



CAAVO
Membership Handbook
Capital Area Association of Volleyball Officials

3/1/2012



CAPITAL AREA ASSOCIATION OF VOLLEYBALL OFFICIALS

An Approved Association of the Michigan High School Athletic Association, Inc. (MHSAA)

About Capital Area Association of Volleyball Officials

The Capital Area Association of Volleyball Officials (CAAVO) is dedicated to the overall well being and improvement of volleyball at all levels of play, coaching, and of course officiating throughout the state of Michigan.

CAAVO strives to provide superior service to our members in order to help them to achieve their goal as a competent and confident volleyball official. The trainers within CAAVO have a vast number of combined years in experience that helps them to teach and mentor new and aspiring officials to help them grow. CAAVO trainers and their contact information can be found on the CAAVO website (<http://www.caavo.org>).

CAAVO Membership

Active Membership - All Active Members are included on the CAAVO Membership Roster, have the ability to vote at business meetings, hold office, and serve on committees. All members are expected to keep their personal information on the website current.

Annual Dues - Annual Dues cover membership from January 1 through December 31 in the year they are submitted. Historically, new and renewing members can obtain a discount on these dues if paid by March 31st of that year.

Membership Benefits

- Eligible for CAAVO assigned volleyball matches.
- An association patch.
- Admission to CAAVO presented clinics, often without charge to members.
- Admission to CAAVO presented training camps, often with reduced fees and/or association provided stipends.

Mandatory CAAVO Training Clinic / Annual Business Meeting – In order to be considered in good standing with the association, and according to MHSAA guidelines, each member shall attend one training clinic and one annual business meeting.

Loss of Active Membership –

- Active membership shall be forfeited for failure to pay dues by January 31 in the year they are due or for any other non-compliance issues with the bylaws of the association.
- The Executive Committee may, by a vote of 60% of committee members then serving, deny, suspend, or revoke a membership for conduct injurious to the best interests of the organization and the sport of volleyball in general, or refusal to comply with the Bylaws, policies and rules of the association. See the association Bylaws for additional information.

OFFICIAL UNIFORM

Volleyball officials, like other professionals, depend upon a good appearance while at work to improve their public perception. The current uniform requirements for working as a MHSAA official is outlined each year in the MHSAA Official's Guidebook (pgs. 5-6) for volleyball officials. These requirements and alternative adoptions change periodically, so we encourage our members to refer to our website for the latest information, or use this link to the [MHSAA Official's Guidebook](#) for information about uniforms.

The official's uniform shall consist of a solid white, short-sleeved collared polo shirt (MHSAA embroidered or plain white polo's are acceptable); black slacks, and black belt if worn; solid black shoes and black socks. A navy blue or black warm-up jacket is recommended. All officials wearing a jacket will wear the same color. The MHSAA official's emblem shall be worn on the left pocket area of the shirt. Undergarments, sweatshirts or shirts which extend below the cuff of a short sleeved officials shirt are prohibited.

In prior years, the MHSAA has also allowed officials to wear black shorts in extreme heat conditions. It has also allowed them to wear MHSAA plain white sweaters when both partners choose to wear them. Our members should never officiate matches while wearing their jackets.

The uniform for our members working collegiate matches as an official (including line judges and scorekeepers) and recreation leagues is different from the uniform required by the MHSAA in that they should be attired in ***navy slacks, a white polo (NOT the MHSAA shirt; instead, the certified volleyball official shirt is preferred), white shoes, and white socks.***

All officials who receive fees for officiating are required to be in the official uniform.

The CAAVO Patch

The CAAVO association patch should be worn at all times when officiating as a MHSAA (or IHSAA/OHSAA) official. We do not wear our CAAVO patch as part of our uniform at collegiate, USA VB, or recreation league events. The CAAVO patch is worn (preferably sewn) on the right sleeve of the shirt, the bottom of the patch being approximately 2 inches above the cuff of the sleeve.

The MHSAA trainer emblem and/or an American flag emblem (no larger than 2" x 3") may be worn on the left sleeve. Those would be placed above the MHSAA embroidery, with the flag above the trainer emblem.

ArbiterSports.com –

CAAVO uses this website for online assigning. It is each official's responsibility to sign in to this system in order to create a profile and maintain their own calendar. This site is the source of where you will receive your assignments.

How do I sign in?

To sign into ArbiterSports.com:

- Go to <http://www.ArbiterSports.com/> and enter the sign in information that was provided to you when you became a CAAVO member. If you need that information again, see "Where can I get further help" below. This information should be entered into the entry fields at the top right of the page.
- NOTE: The first time you sign in you MUST accept the **Terms and Conditions**, as well as change your password.

What should I do first?

