

## **OPERATING CODE OF NORTH TEXAS REGION – USA VOLLEYBALL**

Adopted: July 13, 2009

Last Revised: October 10, 2011

**PREAMBLE:** This Operating Code describes policy statements of the North Texas Region of USA Volleyball (NTR) and its divisions. The Board of Directors has authorized Division Operating Codes to delineate the specific policies, procedures and functions of each division. The Operating shall be consistent with the governing documents of the Corporation. Each division shall ensure that its Operating Code is updated annually and shall submit changes to the Structure and Function Committee for review of language and format. The Division Operating Codes shall be subject to the review of the Board of Directors. In addition, the Board of Directors has authorized a Region Handbook that includes specific policies and procedures approved by the Board of Directors for the divisions.

### **Article I**

North Texas Region - USA Volleyball, a 501(c)(3) Corporation offers the following code in which to do business:

The Corporation is affiliated with the USA Volleyball (USAV) as a Member Organization as provided by the USAV Operating Code.

The USAV North Texas Region is divided into as outlined in the Region By-laws. The Region Office is responsible for the day-to-day operations of the region. Any abnormal situation(s) should be reported immediately to the Executive Director who will then report them to the Commissioner as soon as possible.

### **Article II**

#### **Board of Directors**

The North Texas Region of USA Volleyball is governed by a Board of Directors (BOD), which is comprised of the following positions:

- Commissioner – 4 year term
- 1 Adult Representative – 2 year term
- 2 Appointed Directors – 1 year term
- 3 Junior Representatives – 2 year term
- 1 Parent Representative – 2 year term
- 1 Officials Representative – 2 year term
- 2 At-Large Directors – 2 year term

#### **Officers (Elections/Powers/Duties)**

See ARTICLE V of the North Texas Region By-Laws

**Duties**

See ARTICLE II, Section 2.3 of the North Texas Region By-Laws

**Meetings**

See ARTICLE II, Section 2 of the North Texas Region By-Laws

**Elections**

See ARTICLE II, Section 2.3 of the North Texas Region By-Laws

**Voting**

See ARTICLE II, Section 2.12 of the North Texas Region By-Laws

**Vacant BOD Positions**

See ARTICLE II, Section 2.5 of the North Texas Region By-Laws

Any other compensation for the Board of Directors must be approved by the Board of Directors in advance unless it is an emergency. No BOD member is entitled to any compensation unless approved by the BOD. See Article VII of the North Texas Region By-Laws.

**Removal from the BOD**

See ARTICLE II, Section 2.7 of the North Texas Region By-Laws

**Non-Voting Members**

Junior Coordinator

Officials Coordinator

**Non-Voting Stipends**

Junior Coordinator - \$12, 000.00 paid in 12 monthly installments.

Officials Coordinator -\$12,000.00 paid in 12 monthly installments.

Officials –VP of Junior Training - \$3,600.00 paid in 12 monthly installments.

Stipends will be mailed monthly.

**Article III****Membership**

Anyone residing in North Texas from east of the Panhandle and north of Waco can register as a North Texas Region member. All persons wishing to participate as a member of the North Texas Region and USA Volleyball must register themselves using Webpoint. Access to this database can be obtained from the North Texas Region website, [www.ntrvolleyball.org](http://www.ntrvolleyball.org). **Please read all instructions regarding registration found on the website before attempting to register.** It is a requirement of the region that all members be registered in Webpoint and receive a current membership card before participating in any USA Volleyball event. For assistance with registration, please contact your club administrator. If they cannot help you with your situation, the club administrator should contact the region office for assistance.

Membership and fees are:

1. Adult Members – age verification required for age divisions
  - a. Regular - \$45
  - b. Other Adult - \$20
  - c. One-Day - \$8
  - d. Collegiate Player - \$15
  - e. Outdoor Only - \$20
  - f. Summer - \$15
  - g. League - \$7
2. Junior Members – as defined by USA Volleyball as a junior player
  - a. Regular - \$45
  - b. Youth (11 and Under) - \$10
  - c. Zero Cost (8 and Under) - \$0
  - d. Outdoor Only - \$20
  - e. Summer - \$15
  - f. League - \$7

Note: Other membership categories may be added as necessary by the Board of Directors.

All full members (\$45) of the North Texas Region are entitled to one vote and the magazine distributed by USA Volleyball. They are registered with the USA Volleyball National Office and are entitled to participate in their respective National Events, if they qualify.

## **Membership Records**

**All members, or their legal guardian, must register *themselves* using WEBPOINT.** WEBPOINT is the national database that the North Texas Region is using to process all memberships. Individuals can access this database from the North Texas Region Website ([www.ntrvolleyball.org](http://www.ntrvolleyball.org)). Memberships are for one year starting September 1st and ending October 31st of the next year. Memberships are with USA Volleyball. Every individual participating in USA Volleyball must be a member before they participate. Please contact the Region Office with any concerns on registration.

