

2019 SHOW ME QUALIFIER REFEREE GUIDELINES – 2nd session

(Please print a copy and keep it with you throughout tournament)

Head Officials

Sue Mailhot 402-598-4782

Mike Hamilton 913-634-1777

Rachael Stringer

Gary Kufahl

904-699-8985

913-707-6464

Arbitrator

Sean Doheny

Courts

Bartle Hall – Courts 1-62

Municipal Hall – Courts 63-66

Exhibition Hall – Courts 67-70 (basement of Municipal)

ADMINISTRATIVE PROCEDURES

- A pre-tournament meeting will NOT be held on the evening before the start of play, but an officials' check-in will be conducted from 7:30 pm to 9:00 pm in room **2206** of the convention center. Come pick up your VIK, wristband, parking pass (if you need one and did not get one in the first session) and per diem.
- The Heart of America Region graciously gives each referee a \$25 per day per diem.
- Hotel arrival – when the hotel room assignments are sent out, verify your hotel dates. If the dates are incorrect, please let me know. If you are unable to check into your hotel room before 8 pm, please call the hotel to verify your reservation and tell them your estimated arrival time.
- If you are driving to the convention center, but you were unable to get to officials check-in on the night prior to the start of the tournament, there will be someone at the south dock to give you a parking pass and a wristband to get into the facility. They will only be there 6:45 am to 7:15 am. If you do not arrive during that timeframe, you must find your own parking. You will receive your per diem and VIK in the championship desk.
- If you are walking to the convention center and do not need a parking pass, but need a wristband, go to room 2206 before 7:15 am and someone will give you an entrance band.
- If you do not pick up your VIK or per diem on the night of the meeting, stop at the championship desk immediately upon the first day of your arrival. The people who hand out the VIK and per diem does not want to wait around all day for you to show up.
- The Show Me tournament is charging admission this year for the first time. It is not to make more money, but it is a safety factor designed to control the entry of spectators. Referees who arrive earlier than 7 am, can enter the facility early, by going to the side door of the convention center at 13th and Central.
- There are 2 championship desks in the convention center. The main championship desk has moved to the opposite wall between courts 14 and 19. There is a separate small curtained area for

courts 44-62 that is located by the previous referee lounge area (cts 53/49). There is a separate desk in the Municipal Auditorium. There will also be a desk at the HyVee Arena.

- You will pick up and return scoresheets and other equipment at the appropriate desk for those numbered courts.
- Referee Lounge (curtained off area by the main championship desk)
 - Has drinks and snacks (compliments of the HOA Region)
 - There is a secondary lounge in the old ref room (showroom E) by ct 49/53. The room will be available for referees use, but the all the food and snacks will only be available in the lounge by the championship desk. All referees are free to use the main referee lounge.
 - Local parking – There are parking passes for the LOWER south dock lot for local referees and referees at hotels who have a car. You CANNOT park behind the gate in the upper lot.

You will have the ability to enter scores remotely through your phone. You will be given as many scoresheets as you are assigned matches in a row. AFTER each match, you must enter the score. If you do not enter the scores after each match, the privilege to remotely enter scores will be taken away. After you are finished with your consecutive 2 or 3 matches, you must return the completed scoresheets back to the championship desk. You must ensure the scores on the scoresheet are CORRECT!!

If you do not have a smart phone, just let the desk know that you did not enter the scores, so someone there can do it.

The Show Me Qualifier is charging spectators an entrance fee this year. The fee is mostly to protect us. Who comes into our event can be controlled more by charging a fee. I will see if I can let the 'gate guards' to allow you to come in early, but if you do not arrive before 7 am, you will have to go in with everyone else. Put the wristband on your hand, wear it like you are supposed to and do not give the entrance guards a 'hard time' about not wearing it. Do not put it on your bag. You can wear it while officiating. It's just like a watch, fitness band, etc. Don't leave it at home on the subsequent days.

