

NVO HANDBOOK

THE NVO HANDBOOK IS A PLACE WHERE THINGS LIKE EXECUTIVE BOARD DECISIONS CAN BE KEPT INSTEAD OF HAVING TO LOOK THROUGH YEARS OF MEETING MINUTES TO FIND THEM.

ALSO A PLACE TO KEEP THINGS THAT SHOULD BE MORE EASILY CHANGED BY REVIEW OF THE EXECUTIVE BOARD AND OR THE MEMBERSHIP THROUGH THE EXECUTIVE BOARD.

ARTICLE II, A.

1. By providing opportunities for new candidates to become bona fide members of the division.
2. By providing opportunities for rated officials to upgrade their knowledge of the rules and improve their techniques of officiating.
3. By administering written and practical testing procedures as outlined by rule specific organization.
4. Shall comply with the five-point program of the state handbook:
 1. Observe the constitutions and by-laws of their local and state officials' organization.
 2. Attend interpretation meetings and clinics of the local organization each year.
 3. Give satisfactory evidence of proficiency in the mechanics of officiating and of competent performance related to the specific sport.
 4. Pass the National, Federation, State or other approved rules examination.
 5. Are listed with the N.Y.S.P.H.S.A.A., Inc. Executive Director.

B.

1. By seeking communication on a state and national level with interpreters of both the rules and techniques of officiating.
2. By providing a pre-season opportunity for officials to gather and discuss rule changes and interpretations.
3. By taking an active role in the rule interpretation clinics of local recreational agencies and coaches association.
4. By disseminating updated information and stressing continuity in handling problems concerning rule interpretation during the season.

ARTICLE V.B.5 VOTED AND APPROVED BY EX. BOARD

The following will be the procedures for selecting a replacement representative at the state or any other non NVO key meetings when the chairperson(s) is unable to attend.

1. The Rating chair of the Division (Boys' / Girls')
2. The Past Chair of the Division (Boys' / Girls')
3. An elected Member at Large of the Division (Boys' / Girls')

ARTICLE VI. A. Rating Committee: 4/28/26

A. Rating Committee:

6. The following criteria will be used to select the individual(s) for the rating team:
 - a) Minimum of four (4) years as a varsity boys' and/or girls' official,
 - b) Member in good standing with the association,
 - c) Rating Team Member will accept to serve a minimum of a two (2) year term.
 - d) Rating team member will have a strong skill set and knowledge in the following subjects:
 - i. Communication
 - ii. Knowledge of rules
 - iii. Professionalism
 - iv. Proper Mechanics
 - v. Scoring / Libero Tracking
 - vi. Line Judging
 - vii. Spirit of the Rule
7. Individuals on the rating team would require additional instruction in the proper rating procedures.
8. Rating Team Training / Format: The rating team will have a mandatory minimum of 2-3 training sessions consisting of theoretical, practical and court drills.
 - a. The following documents will be used as guidance in the procedure to train rating team members:
 - i. NCAA Women's Volleyball Rules & Interpretations
 - ii. NCAA Women's Volleyball Officiating Manual & Casebook
 - iii. NYSCVOA Practical Rating Rater Instruction Sheet
 - iv. NYSCVOA Practical Exam Rater Instruction Sheet
 - v. NYSCVOA Annual Rules Interpretation
 - vi. NYS Modified School Rules
 - vii. NYSCVOA Rules and Procedures Manual
 - viii. NYSPHSAA Handbook
 - ix. NYSCVOA By-Laws
 - x. NVO Operating Code
 - b. Officiating techniques and mechanics will be the only format that may be used and disseminated to the candidates and associations' officials.
9. Rating team member is expected to:
 - a. Participate in the team rating training sessions,
 - b. The length of service by a rating team member would be determined by:
 - i. Their performance as a rating team member,
 - ii. Dismissal due to lack of participation as a rating team member,
 - iii. A request by the team member that he/she no longer will like to be considered as a rating team member.
10. The rating team members will be compensated based on the number of hours and/or days in a rating session. The executive board will approve the rating team budget (presented by the Rating Chairpersons), compensation adjustments on a biannual basis for the rating services per rating session:

- a. Rating Chairpersons will present the Budget Report and updates to the general membership for the Rating Team.
 - b. Rating Chairpersons will manage the budget throughout the rating period and request additional funds if necessary, from the executive board.
- 11. Compensation will be made from the associations' funds and will be approved by the executive board and may be subject to change.
- 12. Rating Chairpersons would report and recommend ratings, upgrades, recertification, and evaluation results to the executive board as previously delegated according to the operating code.
- 13. The rating committee will convene in the fifth month of the year (May) to select replacement of any team member that is excused from the team due to not being able to meet the criteria of the rating team (as outlined in the section above, paragraph 6) or voluntary resignation from the team.

