



# OFFICIALS HANDBOOK

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## **WELCOME**

Welcome to USA Volleyball (USAV) and its affiliated CEVA association, the Columbia Empire Volleyball Association (CEVA). This handbook is a guide to the USAV and CEVA, and provides a brief history of these associations. This handbook also provides specific guidelines, procedures, and requirements for involvement with the CEVA.

## **THE HISTORY OF USA VOLLEYBALL**

The sport of volleyball was created in Holyoke, Massachusetts by William G. Morgan, a YMCA physical education director in 1895. When first played the game consisted of nine innings and any number of players could play in the space provided. As the sport became more popular, the rules of play began to evolve where the game required a special ball. The first U.S. National Championship (for men only) was played in 1922 at the Pittsburgh, Pennsylvania YMCA and was won by the Brooklyn YMCA.

The United States Volleyball Association was founded in 1923 at the Yale Club in New York City for the purpose of representing the sport both nationally and internationally, and for conducting an annual National Open Championship. USAV is the national governing body for volleyball in the United States. The staff, organization, and support for our U.S. Olympic teams are provided by the USAV. The USAV includes among its member organizations the National Collegiate Athletic Association (NCAA), the Young Men's Christian Association (YMCA), the National Federation of State High School Associations, as well as the Boy Scouts of America, the Special Olympics, the Armed Forces, and a number of ethnic, recreational, religious, and intramural groups. The USAV has over 120,000 members.

The Women's Open National Championship was added in 1949 and since then the Men's and Women's Opens have been conducted concurrently each year. USAV also annually conducts the National Championships for Mixed Sixes, Outdoor, Sand, as well as the USAV Junior National Volleyball Championships for youth 18 and under.

The United States Olympic Committee (USOC) recognizes USAV as the National Governing Body for the sport of volleyball. It also is the exclusive American representative to the International Volleyball Federation (FIVB) and to other international sport bodies. The US National Teams (Men, Women, and Juniors) train at the Olympic Training Center located in Colorado Springs, Colorado.

Recently, Junior Development Programs have been initiated to identify 14-year old young men and women who excel in the sport and introduce them to a higher level of competition. USAV has developed both youth and junior national teams for young junior men and women 18 years and under, while also providing international competition for each level.

USAV is divided geographically into several regions, each of which conducts a number of programs, including tournaments organized by age and/or ability, summer camps, and clinics for the development of coaches, players, referees, and scorekeepers. The CEVA governs USAV-sanctioned volleyball in the state of Oregon and southwest Washington and boasts a total membership over 4,000 strong.

## **THE HISTORY OF THE CEVA**

On July 31, 1980 the CEVA Volleyball Association was incorporated under the Oregon Nonprofit Corporation Act. The first Commissioner of CEVA was Tom Becic. Tom Becic was also the first CEVA member to be elected to a USAV National office as the treasurer at the 1980 meetings.

The first teams to play in the USAV National Adult Championships from Oregon were the Portland downtown YMCA Men and the northeast Portland YMCA Women in 1949 in Los Angeles. The Portland Men finished tied for 7<sup>th</sup> in the 1949 Championships. The first Oregon team to win the Open division in the Far West Championships was the Multnomah Athletic Club in 1976. The first CEVA senior players elected as Most Valuable Player in a USAV National Championship were Rich Leong in 1981 and Marlene Piper in 1983. In 1988, the CEVA Viking Volleyball Club brought home the first adult division championship in the USAV National Tournament held in Salt Lake City, Utah, led by their coach Jeff Mozzochi.

In international play within CEVA, Marlene Piper and Tom Swanson coached the first year of the Canadian-American (CAN-AM) Senior and Junior Championships in 1975. Among the teams participating were Alberta, British Columbia, Oregon, and Washington. The first Oregon team to win the CAN-AM's was in 1978, coached by Dick Soderquist and Rod Jones.

In Junior play, the first Junior CEVA Championships were held in 1975 and hosted by the club LOCO's of Estacada. The first Junior team to win a championship at the Festival in Davis was Carl Neuburger's Portland Volleyball Club 17 and under team in 1987.

At the first annual USAV Outdoor National Championship in San Jose, California, Keith Phillips and Tonya Fix-Ketcham won the Coed BB Gold Division, Gary Patch and Tamee Allen placed second in the Coed A Gold Division, and Curtis Thorne and Russell Davis placed second in the Men's AA Silver Division.

