



OFFICIALS HANDBOOK

2007 - 2008



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Intermountain Volleyball Association Policies & Procedures For USAV Officials

Requirements for Officials - Yearly

The following documents are to be completed and submitted, along with the appropriate fees to:

Intermountain Volleyball Region Office
2595A West Custer Road
Salt Lake City, UT 84104

- USAV Membership Form
- Consent to Conduct Background Screening
- Fair Credit Reporting Rights form
- Independent Contractor Form
- Code of Ethics Agreement

USAV Rules Clinic

Each official is required to attend, yearly, an Official's USAV Rules Clinic conducted by the IVA Region Office and complete the appropriate test. The test must be corrected to achieve 100%

Ratings & Training

The rating and training of each official is done by the Intermountain Volleyball Community Program (IVCP) Volleyball Officials Academy. Each official must attend an IVCP Volleyball Academy to become trained and rated (at a designated rating tournament). The official's

rating is good for a three (3) year period of time. Every three years, the rated official must attend an IVCP Volleyball Officials Academy for further training and/or re-rating or upgraded rating. If officials do not attend the IVCP Volleyball Officials Academy to become rated, they will be considered grassroots officials and will receive the lowest compensation rate per match.

Advancement Procedure

Junior National or National Referee/Scorekeeper

Any official who successfully completes three years of officiating at the regional referee level may contact the IVA Region Office to apply as a candidate to be a Junior National or National referee/scorekeeper candidate from the IVA Region. The official must submit an application to the IVA Region Office preferably no later than February 1 of the season desiring certification.

The candidate will then be evaluated and ranked based on previous year evaluations and IVA officials board recommendation. The Region Officials Chair will rank the candidates being considered should USA Volleyball have limited space available.

Extended Insurance Coverage

The USA Volleyball Insurance program provides protection to USA Volleyball certified officials while officiating approved or sanctioned events as part of the regional annual membership fee.

USA Volleyball certified officials can protect themselves against claims of negligence by players or spectators and from personal injury resulting from an accident while officiating non-sanctioned USA Volleyball activities for an additional charge.

USA Volleyball certified officials subscribing to this extension of insurance coverage can now have excellent insurance coverage for any volleyball officiating activity in which they are now involved. Please keep in mind that coverage is afforded for volleyball officiating only and would not extend to basketball, soccer or any other sport.

Good Standing Requirements

USAV Officials in good standing must:

- have received favorable coaches evaluations
- have a current USAV membership
- pass a current Background Check
- agree to and sign the Officials Ethics Agreement and Participation Agreement
- be current in payment of all associated IVA officials fees
- attend a current USAV Officials Rules Clinic
- actively officiate in at least 50% of IVA events during the current IVA season (*Current season would be interpreted as those matches/events the official has called to reach 50% at the time of the official wanting to call at an event where the IVA official needs to be in good standing*)
- exemplify the volleyball officials code of ethics and professional conduct (Sanctions unresolved "due process" issues and repeated conduct violations may revoke "good standing" status)
- complete responsibilities and all event paperwork accurately and submit the same to the IVA Region Office, as required.
- Pay in full any fines within 30 days of the date issued.
- Adhere to the "IVA Volleyball Officials Code of Ethics and Professional Conduct."

Note: Failure to abide by agreed upon commitments may result in the loss of "good standing" status with the IVA Region and may be reported to the appropriate national committees.

Policies

Officials are independent contractors with the IVA. It is expected that each official will be professional in their duties when working for the IVA. The following policies must be adhered to by all IVA officials.

Accepting Assignments

Each official, when registering for the new season, is expected to provide all closed dates at www.thearbiter.net

Closed dates are dates the official will not be available to work. Except in extreme circumstances, the IVA Region Office will notify the official up to two weeks prior, no later than one week prior to the date of the event the official will be working.

If the official is not able to work the event they must notify the region within **48 hours** of receiving the contract that they **will or will not** accept the contract.

If an official accepts the contract and then later backs out of the assignment, the official may be fined and may not be assigned to the next tournament.

If an official does this twice in any season they will no longer be assigned to officiate.

Individual contracts are to be read carefully, signed and submitted to the IVA Region Office before assignments will be made.

If the official fails to report for an assignment they will be dropped from the assignment list for the season.

The IVA Region understands that there may be reasons for not accepting matches. However, the official must plan ahead and accept assignments. If the official must drop an assignment for an emergency the IVA Region Office must be notified immediately.

Policies

When officiating for the IVA Region all rules set forth by the USAV and the IVA must be enforced by the official.

Participant Rules & Violation Policy

The official is expected to file an incident report on any individual, team, player, or spectator that violates the established rules. This incident report should be signed by the site coordinator or witness at the time of the incident.

Major violations such as fighting, ejection, harassment, or assault should be reported to the IVA Region Office within 24 hours of occurrence.

Minor violations such as food/drink, cards, rosters, and fines can be submitted with the site coordinator's report.

The official is required to check each team's roster and player cards at the start of pool play.

The official must enforce the no food or drink rule in all gyms in a timely manner. Failure to do so will result in the official being fined compensation for one match.

Officials must complete the official IVA pay voucher and have it

signed by the site supervisor prior to leaving the facility.
Failure to do so will result in no pay for the day!

Officials Tournament Responsibilities

The official should arrive no later than 45 minutes prior to the beginning of their first scheduled match on the date of their assignment. This will allow time to perform pre-match duties. An official who is late for an assignment will be fined compensation for one match.

Pre-Match Duties

The following pre match duties should be performed before the start of any match:

- Establish ground rules
- Inspect equipment, facilities and court
- meet coaches and team captains
- check player cards and rosters
- Establish warm up protocol
- Supervise warm up and make sure teams warm up on their half of the court
- Review work team instructions with the team assigned to the match. Be specific regarding individual responsibilities for R2, scorekeeper and line judge
- Remind the R1 to instruct, protect and remove incompetent personnel. Help the kids become better officials by expecting them to do their jobs right.
- Do not allow the R2 to rest on the pole or line judges to sit down
- If coaches, players or spectators harass the officiating crew, sanction them with cards immediately.

- Give the R2 specific information on how to assist R1. Make sure they are always working on the blockers side of the ball.
- If someone from the work team is not doing their job, require the coach to sit at the table or replace the offending individual.
- Coaches must be the R2 in the 12 & under division.
- In the 14 & Under division coaches must be present at the table.
- At the 16 & Under divisions, if a player is incompetent, the coach must assume the player's assignment.

