CEVA OFFICIALS' HANDBOOK

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CEVA CORE VALUES

ACCOUNTABILITY
Our organization will be accountable to our customers, and our staff & Board will be accountable to each other to ensure the organization is moving in a positive and forward-thinking direction. All clubs will be held accountable for compliance with both regional and national policies.

EFFICIENCY
Our organization will strive to become more efficient in all areas of operations and will work diligently to ensure our customers are treated to the most efficient ways of working within our structure.

INCLUSIVITY
Our organization will seek to create a safe and welcoming environment for anybody to participate in our sport. We welcome members from all walks of life and believe that our sport should break down barriers and bring people closer together.

PHILANTHROPY
Our organization will seek new and creative opportunities to give back to the community. The organization will be a driver of positive change and use its platform for the betterment of all.

SAFETY
Our organization will continuously ensure the safety of all participants by demanding strict adherence to USA Volleyball, national, regional, and local guidelines.

TRANSPARENCY
Our organization will conduct business in an open, honest, and accessible manner. We will set clear goals and expectations for ourselves and our constituents.

WELCOME

Welcome to USA Volleyball (USAV) and its affiliated association, the Columbia Empire Volleyball Association (CEVA). This handbook is a guide to USAV and CEVA, and provides specific guidelines, procedures, and requirements for involvement with CEVA.

COLUMBIA EMPIRE VOLLEYBALL ASSOCIATION – "CEVA"

CEVA is comprised primarily of volunteers. The Board of Directors' (BOD) duties include establishing policy, fundraising, fiscal responsibility and responding to the membership. Standing committees are responsible for developing and maintaining policies, procedures, formats, and budgets. Suggestions that improve volleyball in CEVA and assist in meeting the needs of the membership are encouraged.

There are three full-time CEVA employees and two part-time CEVA employees; the Executive Director, Manager - Operations, Senior Director – Region Services, Equipment Manager (part-time), and Coordinator – Region Services (part time). The Executive Director's primary duties include implementing policies established by the Board, acting as the principal representative of CEVA to USA Volleyball, leading short- and long-term efforts as well as managing the day-to-day needs of the organization. The Manager – Operations coordinates all internal operations and event preparation. The Senior Director – Region Services is responsible for acting as the primary contact for membership and communications for CEVA, maintaining CEVA's online presence, and acts as the primary office liaison to the Officials Division.

For additional information regarding CEVA please refer to the website – http://www.cevaregion.org.

MISSION STATEMENT

The mission of Columbia Empire Volleyball Association (CEVA) is to promote, foster, and teach life-long lessons through volleyball in Oregon and SW Washington. CEVA is dedicated to providing quality volleyball opportunities through high caliber programs, member services and community involvement.

DIVERSITY, EQUITY, AND INCLUSION STATEMENT

CEVA values the principles of diversity and inclusion and encourages all our member clubs and participants to do the same. We will promote these values in our organizational culture and programming.

CEVA believes our membership should focus on athletes, coaches, officials and parents' skill sets, work ethic and competitive spirit, not their race, sexual orientation and/or gender identity.

CEVA strives to create an environment that is free from discrimination or exclusion based on race, sexual orientation, gender identity, religious affiliations, or other personal attributes. We also seek to end bullying, cyber-bullying, hazing, harassment, and offensive conduct in all forms. These are actions that are not consummate with our organizational philosophy, nor with the culture we will create in our region.

CEVA will seek to implement policies and programming to help educate our membership about these values, and we will encourage all participants in our programs to display these values both on and off the court.

STATEMENT OF TRANSGENDER EQUITY

CEVA believes everybody should be treated with dignity and respect. CEVA maintains this statement to both facilitate and encourage the participation of transgender, gender non-binary, and intersex individuals in our events.

CEVA prohibits any form of discrimination on the basis of gender identity or gender expression.

Our organization will stand with the many who identify as transgender, gender non-binary, or intersex. While we recognize certain policies must be followed pertaining to competition in our sport, we also fundamentally oppose any regulations that invade on the privacy rights of those who identify as transgender, gender non-binary, or intersex. We also recognize, and appreciate, that gender identity is not a simple matter for many.

Teammates, coaches, and staff should refer to transgender, gender non-binary, and intersex individuals by their preferred name. Additionally, pronoun references should reflect the person's gender or pronoun preferences.

Transgender, gender non-binary, and intersex people make up our families, our friends, our team members, our coaches, our club directors, and so many others who are the fabric of what CEVA is.

Anybody who wants to be part of our events will be welcomed. CEVA recognizes that a diverse and inclusive culture must be at the heart of who and what we are. We, as an organization, will remain at the forefront of this cause.

