

Junior Division Coordinator

Reports to the Board of Directors

Arizona Region of USA Volleyball – June 2020

Qualifications: The qualifications for the Junior Division Coordinator are found in the AZ Region Constitution Article VI, Section 1, C. 7.

To be an eligible candidate

- a. Must be a Regular member of the Arizona Region of USA Volleyball for three years prior to the appointment or election,
- b. Must be able to pass a USAV Background Screen and remain current in SafeSport Training during their term of service.
- c. Must be involved with regional activities and operations for a minimum of five years prior to the election,
- d. Have a thorough knowledge of Arizona Region policies, rules, regulations and operational procedures as outlined Arizona Region Handbooks and Policy Manual
- e. Must have been a Junior Division Club Director or a Coach for a Junior Division Club for two full seasons of the previous three years,
- f. Must be in Good Standing with the Arizona Region and USA Volleyball,
- g. Must be registered with a Junior Club during his/her term.

Job Purpose: To promote, develop and run a program for junior players in the Arizona Region. To create a culture that encourages volleyball for junior volleyball players in the Region.

Job Description: The Junior Division Coordinator is responsible for the general supervision of junior volleyball programs in the Region. The Junior Division Coordinator shall create a program of development and competition on local, zonal and national levels and interpret policies, practices and legislation pertinent to junior activities.

The Duties and Responsibilities of the Junior Division Coordinator can be found in the Arizona Region By-Laws Chapter II, Section 4, G.

Job Responsibilities: The Junior Division Coordinator shall adhere to Arizona Region Policy and USAV Requirements, manage and direct all activities of the Junior Division and Junior Division Committees to include the following areas

1. Administrative
 - a. Manage the administrative and operational activities of the Junior Division and Junior Division Committees.
 - b. Report to the Board of Directors all information from the USA Volleyball Junior Assembly meetings and communications.
 - c. Develop an understanding of the Junior National Qualifiers and Bid Tournaments, how they work and the benefits of participation in the Qualifier process.

- d. Have a thorough knowledge of tournament procedures and Arizona Region policies relating to membership, eligibility, rules, and operations as outlined in the Arizona Region Policies.
- e. Serve as a resource to other positions on both the Junior Girls' and Boys' Committees in carrying out the prescribed duties of their positions.
- f. Give precise and concise instructions, requests and guidance to the to the Region Office Staff regarding Junior Division issues and policies.
- g. In coordination with the Coach's Education Director, assist with the development, scheduling and coordination of CAP and IMPACT clinics for Junior Division coaches, as needed.
- h. Work with the Officials' Division Coordinator in scheduling and preparing junior player scoring and referee clinics and coach R1 and/or R2 training, as needed.
- i. Distribute information to Committee members and club directors relating to the Junior Division and Junior National Tournaments.
- j. Work with clubs and other entities applying to host national, zonal and local tournaments, as needed.
- k. Assist in the development of the Junior Sanctioned Tournament schedule.
- l. Chair the Girls' Seeding Committee for the initial Open, Championship and Club Division tournaments.
- m. Coordinate and prepare relevant items for inclusion into the coach and parent meetings held prior to the start of each tournament.
- n. Be responsible for requesting, reviewing, researching and proposing ideas from players, coaches, parents and Club Directors in the Junior Division.
- o. Have access to and be able to use all necessary technology.
- p. Advise the Board of Directors of any problem that could affect the Arizona Region.

2. Representation

- a. Attend, either in person or by conference call, all meetings of the Arizona Region Board of Directors.
- b. Attend the annual Arizona Region Board and Staff Retreat.
- c. Attend all USA Volleyball Junior Assembly (JA) meetings.
- d. Be willing and available to participate on at least one (1) Junior Assembly committee.
- e. Enhance and maintain relations with all other USA Volleyball Junior Assembly Representatives.
- f. Demonstrate a commitment to the growth and development of Girls, Boys, Indoor and Beach Divisions of USA Volleyball within the Junior Division of the Arizona Region.

3. Meetings

- a. Schedule, organize and conduct at least one meeting of each of the Junior Division Committees every quarter. Minutes of the each meeting must be taken and provided to the Region Secretary within 30 days of the meeting for publication.

- b. Schedule, organize and conduct the Junior Forum meetings held in the spring and fall. Minutes of each meeting must be taken and provided to the Region Secretary within 30 days of the meeting for publication.
 - c. Schedule, organize and conduct the meetings of the Seeding Committee to accomplish the needed seeding for the Tournament Assigner in a timely manner. Minutes of each Seeding Committee meeting must be taken and provided to the Region Secretary within 30 days of the meeting for publication.
4. Communication
- a. Be responsible for all forms of communication including but not limited to:
 - 1. All communication within the Junior Division.
 - 2. All communication between the Junior Division and other Divisions in the Region.
 - 3. Reporting of all Junior Committee decisions to Board of Directors.
 - 4. Reporting all Jr Assembly information to the Board of Directors and Region Office, as needed.
 - b. Report regularly at Board meetings all actions and activities of the Division.
 - c. Give a report of the state of the USAV Junior Assembly and the AZ Region Junior Division at the General Assembly Annual Meeting.
 - d. Write a minimum of one (1) article for every edition of the Arizona Region Newsletter.
 - e. Write a minimum of one (1) article for every edition of the Arizona Region Club Director Newsletter.
 - f. Be responsible for regular communication with the Club Directors and players through the newsletter, the webpage and various other means.
 - g. Maintain communication with the USA Volleyball Junior Assembly (JA).
 - h. Be able and available for community interaction to enhance the continued growth of the Junior Division of the Arizona Region by:
 - 1. Fostering communication between the Arizona Region and Arizona high schools.
 - 2. By sharing information with the Region Office concerning competing junior volleyball organizations.
5. Documentation
- a. Be knowledgeable of all membership forms, documentation and eligibility requirements of the Arizona Region.
 - b. Be familiar with the USA Volleyball National registration system and membership and eligibility policies as they pertain to the junior membership and participation.
6. Disciplinary
- a. Conduct Division personnel investigations of misconduct, as applicable.
 - b. Assist the Ethics and Compliance Officer with Region investigations of misconduct.
7. Finance
- a. Develop, oversee, and maintain all phases of Junior Division budget.

8. Miscellaneous
 - a. All other duties as assigned by the Region Board of Directors.
 - b. Perform other duties and responsibilities necessary to carry out the charges of the office.