Once you are signed into the system, you may want to do the following:

- **Block dates** that you are unavailable.
- Make sure your personal information is accurate by clicking the "**Profile**" tab. Phone numbers can be updated by clicking the Phones link on the left-hand side of the profile page. A digital picture of yourself should be sent to Kelli Hart at kellivbref@hotmail.com. Pictures of officials are always appreciated by the assignors, administrators, partners and schools/leagues.
- Mark yourself as "**Ready**" to be assigned once you have set your availability and other blocks by clicking the check box located on the at the top right of your Main tab. If you fail to check the "**Ready**" box, you will not be assigned to any matches.

- When your assignor assigns you to games, you will receive a notification email. Then it's up to you to accept or decline games. To do this, you must sign into the system and view your game schedule. On the right side of your game schedule, you will see “**accept**” and “**decline**” check boxes. Once you are finished marking the games, **be sure to click the “Submit”** button to submit the changes and have the games accepted or declined.

Where can I get further help?

If you need further assistance, please email the assigning site administrator at president@caavo.org. Additional support information is available if you sign in and click the “**Support**” link.

Assignment Turnback Policy –

- Assignments that are declined will automatically block the date from any further assignments *for that* date. If you are still available for an assignment, but are declining the original assignment simply because of distance or some other reason, you must email the assignor at caavo.assignor@sbcglobal.net in order to have that date unblocked.
- Assignments, once accepted, are expected to be fulfilled by the accepting official. In the event that you are unable to fulfill your duties to the accepted assignment, it is the accepting officials' responsibility to notify the assignor AND to find an acceptable substitute. Officials from within the association should be contacted first in order to satisfy that need. When possible, the assignor will *assist* you by providing the name(s) of any qualified available individuals that you can contact. Once a substitute is found, association member or not, notify the assignor of the name of your substitute. The substitute, when an association member, will then be assigned and will need to accept the assignment on the website. In the event the substitute is not an association member, the accepting officials name will remain on the assignment and will need to contact the school athletic director to report the name of the substitute. That substitute should also contact the assignor AND the athletic director to verify acceptance of the assignment.

Tournament Responsibilities -

CAAVO has discussed adopting a pay schedule for the officials for the event based on the number of matches worked, and feel that we should move in that direction whenever practical.

- Crew chiefs are responsible for the event officiating crew, including line judges if assigned. This responsibility includes, but is not limited to; obtaining the tournament information and format prior to the event; creating a schedule for the officials that includes any match scheduled for that event (pool play, bracket play, etc.); notifying the officials of any pre-tournament meeting; being the liaison to the coaches/AD for any issues that may arise, including rule questions. Other

information that is appreciated by the officials is where to report when they arrive and if lunch or concession is available. While it is not necessary for a crew chief to work the final game(s) of the day, they should be present. In the event that you are unable to stay for the entire assignment, please decline this responsibility.

- Assigned officials are expected to officiate and be available until the tournament is complete. If assigned to an event that you know that you are not available for the entire event, either decline the assignment and/or notify the assignor of your situation. In some instances and depending on need, it *may* be pre-arranged to work a shorter event. In the event that you've accepted and later find that you are unable to commit to the entire event, notify the assignor and crew chief as soon as possible. In no case, other than emergency, should that notification be within 48 hours of the event. In the instance where an official does leave early, it is possible and should be expected that amount paid will be affected. In the circumstance where the event no longer requires the same number of officials, officials may be released by the crew chief without ramification.

CAAVO Post Season Online Availability

Officials are expected to submit the necessary documentation to the MHSAA for potential selection in post season play. Each year, CAAVO submits to the MHSAA Tournament Selection Committee, a roster of recommended members (in good standing) for post season tournament assignment. These include Regional; Quarter Final; Semi-Final and Final assignments. The recommendations are based on your MHSAA Varsity Ratings, as well as your contributions to CAAVO and the sport of volleyball. Current MHSAA guidelines continue to allow for the association to assign any district assignments that schools make available to the association.

To assist you in being considered, CAAVO has created an online form which will streamline the process for you to submit your information, availability, and desire to work post season matches. It is important to fill this form out as accurately and completely as possible. Inaccurate entries such as incorrect Varsity Rating for last year or previous MHSAA post-season play could lead to a lower recommendation on the list.

This form must be submitted prior to September each year to be considered for post season assignments.

The form can still be submitted after September if any of the information you previously submitted changes, or to be considered for other late post season assignment requests for officials or line judges.

CAAVO Election of Officers

The officers of the Board, known as the Executive Committee, shall consist of the President, Secretary/Treasurer and (3) At-Large Officers with offsetting terms, to be elected from the roster of Active Members.

Prior to June 1 of election year, the President will appoint a nominating committee of (2) members. Elections shall be held at the annual business meeting. Additional information regarding elections and the duties of officers can be found in the association Bylaws.

Terms of office for elected officers are as follows:

President – 3 years

Secretary/Treasurer – 2 years

At-Large Member (1) – Initial 1 year term and then a succeeding 3 year term

At-Large Member (2) – Initial 2 year term and then a succeeding 3 year term

At-Large Member (3) – Initial 3 year term and then a succeeding 3 year term

All officers assume their duties on January 1 of the year following the election.