

CONSTITUTION OF THE  
POTOMAC VALLEY OFFICIALS ASSOCIATION

NAME: The name of the Association shall be the Potomac Valley Officials' Association (PVOA).

ORGANIZATION: The PVOA is a private not for profit association operated in accordance with the laws of the Commonwealth of Virginia and the United States located in Loudoun County, Virginia. The PVOA does not discriminate against any person or organization on the basis of race, color, religion, sex, or national origin.

MISSION –PVOA shall provide quality officials to any organizations holding a current, fully executed contract with the PVOA. The first priority shall be to provide the highest quality officials to ~~those~~ organizations located within Loudoun County, Virginia. Officiating services located outside of Loudoun County may be offered as approved by the Board of Directors.

MEMBERSHIP: Membership in any category is restricted to those who are 15 years of age or Grade 9. The association has three categories of memberships: Active, Inactive, and Retired.

- A) Active Members: A member who has complied with all current training requirements and all financial requirements. Active members are entitled to all rights and privileges of membership, including the right to receive game assignments, to vote at all meetings, and receive all official correspondences.
- B) Inactive Members: A member who, because of special circumstances, cannot officiate at the present time, but desires to maintain membership in the association. In order to become an Inactive Member, a written request must be submitted to the Board of Directors (BOD). Dues for the Inactive Member shall be 50% of the current dues of Active Members. Inactive Members shall have all rights and privileges of Active Members except for receiving game assignments. In order for an Inactive Member to become an Active Member, a written request for Active Membership must be submitted to the BOD. The member must comply with all current training requirements and fulfill all financial requirements, including the balance of the current year's membership dues.
- C) Retired Members: A member of PVOA who is in good standing and has been an Active or Inactive Member for at least 10 years may make a written request to the BOD to become a Retired Member.

The ten years need not be consecutive. Retired Members shall have all rights and privileges of other members except for voting rights and receiving game assignments.

#### D) General Membership Rules and Expectations

- 1) The responsibility for notifying the respective Sport Commissioner of inability to fulfill an assignment rests with the individual member. Any member who fails to fulfill an assignment shall be fined. Habitual offenders may be suspended from all assignments for the remainder of the calendar year. Members who notify the Sport Commissioner of inability to fulfill an assignment within 24 hours of the scheduled game(s) shall be assessed an administrative fee to offset the cost of rescheduling.
- 2) Fines shall be imposed on members who arrive late for scheduled games or who are not attired in proper uniform. Habitual offenders may be suspended from all assignments for the remainder of the calendar year. Each member shall be responsible for reporting such violations to the appropriate Commissioner.
- 3) Any member whose actions are detrimental to the best interest of the PVOA and its members may be fined, suspended, or expelled by a majority vote of the Board.
- 4) The amount for fines and fees are set forth in the Bylaws. (Tab E-1)
- 5) Fines and administrative fees shall be deducted from the member's first paycheck following the assessment of such fines and fees. The President shall inform the member in writing as to the reason for any suspensions or expulsions and the terms thereof.

E) Fines and Suspension of Members: Fines and Suspensions shall be determined and levied in accordance with the By-Laws and enacted by the BOD (TAB E-1) . Members may be suspended for adequate reason by a two-thirds vote of the BOD. Failure to meet the criteria for membership is presumed to be adequate reason for suspension and does not require advanced notice to the member and deliberation by the BOD. Members can be proposed for suspension only on the recommendation of the Commissioner to the BOD. Any member proposed for suspension shall be given advanced notice of the action, including the reason for the proposed suspension, an opportunity to contest the proposed suspension in writing to the BOD, and a final written notice of the Board's decision. Any member fined or suspended by the Commissioner shall have the right to

appeal the decision to the BOD, by making written correspondence to the President within 10 days of notification of the action. A majority vote of the BOD shall be required to uphold, modify, or nullify the action of the Commissioner. The BOD may not increase the severity of the action recommended by the Commissioner and their decision is binding and may not be appealed further.

