

JUNIOR ASSEMBLY

Administrative Manual

**USA VOLLEYBALL**

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Table of **Contents**

[Article I. NAME 2](#_Toc122693772)

[Article II. COMPOSITION, VISION, MISSION & GOALS 2](#_Toc122693773)

[Article III. Election Requirements 3](#_Toc122693774)

[Article IV. Meetings 4](#_Toc122693775)

[Article V. ADMINISTRATIVE COUNCIL 5](#_Toc122693776)

[Article VI. Committees 8](#_Toc122693777)

[Article VII. BUDGET 9](#_Toc122693778)

[Article VIII. AMENDMENTS 10](#_Toc122693779)

[Article IX. COMPLIANCE 10](#_Toc122693780)

1. NAME
	1. The name of this structure is the Junior Assembly (“JA”) of USA Volleyball (“USAV”).
2. COMPOSITION, VISION, MISSION, ROLES & RESPONSIBILITIES
	1. **Composition**:
		1. One Representative from each region that sanctions USAV events. The representative shall have experience as a USAV Club Director, Coach and or Administrator of a Junior Club (representatives combined will comprise 2/3 of the voting power of the assembly)
		2. Up to three (3) international athletes, chosen by the USAV ACC with at least one-half (1/2) of these international athletes being 10-year athletes as defined in the USAV bylaws and the remaining international athletes 10 year+ athletes, comprising of one-third (1/3) of the voting power of the assembly.
	2. **Vision**: The JA shall develop, support, and represent junior volleyball in the United States. The JA will act as an information gathering and dissemination arm of USA Volleyball regarding junior topics and communicate to USAV Volleyball through the USAV Administrative Council.
	3. **Mission:** The JA shall assist USA Volleyball in introducing the sport of volleyball to youth in America, providing positive playing experiences for all participants, and increasing access to programs that develop athletes and coaches.
	4. **Roles & Responsibilities**: The JA shall:
		1. Foster the involvement of Regional Volleyball Associations-USA Volleyball in developing - junior volleyball programs and policies.
		2. Facilitate the development of players, coaches, and officials at all levels of junior volleyball.
		3. Work with other substructures and USA Volleyball to promote and stimulate the growth of new and existing programs for junior volleyball.
		4. Develop and recommend policies and guidelines for USA Junior National Volleyball Championships, USA National Qualifying Events, and other inter-regional competitions of USA Volleyball. Recommendations shall be forwarded to the CEO and the USA Volleyball Events Department for review and implementation through the USAV Administrative Council.
		5. Support and recommend programs that provide opportunities for highly talented athletes to maximize their abilities in a national forum.
		6. Develop, support, and/or recommend standards and competencies to ensure high quality coaching at the junior level.
		7. Provide input on coach and player ethics and behavior guidelines consistent with the goals and objectives of USA Volleyball.
		8. Advise USA Volleyball Staff and Events Department on programs for junior athletes, teams, coaches, and supporters through the USAV Administrative Council.
		9. Work with other USA Volleyball substructures to achieve the JA mission.
		10. Populate various committees within the USAV structure that affect Junior registrants.
		11. Propose changes to the JA Administrative Manual.
		12. Provide candidates for USAV BOD, JA chair, and Associate chair to the USAV AC nominating committee.
		13. Elect the Junior Indoor representative to the USAV Board of Directors.
		14. Elect two members of the USAV AC
		15. Elect the Chair of the JA
		16. Elect the Associate Chair of the JA.
		17. Elect members to the JA Administrative Council.
		18. Select Members to the JA Competition and Program Committees
3. ELECTION REQUIREMENTS
	1. **JA Chair Duties**:
		1. The JA Chair shall preside over the JA meetings.
		2. Serve on the JA Administration Council
		3. Serve as or appoint, as appropriate and necessary, Assembly liaisons to other USA Volleyball groups, upon request.
		4. Recommended to attend all USAV and RVAA meetings.
		5. Set agenda for meetings with the help of the JA Associate Chair
		6. Appoint or approve chairs to standing committees and Ad Hoc committees from amongst the JA membership.
	2. **JA Associate Chair Duties:**
		1. Preside over the JA meetings in the absence of the JA Chair.
		2. Serve on the JA Administrative Council.
		3. Attend all JA meetings.
	3. **JA Chair/ Associate Chair: Nominations /Election**
		1. Self-nomination allowed.
		2. The Chairs shall serve a four-year term beginning July 1 of the 1st quadrennium.  There is no limit on the total number of terms a representative may serve.
		3. The Chairs must meet USAV membership requirements, and it is recommended that they have been active in USAV Junior volleyball activities.
		4. Nominations from the floor are not allowed.
		5. A slate of potential candidates along with all required paperwork must be provided to the USAVAC nominating committee for vetting by April 1.
		6. A majority of vote subject to athlete requirements (Addendum A) is required.
		7. In the case of multiple candidates where a majority is not obtained the top two will advance to a runoff election.
		8. USAVAC Nominating Committee will oversee the election process.
		9. If at any time the Chair either resigns or the office of Chair otherwise becomes vacant, the JA shall elect a new Chair to serve the balance of the term. The office shall be filled by a majority vote of the JA voting members present at a properly called meeting of the JA.
	4. **Junior Assembly Representative to the USAV BOD:**
		1. Candidates must meet minimum requirements as described in the USAV Bylaws
		2. A slate of potential candidates, along with all required paperwork, must be provided to the USAVAC nominating committee for vetting by April 1.
		3. Nominations from the floor are not allowed.
		4. USAVAC Nominating Committee will oversee the election process.
		5. The majority of votes is required subject to athlete requirements (Addendum A).
	5. **Junior Assembly Representative:**
		1. JA representatives will be chosen by their respective RVA leadership in a democratic fashion.
		2. Must be a current member in good standing of a USAV Region
		3. Must meet requirements as described in USAV bylaws.
		4. Must have a current USAV background check.
		5. Must have met current Safesport and background screening requirements.
		6. Must have experience as a USAV Club Director, Coach and or Administrator of a Junior Club
4. MEETINGS
	1. **Regular meeting**: The JA shall meet one time per year in person, ideally in conjunction with a USAV Board Meeting or other governance or USAV program or activity. Notice of Meeting shall be provided electronically by the chair at least 30 days in advance. Call in information/access will also be provided.
	2. **Special Meeting:** The JA may meet electronically as necessary and appropriate and such meetings shall be subject to the same procedures that apply to in-person meetings.
	3. **Meeting By Electronic Means:** Members of the Assembly may participate in a Regular Meeting or Special Meetings of the JA by teleconference, video conference or other remote means by which all persons in the meeting can hear each other with such remote attendance being subject to approval by the Chair. Such participation shall constitute presence in person at the meeting for purposes of a quorum, attendance and voting.
	4. **Action without a Meeting:** Any action which may be taken at any regular or special meetings upon notice to the entire JA, may be taken without a meeting, subject to Athlete representation requirements in Addendum A. if at least two-thirds (2/3) of the non-weighted voting members of the JA cast ballots in writing or electronically. A majority of the votes cast shall determine the action of the JA. The results of such action shall be filed with the minutes of the proceedings of the JA.
	5. **Voting:** Approval of actions shall require a majority of voting members present determined at the start of a properly called meeting. Athletes will possess 1/3 voting power present and those present will divide the 1/3 of voting power equally subject to Addendum(A). There shall be no absentee or proxy voting.
	6. **Quorum:** A quorum consists of a majority of JA voting members, including a minimum of one athlete must be present to conduct business. The vote of the majority of those present shall be the act of the JA. All other

