

TRINITY VALLEY VOLLEYBALL OFFICIALS' ASSOCIATION

BY-LAWS

ARTICLE 1: Name

This organization shall be known as the **Trinity Valley Volleyball Officials Association (TVVOA)**

ARTICLE II: Purpose

1. To assist the State Association in certifying U.I.L. volleyball officials.
2. To improve the quality, efficiency, consistency and uniformity of volleyball officiating by providing practice sessions, discussions, and regular meetings to instruct new officials and increase experienced official's knowledge and skills.
3. To support and promote the sport of volleyball.
4. To work with coaches and administrators in any way necessary to promote better relationships.

ARTICLE III: Geographical Area

TVVOA shall officiate in Anderson, Dallas, Ellis, Freestone, Henderson, Hopkins, Kaufman, Navarro, Rains, Smith, Van Zandt, Wood, and any other counties at the request of the schools, athletic directors, or coaches.

ARTICLE IV: Membership

Membership will be in accordance with the specifications of the TASO Volleyball Constitution.

SECTION 1:

- a. Trinity Valley annual membership shall begin on the day an official pays their state dues and selects TVVOA as their chapter.
- b. Chapter dues can be paid at the last chapter meeting of the previous season.
- c. The scheduler will continuously update the Arbiter roster as officials pay their state dues.
- d. If an official has not paid their local chapter dues by September 15th their schedule will be pulled.
- e. Local dues can only be refunded if the official requests so in a written letter to the secretary of the chapter before the Overton Regional Clinic.
- f. No refund will be allowed after the first chapter business meeting.
- g. The secretary/treasurer will issue the refund in a timely manner and forward the information to the scheduler.

SECTION 2:

- a. Any member not complying with the organization's requirements for "Conduct of Officials" as specified in the bylaws of TASO Volleyball and TVVOA, shall forfeit membership including any fees paid, if deemed necessary by a majority vote of the board of directors.
- b. Standard conduct and code of ethics are included in the following pages.
- c. No games will be scheduled if dues are not paid on time.

SECTION 3:

Officials will only accept assignments through the TVVOA scheduler for high school varsity and sub-varsity matches. This does not include members of dual chapters. If you are not a registered college official but are given the opportunity to work a college assignment as a linesman, this must be cleared with the TVVOA scheduler. Trinity Valley assignments take precedence!

SECTION 4:

- a. All members must pay local and state dues, complete the TASO volleyball application, attend the required chapter workshop, scrimmages, trainings, a district clinic, and pass the volleyball examination with a score of 70.

SECTION 5:

- a. An R1/R2 playoff official must make a 90 on the volleyball exam, must have at least (3) year's volleyball officiating experience and be a member in good standing with the Trinity Valley chapter.
- b. A linesman playoff official must make a 90 on the volleyball exam, must have (1) year volleyball officiating experience and be a member in good standing with the Trinity Valley chapter.

ARTICLE V: Business Meetings

SECTION 1:

- a. TVVOA shall have a minimum of four-chapter meetings each year in which business shall be conducted.
- b. Members must attend four (4) chapter meetings in order to stay in good standing with our chapter. Officials can be excused from two (2) chapter meetings with a legitimate reason. An email must be submitted to the TVVOA President/Secretary PRIOR to the scheduled time of the board meeting. At that time, the board will take into consideration the extenuating circumstances and render a decision.
- c. Attendance of the last chapter (meal) meeting will not count towards the requirements for officiating a playoff.
- d. The state clinic/district clinic, scrimmages, TVVOA scholarship tournament, and training sessions will no longer count towards the required chapter meetings.
- e. A chapter business meeting will be held immediately following the Overton Regional Clinic. Officials in attendance will receive credit for one (1) chapter meeting.

