



Michigan
Board
of
Volleyball
Officials

Member Handbook

*Updated December 15, 2008
Created August 18, 2002*

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This completes the detailed comparative to the Board's Bylaws.

This section details the rating process, requirements involved, and PAVO clarifications and specifics of the Reciprocity Agreement between the PAVO and USAV organizations.

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1. Name

- 1.1 The name of this organization will be the Michigan Board of Volleyball Officials (“MBVO”).

2. Purpose

- 2.1 The purpose of the organization is detailed in the *Official Bylaws of the Michigan Board of Volleyball Officials*.

3. Membership, Dues & Examinations

- 3.1 How to Become a Member of the Board.

3.1.1 Identifying your Executive Committee (“E/C”), Region and Regional Representative (“R/R”). (See MBVO website at www.MBVO.org.)

3.1.2 New Member’s Initial Rating Session (“Rating Session”). Upon notification of a new member, the R/R will contact the Chair, or the Chair’s designated rating coordinator, to secure options for rating the candidate. The R/R will serve as the new member’s primary rater. The R/R will notify the candidate of available venues, and they will determine the best site to schedule the rating.

3.1.3 Mandatory PAVO Officials’ Training Clinic (OTP)/MBVO Annual Business Meeting. R/R will educate the candidate on the importance of attending the August meeting.

3.1.4 Volleyball Resources.

3.1.4.1 Professional Association of Volleyball Officials (“PAVO”) - www.PAVO.org

3.1.4.1.1 PAVO Code of Ethical and Professional Conduct

3.1.4.1.2 PAVO/USAV Reciprocity Agreement

3.1.4.1.3 PAVO/USAV Rating Sheets and Criteria Sheets

3.1.4.2 Michigan Board of Volleyball Officials website - www.MBVO.org)

3.1.4.2.1 Bylaws, Region Listing, Officer Listing & Membership Roster

- 3.2 Active Membership.

3.2.1 All Active Members will be included in the MBVO Membership Roster, have the ability to vote at business meetings, hold office, and serve on committees.

3.2.2 All members are expected to keep their personal information on the PAVO website current.

- 3.3 Loss of Active Membership/Rating. Loss of Active Membership/Rating shall be forfeited as governed by PAVO/MBVO guidelines, for not meeting the requirements outlined below.

The result of non-compliance will be a loss of membership/rating for a one-year period. The official will be notified that they will not be invited to join the following year and additionally, the E/C will request that the Assignors not provide assignments to the official during this period. The following spring the official will again be invited to rejoin, with the understanding that these requirements are mandatory.

3.3.1 Theoretical Examination. Failing to take the PAVO/USAV Volleyball Theoretical Examination (“Test”) required each year prior to the collegiate season.

3.3.1.1 Practice/Study Test. R/R will offer to present candidate with the previous years' practice test, and assist them in taking it in an open-book fashion as a study tool to assist them in preparing for the upcoming years' examination.

3.3.1.2 Clarification Regarding Theoretical Testing Option/Due Date. If an emergency, as determined by the E/C, precludes the official from attending the MBVO Annual Business Meeting, where the PAVO Test is administered, the Chair may forward the Test to the official via U.S. Mail. The Test is to be completed and returned to the Chair (or any officer the Chair assigns to the duty), by October 15 of the current year. **(Addendum No. 1 – approved August 15, 2004.)**

3.3.1.3 On-line Option/Due Date. The PAVO Test may be taken via the PAVO website and the Chair is to receive the results by October 15 of the current year. **(Addendum No. 1 – Approved August 15, 2004.)** The on-line option is PAVO's default for new members, however, they may change that preference on the PAVO's website.

3.3.2 Practical Rating Session (“On-Court Rating”). Failing to participate in a PAVO/MBVO conducted On-Court Rating every other year as described in the PAVO and MBVO Handbooks. **(Details concerning the rating process itself follow in the Rating Specific section.)**

3.3.2.1 Novice Year Rating Session. The new member's R/R will coordinate this activity and clarify to the candidate the importance of the first year being a learning year. On-Court Ratings take place either in the spring or the fall, depending on when the official joins, and the availability of the rating sites.