Officials Equipment & Dress

Officials will dress professionally when working for the IVA.

The official uniform is:

- Shoes: All white shoes
- Pants: navy blue slacks, these slacks should look neat, pressed, hold a crease, should not have faded washed look
- Shirt: white polo shirt with a "Volleyball Official" embroidered on the sleeve.
- required to bring the following when reporting to work:
 - ✓ Coin
 - ✓ Red/yellow cards
 - ✓ Ball gauge
 - ✓ Ball pump
 - ✓ Net chain
 - ✓ Watch with stopwatch ability
 - ✓ Whistle/lanyard
 - ✓ USAV Rule Book
 - ✓ IVA Junior Olympic Membership Handbook

Match Compensation & Travel Fees

Level	Rating	PAY RATE		
		2/3 match	3 games	1 game
USAV National/Jr. National	1, 2	\$20	\$23	\$10
Regional	1, 2, 3+	\$17	\$19	\$8
Provisional	3, 4, 5	\$13	\$15	\$7
Unrated		\$8	\$11	\$4

Site Directors for Club Division will be paid the following:

Friday - \$80 Saturday - \$125

Site Directors will be required to attend a site director training conducted by IVA Staff.

Region Championship Match Compensation:

R1 and R2: \$20.00 for IVCP Academy rated/trained officials for both the semi and championship matches.

Line judges: \$15.00 for the championship match only if they are IVCP Academy rated/trained officials.

Officials without an IVCP rating will not be assigned these matches.

There will be asterisks by the matches in the bracket that are considered as semi-final and championship.

Travel Fee : 100+ Miles \$40.00 one way.

USAV Rating Advancement

An official who is a provisional (rated 4 or 5) must have 3 years experience before they are able to be re-rated and be considered a regional official.

Before an official can apply and be considered for a Junior National rating, they must have been a regional official for three years. Exceptions can be if a USAV official has an IVCP rating of 2 or higher, they could be recommended for a Junior National Rating experience.

Selection of Officials Gold Medal Championships In Each Age Group

Criteria:

The Intermountain Volleyball Association (IVA) tournament director must approve the names of officials who have handed in the score sheets correctly.

The IVA official assignor must approve the names of officials who have been dependable, accepted/declined assignments properly, who have worked a minimum of seven tournaments (to include qualifier tournaments).

The official has received favorable coaches evaluations during the present season and must be a current IVCP Academy trained and rated official with a 3 or better (2 or 1) rating.

The IVA official assignor will make the final decisions related to assigning officials for all necessary exceptions.

NOTE: A grid will need to be developed with the officials names listed where these things can be approved and current rating recorded. This Grid will be created and kept in the IVA office but assessable to the person's needing to verify, approve and record.

Two officials will be selected to work both the semi-final and the championship matches as R1 and R2. The R2 for the semi-final will be the R1 for the championship match.

The site coordinator will use officials throughout the tournament and will make assignments for the semi-final and the

championship matches.

These assignments will consist of: R1, R2 and lines judges (if available) only for the championship match.

The team that was assigned to officiate must supply 2 certified scorekeepers (and lines judges if needed). For the younger teams, an adult must be present.

Code of Ethical and Professional Conduct

IVA has adopted a set of standards for behavior on the part of its members, and those standards are detailed in the Code of Ethical and Professional Conduct. Become familiar with the code and be sure you understand these general principles:

- Officials are free from bias, are impartial and render neutral decisions.
- Officials avoid a conflict of interest or situations that may create the perception that there is a conflict of interest.
- Officials treat other officials with dignity and respect.
- Officials always seek self-improvement.
- Officials do not condone or participate in activities that unfairly limit access to participants based on age, gender, race, national origin, religion, sexual orientation, disability, language, and socioeconomic status.
- Officials do not fraternize with coaches, players, spectators, event administrators, or other participants.
- Officials do not exploit or misuse their power for personal gain, to give unfair advantage to certain individuals, or harm other officials' careers and opportunities.
- Officials do not engage in sexual harassment.

- Officials do not use illegal substances of any kind.
- Officials do not engage in physical, verbal, or emotional harassment, or abusive words or actions.
- Officials represent themselves and the IVA in a responsible and professional manner at all times be it actions, mechanics, conversations, and/or responsibilities.

USAV Guidelines – Officials Ethical & Professional Conduct

The primary role as a referee or scorekeeper is to assure equal opportunity and fair play for all participants. The official serves as an arbitrator who controls the tone of the match by demonstrating an impartial attitude and creating a positive environment for competition. Officials must strive to provide judgments that are within the spirit and intent of the rules, maintains the quality of the competitive experience, and protects the health and welfare of each participant within the authority of the rules that govern play. An official's decisions are free from bias and are based on a thorough knowledge of the rules and officiating techniques of volleyball.

PRINCIPLE I - COMPETENCE

It is the official's responsibility to have a complete understanding of the rules, strategy, skills, and mechanics of the sport. This knowledge gives officials the foundation to operate within a flexible range of standards appropriate to the available playing facilities and to the age and skill level of the athletes. It is imperative that officials remain current and meet the qualifications and standards pertinent to my rating by fulfilling the requirements of the IVA region and USA Volleyball (USA Volleyball Official Guide Book, Section 6). Officials must constantly strive for improvement by attending clinics and

accepting constructive criticism from observers, assigners, coaches, and colleagues.

1.1 Rule and Technique Clinic Attendance

There is never an excuse for not knowing the most current rule changes, interpretations, and officiating techniques. Such information can be obtained at yearly IVA official rule clinics. It is the officials' responsibility to attend the nearest clinic and locate resources that provide the knowledge they need to perform their duties.

1.2 Rating/Training

The rating and training of each official is done by the IVCP Volleyball Officials Academy. Each official must attend an IVCP Academy to become trained and rated (at a designated rating tournament). The official's rating is good for a three year period of time. Every 3 years, the rated official must attend the Academy for further training and/or rating or updated rating. If officials do not attend the IVCP VB Officials Academy and become rated, they will be considered grassroots officials only and will receive the lowest rate of pay per match.

