

2020 PRESIDENTS' DAY TOURNAMENT REFEREE GUIDELINES

MORNING MEETING

Every morning there is a daily meeting at 7:30 am at each site to give you final instructions, words of wisdom, kudos, etc. If you are working the 8:00 am match, please be at the meeting.

NATIONAL ANTHEM

Is held at 7:45 am. The serving team can start hitting immediately after the anthem.

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 by each team separately.

OFF SITES

UBT – The volleyball courts are at the north end of the building. There will be basketball games going all day there too. Arrive early if you want a closer parking spot.

The referee room is at the top of the stairs behind the glass door. Spectators must sit in the bleachers and cannot sit at the end of the courts. The tartan floors are played like Sport Court. The edges of the court are well-defined. Talk with the head referee regarding your lunch options. If you are assigned there on the first day, take your snacks and/or drinks with you.

Iowa West (at the Mid-America Center) – Don't go to the college (IA Western). This facility is located off the 24th St exit on I-80 East. The referee room is located in a glassed in room to the north of the check in desk. Talk with your head referee about lunch arrangements. If you are assigned to this site on the last day, I will try and bring your checks over to you.

ASSIGNMENTS

A copy of the assignments will be posted in the officials' room each day. All assignments will be posted each day on tm2sign.com. You will be able to enter the match scores on your phone.

Only a first referee is assigned to every match. Teams **MUST** provide a **ROSTERED ADULT** as the second referee.

- Prior to the first match of each day, the first referee on the court will take one scoresheet, a game ball (if you are working on a 12's court, make sure you take a "Lite" ball), court towel, and pens and pencils.
- 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 head referee at your site will make any schedule adjustments. All matches are paid from the online schedule (and will be cross checked with the information from the scoresheets).

Before you leave for the night, make sure your court does not have any ties.

- a. If you work a playoff, make sure to tell me about it.
- b. There will be no ties played off in any division that does not lead to 'gold.'

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

TWO (2) VISUAL SCORING DEVICES

There are two flipcharts on each court. One flipchart stays on the scoring table. The other flipper **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.

Flip scoreboards will remain on the courts, even at the end of the night. Put the one on the first referee side on the referee stand or on the water barrel under the referee stand.

SCORING TABLE

All scoring tables **MUST** remain where they are originally located. They have been placed by the Convention Center staff at specific locations per the fire marshal.

LINE JUDGES - Make sure you talk to all of your line judges before the match starts. Ask at the beginning of the match who will be doing lines and if they are working for the entire match. Usually the answer is "no." Tell all (2 or 4 or could be even 6) of them to come and listen to the instructions prior to the beginning of the match.

SCORESHEETS - Complete all of the official information on the scoresheet prior to the beginning of the match. If I have to track down one of you because you did not have the scoresheet completely and accurately filled out, you will not be paid for that 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.
- **If necessary, you can briefly get off the referee stand between sets 1 and 2 to ensure that the scorer knows what she is doing. Check to make sure she has completed all of the information for the end of Set 1, including entering the winning and losing team names and scores, as well as circling the end score in each of the scoring sections. Also make sure a 'T-Bar' has been drawn over the unused points in the running score column. If this is done between the 2 sets, it makes the end process quicker. As soon as you know the scorer has an understanding of what is supposed to be done, you can return to the stand.**

CHECKING THE SCORESHEET

- As soon as the match is completed, you should get off the stand and go to the scoring table. You should get to the table before the two teams have finished shaking hands and before the scorer leaves the table. Watch the scorer finish the scoresheet, instructing her in correct techniques, if necessary. Do not keep the scorer at the table any longer than necessary, as she will usually be playing in the next match.
- After the scorer presents the completed scoresheet to you, let her join her team, and then you must check the following:

- Does the last slashed point in each running score column match the last point written and circled in each team's scoring section?
- Make sure the circled point and the team name match the information written in the results section for the winning and losing team.
- Write in the time the match finished. You can instruct the scorers prior to the start of the match that they can use their cell phones for only one thing while at the scoring table and that is to look at the time – the time the match starts, the time the first set is over, and the time the last set is over. (Or you can tell them what the start time will be when you leave the scoring table and walk over to the referee stand at the beginning of the match and tell them the ending time when you return.)
- If you need more time to check over the sheet, do your coin toss for the next match first, then finish the sheet, signing it before you take it to Championship to enter the scores.
- You can never check, check, and re-check the scoresheet too many times.

