

CONSTITUTION OF THE JAMAICA VOLLEYBALL ASSOCIATION

REVISED 2005

1. TITLE

The name of the organization shall be the JAMAICA VOLLEYBALL ASSOCIATION hereinafter referred to as the “Ja. V. A.”.

2. OBJECTS

The objects of the Ja. V. A. shall be –

- (a) to foster and encourage the development and be responsible for the administration of volleyball in Jamaica.
- (b) to establish and maintain affiliation with the International Volleyball Federation (FIVB), the North, Central American and Caribbean (NORCECA) Volleyball Confederation and any international organization dedicated to the promotion of volleyball and to which membership by the Ja. V. A. is permissible.
- (c) to establish and maintain affiliation with the Jamaica Olympic Association (JOA).
- (d) to promote and the mutual interests of its members.
- (e) To do such things as may be necessary for the attainment of the above objectives including making, maintaining and publishing rules and regulations and administering funds of the Ja. V. A..

3. MEMBERSHIP

The membership of the Ja. V. A. shall consist of –

(a) Affiliate Members

Volleyball clubs, educational institutions or other organizations whose applications for membership have been accepted by the Management Team and who have paid the annual fee or any other fee stipulated in the By-laws of the Ja. V. A..

(b) Ordinary Members

Persons interested in volleyball but not connected to any of the groups included in 3 (a) above, whose application for membership have been accepted by the Management Team and who have paid the annual fee or any other fee stipulated in the By-laws of the Ja. V. A..

(c) Honorary Members

At its Regular or Special meetings and on a majority vote of at least 75% of the membership of the Management Team may confer Honorary Membership on individuals who have made outstanding contributions to the Ja. V. A..

4. APPLICATION FOR MEMBERSHIP

All applications for membership must be made in writing on prescribed forms and addressed to the General Secretary of the Ja. V. A.. The Management Team must consider all applications and shall accept or reject at its discretion.

5. MEMBERSHIP REPRESENTATION

- (a) Each affiliate may have two (2) voting representatives at the Annual or any Special General meetings.
- (b) Ordinary members each have one (1) vote at the Annual or any Special General meetings.

- (c) Other classifications of members do not have voting rights but are allowed, at the discretion of the President, to participate in discussions.

6. EXECUTIVE OFFICERS

The Executive Officers of the Ja. V. A. shall be –

- i) President
- ii) General Secretary
- iii) Treasurer

These officers shall hold office for two (2) years until their successors are elected at the Annual General Meeting or at a Special General Meeting called for this purpose. The Executive shall be ex-officio members of all working committees.

7. GENERAL MEETINGS

i) Annual General Meetings

- (a) The supreme authority of the Ja. V. A. shall be vested in the Annual General Meeting.
- (b) Annual General Meetings of the Ja. V. A. shall be held between the period September 30 to October 30 of each year.
- (c) The notice, along with the agenda of the Annual General Meeting must be served on members at least fourteen (14) days prior to the date of the meeting.
- (d) The chair, at the Annual General Meeting shall be taken by the President or in his/her absence, the General Secretary or in his/her absence, the Treasurer.
- (e) The business of the Annual General Meeting shall be-
 - i) to receive the General Secretary's report
 - ii) to receive the Treasurer's report
 - iii) to receive the President's report
 - iv) to elect an executive every two (2) years
 - v) to deal with matters on the agenda

ii) Special General Meetings

Special General Meetings may be convened at the discretion of the President or on the direction of the Management Team or by written request from at least five (5) clubs or affiliated institutions, addressed to the General Secretary, setting forth the object of the meeting and signed by officers of the particular clubs or institutions empowered to do so. Such Special General Meeting shall be convened within twenty one (21) days of receipt of the request.

iii) Quorum

The quorum for any Annual or Special General Meeting shall consist of twenty five percent (25%) of active affiliates. Affiliation must be established at the start of the meeting.

