

# **SUFFOLK BOARD OF VOLLEYBALL OFFICIALS, INC. BY-LAWS**

## **Suffolk County, New York**

*These by-laws were revised and approved most recently March 2009*

### **I- NAME**

The name of this association shall be the Suffolk Board of Volleyball Officials, Inc.

### **II.-PURPOSE**

The purpose shall be for the betterment of volleyball in Suffolk County:

- A- To promote uniform interpretation of volleyball rules.
- B- To maintain a uniform standard of qualification for officials.
- C- To train and rate officials.
- D- To conduct rules interpretation clinics open to the various agencies, Coaches' Associations and prospective officials prior to the volleyball season.
- E- To provide means of handling problems concerning rules' interpretations during the season.
- F- To send representatives to all State Volleyball business and interpretation meetings.
- G- To promote a high standard of integrity and sportsmanship among officials, coaches and players in Suffolk County.

### **III-MEMBERSHIP**

All candidates for membership must be 18 years of age or over, must pay a fee entitling the candidates to attend a Candidates' School, must pass a written examination, and pass a practical examination. Transfers are valid as per New York State Guidelines. In order for members to be classified as a member "in good standing" they:

- 1- must be current regarding payment of dues and or fines incurred
- 2- must be in attendance of all general and mandatory meetings. Failure to attend a mandatory meeting, clinic and/or designated written test dates will result in the assessment of a penalty amount of a current varsity fee. The penalty will be paid within 2 weeks of its assessment.
- 3- must be in compliance with all requirements set forth by the NYS governing bodies
- 4- must be in compliance with all final decisions made by the S.B.V.O. executive board and Ethics Committee.

Failure to satisfy the above criteria will result in forfeiture of the right to vote in association matters, the right to receive a schedule in the current or future seasons, the right to attend regularly scheduled meetings of this association, or the right to attend any other activity that this association holds or conducts.

There shall be five classes of membership:

- A- **ACTIVE MEMBERSHIP:** shall be accorded to those who pay the annual dues, attend the required meetings, pass the written examination, and accept assignments for the current year.
- B- **INACTIVE MEMBERSHIP:** shall be accorded to those who pay the annual dues but do not officiate during the current year. Inactive members reverting to active status shall retain the level attained in their last active season. A member may be inactive for a maximum of two consecutive years. The Executive Board shall review all applications for inactive membership.
- C- **DISABILITY MEMBERSHIP:** An active member who becomes disabled and is unable to officiate, may continue to be a member, until (S)he has recovered The member shall retain the level attained when the

disability occurred (S)he shall pay no dues and shall work no games for the duration of the disability. The Executive Board shall review all applications for Disability Membership.

**D- LIFETIME MEMBERSHIP:** Any member who has been active for at least ten years will automatically qualify for Lifetime Membership upon retirement from Active Membership. The Executive Board shall review all applications for Lifetime Membership.

**E- SUSPENDED MEMBERSHIP:** Suspended members must be re-rated before returning to active status. The previous rating held may change depending on the result of the practical exam. When returning to ACTIVE status, the member will be on probation for a period of one school calendar year from the date of return. Suspended members, while in this probation period, must fulfill the requirements of an ACTIVE member in good standing to prevent another suspension

#### **IV- POOLS FOR OFFICIATING VOLLEYBALL (Guidelines for Section XI)**

- A. Varsity Pool- Varsity or Junior Varsity official, completed 2 years in the SBVO Inc., and at least a 4.0 rating from coaches the previous year (JV or V). Any varsity rated official who joins the SBVO Inc. from another board will be added to the bottom of the Varsity pool.
- B. JV Pool- Junior Varsity or Junior High official, completed 1 year as a junior high official with the SBVO Inc. Any JV official who joins the SBVO Inc. from another board will be added to the bottom of the JV pool.
- C. Junior High Pool- any rated official who joins from another board will be added to the bottom of the JH pool.
- D. It is strongly recommended that first year officials not be assigned to JV games until all experienced officials are working. It is also strongly recommended that first year officials be assigned junior high school games with an experienced partner. It is difficult to develop a good junior high program with brand new officials as unsupervised first referees. (Officials in junior high school matches will alternate as first and second referee for each match).