CONTACT INFORMATION

Contact information for CEVA is as follows:

Office Address:	4915 SW Griffith Drive, Suite 101 - Beaverton OR 97005
Office Phone:	(503) 644-7468
Urgent Line:	(503) 894-6455
Website:	www.cevaregion.org
Adult Volleyball	www.bridgevolleyballcrew.org
Email:	region@cevaregion.org

PRESEASON OFFICIALS' MEETING & ON-COURT TRAINING

Each year CEVA hosts a preseason meeting for all officials. This is a mandatory meeting and prerequisite for assignments during the CEVA Season. CEVA may also conduct clinics and on-court training during the season as necessary.

First-year and new officials must attend an on-court training session prior to being assigned. These training sessions take place at regular CEVA tournaments. At this training session, officials will learn about facilitation of a tournament, have their officiating skills assessed, and learn CEVA tournament protocols. Training sessions are paid for at the Apprentice rating day rate.

CONTRACTS & STATUS AS AN INDEPENDENT CONTRACTOR

Prior to officiating any CEVA event, individuals serving as an official for CEVA events must sign and agree to the terms of an Independent Contractor Agreement, which will be kept on file at the CEVA Office. An example of this contract is available on the CEVA website (exact language may change). Officials are expected to read their contracts prior to signing and ask questions of the staff when necessary.

Officials are not employees of the CEVA or USA Volleyball. All officials serve as independent contractors when officiating at CEVA/USAV sanctioned events. The term as an independent contractor starts upon the contract being fully executed, lasts through July 31 of the subsequent year and must be renewed annually. Duties may include, but are not necessarily limited to, officiating, serving as a clinician, participating with officials' ratings or observations, tournament staff positions, and travel to/from CEVA-sanctioned events.

Some multi-day, private events (such as the Matt Hartner Memorial Classic or Willamette Volleyball Classic) may have their own contracts or agreements.

As independent contractors, officials are responsible for maintaining appropriate financial records for tax-filing purposes.

Officials are not entitled to benefits, including workers' compensation and unemployment. Officials must obtain their own medical and disability insurance for officiating-related work. As CEVA/USAV members, officials are covered by USA Volleyball's liability and secondary health insurance during sanctioned events. The region will not treat an official as an employee for any reason. An independent contractor agreement may be terminated at any time, by either party, with written notice to the other party. No minimum notice is required for such an action.

CEVA is not obligated to guarantee a minimum number of assignments to officials. Officials must meet minimum requirements each season to maintain "good standing" in the CEVA Region as an official.

Independent contractors are free to choose what events they participate in, including those not sanctioned by USA Volleyball. Contractors acknowledge a non-USAV event may be inherently riskier due to USAV's risk management and safety standards not being in place. Contractors also acknowledge the CEVA office does not offer logistical support to these events and cannot provide customer service for them.

USAV MEMBERSHIP

Officials must have valid USAV/CEVA membership to participate in any event. Memberships can be purchased via the CEVA website. Junior National officials, National officials, and National Scorers will have their memberships provided to them at no cost by the region each year, assuming they remain in good standing and are active within CEVA. All eligibility requirements, including waivers, background screens, and Safesport must be completed for the membership to be valid.

BACKGROUND SCREENING POLICY

USA Volleyball has implemented a mandatory national background screening policy for officials, club directors, club administrators, team reps, coaches, chaperones, and trainers. USA Volleyball mandates background screens be conducted every year. The full background screen policy can be found on the USAV website. Background screens may be completed via the individual's membership profile in SportsEngine. Screens are a separate purchase from a USAV membership.

CEVA MEMBERSHIP OFFSET PROGRAM

Officials may apply to participate in the CEVA membership offset program where the region will pay for an Official's membership and/or Background Screening and will deduct those costs from an official's first paycheck. Interested Officials may reach out to region@cevaregion.org to inquire about the program. More information is available on the CEVA website. Actual costs may change without notice. CEVA may decline an application to this program at the staff's sole discretion.

CONCUSSION TRAINING

Both Oregon and Washington State laws mandate training for people involved with youth sports. Oregon specifically requires annual concussion training for officials and referees (ORS 417.875). Each season, a prospective official must complete the Concussion Management & SCA Acknowledgement Form as part of their membership purchase and must submit a certificate showing completed concussion management training (through either NFHS or the CDC) to the CEVA office. Concussion training is done online and a link can be found on the CEVA website.

SAFESPORT TRAINING

Officials are required to complete Safesport training annually if they have a position of authority over minor athletes. The course, which can be accessed via an individual membership profile in SportsEngine, is free and administered online. Officials must complete their Safesport training prior to being assigned to any event. This requirement extends to officials under the age of 18, because they have authority over minor athletes by virtue of their position.