F) All fines, suspensions, and expulsions may be appealed to the Board by written correspondence addressed to the Secretary and/or a personal appeal at a meeting of the Board. The Board at its regular scheduled meeting or called emergency meeting shall review the appeal and by a majority vote may grant relief from such fines, suspensions, or expulsions. Extenuating circumstances may be taken into consideration in granting relief from fines, suspensions, or expulsions.

G) Membership Game Assignments: Game assignments to PVOA members shall be made as equitably as possible; however, the needs of the PVOA shall be the primary consideration in assigning and reassigning games. Tenure, knowledge of rules and mechanics, number of games officiated throughout the year, evaluations by PVOA officers, meetings attended, and other such criteria shall also be considered in assigning games. In the case of some high level play-off assignments, the Board of Directors may be consulted prior to selecting the official(s) to fill the assignments, but the final decision on who to select rests with the respective Sport Commissioner. Additional consideration to be used in filling game assignments is listed in the Bylaws.

V) Board of Directors: The PVOA shall be governed and operated by a Board of Directors. This Constitution and its Bylaws shall be the governing and operating authority. The Board of Directors shall seek the guidance and direction of the membership, but shall have final approval in all matters except those specifically reserved by this Constitution and its Bylaws for the membership. The fiscal year and the membership year of the PVOA shall be January 1 to December 31. New Officers, with the exception of the Basketball Commissioner, shall begin their new term on January 1. The Basketball Commissioner's term shall begin on September 1. The Outgoing President will serve as President ex-officio until January 1 unless elected to another position.

VI) MEMBERSHIP OF THE BOARD OF DIRECTORS: The officers constituting the Board of Directors (Board) of the PVOA shall be the President, Vice President, Commissioner(s), Secretary, Treasurer, Umpire in Chief for Softball, Assistant Basketball Commissioner, Members-at-Large.

- A) Qualifications: Officers must be active members of the Association in good standing with no felony convictions in the past fifteen (15) years. No person may serve two offices concurrently. Officers may serve multiple consecutive terms. All terms of office shall be two years. If any term of office is vacated prior to its expiration, the President shall appoint an active member to complete the term.
- B) Election of Officers: Election of all Officers shall be by secret ballot. The President, Secretary, and Treasurer are voted on in even numbered years. The Vice-President and all Commissioners shall be voted on in the odd numbered years. Two Members-At-Large (MAL) shall be elected in odd numbered years and one MAL in even numbered years. All positions, except basketball commissioner, shall be elected at the fourth quarter general membership meeting. The basketball commissioner shall be voted on at the general membership meeting held prior to September. Each Active and Inactive Member shall be allowed one vote. Absentee votes shall be permitted for the election meeting, and must be provided in writing, seven (7) days in advance of the meeting to the Secretary in odd years and to the Vice President in even years. Majority votes will elect an office. If the balloting for a given office does not result in any person achieving a majority, a second election shall be conducted immediately during the fourth quarter membership meeting from the active and inactive members in attendance. The two nominees receiving the greatest number of votes on the first ballot shall be on the second ballot. If a tie exists for second place, those persons shall also be included on the second ballot. This process shall be repeated until a majority winner has been determined. A qualified individual shall be permitted to run for any or all offices, but shall be permitted to hold only one office, that office being the highest office (in the order shown in the general remarks for paragraph VI, above) to which elected. An individual may not hold one or more Commissioner's and Umpire-in-Chief Offices at one time as stated in the Bylaws.
- C) Appointment of Officers: The Umpire in Chief for Softball and the Assistant Basketball Commissioner will be recommended for approval by the appropriate commissioner and approved by the BOD during the first Board meeting of the year.
- D) Terms of Office: The terms of officers shall be two years and shall commence on January 1, except for the Basketball Commissioner, which commences on September 1.
- E) Duties and Responsibilities of Officers: The general duties and responsibilities of the officers of the PVOA are detailed below:

1) The President shall:

- (a) Enforce the provisions of this Constitution and its Bylaws.
- (b) Preside at all meetings of the Association.
- (c) Ensure that all pertinent records are maintained.
- (d) Appoint committee chairpersons and membership of all committees with the assistance and approval of the BOD.
- (e) Act as the official representative of PVOA with all outside organizations or appoint a member of the Board to do so in his/her behalf.
- (f) Execute contractual arrangements with organizations which the PVOA has agreed to service.
- (g) Determine, with the approval of the BOD, the time and location of the fourth quarter general membership meeting.
- (h) Review the schedule of any official determined by the BOD or commissioner(s) to be unfit to officiate games and propose appropriate interventions and/or sanctions.
- (i) Perform other such duties as may be required to successfully operate the PVOA to include making decisions which obligate the PVOA in those situations which require immediate action.

2) The Vice President shall:

- (a) Assume the duties of the President in his/her absence, including presiding at meetings and serving as the representative of the Association.
- (b) Serve out the unexpired term of the President should the office be vacated prior to the end of the term.
- (c) Assume the chair of any committee whose chair becomes vacant until such time as a new chairperson is appointed.

- (d) Serve out the term of any commissioner should the position be vacated for any reason until a new commissioner is appointed.
  - (e) Form all non-partisan committees for the purpose of deciding any appeals not covered elsewhere in the Constitution and recommend a course of action to the BOD.
  - (f) Receive all proxy votes for the election of officials for all years the office of Vice President is not subject to election.
- 3) Commissioners shall serve as the Scheduler for each of the PVOA sports. As Scheduler, the Commissioner shall:
- (a) Conduct all meetings of their respective sport.
  - (b) Receive all league and tournament game schedules and reschedules from the organizations contracted with PVOA.
  - (c) Make all game assignments for PVOA members in their particular sport.
  - (d) Perform game-time observations and evaluations of officials and provide fair and balanced feedback and appropriate instruction with the goal of improving the official's performance.
  - (e) Provide the Treasurer with billing and payment information for all games officiated.
  - (f) Recommend to the Board a person to fill the position of Assistant Commissioner for basketball and Umpire-in-Chief for softball.
  - (g) Provide the Secretary and Treasurer with information on officials for the updating of personnel records.
  - (h) Communicate with other Commissioners and officials for sports which overlap to eliminate double book assignments of officials,.
  - (i) Promote the recruitment of new individuals who desire to become active members of PVOA.

- (j) Obtain and evaluate official rule interpretations.
- (k) Perform other duties as may *be* required to successfully operate the PVOA.

4) The Secretary shall:

- (a) Prepare and maintain minutes of all meetings of the Association.
- (b) Maintain the official roster of all members of the Association.
- (c) Act as the custodian of all PVOA official records and reports.
- (d) Handle all correspondence of the Association at the direction of the Board and/or President.
- (e) Make available to all members of the Association notice of meeting dates and rosters. In addition, provide notice of general membership meetings seven days in advance.
- (f) Receive all proxy votes for elected offices except in years the current Secretary is up for reelection. During this year the Board will select one of its members who is not up for election.
- (g) Perform other duties as may be required to successfully operate the PVOA.

5) The Treasurer shall:

- (a) Maintain checking and savings accounts, as necessary, with a reputable financial institution for the financial operation of the PVOA.
- (b) Account for and collect all *fees* assessed by the Association.
- (c) Pay all debts owed by the Association and authorized by the Board.
- (d) Present a treasurer's report at each quarterly membership meeting.
- (e) Prepare an annual financial report reflecting the financial status of the Association for distribution to all members at the fourth quarter general membership meeting.