8. MANAGEMENT TEAM

- (a) The Management Team shall meet at least once per month and shall be constituted as follows –
 - i) The three (3) Executive Officers
 - ii) The Competitions Manager
 - iii) The Officials Manager

- iv) The Beach Volleyball Manager
- v) The Coaches Manager
- vi) The Schools Development Manager
- vii) The Technical Director
- viii) The Marketing, Public Relations and Promotions Manager

(b) Selection and Authority of the Management Team

The Executive of the Ja. V. A. shall be elected biennially at the Annual General Meeting or at any Special General Meeting duly called for that purpose. All other members of the Management Team shall be appointed after due consideration of applications for the various posts. The applicants shall be interviewed for suitability by the Executive and appointments made within thirty (30) days of the General meeting at which the Executive was elected. These appointments shall be for the duration of the administrative cycle of the Executive but are subject to periodic performance reviews. The Management Team shall manage and carry out the business of the Ja. V. A. between Annual General Meetings and shall be vested with full executive powers provided that the exercise of such powers remain in keeping with the letter and intent of the Constitution of the Ja. V. A. or the expressed decisions of any Special or Annual General Meetings.

(c) Special Management Team Meetings

Special meetings of the Management Team may be called at any time by the President or at the written request of any five (5) members of the Management Team, addressed to the General Secretary, setting forth the purpose of the meeting, in which case the General Secretary shall cause a meeting to be held within seven (7) days of the receipt.

(d) Casual Vacancies

If any executive post becomes vacant during the term of office, one or both remaining members shall assume the responsibilities vacated for a maximum period of two (2) months until which time a Special General Meeting to hold a bi-election be called. The management Team shall have the power to fill any other vacancies created for the duration of the administrative cycle. Any Management Team member who misses three meetings without tendering a written explanation shall automatically forfeit his/her appointment to the Management Team.

(e) Quorum

The quorum for Management Team Meetings shall be as follows:

- i) any two (2) executive members plus
- ii) any other appointed manager

9. SUB-COMMITTEES

The Management Team may at any time, appoint sub-committees to consider, report on or carry through the business of the Ja. V. A..

10. DUTIES OF THE PRESIDENT

- (a) To represent the Association in its dealings with the JOA, the CAZOVA, the NORCECA, the FIVB and all other associations or groups with which the Ja. V. A. has to work
- (b) To ensure that all officers of the Ja. V. A. carry out their designated functions at all times
- (c) To ensure that monthly management meetings are held on time and that relevant communication is issued before and after meetings

- (d) To ensure the selection of section managers within one month of the creation of a vacancy
- (f) To ensure the creation and annual review of a four year development plan
- (g) Ensure compliance with the aims, parameters and mechanism of the development plan
- (h) Be present at all functions organized by the Ja. V. A. and support by attendance, league matches, tournaments, courses and seminars
- (h) Be accountable for the finances of the Association
- (i) To be accountable for the keeping of records of the Association's activities
- (j) Receive General Secretary's report monthly. Physical location of records to be secure and maintained in a manner that facilitates easy access.
- (k) To ensure the holding of general meetings every twelve months
- (l) To ensure the election and selection of officers every twenty four months
- (m) To ensure the development and continuous upgrade of the Constitution
- (n) To act at all times within the boundaries of the Constitution
- (o) To establish and maintain clear channels of communication between affiliates and the President
- (p) To chair selection panels and ensure the integrity of the selection process
- (q) Ensure the publication of an annual calendar of events drawn from the development plan

11. DUTIES OF THE GENERAL SECRETARY

- (a) To be responsible for all communication between the Ja. V. A. and the JOA, the CAZOVA, the NORCECA, the FIVB, all local clubs and institutions and all other associations or groups with which the Ja. V. A. has to work
- (b) To ensure the recording of the minutes of all management meetings.
- (c) To be responsible for the timely issue of communication relevant to management meetings.
- (d) To actively participate in the selection of section managers within one month of the creation of a vacancy.
- (e) To be responsible for the annual review of a four year development plan.
- (f) To be responsible for the annual performance review of all members of the management team below the position of General Secretary.
- (g) Be present at all functions organized by the Ja. V. A. and support by attendance, league matches, tournaments, courses and seminars
- (h) Be responsible for the taking of an attendance register at all management meetings
- (i) To ensure the necessary amendment, reprinting and distribution and circulation of the Constitution.
- (j) To ensure the preparation and presentation of a report on administration at general meetings every twelve months.
- (k) To ensure the design, communication, installation and constant monitoring of a standard club structure.

- (l) To report monthly, the past, present and future activities of the association to all affiliates.
- (m) To maintain a register of all affiliate clubs, institutions and individuals and report monthly on the growth and propagation of the registered affiliates.
- (n) To act at all times within the boundaries of the constitution.
- (o) To ensure the preparation and circulation of press releases on current local and international events.
- (p) To be the facilitator and central link in the award of local and foreign scholarships to affiliates.
- (q) To ensure that all contractual arrangements between affiliates, officers and clubs and institutions are established and maintained within the rules set out for their governance.

