough knowledge of Regional rules and operations as outlined in the Arizona Region Handbook.
- 9. Report regularly, at Board of Directors meetings and through the Arizona Region Newsletter the action and activities of the Junior Officials Director.
- 10. Perform other duties and responsibilities as necessary to carry out the charge of the office.

Section 7. Official's Competition Assignor

A. Qualifications

1. Must be a regular member of the Arizona Region of USA Volleyball, and involved with regional activities and operations a minimum of the last two (2) years.
2. Shall be a member of the Officials Division Steering Committee and Action Committees and participate in all activities and meetings.
3. Must be a USAV Regional or National Referee in Good Standing
4. Is appointed by the Officials Division Representative and approved by the Board of Directors.

B. Duties and Responsibilities

1. Shall be proficient in the ArbiterPay and ArbiterSports online scheduling system and able to assist those needing help with each system.
2. Shall assist Arizona Region sanctioned competitions in collaboration with the Official's Division Representative and Region Tournament Director.
3. Shall coordinate appropriate Junior Official Development Program (JODP) tournament officiating assignments with JODP Director.
4. Shall assist Official's Division Representative and Referee Training Director with training and rating sites.
5. Submit annual summary of official's assigned workload, advancements, ratings and proficiencies to the Officials' Division Representative for OD Administration and Board of Directors.
6. Perform other duties and responsibilities as assigned by the Official's Division Representative.

Section 8. Head Team Leader

A. Qualifications

1. Must be a regular member of the Arizona Region of USA Volleyball, and involved with regional activities and operations a minimum of the last two (2) years.
2. Shall be a member of the Officials Division Steering Committee acting as the Director of the Sub-Region Team Leaders of the Action Committee.
3. **Must be a USAV Regional or National level Referee in good standing with the AZ Region and USA Volleyball.**
4. **Is appointed by the Officials Division Representative and approved by the Board of Directors.**

B. Duties and Responsibilities

1. Assist in the decision-making matters of the Steering Committee and will retain all of the duties and responsibilities of a Sub-Region Team Leader.
2. Shall be the first-line supervisor to manage, train, evaluate, and prepare for advancement assigned team officials.
3. Shall monitor progress and attendance of officials in their sub-region.

4. Shall identify proficiency levels, mentor, prepare and submit candidates for rating advancement approval to the Rating Team, Training Director, and Official's Division Representative.

Section 9. Sub-Region Team Leader

A. Qualifications

1. Must be a regular member of the Arizona Region of USA Volleyball, and involved with regional activities and operations a minimum of the last two (2) years.
2. Shall be a member of the Officials Division Action Committee and participate in all activities and meetings.
3. Must be a USAV Regional or National level Referee in good standing with the AZ Region and USA Volleyball

B. Duties and Responsibilities

1. Is appointed by the Officials Division Representative and approved by the Board of Directors.
2. Shall be the first-line supervisor to manage, train, evaluate, and prepare for advancement assigned team officials.
3. Shall communicate regularly with those officials in their zone the information put forward from the Steering Committee and Action Committee.
4. Shall maintain communication with those officials in their zone to be a mentor in dealing with questions, processes, advancement and other issues that affect the court officials.
5. Shall monitor progress and attendance of officials in their sub-region.
6. Shall identify proficiency levels, mentor, prepare and submit candidates for rating advancement approval to the Rating Team, Training Director, and Official's Division Representative.

Section 10: Officials Division At-Large Member

A. Qualifications

1. Must be a current regular member of the Arizona Region of USA Volleyball, and involved with regional activities and operations a minimum of the last two (2) years.
2. Must complete and pass the USAV Background Screen and SafeSport Training as required by USA Volleyball to work as an official.
3. Must be a USAV Regional or National Referee in good standing with the Arizona Region and USA Volleyball.
4. Is elected to the Officials' Division Action Committee by the working members of the officials' division.

B. Duties and Responsibilities

1. Utility member of ODAC
2. Shall be available to help with projects of the ODAC
3. Director of the working officials of the Arizona Region
4. Shall attend all scheduled meetings of the ODAC as scheduled or contact the Officials Division Representative to be excused prior to the meeting date.

5. Relays items from ODAC meeting to absent Team Leads.

Chapter VI. Duties and Responsibilities under the Adult Division

Section 1. Adult Division Representative

The duties and responsibilities of the Adult Division Representative are outlined in the Arizona Region of USA Volleyball By-Laws Chapter II, Section 3.E.

