



**“IMPROVING ONE MATCH AT A TIME!”**

# **2019 MEMBERSHIP MANUAL**

# INDEX

Page 3 – 6

CONSTITUTION AND BYLAWS

Page 7 - 9

MEMBERSHIP GUIDELINES

Page 10

MATCH CONFIRMATION  
(To be used by all members)

Page 11

PUBLIC ADDRESS ANNOUNCEMENT

Page 12 & 13

KEY POINTS FOR MATCH PREPARATION

Page 14

MEMBERSHIP LEVEL STRUCTURE

**CONSTITUTION & BYLAWS OF THE**  
**Range Area Volleyball Officials Association**

**CONSTITUTION**

**ARTICLE I – ORGANIZATIONAL NAME**

The name of the organization is the RANGE AREA VOLLEYBALL OFFICIALS ASSOCIATION.

**ARTICLE II - PURPOSE**

The purpose of the RAVOA is:

1. To unite into one professional organization all qualified volleyball officials and varsity coaches in the Iron Range and surrounding areas.
2. To provide quality officials to promote uniformed rule interpretation.
3. To improve relationships between coaches and officials.
4. To provide a mentorship program for officials.
5. To provide training for scorekeepers, libero trackers, time-keepers and line judges.
6. To provide training clinics for members.
7. To provide rule educational training / clinics to client schools. (Parents, Coaches, Student Athletes.)

**ARTICLE III - MEMBERSHIP**

The membership body will include officials eighteen years of age and older. Types of membership will be:

Officials

1. Active Member – Members who have paid their dues by the fall annual meeting.
2. Inactive / Retired – Members that have taken a leave of absence or actual retirement.

**ARTICLE IV – OFFICERS / EXECUTIVE BOARD AND ELECTIONS**

**Section One:**

Members will be represented by a board of directors. The board of directors shall be made up of five voting members and one ex-officio member. Officers shall include a chair, vice-chair and secretary / treasurer. The board will have two at-large members.

## **Section Two:**

### Nominations and Elections

1. Active members may nominate candidates for office.
2. Nominations will take place at the year ending meeting of an election year.
3. Elections will be held by closed ballot.
4. Each officer will hold a two-year term of duty.
5. No officer may hold more than three consecutive terms.
6. New officers will assume their duty at the annual season beginning meeting.
7. Vacancies will be filled by the Chair or Vice Chair.

## **Article V – MEETINGS**

Two annual meetings will be held: one pre-season and one post-season. The board will set meeting dates, times, and locations. Special meetings may be called by the chair by a written request of six or more members. One third of the membership body will constitute a quorum.

## **ARTICLE VI – VOTING PRIVILEGES**

Active members and board members will have voting privileges.

## **ARTICLE VII – PARLIAMENTARY AUTHORITY**

Questions of procedure shall be decided according to Roberts Rules of Order.

## **ARTICLE VII – AMENDMENTS TO THE CONSTITUTION**

Amending the constitution shall be made available to the entire membership in advance of voting. An affirmative vote by the majority of the membership is needed to change the constitution.



# BYLAWS

## ARTICLE I - MEMBERSHIP

1. Members must complete all registration requirements of the Minnesota State High School League.
2. Members must attend a minimum of one annual meeting.
3. Members must be evaluated once every two years.
4. Members must attend one RAVOA training clinic every two years.
5. Members shall not accept games where there is a conflict of interest.
6. Members shall be held accountable to the officials' code of ethics.
7. Senior / experienced members shall mentor new or inexperienced members.
8. Members must pay membership dues.
9. Members must follow set policies and procedures.

## ARTICLE II – DUTIES OF THE BOARD, OFFICERS, AND APPOINTED POSITIONS.

The board will implement both an evaluation and rating system of officials. The board will appoint a scheduling committee and assignment secretary, clinician and mentors.

### Section One – President

1. Presides over meetings
2. Acts as official representative when necessary.
3. Authorizes payment of bills when submitted by the treasurer.
4. Appoints committees when necessary.