1.3 Punctuality

Officials are punctual for their assignments and insist on that conduct from all participants. Officials comply with the pre-match time requirements established by the host. If no pre-match time standards exist, officials need to be in uniform and courtside at least 45 minutes prior to the start of the match in order to inspect facilities, conduct a captains meeting, oversee warm-up procedures, and brief the officiating crew.

1.4 Uniforms and Equipment

Officials will wear the proper uniform. The uniform will be clean and pressed with no signs of excessive wear. Wearing the proper uniform shows pride in officiating and contributes to the professional image of all officials. Obtaining the necessary equipment (whistle, stopwatch, sanction cards, etc.) and all components of the uniform, as required by the IVA Region, is the financial responsibility of the official.

PRINCIPLE 2 - INTEGRITY

Officials seek to promote integrity in their profession. Officials are honest, fair, and respect of others. In describing or reporting their qualifications, services, or fees, they do not make statements that are false, misleading, or deceptive. Officials strive to be aware of their own belief system, values, needs, and limitations and the effects of these on their work. They uphold professional standards of conduct and accept responsibility for their behavior. Officials are concerned about the ethical and professional conduct of their colleagues. When appropriate, they consult with colleagues in order to prevent or avoid unethical conduct. Officials voluntarily observe a high level of professional conduct not because they fear penalties, but because they possess moral character.

2.1 Impartiality

Officials are free of obligations to any interest other than the impartial and fair judging of competition. Decisions that are influenced by personal bias are dishonest and unacceptable.

2.2 Undue Influence

Officials avoid any circumstances that may create or imply undue influence in their duties. If ever confronted with an attempted bribe or made aware of an attempted bribe of any other official, official immediately notify the authorities governing the event in addition to the

person in charge of officials for the event.

2.3 Language

Officials will not use abusive/foul language when they are in the competitive facility, nor will officials use abusive/foul language towards any participant whether or not they are in the competitive facility.

2.4 Gambling

Officials do not gamble on sporting events in which they may have a direct or indirect involvement. Under no circumstances do officials gamble on events involving participants who are under the age of 12.

2.5 Alcohol, Tobacco, and Drugs

The use of illegal drugs is strictly prohibited. Officials do not use drugs immediately prior to or during the performance of their duties. Neither do they tolerate the use of alcohol or drugs by other participants immediately prior to or during the event. Because officials are role models, they refrain from using alcohol or tobacco inappropriately in places where they are likely to encounter former, current, or future participants of events in which they officiate.

2.6 Honoring Commitments

When officials accept assignments or contracts to officiate, they may not cancel those commitments in order to accept other commitments that pay more money or have more prestige. Only honest, legitimate situations or emergencies will be considered valid to cause an official to cancel a commitment. Those reasons are to be fully provided to the contracting entity when a revocation of commitment is requested by an official.

2.7 Representation of Qualifications

Officials will not make false or misleading statements about their qualifications, ratings, credentials, professional affiliations, experience, training, or competence. Statements can be made that are false, deceptive, misleading, or fraudulent either because of what they convey and suggest, or because of what they omit. It is a violation of this Code to conceal any criminal background that may affect the qualifications of officials to work in certain competitive environments. A USAV background check must be completed and passed before assignments can occur.

2.8 Solicitation

Officials inform hiring entities of their availability, interest, and qualifications and provide further information to those entities if requested. Officials do not market, publicize, or promote their services, nor do they solicit or initiate assignments or contracts.

2.9 Contractual Agreements

Where there is an established or existing agreement, officials do not undermine other officiating groups or individuals by initiating an offer of alternatives such as lower fees, paying one's own transportation and expenses, or providing a different set of services. However, if hiring entities initiate requests for such information, officials are free to respond as appropriate.

2.10 Professional Courtesy

Officials have an obligation to treat other officials with professional dignity and courtesy and recognize that it is inappropriate to criticize other officials publicly. During competition, officials never display disgust or disapproval with the decisions of other officials no matter how much they may disagree. When officials are spectators, they

remember that they may be recognized from other events and must refrain from rendering opinions or judgments of the work performed by other officials.

2.11 Financial Obligations

Officials meet financial obligations related to their duties as an official. All dues, fees, and debts owed to officials' professional organizations, sport-related entities, or other officials are to be paid in a timely fashion.

PRINCIPLE 3 - RESPECT FOR INDIVIDUAL DIGNITY

Officials respect the fundamental rights, dignity, and worth of all participants. They are aware of cultural, individual, and role differences, including those due to age, gender, race, national origin, religion, sexual orientation, disability, language, and socioeconomic status. Officials try to eliminate biases on those factors and not allow them to affect their work. They do not knowingly participate in nor condone unfair discriminatory practices.

3.1 Non-Discrimination

Officials do not knowingly participate in actions designed to unfairly limit or restrain access to officiating, officiating assignments, or organizational membership. This includes selection for leadership positions based upon age, gender, race, national origin, religion, sexual orientation, disability, language, and socioeconomic status. Officials do not accept assignments or contracts to work in events that unfairly limit or restrain access to participants based on age, gender, race, national origin, religion, sexual orientation, disability, language, and socioeconomic status.

3.2 Individual Beliefs

Officials recognize that their personal beliefs may differ from the beliefs of other participants based on differences such as age, gender, race, national origin, religion, sexual orientation, disability, language, and socioeconomic status. Officials do not impose their personal beliefs on others.

PRINCIPLE 4

PROFESSIONAL RELATIONSHIPS

Officials seek to contribute to the welfare of those whom they interact on a professional basis. In practicing their profession, officials consider the welfare and rights of athletes, coaches, colleagues, and other participants. When conflicts occur among officials' obligations or concerns, they attempt to resolve these conflicts and perform their roles in a responsible fashion that avoids or minimizes harm. Officials are sensitive to differences in power between themselves and the others, and do not exploit or mislead other people during or after professional relationships.

4.1 Conflict of Interest

Officials recognize that any circumstances leading to a conflict of interest, whether real or apparent, must be avoided. Such circumstances include gifts, favors, special treatment, privileges, employment, or personal relationship with a team, school, club, or individual associated with a team. Officials avoid anything that might compromise the perceived impartiality of officiating.

4.2 Fraternalization

Fraternalization in the competitive environment is unnecessary, is frequently misinterpreted, and brings discredit to the profession.

Therefore, officials do not fraternize with coaches, players, spectators, event administrators, or other participants once an official gets into the protocol of the match. Officials interact with all participants in a cordial, courteous, and professional manner regardless of prior acquaintance.