12. DUTIES OF THE TREASURER

- (a) To be responsible for the financial management of the Ja. V. A..
- (b) To work with section managers to develop annual budgets for inclusion in the Development Plan.
- (c) To ensure that proper records are kept of all monetary transactions
- (d) To prepare and present monthly and annual reports to the management team and the Annual General Meetings
- (e) To work with project managers in the development of working budgets and in the tracking and recording of expenditure related to projects.
- (f) To ensure that all monies collected are lodged to the relevant Ja. V. A. account within seventy two (72) hours of receipt.
- (g) To ensure that all dues and fees owed to the Ja. V. A. are collected on time.
- (h) To ensure that all dues and fees owed by the Ja. V. A. are paid on time.
- (i) To be responsible for the recording of affiliate payments.
- (j) To act at all times within the boundaries of the constitution.
- (k) To actively participate in the selection of section managers within one month of the creation of a vacancy.

13. DUTIES OF THE TECHNICAL DIRECTOR

- (a) To assist the Section Managers in the determination of activities to form the Development Plan.
- (b) To create and implement a framework for development of administrative skills among Section Managers.
- (c) To assist the President in the conduct of performance evaluations of the executive.
- (d) To work with section managers in the establishment and monitoring of working programmes and projects as required for development.
- (e) To be a part of all working groups and advise on technical and procedural requirements.
- (f) To oversee necessary amendments to the Constitution.

- (g) To provide monthly overview on status of work relating to fulfillment of objectives of Develop Plan
- (h) To work with relevant managers in the preparation of technical report on tournaments and National teams' performances.
- (i) To act at all times with honour, integrity and maturity in the conduct of the affairs of the Ja. V. A.
- (j) To act at all times within the boundaries of the Constitution.

14. DUTIES OF THE COACHES MANAGER

- (a) To develop and maintain a list of all certified coaches
- (b) To organize courses, seminars and clinics for continuous upgrade of all coaches.
- (c) To oversee the selection of coaches for National programmes and assist where required in the installation of coaches as per affiliate needs.
- (d) To design national training programmes for predetermined age groups as well as for Clubs and national training teams.
- (e) To receive reports from assigned National coaches
- (f) To submit monthly reports on activities related to coaches development
- (g) To provide estimates on cost of courses, seminars and clinics for inclusion in the Development Plan and sponsorship proposals
- (h) To ensure the communication of schedules, rules and conditions of participation for courses and seminars to all targeted affiliates.
- (i) To assist, by participation, in the achievement of the goals of the Development Plan and accept responsibility for other reasonably assigned tasks.
- (j) To act at all times with honour, integrity and maturity in the conduct of the affairs of the Ja. V. A.
- (k) To act at all times within the boundaries of the Constitution.

15. DUTIES OF THE OFFICIALS MANAGER

- (a) To develop list of certified officials in all areas at all levels of certification
- (b) To organize courses, seminars and clinics for continuous upgrade of all officials.
- (c) To oversee the selection of officials for competitions and tournaments and assist where required in the appointment of officials for Ja.V.A. sanctioned, affiliate organized games.
- (d) To coordinate with Competitions' Manager in the provision of officials for requisite matches.
- (e) To carry out performance reviews on certified officials.
- (f) To ensure the welfare of officials assigned to matches or those in attendance at courses.
- (g) To ensure the widespread participation of affiliates in courses and seminars
- (h) To ensure the participation of National referees in overseas courses and tournaments for candidacy to international status.
- (i) To ensure the proper conduct of all officials.
- (j) To receive copies of match results from assigned referees.
- (k) To submit monthly reports on activities related to officials and their development.
- (l) To provide estimates on cost of courses, seminars and clinics for inclusion in the Development Plan and sponsorship proposals

- (m) To ensure the communication of schedules, rules and conditions of participation for courses and seminars to all targeted affiliates.
- (n) To assist, by participation, in the achievement of the goals of the Development Plan and accept responsibility for other reasonably assigned tasks.
- (o) To act at all times with honour, integrity and maturity in the conduct of the affairs of the Ja.V.A.
- (p) To act at all times within the boundaries of the Constitution.