3.3.2.1.1 Future Assignments. MBVO is not an assigning entity. The assignors are independent contractors and have been hired by the conferences and individual schools. They have the discretion to hire any official for any assignment they are required to fill. Additional assignments beyond the rating matches MAY be given out on a contingency basis with the expectation that the ratee will successfully complete all PAVO/MBVO examination/requirements. However, beyond the candidate's rating matches, membership in the MBVO, in and of itself, does not guarantee future assignments.

3.3.2.2 Transferring PAVO Member. The R/R, upon notice of the new candidate by the secretary, shall contact the candidate. As per the PAVO Handbook, Intramural and Apprentice ratings cannot be transferred to other boards because the minimum criteria for these ratings may vary from one board to another. Local, State, and National ratings are transferable, as PAVO has established the minimum criteria for these ratings on a nationwide level. Officials who have a Local, State, or National rating can retain their ratings when they transfer, provided they meet all of the membership requirements of the new board. These are the PAVO's member transfer policies:

3.3.2.2.1 Immediate Membership. Referees who move to a new locality can immediately join the board in that area and need not do an On-Court Rating with the second board until the current rating has expired.

3.3.2.2.2 Member & Chair Responsibilities. The Chairs of the two boards involved should communicate and agree that the transferring member is in good standing with the original board at the time of transfer.

3.3.2.2.3 Board Membership. It is recommended that officials join the board that is closest to them geographically.

In the absence of the information requested above, the transferring candidate would be expected to participate in an On-Court Rating.

3.3.3 State Rating Renewals. Failure of a newly rated State to participate in an On-Court Rating two years after initially upgrading (“Initial Rating”), and in the card renewal process two years thereafter.

3.3.4 Loss of Rating. Holding an expired rating or losing a rating due to complaints of inefficiency.

3.3.5 Mandatory Meeting. Missing the mandatory MBVO Business Meeting and OTP Clinic without a legitimate excuse.

If an official is unable to attend the clinic due to an emergency, it is the member's responsibility to obtain and observe the video of the clinic. Additionally, PAVO has directed that the official will not be eligible to work post-season play through the viewing of the video, but rather, must be in attendance to remain eligible.

3.3.6 Unethical/Unprofessional Behavior. Acting in a unethical or unprofessional manner as defined in the PAVO Volleyball Officials CODE of ETHICAL AND PROFESSIONAL CONDUCT.

3.3.7 Dues.

3.3.7.1 Delinquent Membership Renewals. Renewal dues must be postmarked by April 15. (**Addendum No. 3 – approved August 20, 2005.**)

3.3.7.1.1 Renewal dues postmarked during the period from April 16 – June 15 will be assessed a late fee.

3.3.7.1.2 Renewal dues postmarked after June 16 will be returned to the member.

3.3.7.1.3 Late fees/assessments will be established by the E/C.

3.3.7.2 New Member. New member dues are to be forwarded to the treasurer. After June 1 the dues will be increased by the amount determined as necessary by PAVO's central office and the E/C.

3.3.7.3 Non-Sufficient Checks. MBVO will assess fees up to the maximum amount allowed by law in the State of Michigan for checks returned due to non-sufficient funds.

3.3.8 Outstanding fees/assessments. Owing outstanding dollars to the board.

4. Executive Officers and Duties

4.1 Structure of the Executive Committee. The E/C consists of the following: a) Chair; b) Secretary /Treasurer; and c) five Regional Representatives (R/R's). The duties of each of these officers are detailed in the *Official Bylaws of the MBVO*, which are posted on the MBVO website.

4.1.1 The E/C will determine the number of RR's needed, and will establish and revise region boundary lines as necessary to ensure proper representation for all Active Members.

4.2 Member Concerns/Process. MBVO members are encouraged to bring concerns/issues to their respective R/R. The R/R will present the member's concern at the next E/C meeting. Following that meeting the Chair will send a letter to the member on behalf of the E/C to inform him/her of decisions rendered, and the reasoning behind such decisions.