4.3 Differences In Power

It is important that officials recognize the difference in power they have over others in the competitive environment. They do not let personal feelings affect their use of power by rendering biased judgments and giving unfair advantage to one competitor over another. There are also differences in power when officials can affect other officials by serving in roles such as assignors, raters, trainers, clinicians, supervisors, or officers of officials' associations. Officials in such positions do not exploit or misuse their power for personal gain, to give unfair advantage to certain individuals, or harm another officials' career and opportunities.

4.4 Sexual Conduct

Officials do not engage in sexual harassment, which is defined as sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature. Such behavior constitutes sexual harassment if the actions are: 1) unwelcome, offensive, or create a hostile environment; or 2) sufficiently severe or intense to be abusive to a reasonable person in the context. Sexual harassment can consist of a single intense or severe act or of multiple persistent or pervasive acts. Officials report all suspected cases of sexual harassment, abuse or assault to law enforcement as required by law.

4.5 Forms of Abuse

Officials do not engage in physical, verbal, or emotional harassment, abusive, inappropriate words or actions, or exploitive coercion. They do not engage in behavior that is harassing, abusive, inappropriate, or demeaning towards participants in the competitive environment based on factors such as the participants' age, gender, race, national origin, religion, sexual orientation, disability, language, and socioeconomic status. In the course of performing their duties, officials respond affirmatively to reports of harassment or abuse and initiate appropriate intervention on behalf of the participant who is the target of harassment or abuse.

4.6 Dual Relationships

Officials avoid dual relationships that can impair professional judgment, compromise the integrity of the profession, create the perception of officiating bias, or result in an unfair advantage for one competitor over another. They do not accept assignments or contracts when they have had prior association with one or more competitors or with the competitors sponsoring entities. Officials do not knowingly accept assignments or contracts when they know that one or more participants could potentially evoke biased judgments or the perception of biased judgments because of a current or past relationship (for example, a family member, sexual partner, person who is dating the official, or someone who is commonly known as a personal friend of the official.)

PRINCIPLE 5

CONFIDENTIALITY

Officials respect the integrity and protect the welfare of all participants. They safeguard information about participants that has been obtained in the performance of their officiating duties. Such information includes

performance reviews, statistics, and any personal confidences. When publicly referring to past officiating experiences that are not flattering or complimentary, officials thoroughly disguise the identity of participants. The only exception to maintaining confidentiality is to intervene on behalf of a participant when there are legal issues involved or there is evidence of physical or psychological harm.

5.1 Furnishing Information

While serving in an officiating capacity, officials do not furnish information to clubs, teams, or individual participants pertaining to any other club, team, or individual participant. In addition, officials do not serve in an advisory capacity to any entity to evaluate the abilities of prospective athletes who might ultimately play in an entity for which the advisory officials perform their duties. Officials do not advise or furnish information to professional teams as to their evaluation of the specific abilities of any athlete.

5.2 Interaction with the Media

Officials do not give interviews to the news media, television, or radio regarding the performance of their officiating duties. They do not publicly express their personal opinions, evaluations, or observations regarding competition that they have officiated.

PRINCIPLE 6

RESOLVING ETHICAL AND PROFESSIONAL ISSUES

This IVA Officials Code of Ethical, and Professional Conduct are administered under the authority of the IVA / USAV. Violation of this Code subjects officials to the IVA due process procedure established by the IVA Board of Trustees and its regional officiating committee.

These processes are provided in the event of disciplinary action against a member for violation of this Code, or the IVA / USAV Code of Conduct.

6.1 Knowledge of the Code

It is the obligation of officials to be knowledgeable about this Code, other applicable ethics codes, and their application to the IVA/USAV. Lack of awareness or misunderstanding of an ethical or professional standard is not in itself a defense to a charge of unethical or unprofessional conduct. When officials are uncertain whether a particular situation or course of action would violate this Code, they consult with those who are knowledgeable about such issues in order to choose a proper response. The IVA officials' chair shall make all judgments on such matters that may arise from time to time.

6.2 Ethical Conflicts

If the demands of an organization with which officials are affiliated conflict with this Code, officials clarify the nature of the conflict and make known their commitment to the Code. To the extent that is feasible, officials seek to resolve the conflict in a way that permits the fullest adherence to this Code.

6.3 Informal Resolution of Code Violations

When officials believe that there may have been violations of this Code by another official, they attempt to resolve the issue by bringing it to the attention of that individual if an informal resolution appears to be appropriate. Informal resolutions must not interfere with the rights of any other individuals who may have been involved.

6.4 Reporting Code Violations

Officials can take further action if an apparent violation of this Code is not appropriate for informal resolution as described in Standard 6.3, or if an attempt at informal resolution does not resolve the situation properly. Further action might include referral to the Officials Region Chair, Regional Commissioner, or the IVA Ethics and Eligibility chair. Officials must cooperate in investigations, proceedings, and resulting requirements regarding unethical or unprofessional conduct. Failure to cooperate is itself a violation of this Code. Reporting violations of this Code must not interfere with the rights of any other individuals who may have been involved (see IVA due process procedure). All adult members of the IVA / USAV are required to a background check every two years. Failure to comply will result in a denied membership.

Upon confirmation of the existence of a criminal record which violates the standards established in the Code of Ethical and Professional Conduct, the IVA Ethics Committee will suspend the membership of the official with the criminal record and allow the official a period of time in which to provide the background screening company with any reasons why all membership privileges in the organization should not be terminated.

6.5 Improper Complaints

Officials do not file or encourage the filing of complaints that are frivolous and are intended to harm the respondent rather than to promote ethical and professional conduct.

PRINCIPLE 7

PROCESS RELATING TO CODE VIOLATIONS

Officials acknowledge that this Code is administered under the

authority of the IVA / USAV Officials Chair and Committee. Officials acknowledge that a violation of this Code subjects them to the processes required in the event of disciplinary action by the IVA / USAV. IVA Officials and the Chair Committee acknowledge that all violations of this Code will be reviewed for possible disciplinary action.

Procedures

7.1 Ethics Committees

To address complaints filed in regard to violations of this Code, the IVA Region Officials Chair will make the first ruling. For complete process see IVA Due Process Procedure.