- (f) Keep a record of all receipts and expenditures.
  - (g) Reimburse members for expenses incurred in conducting business of the Association and authorized by the Board.
  - (h) Submit the PVOA books and financial statements to the audit committee, as appointed by the Board, for an annual audit of accounts.
  - (i) Perform other duties as may be required to successfully operate the PVOA.
- 6) The Member-at- Large shall:
- (a) Assist other Board members, as required, in the performance of their duties.
  - (b) Seek the general membership's opinion on various issues and present those views at meetings of Board of Directors.
  - (c) At the direction of the Board, work with individual officials to improve their skills.
  - (d) Serve on the Recruitment and Retention Committee.
  - (e) Perform other duties as may be required to successfully operate the Association.
- 7) **Umpire-in-Chief – Softball**
- (a) Establish and communicate the criteria and operating standards for quality officiating, including training requirements
  - (b) Conduct training sessions, both in the classroom and on the field, as needed to ensure the Association is providing quality officials.
  - (c) Establish criteria for written exams of rules knowledge.
  - (d) Work with the Commissioner to recommend officials assigned to games based upon the official's ability to effectively officiate the contest.
  - (e) Work with the Commissioner on all softball related issues.

(f) Conduct a pre-season meeting with coaches in order to communicate new rules, points of emphasis, answer questions, and other items as directed by the Board. Personnel will not be discussed in this forum.

(g) Other duties as assigned by the Softball Commissioner.

8) **Assistant Commissioner – Basketball**

(a) Work with the Basketball Commissioner on any basketball related issues.

(b) Assist the Commissioner in training and scheduling of officials.

(c) Assist the Commissioner in evaluation of officials' performance.

(d) Other duties as assigned by the President or Board.

F) Meeting Requirements for the Board of Directors: Each member of the Board of Directors shall have one vote. In order to vote on any issues, a majority of the elected members of the Board shall be present at the meeting. A simple majority vote of the members present shall carry an issue. The President shall not vote except in the case of a tie vote by all members of the Board who are present at the meeting.

G) Payments to Officers Each PVOA officer shall receive compensation at a rate as set forth in the Bylaws. In addition, each officer shall be reimbursed for reasonable personal expenses incurred in performing official Association business.

H) Removal of Officers From Office: Any Officer who fails to maintain the criteria required for membership shall be immediately removed from office without the need for a general membership vote. Elected and appointed officers of the Association may be removed from office before the expiration of their term by a majority vote of members present at a special meeting called for that purpose.

VII) Filling Vacant Officer Positions: The President may appoint a qualified Regular Member to serve the unexpired term of a vacant Board of Director's position. The Vice President shall assume the duties of any vacant position until the vacancy is filled.

VIII) MEMBERSHIP MEETINGS AND QUORUM REOUIREMENTS:

- A) General Membership Meetings: General membership meetings shall be held at least quarterly. A minimum seven (7) days written notice shall be given prior to all general membership meetings
- B) Special Meetings: Special meetings may be called by the President, or at the written request to the Secretary. A minimum of seven (7) days written notice shall be given prior to all special meetings. Business at a Special Meeting shall be confined to the purpose stated in the notice.
- C) Quorum: Ten percent of the eligible voting members shall constitute a quorum for both general membership and special meetings. Should a quorum not be in attendance, the Members-at-Large may poll all members and send the results to the secretary. Polling may be done by telephone or by electronic means and shall include all active and inactive members. Regardless of the means of communication, only one attempt to solicit the vote from each member shall be required. In either case, only those votes received within five (5) days of the polling shall be counted.
- D) Voting Privileges: Each Regular Member in attendance at membership meetings and in good standing shall have one vote. Simple majority votes shall decide all issues.

IX) DUES, CONTRACTS AND FEES, AND ASSESSMENTS:

- A) Dues: Annual dues for membership in the PVOA shall be recommended by the Board of Directors.
- B) Contracts and Fees: The contracts to be offered and their associated fees shall be recommended by the Board. Additionally, the President, with the approval of a majority of the members of the Board, shall be authorized to accept other contracts and establish their fees. All contracts shall include a booking fee as determined by a majority vote of Board. The fee as stated in the applicable contracts, less the Association fees, shall be paid to the officials performing the services required by those contracts.
- C) Assessments: An assessment, expressed as a percentage of the fees received by members for the games that they have officiated, shall be collected from all members who receive payments for games officiated under PVOA contracts. The assessment rate shall be recommended by the Board and determined by a majority vote of the general membership. The funds collected through these assessments shall be used for the general operation of the Association.