SECTION 2:

- a. TVVOA elections will be held at the last chapter meeting of the season.
- b. A deadline will be set to declare candidacy for elected offices. Candidates must submit their names to the board secretary by the deadline. This does not include the scheduler who is hired by the board. Open floor elections will be held for division representatives during the last TVVOA chapter meeting.
- c. Officers will be elected by a simple majority of those present.
- d. No proxy voting is allowed.
- e. Electronic voting is allowed twice a year with a two (2) week window.

ARTICLE VI: Officers

SECTION 1:

- a. The elected officers shall be a president, vice-president, secretary, treasurer, and four (4) division representatives.
- b. The board of directors will appoint the trainer.
- c. The four (4) division representatives will be elected from the four groups of membership: Group 1 – officials with zero to two years' experience, Group 2 - three to five years' experience, Group 3 – six to ten years' experience, and Group 4 – eleven plus years' experience.
- d. The president and secretary will be elected in odd years.
- e. The vice-president and treasurer will be elected in even years.
- f. The scheduler will be hired by the board on a contract for a four (4) year term. After the first year of the scheduler's contract the board has the option of extending the scheduler's contract. Applications will be accepted in writing by the board until January 31st. Applicants must be a member in good standing in our TVVOA chapter. The scheduler may appoint an official to serve as their assistant scheduler throughout their term of service.
- g. All terms of elected officers shall be two (2) years except for division representatives, which are one-year terms.
- h. Only elected officers have the right to vote on chapter business.
- i. All officers and appointed board members will have their chapter dues paid by the chapter.
- j. All officers and appointed board members will have their assessment fees waived with completing their term. This does not include game change charges.

ARTICLE VII: Board of Directors and Committees

SECTION 1:

- a. The Board of Directors shall be the governing body of TVVOA and shall be composed of the officers of the chapter, the trainer, the scheduler, and (4) division representatives.
- b. A quorum of five (5) is necessary to conduct business.
- c. The president will only vote in case of a tie.

SECTION 2:

- a. The ethics committee shall be composed of the president of the chapter and three (3) officials in the chapter with an active and proven interest in the growth and improvement of volleyball officiating.
- b. They are to be appointed by the board of directors as needed.

ARTICLE VIII: Amendment of By-Laws

SECTION 1:

- a. All proposed amendments must be submitted to the board of directors for review.
- b. Proposed amendments must be submitted to the board by the next to the last chapter meeting. The board will discuss and submit these revisions to be voted upon at the last chapter meeting.

SECTION 2:

- a. Any part of the TVVOA by-laws may be amended by a two-thirds (2/3) vote of the members present.
- b. TVVOA by-laws are automatically amended if U.I.L., TASO or TASO Volleyball changes their bylaws.

ARTICLE IX: Duties of Officials and Officers

SECTION 1: All Officials

- a. Pay dues and assessment fees in a timely manner. Assessment fees are due twice during the season.
Notification will be sent out as to when these are due.
- b. Pass the TASO volleyball examination.
- c. Attend a TASO regional clinic or online clinic.
- d. Attend the required trainings and scrimmages.
- e. Turn in completed Proficiency Sheet by December 1st.
- f. Officiate in the TVVOA Scholarship Tournament.
- g. Attend the required number of chapter meetings.
- h. Notify president or scheduler of any concerns or issues.
- i. Be professional at all times. This includes but is not limited to working with co-officials, coaches, and spectators.
- j. Be punctual.
- k. Be dependable.
- l. Notify scheduler concerning changes in schedule (24 hours if possible).
- m. Notify co-official and/or school if running late for a match.
- n. Complete all forms on time. Preference Sheets shall be turned in by the District 7 Clinic.
- o. Assist when called upon for meetings, committees, training sessions, fundraising, etc....
- p. Promote volleyball, participate in recruiting and encouragement of new officials.
- q. Accept games only from the assigned scheduler for high school varsity and sub varsity matches. This does not include members of dual chapters.
- r. Conform to all rule changes and schedule changes.
- s. Always strive to improve as an official.