7.2 Filing Complaints

Complaints regarding violations of this Code must be filed in writing. Complaints may be filed from any source, and should contain as much information as possible to allow the Officials Chair to effectively investigate, including, if known, the official or member being charged with a violation ("the Respondent"), the date(s) and place(s) of the violation, the violation alleged, and any witness to the violation. The complaint is filed with the officials Chair, who shall immediately comply with IVA due process, officials Chair to the IVA Regional Commissioner and respondent.

7.3 Disciplinary Actions

If the Official Chair finds that the respondent was not in violation of this Code, no disciplinary action is taken.

If it is found that the respondent is in violation of this Code, the Official Chair will make a ruling within ten days, with actions such as, but not

limited to:

- Sending a letter of reprimand
- Issuing a fine
- Suspending the membership of the respondent for a specified period of time.
- Upon request, advising officiating supervisors, advisors, and/or other organizations that the respondent has been found in violation of this Code.
- Expelling the respondent from the local board.
- Any other disciplinary action that is considered appropriate by the IVA / USAV Officials Committee

The Chair of the Ethics Committee will provide a written report as to the decision of the committee and action, if any, to the Respondent, the Complainant, and the Professional Association of Volleyball Officials Executive Director. The Executive Director shall maintain all such reports in a confidential file for the benefit of only the National Ethics Committee, and no one else. Unless unusual circumstances are involved, the entire process should be completed within sixty days from the date the complaint is first received.

7.5 Appeal Process

See Due Process Procedure IVA Region Handbook Process Relating to Violation of Code

Intermountain Volleyball Association

Region Office

2595A West Custer Road, Salt Lake City, UT 84104

IVA Region Sexual Harassment Policy

The Intermountain Volleyball Association is committed to providing an athletic environment free from sexual harassment and/or unwanted sexual attention.

Harassment can occur between any combinations of individuals: coaches, players, officials, parents, spectators or organizers.

Sexual harassment may involve, but is not limited to:

- Suggestive comments about physical appearance
- Use or display of inappropriate printed materials
- Sexual teasing and/or jokes with sexual themes
- Unwanted physical contact
- Promises or rewards in return for sexual favors
- Sexual assault

The IVA Region members may not engage in sexual harassment; make unwelcome or unwanted sexual advances or requests for sexual favors; or engage in verbal or physical conduct of a sexual nature such as jokes, gestures, pictures, posters or writings. Touching or other physical conduct may constitute sexual harassment when:

- Submission to or rejection of such conduct is used as the basis for participation or team selection affecting the individual
- Such conduct has the purpose or effect of unreasonably interfering with a person's opportunity to participate in volleyball events or results in creating a hostile, intimidating or offensive environment.

Members encountering behavior perceived as harassment may seek to resolve the matter in direct conversation with the person who has engaged in this behavior or report the allegation in writing to the Intermountain Region Office. In the case of Junior members, it should be taken directly to the Club Director. If this approach is thought not to be effective or if such approach has been taken and failed, a written report should be filed with the Intermountain Region.

The procedures outlined in the IVA Region Due Process Procedure Policy will be used to investigate any sexual harassment complaint and to invoke any sanction or remedy. A report of sexual harassment will remain confidential

unless investigation of the report of harassment, eliminating or remedying any sexual harassment found to have occurred, or preventing future harassment requires dissemination of information.

Intermountain Volleyball Association may restrict from sanctioned events any member alleged to have committed sexual harassment, pending an investigation of the sexual harassment report.

Any member who engages in sexual harassment, who fails to cooperate in an investigation of sexual harassment charges, or who violates or acts in a manner inconsistent with this policy, may be immediately dismissed as a member of the Intermountain Volleyball Association.

Disciplinary Actions & Due Process Procedures

It is the responsibility of the IVA Regional Volleyball Association Board of Trustees to administer volleyball within the IVA Region. On occasion, Region members may violate or be accused of violating Region rules, or the USAV Code of Conduct for players or coaches, or other rules of USAV. Such alleged violations may require action by the Region. These due process rules are hereby established to protect the due process rights of any accused member of the Region, the safety of Region members, and the integrity of the Region.

All Matters

Some actions or alleged actions by individuals or teams result in automatic sanctions in accordance with the IVA Handbook (e.g., failure to have certified coaches by specified dates, tournament deadlines, failure to fulfill work (officiating) obligations, use of alcohol or controlled substances at any USAV sanctioned functions). The IVA staff may issue an automatic sanction.

If an automatic sanction is not provided in the IVA Handbook, the IVA staff, after gathering relevant facts and considering the evidence related to the alleged wrongdoing, has the authority to administer an appropriate sanction as soon as reasonably possible after receiving the matter. All sanctions will be issued in writing. Note that as in the past, all sanctions shall remain in effect during the appeal process unless the accused member receives from the Region written confirmation to the contrary.

First Level of Appeal

If the person accused of wrongdoing (the "Claimant") disputes the decision of the IVA Staff or Officer of the Board, the first level of appeal shall be to the IVA Commissioner or Acting Commissioner. The Claimant shall have ten (10) business days from the date the sanction is issued to appeal in writing to the IVA Commissioner or Acting Commissioner. The appeal must be received by the IVA Region Office no later than 5:00 p.m. on the tenth business day following issuance of the previous decision. The postmark date is not relevant and the mailbox rule does not apply to this situation. It is the duty of the Claimant to make sure that the appeal is received by the IVA Region Office by the tenth business day following a decision. If it is not received by 5:00 p.m. on the date due, it will be deemed untimely and will not be considered by the IVA Region Office. Email is not an acceptable form of written appeal.

All appeals must be made in writing, may not be made anonymously and must be mailed or hand delivered to:

Intermountain Volleyball Association Region Office
ATTN: Appeals
2595A West Custer Road
Salt Lake City, UT 84104

The IVA Region Commissioner or Acting Commissioner shall issue a written decision to the Claimant within ten (10) business days after receipt of the appeal. Decisions may be sent to the Claimant via regular mail, email, or both.

Second Level of Appeal

If the Claimant disputes the decision of the IVA Region Commissioner or Acting Commissioner, the second level of appeal shall be to the IVA Ethics & Eligibility Committee. The Claimant shall have ten (10) business days from the date the IVA Region Commissioner or Acting Commissioner's written decision is issued to appeal in writing to the IVA Ethics & Eligibility Committee. The appeal must be received by the IVA Region Office no later than 5:00 p.m. on the tenth business day following issuance of the previous decision. The postmark date is not relevant and the mailbox rule does not apply to this situation. It is the duty of the Claimant to make sure that the appeal is received by the IVA Region Office by the tenth business day following a decision. If it is not received by 5:00 p.m. on the date due, it will be deemed untimely and will not be considered by the IVA Region Office. Email is not an acceptable form of written appeal.