committees/councils require only a simple majority of voting members present to constitute a quorum.

* 1. **Rules of Order**
		1. Votes on main motions require a majority of the membership present and voting to pass, except for a motion to limit debate, a motion for the previous question, or a restorative motion, which require a two-thirds vote to pass.
		2. Roll call votes shall be used only if requested.
		3. A motion is required for the JA or any JA committee to go into Executive Session. A majority of the quorum present and voting must approve going into Executive Session. Those allowed in Executive Session are only voting members of the constituent group and any special invitees specified in the motion. The items discussed in the executive session are to be kept confidential. The only information to come out of the session would be with the approval of the JA and / or any JA committee.
1. ADMINISTRATIVE COUNCIL
	1. **Junior Assembly Administrative Council:** The Administrative Council (“JAAC”) is the planning, administration, and implementation arm of the JA.
		1. **Membership:** The JAAC shall consist of:
			1. Chair of the JA
			2. Associate Chair of JA
			3. Chair of Competition
			4. Chair of Program Committee
			5. One Boy’s representative from each Zone.
			6. One Girl’s representative from each Zone.
			7. JA Junior Indoor director of the USAV Board is an Ex-Officio member with voice and no vote, unless otherwise elected to one of the above positions.
		2. **Membership Requirements**: Every member of the JAAC shall be required to:
			1. Be a current registrant of USAV in good standing, registered through the USAV Regional Volleyball Association (RVA) in which the member resides and with the Corporation (USAV);
			2. Have cleared the USAV-approved Background Screen; and
			3. Have met all current SafeSport training requirements.
		3. **Roles & Responsibilities**: The JAAC shall:
			1. Provide recommendations from the JA to the USAV Board, through the USAV Administrative Council.
			2. Vote on issues that come out of the various committees that affect junior volleyball and forward to the USAV Administrative Council.
			3. Recommend members to the USA Volleyball Administrative Council for Administrative Committees (Governance and Risk Management)
		4. **Nominations, Election and Term of Office**: Nominations and self-nominations for each position shall be solicited by the JA. Each position will be elected in accordance with USAV Bylaws. If necessary, the USAV AAC shall (s)elect any athlete positions.
			1. Four years beginning July 1, 2022, and ending June 30, 2026:
				1. One (1) Girl’s representative from each of the following:

Atlantic Zone – elected by the Atlantic Zone Reps

Border Zone – elected by the Border Zone Reps

* + - * 1. One (1) Boy’s representative from each of the following:

Central Zone – elected by the Central Zone Reps

Pacific Zone – elected by the Pacific Zone Reps

* + - * 1. JA Associate Chair – elected by the JA
			1. Initial Term of two (2) years beginning July 1, 2022, and ending June 30, 2024, with subsequent terms of four (4) years beginning July 1, 2024.
				1. One (1) Boy’s representative from each of the following:

Atlantic Zone – elected by the Atlantic Zone Reps

Border Zone – elected by the Border Zone Reps

* + - * 1. One (1) Girl’s representative from each of the following:

Central Zone – elected by the Central Zone Reps

Pacific Zone – elected by the Pacific Zone Reps

* + - * 1. JA Chair – elected by the Junior Assembly
			1. All representatives are eligible to serve for consecutive terms with any portion of a term being considered a full term.
		1. **Chair**: The JAAC shall elect a Chair from its members. The Chair shall be eligible for re-election.
			1. The office shall be filled by a majority vote of the JAAC voting members present at a properly called meeting of the JAAC. The newly elected Chair assumes the position immediately and shall serve until the next Chair is duly elected or until his/her term expires. The Chair may be removed by the affirmative vote of three-quarters (3/4) of the total voting power of the JAAC.
			2. If at any time the Chair either resigns or the office of Chair otherwise becomes vacant, the JAAC shall elect a new Chair from among its membership to serve the balance of the term. The office shall be filled by a majority vote of the JAAC voting members present at a properly called meeting of the JAAC.
			3. The Chair shall:
				1. Compile and distribute the agendas for meetings.
				2. Conduct the meetings in accordance with commonly accepted rules of order.
				3. Serve as or appoint, as appropriate and necessary, JA liaisons to other USA Volleyball substructures.
				4. Approve expenses associated with JAAC meetings and operations.
		2. **Voting**: Each JAAC member, excluding Ex-Officio members, shall have one vote.
			1. There shall be no absentee or proxy voting.
			2. Approval of motions shall require a simple majority vote of the JAAC voting members present at a properly called meeting of the JAAC.
		3. **Meetings**:
			1. The JAAC shall meet one time per year in person, ideally in conjunction with a USAV Board Meeting or other governance or USAV program or activity.
			2. The JAAC may meet electronically as necessary and appropriate and such meetings shall be subject to the same procedures that apply to in-person meetings.
		4. **Attendance and Removal of Elected Representatives**: It is expected that a JAAC member will prioritize attendance at meetings.
			1. A JAAC voting member may be removed if three (3) consecutive absences from meetings occur without being excused by the Chair. Removal would occur by a majority vote of those voting members present at a properly called meeting of the body responsible for electing the member.
			2. An JAAC voting member may also be removed for cause which shall require an affirmative vote of at least two-thirds (2/3) of the total voting power of the JAAC (excluding the voting power of the member in question). If removed for cause, the person shall have those hearing and appeal rights proscribed in the USAV Bylaws.
		5. **Vacancies**: When an elected position becomes vacant, it shall be filled as expeditiously as reasonable by an election in accordance with USAV Bylaws and this Manual.
1. COMMITTEES
	1. **Competition Committee**
		1. **Goal**: The goal of this Committee is to improve junior competitions at all levels. This Committee shall provide input to staff addressing competition and event issues.
		2. **Membership/Voting**: Members may choose which Committee they wish to be appointed to subject to the approval of both the Junior Assembly Chair and the full Assembly. Consideration will be based on interest, diversity of expertise, geography, and size of the region.
			1. Ex-officio members with voice but no vote include the following:
				1. The USA Volleyball staff member appointed by the Chief Executive Officer
				2. The Junior Assembly Chair or designee.
		3. The Committee shall elect its own Chair and a Records Keeper.