ARTICLE VII E.6. VOTED AND APPROVED BY EX. BOARD

Moved paragraphs 2 and 3. 4/28/26 OP Code Amendment.

2. All new NVO officials will start with a Modified rating. This rating is good for 3 years. Modified officials will attend a rating session each of the first two (2) years. Modified officials will be eligible to upgrade to Junior Varsity level at the end of their second active working year (minimum of eight (8) matches each working year at the Modified or above level). An official MUST upgrade by the fourth active working year or go through the next new candidates' clinic.

A Modified official may be rated for an upgrade to Junior Varsity after only one (1) working year, if said official fulfills the following requirements:

- a. Is recommended to the Clinician/rules interpreter to be considered for an upgrade to Junior Varsity and rated by a minimum of 3 working varsity officials, in good standing, during the candidates first rating,
- b. Passes their first practical rating,
- c. Passes their first written exam with a minimum score of 85%.
- d. Officiate a minimum of twelve (12) matches, eight (8) modified plus a minimum of four (4) junior varsity matches,
- e. Observe a complete varsity match/tournament by each varsity official recommending the candidate, which includes participating in the pre-and post- match meetings,
- f. Attend two (2) rating sessions, participating, and volunteering as needed,
- g. After meeting all criteria mentioned in Article VII, Section E2 a-e, must make a written request with "cc" to Sec/Treasurer, to the Boys' and/or Girls' Chair Elect (Rating Chairperson)' by July 15th, asking to be selected and evaluated during the next scheduled rating session.

Chair Elects will be responsible to administer, coordinate and evaluate all candidates that are being considered for an upgrade to JV under Article VII, Section E.2.

3. Junior Varsity (JV) rating is good for three (3) years. JV official should attend a rating session for helpful suggestions the first two (2) years. All JV officials will be eligible to upgrade to Varsity level at the end of the second active working year (minimum of eight (8) matches at the JV or Varsity level per year). Official MUST upgrade by the fourth active working year or go through the next new candidates' clinic. A JV official may be rated for an upgrade to Varsity after only one (1) year, if said official fulfills the following requirements:
 - a. Is ranked in the top three (3) first year officials at the end of their first season as a JV official,
 - b. Passes their first practical/evaluation as a JV official,
 - c. Passes their theoretical examination with a minimum score of 90%,
 - d. Officiate a minimum of twelve (12) matches, eight (8) JV plus a minimum of four (4) varsity matches as a down official,

The JV official after meeting all criteria mentioned in Article VII, Section E 3 a – d, must make a written request with “cc” to Sec/Treasurer, to the Boys’ and/or Girls’ Chair Elect (Rating Chairperson), by July 15th, asking to be considered and selected for evaluation during the following rating session scheduled.

Chair Elects will be responsible to administer, coordinate and evaluate all candidates that are being considered for an upgrade to Varsity under Article VII, Section E.3.

6. All new candidates and officials that are scheduled to appear at a rating session and are absent without a legitimate reason approved by both the division rating Chairperson and Chairperson prior to 14 days from the rating session date, may be fined \$100.00 (one-hundred dollars) for their action.

ARTICLE X.A.2 and 3.