### Section Two – Vice President

1. Assumes duties of president when absent.

### Section Three – Treasurer / Secretary

1. Takes minutes of all meetings.
2. Accounts for all revenues and expenditures.



## **ARTICLE III – DUTIES OF APPOINTED POSITIONS**

### **Section One – Assignment Secretary**

1. Secure all client schedules. Schedules to include opponents.
2. Secure all open dates, conflicts and restrictions from members.
3. Serve on the scheduling committee.
4. Assign matches as needed throughout the season – due to conflicts, cancellation, etc.

**Note:** The scheduling committee will be composed of the President, Assignment Secretary and Clinician. Or a three-member panel as appointed by the board.

### **Section Two – Clinician / Evaluator**

1. Attend MSHSL training clinics / meetings.
2. Serve on scheduling committee.
3. Forward all relative officiating information to members.
4. Serve as rule interpreter for members and clients.
5. Liaison with coach / official issues.
6. Make recommendations for assignments – season and post-season.
7. Works directly with Section Managers with playoff assignments.
8. Submits recommendation to MSHSL for state tournament officials.

## **ARTICLE IV – DUES**

Dues are set at \$25 per year. Dues must be paid to the treasurer on or before the fall annual meeting. If dues are not paid on time, members will not be considered for the scheduling of clients.

## **ARTICLE V – Fiscal Year**

The fiscal year shall be from January 1 to December 31 of each year.

## **ARTICLE VI - AMENDMENTS**

Amendments to the bylaws may be changed by the majority vote of the total membership.

# **“Always at our Best, Always getting Better!”**

## **Procedure, Policy and Guidelines**

### **I. Standards for Regular Season Assignments**

- Playing Experience - Level and years.
- Coaching Experience – Level and years.
- Officiating Experience – Level and years.
- Other sports officiated – Sport and Years.
- Clinics Attended.
- Training Sessions Attended.
- Seasonal Evaluations.

### **II. GUIDELINES FOR SECTIONAL PLAYOFF SELECTION**

- Must meet the guidelines of the MSHSL.
- MSHSL Rating
- RAVOA Clinician Rating

Officials will be selected for assignment to Sectional Playoffs who meet the above criteria. The association will also take the following into consideration.

1. Registered official of the Minnesota State High School League
2. Fulfilling all requirements of the MSHSL.
3. Current and Past Performance Evaluations.
4. Off Court Behavior (professionalism.)
5. Schedule of all games worked during the current season and previous season.
6. Past Sectional Experience
7. Past State Experience
8. Other Officiating Experience
9. Abiding by RAVOA policies, practices and procedures.

### **III. OFFICIALS PERFORMANCE / EVALUATION DESIGNATIONS**

- NMA – Needs much attention. Not acceptable. Needs to exhibit understanding of concepts.
- NSA – Needs some attention. Acceptable. Could Improve. Non consistent performance.
- SA – Satisfactory. Doing a good job. On track. Grasps Concepts.
- SU – Superior. Significantly exceeds normal expectations. Unique match experiences present the official with an opportunity to excel.
- NO – Not Observed.