Section 2. Men's Player Representative

The Men's Player Representative will:

A. Qualifications

1. Be a "continuing" regular member of Arizona Region of USA Volleyball, and involved with regional activities and operations for a minimum of one year
2. Be a registered member on a team during the term of office
3. Be an adult male player

B. Duties and Responsibilities

1. Be available to answer questions from adult and junior level male players or team Directors
2. Be an advocate for the concerns and suggestions of the male players to the Adult Division Representative and Board of Directors
3. Schedule and meet with male "team" Directors twice each season.
4. Have a thorough knowledge of Regional rules and operations as outlined in the Arizona Region Handbook
5. Report regularly, to the male membership through the Arizona Region Newsletter and website, the actions and activities of concern to the male membership of the Region
6. Perform other duties and responsibilities as necessary to carry out the charge of the office.

Section 3. Women's Player Representative

The Women's Player Representative will:

A. Qualifications

1. Be a "continuing" regular member of Arizona Region of USA Volleyball, and involved with regional activities and operations for a minimum of one year;
2. Be a registered member on a team during the term of office
3. Be an adult female player

B. Duties and Responsibilities

1. Be available to answer questions from adult and junior level female players or team Directors
2. Be an advocate for the concerns and suggestions of the female players to the Board of Directors
3. Schedule and meet with female "team" Directors twice each season

4. Have a thorough knowledge of Regional rules and operations as outlined in the Arizona Region Handbook
5. Reports regularly, to the female membership through the Arizona Region Newsletter and website, the actions and activities of concern to the female membership of the Region
6. Performs other duties and responsibilities as necessary to carry out the charge of the office

Section 4. Adult League Director

The Adult League Director will:

A. Qualifications

1. Promote and coordinate league play provided by the Adult Division; oversee the operations of all league play.
2. Organize, schedule, and implement volleyball leagues.
3. Establish officiating policies, rules and procedures for efficient and effective operation of the leagues; monitor program compliance with laws, rules and regulations related to provision of recreation and related services; evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Plan, organize, schedule and implement special events and activities relating to the assigned leagues; plan, prioritize, assign, supervise and review the work of contract staff involved in officiating activities; schedule and assign officials.
5. Plan, organize and conduct officiating training clinics for referees and scorekeepers in leagues; participate in the selection of staff; provide or coordinate staff, volunteer and contract staff training; work with employees to correct deficiencies; implement disciplinary procedures.
6. Participate in budget preparation and administration program; prepare cost estimates for budget recommendations; submit justifications for budget time; monitor and control program expenditures.
7. In conjunction with the Officials' Division Representative, establish wages for officials at various performance levels; prepare payroll for officials.
8. Schedule usage of facilities for activities including instructional lessons, special events and outside organizations use; provide information and assistance to users of facilities.
9. Coordinate registration for various leagues; collect and record registration forms and fees.
10. Work with the Marketing Director to develop survey instruments and implement surveys of program participants; interpret results and write a summary report to be presented to the Board of Directors of Directors at the end of each league season.
11. Work with the Marketing Director to prepare program event and facility marketing materials including news releases, flyers, pamphlets and brochures.
12. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for registrations and fees

- collected; maintain and file accident reports; prepare statistical reports as required.
13. Provide information and referrals to league participants and community groups regarding program offerings and coordination of services.
 14. Maintain awareness of new developments in the field; incorporate new developments as appropriate into existing programs.
 15. Coordinate computer related functions and programs with the Office Manager.
 16. Prepare and administer grant applications for development and improvement projects.
 17. Evaluate and modify current risk management programs to ensure effectiveness and efficiency.
 18. Perform related duties as assigned.

Section 5. Outdoor Director

The Outdoor Director will:

A. Qualifications

1. Be a “continuing” regular member of Arizona Region of USA Volleyball, and involved with regional activities and operations for a minimum of one year;

B. Duties and Responsibilities

1. Demonstrate commitment to the growth and development of both the junior and adult Beach Divisions of the Arizona Region of USA Volleyball.
2. Be able and available for community interaction to enhance the continued growth of the Arizona Region:
 - a. Develop relationships with other outdoor volleyball and sport-related entities.
 - b. Mentor, monitor, and assess the development of newly formed Beach Adult and Junior programs.
3. Be responsible for coordinating required registrations and insurance certificates with the help of the Region’s administrative assistant.
4. Coordinate the development of competent officials and coaches in association with the respective chairpersons.
 - a. Work with the Officials Division Representative to develop a clinic schedule and certification process for both adults and juniors
 - b. Coordinate “outdoor coaching” clinics for coaches.
5. Coordinate information relating to the Beach Junior Division and Adult National Tournaments.
 - a. Distribute National Beach Tournament applications to Adult and Junior Divisions.
 - b. Review and coordinate requests to participate in national tournaments.
 - c. Assist Commissioner in verifying teams to National Competition Divisions
6. Increase associations with groups, clubs, and other entities applying to host regional, zonal, or national level.
7. Report regularly through the Arizona Region Newsletter and the website, the action and activities of the office. This report includes all actions and activities of the member’s office. Reports include:

- a. Membership
 - b. Program development
 - c. Benefit or detriment matters relating to the Arizona Region
8. Perform other duties and responsibilities as necessary to carry out the charge of the office.