#### **V- MOVEMENT POLICY**

- A. The official must meet the following criteria:
  - 1) Be in good standing with the organization.
  - 2) Have been at the lower ranking for at least (2) two years.
  - 3) Must have worked your rated pool level for (2) two consecutive seasons.
  - 4) Have been rated a minimum of 4.0 by the coaches for (2) two consecutive years based on the officials ratings as reported by Section XI.
  - 5) Must have officiated a minimum of 14 games as per Section XI guidelines on a continued basis.
- B. A list of officials will be compiled in a rank order and movement will be based on need within the organization and performance level.
- C. If an official would like to decline movement for any reason, a request should be made in writing to the Board who will act accordingly. All such requests should be sent to the President of SBVO.
- D. Any official whose coaches' rating falls below 4.0 for games officiated at their individual rating level shall be subject to the following:
  - 1. 1<sup>st</sup> incident- official shall be notified by the executive board of the rating and be advised that improvements need be made.
  - 2. 2<sup>nd</sup> consecutive incident- official will be rerated at the earliest next available game and letter of the committee's suggestions for improvement will be given to the official. The official may also be monitored throughout the next season.

3. 3<sup>rd</sup> consecutive incident- the official shall have their rating level dropped to the next lowest level. Junior high officials can be placed on probation for an infinite term as determined by the executive board.

Section XI ratings shall be used for this procedure. Officials must have officiated 14 or more matches, as per Section XI guidelines.

## **VI- EXECUTIVE COMMITTEE**

The elected officers shall be the President, Boys' Vice President, Girls' Vice President, Secretary and Treasurer. The officers shall be elected by a majority vote in the spring for a two-year term in office. The President and Secretary shall be elected in even years. The Vice Presidents and Treasurer shall be elected in odd numbered years. The Rules Interpreter shall be appointed.

- A: **PRESIDENT:** shall preside at all meetings and shall make all appointments not otherwise provided for in the By-Laws, and shall be a member ex-officio of all committees. (S)he shall represent Volleyball at Presidents' Council and New York State meetings. (S)he shall set up dates and secure a facility for all general, theoretical and practical exams and meetings and report this information to the general assembly as well as the individual Vice-Presidents.
- B: **VICE-PRESIDENTS:** There shall be one Vice-President of the Boys' Officials and one Vice-President of the Girls' Officials. In the absence of the President, either Vice-President shall perform all duties. (S)he shall administer the theoretical and practical examinations. This duty is to include obtaining raters, being in contact with the appropriate coaches running the event. The results of these practical exams will be made available to the President, Secretary, and the Treasurer. (S)he shall run the junior high rules meetings with the officials when they are scheduled to address the State modified rules.
- C: **SECRETARY:** shall perform the duties of the President if the President and both Vice-Presidents are absent. The Secretary shall keep full and accurate records of all meetings. (S)he shall keep a full list of members and notify candidates of their election. (S)he shall send out notices and correspondences ordered by the President, Vice-Presidents or the Executive Board, and send all copies to appropriate members of the Board. (S)he will supply the President with an updated roster twice a year for submission to the State at the Summer/Fall and Spring meetings.
- D: **TREASURER:** shall perform the duties of the President if the President, vice-presidents, and Secretary are absent. (S)he shall furnish the membership with an Annual Report of the financial activities, and be responsible for all fiscal matters. (S)he shall furnish the Executive Board with a detailed financial report at the Spring Executive Board meeting. (S)he shall be responsible for the collection of all dues and fines imposed by SBVO, Inc. and report any delinquent members to the President and Secretary.

### **\* ADDITIONAL EXECUTIVE BOARD MEMBERS:**

- A: **PAST-PRESIDENT:** shall serve as the Chairperson of the Nominating Committee and shall appoint two additional members. They shall prepare a slate of one or more candidates for each elective office to be filled. They shall secure the consent of each candidate to serve if elected.
- B: **RULES INTERPRETER:** shall be appointed by the President to attend interpretation meetings.
- C: **MEMBER AT-LARGE:** shall be appointed by the President, and shall aid the Board in social events, and the acquisition of rating officials for practical exams if deemed necessary by the Vice-Presidents. It is

recommended that all playoff semi-final and final officials be invited to the awards dinner in the Varsity season(s).

D: UNIFORM CHAIRPERSON: shall be appointed by the President, and is responsible for the ordering and delivery of uniforms for officials. (S)he shall collect all appropriate fees and pass them on to the treasurer.

E: SPORTSMANSHIP CHAIRPERSON: shall be appointed by the President and is responsible for the computation of all of the official sportsmanship ratings submitted by the officials, and the final determination of award winners for the Varsity, Junior Varsity and Junior High seasons for both divisions.

The uniform and sportsmanship chairs may be invited to Executive Board if scheduled topics include their area of assignment.