X) FINANCES AND PROPERTY:

- A) Funds: All funds of the PVOA shall be deposited in qualified depositories insured by an agency of the U.S. Government.
- B) Disbursement of Funds: All authorized disbursements of PVOA funds shall be by checks signed by the Treasurer, or in his absence, by the President.
- C) Property: Tangible personal property of the PVOA may be transferred or disposed of only as approved by the Board.
- D) Final Disposition of PVOA Property and Funds: If the PVOA should disband with no organization to supersede it, the remaining property and funds, after payment of all just debts, shall be donated to the athletic funds of the Loudoun County, Virginia High Schools in as equal shares as possible.
- E) Records: All Financial records and fiscal transactions made by officers of the PVOA must be kept for a period of five (5) years.

XI) AMENDMENTS TO THE CONSTITUTION AND BYLAWS:

- A) Constitution: All proposed amendments must be submitted in writing to the Secretary thirty (30) days prior to any general membership meeting. The Secretary shall include the proposed amendments in the announcement of the general membership meeting. The proposed amendments may be adopted only at the general membership meeting. A majority vote of the voting members present shall be required to adopt proposed amendments.
- B) Bylaws: Proposed amendments must be submitted in writing to the Secretary at least thirty (30) days prior to a general membership meeting. The Secretary shall include the proposed amendment in the announcement of the general meeting. A majority vote of the voting members present shall be required to adopt proposed changes or amendments.
- C) Copies of Constitution: A copy of the Constitution and Bylaws shall be made available to each member on their entry into the PVOA.

XII) ADOPTION OF THE CONSTITUTION: This Constitution shall become effective immediately following a majority vote of the members of the PVOA attending the general membership meeting designated for approving this Constitution, or by filing an electronic vote prior to the general membership meeting. Signature of the President of the PVOA and the date of such signature below shall indicate the ratification

of this Constitution the general membership meeting at which it is ratified.

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(signature)

Edward R. Gray II  
NAME (*printed*)

President  
(Position)

December 5, 2011  
Date

## By Laws of the Potomac Valley Officials Association

- I. **Relationship to Constitution:** The Bylaws are an integral part of the Potomac Valley Officials' Association (PVOA) Constitution and are the mandatory operating procedures for the Association. In case of conflict, the Constitution shall have precedent over these Bylaws.
  
- II. **Amendments and Revisions:** In accordance with various sections of the Potomac Valley Officials Association, proposed amendments and revisions to the Bylaws shall be adopted only at a general membership meeting. The requirements in these Bylaws shall remain in forced indefinitely unless changed by a majority vote of the general membership.
  
- III. **Articles of the Bylaws:** The articles of the Bylaws are outlined below and are further expanded in the referenced tabs. {Note: The paragraph numbers below correspond to the tab numbers}
  - A. **Contracts:** Contracts shall be executed between Potomac Valley Official Association and the organization requesting officiating services.
  
  - B. **Continuing Contracts:** Certain contracts shall be offered on an annual or biennial basis to certain organizations.
  
  - C. **Fee Schedule:** A Fee Schedule shall be maintained for each type of officiating service offered.
  
  - D. **Fee Payments to PVOA Members:** Potomac Valley Officials Association members shall be paid the exact fee assessed by the organization using Potomac Valley Officials Association services for each game officiated.
  
  - E. **Withholding from Members' Pay:** Fines, administrative fees and assessments shall be automatically withheld from members' pay.

- F. **Dues:** Dues are required for Potomac Valley Officials Association Members in accordance to the Constitution's definition of Membership Levels.
  