All appeals must be made in writing, may not be made anonymously and must be mailed or hand delivered to:

Intermountain Volleyball Association Region Office
ATTN: Appeals
2595A West Custer Road
Salt Lake City, UT 84104

The IVA Region Ethics & Eligibility Committee shall convene a three-person Panel and issue a written decision within ten (10) business days of receipt of the appeal. The decision of the IVA Region Ethics & Eligibility Committee must be unanimous. The Panel will review the IVA Region Commissioner's decision for appropriateness and reasonableness.

Third Level of Appeal

If the Claimant disputes the decision of the IVA Ethics & Eligibility Committee, the third level of appeal shall be to the IVA Board of Trustees. The Claimant shall have ten (10) business days from the date the IVA Ethics & Eligibility Committee's written decision is issued to appeal in writing to the IVA Board of Trustees.

The appeal must be received by the IVA Region Office no later than 5:00 p.m. on the tenth business day following issuance of the previous decision. The postmark date is not relevant and the mailbox rule does not apply to this situation. It is the duty of the Claimant to make sure that the appeal is received by the IVA Region Office by the tenth business day following the decision. If it is not received by 5:00 p.m. on the date due, it will be deemed untimely and will not be considered by the IVA Region Office. Email is not an acceptable form of written appeal.

All appeals must be made in writing, may not be made anonymously and must be mailed or hand delivered to:

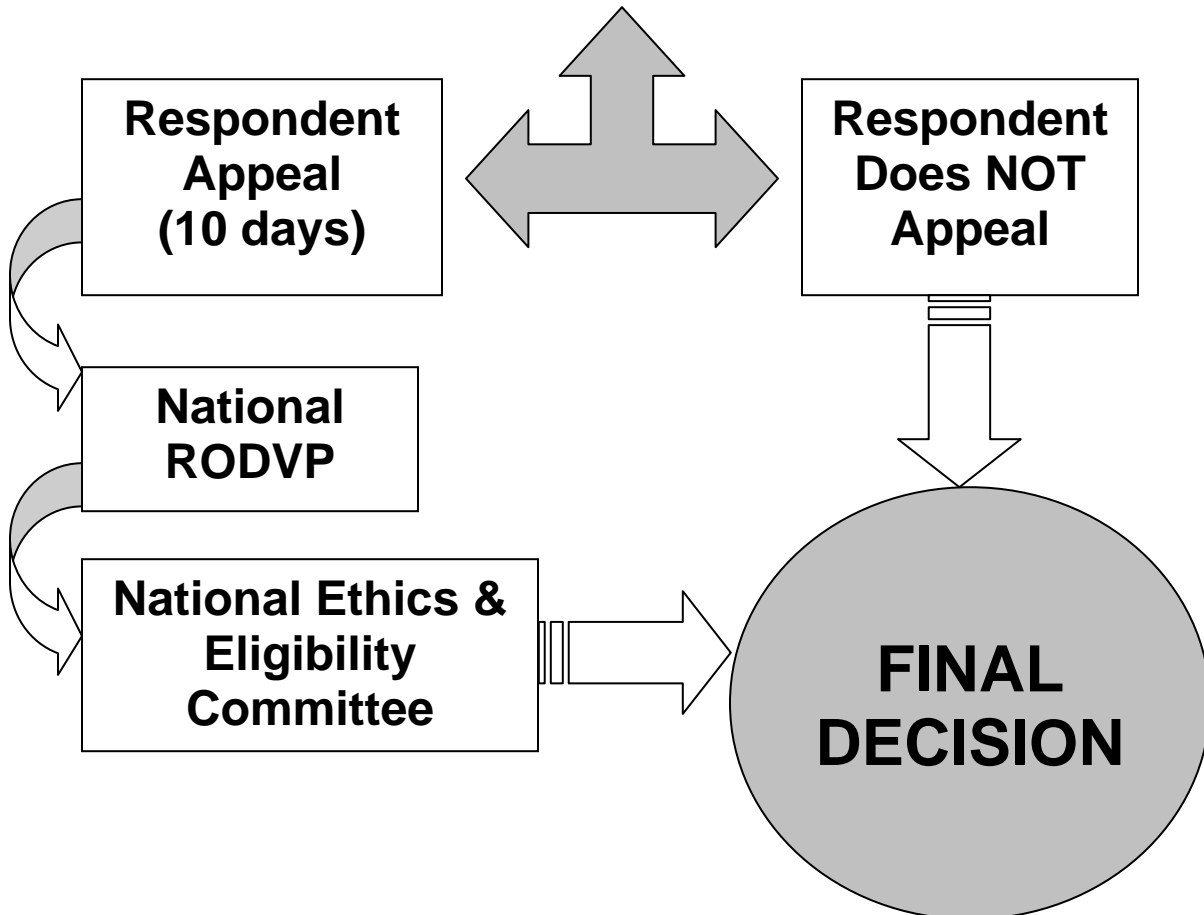
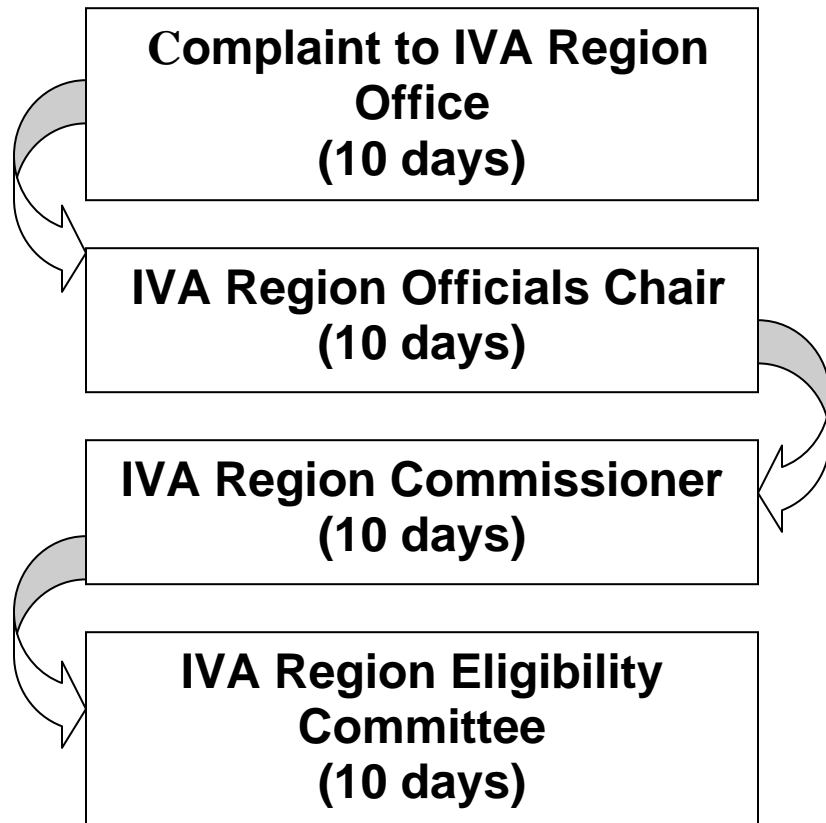
Intermountain Volleyball Association Region Office
ATTN: Appeals
2595A West Custer Road
Salt Lake City, UT 84104

