

## **Stated Policies of Austin Chapter Volleyball (Revised August 6, 2022 )**

### A. Chapter Website and Electronic Communication

It is every member or potential member's responsibility to review the Chapter website for all details regarding meetings, training and other communications. Each member should review the home page of the Chapter website and the announcements page of the Chapter assigning software weekly for updates. Information posted to the Chapter website and sent via email to the members serves as the official method of communication of the Chapter.

### B. Chapter Calendar

A calendar will be maintained on the Chapter website that will contain all important dates. These dates will include: deadline for submission of local dues and application, training session dates, meeting dates and other important information as needed.

### C. Chapter Training

Annually, the Board of Directors will determine the training requirements for all members. Each member is required to review the Chapter website and calendar to determine their requirements for training. Annual training requirements, including a schedule of sessions' over and above those stated under Section F are expected to be posted by April 1<sup>st</sup>.

### D. Dues

Chapter dues are \$30 per year. Chapter dues not paid by the due date as posted on the Chapter website will incur a \$25 late fee.

### E. Fees

#### 1. Match Cancellations and Turn Backs

- a. A \$25 fee will be assessed for a previously accepted assignment that is cancelled/turned back with less than a forty-eight (48) hour notice to the Assigning Secretary.
- b. A \$15 fee will be assessed for a previously accepted assignment that is cancelled/turned back with more than a forty-eight (48) hour notice to the Assigning Secretary.
- c. Match cancellation/turn back fees will be applied to the assigning fee invoices for the time period in which the match cancellation/turn backs occurred.
- d. Written or emailed appeals submitted to the Assigning Secretary within three (3) days of notification may be considered. Waiver or reduction of these fees is at the sole discretion of the Assigning Secretary.

#### 2. Unaccepted/Declined Matches

Members will be assessed a \$5 fee per declined match beginning with the second and any subsequent unaccepted/declined matches. All members are encouraged to have communication with the assigner prior to declining a match.

#### 3. Missed Match

Failure to report to a scheduled assignment will result in a fee equivalent to the total match fee(s). These fees must be submitted to the Chapter Treasurer within seven

(7) days of the missed match. Additionally, the official must submit a written letter of explanation to the Austin Chapter Board of Directors. The letter will be forwarded to the schools involved. Members may be subject to further disciplinary action.

#### 4. Assigning fees

Invoices will be generated and available in Arbiter according to the schedule listed in the Chapter calendar. It is the member's responsibility to view their invoices and the balance owed. Assigning fee payments will be considered late and the member assessed a late fee of \$10 if the balance is not paid within ten (10) days of the invoice being generated by Arbiter. Additionally, members who are not current on their fees may have assignments withdrawn until the fees and fines are paid. This fee is paid directly to the Assigning Secretary. Upon conclusion of the season, any outstanding assigning fees balances will be assessed an additional late fee of \$10 each month until the balance has been paid.

#### F. Training

Minimum training requirements are as follows:

All members are expected to attend a minimum of three (3) hours of scrimmages. (Arrangements should be made with the Chapter Trainer no later than May 1st if a member is unable to meet this requirement.)

1. Members with seven (7) or more years of experience satisfy their requirement by attending three (3) hours of scrimmages
2. Members with three to six (3-6) years of experience are expected to acquire three (3) hours of training in addition to their three (3) hours of scrimmages
3. Members with less than three (3) years of experience are expected to acquire 6 hours of training in addition to their three (3) hours of scrimmages
4. Members new to the Chapter must attend the minimum number of sessions as directed by the Chapter Trainer and posted on the Chapter website.

#### G. Scrimmage Credit

A credit may be issued at the end of the season to go toward the following season's dues. Credit will be issued based upon the number of scrimmage hours worked. The amount of credit will be determined by the Board based upon total scrimmage hours worked, scrimmage fees received and Chapter training costs.

Scrimmage hours are defined as those hours worked at a site where the school pays fees directly to Austin Chapter Volleyball during a select timeframe preceding the start of the regular season as determined by the UIL.

Please note - Summer League and other pre-season training sessions are not included when determining scrimmage credits, however they are counted toward the annual chapter training requirements, if approved in advance by the board. Any other designated training sessions completed during the regular season that a member must complete as a make up for scrimmage hours are also not included, however they too will count toward the annual chapter training requirements. Members must stay current on assigning fees owed in order to be eligible to receive any earned scrimmage credit. Chapter dues must be paid prior to a date determined by the board to receive credit.