Portland has also sponsored several USAV National Tournaments. In 1968, the Portland YMCA hosted the National tournament, while the Multnomah Athletic Club in 1975 hosted the National AAU Tournament, co-sponsored the 1980 USAV Nationals with the CEVA, and also hosted the 1984 Coed National Championship. The CEVA Region also hosted the Outdoor National Championships in 1995.

## **CEVA MISSION AND PHILOSOPHY**

The mission of Columbia Empire Volleyball Association (CEVA) is to promote, foster, and teach life-long lessons through volleyball in Oregon and SW Washington.

CEVA is dedicated to providing quality volleyball opportunities through high caliber programs, member services and community involvement.

## **CEVA**

CEVA is comprised primarily of volunteers. The Board of Directors' (BOD) duties include establishing policy, fundraising, fiscal responsibility and responding to the membership. Six standing committees are responsible for developing and maintaining policies, procedures, formats, and budgets. Suggestions and comments that improve volleyball in CEVA and assist in meeting the needs of the membership are encouraged.

There are two full-time CEVA employees, the Commissioner and the Program Director. The Commissioner's primary duties are to implement policies established by the Board, coordinate CEVA operations, be the principal representative of CEVA to the National organization, and assist the membership. The Program Director is responsible for planning, organizing and running events while also assisting the commissioner and the membership.

## **THE BOARD OF DIRECTORS**

The BOD is composed of not less than six (6) but no more than eleven (11) members. Six (6) Directors may be elected by a majority vote of the ballots cast by the dues-paying members of CEVA, 18 years or older upon registration, by written ballot. These Directors, who shall be referred to as membership-Elected, shall represent the following membership constituencies: The Junior Coordinator, the Adult Representative, the Officials' Coordinator, the 12U and 14U Junior Representative, the 16U and 18U Junior Representative, and the Geographical Representative. The Board of Directors may elect up to five (5) additional Directors, designated as Board-Elected or At-Large Directors. The At-Large Directors provide professional expertise deemed necessary by the BOD, as well as represent the best interests of the sport of volleyball.

The principal officers of the BOD are the President, Vice President, Secretary, and Treasurer. Each officer is a current member of the Board of Directors.

The President is the chief executive officer of the corporation. The President presides at all meetings of the BOD. The President is responsible for executing, with any other proper officer of the corporation, any legal instruments that the BOD authorizes. The President performs such other duties as may be prescribed by the BOD.

In the absence of the President, the Vice-President performs the duties of the President, and when so acting, has all the powers of and is subject to all the restrictions upon the President. The Vice-President is the chairperson of the Nominating and Elections Committee.

The Secretary has the authority and responsibility assigned by the BOD, which includes general oversight of the following:

- Recording the minutes of the meeting of the BOD in one or more books provided for that purpose;
- Keeping the corporation's non-financial record and making the same available for inspection;
- Sending written notices of the time and place of all meeting of the BOD and seeing that all notices are duly given in accordance with the provisions of the Bylaws and as required by the Oregon Nonprofit Corporation Act;
- Performing such other duties as from time to time may be assigned by the President or by the BOD.

The Secretary is the chairperson of the Policy and Appeals Committee.

The Treasurer has the authority and responsibility assigned by the BOD, including:

- The keeping of all funds and securities of the corporation;
- The filing of all necessary financial reports to be filed with any government;
- The receipt of monies due and payable to the corporation from any source whatsoever, and the deposit of all such monies in the name of the corporation in such banks or other depositories as shall be selected by the BOD;
- The disbursement of the funds of the corporation as ordered by the BOD, including proper vouchers, checks, or drafts for such disbursements;
- The preparation of written statements of the financial standing of the corporation;
- The performance of such other activities as assigned by the BOD.

The Treasurer is the chairperson of the Finance Committee.

## **STANDING COMMITTEES**

There are six (6) standing committees of this corporation as listed below:

The Finance Committee is concerned with budgets and overall financial operations and is chaired by the Treasurer of the BOD.

The Policy and Appeals Committee is responsible for developing and maintaining the policies and rules of CEVA and addressing appeals of sanctions imposed by the Commissioner. It is chaired by the Secretary of the BOD.