DIVERSITY, EQUITY AND INCLUSION TRAINING

CEVA has placed a high priority on ensuring a safe and welcoming environment for all. To support this work, CEVA officials may be required to complete DEI training on a timeline determined by the region. This training is vetted by the region's DEI committee and will be communicated to officials prior to the preseason meeting. Officials must complete their DEI training and submit their completion verification (certificate) to the CEVA office prior to being assigned.

TEAM ENVIRONMENT & MUTUAL RESPECT

CEVA promotes a team environment and the broad inclusion of people from all races, ethnicities, genders, sexual orientations, and abilities both on and off the volleyball court. CEVA officials acknowledge and agree they will abide by CEVA's promotion of a team environment. Officials will not engage in any behaviors, nor encourage others to engage in any behaviors that would be contradictory to the team environment CEVA wishes to promote. Behaviors that contribute to a hostile, humiliating, or intimidating environment, including abusive language or behavior, are unacceptable. If an official is found to have engaged in any such behavior and/or acted in any way contradictory to CEVA's team environment, CEVA will terminate the official's contract immediately without further recourse or obligation by either party.

ANNUAL ONLINE TRAINING

Officials will be required to complete all training modules in USAV Academy as assigned on an annual basis. Current information and directions will be provided. All training modules must be completed by January 15th for returning officials and by January 31st for new officials.

OFFICIALS "GOOD STANDING" POLICY

"Good Standing" is a phrase that refers to CEVA officials who have met all regional requirements, actively participated in events, and shown dedication to their profession. Many out-of-region tournaments inquire about an official's "standing" when they apply to work events. An official's standing may impact their ability to work out-of-region events.

Officials are determined to be in "good standing" when they meet the following criteria:

- They have met all listed requirements to be an official
- They have fulfilled the requirements for their level of certification.
- They officiated at two events the previous season, including at least two days of the CEVA Regional Championships.
- They uphold the highest levels of professionalism, and consistently represent themselves and the CEVA Region in a first-class manner.

In addition to the above requirements, Junior National and National Officials have additional responsibilities to remain in good standing. These include, but are not limited to:

- Service in a training capacity (e.g., Officials training, service on the region's Training & Rating Team)

- Service in an "executive" capacity (e.g., Committee or Board membership)
- Other service opportunities to foster growth in the officials' cadre as determined by the Officials' Chair and/or the CEVA staff.

The Officials' Chair and the Senior Director – Region Services have authority to determine when an official is in good standing.

REMOVAL OF AN OFFICIAL

If an official does not or cannot perform their duties, they will be removed from their current and future assignments and their contract will be terminated. Officials may be removed for all, but not limited to, the following:

- Failure to pass a background screening.
- Reporting to an assignment under the influence of intoxicants.
- Unexcused absences from assignments.
- Conduct violations.
- Lack of follow through on officials' responsibilities.
- Multiple declinations or turnbacks of assignments and/or failure to update scheduling availability

The Senior Director – Region Services and/or their designee will investigate all allegations made against officials. Details of any investigation, conclusions, sanctions, or other discipline will not be made public.

OFFICIALS' UNIFORM

Officials are required to wear current, sponsor-provided apparel when working region events. This includes:

- Sponsor-provided polo shirts (these may be from prior years of the same sponsor)
- Sponsor-provided outerwear
- Sponsor-provided footwear of any color (or white athletic shoes)
- Navy slacks with a navy/black belt

Multi-day tournaments may provide officials with apparel to wear as the appropriate uniform. Outerwear from other organizations or previous sponsors is not allowed for in-region activities. Officials traveling outside of the region to work tournaments should contact those entities for uniform guidelines.

RESPONSIBILITIES OF OFFICIALS AT EVENTS

Prior to Play

- Arrive at the site a minimum of one hour prior to the start time with all required equipment (e.g., flags, officials' kit).
- Introduce yourself to the Tournament Director.
- Inspect the playing area(s) and equipment.
    - Ensure nets are at the correct height.
    - Ensure antennas are secured and in line with side lines.
    - If needed, ensure balls are ready at the table, age group appropriate, and inflated.
    - Help ensure tables are set up with scoresheets, pens, pencils, scoreboards.
    - Ensure officials' stands are safely secured and padded.
    - Survey all courts for ground rule conditions.
- Attend the pre-tournament coaches' meeting and advise them of any ground rules.
- Assist Tournament Director in collecting rosters from coaches.

- Inspect and note any illegal uniforms and/or equipment. Ask the team if they have a waiver for a potentially illegal uniform. Educate and report potential violations to the region Officials' Chair. Uniform violations do not **ever** preclude a team from participating.
- Ensure the event begins at the designated time.