Chapter VII. Duties and Responsibilities under the Junior Division

Section 1. Junior Division Representative

The duties and responsibilities of the Junior Division Representative are outlined in the By-Laws of the Arizona Region of USA Volleyball.

Section 2. Junior Division Committee Members

Each elected member of the Junior Division Committee will:

- A. Qualifications for elected members of the Junior Committee
 1. Be a “continuing” regular member of Arizona Region of USA Volleyball, and involved with regional activities and operations for a minimum of two years;
 2. Be a Junior Division Club Director in the Arizona Region during the term of office;
 3. Be registered with a Club during the term of office;
 4. Must be in Good Standing with the Arizona Region and USA Volleyball;
 5. Complete and pass the USAV SafeSport Training
- B. Qualifications of appointed At-Large Junior Committee Member
 1. Be a regular member of the Arizona Region of USA Volleyball during term of office;
 2. Complete and pass a USAV background screen and SafeSport Training
- C. Duties and Responsibilities for all Junior Committee Members
 1. Be able to attend, either in person or by conference call, all meetings of the Junior Division Committee and the Junior Forum;
 2. Have a thorough knowledge of tournament procedures and Arizona Regional policies relating to memberships, rules, and operations as outlined in the Arizona Region Handbook
 3. Assist the Junior Division Representative as a resource in carrying out the prescribed duties of the position;
 4. Be available to attend the Junior Assembly of USA Volleyball annual meetings along with or in place of the Junior Division Representative.
 5. Demonstrate commitment to the growth and development of both the Indoor and Beach Divisions of USA Volleyball within the Junior Division of the Arizona Region
 6. Be able and available for community interaction to enhance the continued growth of the Junior Division of the Arizona Region:
 - a. Foster communications between the Arizona Region and Arizona academic institutions relating to the Junior Division of the Arizona Region

- b. Develop relationships with other volleyball and other sport-related entities
 - c. Define and communicate the scope and responsibilities of the Arizona Region Junior volleyball clubs/programs.
 - d. Mentor, monitor, and assess the development of newly formed Junior volleyball club / programs.
7. Be available to participate on an “Appeals Committee” to oversee the arbitration of disputes and conflicts between Junior Division clubs, teams, coaches, and players.
 8. Be available to attend in person the annual Board/Staff Planning Retreat.
 9. Assist in the development of the “Friendship” and “Regular Season” Tournament Schedule;
 10. Assist with the seeding for the initial Open and Club Division tournaments;
 11. Assist in coordinating and presenting relevant items for inclusion into junior tournament coach and parent meetings;
 12. Be responsible for reviewing, researching, and proposing ideas from players, coaches, parents and Club Directors in the Junior Division;
 13. Be available and responsive with communication to and from Club Directors and players through email, phone calls, and various other means;
 14. Uphold the SafeSport Policies, Junior Club Director Agreement, Jr Club Personnel Code of Ethics, Parent Code of Ethics and Athlete Code of Conduct at all Arizona Region sanctioned events.
 15. Lead by example in submitting all required paperwork and payments on time to the Arizona Region and USA Volleyball
 16. Lead by example in following all Region policies and procedures relating to junior clubs and junior players.
 17. Perform other duties and responsibilities as necessary to carry out the charge of the office.

Section 3. Coaches’ Education Director

The Coaches’ Education Director will:

A. Qualifications

1. Be a “continuing” regular member of the Arizona Region of USA Volleyball and involved in junior coaching for a minimum of 5 years.
2. Be CAP II certified and IMPACT Instructor certified and current in those certifications with USA Volleyball and the Arizona Region.

B. Duties and Responsibilities

1. Plan, schedule and coordinate all of the USA Volleyball IMPACT Clinics for the Region including the site and content of the clinics.
2. Plan, schedule and coordinate the hosting of USA Volleyball CAP Clinics a maximum of once every two years and a minimum of once every three years in the state of Arizona.
3. Plan, schedule, and coordinate Region sponsored coach’s clinics that can be used in lieu of IMPACT Plus certification.
4. Coordinate with all current IMPACT Instructors in the Arizona Region updated information from USA Volleyball regarding curriculum for IMPACT clinics and coaching innovations from the National level.