OFFICIATING SHIRT OF THE DAY

FR Apr 12 – Blue or white

SA Apr 13 – Gray or white

SU Apr 14 – White (can wear a white Show Me polo if you have one)

PAYMENT INFORMATION

USA Volleyball now pays through direct deposit to your bank account. I checked last week to make sure everyone had completed the information. If you did not receive an email from me, your information is entered. If your information has changed (e.g., bank account, name, etc.), you should complete a new form. USAV deletes your previous account information and only works with your current information. If you need to register, please refer to the omnevb.net website under the Sunshine Classic tab for account registration information. If a contact person is requested, please use Kristy Cox or Pati Rolf.

SCHEDULING

Each day a master schedule will be published at <http://www.omnevb.net/show-me.html> with all your assignments for the day. Some printed copies will be posted in the ref rooms and at Championship. The schedules at the Championship desks are for a quick reference. Use the grids in the ref rooms to write down your schedule. Or take a picture if you need to.

FINAL DAY REFEREE ASSIGNMENTS

- Most courts have matches assigned at 2 pm. If you need to leave before 4 pm, let Sue Mailhot know on the first day of play.
- Matches may start as soon as both teams are ready to play on the final day. The losing team stays on the court to officiate the next match. Tell both teams at the coin toss.
- Subsequent scoresheets cannot always be printed immediately. Sometimes another match must be completed before your scoresheet can be printed. If you check at the desk, but your sheet is not ready, go sit down and patiently wait. If you know how to look at the bracket, check to see which match is feeding into your timeslot, so you can know which referee to look for.
 - However, if you've been to your court and know that you have 3 teams available, but no scoresheet, make sure the scoresheet helpers know that information. They can then check on the status of the sheet.
 - But if you are told once that a sheet is not available, it does not make a sheet appear any quicker, by you standing close by and asking every few minutes.
- We do not have any extra people to cover for officiating teams that leave. If you let a team leave, you will be responsible for finding acceptable replacements.
- When your court is finished, return all court supplies (pens, pencils, game ball, towel, etc) back to the Championship desk. [Leave the flip charts on the table.](#)

REFEREE REMINDERS

You should be at the site, ready to work, no later than 30 minutes prior to your first match. You should be at your court at least 20-25 minutes before the scheduled match time.

If the referee who follows you is not at the court when the match is complete, DO NOT leave the ball unattended. If the next officiating team is there, you can designate someone to watch the game ball. But if your replacement or the work team is not there, take the game ball with you. [If the referee who follows you is not there, do not start the warm-ups, unless you have coordinated this with the next referee.](#)

Let a head referee know if a court is way ahead or way behind.

When entering scores on a kiosk, make sure your screen has returned to the starting screen.

Check with championship or a head referee before forfeiting a team who is not ready to start the match. Do not forfeit a team without approval.

There is NO step-in service line for the 12s. However, the net is shorter and a light ball is used.

TOURNAMENT FORMAT

Unless your scoresheet indicates otherwise, all play is best 2 out of 3, 0-25, 0-15 in the third set, switch at 8 points. If a playoff is needed, it is one set, 0-25 points, switch at 13.

In the case of an automatic 3 sets, all sets are played to 0-25. A separate coin toss will be conducted and the teams will switch sides at 13 points.

MATCH MANAGEMENT PROTOCOL

Only a first referee is assigned to every match. **Teams MUST provide a ROSTERED ADULT as the second referee.** On the finals day, there could be 2 referees assigned to some matches.