- G. **Payment to PVOA Officers:** All officers of the Potomac Valley Officials Association shall receive payments for performing the duties required of their offices.
  
- H. **Uniforms:** Potomac Valley Officials Association members shall wear approved uniforms for all officiating assignments.
  
- I. **Guidelines for Commissioners:** Setting the guidelines for the maximum number of games and penalties for Commissioners.
  
- J. **Code of Conduct for Potomac Valley Official Association Members:** Potomac Valley Officials Association members shall abide by a code of conduct while officiating or evaluating other members.

ADOPTED: 1/16/2011

### **Contracts**

1. A formal written contract shall be executed between PVOA and all organizations requesting officiating services exceeding \$150. Exceptions shall be for short notice and small events. Oral contracts shall be sufficient for the contracts listed as exceptions but must be recorded by the President.
2. All written contracts shall contain the name and address of the contracting organization, approximate period of contract, fee for each game and method of payment.
3. All written contracts may contain a Booking Fee.

ADOPTED: 1/16/2011

### **Continuing Contracts**

1. The President shall make contract offers on a continuing basis to all organizations without further approval of the Board of Directors or the general membership.
2. The Board of Directors and/or majority vote by the general membership must approve all new officiating service contracts exceeding \$150.

ADOPTED: 1/16/2011

### **Fee Schedule**

1. Fees are to be established by the Commissioner of each sport with required approval by the Board of Directors and/or a majority vote by the general membership.
2. No fee shall be assessed if proper notification, excluding inclement weather, is made to the Commissioner forty-eight (48) hours in advance.
3. One half of the first game's fee shall be assessed if the official arrives to the game site and the game is cancelled before the scheduled start time.
4. Full game fees shall be assessed if the official starts a game that is cancelled or forfeited before completion.
5. Commissioners have the right to add a rescheduling fee to any contract.

ADOPTED: 1/16/2011

### **Fee Payments to PVOA Members**

1. Officials working with PVOA will be paid the fee assessed minus any withholdings as agreed by the Board of Directors and/or majority vote of the general membership.
2. Officials who earn more than \$600 within a calendar year shall receive IRS Form 1099 showing their total earnings.

ADOPTED: 11/16/2013**Withholdings from Members' Pay**

## 1. FINES

The principal objective of the Potomac Valley Officials Association (PVOA) is to provide quality officials to all Schools, Leagues and Tournaments. This requires that officials be knowledgeable, prompt, properly attired, respectful of all participants and spectators and fulfill all PVOA membership requirements. Therefore so that all PVOA Officials equally strive to meet these objectives, a schedule of FINES is established.

## GAMES

Missed Assignments:

Commissioner/Assistant Commissioner must be notified

Notified outside 24 hours of game time NO FINE

Notified inside 24 hours of game time and game is covered FINE UP TO ONE (1) GAME FEE OF RECORD

Notified inside 24 hours of game time and game not covered FINE GAME FEE

Late Arrivals:

Commissioner/Assistant Commissioner must be notified prior to game time/within 2 hours of game completion

1<sup>st</sup> Offense - Warning

2<sup>nd</sup> Offense – Fine up to 50% of Game Fee

3<sup>rd</sup> and Subsequent Offense – Fine up to Game Fee

Uniform Violations:

1<sup>st</sup> Offense – Warning

2<sup>nd</sup> Offense – Fine up to 50% of Game Fee

3<sup>rd</sup> Offense – Fine up to Game Fee – Plus Member must demonstrate to the Commissioner that he/she has proper equipment prior to next game assignment.

Use of tobacco products on County Property

1<sup>st</sup> Offense - Warning

2<sup>nd</sup> Offense – Fine up to 50% of Game Fee

3<sup>rd</sup> and Subsequent Offense – Fine up to Game Fee and possible removal from all future games

MANDATORY MEETINGS

Pre Season:

1<sup>st</sup> missed meeting – Warning

2<sup>nd</sup> missed meeting – Fine \$10.00

3<sup>rd</sup> missed meeting – Fine \$20.00 – Plus Commissioner will determine eligibility or reduction in assignments

Pre Tournament (Play offs, District, Regional, etc.)