5. Track the accreditation and certification of coaches throughout the State of Arizona
6. Communicate with other states and USA Volleyball RVAs concerning the certification status of Arizona Region coaches
7. Predetermine and post all non-Region sponsored clinics that are acceptable as substitute for IMPACT Clinic certification and determine if clinics that are shorter than 4 hours fulfill what percentage of IMPACT Plus recertification within a 3 year period.
8. Work with the Marketing Director to increase the awareness of all forms of educational opportunities available to players, coaches, and other interested parties including, but not limited to, camps and clinics.
9. Produce and aid in distribution of the quarterly coaches e-newsletter /blog Sidelines
10. Performs other duties and responsibilities as necessary to carry out the charge of the office.

Section 4. Junior Committee Advisory Committee

The Junior Committee Advisory Committee may be established to provide the Arizona Region members the opportunity to inform the Junior Committee on general concerns, suggested changes in policy and overall play structure within the Region. The Advisory Committee positions are non-voting and will be for a one-year term. The members of the Advisory Committee will be appointed by the Commissioner and approved by the Junior Committee at their first meeting following the Junior Forum/General Assembly. The Advisory Committee shall be composed of one or more of the following positions:

1. A parent of a male junior player
2. A parent of a female junior player
3. A University Volleyball Coach
4. A Community College Coach
5. A High School Coach
6. A High School and/or Junior High Official
7. At-Large Director

Chapter VIII: Arizona Region Committee Duties and Responsibilities

Arizona Region Committees are established by a majority vote of the Board of Directors. Each Committee shall exist for no more than one (1) year unless reaffirmed by a majority vote of the Board by the first meeting following the General Assembly in the Fall.

The purpose, size and membership of each Committee shall be determined or modified by a majority vote of the Board of Directors. Membership on committees shall be open to all adult members of the Arizona Region. Non-members of the Board of Directors shall have the right to vote in Committee.

The Chair of each Committee shall be appointed by the Commissioner, subject to the approval, by majority vote, of the Board of Directors.

Vacancies on Committees shall be appointed by the Commissioner subject to the approval, by majority vote, of the Board of Directors.

All Region Committees shall

1. be responsible only to the Board of Directors
2. obtain the advice and consent of the Board of Directors, as a whole, before making or publishing policy recommendations to the membership and
3. report to the Board of Directors at least once during the fiscal year.

Effective November 1, 2004, the Arizona Region Committees consist of:

Ethics and Compliance Committee

Section 1. Ethics and Compliance Committee

A. The Committee's Purpose or Charge

The purpose of the Ethics and Compliance Committee, hereafter known as the ECC, is to respond to issues, complaints, and/or accusations that have been leveled against an individual or team for their behavior at an Arizona Region event. The full Arizona Region Disciplinary Actions and Appeals Policy (Due Process Policy) can be found in the Policy Manual Chapter I.

B. The Schedule of Tasks for the Ethics and Compliance Committee (ECC)

1. After a formal written complaint or accusation has been submitted to the Region, the Ethics and Compliance Officer (ECO) will acknowledge receipt of the complaint within five working days. At that point, the Commissioner will appoint the members of the ECC to review the complaint.
2. The ECO will have 20 working days to investigate the complaint. The 20 working days will begin the day the ECO sends an acknowledgement of having received the complaint or accusation.
3. Following the investigation, the ECC will decide either to take no action or to move forward with the complaint.
4. If the action moves forward, the ECO will contact the accused and request a response to the complaint with 20 working days.
5. If the ECO receives a written response from the accused, the ECC will set a hearing date.
6. After the hearing takes place, the ECC will render a decision.
7. Following a decision by the ECC, the Board of Directors will be notified at the next scheduled Board meeting. After the Board is notified, the accused will be contacted with the decision.

Chapter IX: Arizona Region Standing Procedures and Policies

Section 1. Procedure for the Election of Members of the Board of Directors

A. Nomination Process

1. The Commissioner Emeritus will serve as the Chair of the Election Committee and may choose to add additional members as needed. In the absence of a Commissioner Emeritus, the Commissioner will appoint an Election Committee Chair who may choose to add additional members as needed. No member of the Election Committee may participate as a candidate in the election while serving on the Committee.
2. The process for nomination and election of the Junior Division Representative can be found in Section 2 with the nomination and election of the Junior Committee members.
3. Each adult member of the Arizona Region of USA Volleyball or the Director constituent group shall be sent a form, published and distributed by last Wednesday of March of each year in which an election will take place for each respective position, for the purpose of self-nomination.
4. Return of the completed and signed self-nomination form to the Election Chair by 4:00 pm on the second Wednesday of April shall constitute the formal request for said member's name to be placed on the ballot as a nominee.
5. If the number of vacancies exceeds the number of nominees, the Commissioner shall appoint a nominating committee empowered to select at least one (1) nominee for each vacancy.
6. Nominations will close at four (4) pm on the second Wednesday of April.
7. The nominees for each position will be vetted by the Election Committee in regards to the qualification standards for the position and Good Standing before being placed on the ballot.
8. In the event there is only one candidate for a position and the person is vetted as qualified by the Election Committee, the Board of Directors will accept the person by acclamation into the position. An election for that position will not be held.
9. The elections for Board of Directors positions will be staggered electing no more than 2 positions in one year.
 - a. The first year of the stagger (2016) the Secretary will be elected for a 3-year term.
 - b. The second year of the stagger (2017) the Adult Division Representative and the Junior Division Representative will be elected for 3-year terms.

