

Arizona Region of USA Volleyball
Junior Division Coordinator

5. Junior Division Coordinator – To be eligible a candidate
- a. Must be a Regular member of the Arizona Region of USA Volleyball for two years prior to the appointment or election,
 - b. Must be involved with regional activities and operations for a minimum of two years prior to the election,
 - c. Have a thorough knowledge of Arizona Region policies, rules, regulations and operational procedures as outlined Arizona Region Handbooks and Policy Manual
 - d. Must have been a Junior Division Club Director or a Coach for a Junior Division Club for two full seasons of the previous three years,
 - e. Must be in Good Standing with the Arizona Region and USA Volleyball,
 - f. Must be registered with a Junior Club during his/her term.

F. The Junior Division Coordinator shall

1. Develop a budget for all phases of the Junior Division.
2. Be able to attend, either in person or by conference call, all meetings of the Board and the Junior Division Board;
3. Must commit to the policies and procedures as required by the National Office of USA Volleyball each year. In part, this is demonstrated by:
 - a. Attending the scheduled Junior Assembly (JA) meetings each year.
 - b. Willingness and availability to participate on at least 1 national level committee
 - c. Being available to work with the USA Volleyball Regional Volleyball Association (RVA) Assembly
 - d. Maintaining communications with the USA Volleyball Junior Assembly (JA) of the USA Volleyball National Office in Colorado Springs
 - e. Developing an understanding of Junior Qualifiers, how they work, and the benefits of participation in the qualifier process.
4. Be available to attend the annual Arizona Region Board/Staff Retreat
5. Have a thorough knowledge of tournament procedures and Arizona Regional policies relating to memberships, rules, and operations as outlined in the Arizona Region Handbook;
6. Be responsible for regularly revising the Junior Division section of the Arizona Handbook as required by the National Office of USA Volleyball
7. Enhance and maintain relations with all other USA Volleyball Regions
8. Be able to structure, coordinate, implement, and conduct Junior Division meetings;
 - a. Attend and chair all meetings of the Arizona Region Junior Committee and Junior Forum.

- b. Assist with the Fall General Assembly
9. Act as a resource to all other positions on the Junior Committee or committee members in carrying out the prescribed duties of their positions;
10. Give concise instructions, requests and guidance to the administrative staff regarding Junior Division issues and policies;
11. Demonstrate a commitment to the growth and development of Girls, Boys, Indoor and Beach Divisions of USA Volleyball within the Junior Division of the Arizona Region;
12. Be able and available for community interaction to enhance the continued growth of the Junior Division of the Arizona Region:
 - a. Foster communications between the Arizona Region and Arizona academic institutions relating to the Junior Division of the Arizona Region
 - b. Develop relationships with other volleyball and other sport-related entities
 - c. Define and communicate the scope and responsibilities of the Arizona Region Junior volleyball clubs/programs.
 - d. Mentor, monitor, and assess the development of newly formed Junior Division programs.
13. Be knowledgeable of all membership forms and documentation as required by the National Office of USA Volleyball
14. Be responsible for assisting the administrative assistant with required registrations and certificates;
15. Assist the Commissioner with the development, scheduling, and coordination of CAP and IMPACT clinics for Junior Division coaches
16. Distribute, review, and approve information relating to the Junior Division and Junior National Tournaments.
 - a. Help distribute national tournament applications to Junior Division Clubs
 - b. Review and assist the Commissioner in approving requests to participate in national tournaments
 - c. Verify qualifications and teams to the National Competition Divisions
17. Work with clubs or other entities applying to host national or zonal level tournaments
18. Chairs an "Appeals Committee" (composed of Club Directors, players, and parents) to oversee the arbitration of disputes and conflicts between Junior Division clubs, teams, coaches, parents and players.
19. Work closely with the Officials' Division Coordinator to provide opportunities for the development and scheduling of required junior clinics and junior officiating;
20. Assist in the development of the "Friendship" and "Regular Season" Tournament Schedule;
21. Assist with the seeding for the initial Open and Club Division tournaments;

22. Coordinate and present relevant items for inclusion into tournament captain's meetings;
23. Be responsible for reviewing, researching, and proposing ideas from players, coaches, parents and Club Directors in the Junior Division;
24. Be responsible for regular communication with the Club Directors and players through the newsletter, the webpage and various other means;
25. Reports regularly, at Board of Directors meetings and through the Arizona Region Newsletter, the actions and activities of the Division.
26. Performs other duties and responsibilities as necessary to carry out the charge of the office.