- Pick up your score sheet at the appropriate championship desk. Tell the desk staff your COURT#, MATCH TIME, LAST NAME. Pick up lineup sheets, libero tracking sheet, and any other equipment or instructions needed. If you are working on a 12's court, make sure you take a "Lite" ball.
- The game ball should never be left at the court unattended. After the morning session is complete, return the game ball to the championship desk. At the beginning of the afternoon session, take the appropriate game ball out to the court. Only bring the pencils back between waves if they need to be sharpened or you need new ones.
- If you are working more than one match in a row, you can take that many scoresheets with you.
- The scores of each match **MUST BE** entered immediately after the conclusion of the match. Then return the scoresheets as soon as possible.
- After each match, clean up the scoring table. Have the officiating team that is leaving take with them all bottles, food, and other assorted 'junk.' You can throw away the used libero tracking sheets and the used line-up sheets.
- The first match of each wave **MUST** start on time (8:00 am and 2:30 or 3:00 pm).
- Subsequent matches in each wave may start up to 15 minutes early with the agreement of all 3 participating teams (the 2 playing teams **AND** the officiating team).

WARM-UPS

Prior to each team's first match of the day, both teams will get 5 minutes of shared court time, followed by the 4 minutes for each team separately (this is usually for the first 2 matches of a wave).

- For the remaining matches, the warm-up time is:
 - 2 minutes of shared court ball handling
 - 4 minutes for the serving team to have the entire court, which includes serving
 - 4 minutes for the receiving team to have the entire court, which includes serving
- When one team has exclusive use of the court, the other team must either be at its team bench or shagging balls. Warming up with balls at the team bench or in spectator walkways is not permitted.
- Non-USAV members are not allowed on the playing surface during warm-ups or the match.

SUGGESTIONS FOR REFEREE PROTOCOL DURING WARM-UPS

- Prior to the start of warm-ups, call the captains and do a BRIEF pre-match match meeting and conduct the coin toss.

- You can enlist the help of the officiating team to monitor the timing of warm-ups, if necessary.
- Confirm the Libero BEFORE EVERY match. Liberos may be designated 2 per match or 1 per set. Both Liberos can serve as long as it is in the same serving rotation position.
 - Libero uniform legality – check before the match starts. Be preventative and address any possible issues as soon as possible. If you are unsure of the legality, send the coach to find a head referee.
- (Hand) check the net height prior to the start of the match. If there is a problem with the net or court, send someone to the championship desk to ask for help. Equipment personnel will be set to take care of the problem. Always ensure that the antennas are straight.
- Make sure the starting lineups are recorded correctly. Do not assume it is written correctly.

Uniform Issues/Questions: Be aware of the uniforms being used on your court and be sure that all teams are using LEGAL uniforms (matching shorts, legal numbers, contrasting, etc. DON'T wait until match time to begin looking at the uniforms....be preventative and address any possible issues BEFORE the match begins! This is a National Qualifier, so uniforms need to adhere to the guidelines and specifications in the rulebook. We are HOPING you can spot issues early and get someone from Championship to review ASAP (especially if you would have to prevent a match from starting).

SPORT COURT RULE

- A player must be in contact with their Sport Court while playing the ball that has gone into a non-playable area. After playing the ball, the player may follow through off their Sport Court up to the extended sideline of an adjacent court.
- *****NEW***** USAV rule 12.4.3 . . . the entire service action must take place on the playing area.
 - Both feet must be in contact with the playing surface before the referee beckons for serve.
 - Part of the server's foot/feet can be in contact with the non-playing area.
 - It is still a fault for the server to step completely off the surface after the service beckon.
- Substitutions that are standing at the end of the bench must be standing off the sport court.

SHOW ME GROUND RULE

In the far corner between hall C and D, there is an angled glass piece near the ceiling that is partially over the court (34 in 2019). There is a definite mark at the edge of each side of the court that should be used to mark if the contact of the ball is over the playable area or not. If the ball hits the glass piece at an area over the court, it should be played like the ceiling. If the ball would hit the glass piece outside of the definitive marks, the ball would be out.

MATCH RESULTS

AES will be the tournament administration system. A link to enter your scores will be sent later.