5. Executive Committee Meetings

5.1 Member Attendance. Any member of the MBVO may attend an E/C meeting, but without a vote.

6. Ad Hoc Committees and Rating Coordinators

- 6.1 Ethics Committee. The specifics of the Ethics Committee are outlined in the PAVO *Volleyball Officials CODE of ETHICAL AND PROFESSIONAL CONDUCT*, and the bylaws of the MBVO.
- 6.2 Nominating Committee. This committee consists of three Active Members, who shall be appointed by the Chair. The responsibilities are presented in the *Official Bylaws of the MBVO*.
- 6.3 Rating Coordinators ("R/C"). Experienced raters/evaluators responsible for running On-Court Ratings. The Chair appoints the R/C's, with input from the Assignors and R/R's.
- 6.4 Executive Committee Participation. Ad hoc committee personnel are not considered members of the E/C, however, may be invited to attend and share information as appropriate.

This concludes the detailed comparative of this document to the Board's bylaws.

The following section details the various rating levels, requirements involved relative to the ratings as presented in the PAVO and MBVO bylaws, and PAVO's clarifications and specifics regarding the Reciprocity Agreement.

1. Rating Specifics

1.1 Rating Definitions/Specifics.

1.1.1 Intramural Rating. This official is qualified to officiate matches within the school in which the official is enrolled. One rater can be used and must hold minimally, a current Local rating. There is no minimum score for this level of rating, and it is not transferable to other Boards.

1.1.2 Apprentice Rating. This official is qualified to officiate matches that may be adequately controlled by a competent, but inexperienced official. One rater can be used and must hold minimally, a current Local rating. Whenever possible two raters are recommended. There is no minimum Test for this level of rating, and it is not transferable to other Boards. The minimum On-Court Rating score is 75.

1.1.3 Local Rating. This official is qualified to officiate matches requiring a competent and experienced official. Two raters must be used and must hold minimally, current Local ratings. The minimum Test score (before correcting to 100%) is 76, and the minimum On-Court Rating score is 80. This rating is transferable to other Boards.

1.1.4 State Rating. This official is qualified to officiate any match within the state or region. Three raters must be used and two must hold minimally, current State ratings, with the third holding minimally, a current Local rating. The minimum Test score (before correcting to 100%) is 82 and the minimum On-Court Rating score is 85. This rating is transferable to other Boards.

1.1.5 National Rating. This official is qualified to officiate any match within the country. The National Rating Team presents this rating.

Once the above criteria has been met and the numbers achieved fall within the parameters reflected in the table above, the official is considered to have earned the rating those scores reflect. The rating goes into effect immediately and the appropriate patch will be awarded.

1.1.6 Referee Certifications. All referee certifications awarded by a local board expire yearly on June 1.

1.2 Initial Ratings, Renewals and Upgrades.

1.2.1 On-Court Rating. All officials must participate in a PAVO/MBVO conducted On-Court Rating every other year. **(See Exhibit A for rating process details.)**

1.2.1.1 When a USAV official comes to the MBVO board holding either a National or a Junior National rating they will immediately be granted a PAVO State without having to participate in an On-Court Rating, as per the Reciprocity Agreement between the two organizations.

1.2.2 On-Court Rating Sites. The Chair, Rating Coordinators, and RR's will determine the location(s) to be used.

1.2.3 Rating Fee. A rating fee will be charged to each ratee, the amount of which will be determined by the E/C. Should the rating fee not be received by the treasurer prior to the event, the R/C will either collect it before the On-Court Rating takes place, or not allow participation by the candidate.

1.2.4 Rater Experience. It is strongly recommended that raters hold minimally, a Local rating for at least two (2) years before they begin to rate other officials. New raters should have completed at least three (3) practice ratings before their scores are utilized.

1.2.5 Renewals.

1.2.5.1 Initial State Renewal. A newly rated State official must participate in an On-Court Rating, the (“Initial Renewal”) two years after having upgraded. This holds true whether the State rating was earned through a PAVO On-Court Rating process, or through reciprocity with the USAV organization. On-Court Rating State renewals must:

1.2.5.1.1 Occur at a level of play above that of the community college, even if the school is a four-year institution.

1.2.5.1.2 Be completed during matches where NCAA rules are used, and by PAVO raters using the PAVO Rating Sheets.

1.2.5.2 Successive State Renewals/Card Re-Rates. Once the State rated official completes their Initial Renewal, card renewals will be used every two years thereafter, unless and until a problem/deficiency is identified.