During Play

- Ensure teams adhere to the USA Volleyball Rules/CEVA modifications.
- Be visible courtside as much as possible. If there looks like there is confusion, step in and assist.
- Remain on site for the duration of the tournament. If a site requires the official leave the playing area for breaks, the tournament director must be notified.
- Ensure each match starts 10 minutes after the previous match. Step in to do the coin flip if necessary.
- Check scoresheets, especially early in the season, and instruct, if necessary.
- Observe coaches & players officiating and provide basic feedback. Make sure they have a whistle!
- During Pool Play:
    - January - be courtside to facilitate/educate and officiate when possible.
    - Feb-May - officiate a minimum of 2 matches and, if possible, score one match.
    - Communicate with your TD when you will officiate during pool play. Coordinate with other officials to ensure at least one official is available to support the TD.
- During bracket play:
    - In Power League Qualifiers, officiate semi-final and final matches.
    - In all 14s, 16s, 18s, and Open PLs, officiate 2v2 and 1v1 crossover matches.
- Assist with any confrontational situation that may arise.
- Assist TD in cleaning up bench areas and score tables throughout the day.
- Assist TD in collecting court numbers and other items from courts at the end of the day.
- Check out with TD prior to leaving.
- Submit TIF to the CEVA office electronically by the deadline.

CEVA Bid Tournament/Regional Championships

Officials will be assigned to R1 each match at the CEVA Bid Tournament, the CEVA Regional Championships, and other pre-determined events. The above responsibilities must still be fulfilled.

URGENT LINE

The CEVA Urgent Line is monitored on tournament days by the three full-time CEVA employees. The phone number is (503) 894-6455. It is meant for officials to use when they need answers to questions quickly, or when tournament logistics need clarification. Below is a list of times the Urgent Line may be used. **The line may be called or texted.** Note – the Urgent Line is **only** monitored on event days. Do not contact the CEVA staff on their personal cell phones for tournament-related or region-related business.

WHEN TO CALL OR TEXT THE CEVA URGENT LINE	
YES	**NO**
Verification of a participant's membership status and/or eligibility status.	Roster issues such as officiating certifications or numbers missing. (Have the coach write in the numbers, and report below-standard officiating work on your TIF.)
An injury or incident happens at your facility that requires a 911 call, either for EMTs or for law enforcement	Issues logging in or accessing Arbiter (e-mail either the office or the Officials' Chair).
A facility is unplayable or does not open in the morning.	A sanction, such as a yellow card, red card, or purple card is issued (report on your TIF). EXCEPTION – if the sanction leads to the removal of a participant from a facility, call/text the Urgent Line.
A player, coach, or spectator is asked to leave a facility due to misconduct. (Does not include the issuance of a Purple Card.)	A rule interpretation is needed (call the Officials' Chair or the Scorer Chair).
Inability to access SportWrench to input results or confirm matchups.	You need assistance with a protest on your court (call the Officials' Chair or Scorer Chair
	A team is wearing a uniform that may be illegal (contact the Officials' Chair.
	You need to decline a previously accepted assignment, or you become unable to make it to an assignment on the day of a tournament, such as when you're sick/ill (call the Officials' Assigner)
	Injuries/incidents not requiring a 911 call (document on USAV Incident Report Form)

UNIFORM VIOLATION REPORTING

An illegal uniform, or a potentially illegal uniform, is **never** a reason to deny participation in a CEVA-owned event. If an official feels a uniform may be illegal, the official should send a picture of the uniform with a reference to rules stating why the uniform is potentially illegal to the region Officials' Chair.

Teams who have potentially illegal jerseys will be sent a letter by the region indicating the concern and that the concern has been reported to them. The region may produce a waiver for the jerseys to be used in the region, which would be sent to the club. Officials should **always** ask if the coach has the waiver with them when discussing potentially illegal jerseys at a tournament.

If an official needs to provide photographic evidence to the Officials' Chair about the legality of a uniform, the following steps must be taken:

- Tell the coach the reason you need to take a picture. Include the parent of the athlete you are photographing.
- Any photograph must include the athlete's entire body.
- It is recommended that the athlete's coach be a part of the picture.

- Photographs of an "Extra" uniform not being worn by an athlete are encouraged.
- Photographs must be sent via email to official@cevaregion.org
- Once sent, photographs must be deleted.

PROTESTS

When necessary, the official will form a protest committee, which will include sufficient uninvolved members (e.g., Tournament Director, another official, an uninvolved coach) who can resolve the protest in a timely manner.

CERTIFICATIONS OF OFFICIALS

National
A National rating is awarded by USA Volleyball at a USA Volleyball National Championship event or other designated national rating site. To retain a National certification, officials must complete all requirements outlined by USAV.

Junior National
A Junior National rating is awarded by USA Volleyball at the USA Volleyball Girls' Junior National Championships or other designated national rating site. To retain a Junior National certification, officials must complete all requirements outlined by USAV.