1<sup>st</sup> missed meeting – FINE = no assignments

REPORTING ON ARBITER:

All REQUIRED game reports, via Arbiter, must be made within 36 hours of game completion

1<sup>st</sup> Offense – Warning – plus report must be completed

2<sup>nd</sup> Offense – Fine \$5.00 – plus report must be completed

3<sup>rd</sup> and Subsequent Offense – Fine up to 50% of Game Fee – plus report must be completed and Commissioner must make determination regarding future assignments

Member will be notified, by the Commissioner, via phone & email or USPS of each/all fines to be assessed (date, time and location).

President of PVOA will be notified via email a copy of each violation notice.

Members may appeal any/all fines assessed to the President or Vice President of PVOA Board of Directors. Member may appear at the BOD monthly meeting, 3<sup>rd</sup> Sunday of each month (except Nov. Dec. and Jan.) to present his/her appeal. Appeals should be made within 15 days of notification of any fine. The BOD, at formal appeal, will approve, remove or adjust any fine imposed.

All fines will be deducted from the next paycheck (for the appropriate sport, High School, Spring Rec., Slow Pitch, Basketball, etc.). All funds collected from fines will be added to the PVOA Administrative Budget.

2. All fines are discretionary with a maximum of \$100 and expulsion from PVOA and must be approved by the Board of Directors.
3. Administrative fee for rescheduling an assignment less than 48 hours prior to the assignment may be administered by the Commissioner. The maximum amount for this fee would be the full game fee and must be approved by the Board of Directors.
4. An assessment of 10% of gross earnings shall be withheld from each assignment for PVOA expenses.

ADOPTED: 1/16/2011

### **Dues**

1. A yearly membership runs from January 1<sup>st</sup> through December 31<sup>st</sup>. The annual dues to receive assignments from PVOA will be \$30 for adult and \$15 for youth.
2. Dues to other organizations are the responsibility of each individual official.
3. Upon request and approval by the Board of Directors, the PVOA dues may be withheld from the official's first paycheck.

ADOPTED: 11/16/2013

### **Pay to PVOA Officers**

1. Payments to PVOA officers from the 10% collected from the officials pay shall be dispersed as follows:
  - President 1%
  - Commissioner 7%
  - Treasurer 2%
2. Records and receipts for expenses must be maintained by each officer and kept by the Treasurer.

### PVOA UNIFORM REQUIREMENTS FOR 2011

Affiliation	Hat	Shirt	Slacks / Pants	Ball Bag,	Jacket	Turtle-neck	Shorts	Socks	Mask, Shin Guards, Chest Protector, and Sun Glasses	Shoes, Belt Brush and Indicator
<b>VHSL (FP)</b>	PVOA or Plain Blue	Plain Powder Blue  Pull-over with VHSL Patch (Long sleeved is allowed)	Heather Grey or Navy  Blue is (MUST MATCH PARTNER)	Plain Navy  Blue or Plain Grey (MUST match pants)	Plain ASA Zip up Style Navy Blue (MUST match partner)	Navy Blue or PVOA,  (Long sleeve turtle Neck sleeves will not be exposed under the Powder blue shirt, Must wear jacket)	<b>NOT AUTH</b>	Black or Navy Blue	Mask – Required  Shin Guards – Optional  Chest Protector – Optional  Sun Glasses will have black or blue frames and <b>NO REFLECTIVE Lenses ALLOWED. Nothing “GAUDY”</b>	Majority <b>BLACK</b>  w/white markings  allowed and <b>MUST BE POLISHED</b>  All Required brush when in rear pocket will not be seen
<b>FAST PITCH Rec</b>	PVOA or Plain Navy Blue or ASA	ASA Pull-over (Powder Blue or Dark Navy)	Heather Grey or Navy Blue (match partner if you have one)	Navy Blue or Grey with the ASA Insignia (MUST match	PVOA Jacket ASA Jacket / Plain Navy Blue (MUST match partner)	Navy Blue, ASA or PVOA,  (Long sleeve turtle Neck sleeves will not be exposed under the Powder blue shirt, Must wear jacket)	Navy Blue or Grey with NO EXPOSED EQUIPMENT	White, Navy, or Black ASA socks or no show socks	Mask – Required  Shin Guards – Optional  Chest Protector – Optional  Sun Glasses will have black or blue frames and <b>NO REFLECTIVE Lenses ALLOWED.</b>	Majority BLACK  w/white markings  allowed and <b>MUST BE POLISHED</b>  All Required brush when in rear pocket will