- c. The third year of the stagger (2018) the Commissioner and the Officials' Division Representative will be elected for 3-year terms.
- d. Elections will continue each year in the order established above.

B. Voting Process

1. All Regular Adult members of the Arizona Region or the Director groups shall be notified about the upcoming election through an announcement in the newsletter and on the Arizona Region web site.
2. Voting Members
 - a. Election of the Commissioner and Secretary will be by all currently registered Regular Adult members of the Arizona Region.
 - b. Election of the Officials' Division Representative will be by all adult currently registered working officials.
 - c. Election of the Adult Division Representative will be by all currently registered adults listed on an adult team roster.
 - d. Election of the Junior Division Representative will be by all currently registered Junior Club Directors that registered at least one team in the previous season.
3. Any Regular Adult member of the Arizona Region may vote by mail by contacting the Region Office and requesting that an absentee ballot be sent to them. No absentee ballots will be sent after the Monday prior to the last Region Championship. Absentee ballots must be postmarked no later than the Monday prior to the last Region Championship tournament.
4. Elections will be held at each site of the Regional Championship tournament for every division of juniors and adults.
5. Balloting will close at the end of the final match at each site of the Region Championships. The ballots will be sealed in an envelope by the site Director and returned with the results materials to the Region Office.

C. Election/Runoff Process

1. The Election Committee will collect and hold the ballots until the last Region Championship tournament has taken place. After the last tournament has ended, the Election Committee will verify the ballots cast per position and count the ballots before the end of the next Friday.
2. The candidate receiving the greatest number of votes cast for each position will be elected.
3. In the event of a tie between candidates, a runoff election will be held at the General Assembly.
4. In the event of a second tie, the Commissioner will select the nominee to fill the office.

Section 2. Procedure for the Election of Members of the Junior Committee and the Junior Division Representative

A. Nomination Process

1. The Commissioner Emeritus will serve as the Chair of the Election Committee and may choose to add additional members as needed. In the absence of a Commissioner Emeritus the Commissioner will appoint an Election Committee Chair who may choose to add additional members as needed. No member of the Election Committee may participate as a candidate in the election while serving on the committee.
2. Each Junior Club Director of the Arizona Region of USA Volleyball shall be sent a form, published and distributed by one month prior to the Boys' Club Junior Forum meeting in August of every election year, for the purpose of self-nomination.
3. Return of the completed and signed self-nomination form to the Election Committee Chair by the established date shall constitute the formal request for said member's name to be considered as a nominee. The nomination forms are due to the Chair no later than: 4 pm of the Tuesday prior to the Boys Junior Forum (for Junior Division Representative and the Boys Committee Reps) and 4 pm of the Tuesday following Labor Day for the Girls Junior Forum at the General Assembly (for the Girls Committee Reps).
4. If the number of vacancies exceeds the number of nominees, the Commissioner shall appoint a nominating committee empowered to select at least one (1) nominee for each vacancy.
5. Nominations will close at 4 pm on the dates specified above. No nominations will be taken from the floor of either Junior Forum.
6. The nominees will be vetted by the Election Committee in regards to qualification standards for the position and Good Standing before being placed on the ballot.

B. Voting Process

1. All Junior Club Directors of the Arizona Region shall be notified about the upcoming election through an announcement in the newsletter, via email and on the Arizona Region web site.
2. Any Club Director of the Arizona Region who: 1. has been a Club Director in the Arizona Region for a minimum of one year; 2. Who is in Good Standing with the Arizona Region; 3. Who has all financial matters with the Arizona Region paid in full one month before the election, and; 4. Who is present at the respective Junior Forum meetings or designates another Director from their club by written proxy is entitled to cast one vote per club.