The Junior Committee is responsible for developing and maintaining policies, procedures, formats and budgets within the junior constituency of CEVA, as defined by USAV. It is chaired by the Junior Coordinator on the BOD. The 12U and 14U Junior Representative and the 16U and 18U Junior Representative on the BOD also are members of the Junior Committee.

The Adult Committee is responsible for developing and maintaining policies, procedures, formats, and budgets within the adult constituency of CEVA as defined by USAV. It is chaired by the Adult Representative on the BOD.

The Officials Committee is responsible for developing and maintaining policies, procedures, formats, and budgets with regard to referees, scorekeepers, and tournament directors within CEVA. It is chaired by the Officials' Coordinator on the BOD.

The Nominating/Elections Committee is chaired by the Vice-President of the BOD. This committee consists of no more than one additional BOD Member and no less than three non-Board regular members of CEVA. Their main functions are to:

- Continually recruit for Board member positions.
- Verify that applicants meet Board positions qualifications.
- Present nominations to the Board for Membership-Elected and Board-Elected Director positions.
- Coordinate the general election process of the Membership-Elected Director positions.

## **FINANCIAL INFORMATION**

The CEVA is an Oregon nonprofit corporation. The CEVA's main sources of revenue are registrations, tournament fees, fundraising, and sponsorships. CEVA expenses are primarily the funding of a number of programs and services, the rental of facilities for tournaments, and employing the Commissioner and Program Director to operate the CEVA office and administer the regular tournament season. In addition, when possible, the CEVA supports many teams to post season tournaments by paying entry fees to national level tournaments.

A complete financial statement and budget is available to any CEVA member. Requests must be made in writing to the CEVA office, with a self-addressed, stamped envelope. CEVA also provides financial information to the USAV.

## **BOARD/COMMITTEE MINUTES**

Board and Committee Minutes are available online at the CEVA website. Minutes also are available to the general membership by written request to the CEVA office. A self-addressed, stamped envelope should be enclosed with the request.

## **CEVA CONTACT INFORMATION**

Contact information for the CEVA is as follows:

Office Address: 4840 SW Western Ave., Suite 450

Beaverton, OR 97005

Office Phone: (503) 644-7468

Office Fax: (503) 520-0242

Website: [www.columbiaempirevolleyball.com](http://www.columbiaempirevolleyball.com)

Email: [region@columbiaempirevolleyball.com](mailto:region@columbiaempirevolleyball.com)

## **RESIDENCY REGISTRATION REQUIREMENT**

All CEVA Officials must reside within the CEVA's geographical jurisdiction are required to register with the CEVA. Out of Region Officials may be used, but must register within the Region where they reside. Officials whose center of activities is closer to adjacent regions may petition the CEVA for authorization to register with the adjacent region and should state the specific basis for the request. Such authorization must receive the written approval of each region's commissioner.

## **OFFICIALS DIVISION**

### **Official Coordinator**

- Membership elected member of the Board of Directors
- 2 year term of service
- It is recommended that the Official Coordinator have experience as an official in USA Volleyball.
- Chair of the Officials Committee.
- Responsible for developing and maintaining policies, procedures, formats and budgets with regards to referees and scorekeepers.
- Appoints a referee chair and scorekeeper chair with the approval from the Board of Directors.
- If the Official Coordinator is a current USA Volleyball Jr. National or National Official he/she is responsible for assigning Head Officials to all CEVA sanctioned tournaments with the assistance of the CEVA office.
- Responsible for all training clinics for the officials division.
- If the Referee Chair and/or the Scorekeeper Chair cannot attend the annual USA Volleyball National meeting in May, the Official Coordinator or designee may take their place.
- Except for unforeseen circumstances the Official Coordinator will submit the Head Official assignments to the CEVA office five days in advance of each tournament.

### **Referee Chair**

- The referee chair must be a current USA Volleyball Jr. National or National Official in the CEVA Region.
- Will attend the annual CEVA Head Official meeting and cover rules and techniques.
- Will inform officials when rule changes occur.
- Responsible for evaluating all officials for further development. All Jr. National and National Candidates will coordinate with the Referee Chair for local evaluation (written).
- If the Official Coordinator is NOT a current USA Volleyball Jr. National or National Certified Official the

Referee Chair will be responsible for all tournament assignments with the assistance of the CEVA office.