The IVA Board of Trustees shall offer the Claimant the opportunity for a hearing before the Board. The IVA Board of Trustees meets as necessary and will consider the appeal at its next meeting. The IVA Board of Trustees will issue a written decision within ten (10) working days of its meeting at which the appeal is considered.

Any reversal by the IVA Region Ethics & Eligibility Committee will receive an automatic review by the IVA Region Board of Trustees. The IVA Region Board of Trustees will consider the matter at its next regularly scheduled Board meeting. If a reversal is issued by the IVA Region Board of Trustees, it shall be issued within ten (10) business days of the meeting of the Board at which the matter is considered.

An appeal that is late at any stage of this process prohibits the Claimant from making further appeals to the IVA.

These revised Due Process Procedures are effective for all incidents occurring on or after August 22, 2007



1. Complaint to IVA Region Office - 10 DAYS (from any source against any member)
The complaint must be presented in writing listing the official's name, the date or dates of the incident, witness (if any), alleged victims (if any), and other information to allow ethics committee to fully investigate. IVA Region Office will conduct an investigation and submit its findings to the Officials Chair.

2. Region Officials Chair - 10 DAYS

The Region Officials Chair will determine if a meeting is required and will obtain further documentation if needed. The Region Officials Chair will make a ruling.

3. IVA Region Commissioner - 10 DAYS

The IVA Region Commissioner will review the ruling of the Region Officials Chair and make a ruling.

4. IVA Region Eligibility Committee - 10 DAYS

The IVA Region Eligibility Committee will review the IVA Region Commissioner ruling and reach a consensus decision. The Committee will issue a report to the member/respondent, IVA Region Commissioner, Region Officials Chair, and the IVA Region Office regarding any required action, up to and including discipline and/or dismissal.

5A. Member/Respondent Submits an Appeal - 10 DAYS

The member/respondent may appeal the decision of the IVA Region Eligibility Committee to the IVA Region Board of Trustees. The appeal must be made within ten days.

5B. Member/Respondent Elects Not to Appeal

When the member/respondent elects not to appeal the decision of the IVA Region Eligibility Committee, the decision of the Committee becomes final.

6. National RODVP Review

The National RODVP follows the same procedure as the IVA Region Eligibility Committee. The National RODVP rules on the IVA Region Due Process **ONLY**.

7. National Ethics & Eligibility Committee

The National Ethics & Eligibility Committee reviews IVA Region De Process **ONLY** and generates a Final Decision. The decision will be final and reported to all parties.

APPENDICES

ACADEMY BROCHURE
ACADEMY GRID
IVA/USAV MEMBERSHIP FORM
BACKGROUND WAIVER AND RELEASE FORM
FAIR CREDIT REPORTING RIGHTS FORM
CODE OF ETHICS AGREEMENT
INDEPENDENT CONTRACTOR AGREEMENT

WEBSITE REFERENCES:

IVA – www.imvolleyball.org
USA Volleyball – www.usavolleyball.org
PAVO – www.pavo.org

CODE OF ETHICAL AND PROFESSIONAL CONDUCT

I, the undersigned, acknowledge that this Ethics Code is administered under the authority of USA Volleyball and/or other responsible organizations and that a violation of this Code subjects me to the processes of USA Volleyball and/or other such organizations required to be provided in the event of disciplinary action.

Dated this ____ day of _____, 200_.

By: _____

Intermountain Volleyball Association
Region Office
2595A West Custer Road, Salt Lake City, UT 84104

ACKNOWLEDEMENT

The Code of Ethical and Professional Conduct is the result of the work of many people. The approach, structure and contents of this Code were inspired by the Coaching Ethics Code of the United States Olympic Committee. Ideas for other parts of this code were drawn from:

Coaches Code of Ethics and Conduct – American Volleyball Coaches Assn.

Coaches Code of Ethics and Conduct – USA Volleyball.

Code of Ethics for Officials – Big Ten Conference.

Big Ten Conference Officiating Manual – Big Ten Conference

Professional Association of Volleyball Officials

INTERMOUNTAIN VOLLEYBALL ASSOCIATION

Official's Agreement

Intermountain Region 2008 Tournament Season

This service Agreement, hereinafter referred to as "Agreement," is effective as of (month)_____ (date)_____ (year)_____, by and between the Intermountain Volleyball Association/ USA Volleyball Region, d.b.a. IVA, of 2595A West Custer Road Salt Lake City, UT 84104,

and _____

(Please print your full name as it appears on your social security card.)

IT IS HEREBY AGREED between Intermountain Volleyball Association/USA Volleyball Region hereinafter referred to as IVA, and the above named INDEPENDENT CONTRACTOR, hereinafter referred to as Official, that the parties agree to enter into this agreement pursuant to the following terms and conditions:

- 1. DESCRIPTION OF SERVICES:** Beginning on the first date of assignment, the Official will provide services as a Referee, Scorekeeper, and/or Line Judge during the IVA Season of 2007.
- 2. REQUIREMENTS:** For an official to be considered in good standing with the IVA region and USA Volleyball the official must abide by the following: The Official must attend an official's USAV Rules clinic that is scheduled in conjunction with the season. The Official will wear a uniform that is designated by the USAV Officials' Division or by tournament management. The Official furnishes any uniform or equipment (such as whistles or sanction cards). The Official must work at least 40% of the junior region tournaments. The Official must be

available and accept assignments for regional tournaments. Official must be available and accept all assignments given for the West Coast Championships. The official must assist with clinics, camps and training at least twice yearly.