The board of directors may allow exceptions for attendance of mandatory training sessions, scrimmages, the TVVOA tournament, and chapter meetings, for a legitimate reason. A request for an absence to be excused shall be a written letter or e-mail to the President or Secretary. The request must be received before the next scheduled meeting or the request will be void.

SECTION 2: President

- a. Oversee all chapter meetings.
- b. Oversee secretary, treasurer, scheduler, all committees, other officers and officials.
- c. Handle complaints.
- d. Examine records when necessary.
- e. Write letters when necessary.
- f. Preside over all meetings.
- g. Assist in evaluation of officials.
- h. Assist with budget.
- i. Appoint committees not listed in the by-laws.
- j. Be a member in good standing of TVVOA for at least five (5) years or has achieved the status of a certified official.
- k. Make decisions directly related to the chapter not covered in the by-laws.
- l. Attend the state volleyball meeting.

SECTION 3: Vice President

- a. Handle duties of the president in the absence of the president.
- b. Assist with the budget.
- c. Conduct evaluations of officials when necessary.
- d. Be a member in good standing with TVVOA and a certified or approved official.
- e. Serve as a chapter rules interpreter.

SECTION 4: Secretary

- a. Record minutes of chapter meetings and regular attendance.
- b. Maintain current names, addresses, telephone numbers, and etc....of officials and coaches.
- c. Notify members of items discussed in the board of directors' meetings.
- d. Be a member in good standing of TVVOA for at least one (1) year.
- e. Provide district director with all pertinent chapter correspondence.
- f. Attend the state volleyball meeting.

SECTION 5: Scheduler

- a. Schedule officials to matches based on their competency and skill level.
- b. Inform president of any complaints involving officials or coaches.
- c. Submit preference sheet information to the Arbiter.
- d. Be a member in good standing of TVVOA for at least one (1) year.
- e. Be the liaison between the officials and coaches.
- f. Attend the state volleyball meeting.
- g. Submit and keep records of all completed TVVOA chapter/school contracts.
- h. Work closely with the chapter treasurer to ensure officials are informed of their game assessment fees.
- i. Will be a non-voting member of the board of directors.

SECTION 6: Trainer

- a. Serve as chapter rules interpreter.
- b. Prepare or assign someone to give a brief talk at each chapter business meeting on an aspect of volleyball officiating.
- c. Counsel with individuals who are having difficulty with an officiating skill.
- d. Be available to answer official's questions from specific match situations.
- e. Attend all board of directors' meetings.
- f. Will be a non-voting member of the board of directors.
- g. Schedule trainings.

SECTION 7: Treasurer

- a. Handle all money matters of the chapter.
- b. Keep records of all incoming and outgoing monies of the chapter.
- c. Keep a record of personal expenses and reimbursements of chapter business.
- d. Work closely with the president, secretary and scheduler of the chapter as needed.
- e. Present financial statements at all chapter business meetings.
- f. Work closely with the chapter scheduler to ensure officials are informed of their game assessment fees.

SECTION 8: Board of Director/Division Representatives

- a. Attend all board of director meetings.
- b. Be a member in good standing of TVVOA for at least one (1) year.
- c. Assist trainer as needed.

ARTICLE X: Conduct of Officials

SECTION 1:

- a. No official shall partake of tobacco products or alcoholic beverages before or after a match while in TASO volleyball uniform.
- b. The official TASO volleyball uniform should only be worn to, during, and from matches.

SECTION 2:

- a. Officials will only accept assignments through the TVVOA scheduler for high school varsity and sub-varsity matches. This does not include members of dual chapters. If you are not a registered college official but are given the opportunity to work a college assignment as a linesman, this must be cleared with the TVVOA scheduler. Trinity Valley assignments take precedence.
- b. If an official cannot fulfill an assignment, the scheduler must be notified as soon as possible.
- c. The official shall notify the co-official, coach or school if they will be late for their match.
- d. Officials from other chapters may work in our area if all of our competent officials have been assigned. The scheduler should be notified for record keeping purposes.
- e. Accepting a match outside the TVVOA chapter must be cleared with the TVVOA scheduler.