After each match, you will enter the scores of the completed match on your phone or into the results stations setup specifically for that purpose at the Championship desk. All scores must be entered **immediately** after the match is completed. Do the coin flip for the next match, then enter the scores while the warm-up is taking place. If you enter the scores on your phone, then you do not need to return

the scoresheets until your final match of that grouping. If you do not enter the scores on your phone you must return to the championship desk after EVERY match.

PERFORM A THREE-POINT CHECK to make sure that the scores recorded in the "Results" section MATCH the scores in the Service Round Section (Exit Scores) AND that they match the score in the running score column (slashed points). A junior scorer will often fail to record a team's last exit score and instead write the previous exit score in the results section. Make sure the final score for EACH team matches in ALL THREE PLACES, then ENTER your scores on your phone or at the desk.

After entering the scores for the last match of the wave on that court, you should make sure there are no ties for that pool. Ask someone at the Championship desk to verify.

If teams ask if there is a tie in their pool, refer them to the Championship desk. You should not have an opinion if a team is finished, if there is a tie or if they are done for the day. Refer them to Championship

TEAM OFFICIATING ASSIGNMENTS

- Each team must provide a rostered adult second referee, 2 scorers (one of which must be the libero tracker and can also act as the scoreboard operator), a second 'flipper' (if 2 flipcharts are used) , and 2 line judges.
- The first match of each wave must start at the official start time (8 am or 3 pm). After that, if all three teams agree, matches may be start up to 15 minutes ahead of the scheduled start time. The last match of the session can start as soon as all teams agree.
- Late to officiate is defined as not being at the court ready to work at the start of the receiving team's warmup.
- For every minute, a work team is late or incomplete, a point per minute is given to their next opponent up to 25-0 forfeit. A second offense results in the loss of their next match.
- As soon as you know a team could be late, contact one of the head referees.
- It is okay for players to switch officiating positions in between sets. But if at anytime, a player is not adequately performing their job, you can request the coach to replace them.

VISUAL SCORING DEVICES

If there are two flipcharts on each court; one flipchart stays on the scoring table. The other flipper with the flipchart needs to sit in a chair on the first referee side of the court (on the opposite side from the scoring table), preferably in the first chair by the referee stand. If a spectator sits in that chair, you must inform them that either they have a new job, or they must let the flipper sit there.

SCORESHEETS - Complete all of the official information on the scoresheet prior to the beginning of the match. Check the court number on your scoresheet as you are walking to your match. Check the team names on the scoresheet before you start the match to make sure they are the correct playing teams.

- Make sure the scorer has written in the correct TEAM names prior to the beginning of the match. The scoresheets have team code names on them, and sometimes the codes can be similar. Make sure you have given the scorer the correct information about which team is which side and who is serving.

TIME MANAGEMENT

Be courtside when the previous match is completed. Do not have the referee that is supposed to be off come looking for you. TIME MANAGEMENT is a key factor. All of you can handle this concept. Let's make time management work for us this weekend, so we can get out of the gym at a reasonable hour.

- Unless you have a very competent second referee, you should time all timeouts and the time between sets. (If you do not have a watch with a stopwatch feature, you should invest in one. If your watch only has a second hand, you will not always be able to remember when the timeout actually started or must end—especially as the day goes on.)
- You do not make the game go faster by making your signals faster, but you can speed up the entire match by being ready to signal for the serve as soon as the server walks into the service area. (You must be careful not to rush the server, but the server should not control the tempo of the match either.)

RULES REVIEW

Sanctions

- All individual sanctions are cumulative for the match, not the set. Remember that an IYC (Individual Yellow Card) puts the ENTIRE TEAM "on notice".
- Be aware of the proper sequence of events when Improper Requests and/or Team Delays are assessed. Remember they are also cumulative for the match.

Coaches

- The Head Coach is allowed to stand or walk within the free zone in front of (and near) the team bench from the extension of the attack line to the warm-up area as long as they do not disturb or delay the match.
- **One** Assistant Coach may stand (at a time) to give instructions to the players on the court. This assistant coach may give these instructions in the same areas as previously defined for the Head Coach. Other assistant coaches may give instructions to players on the court while remaining seated on the team bench. Assistant coaches can coach, but they may NOT intervene in the match.