			1. The Chair of the Competition Committee will serve a four (4) year term of office coinciding with the Summer Olympic Quadrennium.
			2. The Chair shall be the Committee’s representative on the Junior Assembly Administrative Council.
			3. If the chair cannot complete there term of office, the Junior Assembly Chair will appoint a replacement until the Committee can meet and elect a replacement.
		4. **Duties:**
			1. Prepare a written report of agenda and action items for Administrative Council prior to each Administrative Council meeting.
			2. Submit a written agenda to the Junior Assembly Chair not less than ten (10) days prior to each Assembly meeting.
			3. Submit written action items by the start of each Administrative Council meeting.
			4. Report on any items coming from the Committee to the Junior Assembly, from USA Volleyball staff or from other USA Volleyball substructures.
			5. Keep records of Committee meetings.
			6. Assist staff in developing policies and procedures that reflect the wants and needs of the Junior Community.
		5. **Meetings**: This Committee shall meet in person in conjunction with the Junior Assembly meetings and electronically when needed.
	2. **Program Committee**
		1. **Goal**: The goal of this Committee is to provide input to USA Volleyball staff to improve and accelerate the coach’s education and the development of junior volleyball participation at all Sport Development levels.
		2. **Membership/Voting**: Members may choose which Committee they wish to be appointed to subject to the approval of both the Junior Assembly Chair and the full Assembly. Consideration will be based on interest, diversity of expertise, geography, and size of the region.
			1. Ex-officio members with voice but no vote include the following:
				1. The USA Volleyball staff member appointed by the Chief Executive Officer; and
				2. The Junior Assembly Chair or designee.
		3. The Committee shall elect its own Chair and a Records Keeper.
			1. The Chair of the Competition Committee will serve a four (4) year term of office coinciding with the Summer Olympic Quadrennium.
			2. The Chair shall be the Committee’s representative on the Junior Assembly Administrative Council.
			3. If the chair cannot complete there term of office, the Junior Assembly Chair will appoint a replacement until the Committee can meet and elect a replacement.
		4. **Duties:**
			1. Prepare a written report of agenda and action items for the Administrative Council prior to each meeting.
			2. Submit a written agenda to Junior Assembly Chair not less than ten (10) days prior to each Administrative Council meeting.
			3. Submit written action items by the start of each Administrative Council meeting.
			4. Report on any items coming from USA Volleyball staff or from other USA Volleyball substructures.
			5. Keep records of Committee meetings.
			6. Assist staff in developing policies and procedures that reflect the wants and needs of the Junior Community.
		5. **Meetings**: This Committee shall meet in conjunction with Junior Assembly meetings and electronically when needed.
2. BUDGET
	1. If necessary, the Chair may submit an annual budget request (generally in August / September of the preceding year) to the Audit, Finance and Budget Committee (AFB) of USAV. Budget requests generally would include items such as administrative and meeting expenses of the JA and the JAAC.
	2. Receipts for approved expenditures shall be submitted to the Chair who, after review and approval, shall submit them to USAV for payment through the Staff Liaison.
	3. TheChair shall be responsible for regularly monitoring expenditures to ensure compliance with the approved budget.
3. AMENDMENTS
	1. **Authority:** This JA Manual may only be amended by a majority vote of the JA voting members present at a properly called meeting of the JA.
4. COMPLIANCE
	1. The JA is a substructure of USA Volleyball, if there is an actual or apparent discrepancy between this administrative manual and the USAV Bylaws and /or USAV Op-Code, the USAV Bylaws and/or USAV Op-Code shall prevail. The Board of Directors has authorized Administrative Manuals to delineate the specific policies, procedures, and functions of each substructure. Administrative Manuals shall be consistent with the governing documents of the Corporation. Each substructure shall ensure that its Administrative Manual is updated annually and shall submit changes to the USAV Administrative Council for review and approval by the Board of Directors.