Due to privacy laws and concerns, no records of individual members will be released to any individual, business or entity without the express written consent of the member. Member addresses and emails may be provided to third parties ONLY with permission granted through the registration process (to be excluded from such mailings, members must opt out).

## **Article IV**

### **Adult**

See Region By-laws and the Region Handbook for policies related to the Adult division.

## **Article V**

### **Junior Division**

See Junior Operating Codes governance concerning Juniors and the Region Handbook for policies related to the Junior division.

## **Article VI**

**Officials Division**

See Officials Operating Codes governance concerning Officials and the Region Handbook for policies related to the Officials division.

**Article VII****Region Office**

The Region Office shall be in a location determined by the BOD. The Office shall be located within the North Texas Region and shall be the address of the North Texas Region for all region business.

Currently the Region Office address is:

11494 Luna Road

Suite 175

Farmers Branch, TX 75234

P: 972-247-3002

F: 972-247-3804

E [ntrstaff@ntrvolleyball.us](mailto:ntrstaff@ntrvolleyball.us)

[www.ntrvolleyball.org](http://www.ntrvolleyball.org)

Current office hours are Monday – Friday 10:00am – 4:00pm.

**Region Employees**

The region shall employ individuals as needed to facilitate the accurate and timely completion of region business. Positions shall depend on the growth of the region membership. The employees may be hired full or part-time depending on the needs of the region, and full or part-time status may change depending on region needs. Employees are under the direct supervision of the Executive Director. The Executive Director is under the direct supervision of the Board of Directors and supervised by the Commissioner. Salaries of region employees are determined by the Board of Directors. The Board of Directors shall perform a yearly evaluation on the Executive Director, and the Executive Director shall perform at least a yearly evaluation on all other region employees. Any merit increases shall be determined by the Board of Directors.

Employees shall work from the main Region Office, but may be authorized by the Executive Director and BOD to work from a satellite location. Region employees will be paid on the 15th and last day of each month. The Executive Director shall be responsible for payroll of all region employees and this shall be reviewed by the Treasurer, who shall inform the BOD of any discrepancies.

The Executive Director shall also be responsible to oversee the paying of payroll taxes for region employees, which shall also be reviewed by the Treasurer.

Current region employees:

1. Executive Director – Robyn Barlow
2. Executive Assistant – Linda Harris
3. Administrative Assistant – Danielle Kudlacek

The Region office staff will be responsible for the day-to-day operations of the North Texas Region. They shall make sure that all deadlines are met for any paperwork required by the

National Office. They shall ensure that all deadlines are met for any paperwork required by the State of Texas to maintain the 501(c)(3) status of the North Texas Region. They shall ensure that all financial data is compiled monthly for review by the Executive Director, the Commissioner, and the Treasurer. They shall ensure that all memberships are entered into Webpoint, the National database, in a timely manner. They shall assist any member needing help with registration within 3 days of request, sooner if possible. The Office staff shall report to the Executive Director.

At this time no health benefits are available to region staff, but this will be evaluated in the future as the need arises.

## **Article VIII**

### **NORTH TEXAS REGION JOB DESCRIPTIONS**

#### **COMMISSIONER**

##### **Responsibilities:**

- Oversee and be responsible for all operations of the region – junior, adult, outdoor, officials, elections, finances and marketing.
- Oversee, supervise and assist the all BOD and staff members in their duties.

##### **National Representation**

- Attend all National meetings or appoint a representative and present a report at the next regional meeting
- Communicate and implement new policies set forth by the National Office
- Submit information to be included in the Guidebook to the National Office
- Authorize and verify regional representatives for the Adult Open Championships
- Authorize and verify regional representatives for the Junior National Championships
- Assist the staff to make sure all teams wishing to attend National Championship Events have the proper paperwork.

##### **Administrative**

- Organize and Conduct Regional Board Meetings
- Appoint Adult Coordinator, Junior Coordinator, Officials Coordinator, 2 Directors to Board of Directors and help coordinate their functions
- Present Annual Budget to North Texas Board and monitor and approve expenditures
- Attend all Junior Board of Directors meetings or appoint a representative
- Attend all Officials Board of Directors meetings or appoint a representative
- Serve as an ad hoc member on all committees so designated by the board
- Oversee appointed committees for task completion
- Assist committees with agenda, research and planning.