- It is recommended that the Referee Chair attend the annual USA Volleyball National meeting in May, in conjunction with the Open National Tournament.
- The Referee Chair is responsible for other duties as assigned by the Official Coordinator.

### **Scorekeeper Chair**

- The Scorekeeper Chair must be a current USA Volleyball Official in the CEVA region.
- Will attend the CEVA annual Head Official meeting and cover scorekeeping procedures including new changes.
- Is responsible for evaluating score sheets by potential USA Volleyball Jr. National Referees and National Referees and Scorekeepers.
- It is recommended that the Scorekeeper Chair attend the annual USA Volleyball National Meeting in May, in conjunction with the Open National Tournament.
- The Scorekeeper Chair is responsible for other duties as assigned by the Official Coordinator.

### **Head Officials**

The Head Officials are assigned by the CEVA to all sanctioned tournaments within the Region.

Requirements to be a Head Official include but are not limited to:

- Minimum 3 years officiating experience or equivalent
- First year and Second year Head Officials must attend an orientation meeting and a referee and scorekeeper clinic
- First year Head Officials must attend a tournament in January at which time they will be observed as a R1 and Scorekeeper. (No payment)

The Head Officials responsibilities include but are not limited to:

- Complete the annual on line referee exam by due date set by USAV Referee Commission.
- Complete scorekeeper exam prior to working first tournament of the season.
- Complete a score sheet to include a deciding set and return to the Scorekeeper Chair of the region by 1/31.
- Required to remain at the site for the duration of the tournament and visible in the playing area(s).
- If the site requires you to leave the playing area for a lunch break, you must inform the tournament director of your location in the facility.
- Arrival to site 45-60 minutes prior to assigned start time.

Prior to Play

- Inspect the playing area(s) and equipment.
- Attend the pre-tournament coaches/captains meeting and advise them of any ground rules.
- Assist Tournament Director in Collecting Rosters from Coaches - Confirm Coaches "Officiating Status" and players "Scorekeeping Status"
- Inspect and note any illegal uniforms and/or equipment.
- Ensure that play begins at the designated time.

#### During Play

- Ensure teams adhere to the USA Volleyball Rules/CEVA modifications.
- Assist with any confrontational situation that may arise.
- During Pool Play: January-assist & educate, Feb-June officiate 1 vs 2 seed and one other match
- Bracket Play: Officiate as R1 for the Semi-Final and Finals.
- Assist R1, R2, and scorekeeper/libero tracker with their responsibilities during play.
- Educate/Train new coach/adult to the CEVA region as a referee
- Teams who do not provide the appropriate referee- document on TIF
- Check the roster of certified coach/adult and clubs to ensure they have met the requirements of the region

#### Regional Tournaments

- Head Officials will R1 specific rounds as assigned by the Official Coordinator/Referee Chair.

### **HEAD OFFICIALS MEETING**

Each year the CEVA will host a meeting for all Head Officials. This is a mandatory meeting and prerequisite for assignments during the CEVA Season. The CEVA may also conduct Clinics as necessary to keep the level of proficiency of Head Officials at an acceptable level.

### **HEAD OFFICIAL CONTRACT**

Prior to each CEVA Season (November 1 – October 31), every Head Official assigned to the Region will adhere to the signed Independent Contractors Agreement, which will be kept on file at the CEVA Office.

### **BACKGROUND SCREENING POLICY**

The Regional Volleyball Association of USA Volleyball has implemented a mandatory national background screening policy for head officials, club directors, club administrators, team reps, coaches, chaperones, and trainers. Members who are subject to background screening will be required to submit to a Baseline Fingerprint Screening process by the Oregon State Police I.D. Bureau and the Southeastern Security Consultants Inc. (SSCI); thereafter, members will be screened through SSCI every two years unless circumstances warrant an additional screening. All background screening policy information, costs and forms will be posted on the CEVA website.

### **UNIFORM - CEVA HEAD OFFICIALS**

The acceptable uniform for all CEVA Head Officials will be:

- White Athletic Shoes
- Navy Blue or Dark Blue Slacks
- White Short or Long Sleeve Polo Shirt or White V-neck pull-over Sweater/Vest
- Approved CEVA Polo Shirt, Vest, or Pull-over

## FEES

- Head Official fees for CEVA:
  - Provisional \$125
  - Regional \$125
  - Junior National \$150
  - National \$175

## TOURNAMENT INFORMATION FORM (TIF)

All Head Officials must fill out a Tournament Information Form (TIF) either during, or at the conclusion of each assigned Tournament.