Regional
A Regional rating is the highest USA Volleyball certification a region can award to an official. This rating is awarded to an official who has met the minimum standards for Provisional officials as noted below, as well as the following:

- Attend a clinic as scheduled by the region Officials Chair.
- Complete USAV online examination with a 100% score after corrections
- Receive a recommendation by the Officials' Chair to proceed as a Regional candidate.
- Complete all eligibility requirements to become a CEVA member and an official in good standing.
- Have an advanced knowledge of the rules, mechanics & techniques used by USAV officials, and be able to recognize and correctly apply them in real time.
- Have an advanced knowledge of the USAV scoresheet.
- Have knowledge of R1 & R2 techniques.
- Know how to transition as an R2.
- Recognize rotational faults.
- Recognize back row faults.
- Pass an on-court evaluation by a member of the region's Training & Rating Team, as both an R1 and R2, at one of the following levels of play:
    - Girls Open Division – Flight 4 or Higher
    - Girls 16s or 18s Division – Flight 1
- Maintain a professional demeanor and appearance at all CEVA assignments.
- Accept assignments, update Arbiter information, and communicate any availability conflicts in a timely fashion.

Regional ratings are generally awarded following an observation process. Details of these observations will be communicated to interested officials each year. To attain a Regional rating through this process, officials must make themselves available without conflict during the time in which observations are set to occur. If the official attains a Regional rating during the season, their rating becomes effective immediately unless otherwise communicated in writing.

Provisional
A Provisional rating is a USA Volleyball certification for officials. This rating is awarded to a person who has met the minimum standards for officials as follows:

- Attend a clinic as scheduled by the region Officials Chair.
- Complete USAV online examination with a 100% score after corrections
- Complete all eligibility requirements to become a CEVA member and an official in good standing.
- Have a working understanding of the rules, mechanics & techniques used by USA Volleyball officials.
- Understand the basics of transitioning and positioning as an R2.
- Have a basic knowledge of the use of the USAV scoresheet.
- Show awareness of rational faults.
- Show back row awareness.
- Pass an on-court evaluation by a member of the region's Training & Rating Team, as both an R1 and R2, at one of the following levels of play:
    - Girls 16s or 18s Division – Flight 4 or higher
- Maintain a professional demeanor and appearance at all CEVA assignments.
- Accept assignments, update Arbiter information, and communicate any availability conflicts in a timely fashion.

Apprentice
An Apprentice rating is given to a new official in CEVA. This rating is representative of meeting the following standards:

- Attend a preseason meeting scheduled by the region.
- Attend training scheduled by the Officials' Chair.
- Complete USAV online examination with a 100% score after corrections.
- Complete all eligibility requirements to become a CEVA member and an official in good standing.
- Demonstrate a general knowledge of the rules, mechanics, and techniques used by USA Volleyball officials.
- Understand the basics of R2 positioning and transitioning.
- Demonstrate a basic knowledge of the USAV scoresheet.
- Maintain regular communication with a region-assigned mentor to assist in development as an official in the region.
- Maintain a professional demeanor and appearance at all CEVA assignments.
- Accept assignments, update Arbiter information, and communicate any availability conflicts in a timely fashion.

Generally, only new officials will be designated with an Apprentice rating. Officials who are new to CEVA, but have previous officiating experience, may bypass this rating at the discretion of the Officials' Chair.

PLAN OF ASSISTANCE

CEVA believes in continuous development and improvement in officials to strengthen the region. We take the ratings process seriously and believe that officials must continue to demonstrate the standards required to maintain their ratings. Officials who are unable to meet those standards will receive a Plan of Assistance ("POA") from the region to help them maintain the standards asked of them and representative of their rating. This policy does not apply to national ratings conferred by USA Volleyball. Only USA Volleyball can make a change to a national rating.

Process
1. If an official's skillset or overall performance is determined by the region to not meet the standards required by their current rating, the official will be notified in writing by the Officials Chair.
2. The Officials Chair will schedule a time when the official can be observed by a member of the Region Training & Observation Team. At that time, the observer will document areas where improvement is needed and will debrief with the official about how to address the observed deficiencies.
3. The Officials Chair, members of the Region Training & Observation Team, the official's mentor (if applicable), and the official will collaborate on a POA to help the official address any noted deficiencies. The region will make all necessary resources available to the official, such as training videos, USAV Academy links, rule book links, etc.
4. The Officials Chair will schedule a second observation with a different member of the Region Training & Observation Team. The official will be observed at that time, with the expectation that the previously noted

deficiencies have been addressed. All efforts will be made to ensure the observation takes place at a similarly suited event & level to the first observation.