SECTION 3:

- a. When the ethics committee is notified by the president or scheduler regarding an official's conduct, an investigation will occur and a report will be given to the president of the chapter.
- b. Any valid complaint concerning the violation of the code of ethics for officials shall be presented to the ethics committee immediately.
- c. The member against whom the complaint has been lodged, the complainant, and any pertinent witnesses shall be given a reasonable opportunity to write, telephone, or visit with the ethics committee members to state their positions.
- d. The penalty for soliciting games, for turning down assigned games for matches that are more profitable or convenient to the official is not ethical and could lead to expulsion from TVVOA.
- e. The course of action recommended shall be presented to the board of directors for final action.
- f. If the violation is valid, and the seriousness of the offense warrants, the member will be removed from chapter membership, and TASO Volleyball will be notified.
- g. The board of directors will handle whatever action is necessary to correct all problems.

SECTION 4:

- a. Officials have the right and opportunity to block schools they prefer not to officiate.
- b. Coaches have the right and opportunity to choose which officials they prefer not to use

APPENDIX A

The chapter will provide a salary for the scheduler according to the finances and approval of the board of directors.

APPENDIX B

The secretary and trainer positions are paid and reimbursed positions for the chapter at \$300 annually for chapter business and basic office supplies. The treasurer position is a paid and reimbursed position for the chapter at \$500 annually for chapter business and basic office supplies.

APPENDIX C

The chapter will provide 2 rooms, gas for 1 vehicle, and meal money, by receipt only, for those officers that are required to attend the state meetings for clinics with approval by of the board of directors.

APPENDIX D

The chapter will provide 2 rooms, gas for 1 vehicle, and meal money, by receipt only, for line callers at the state tournament for expenses not reimbursed by UIL. The Board of Directors must approve this.

APPENDIX E

The chapter will provide 2 rooms, gas for 1 vehicle, and meal money, by receipt only, for officials selected to call a regional tournament for expenses not reimbursed by UIL. The Board of Directors must approve this.

APPENDIX F

The chapter will elect four (4) Division Representatives

Group 1 (0 – 2 years) *

Group 2 (3 – 5 years)

Group 3 (6 – 10 years)

Group 4 (11+ years)

*Rep must have one (1) year officiating experience with TVVOA
and be in good standing with the chapter.

APPENDIX G

A member in good standing with TVVOA is based on an official that:

- a. has paid all dues and fees to the chapter, on or before the due date.
- b. has complied with all the membership requirements as stated in the Bylaws and Policies of TVVOA
- c. has attended the state meeting and/or TASO Volleyball rules clinic (Regional Clinic) or completed an on-line clinic.
- d. has completed the mandatory exam with a grade of at least 70.
- e. is in compliance with all the policies and procedures of the TVVOA chapter.
- f. is in compliance with all the policies and procedures of TASO and TASO Volleyball

A member not in good standing may not be eligible for TVVOA game assignments, a transfer to other chapters and/or be eligible to officiate other TASO sports.

APPENDIX H

Money handling guidelines are as follows:

- a. All cash transactions need to be receipted. The treasurer is responsible for keeping the chapter copies of receipts. Each individual official is responsible for his or her copy of receipts.
- b. All dues/assessment transactions at meeting need to be counted and verified by treasurer and one other officer at the end of the meeting, initialed and dated. Receipt page and deposit receipt need to be initialed and dated at the following meeting.
- c. There should always be two authorized signers on the chapter checking account.
- d. Two check registers are kept: general budget and tournament budget.
- e. The treasurer and vice-president should conduct an audit at a minimum of every other year verifying bank statements/receipts/registers.