16. DUTIES OF THE SCHOOLS DEVELOPMENT MANAGER

- (a) To constantly seek to increase the schools membership in the Ja. V. A.
- (b) To create and maintain an active list of affiliated schools.
- (c) To ensure that a coach is placed in all affiliated schools.
- (d) To ensure the distribution of National Age Group Training Programme in schools.
- (e) To assist in the general communication with schools.
- (f) To work with the section managers in the organization of competitions, courses and seminars involving schools.
- (g) To make regular visits to schools during training sessions.
- (h) To ensure the collection of relevant dues and fees.
- (i) To ensure that all affiliated schools receive a copy of the Constitution and current rule book.
- (j) To assist in the procurement of equipment and facilities for use in schools.
- (k) To assist, by participation, in the achievement of the goals of the Development Plan and accept responsibility for other reasonably assigned tasks.
- (l) To act at all times with honour, integrity and maturity in the conduct of the affairs of the Ja. V. A.
- (m) To act at all times within the boundaries of the Constitution.

17. DUTIES OF THE COMPETITIONS MANAGER

- (a) To provide estimates on cost of competitions and tournaments for inclusion in the Development Plan and sponsorship proposals
- (b) To ensure the creation of workable playing schedules
- (c) To ensure the communication of schedules, rules and conditions of play to all targeted affiliates.
- (d) To ensure the availability and employment of relevant equipment, material and personnel for the smooth completion of match fixtures.
- (e) To maintain records of all communication with affiliates and submit monthly activity reports to general Secretary.
- (f) To maintain records of all matches and ensure circulation of results to media houses.
- (g) To ensure the provision of adequate numbers and quality of trophies, medals and requisite awards for presentation at the end of competitions and tournaments.
- (h) To provide tournament completion reports

- (i) To assist, by participation, in the achievement of the goals of the Development Plan and accept responsibility for other reasonably assigned tasks.
- (j) To act at all times with honour, integrity and maturity in the conduct of the affairs of the Ja. V. A.
- (k) To act at all times within the boundaries of the Constitution.

18. DUTIES OF THE BEACH DEVELOPMENT MANAGER

- (a) To develop a register of beach players across the island.
- (b) To ensure the collection of beach player registration fees and other relevant payments.
- (c) To ensure the establishment and maintenance of an annual beach playing circuit.
- (d) To establish affiliation links with all existing beach volleyball interests.
- (e) To remain in constant contact with beach interests and prepare reports on general development.
- (f) To provide estimates on cost of tournaments, courses, seminars and clinics for inclusion in the Development Plan and sponsorship proposals.
- (g) To ensure the communication of schedules, rules and conditions of participation for courses and seminars to all targeted affiliates.
- (h) To Establish firm links with all agencies in control of suitable space for beach volleyball.
- (i) To assist, by participation, in the achievement of the goals of the Development Plan and accept responsibility for other reasonably assigned tasks.
- (j) To act at all times with honour, integrity and maturity in the conduct of the affairs of the Ja. V. A.
- (k) To act at all times within the boundaries of the Constitution.

19. DUTIES OF THE MARKETING & PROMOTIONS MANAGER

- (a) To create marketing concepts and philosophies aimed at the promotion of the Development Plan
- (b) To work closely with section managers in developing marketing & promotional strategies for requisite projects
- (c) To create a media relations plan aimed at the timely distribution of information pertinent to active Ja. V. A. projects
- (d) To work closely with the General Secretary in the preparation of media releases
- (e) To be responsible for the securing of sponsorship through the packaging of volleyball as a saleable product and subsequently promoting it to potential sponsors
- (f) To create and promote strategies aimed at the improvement of spectator interest in volleyball
- (g) To create strategies aimed at the establishment and maintenance of a volleyball presence in the media
- (h) To create and maintain tracking system for the measurement of volleyball appearances in the media
- (i) To act at all times with honour, integrity and maturity in the conduct of the affairs of the Ja. V. A.

(j) To act at all times within the boundaries of the Constitution.

20. PARISH ASSOCIATIONS

Within each parish, there shall be formed local associations comprised of clubs and educational institutions located in the parish. These local associations shall be governed by the following –

(a) Object

To foster the development of volleyball at the local parish level

(b) Membership

All registered affiliates of the Ja. V. A. will have automatic membership.

(c) Administrative Structure

Each parish association shall have the following management structure –

- i) President
- ii) General Secretary
- iii) Treasurer
- iv) Any other appointees as seen necessary

(d) Functions

Parish associations shall observe the Constitution of the Ja. V. A. in their functions. Their annual activity schedule must recognize the Ja. V. A. activity schedule and its active Development Plan.