3. Only one designated Club Director per club may vote. If the Club Director is not in Good Standing with USA Volleyball or the Arizona Region, the club does not have a vote in the elections.
4. Club Directors who fielded boys' teams the previous season are eligible to vote for the Boys Committee Directors. Club Directors who fielded girls' teams the previous season are eligible to vote for the Girls' Committee Directors. All Club Directors meeting the criteria in #2 and #3 above are eligible to vote for the Junior Division Representative.
5. For the first election of the Junior Committee in September 2011:
 - a. The Junior Division Representative will be elected for a three (3) year term but will act in conjunction with the Commissioner for the first year. The Commissioner will lead all meetings of the Junior Committee and Junior Forum for the first year and will have no vote except to break a tie. The elected Junior Division Representative will have the vote of the At-Large member for the first year. At the end of the first year the Commissioner will appoint the At-Large member to the Junior Committee and be removed from the leadership of the Junior Committee.
 - b. One Junior Girls Club Director and the Boys Club Director will be elected for a two (2) year term. In subsequent elections the term will be for three (3) years.
 - c. One Junior Girls Club Director will be elected for a one (1) year term. In subsequent elections the term will be for three (3) years.
 - d. The At-Large member will be appointed after the first year and will serve for a three (3) year term.

C. Election/Runoff Process

1. The election for the Boys Director will take place at the Boys Junior Forum in August and for the Junior Division Representative and the Girls Directors at the Girls Junior Forum held in conjunction with the General Assembly in September.
2. The candidate receiving the greatest number of votes cast for each position will be elected.
3. In the event of a tie between candidates for one position, the candidate with the fewest number of votes will be eliminated from consideration. The remaining candidates will be given 5 minutes to speak to the Junior Forum. At the conclusion of time for the candidates to speak a second vote will be taken.
4. In the event of a second tie for one position, the Commissioner will select the nominee to fill the office.

Section 3. Procedure for the Election of the At-large Members of the Officials Division Committee

A. Nomination Process

1. The Commissioner Emeritus will serve as the Chair of the Election Committee and may choose to add additional members as needed. In the absence of a Commissioner Emeritus the Commissioner will appoint an Election Committee Chair who may choose to add additional members as needed. No member of the Election Committee may participate as a candidate in the election while serving on the committee.
2. Each certified official of the Arizona Region of USA Volleyball shall be sent a form, published and distributed by April 1st of every election year, for the purpose of self-nomination.
3. Return of the completed and signed self-nomination form to the Region Office by 4:00 pm on April 15th shall constitute the formal request for said member's name to be placed on the ballot as a nominee.
4. If the number of vacancies exceeds the number of nominees, the Commissioner shall appoint a nominating committee empowered to select at least one (1) nominee for each vacancy.
5. Nominations will close at 4 pm on April 15th.

B. Voting Process

1. All certified officials of the Arizona Region shall be notified about the upcoming election through an announcement in the newsletter and on the Arizona Region web site.
2. Any certified official of the Arizona Region who has been a certified official for a minimum of one year may cast one vote.
3. Ballots will be provided for officials at each site of the Junior and Adult Region Championships during the 3 weekends of Region Championships in late April/early May.
4. Balloting will close at the end of the final match at each site of the Region Championships. The ballots will be sealed in an envelope by the site Director and returned with the results materials to the Region Office.

C. Election/Runoff Process

1. The Election Committee will collect the ballots and tally the results following the last weekend of the Region Championships.
2. The candidates receiving the greatest number of votes cast for the existing vacancies will be elected.
3. In the event of a tie between candidates, a runoff election will be held at the Officials Breakout session of the General Assembly. Only those

qualified officials present at the meeting will have a vote in the runoff election.

4. In the event of a second tie, the Commissioner will select the nominee to fill the office.

Chapter X: Arizona Region Compensation

Section 1. Board Compensation

A. Board of Directors Members

Members of the Board of Directors for the Arizona Region will be compensated with a stipend as follows:

Board of Directors Member	Stipend	Date Approved
Commissioner	\$12,000/yr stipend	July 2005
Secretary/Treasurer	\$3,600/yr stipend	July 2005
Officials' Division Representative	\$6,000/yr stipend	September 2011
Adult Division Representative	\$1,500/yr stipend	July 2005
Junior Division Representative	\$1,500/yr stipend	September 2011

B. Junior Committee Member

Members of the Junior Committee for the Arizona Region will be compensated with a stipend as follows:

Junior Committee Member	Stipend	Date Approved
Boys Club Reps	\$500/yr stipend	September 2011
Girls Club Reps	\$500/yr stipend	September 2011

Section 2. Positions other than Board Positions

Compensation for anyone other than the Board members is determined by a recommendation from the appropriate Division along with the approval of the Board of Directors.