#### IV. PRIMARY AREA OF FOCUS DURING AN EVALUATION

- **Alertness** – Reads the play. Alert to potential problems. Sustains concentration and focus throughout the game. Identifies alignment and back row violations.
- **Appropriate Emphasis** – Never conveys casualness when rendering judgments.
- **Approachability** – Is respectful, receptive and politely efficient when approached by the coach.
- **Consistency** – The same ball handling violation are ruled on both sides of the net. If a ball handling violation is missed that it is not missed intentionally in the name of consistency.
- **Crewness** – Has a sound knowledge of the mechanics of the position working. Uses proper non-verbal signals with partner. Establishes eye contact with partner between serves. Is cooperative, supportive and respectful of all match officials. Allows the officiating team to take responsibility for areas of coverage.
- **Efficient Movement** – The second referee demonstrates efficient movement from blocker side to blocker side of net during a rally. Knows when not to get caught in transition.
- **Focus** – The second referee, after going to a set position, stays focused on touch calls, net and centerline violations. Waits for blockers to transition to hitting before picking up the ball.
- **Match Management** – Establishes a tone and pace for the match and maintains it throughout. Alert to potential problems and rule violations. Takes action steps for preventive officiating measures. Resolves conflicts or discrepancies correctly and quickly. Quoting rule in explanations of rule interpretations.
- **Judgement** – Is correct on nearly all calls involving ball handling judgement. Is correct or nearly correct on all net violations and centerline violations. Is correct on all over the net and back row player violations.
- **Off Court Conduct** – Conducts self in a manner that reflects positively and favorably on all officials and affiliations. Has respect and favorable opinions of officials.
- **On Court Conduct** – Pleasant and courteous to coaches, players and game personnel. Does not encourage, initiate or invite non-job related conversations with coaches or players. Does not offer an opinion of partner, players or coaches.
- **Physical** – Looks good in uniform. Appears to be in good physical shape. Hair, including beard and mustache, is trimmed and controlled.
- **Presence** – Projects and aura of confidence and self assurance. Stays composed and is approachable. Comfortable fluid mannerisms.
- **Receptiveness** – Listens attentively. Shows a willingness to learn. Displays a non-defensive attitude and a genuine interest.
- **Rhythm** – Consistent timing and style of calls. Consistent substitution entries and bench management.
- **Rule Interpretations** – Understanding and applying the correct rules.
- **Signals** – Consistent use, throughout the match, of correct, strong, clear and dignified, distinct, and complete signals with appropriate emphasis of mechanic.
- **Uniform** – Proper uniform. Uniform is clean, pressed and fits properly. Shoes are clean and polished.
- **Working with Board Members or appointed positions** – Does nothing to undermine or disrupt the authority of this position. Makes every effort to be a team player. Crewness.



## **V. Scheduling Procedures and Understanding:**

1. May accept games directly from Athletic Directors, but no second parties, except from the assignment secretary of the RAVOA.
2. Mileage to be paid the furthest traveling official. When two officials drive mileage would be prorated and then shared by the officials.
3. The official receiving mileage would have the responsibility to confirm the match assignment with both the Athletic Director and partner. Match confirmation emails will be sent on Sunday night for the succeeding week. The RAVOA match confirmation form must be used.
4. When accepting games directly from A.D. and you are asked to provide a partner you will first contact a member from the RAVOA or the RAVOA assignment secretary. If after contacting the RAVOA scheduler and no members are available you may contact independents. (Encourage them to join the association.)
5. If a scheduled assignment has to be canceled (only due to acceptable reasons) by an official they are to contact the RAVOA assignment secretary. A 48 hour notice is recommended

## **VI. MEMBERSHIP LEVELS:**

1. Level 1 - Associate
2. Level 2 - Junior
3. Level 3 - Senior



## **VII. Public Address Form**


1. All members are to use the Public Address Announcement form for all matches. (See Public Address Announcement Form)



## Match Confirmation Procedure:

- Our goal is to brand ourselves in every service area possible with the schools / clients that we service. This match confirmation is one service area.
- Officials will email weekly match confirmations on or before Friday of the previous week of the scheduled match.
- Correspondence copy to your partner and assignment secretary. *TRAVIS VAKE*.
- This confirmation procedure will be the responsibility of the official that travels the furthest or who will receive mileage.
- Please no deviations with this simple procedure and form. Again, our goal is to brand ourselves in every service area possible.
- This form is to be used for all high school matches that you have whether assigned by the association or a school athletic director.

**EMAIL SUBJECT LINE: VOLLEYBALL MATCH CONFIRMATION**

 <b>MATCH CONFIRMATION</b>	
Date:	Tuesday, September 8, 2017
Match Time:	5:45 p.m.
Level:	Junior Varsity and Varsity
Home Team:	Mesabi East
Visiting Team:	Eveleth-Gilbert (If known)
Officials:	Brian Karich, Rose Antilla
Official Arrival:	5:15 p.m.
Mileage Paid To / From:	Brian Karich - Hibbing
Assigned by:	Travis Vake or School Athletic Director



***“ALWAYS AT OUR BEST, ALWAYS GETTING BETTER!”***

***To: Public Address Announcer***

***What: Announcement of Match Officials***

***When to Announce: The announcement of match officials should be made when players go back to their team bench after the National Anthem and introductions of players and teams.***

**ANNOUNCEMENT SCRIPT:**

**Tonight’s Volleyball Match is being officiated by registered officials of the Minnesota State High School League and members of the Range Area Volleyball Officials Association.**