5. In collaboration with the observers, the Officials Chair will make the final decision to maintain the official's current rating or make a change to the rating. The decision will be communicated to the official and to the region office in writing. This communication will include observation notes and steps that would need to be taken to address the continued deficiencies.

Applicable Ratings
Apprentice
Provisional
Regional

RETIRED NATIONAL & JUNIOR NATIONAL OFFICIALS

Any USAV National or Junior National official in good standing, with at least two (2) certification terms at their rating, may apply to USA Volleyball for voluntary Retired status. To continue working as an official with USAV, a Retired National or Junior National official must register annually with CEVA and remain an active official in good standing. Remaining in good standing within CEVA includes but is not limited to, satisfying all requirements for recertification as a Regional official. Retired National & Junior National officials will be paid at the current rate for Regional officials for their work within the CEVA region. Further details pertaining to USAV Retired National & Junior National officials may be found on the USAV officiating website

JUNIOR OFFICIALS' POLICY

CEVA allows junior players to serve as officials for region events. Players who are interested should contact the CEVA office or fill out the Officials' Interest Form on the CEVA website.

TOURNAMENT ASSIGNMENTS

The CEVA Officials' Assignor with the assistance of the Officials' Chair (when necessary) will make all tournament assignments and will resolve any conflict with assignments.

The number of officials will be based on the number of teams registered in the tournament and/or number of teams registered at a facility. Other tournaments (e.g., Matt Hartner Memorial) will be assigned by an event designee.

When accepting assignments, officials agree to meet all requirements set in this handbook, including (but not limited to) arrival time on site, duties before and during play and checkout procedures.

Each official will provide their own transportation to and from tournaments. In the event the assignment requires extended travel, CEVA will reimburse the officials based on the travel policy in this handbook.

Criteria for assignments include, but are not limited to:

- "Good Standing" in the region
- Availability
- Geographical Location
- Rating and experience as a USA Volleyball Official

RELEASE FROM ASSIGNMENT

An official who requests release from their assignment because of illness, injury, family emergency or other circumstance must contact the Officials' Assignor as soon as the emergency is known.

The Officials' Assignor or Officials' Chair will be responsible for assigning a replacement from a list of available officials.

If an official becomes ill or is injured during a tournament, the Officials' Assignor and/or the Senior Director – Region Services will be immediately notified. They will make every attempt to find a replacement.

OFFICIALS' DIVISION

The Officials' Division is led by a standing committee of the BOD. The committee shall have at least three (3) members with a maximum of nine (9) and is chaired by the Officials' Representative to the Board. The committee shall also consist of the Officials' Chair, Scorer Chair, Officials' Mentoring Program Coordinator, and representation from CEVA officials, including Regional Officials. Members of the Board, as well as the Officials' Committee, can be found on the CEVA website under the "About" tab. All Board and Officials' Committee members must have their membership eligibility requirements completed by August 31.

Board of Directors Officials' Representative Attributes and Responsibilities

- Membership-elected member of the CEVA Board of Directors
    - 3-year term of service
- *Recommended:* experience as an official in USA Volleyball.
- Chair of the Officials Committee.
- Responsible, along with the Officials' Committee and the CEVA office, for developing and maintaining policies, procedures, and formats with regards to officials and scorers.
- Recommends an Officials' Chair and Scorer Chair annually to CEVA's Executive Director
- If the Officials' Chair and/or the Scorer Chair cannot attend the annual USA Volleyball National meeting in May, the Officials' Representative or designee may take their place.

Officials' Assignor Attributes and Responsibilities

- Responsible for assigning to all CEVA-sanctioned tournaments with the assistance of the Officials' Chair or the CEVA office as needed.
- Has a minimum of 3 years' experience with CEVA and a current CEVA member.
- *Recommended:* current Junior National or National official.
- Except for unforeseen circumstances, the Officials' Assignor will post the officials' assignments to Arbiter. The CEVA office and the Officials' Chair will have access to Arbiter.
- Will be appointed by the Executive Director and Officials' Chair.
- Will receive an annual stipend (pending budgetary approval of the Board).
    - If the Assignor is a Board member, they must recuse themselves from discussions that may directly impact the amount of their stipend.
- Will report directly to the Executive Director
- Will receive an annual review from the Executive Director, which will include feedback from other officials and direct reports.

Officials' Chair Attributes and Responsibilities

- Must be a current USA Volleyball Junior National or National Official and CEVA member.
- Will attend the annual preseason meeting and cover rules and techniques.
- Will inform officials when rule changes occur.
- Responsible for all training clinics for the officials' division.
- Responsible for evaluating officials for further development and recommending Junior National & National candidates.
- *Recommended:* Attend the annual USA Volleyball meetings in May.
- Responsible for other duties as assigned by the Officials' Representative.
- Will receive an annual stipend (pending budgetary approval of the Board).
- Will report directly to the Executive Director

- Will receive an annual review from the Executive Director, which will include feedback from other officials and direct reports.