## **VII. ETHICS CODE AND PROCEDURES** *(revised March 2009)*

As an organization, we support and promote general ethical and professional guidelines that are detailed in the document "Suffolk Board of Volleyball Officials, Inc. - Volleyball Officials Code of Ethical and Professional Conduct" - a copy of which is attached to the by-laws and labeled as Appendix 1. To ensure adherence to such guidelines, the President shall appoint an Ethics Committee, consisting of at least three association members, who are not part of the association's executive board. In addition, an S.B.V.O. Inc. executive board member shall be a non-voting spectator at all hearings. The president shall designate one member to be the Ethics Committee Chairperson. All matters pertaining to alleged ethical or professional misconduct shall be referred to such chairperson for review. If the chairperson deems an investigation is necessary because disciplinary action may be needed, then the process outlined in document "Suffolk Board of Volleyball Officials, Inc. - Volleyball Officials Code of Ethical and Professional Conduct" will take place.

## **VIII- DUES**

The annual dues will be one Varsity match fee per Volleyball rating and will be payable to the Treasurer by March 1st of each year. A late fee of a Junior High match fee will be assessed after this date. If dues and late fee are not paid within thirty days of the aforementioned date, the Secretary will notify said member by certified mail. If dues and late fee are not paid within thirty days of the certified letter, it will be understood by all parties to be a resignation by the delinquent member.

## **IX- MISCELLANEOUS**

- A: The annual meetings shall be held at times and places decided upon and announced by the President.
- B: To retain active membership, a member must fulfill all of the requirements of the New York State 5-point program.
- C: A quorum, which shall consist of 25% of the active membership, shall be necessary for business to be conducted at any membership meeting. A majority vote of the membership present at any meeting shall be necessary to pass any measure, provided this does not conflict with any other portion of these By-Laws.
- D: Questions occurring during the season regarding officiating procedures, or the competence of an official should be referred to the appropriate Vice-President.
- E: Protests or questions regarding rules' interpretations should be referred to the Rules Interpreter.

## **X- AMENDMENTS**

A proposed amendment to these By-Laws must be submitted in writing to the Secretary at least two weeks in advance of the next scheduled meeting. The Secretary must mail copies of the proposed amendment to all members and shall notify all members of the date on which the vote will be taken on the proposed amendment. It shall require a 2/3 vote of the membership present to pass an amendment to the By-Laws.

## **XI - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Revised shall be the authority on all questions of procedure not set forth in these By-Laws.

## **APPENDIX 1**

### **SUFFOLK BOARD of VOLLEYBALL OFFICIALS (S.B.V.O.) Inc.**

#### **VOLLEYBALL OFFICIALS CODE OF ETHICAL AND PROFESSIONAL CONDUCT**

##### **INTRODUCTION**

The primary role of the official 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. It is the responsibility of the official to provide judgments that are within the spirit and intent of the rules, maintain the quality of the competitive experience, and protect 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 officials' 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 their ratings by fulfilling the requirements of the local affiliated board and the state organization. Officials should constantly strive for improvement by attending clinics and accepting constructive criticism from observers, assignors, coaches, and colleagues.

###### **Standards**

###### **1.1 Clinic Attendance**

There is never an excuse for not knowing the most current rule changes, interpretations, and officiating techniques. If such information cannot be obtained locally, 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 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 event host. If no pre-match time standards exist, officials arrive in uniform at least 30 minutes prior to the start of a match in order to inspect the facilities, conduct a captains' meeting, oversee warm-up procedures, and brief the officiating crew.

###### **1.3 Uniforms and Equipment**

Officials always wear the proper uniform. The uniform is 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 (for example, whistle, stopwatch, sanction cards, etc.) and all components of the uniform is the financial responsibility of all officials.

## **PRINCIPLE II - INTEGRITY**

Officials seek to promote integrity in their profession. Officials are honest, fair, and respectful 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 systems, values, needs, and limitations and the effects of these on their work. They uphold professional standards of conduct and accept appropriate 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.

### **Standards**

#### **2.1 Impartiality**

Officials are free of obligation 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 the performance of their duties. If ever confronted with an attempted bribe or made aware of an attempted bribe of any other official, officials immediately notify the authorities governing the event in addition to the person in charge of officials for the event.

#### **2.3 Language**

Officials do not use abusive or foul language when they are in the competitive facility, nor do officials use abusive or foul language toward any participants whether or not they are in the competitive facility.

#### **2.4 Gambling**

Officials do not gamble on sporting events in which they may have direct or indirect involvement. Under no circumstances do officials gamble on events involving participants who are under the age of 21.