As a minimum, the form will contain the following information:

- Name of the Head Official
- Time, Date, Location and Name of Host Team
- Division (Age Group and Gender)
- List any Sanctions including penalty cards
  - Payment amount & mileage traveled.

The Tournament Information Form will be delivered to the CEVA Business Office by **12:00 pm (noon) on the Monday following the Tournament.**

## PROTESTS

When necessary, the Head Official will form a Protest Committee, which will include sufficient uninvolved members who can resolve the protest in a timely manner so play can resume.

## INCIDENTS AND INJURY REPORTS

Any incident which includes, but is not limited to; damage to property, physical injuries, conduct violations by players, coaches, spectators will be reported ***in detail*** to the CEVA Commissioner on the next business day following the Tournament. These reports must be in writing and can be done by memo or e-mail message. Any incident in which Fire, Rescue, Police or Ambulance are summoned to a playing venue, ***the CEVA Commissioner will be notified immediately.***

## TOURNAMENT ASSIGNMENTS

The CEVA Official Coordinator with the assistance of the CEVA office will make all Tournament Assignments. If the Official Coordinator is not a current USA Volleyball Jr. National or National Certified Official the Referee Chair will be responsible for all tournament assignments.

The number of Head Officials will be based on the number of Teams registered in the Tournament.

All Head Officials who are assigned to a Tournament are responsible for arriving at the designated location on time (define—ie: 45-60 minutes before the start of the first match) and ready to perform their designated duties and are required to remain at the site for the duration of the tournament and visible in the playing area(s).

The CEVA Official Coordinator and the CEVA Commissioner (when necessary) will resolve any conflict with assignments.

Each Head Official will provide their own transportation to and from Tournaments. In the event the assignment is requires extended travel, the CEVA will reimburse the Head Officials based on the Regional Travel Policy.

Criteria's for Assignments include but are not limited to:

1. Availability
2. Geographical Location
3. Rating as an USA Volleyball Official
4. Experience as an USA Volleyball Official

## **REGIONAL TRAVEL POLICY**

If a Head Official has to travel more than 100 miles one-way to officiate *a single day* tournament, the region will pay one night's lodging.

Regional Championships are a 2 day event. Head officials will receive lodging provided by the region. The region will make arraignments near the tournament site.

If a Head Official has to travel more than 100 miles one-way to officiate a *club-hosted multi-day tournament*, the hosting club is responsible for the necessary lodging. To control lodging costs, the hosting club is entitled to make the lodging arrangements.

Head Officials traveling over 80-miles round-trip to an assigned tournament may be reimbursed for accumulates mileage beyond 80-miles at the current rate set by IRS. Head Officials should use Mapquest from their residence to the tournament site to establish mileage.

## **RELEASE FROM ASSIGNMENT**

A Head Official who requests a release from their assignment because of illness, injury, family emergency or other circumstance beyond their control, must contact the Official Coordinator and/or the Commissioner as soon as the emergency is known.

The Official Coordinator or Referee Chair will be responsible for assigning a replacement from a list of available Head Officials. In the event no other Head Official is available the Commissioner will refund the Officials Fee paid by the Tournament Host.

If a Head Official becomes ill or is injured during a Tournament, the Official Coordinator and/or the Commissioner will be immediately notified. The Official Coordinator and/or the Commissioner will make every attempt to find a replacement. If a replacement cannot be found, the Tournament Host will receive a refund based on an agreed upon rate determined by how long the Head Official was at the Tournament before becoming disabled.

## **NATIONAL TOURNAMENT INCENTIVE**

The CEVA Official's Division will have \$2000.00 in incentives for official's who represent the CEVA at National Tournaments (Junior Olympics, Open Nationals, National Invitational or the Volleyball Festival). The money will be divided equally between all official's who qualify for the award up to a maximum of \$100.00 per person.

In order to qualify, an official must have worked at least six (6) CEVA dates during the current USA Volleyball season, two (2) of which must be at a 14's, 16's or 18's CEVA Regional Tournament.