A. Commissioner's Division

Paid employees under the Commissioner's Division for the Arizona Region will be compensated as follows:

Commissioner's Division	Compensation	Date Approved
Office Manager - Salaried	Commensurate to experience	July 2005
Office Staff - Salaried	Commensurate to Experience	July 2009
Office Staff - Hourly	\$15 - 25/hr	Nov 2021

Marketing Director	\$6,000/yr	July 2005
Ethics and Compliance Officer	\$6,000/yr stipend	January 2019
Outreach Director - Salaried	Commensurate to experience	July 2011
SafeSport Director	\$1000/yr	July 2016
Fundraising Director	Commission TBD	
Sponsorship Director	Commission TBD	

B. Officials' Division:

Stipends paid under the Officials' Division for the Arizona Region will be as follows:

Officials' Division	Compensation	Date Approved
Officials Division Secretary	\$1,000/yr stipend	Nov 2012
Referee Training Director	\$1,100/yr stipend	Sept 2015
Scorer Training Director	\$1,000/yr stipend	Sept 2015
Junior Clinic Training Specialist	\$900/yr stipend	Sept 2015
Junior Scorer Training Specialist	\$500/yr stipend	July 2015
Junior Development Officials Director	\$1,000/yr stipend	July 2005
Beach Officials Training Director	\$1,200/yr stipend	July 2013
Raters		
Head Team Leader	\$700 / yr stipend	July 2017
Team Leaders	\$400/ yr stipend	Sept 2011
Competition Assignor	\$3,500/yr stipend	Sept 2011
Facilitator - National Rating	\$140/pool/site	Aug 2021
Facilitator – Regional I Rating	\$124/pool/site	Aug 2021
Facilitator – Adult Provisional	\$96/pool/site	Nov 2022
Lead Official	\$ 15/day	July 2017
Official – National Rating	\$35/match \$20/single set	Aug 2021
Official – Regional Rating	\$31/match \$18/single set	Aug 2021
Official – Adult Provisional	\$27/match \$16 / single set	Sept 2023
Official – Probationary Provisional	\$19/match \$12 / single set	Aug 2021
Official - Jr Development Program	\$64/wave \$19/match \$12 / single game	Aug 2021
Mileage reimbursement All mileage is round trip and must have 2 or more officials in the car	\$15 / 75 -125 mi \$30 / 126 - 200 mi \$60/ 201+ mi \$75/special circumstances	Aug 2017
National Referee Candidate Stipend	\$300 x 2 max	Aug 2014
JN Referee Candidate Stipend	\$300 x 2 max	Aug 2014
Beach JN & National Candidate Stipend	\$250 x 2 max	

National Scorer Candidate Stipend	\$300 x 2 max	Aug 2014
Officials' Incentive Bonuses: Hard Worker Bonus	\$100 for each official that works 12 or more Region regular tournaments per season with a minimum of 4 matches worked per date.	
Region Championship Bonus	\$50 for an official that works the 1 st two Girls' Region Championship tournaments; \$100 for an official that works all 3 Girls Region Championships tournaments. Does not include an early 18s event. Is not cumulative. Must work all day of each tournament.	Aug 2015
Region Officials Shirt Reimbursement	For an official that purchases a semi-annual Region official's shirt and then works a minimum of 24 matches. The cost of the shirt will be reimbursed with the last pay of the girls' season. The bonus is only good in the season that the shirt is offered. One shirt reimbursement per season.	

- C. Adult Division:
Stipends paid under the Adult Division for the Arizona Region will be as follows:

Adult Division	Compensation	Date Approved
Adult Tournament Director	\$1,250/yr	
Adult League Director	\$	

- D. Junior Division:
Stipends paid under the Junior Division for the Arizona Region will be as follows:

Junior Division	Compensation	Date Approved
Coaches' Education Director	\$2,400/yr	
High Performance Director	\$3,500/yr	July 2012
HP Head Coach (Beach & Indoor)	\$1,200/yr	Jul 2022
High Performance Assistant Coach	\$1,000/yr	Apr 2017
Junior Beach Director	\$3,500/yr	
Tournament Site Director – Club/Boys/Adults	Based on # of courts used/wave	Sept 2021
Tournament Site Director – Open	Based on # of courts used	Sept 2021

- E. Non-Division Related Positions
Any duties that need to be performed and do not fall under one of the positions listed above will require the creation and approval of the position by the Board of Directors. Compensation for any work performed must be approved by the Board of Directors prior to anyone being hired or retained.

Section 3. Reimbursement for attendance at National Meetings

Region Board/Junior Committee/Official's Division members that travel to meetings as a Director of the Region in their respective areas or at the request of the Commissioner are entitled to reimbursement of their expenses. The guidelines for attendance and reimbursement are as follows:

- A. Attendance
1. RVA Assembly Meetings
The Commissioner and/or his designee and another person appointed by the Commissioner are expected to attend the scheduled meetings of the Regional Volleyball Association Assembly (RVAA) meetings.
 2. Junior Assembly Meetings
It is recommended that two (2) reps from the Arizona Region attend the scheduled Junior Assembly meeting each year.
 3. Officials Assembly Meetings
The Officials' Division Representative (and/or his designee) is expected to attend the annual meeting of the USAV Officials Assembly held during the week prior to the National Championships.