Scorer Chair Attributes and Responsibilities

- Must be a current USA Volleyball Official and CEVA member.
- *Recommended:* Current National scorer
- *Recommended:* Attend the annual USA Volleyball meetings in May.
- Will attend the annual preseason meeting and cover scoring procedures.
- Responsible for evaluating scoresheets by potential USA Volleyball Junior National officials, National officials, and Scorers.
- Responsible for other duties as assigned by the Officials' Representative.
- Will receive an annual stipend (pending budgetary approval of the Board).
- Will report directly to the Executive Director
- Will receive an annual review from the Executive Director, which will include feedback from other officials and direct reports.

Officials' Mentoring Program Coordinator Attributes and Responsibilities

- Must be a current USA Volleyball official and CEVA member.
- *Recommended:* Current Junior National or National official.
- Will attend the annual preseason meeting and cover basics of the Mentoring Program.
- Responsible for pairing mentors and mentees for season-long assignments.
- Will assist in follow-up from mentors to mentees and make recommendations for discussion.
- Responsible for other duties as assigned by the Officials' Representative.
- Will receive an annual stipend (pending budgetary approval of the Board).
- Will report directly to the Executive Director
- Will receive an annual review from the Executive Director, which will include feedback from other officials and direct reports.

TOURNAMENT INFORMATION FORM (TIF)

Officials must fill out a Tournament Information Form (TIF) at the conclusion of each event. The form is an electronic document on the CEVA website and is how the official documents their work for the day. It is also used by the region to process payment. Failure to complete a TIF by the deadline will result in payment not being processed.

FEES/COMPENSATION

Event/Match Type	Apprentice	Provisional	Regional or Retired JN/N	Jr. National	National
Day Rate	$150.00	$165.00	$185.00	$220.00	$230.00
Match Pay – Best of 3	$36.00	$38.00	$40.00	$44.00	$46.00
Match Pay – 1 Set to 15	$20.00	$22.00	$24.00	$28.00	$30.00
Match Pay – 1 Set to 25	$25.00	$27.00	$29.00	$33.00	$35.00
Match Pay – 3 Sets to 25	$52.00	$57.00	$60.00	$66.00	$69.00

Definitions
In the table above, the following definitions are used:

- Day Rate – refers to tournaments such as club-hosted events, Power Leagues (including those where an R1 is assigned to each match), and other stand-alone tournaments.
- Match Pay – refers to tournaments such as Regional Championships, Presidents' Day, Open Power League Qualifier, Rogue Valley Classic, Eastern Oregon Open, and Bid Tournaments.

Half-Day Assignments
In the event an official is assigned a half day their compensation will be half of their normal rate of pay.

Multi-Day Independent Tournaments
Multi-day sanctioned tournaments will have officials' fees negotiated by the event host and the officials' Event Designee/Assigner for that event.

REGIONAL TRAVEL POLICY

If an official must travel more than **100 miles one-way** to officiate a single day tournament, the region will pay for one night's lodging. This includes travel to multiple single day tournaments, such as two separate Power League events on a Saturday & Sunday of the same weekend. The region reserves the right to make housing arrangements for officials to control lodging costs. If the official wishes to make their own arrangements, they may do so at their own expense and without reimbursement from the region. If they choose to make their own arrangements after the region has secured lodging, the official will be responsible for any cancellation fees incurred by the region.

Regional Championships are a 2-day event. Officials will receive lodging as needed provided by the region.

All lodging secured by the region will be double occupancy, unless numbers or logistics make this unfeasible. Officials who wish to opt out of a double occupancy arrangement may make their own arrangements for lodging at their own cost. All lodging for CEVA-owned events must be requested through the Officials' Chair.

If an official must travel more than 100 miles one-way to officiate a club-hosted tournament, the host is responsible for lodging. To control lodging costs, the host is entitled to make the lodging arrangements.

Officials traveling over 50 miles round-trip to a tournament may be reimbursed for accumulated mileage beyond 50 miles at the current rate set by the IRS. Officials should use Google Maps from their residence to the tournament site to establish mileage. Mileage is reported on a TIF. Dishonesty in reporting mileage is grounds for immediate termination of an official's contract with CEVA.

Independent tournaments will have mileage and lodging arrangements negotiated by the event host and the officials' Event Designee/Assigner for that event (e.g., Matt Hartner Memorial Classic).

INCIDENTS AND INJURY REPORTS

Incidents such as damage to property, physical injuries, violations by players, coaches, spectators will be reported in detail to the CEVA office on the next business day following the Tournament. These reports must be in writing and can be done by email. Any incident where EMS is summoned to a playing venue should be reported immediately via the Urgent Line.