21. SPECIAL APPOINTMENTS

The Management Team may at any time during its term of office, make special appointments to posts of non-executive responsibility to manage or in other ways, work on projects as deemed necessary by the Management Team.

22. OFFICIALS & COACHES OF THE Ja. V. A.

- (a) The Management Team may at any time approve the certification and registration of officials and coaches as may be presented by the section managers entrusted with the relevant responsibility
- (b) Officials and coaches so registered shall be subject to the regulations as laid down by the manager entrusted with this responsibility
- (c) The Management Team reserves the right to revoke the appointment of any official or coach.

23. PLAYER REGISTRATION

Persons who are or who intend to be actively involved as players in competitions organized by the Ja. V. A., must be presented by an affiliate member and registered by the Management Team on the payment of the annual fee stipulated in the By-laws of the Ja. V. A..

24. ALTERATION OF RULES

These rules shall not be altered or rescinded except with the consent of at least two thirds majority vote at the Annual or Special General Meeting and can only be done provided the procedure laid down herewith is followed –

- (a) A copy of the proposed resolution to add to, alter and/or rescind any of these rules or otherwise affect the working of the Ja. V. A. must be forwarded to the General Secretary at least twenty-one (21) days prior to the General Meeting. The General Secretary on receipt of any such resolution shall transmit a copy to each member along with notice convening the General Meeting at least fourteen (14) days before the General Meeting.

- (b) The By-laws of the Ja. V. A. may be amended by a vote of seventy five percent (75%) of the Management Team providing that the membership of the Ja. V. A. have been given not less than thirty-one (31) days' notice of the proposed amendment. The opinions obtained during the period must be considered by the Management Team in its final decision.

25. MATTERS NOT IN CONSTITUTION

The Management Team shall have full powers to administrate any matter not specifically mentioned in the Constitution.

BY LAWS OF THE JAMAICA VOLLEYBALL ASSOCIATION

1. ELECTIONS

The executive officers other than the President shall be elected by ballot unless a unanimous vote is taken to use the show of hands method. The president must be elected by ballot.

2. ELIGIBILITY

With the exception of the office of President, all other executive officers must be elected from the membership of the Ja. V. A..

3. ACTS OF DISBARMENT

A person who commits any of the following offences shall no longer be eligible to compete in any competition organized by the Ja. Va. A.-

- (a) Fraud : participating in any competition under an assumed name or by being guilty of fraud or any other grossly un-sportsmanlike conduct in connection thereto.
- (b) Knowingly competing with suspended players or in un-sanctioned tournaments : by competing with suspended players or in tournaments not sanctioned by the Ja. V. A.
- (c) Gambling : by members accepting or making bets in any match in which sanctioned by the Ja. V. A.
- (d) Drugs : by breaching the FIVB doping regulations or by the trade or use of any narcotic in contravention of the laws of Jamaica in the general vicinity of any Ja. V. A. organized activity.
- (e) Abscondment : by breaching the regulations for persons travelling overseas.

4. DISCIPLINARY HEARING

On the receipt of any protest or report of misconduct or any infringement whatever, a Disciplinary Committee consisting of three (3) persons shall be appointed by the Management Team. The Disciplinary Committee shall –

- (a) Have the power to hear (and determine) any complaint or protest made by or against any affiliate member and take disciplinary action as it deems fitting including the issuance of fines.
- (b) The complaint must first be submitted in writing to the General Secretary within seventy two (72) hours of the incident giving rise to the complaint, Saturdays, Sundays and Public Holidays excepted.
- (c) The General Secretary must then refer the complaint to the Management Team and a Disciplinary Committee formed and mandated to hear the complaint within 21 days of receipt of the complaint.
- (d) A decision by the Disciplinary Committee may be subject to an appeal to the Management Team upon payment of the requisite appeal fee.

- (e) Appeals must be lodged within seven (7) days of receipt of the written decision of the Disciplinary Committee and should be submitted as per the mechanism laid out above.
- (f) In the event of an appeal, the decision of the Disciplinary Committee shall not take effect until the appeal has been heard by the Management Team which shall have the power to uphold, vary or quash the decision of the Disciplinary Committee.
- (g) The decision of the Management Team shall be binding.