1.2.5.2.1 If a problem/deficiency is identified the Chair and the E/C will direct that the official participate in an On-Court Rating.

1.2.5.2.2 Any State official may choose to renew through an On-Court Rating in lieu of the card re-rate.

1.2.6 Upgrades. When attempting to upgrade to the next level, scores received on the On-Court Rating and Test will determine the candidate’s rating, which may be a level down, an upgrade or status quo.

1.2.6.1 Local Upgrade to State. An experienced Local official wishing to upgrade to a State must complete the following requirements, including:

1.2.6.1.1 Theoretical Test. Minimum score is 82.

1.2.6.1.2 Letter of Intent. Presenting their intent via written notification to the Chair, (with a copy to their R/R.) This notice must be postmarked or e-mailed by February 1.

1.2.6.1.3 Recommendation. Provide two (2) written recommendations, one from minimally a Division III coach, and the other from i) a State or Nationally rated official; ii) a Division II coach; or iii) another Division III coach.

1.2.6.1.4 Level of Play. This practical must occur at a level of play above that of a community college, even if the school is a four-year institution.

1.2.6.1.5 Match Criteria. This practical must be done at matches where NCAA rules are used, and by PAVO raters using the PAVO Rating Sheets.

1.3 Re-rates. Any member wishing to participate in a re-rate must observe the following guidelines:

1.3.1 Letter of Intent. **(See Section 1.2.6.1.2 above.)**

1.3.2 Rating Fee. **(See Section 1.2.3 above.)**

1.3.3 Frequency. On-Court Ratings may be repeated once in a 12-month period.

1.3.4 Priority of Scheduling. Active Members that are due for a renewal and new candidates will be scheduled first. If room is still available re-rate requests will be considered on a first-come, first serve basis.

1.4 PAVO / USAV Reciprocal Agreement. MBVO participates in this joint effort between the PAVO and USAV organizations. An abbreviated version of the Agreement between the two organizations is presented below, along with clarifications from PAVO.

USAV RATING ⇒ PAVO RATING	REQUIREMENTS ⇒ INITIAL RECIPROCATION
National ⇒ State Junior National ⇒ State	<ol style="list-style-type: none"> 1. Prior experience requirements waived. 2. Initial rating occurs without a On-Court Rating. 3. Must comply with local requirements, including: clinic attendance, theory test, and ongoing renewal processes the board has in place.
Regional ⇒ State Provisional ⇒Local	<ol style="list-style-type: none"> 1. Prior experience requirements waived. 2. Must participate in On-Court Rating. 3. Must comply with local requirements, including: clinic attendance, and meeting pre-defined theory Test and On-Court Rating scores.

1.4.1 Rating Sites. The Chair, R/C's and RR's will determine the location(s) to be used for On-Court Ratings.

1.4.2 Reciprocity Clarification/Specifics include the following:

1.4.2.1 Definition. "A currently certified USA Volleyball Regional referee 'may' obtain, by reciprocity, a PAVO State rating, and a currently certified USA Volleyball Provisional referee 'may' obtain, by reciprocity, a PAVO Local rating."

1.4.2.2. Clarification/Specifications.

1.4.2.2.1 No PAVO rating is guaranteed through reciprocity until the USAV official reaches minimally the Junior National level.

1.4.2.2.2 For a USAV Regional or Provisional rated official the Reciprocity Agreement is a gateway to allow the official to forego prior experience requirements (if they exist), and join a board. MBVO does not have any experience requirements in place.

1.4.2.2.3 The PAVO theory test and On-Court Rating scores determine which PAVO rating the USAV Regional or Provisional official will earn.

1.4.2.2.4 USAV Regional officials are to be provided with the opportunity to upgrade to a State rating, which required the board to provide: a) an appropriate site; b) required number of raters; and c) quality of play necessary to award that level of rating.

1.4.2.2.5 USAV National or Jr. Nationals reciprocate automatically to a PAVO State and no On-Court Rating is required at the point of Reciprocation.