NATIONAL TOURNAMENT INCENTIVE

The Officials' Division will have $5,500.00 in incentives for officials who represent CEVA at National Tournaments (USAV Girls' Junior National Championships, USAV Boys' Junior National Championships, USAV Adult Open Nationals, National Collegiate Volleyball Federation Championships, USAV All-Star Championships, USAV Beach National

Championship, USAV Beach Club Championship, Starlings National Championships). The money will be divided equitably between officials who qualify for the award at the discretion of the Senior Director – Region Services in conjunction with the Officials' Chair.

To qualify, an official must have worked on at least six (6) CEVA dates during the current USA Volleyball season, two (2) of which must be at a 14's, 16's, 18's, or Open CEVA Regional Championships.

An application form for this incentive is available on the CEVA website. The form must be submitted to the CEVA office no later than August 1st following the National Tournament.

JUNIOR NATIONAL OR NATIONAL CANDIDACY

Interested candidates must notify the Officials' Chair or Scorer Chair by December 31st of their desire to apply for candidacy. All interested candidates must complete the entire application form found on the USA Volleyball website. This completed form and a completed score sheet (with a deciding game included) must be sent to the Officials' Chair or the Scorer Chair by January 31st to be considered a potential candidate from the CEVA Region.

Potential candidates must be available and complete their assignment for the 16's, 18's, or Open CEVA Regional Championships in the year of their application.

Junior National Official Certification Process

- Follow the USA Volleyball and CEVA requirements for application. Please consult with the CEVA Officials' Chair if you are interested in applying.

National Official Certification Process

- Follow the USA Volleyball and CEVA requirements for application. Please consult with the CEVA Officials' Chair if you are interested in applying.

National Scorer Certification Process

- Follow the USA Volleyball and CEVA requirements for application. Please consult with the CEVA Scorers' Chair if you are interested in applying.

CEVA will reimburse the application fee upon a successful rating, not to exceed $1,200 total, pending budget approval. If more officials apply for and attain their rating so that the allocated budget does not fully reimburse all candidates, the budget will be split evenly among eligible officials.

CLUB HOSTED OFFICIATING CLINICS

CEVA offers all clubs the opportunity to host an officiating clinic with certified referees prior to, or early in, the club season. These clinics are offered free of charge to clubs. Officials are paid $30 per hour (minimum $90) for their time.

At minimum, one official will be assigned per court being used during a clinic. The number of courts is determined by information provided by the club during their application process.

Generally, clinics should follow the same established format:

- Introduction of officials and rundown of schedule
- Introduction of the scoresheet, covering the essentials prior to game play.
- Scrimmages to 25 points, scheduled in 30-minute increments.

Assignments for clinics will be posted on Arbiter, in conjunction with the club's application.

- 21 days out – application received (dates for clinics must be at least 3 weeks away)
- Within 2 business days of application receipt – clinic info posted on Arbiter by office staff.
- No less than 7 days out – officiating assignments confirmed.

- No less than 5 days out – officiating assignments communicated to club.
- No less than 5 days out – scoring materials sent to club (by the office)

Clubs and officials will be sent a post-clinic survey to gain feedback on the experience.

RATINGS OF TOURNAMENT DIRECTORS

CEVA expects officials and tournament directors to work together so members can have a positive experience at each event. CEVA seeks to gain feedback on the work of tournament directors through a rating system. As part of their TIF, officials may give their tournament director a rating of 1-5, with 5 being the highest. CEVA uses this information to determine future assignments for tournament directors.

Officials are expected to be honest and forthright in their ratings of tournament directors. Tournament Directors also can rate their officials in the same fashion, so it behooves both parties to work cohesively and cooperatively together during their events.

OFFICIALS REWARDS PROGRAM ("ORP")

The purpose of this program is to incentivize officials to work CEVA & USAV sanctioned events and encourage them to prioritize weekends the region typically needs the most officials available. Further, the region seeks to ensure enough officials are available to provide adequate coverage on large programming weekends, recognize & reward officials who work CEVA events, and demonstrate loyalty to USAV.

Incentives for reaching milestones in this program include end-of-year financial bonuses, apparel, visibility on the website, and complimentary memberships and/or background screens the following year.

Officials earn points by working at specific events and/or for specific periods of time. Exact point values, tiers, and rewards will be announced at the beginning of each season.

MULTI-DAY EVENT BONUSES

The region offers bonuses for officials who work all days, without conflict, of the following events:

- CEVA Regional Championships (4 days)
- CEVA Presidents Day Weekend (3 days)
- CEVA/ERVA Region Rumble (3 days)

Officials who work all days of these events are eligible for a $4 per match bonus.