5. PLAYING RULES

- (a) Competitions governed by the Ja. V. A. shall be organized using the Rules of the Game of the FIVB
- (b) Amendments to the FIVB rules to adapt the game to local situations may be approved by the Management Team on the recommendation of a joint meeting of the technical managers chaired by the Technical Director. A similar procedure shall be followed for the rescission of any such amendment. A minimum of three (3) weeks notice must be given to affiliates before such amendments can take effect.
- (c) Amendments to and other related matters shall be listed in the appendix entitled **"RULES & REGULATIONS APPLICABLE TO Ja. V. A. COMPETITIONS.**

6. FINANCIAL STATUS

No member shall be eligible to participate in any programmes organized by the Ja. V. A. unless so sanctioned by the Treasurer as having paid the required fees. Any decision to waive, defer or accept terms must be made by the Management Team.

7. AMENDMENTS

These By-laws may be amended as provided for in the Constitution of the Ja. V. A..

8. SCHOLARSHIPS

All transactions must be communicated through the Ja. V. A.. All offers must be investigated by the Management Team.

9. FINANCIAL PROVISIONS

(a) Fiscal Year

The fiscal year of the Ja. V. A. shall be the administrative year of the Management Team.

(b) Financial Resources

The financial resources of the Ja. V. A. shall consist of:

- i) annual fees from the affiliates
- ii) revenue from marketing and televised broadcasting
- iii) sanction fees from tournament organizers
- iv) player transfer fees
- v) sponsorship
- vi) fines imposed from disciplinary action
- vii) any other source of funding approved by the Management Team

(c) Budget

- i) The Annual General Meeting shall adopt the annual budget

- ii) The Management Team may adapt the budget to newly arising needs but must give to the Annual General Meeting, a report of any deviation so made.

(d) Annual Accounts & Balance Sheets

- i) The Management Team shall approve the statement of accounts and balance sheets for the fiscal year and discharge the Treasurer.
- ii) It shall submit the statements of accounts and balance sheets of the last fiscal year to the Annual General Meeting and discharge the President.

(e) Auditors

- i) The Annual General Meeting shall appoint two (2) accounting auditors and one (1) substitute auditor.
- ii) The auditors shall report to the Management Team and the Annual General Meeting on the auditing of the:
 - * statement of accounts and balance sheets
 - ** expense and income vouchers
 - ** budget
- iii) They shall have access to all accounting documents for the purposes of their auditing.

(f) Bankers Of The Ja. V. A.

- i) The bankers of the Ja. V. A. shall be appointed at the Annual General Meeting and the affiliates be advised at least 21 days prior to the implementation of this decision.

JAMAICA VOLLEYBALL ASSOCIATION RULES AND REGULATIONS APPLICABLE TO COMPETITIONS

1. Clubs and institutions are required to register names of players and coaches on the Entry Forms provided.
2. Any club or institution that enters a competition should submit the name of at least one (1) official who will be available to serve as a referee during the competition. The official should hold a Ja. V. A. Referee's Certificate. However, the Competition Manager at his/her discretion may accept the name of an official who is not certified but only under special conditions.
3. Deadlines for entries must be strictly adhered to. No late applications can be accepted.
4. Entries are invalid unless the appropriate fees are paid.
5. Teams should be properly attired for all matches. Proper attire for hard court matches includes suitable court shoes, uniform socks, shorts and shirts with shirts numbered back and front as per FIVB rules.
6. A player may not represent more than one team in any one year without the expressed approval of the Management Team. A student may however represent a school/college and a club in the same year but not in the same competition. A student, having represented one school/college and subsequently transfers to a second school/college may represent the second school/college in the same competition in the same year once the requirements of the sports governing body of the school/club (ISSA/Intercollegiate Sports Association) are satisfied.
7. Any player changing allegiance from one club to another should receive clearance from the former club. Should the club refuse to give such clearance, then an appeal may be made to the Management Team who shall give ruling after due investigation of the matter.