				<b>pants)</b>					<b>Nothing "GAUDY"</b>	not be seen
<b>SLOW PITCH Rec</b>	PVOA, or Plain Navy Blue or ASA	ASA Pull-over (Powder Blue or Dark Navy)	Heather Grey or Navy Blue <b>(Must match partner if you have one)</b>	Navy Blue with the ASA Insignia . <b>(MUST match pants)</b>	PVOA Jacket ASA Jacket / Plain Navy Blue <b>(MUST match partner)</b>	Navy Blue, ASA or PVOA, <b>(Long sleeve turtle Neck sleeves will not be exposed under the Powder blue shirt, Must wear jacket</b>	Navy Blue or Grey with NO EXPOSED EQUIPMENT	White, Navy, or Black ASA socks or no show socks	Mask – Optional Shin Guards – Optional Chest Protector – Optional Sun Glasses will have black or blue frames and <b>NO REFLECTIVE Lenses ALLOWED. Nothing "GAUDY"</b>	Majority BLACK w/white markings allowed and <b>MUST BE POLISHED</b> All Required brush when in rear pocket will not be seen
<b>Basketball</b>		Black/White Stripped Shirt Tucked in	Black		Black or Black with PVOA Logo		Black for summer only	Black (white in summer)		Mostly Black. A belt if wearing pants with loops
<b>TSHIRTS</b>	T SHIRTS – If worn will be white in color, unless you are wearing the Dark Blue ASA shirt then the T-shirt will be dark blue. V Neck T-shirts are not allowed.									
<b>ASA</b>	Uniform will be decided by the Tournament UIC/governing rule book									
<b>PONY</b>	Uniform will be decided by the Tournament UIC/governing rule book									
<b>USSSA</b>	Uniform will be decided by the Tournament UIC/governing rule book									

ADOPTED: 12/8/2010**Guidelines for Commissioners**

1. Maximum number of games that any Commissioner can work is 100 per calendar year per sport.
2. Commissioners are not allowed to work championship games.
3. Penalty for doing more than 100 games per calendar year are:
  - a. 1st time - 2 game fee
  - b. 2nd time - 4 game fee
  - c. 3rd time – removal from position by Board Vote
4. For all High School assignments, the Umpire in Chief or Assistant Commissioner shall have final approval on all game assignments and the authority to make changes for the good of the Association, VHSL, and schools or teams involved.

ADOPTED: 12/8/2010**Code of Conduct for Potomac Valley Official Association Members**

1. Be honest and completely impartial at all times, irrespective of the teams, players or team officials involved in the match
2. Apply the Laws of the Game and competition rules fairly and consistently
3. Manage the game in a positive, calm and confident manner
4. Deal with all instances of violence, aggression, unsporting behavior, foul play and other misconduct
5. Not tolerate offensive, insulting or abusive language or behavior from players and fellow officials who are coaches or spectators
6. Support my fellow PVOA members colleagues at all times
7. Set a positive personal example by promoting good behavior and showing respect to everyone involved in the game
8. Communicate with the players and encourage fair play
9. Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains
10. Be prepared both physically and mentally for each and every assignment
11. Complete and submit, accurate and concise reports within the time limit required for games which I officiate