#### **2.5 Alcohol, Tobacco, and Drugs**

The use of illegal drugs is strictly prohibited. Officials do not use alcohol or 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 an event.

Because officials are role models, they refrain from using alcohol or tobacco in excess and/or in inappropriate places.

#### **2.6 Honoring Commitments**

When officials accept assignments or contracts to officiate, they do not cancel those commitments in order to accept other commitments that pay more money or have more prestige. Only honest, legitimate reasons or emergencies cause officials to cancel commitments, and these are the reasons officials provide to the contracting entity when they need to rescind their availability.

## 2.7 Representation of Qualifications

Officials do not make false or misleading statements regarding their qualifications, ratings, credentials, professional affiliations, experience, training, or competence. Statements can be false, deceptive, misleading, or fraudulent either because of what they state, convey, or suggest, or because of what they omit. It is a violation of this Code to conceal any criminal background that may affect the qualification of officials to work in certain competitive environments.

## 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 to be considered a member in good standing.

## **PRINCIPLE III - 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 based on those factors and not allow them to affect their work. They do not knowingly participate in nor condone unfair discriminatory practices.

### Standards

#### 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 IV - PROFESSIONAL RELATIONSHIPS**

Officials seek to contribute to the welfare of those with 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 others, and they do not exploit or mislead other people during or after professional relationships.

### Standards

#### 4.1 Conflict of Interest

Officials recognize that any circumstance 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. 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 other officials' careers 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) Unwelcomed, 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 words or actions, or exploitative coercion. They do not engage in behavior that is harassing, abusive, or demeaning toward 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 V - 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 the 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.

#### Standards

##### 5.1 Furnishing Information

While serving in an officiating capacity, officials do not furnish information to institutions, teams, or individual participants pertaining to any other institution, 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 evaluations of the specific abilities of any athletes.

##### 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 VI - RESOLVING ETHICAL AND PROFESSIONAL ISSUES**

This Code of Ethical and Professional Conduct is administered under the authority of the Suffolk Board of Volleyball Officials, Inc. Violation of this Code subjects officials to the processes established by the Suffolk Board of Volleyball Officials, Inc. These processes are provided in the event of disciplinary action against a member for violation of this Code.

### Standards

#### 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 profession. 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.

#### 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 a violation 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 an official's supervisor; the Ethics Committee of the Suffolk Board of Volleyball Officials, Inc. 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. If the Suffolk Board of Volleyball Officials, Inc. receives information from any source alleging that an official has been convicted of or has entered a plea of guilty or no contest to a criminal charge or indictment involving sexual misconduct, child abuse, or conduct that is a violation of a law specifically designed to protect minors, or, depending on the nature of the crime, has been convicted of or has entered a plea of guilty or no contest to other felony charges or indictments, a complaint stating these matters may be submitted by any person to the board president. That Ethics Committee shall proceed with a prompt investigation of the matter including information available in the public records. Upon confirmation of the existence of a criminal record which violates the standards established in the Code of Ethical and Professional Conduct, the Ethics Committee may suspend the membership of the official with the criminal record and allow the official a period of time in which to provide the Ethics Committee 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 VII - PROCEDURES**

### 7.1 Ethics Committees

To address complaints filed in regard to violations of this Code, an Ethics Committee shall be formed comprised of at least three members in good standing who do not have a conflict of interest regarding the complaint or any person involved in the complaint. The chair of the Ethics Committee is appointed by the President of S.B.V.O., Inc. Additionally, an S.B.V.O., Inc. *Executive board member* will be present at all hearings as a *non-voting spectator*.

If an Ethics Committee member has been charged with a violation, he/she will recuse themselves. The term of office of committee members will be reviewed and appointed annually.

### 7.2 Filing Complaints

Complaints regarding violations of this Code are filed in writing within 30 days of the incident in question. Complaints may be filed from any source, and should contain as much information as possible to allow the ethics committee 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 witnesses to the violation. The complaint is filed with the board president, who shall immediately distribute copies of the complaint to the ethics committee members and to the Respondent.