8. Teams should be ready to start matches on schedule. If a team is not ready to start a match after the end of the net warm-up of the team present, then the team absent will have forfeited the match. No additional time will be provided before the scheduled start time for teams arriving late.
9. Any team that enters a competition and withdraws without satisfactory reasons addressed in writing to the Competitions Manager will be liable to a fine or suspension or both, as determined by the Disciplinary Committee appointed to rule on the matter.
10. Any team that fails to turn up for a scheduled match without satisfactory reasons given to the Competitions Manager will be liable to disciplinary action.
11. Any player or coach who is expelled from a game by the referee shall face a disciplinary hearing. Investigations should centre on details of incident and the number of times the offender has had disciplinary action taken against him/her.
12. Except where specifically indicated, the official FIVB rules will apply to all Ja. V. A. competitions. Players and coaches are required to know the rules. Ignorance of rules will not be accepted as an excuse for non-observance.
13. (a) In all round robin competitions when two or more teams are tied for a place, the tie will be broken by use of the following criteria in the order given:
 - i) Highest sets average i.e. sets won divided by sets lost of matches actually played
 - ii) Highest points average i.e. points won divided by points lost of matches actually played
 - iii) Winner of the match between the tied teams in round play
- (b) The points system shall be as follows
 - i) 2 points for a win
 - ii) one point for a loss
 - iii) no points for a default or forfeit
14. A jury of appeal shall be appointed for all tournaments.
15. The Ja. V. A. will be responsible for the scoring of all matches which must be done on the approved score sheets in full detail. The score sheets must bear the signature of the scorer and the referee.
16. No postponement of any scheduled match is permitted except in very extenuating circumstances at the discretion of the Competitions Manager and with the prior knowledge of the opposing team. Notice of the postponement must reach all parties concerned no later than forty eight (48) hours prior to the scheduled start of the game.
17. Fixtures of matches in an extended tournament must be received by each team at least fourteen (14) days prior to the date of the first engagement. Otherwise, the team has the right to demand postponement of such matches. For rallies, teams must indicate their participation and pay all relevant fees no later than seventy-two (72) hours prior to the scheduled start time of each rally.

18. Protest Regarding Assignment Of Officials

- (a) Teams that satisfy regulation No. 2 above are allowed to lodge a request for change of official(s) assigned to any of their scheduled matches under the following conditions:
 - i) Presentation of the request in writing not less than seventy-two (72) hours prior to the match to the Officials Manager stating reasons for such action. In the case of rallies, requests must be made at least one (1) hour prior the scheduled start of the match.

- ii) Payment of a protest fee for each request refundable only if the request is granted for an amount as established at the last Annual General Meeting.
- iii) Such a procedure must be done in the strictest confidence or the request shall not be considered.
- iv) The Officials Manager shall make a decision after due consideration of the request. Further appeal may be made to the President of the Ja. V. A. whose decision shall be final. In the case of Parish tournaments or Rallies, the Parish President or Tournament Director shall carry out these responsibilities.

19. Clubs and Institutions affiliated to the Ja. V. A. may not participate in inter club/school tournaments unless such tournaments have received the official sanction of the Ja. V. A.. Failure to comply will attract disciplinary action.

20. The Competitions Manager reserves the right to administrate on any other matter not specifically mentioned in these regulations.

REQUIREMENTS FOR REFEREES CERTIFICATION

21. Candidate Referee

- i) Full attendance at a comprehensive theoretical and practical course is mandatory for officials certification.
- ii) Either (a) a minimum score of 90% in the corresponding written examination or (b) a score in the range of 75-80% in addition to being successful in an oral re-examination prescribed by the Officials Manager. The oral examination must be taken not more than one (1) year after the course attended.
- iii) Candidate officials may be allowed to officiate in minor tournaments within their parish at the discretion of the Officials Manager or the Parish President but only under observation and subject to recall.

22. Grade One Referee

- i) Must be an active Candidate Referee for at least six (6) weeks but not more than one year.
- ii) Must be successful in a practical examination in a selected minor tournament or in a match approved by the Officials Manager.
- iii) Their jurisdiction shall be restricted to inter Parish tournaments unless otherwise permitted by the Officials Manager.

23. Grade Two Referees

- i) Active in Ja. V. A. leagues as a Grade 1 Referee for at least two (2) seasons.
- ii) Must be successful in an oral examination granted on the recommendation of the Officials Manager. The panel of examiners, must be chosen from the list of National Referees by the Officials Manager.
- iii) Their jurisdiction extends to non-final matches in the National League unless otherwise permitted by the Officials Manager.