APPENDIX I

The UIL mileage rate must be enforced for all games and tournaments.

APPENDIX J

Code of Conduct-Sanctions for Disciplinary Action:

After three written reports for violation of code of conduct by a member/members a committee shall be formed and consequences will be assigned at the discretion of the committee.

POLICY ADDENDUM TO THE BY-LAWS

1. All officials are required to work the TVVOA scholarship tournament, scrimmages and summer league. Expectations vary season to season. The consequence for not working a scrimmage is the loss of one night of game assignments. The consequence of not working the TVVOA tournament is the loss of a tournament day. The consequence of not working the required number of summer league trainings will be made up during the TVVOA scholarship tournament.
2. Board Members: new policy that board members who miss meetings will pay a \$5 fine for each missed meeting - not to exceed \$25 per season.
3. Playoff Eligibility: TVVOA has five scheduled chapter meetings and officials must attend 4/5 or 80%. If you cannot attend, email the chapter president or the chapter secretary with your reason for missing. The board will review your excuse and possibly excuse the absence.
4. Registration of returning officials: Must register by the TASO deadline of the upcoming season or you will lose a tournament assignment.
5. Chapter Dues - \$25
6. Assessment Fees:
 - A. \$3 per assignment
 - B. \$5 per tournament
 1. The first half of assessment fees must be paid by mid-season. (Chapter meeting in September) If not paid:
 - a. Your schedule will be pulled.
 2. The second half of assessment fees must be paid by the end of the season. (Last Chapter meeting in November) If not paid:
 - a. You will not be in good standing with the Chapter.
 - b. You will not receive a schedule the following year.
7. College officials are allowed to opt out of TVVOA scheduled assignment for scheduled college games as follows. ONLY if there is another available unassigned qualified veteran to fill the TVVOA assignment. The official must submit the request with 48 hours' notice to the scheduler.
8. Playoff Policy Amended-School Districts may use the preferred official of their choice for any playoff match regardless of what round it is or how many playoff matches have been officiated. This is providing the preferred official is available to officiate the match.
9. An official will be fined \$10 if requesting to be unassigned from a match that was not previously blocked. The official is to send a written explanation to the President, Scheduler, and Secretary which will then be reviewed by the board. Under certain circumstances, the board may decide to waive the fine.
10. If an official accepts an assignment and does not show up for that assignment, they will have their schedule pulled for two weeks after the incident occurs. The official is to send a written explanation to the President, Scheduler, and Secretary. Consideration for circumstances that are beyond the control of the official will be at the discretion of the board.
11. In order to call Varsity tournaments, officials must make a 90 on their test.
12. If an official is not in good standing, he/she will not be eligible to run for office and will be the last to be assigned for Varsity tournaments the following year.
13. If an official does not attend the required number of meetings, he/she will be the last to be assigned for Varsity tournaments the following year.
14. Solicitation of Matches/Unprofessionalism/Code of Conduct/Conflict of Interest
An official should not contact coaches via text, email or social media unless it is directly regarding an upcoming assignment. If an official engages in this, he/she will not be able to officiate for that school and their schedule will be changed to reflect that. This is considered as a "solicitation of matches", is unprofessional and violates the Conflict of Interest and Code of Conduct. Repeat violations will be reported to TASO.

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Schools we serve are listed below in alphabetical order:

Alba-Golden
Brook hill
Cayuga
Elkhart
Frankston
Grapeland
Kerens
Malakoff
Murchison Jr. High
Oakwood
Rice
Trinidad
Wills Point

Athens
Brownsboro
Crossroads
Emory-Rains
Fruitvale
Kaufman
Lone Oak
Mildred
Navarro Jr. College
Palestine
Scurry-Rosser
Trinity Valley Jr. College

Boles
Canton
Edgewood
Eustace
Grand Saline
Kemp
Mabank
Mineola
Neches
Palmer
Sunnyvale
Westwood