## **Membership**

- Act as liaison from the board to all membership
- Ensure that minutes, emails, newsletters, enforcement of discipline measures on players, coaches, parents and referees who break rules, policies and code of conduct established by the North Texas Region and USAV are distributed
- Assist with improved communication for all Regional programs - website, meeting notices, change of policies
- Submit quarterly articles for the newsletter
- Assist with running the Regional Tournaments
- Attend and observe as many Junior and Adult Tournaments as possible

## **JUNIOR COORDINATOR**

### **Responsibilities:**

- Oversee and be responsible for all operations of the Junior Division
- Oversee the responsibilities of the junior division in regard to the certification process of players, teams and chaperones for USA Volleyball

### **National Representation**

- Attend all National meetings or appoint a representative and present a report at the next regional meeting
- Attend Junior Nationals, if possible, to support all Region teams in attendance
- Communicate and implement new policies set forth by the National Office
- Authorize and verify regional representatives for the Junior National Championships
- Assist the staff to make sure all teams wishing to attend National Championship Events have the proper paperwork.

### **Administrative**

- Communicate directly with the Regional Commissioner on issues regarding the Junior Division
- Organize and conduct Junior meetings in September and February
- Attend Region Board of Director meetings as a non-voting member of the region board
- Present Annual Budget to North Texas Board and monitor and approve expenditures
- Serve as an ad hoc member on all committees so designated by the board
- Oversee appointed committees for task completion
- Assist committees with agenda, research and planning

### **Membership**

- Work in conjunction with the VP of Competition, Officials Coordinator, and Executive Director to organize and sanction tournaments
- Assist with ranking, seeding and format for the Regional Championship and Region Bid Tournament

- Oversee the maintenance of regional rankings of all teams
- Attend and observe as many Junior Tournaments as possible
- Assist with improved communication for all Junior programs - website, meeting minutes, emails, newsletters
- Act on an advisory level to all new clubs, as needed
- Assure the disbursement of new club information to prospective directors
- Promote membership growth through grass roots efforts
- Assist with the distribution of guidebooks and rulebooks
- Submit quarterly articles for the newsletter

## **OFFICIALS COORDINATOR**

### **Responsibilities:**

- Oversee and be responsible for all operations of the Officials Division
- Oversee the responsibilities of the Officials Division in regard to the certification process of referees and scorers.

### **National Representation**

- Attend all National meetings or appoint a representative and present a report at the next regional meeting
- Communicate and implement new policies set forth by the National Office

### **Administrative**

- Communicate directly with the Regional Commissioner on issues regarding the Officials Division
- Organize and conduct Officials Board of Directors meetings in June and September
- Appoint VP of Advancement, VP of Education and Training, VP of Junior Training, and VP of Special Interests and help coordinate their functions
- Attend the Region Board of Director meetings as a non-voting member of the region board
- Attend the Junior Board of Director meetings as a non-voting member of the Junior board
- Present Annual Budget to North Texas Board and monitor and approve expenditures
- Serve as an ad hoc member on all committees so designated by the board
- Oversee appointed committees for task completion
- Assist committees with agenda, research and planning
- Provide Staff with information regarding payment to head referees and working referees, where applicable

## **Membership**

- Coordinate with the VP of Education and Training to recruit new officials and provide training resources
- Coordinate with the VP of Special Interests and Staff to organize clinician and head/lead referee training
- Coordinate with the VP of Junior Training and Staff to organize scorekeeping and R2 clinics for clubs
- Coordinate with the VP of Advancement to determine referees that are ready for the next level
- Coordinate with the Junior Coordinator, VP of Competition, Tournament Directors, and Staff with regards to Junior tournaments and maximum number of courts that can be allocated officials
- Coordinate with Staff on referee clinics for the adults
- Coordinate with Tournament Directors and Staff for head referee assignments and determine all responsibilities that the head referees will be required to do for payment
- Provide input for assignment of head referees for each tournament and their supporting referees as well as identify ages the supporting referees can handle
- Receive and compile all feedback from head referees on referees and provide information to evaluated referees, if required
- Assist with evaluations at tournaments, when not working
- Maintain current list of certified officials in the region
- Submit quarterly news articles for the regional newsletter

## **Executive Director (Minimum of 30 hrs/week)**

### **Responsibilities:**

- Oversee the day-to-day operations of the region
- Coordinate with the Adults, Juniors and Officials to make sure that the day to day affairs of the region are handled efficiently and properly according to the operating codes of the individual groups and within the by-laws of the organization.