24. Grade Three Referee

- i) Must have been active as a Grade 2 Referee for at least two (2) years.
- ii) Must be approved by the Officials Manager
- iii) Must be successful in the prescribed course examination
- iv) Shall have unrestricted jurisdiction

25. National Referee

- i) Active as Grade 3 Referee for at least one (1) year.
- ii) Approved by a panel of National Referees and the Officials Manager
- iii) General approval on evaluation by knowledgeable participants in tournaments e.g. coaches and team captains.
- iv) Submitting to a re-evaluation under **25. ii) & iii)** at least once every three (3) years so as to maintain this status
- v) Active National Referees are accorded first priority for international matches run or sanctioned by the Ja. V. A. or for international certification courses

26. International Referee

- i) Must be registered with the FIVB for a minimum period of three (3) years as a National Referee
- ii) Approval by Management Team on recommendation by Officials Manager
- iii) Not more than forty (40) years of age and not less than twenty-one (21) years of age
- iv) Medical examination as prescribed by the FIVB
- v) Successful completion of course as prescribed by the FIVB
- vi) Must meet FIVB stipulation as regards to officiating in minimum number of international matches

REQUIREMENTS FOR CERTIFICATION AS A Ja. V. A. COACH

27. Grade 1 Coach

- i) Attendance at all sessions of organized courses is compulsory. Unauthorized absences will lead to non-issuance of certification
- ii) A minimum mark of 60% in the theoretical examination
- iii) A minimum mark of 45% in practical examination

28. Grade 2 Coach

- i) Attendance at all sessions of organized courses is compulsory. Unauthorized absences will lead to non-issuance of certification
- ii) A minimum mark of 60% in the theoretical examination
- iii) A minimum mark of 60% in practical examination
- iv) Proven success working as a coach in Ja. V. A. leagues for at least one (1) year
- v) Grade 1 certification or approval by the Coaches manager

29. Grade 3 Coach

- i) Grade 2 certification
- ii) Minimum of three (3) years coaching in Ja. V. A. leagues which must include a win in at least one tournament
- iii) A minimum of at least 70% in theory courses
- iv) A minimum of 70% in practical courses
- v) Observation and approval of at least one coaching session by Ja. V. A. assessors

30. International Courses & Local Equivalency

- i) FIVB Sport Aid Programme SAP – Ja. V. A. Level 1
- ii) FIVB Level 1 – Ja. V. A. Level 2
- iii) FIVB Level 2 – Ja. V. A. Level 3
- iv) Further qualification may be obtained in courses overseas. Candidates will be chosen based on their levels of attainment and on performance as coaches in Ja. V. A. run or sanctioned tournaments.

REQUIREMENTS FOR THE GRANTING OF APPROVAL FOR TRIPS ABROAD OR THE HOSTING OF OVERSEAS TEAMS BY AFFILIATES

- (a) The Management Team must be requested to sanction the trip or visit by the local team(s). Such a request must be made in writing to the General Secretary a minimum of three (3) months prior to the proposed date of the event.
- (b) For approval to be granted the following conditions must be satisfied:
 - i) A copy of acceptance of the visit by the foreign host or team(s) to visit is to be presented as soon obtained. The host and team(s) visiting must be in good standing with their National Volleyball Association.
 - ii) A list of the names of players from which the team is to be selected must be presented. The team must also be accompanied by at least one Ja. V. A. certified coach or official when travelling abroad
 - iii) Presentation of a copy of the proposed itinerary for the visit and the arrangements made for the well being of the party.
 - iv) Detailed information as to how the event is to be funded.
 - v) Schedules of the training sessions of the team to travel must be furnished to the Management Team. The club/school/institution must be willing to accept the visit of any member of the Management Team to observe and report his/her findings
 - vi) Payment of any sanction fee as stipulated by the management team and decided on at the last Annual General Meeting
 - vii) The visit must have the support of the regional and international governing body
- (c) The Management Team may give tentative approval so as to allow the club/school/institution to make the necessary arrangements for the visit. Final sanction however is granted only after the Management Team is satisfied that all local conditions have been met. This also is subject to the approval of the Volleyball Association of the team(s) to host or visit Jamaica.
- (d) A letter of introduction to the Volleyball Association of the host team must be received from the Ja. V. A.. For hosting clubs/schools/institutions, letters of introduction must be received from the National Association(s) of the visiting team(s).
- (e) The following reports must be presented immediately after the return from overseas of the travelling team or the end of the local event:
 - i) A summary of the event with results of matches and relevant statistics if available for media presentation
 - ii) A formal report on the event giving details of results of matches played, conduct of players, outstanding performances, hospitality of hosts, accommodation etc. should be presented to the General Secretary within four (4) weeks of the completion of the event.
 - iii) Details of financial standing as regards the event