4. Ref Chair Assembly Meetings

The Officials' Division Representative and/or his designee are expected to attend the annual meeting of the USAV Referee Chairs held during the week prior to the Women's NCAA Final 4 in December.

5. National Candidates

a. Referees

Each year the Officials' Division Representative, in consultation with the Officials' Division Steering Committee, will designate a maximum of two (2) Arizona Region officials to apply for National Referee status and a maximum of two (2) Arizona Region officials to apply for Junior National Referee. The Arizona Region will reimburse the application fee to each approved candidate upon return from the rating event. Upon completion of the rating process the candidate will be paid a stipend to help offset the cost of travel to the rating tournament. In the event the candidate does not pass, he/she may reapply as a candidate but the Arizona Region will not pay the application fee or a stipend.

b. Scorers

Each year the Officials' Division Representative, in consultation with the Officials' Division Steering Committee, will designate a maximum of two (2) Arizona Region officials to apply for National Scorer status. The Arizona Region will reimburse the application fee for each approved candidate upon return from the rating event. Upon completion of the rating process the candidate will be paid a stipend to help offset the cost of travel to the rating tournament. In the event the candidate does not pass, he/she may reapply as a candidate but the Arizona Region will not pay the application fee or a stipend.

B. Region Travel Reimbursement Protocol

1. Airfare: The airline ticket must be a coach round trip ticket and purchased no later than 21 days prior to travel. One (1) checked bag fee will be reimbursed each way if the bag could not be carried on.
2. Hotel: The hotel room must be booked through the hotel block for the meeting and will be reimbursed for the cost of the room and taxes only. Rooms are to be shared if multiple representatives are attending and of the same gender. The AZ Region will pay for half the room if the room is not shared when there are multiple attendees of the same gender. Room service and gratuity is to be paid by the attendee.
3. Transportation: Local transportation to and from the airport in the destination city will be reimbursed at the cost of a shuttle service or group (2 or more riders) shared cab ride. Gratuity is to be paid by the attendee.
4. Per Diem: Per Diem of \$50 per day will be paid for each full day on site. Travel days will be paid at \$25 per day.

Any travel arrangements made outside the parameters listed above will be reimbursed at the cost of the above parameters only.

A Reimbursement Voucher with all receipts attached must be presented to the Region Treasurer or Commissioner within 30 days of returning to receive reimbursement.

Chapter XI: Arizona Region Protocols

Section 1. Arizona Region Flower and Card Protocol

Each member of the Arizona Region is requested to provide the appropriate information concerning an illness or death of an Arizona Region member to the Commissioner or Office manager.

- A. Floral Arrangements and Card Protocols
 - 1. Floral arrangements may be ordered upon:
 - a. hospitalization of a USA Volleyball member
 - b. death of a USA Volleyball member or immediate family (where spouse, significant other, or children are considered to be members of the immediate family).
 - 2. The Commissioner or his designee will be responsible for the personal message on all sympathy or get-well cards. Sympathy or get-well cards may be purchased upon:
 - a. illness of a USA Volleyball member
 - b. death of a USA Volleyball member's parent
 - 3. Ordering Procedure
 - a. Flowers
 - i. The Office Manager will order the floral arrangement and provide the appropriate name and destination information.
 - ii. The cost of the arrangement is not to exceed \$100.
 - iii. In the event the family requests a donation in lieu of flowers a donation may be made to a recognized charity or account established to receive donations set up by the family. The donation is not to exceed \$100 unless authorized by the Board of Directors.
 - b. Sympathy and get-well cards shall be reimbursed by the Region upon presentation of receipts.

Section 2. Plaques

The Secretary shall be responsible for ordering and picking up all recognition plaques.

- A. Ordering Procedure
 - 1. KE Engraving will be contacted and provided with the appropriate name and information for the plaque.

KE Engraving
Phone: 480-985-5322

2. KE Engraving will provide a cost estimate to present to the Board of Directors. Once the cost is approved the plaque can be ordered.

Section 3. Awards

The Office Manager will be responsible for ordering the awards for the Region Championships.

1. KE Engraving will be contacted for the medals order.
 - a. 10 medals per team for Champion and Finalist will be ordered for adult men's and women's awards.
 - b. 13 medals per team for Champion, Finalist and 3rd place will be ordered for junior awards in the Gold Division only of the top division of each age and competition level. (i.e., 16 Open, 16 Championship, 16 Club)
2. Champion T-shirts will be ordered from Odditees
 - a. 10 shirts will be ordered for each of the Champions of the Men's & Women's Divisions
 - b. 13 shirts will be ordered for each of the Champions only in the Gold Division of the top division only of each age and competition level for junior girls. (i.e., 16 Open, 16 Championship, 16 Club)
 - c. 13 shirts will be ordered for each of the Champions only of each age division in the junior boys.