1.4.2.2.6 Two years after a USAV National or Jr. National has reciprocated into a board at a State level they are required to renew in the same manner as is the standard operating procedure used for State rated officials that have earned their State rating through PAVO On-Court Rating activities. This "First Renewal" will be the last practical done, and the re-rate card will be used going forward, unless problems/deficiencies are identified. **(See 1.2.5 above.)**

1.4.2.3 Any State rated official may request to be renewed through a Practical Rating Session in lieu of a card re-rate. **(See 1.2.5 above.)**

1.5 Protocol for Sanctions. The Executive Committee of the Michigan Board of Volleyball Officials takes very seriously its duties to provide support for our members. To that end, each official is asked to take the following action:

1.5.1 Notify their appropriate assignor in writing when any sanction, beyond that of an individual yellow card, is issued to a non-player. **(Addendum No. 2 – approved August 20, 2005.)**

1.5.2 Send the notification within two (2) weeks of the date of the occurrence.

1.5.3 Copy the Chair on the communication.

Exhibit A – PAVO/MBVO ON-COURT RATINGS Responsibilities of a Rating Coordinator (“R/C”)

1. Prior to the event.

1.1 Secure Practical Rating/Summary Sheets from the PAVO website.

1.2 Secure patches from the Chair or secretary for presentation to new candidates following the rating discussion.

1.3 Review Section 1.2 of the Rating Specifics in the MBVO Handbook prior to scheduling rates and running the session for details on renewals, requests for upgrades and recommendations, Section 1.3 on re-rates and frequency, and Section 1.4 on the Reciprocity Agreement.

1.4 Confirm with treasurer that the rating fee has been received. Should the rating fee not be received by the treasurer prior to the event, the R/C will make arrangements for it to be collected prior to the On-Court Rating, or not allow participation by the candidate.

1.5 It is strongly recommended that raters hold minimally, a Local rating for at least two (2) years before they begin to rate other officials. New raters should have completed at least three (3) practice ratings before their scores are utilized.

1.6 Discuss with your raters how non-witnessed events should be handled. If specific situations on the rating sheets were not witnessed during the match, discuss with the E/C members and/or assignors onsite, especially before granting an upgrade from a Local to a State.

1.7 Ensure that at least one rater observes the pre-game, official-to-official discussions, and line judge instructions.

2. During the event.

2.1 Apprentice. This official is qualified to officiate matches that may be adequately controlled by a competent, but inexperienced official. One rater can be used and must hold minimally, a current Local rating. There is no minimum Test for this level of rating and the minimum On-Court Rating score is 75.

2.2 Local. This official is qualified to officiate matches requiring a competent and experienced official. Two raters must be used and must hold minimally, current Local ratings. The minimum Test score (before correcting to 100%) is 76, and the minimum On-Court Rating score is 80.

2.3 State. This official is qualified to officiate any match within the state or region. Three raters must be used and two must hold minimally, current State ratings, with the third holding minimally, hold a current Local rating. The minimum Test score (before correcting to 100%) is 82, and the minimum On-Court Rating score is 85.

2.4 To move from Local to State, or during a State renewal rating, the event must occur at a level of play above that of the community college, even if the school is a four-year institution.

2.5 Practical ratings must be done at matches where NCAA rules are used, and by PAVO raters using PAVO rating sheets.

3. After the event.

3.1 Note on the bottom of the R1 Practical Rating Sheet the rating the raters are recommending for the candidate.

3.2 Ensures that the Practical Rating Sheets have been completed, (including numeric totals).

3.3 Provide the Summary Rating Sheets to the candidate so they can take notes during the on-site discussion. (These are for the candidate to keep.)

3.4 Review the Practical Rating Sheets with the candidate and secure their signature.

3.5 Forward the Practical Rating Sheets to the secretary.

Exhibit B – PAVO/MBVO State Card Renewal

<p>* Five (5) card renewal evaluations are required; and</p>	<p>* Three (3) evaluators must be State or Nationally rated officials. The other two must be minimally Division III coaches.</p>
<p>* A minimum of 82 must be scored on the theoretical test. (If not, Test B must be taken.)</p>	<p>* An average of 3.5 must be earned on the renewal card. (If not, the official must participate in a structured Practical Rating Session.)</p>