UNUSUAL SITUATIONS

If any unusual situation (unruly/aggressive spectator) presents itself during a match, the referee should immediately recruit a responsible messenger to report the incident to me or the Championship Desk. Someone will return to the court to manage the situation. There should be little or no delay in the match.

PROTESTS

If you hear the word PROTEST during a match, STOP the game and make sure it is addressed.

- Only the captain (or the Head Coach for 14 & Under) may officially file a protest (guide if necessary)
- Applications of a rule or sanction are protestable, not judgment.....HOWEVER....

If there is any doubt whatsoever, accept the protest, GET OFF THE STAND, and send a responsible person to the Championship desk and have them tell one of the Head Referees that "there is a protest on Court #xx" for....(uniforms, rule application, score, etc.).

- Once you have sent a responsible person to Championship for the protest, do **NOT** engage with the protesting party (or any other match participants). Separate yourself from the benches and score table by returning to the base of your referee stand (STAY on the floor at the base of your stand, do not climb back up until the protest is resolved). If a match participant tries to engage you in further discussion, politely remind them that you have sent for the Protest Committee and they will resolve the protest.
- If your protest is ruled upon, and you do not agree with the ruling, you may discuss this with the head official (or head officials) at a later point in the tournament. Please do NOT express disagreement/discontent with a head referee's decision while courtside and/or with match participants.

PROFESSIONALISM

- Be approachable, but still be firm and fair. Know the rules and how to apply them correctly.
- Have confidence in yourself and your decisions, but don't let your confidence make you arrogant.
- If you feel the need during your break for a 'cat-nap', return to the referee lounge. Do not sleep or nap while sitting courtside waiting for your next match.
- The coaches and players are not your friends. They are acquaintances, not friends. You might see them often, and they might be your friends off the court, but on the court, you must maintain a professional relationship. At no time, are you to make comments about how a team previously played, about any of the players' skills, etc.
- You cannot 'cheer' for a team while dressed as an official.
- Know how to read a scoresheet and how to follow the flow of the match on the scoresheet to find and correct errors. If you have trouble, contact a head referee to assist
- You cannot comment to coaches, players, fans, etc., about another referee's performance.
- While you might address officiating team players by their first name during the match they are officiating, it is not necessary to address them personally at any other time.
- After you have read this entire document, text 'read it all' to 402-598-4782 (or you can email) as proof that you have read this document.
- You have plenty of duties to take care of between matches which leaves little time for chit-chat.
- It is okay to just stand at the scoring table and watch (without talking); it is not necessary for you to engage someone in conversation every single moment during warm-ups
- Touching players is prohibited (not on the shoulder, not on the arm, not anywhere, anytime).
- Phones at courtside are to be used for only two things – to call the head referee if there is a problem or to check the time (actually you SHOULD have watch with a stopwatch feature). Pictures are NEVER to be taken of players, etc.
- You can take a small bag (only) that contains your whistles, cards, etc to the court. Leave all large bags in the officials' room. Briefcases, backpacks, and rolling suitcases cannot be taken to the court.

- At the end of each night, it is perfectly normal to go to a local restaurant and unwind a bit over dinner . . . BUT . . . be mindful there is a good chance that the people around you are part of the tournament as well. Keep your comments positive.

AT THE END OF EACH DAY

- Check with the championship desk to make sure you do not have any tiebreakers.
- Bring back all the supplies that are left at your table. Leave the flipcharts.
- Check out with a head referee before you leave.

CHECKING OUT AT THE END OF THE TOURNAMENT

Before you leave the tournament, you should check with Sue Mailhot to verify your match counts. If you find discrepancies in your match counts, make sure you tell Sue M as soon as possible.