### 7.3 Actions of the Ethics Committee

Within two weeks after a complaint has been received, and the committee selected, the chair of the Ethics Committee must notify all parties involved that the Ethics Committee will review the situation brought forth in the complaint, including a notification to the Respondent. Within two weeks the Respondent will submit a written response to the complaint, and afterwards may request a hearing before the Ethics Committee. If the Respondent does not request a hearing, the members of the Ethics Committee then gather as much information as possible and reconvene to review the information, assess the situation, and discuss its recommendations and decision. If the Respondent has requested a hearing the chair will select the time and place for the hearing so to conduct the hearing at the earliest convenient date. The chairman may, with the consent of the parties, conduct the hearing by conference call or other similar electronic means. The chair will communicate the information about the hearing schedule to the Respondent and the complaining party. Prior to the hearing, the chair will distribute copies of all documents to the committee, including a copy of the complaint, and any written response previously submitted by the Respondent. No more than fifteen days prior to the hearing, the chair will send to the parties a written copy of the procedures to be followed at the hearing. Those procedures shall include the opportunity for each party to be represented by counsel, to present oral or written evidence, to cross-examine witnesses and to present such factual or legal claims as are desired. The hearing shall be tape recorded with a transcript made available to each party, if requested and at that party’s expense. Following the information review or hearing, the Ethics Committee must come to a consensus and decide what disciplinary action, if any, to take against the respondent. It is recommended that all communication with the respondent be via a vehicle that provides a return receipt.

## 7.4 Disciplinary Actions

If the Ethics Committee finds that the respondent was not in violation of this Code, no disciplinary action is taken. If the Ethics Committee finds that the respondent was in violation of this Code, it may take disciplinary actions such as, but not limited to:

- a. Sending a letter of reprimand.
- b. Suspending the rating or membership of the respondent for a specified period of time.
- c. Upon request, advising officiating supervisors, assignors, and/or other assigning organizations that the Respondent has been found in violation of this Code.
- d. Expelling the respondent from the board.
- e. Any other disciplinary action that is considered appropriate by the Ethics Committee.

The chair of the Ethics Committee provides a written report as to the committee's decision and action, if any, to the Respondent, the complainant, and the executive board. The secretary shall maintain all such reports in a confidential file, for the benefit of only the S.B.V.O., Inc. 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

If the Ethics Committee finds a Respondent to be in violation of this Code and the respondent disagrees with their findings, the Respondent may appeal the findings in writing to the executive board. The appeal must be received by the executive board within 15 days of the date on the Ethics Committee's report. If the Respondent does not make a timely appeal to the Ethics Committee's findings, then that decision is final and binding. If the Respondent does timely appeal the Ethics Committee's findings, then the executive board shall convene and follow the same procedures as set forth for the Ethics Committee, including a review of the Ethics Committee's record, or if requested by the Respondent, a new hearing. Following the record review or hearing, the executive board must come to a consensus and decide to affirm, reverse or modify the Ethics Committees' disciplinary action, if any, regarding the Respondent. The S.B.V.O., Inc. executive board provides a written report as to the boards' decision and action, if any, to the Respondent, the complainant and to the Ethics Committee. The secretary shall maintain all such reports in a confidential file, for the benefit of only executive board, and no one else. The decision of the S.B.V.O., Inc. executive board shall be final as to the Respondent and all parties.

## 7.6 Expedited Procedure

If the Complaint challenges a violation which may affect a member's ability to officiate in an immediately upcoming event, the Complainant, as part of his or her written Complaint, or the respondent, as part of his or her written response, may request that the Complaint be referred immediately for an expedited process. The request for an expedited procedure shall be directed to the ethics committee. Upon receipt, the Ethics Committee shall immediately convene and, if requested by the Complainant, provide notice of the expedited procedure to the respondent. The parties involved shall immediately submit their information to the committee. The committee shall then consider the information and issue its decision. By submitting to this procedure, the parties involved acknowledge that all matters will be expedited and because of the time factor, there may not be an opportunity for an appeal prior to the subject event. In any matter in which an involved party has not requested an expedited procedure, an expedited procedure may be declared by the chair of the ethics committee, if the chair determines that action is necessary to expedite the resolution of a controversy in order to do justice

to any party. In that event, if feasible, the time frames set forth in the regular procedure may be reduced to prevent injustice. All time frames may be altered with the mutual consent of all parties concerning regular and expedited procedures.

## 7.7 Binding Effect

Participation by any party in the procedure to address an alleged code violation, as set forth in this code, shall be deemed the parties' agreement to be bound by the provisions and result of this procedure, without further recourse, including arbitration or lawsuit.

## ACKNOWLEDGEMENTS

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 Association.
- . Coaches Code of Ethics and Conduct - USA Volleyball.
- . Code of Ethics - National Association of Sports Officials.
- . Code of Ethics for Officials - Big Ten Conference.
- . Big Ten Conference Officiating Manual - Big Ten Conference.
- . PAVO code of Ethical Standards