The first referee and the scorer sign the scoresheet at the end of the match to verify the results. Coaches no longer need to sign the scoresheet.

ENTERING THE SCORES

After each match, you will enter the scores of the completed match on your phone or into the iPads setup specifically for that purpose in the officials' room. All scores must be entered **immediately** after the match is completed. Do the coin flip for the next match, then go enter the scores while the warm-up is taking place.

TOURNAMENT FORMAT

All play is best 2 out of 3, 0-25, 0-15 in the third set, switch at 8 points. If a playoffs is needed, it is one set, 0-25 points, switch at 13.

WARM-UPS

There is no shared hitting during warm-ups. For every team's FIRST match of the wave, there will be 5 minutes of shared court ball handling, followed by 4 minutes for the serving team and 4 minutes for the receiving team.

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

The warm-ups are NOT shortened after the first match.

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.

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', 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 10 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 conclusion of warm-ups. 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 me.
- 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.

COACHES

The head coach may stand to coach, but must be at least 1.75 meters from the court. If there is not that much space, the coach must stand closer to the bench than to the court. One assistant coach may stand (at a time) and must also be at least 1.75 meters from the court. If the head coach is sitting, he/she may sit anywhere on the bench. If the head coach is sitting, that does not allow two assistants to stand.

SUBSTITUTIONS

All subs must stand at the end of the bench off the sport court and no closer to the court than the front of the team bench. Substitution requests will only be recognized when a player enters the substitution zone. Verbal or hand signals will be recognized only if the request involves the replacement of an injured player or exceptional substitution procedure.

LIBERO UNIFORM

Libero uniforms must be clearly contrasting (i.e., light and dark, etc.). Burgundy (maroon) and black are not contrasting, royal blue and black are not contrasting, white and light pink are not contrasting. The Libero shorts may be a different color than the rest of the team. Just because 'you' can tell the difference, does not mean that it's legal. If the Libero uniform is not clearly contrasting, ask the coach if they have another option.

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.
- USAV 12.3: The serve: Both of the server's feet must be in contact with the playing surface before the serve is authorized. If this is not the case, the 1st referee will direct the player onto the playing surface before authorizing the serve. Part of the server's foot/feet may be in contact with the secondary surface/non-playing area. It is a fault when a server steps completely off the playing surface after the authorization to serve.
- Substitutions that are standing at the end of the bench must be standing off the sport court.

OTHER SPECIAL RULES

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.

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

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. I know all of you can handle this concept. Let's make it work this weekend and get out of the gym at a reasonable hour.

- Unless you have a very competent second referee, you must 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.)

SPECTATORS

Do not let spectators move chairs to the end of the courts. There will be videographers filming from different areas of the court. The videographers will be readily identified by a special vest. Please allow them to do their job. But do not allow spectators the same privileges as the videographers.

PROFESSIONALISM

- 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.
- 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.
- You have plenty of duties to take care of between matches which leaves little time for chit-chat.
- It is okay to just stand by 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).
- At no time, should you give information to a team about where they play next or how they finish. If they ask your opinion about where you think they finished, send them to the championship desk.
- 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.

PROTESTS

If a protest is properly made (*i.e.*, the captain requests a protest in the older age groups, or the coach requests a protest in the 12's, 13's or 14's age groups) prior to or concurrent with the first serve of the match, the first referee must find a head referee. The protest will be resolved before the match commences.

If a protest is made and accepted by the first referee during the match, the set is immediately suspended. You should get off the stand and send one of the players from the officiating team to the championship desk to get the head referee (or you may call them, if you have a phone). While waiting for the head referee to arrive, the match referee should not discuss the issue with the coaches, players, or spectators.

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.

COMMUNICATION

- You should always be able to reach me or the head referees during the tournament by cell phone. You can always call my cell phone.

Sue – 402-598-4782

Rachael – 904-699-8985

Carlos – UBT – 512-762-4258

Thang Nguyen – UBT/Iowa West Fieldhouse – 713-385-8664

MONDAY

- Matches may start as soon as both teams are ready to play. Losing team stays on the court to officiate the next match. Tell them that at the coin toss.
- 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, leave the flipcharts on the court as they get tucked in the referee stand. Return all other court supplies (pens, pencils, game ball, towel, etc) back to the Championship desk.