**Your first referee is: \_\_\_\_\_**

**Your second referee is: \_\_\_\_\_**

**Your line judges are: \_\_\_\_\_ & \_\_\_\_\_**

**IF YOU WOULD LIKE TO BECOME A MEMBER OF THE RANGE AREA VOLLEYBALL OFFICIALS ASSOCIATION PLEASE CONTACT OUR A.D.**



## Key Points for Preparing & Officiating a Match

1. **Professionalism** -- Appearance/Uniform; poise under pressure
  - a. Appropriate uniform—white shirts/black pants or short
  - b. Both officials dressed the same
  - c. Clean and Neat
  - d. No unnecessary discussion with coaches, players, spectators, etc.
  
2. **Pre-match Responsibilities**
  - a. Equipment inspection—net height/padding, etc
  - b. Court Inspection – playable and unplayable area, court markings
  - c. Pre-match meetings with bench personnel and line judges
  - d. Rosters and line-ups at appropriate times
  - e. Pre-match meeting with coaches and captains
  - f. Uniform check – legal equipment
  - g. Monitor the warm-up time frames/rotations/procedures
  - h. Review protocol for introductions
  
3. **Match Responsibilities**
  - a. **Mechanics**
    - i. Positioning
    - ii. Line-up Card
    - iii. Use of whistle
    - iv. Substitutions – recognize/signal/line-up card/entering court
    - v. Time-outs – positioning/signaling
    - vi. Injuries
    - vii. Deciding game
    - viii. Use of red and yellow cards
    - ix. End of game and end of match

**b. Match Control –**

- i. Bench
- ii. Players (Gestures on violations will result in IYC.)
- iii. Coaches
- iv. Table personnel

**c. Communication/Signals**

- i. Verbal and non-verbal
- ii. Clear & visible
- iii. NFHS Signal Chart
- iv. Proper Sequence
- v. Signals between officials
- vi. Signals to players, coaches, bench personnel, line judges
- vii. Communication with site management – pre-match

**d. Between game responsibilities**

- i. Verify score
- ii. Monitor team switch
- iii. Check new line-up
- iv. Check scorebook

**4. Rule Application and Enforcement**

- General Rule knowledge and application
- Ball Handling /Judgment / Consistency
- Net play
- Line violations
- Player alignment/rotations – including libero
- Back row



## **MEMBERSHIP LEVEL STRUCTURE**

Members of the RAVOA will be categorized in one of three separate levels of ability and performance. Observations and evaluations by the RAVOA Clinician and / or scheduling committee will determine an official's level. The ability levels will be level one through three, with three being the highest level.

### **LEVEL ONE - ASSOCIATE**

New officials and officials with minimum experience.

### **LEVEL TWO - JUNIOR**

Officials with three more years of experience and demonstrate above average knowledge of rules and mechanics.

- Demonstrates good Judgment & Consistency in ball handling.
- Demonstrates sound whistle authority
- Demonstrates sound signals and communication.
- Demonstrates good rule application and enforcement.
- As R2 demonstrates the ability of transitioning for net calls.
- Appropriate uniform. Neat and Clean
- Displays Average to Good poise and demeanor.

### **LEVEL THREE**

Officials with five or more years of experience and demonstrate a sound knowledge of rule application, judgement and mechanics.

- Ability to identify and call back row player violations.
- Ability to view and call Illegal alignment formations
- Ability to assist partner quickly & efficiently in areas of help and coach explanations.
- Ability to manage team bench behavior.
- Demonstrates sound match control.
- Demonstrates very good judgment and consistency in ball handling.
- Demonstrates very good rule application and enforcement.
- Displays very good poise and demeanor

## **WHAT COACHES WOULD LIKE OFFICIALS TO KNOW:**

1. Act in a professional manner, treating coaches and athletes with respect.
2. Thorough knowledge of rules and application of the same.
3. Consistency in ball handling violations.
4. Understand game situational concepts.
5. Keep the match moving in good rhythm.
6. Demonstrate a positive attitude toward athletes, not one of supreme authority.
7. Refrain from judging a coach, school or player.
8. Don't cover up a mistake. If an error occurs admit to it.
9. To be approachable.