2 All members shall abide by the letter and spirit of the operating code of the Division.

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

B Conduct:

1. An official is expected to arrive at the court site prior to the scheduled commencement of the game as per contract. Each official shall introduce him/herself to the other official and to both coaches and shall discuss and explain, as necessary, court coverage, official duties and other factors which may affect play at the particular court. If an official is unable to arrive at the court prior to the commencement of the game, it is the official’s obligation to notify the home school prior to game time.
2. If you are assigned a contest with an official who has the same rating, you can toss a coin with your partner at the site of the contest to determine first and second referee duties. Winning the toss makes you first referee regardless of your present rating. In succeeding matches when these same two officials work together, they should alternate duties.
3. If officials have two different ratings and are assigned a contest together, the official with the higher rating must work as the first referee.
4. An official shall not turn back an accepted game in order to accept a more favorable assignment.
5. An official shall notify the assigning person at least twenty-four (24) hours prior to the scheduled commencement of a game if he/she cannot officiate such assignment. If an emergency arises, the official shall make such notification without unnecessary delay. The official shall not provide

substitutes unless that is the accepted procedure in the particular league involved.

6. An official shall adhere to forfeiture times established by the individual league(s) serviced by the Division.
7. An official shall not determine if and when an injured player is to be moved. The players, coaches and/or medical personnel shall make such determination.
8. In the event a difference of opinion arises between officials assigned a game, they should discuss the situation and arrive at an appropriate decision. Such discussion should be done quietly, away from players, coaches and spectators. The head official shall announce the ruling and the other official shall be supportive of the ruling.
9. An official shall not make statements to coaches, players, spectators or news media concerning a game to which the official is not assigned.
10. An official shall avoid making statements concerning a game to which the official is assigned other than to clarify a question on a rule interpretation.
11. An official shall not make statements concerning post game plans to avoid giving the impression that such plans may affect the officiating of the game.
12. An official shall not let post-game plans affect the officiating of the game.
13. Under no circumstances should matters pertaining to the conduct of coaches or spectators be brought to the direct attention of a Board of Education member, a school administrator or athletic director by an official. Any such problems shall be reported to the Chairperson of the Executive Board, who shall report the matter to the appropriate league officials.
14. An official shall wear the prescribed uniform when officiating a game.
15. An official, whether or not officiating at a particular game, shall avoid conduct which reflects negatively on the Division and/or their peers.
16. An official shall not engage in any unsportsmanlike conduct or any other conduct that is prejudicial to the interests of the Division.
17. An official who is unable to attend a mandatory meeting shall notify the secretary in writing prior to the meeting. See Article VII, B, 1d. Failure to comply may result in a fee assessed by the Executive Board.

E. 5.

a. Should the hearing result in a fine to be assessed after an official's first warning, the fines will be: 2nd offense - \$25; 3rd offense - \$50; 4th offense member is not in good standing and may be dismissed after being given due process -- Boces would be contacted that the member will not be able to work. Fines will carry over from Girls season into Boys season, since the school calendar year is Sept. 1 to June 30.

Voted and approved by the Executive Board
September 2nd. 2026.

ANNUAL CODE OF CONDUCT

Meeting Participation Expectations

Our goal is to conduct a productive, respectful, and efficient meeting where everyone has the opportunity to hear important information, participate appropriately, and contribute in a constructive manner. We appreciate your cooperation in helping us maintain a professional environment by observing the following expectations:

- **Be respectful of all participants.** Listening without interrupting, allow others to finish speaking, and engage with differing viewpoints in a courteous and professional manner.
- **Submit questions in advance whenever possible.** If you have questions before the meeting, please email them to **Secretary / Treasurer** so they can be reviewed and, when appropriate, addressed during the meeting.
- **Questions related to agenda items.** If questions arise during the meeting regarding a presentation or agenda item, please note them and raise them during the scheduled Q&A period.
- **Keep comments relevant and concise.** Limit your remarks to the topic under discussion so everyone has an opportunity to participate, and the meeting can remain on schedule.
- **Follow the directions of the meeting facilitator.** The facilitator is responsible for recognizing speakers, managing the agenda, maintaining order, and ensuring the meeting proceeds efficiently.
- **Contribute constructively.** Focus on solutions, avoid side conversations, and help foster a positive, collaborative atmosphere.
- **Help maintain a respectful meeting environment.** Participants are expected to follow these guidelines throughout the meeting. Individuals who are unable or unwilling to do so may be asked by the facilitator to refrain from further participation or, if necessary, leave the meeting so that the business of the meeting can continue without disruption.

Thank you for your cooperation and for helping us create a meeting environment that is respectful, productive, and beneficial for all participants.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____