3. COMPENSATION AND PAYMENT FOR SERVICES:

In return for services rendered and consistent with corporate policy, the Official will receive per match:

Level	Rating	PAY RATE		
		2/3 match	3 games	1 game
USAV National/Jr. National	1, 2	\$20	\$23	\$10
Regional	1, 2, 3+	\$17	\$19	\$8
Provisional	3, 4, 5	\$13	\$15	\$7
Unrated		\$8	\$11	\$4

Site Directors for Club Division will be paid the following:

Friday - \$80 Saturday - \$125

Site Directors will be required to attend a site director training conducted by IVA Staff.

Payment for services rendered shall be payable monthly upon satisfactory completion of assignment and reconciliation of appropriate records submitted to the IVA Tournament Department.

Transportation, housing, meals, and any other expenses associated with attendance at the event are the sole responsibility of the Official. When driving over 100 miles one way the official will be paid \$40.00 to help offset fuel costs.

4. CONFLICT OF DUTY:

If the Official is not able to fulfill the work assignment for the committed date, the Official will notify the IVA Officials Arbiter a minimum of three days (72 hours) prior to the event. During the event, the Official will notify the IVA Officials Administrating Assigning Committee at least twenty-four (24) hours in advance of any conflicts (such as playing,

coaching, or staff commitments) that may interfere with the Official's availability to render services

5. TERM/ TERMINATION:

This Agreement shall terminate automatically on the Official's last assigned date for the season and cannot exceed conclusion of the 2008 season. If, at any time during the effective period of this Agreement, the Official fails to abide by the terms and conditions set forth and agreed to herein, said failure shall give IVA, in its sole discretion, cause to terminate this Agreement immediately.

6. LIABILITY:

The Official agrees to hold harmless and indemnify IVA, its officers, directors, employees, and affiliations from any and all liability for injuries, proximately caused to any person or property solely due to negligent or intentional act or omissions of the Official arising from the Official's assignment to act as Referee, Scorekeeper, and/or Line Judge, during at a tournament throughout the 2008 season. The Official agrees to hold harmless and indemnify IVA, its officers, directors, employees, and affiliations from any and all injuries or damages suffered by the Official unless said injury or damages is caused solely by the willful misconduct or gross negligence of IVA and it's officers, directors, employees, or any affiliated institutions.

7. BACKGROUND INFORMATION:

Official agrees and acknowledges that Official has not been convicted of the following: A sex-related crime involving force or minors, a crime involving violence or the threat of violence, a crime involving drugs or alcoholic beverages, or any other conviction other than a minor traffic violation. Official agrees to a background check every two year

8. RELATIONSHIP OF PARTIES:

The parties understand that the Official is an independent contractor with respect to IVA and not an employee of IVA. IVA will not provide fringe benefits, including worker compensation, health insurance benefits, paid vacation, or any other employee benefit for use by the Official. Furthermore, the Official understands and is aware the IVA will not deduct or withhold any taxes, FICA, or other deductions.

9. SUSPENDED MEMBERS:

The Official shall use his/her best efforts to not allow, at any time during the current season, any suspended USA Volleyball or suspended IVA member(s), or any individual who has failed an IVA or USA Volleyball background check, to participate in, be involved in, or be affiliated in any way, with the leadership or coaching of a Club. The Official has the obligation to check USAV/IVA membership cards & rosters for all participants. It is the obligation of the Official to not allow participants without cards to be on the playing surface.

10. CONFIDENTIALITY:

The Official will not at any time or in any manner, either directly or indirectly, use for personal benefit, divulge, disclose, or communicate in any manner information that is proprietary to IVA. The Official will protect such information and treat it as strictly confidential. This provision shall continue to be effective after termination of the Agreement. Upon termination of this Agreement, the Official will return all IVA records, notes, documentation, and other items that were used, created, or controlled by the Official

during the term of this Agreement.

11. ENTIRE AGREEMENT:

This Agreement contains the entire agreement between the parties, and there are no other promises or conditions of any other agreement, whether oral or written, unless they are attached specifically to this Agreement as an addendum.

12. SEVERABILITY:

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court of law finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such a provision shall be deemed to be written, construed, and enforced under those limitations.

Print Your Name In The Box **Exactly** As It Appears On Your Social Security Card

Signature: _____

Social Security Number ___ - ___ - _____

Date: _____

Mailing Address _____

_____ ZIP _____

Web Address Reference: www.imvolleyball.org

The following downloadable forms are posted on the IVA website.

From the menu on the left side of the homepage select:

“Officials & Referees”

- IVCP Volleyball Officiating Academy Brochure & Information
- USA Volleyball – Intermountain Region Membership Form
- Background Check Waiver and Release Form
- Fair Credit Reporting Rights Form
- Officials Contract
- Code of Ethics and Professional Conduct
- USAV Casebook
- USAV/NCAA/NFHS Rule Comparison
- 2008 IVA Officials Handbook
- Rule Clinic Outline

“In Good Standing” Policy for National Referees and Scorekeepers

To maintain good standing as a nationally certified official (national referee, national scorekeeper or junior national referee) an official is responsible for meeting the following requirements each year:

1. Maintain regular membership in the IVA Region
2. Submit a copy of your graded exam to the appropriate officials' chairperson
3. Provide service to the IVA Region by completing one of the following every year:
 - ✓ Conduct an IVA Region Clinic
 - ✓ Referee at any of the two regional championships as scheduled by the assigner
 - ✓ Serve as a scorekeeper monitor at any of the two regional championships as scheduled by the scorekeeper chairperson
 - ✓ Submit 8 ratings or regional, provisional or in-process officials
 - ✓ Give-a-day rating officials as scheduled by the appropriate officials' chairperson
 - ✓ Serve as a member of the IVA Region Rating Team

Note: Alternative forms of service which do not appear on this list may be substituted with prior approval of the appropriate officials' chairperson. Failure to complete agreed upon commitments may result in the loss of rating as an official in good standing with the IVA and may be reported to the appropriate national committee.