The application form must be submitted to the CEVA office no later than September 1<sup>st</sup> following the National Tournament. Include with your application a photo copy of the pay stub from the National Tournament as proof of attendance.

## **REMOVAL OF HEAD OFFICIAL**

The Commissioner may remove a Head Official for cause. If, in the judgment of the Commissioner a Head Official does not or cannot perform their duties they will be removed and their contract will be terminated. If a Head Official contests the removal, they may appeal in accordance with the CEVA Due Process Policy.

Head Officials may be removed for all, but not limited to, the following:

- Failure to pass a Background Screening
- Reporting to an Assignment under the influence of intoxicants.
- Repeated Unexcused Absences from Assignments
- Repeated Conduct Violations
- Repeated lack of follow through on Head Official Responsibilities

The CEVA Commissioner or their Designee will investigate all allegations made against Head Officials. A finding will be reported back to the person making the allegation, which will only state whether their allegation was sustained or not sustained. Details of any investigation, conclusions, sanctions or other discipline will not be made public.

## **TRAINING CLINICS**

Clinic attendance must be scheduled through the CEVA Office. All Clinics not sanctioned by the CEVA will not be considered for certification. Clinics are open to 1<sup>st</sup> and 2<sup>nd</sup> year coaches and players to obtain referee and scorekeeping training.

### Club Team Officiating & Scorekeeping

- All coaches and players must attend a clinic. All coaches must be certified to meet this requirement, 1<sup>st</sup> and 2<sup>nd</sup> year coaches must attend a clinic and take the online test. Third year and above coaches will take the current USAV test/exam online annually.
- All players who keep score must be certified, those players who are in their 1<sup>st</sup> & 2<sup>nd</sup> year as scorekeepers must attend a clinic. Those scorekeepers who have 2 or more years experience will take the USAV scorekeeping test/exam annually with a club representative.
- Rules and techniques will be reviewed for R1/R2 mechanics, line judge techniques, as well as scorekeeping/libero tracking.
- The deadline is January 31<sup>st</sup> or before the 1<sup>st</sup> scheduled tournament.

## Adult Programs

### Certification Process:

- Referee's - review the current training materials posted on the CEVA website for adult programs and complete the online Referee Test.
- Scorekeepers - review scorekeeping PowerPoint presentation and then complete the scorekeeping exam.

During pool play at tournaments Head Officials will observe the officiating and scorekeeping and offer contemporaneous constructive criticism to increase education and the quality of responsibilities of player scorekeepers and referees for the entire month of January.

## **CERTIFYING A COACH/ADULT TO REFEREE**

Each team participating in a CEVA sanctioned tournament will have, as a minimum, one certified coach/adult to referee.

Head Official will:

- Educate/Train new coach/adult to the CEVA region as a referee
- Teams who do not provide the appropriate referee – document on TIF
- Check the roster of certified coach/adult and clubs to ensure they have met the requirements of the region.

## **APPLICATION FOR JUNIOR NATIONAL REFEREE OR NATIONAL REFEREE/SCOREKEEPER CANDIDATES**

All potential candidates must complete the entire application form which can be found on the USA Volleyball website under the Officials link. This completed form and a completed scoresheet (with a deciding game included) must be sent to the Referee Chair (Jr. National or National Referee Candidate) or the Scorekeeper Chair (National Scorekeeper Candidate) by January 31st to be considered a potential candidate from the CEVA Region.

Potential candidates must be available, and complete their assignment for the 16u or 18u Regional Championships for the year of their application.

### Junior National Referee Certification Process

- Be an active officiating member of the CEVA, in good standing, for three (3) years.
- Attend/officiate at a USAV out of region tournament within two (2) years of application.
- Request to be rated/evaluated by the Referee Chair or designee by Jan. 31 or current season.
- Follow the USA Volleyball requirements for application.

### National Referee Certification Process

- Be an active officiating member of the CEVA, in good standing.
- Be a certified Jr. National Referee or a PAVO National Referee.
- Request to be rated/evaluated by the Referee Chair or designee by Jan. 31 or current season.
- Follow the USA Volleyball requirements for application.

National Scorekeeper Certification Process

- Be an active officiating member of CEVA, in good standing, for three (3) years.
- Request to be evaluated by the Scorekeeper Chair or designee by Jan. 31 or current season.
- Follow the USA Volleyball requirements for application.