### **National Representation**

- Attend all National meetings
- Communicate and implement new policies set forth by the National Office
- Submit information to be included in the Guidebook to the National Office
- Authorize and verify regional representatives for the Adult Open Championships
- Authorize and verify regional representatives for the Junior National Championships
- Ensure all teams wishing to attend National Championship Events have the proper paperwork
- Monitor requirements for compliance with USAV
- Serve on national committees as necessary

## **Administration**

- Serve as a liaison to the Region and Division(s) Board of Directors
- Attend Region Board of Director meetings
- Attend Junior Board of Directors meetings
- Attend Officials Board of Directors meetings
- Provide insight to the boards on operational needs and goals
- Prepare operating budgets
- Accounts payable/receivable
- Coordinate banking arrangements
- Coordinate travel for national meetings
- Available for member assistance and clinics outside of office hours
- Supervise and evaluate Region Staff
- Approve employee and Board of Director expense reports
- Review and update the corporate documents as necessary
- Address issues as they arise
- Collect articles and create region newsletter
- Handle website administration for region website

## **Membership**

- Handle registration for Adults, Juniors (Players and Coaches), Beach and Officials, to include collecting payment and waivers (through hard copy or electronically) and ensuring the database reflects their reception
- Conduct background screens for Coaches, Chaperones, Directors, Officials, and anyone else working with a junior organization, to include receiving forms and payment and forwarding the appropriate information to the background vendor
- Process insurance certification requests (for club site sanctioning)
- Organize and run the new club director's orientation
- During Junior club tryouts, randomly monitor the process and investigate any valid claims
- Coordinate with division coordinators to develop tournament schedule
- Once tournament schedule is set, begin the tournament sanctioning process
- Collect and organize tournament evaluation forms (from tournament directors and officials)
- Receive and record payment for tournament sanctions throughout season
- Coordinate with Junior Division's VP of Education to set up training, to include organizing region run IMPACT clinics and coordinating the scheduling of CAP I, CAP II, etc.
- Assist with organizing/attending region run scorekeeping clinics
- Assist with Ranking, Seeding and Format with Adult and Junior Regionals
- Assist with Beach and High Performance programs
- Respond to e-mails in a timely manner

## **Executive Assistant (Minimum of 30 hrs/week)**

### **Responsibilities:**

- Assist the Executive Director with the day-to-day operations of the region

### **National Representation**

- Attend all National meetings as required
- Assist with authorizing and verifying regional representatives for the Adult Open Championships
- Assist with authorizing and verifying regional representatives for the Junior National Championships
- Serve on national committees as necessary

### **Administration**

- Attend Region Board of Director meetings as required
- Attend Junior Board of Directors meetings as required
- Attend Officials Board of Directors meetings as required
- Available for member assistance and clinics outside of office hours
- Coordinate with Officials Coordinator to handle administration of the Officials Division
- Address issues as they arise
- Assist with clerical duties as necessary

### **Membership**

- Assist with registration for Adults, Juniors (Players and Coaches), Beach and Officials, to include collecting payment and waivers (through hard copy or electronically) and ensuring the database reflects their reception
- Assist with background screens for Coaches, Chaperones, Directors, Officials, and anyone else working with a junior organization
- Assist with processing insurance certification requests (for club site sanctioning)
- During Junior club tryouts, assist with randomly monitoring the process
- Assist with planning the organization of region run IMPACT clinics and coordinating the scheduling of CAP I, CAP II, etc.
- Organizing/attending officials clinics (for officials and athletes)
- Assist with Beach and High Performance programs
- Respond to e-mails in a timely manner

## **Administrative Assistant (Hourly As Needed)**

### **Responsibilities:**

- Assist the Executive Director will assist the executive director and executive assistant with the day-to-day operations of the region
- Work with members of the region board, as well as each division. Staff personnel will become familiar with tasks related to registration, clinics, and general office duties. with the day-to-day operations of the region

### **Administration**

- Attend Region Board of Director meetings as required
- Attend Junior Board of Directors meetings as required
- Attend Officials Board of Directors meetings as required
- Available for member assistance and clinics outside of office hours
- Address issues as they arise
- Assist with clerical duties as necessary

### **Membership**

- Assist with registration for Adults, Juniors (Players and Coaches), Beach and Officials, to include collecting payment and waivers (through hard copy or electronically) and ensuring the database reflects their reception
- Assist with background screens for Coaches, Chaperones, Directors, Officials, and anyone else working with a junior organization
- Assist with processing insurance certification requests (for club site sanctioning)
- Assist with planning the organization of region run IMPACT clinics and coordinating the scheduling of CAP I, CAP II, etc.
- Assist with officials clinics (for officials and athletes)
- Assist with Beach and High Performance programs
- Respond to e-mails in a timely manner

**Adopted:** July 13, 2009

**Last Revised:** October 10, 2011

## **Revisions to Operating Code**

10/16/2009 - Article VII: Region Office Address from 12200 Ford Road, Suite 400, Dallas, TX 75234 to 11494 Luna Road, Suite 175, Farmers Branch, TX, 75234.

10/10/2011 – Article II: Removed references to Adult Coordinator, changed stipend for Officials Coordinator to \$12,000.00; Article III: Added Membership types; Article VIII: Removed Adult Coordinator position and responsibilities, changed “Olympic” to National, changed scorekeepers to scorers.