



## 2020 USA Volleyball Sunshine Classic Qualifier Tournament Procedures Reference Guide

### New or emphasized information

Topic	Tournament Procedure/Information
Venue	<ul style="list-style-type: none"> <li>Orange County Convention Center – North Hall 9400 Universal Blvd. Orlando, FL 32819</li> </ul>
Hotel Information	<ul style="list-style-type: none"> <li>If you have difficulty checking in to your hotel room, contact Team Travel Source: TTS Main Office: 502-354-9103</li> <li>If you plan to check-in after 8:00 PM, it is recommended that you call the hotel earlier in the day to confirm your reservation information</li> </ul>
Payment	<ul style="list-style-type: none"> <li>Payment is made directly by USAV. Officials must set up <a href="#">Direct Deposit Enrollment</a> and complete <a href="#">Online W9 Form</a>, if you have not already done so               <ul style="list-style-type: none"> <li>When asked for the name of a USAV employee on the direct deposit form, use Pati Rolf</li> </ul> </li> <li>If you have worked other events for USAV in the past two years, you do not need to complete these forms again unless your information has changed</li> </ul>
Important Locations	<ul style="list-style-type: none"> <li>Officials’ Room – N220 A &amp; B               <ul style="list-style-type: none"> <li>Do not leave valuables in the Officials’ Room</li> </ul> </li> <li>Championship Desks:               <ul style="list-style-type: none"> <li>Championship Desk 1 – Courts 1-76 (near Court 29)</li> <li>Championship Desk 2 – Courts 77-133 (between Courts 112 and 113)</li> <li>Pick up score sheets and equipment at the appropriate Championship Desk</li> <li>Return score sheets to the same Desk where you picked them up</li> </ul> </li> </ul>
Check-In Procedures	<ul style="list-style-type: none"> <li><b>Check-in will be available in the Officials’ Room (N220 A &amp; B) on Thursday, March 5, from 6:00-9:00 PM</b> <ul style="list-style-type: none"> <li>Pick up parking pass and food coupons</li> </ul> </li> <li>If you are unable to come on Thursday, check-in will begin at <b>6:30 AM on Friday morning</b></li> </ul>
Check-Out Procedures	<ul style="list-style-type: none"> <li>Verify accuracy of match count prior to leaving the tournament</li> <li>If you did not have any changes to your schedule during the tournament, you are not required to check out; however, if you do not check-out, you cannot dispute your pay</li> </ul>
Pre-Tournament Meeting	<p><b>There will be a pre-tournament meeting on Friday, March 6, at 7:00 AM in the Officials’ Room for all officials with an 8:00 AM match; there will be a meeting at 8:00 AM for all officials who start at 9:00 AM</b></p>
Arrival at Playing Site	<ul style="list-style-type: none"> <li>After the first day, be at playing site in complete uniform at least 45 minutes prior to first assigned match</li> <li>Be at court or picking up equipment at least 30 minutes before match time</li> </ul>
Match Assignments	<p>Assignments will be posted at: <a href="http://www.omnevb.net/sunshine-classic-qualifier.html">http://www.omnevb.net/sunshine-classic-qualifier.html</a></p> <ul style="list-style-type: none"> <li>Check carefully and have someone else check</li> <li>Assignments may only be changed by a head official</li> <li><b>Notify a head official of any tie-breakers</b></li> </ul>
Officials Uniform	<p>Uniform Shirt</p> <ul style="list-style-type: none"> <li><b>Officials may wear any of the approved shirt colors (blue, gray, or white); approved outerwear may be worn on all courts</b></li> <li>If two officials are assigned, officials are not required to match</li> </ul>

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Logistics	<ul style="list-style-type: none"> <li>• Wooden referee stand boxes available near results area (please return for others to use)</li> <li>• Food coupons may be used at convention center vendors</li> <li>• Tournament credentials are required to enter playing area, but do NOT wear while officiating</li> <li>• Do not clean up blood on the court; call for assistance from trainer</li> </ul>
Forfeits	<ul style="list-style-type: none"> <li>• Call a head official if a team is missing or has insufficient players</li> <li>• A head official should be there when the first set is forfeited at actual match time</li> <li>• The second set is forfeited 10 minutes after the first set</li> </ul>
Match Start Times	<ul style="list-style-type: none"> <li>• First match of a wave may not start early.</li> <li>• Other matches may start 15 minutes before scheduled start time (timed warm-ups may begin up to 25 min before match time) if ALL participants (including work team) agree</li> <li>• Last match of wave may start more than 15 minutes early if ALL participants agree</li> <li>• First match of each day: <ul style="list-style-type: none"> <li>– The National Anthem will occur at 7:45 AM</li> <li>– <b>Conduct captains meeting AFTER the National anthem</b></li> <li>– Start timed warm-ups</li> </ul> </li> </ul>
Match Responsibilities	<p>General Procedures</p> <ul style="list-style-type: none"> <li>• Pick up score sheet, paperwork, pens and pencils, game ball, towel, and flags at Championship (unless on court from previous match) <ul style="list-style-type: none"> <li>– Ensure you have the correct game ball for the division you are officiating</li> <li>– Ensure you have the correct score sheet for your court and time; if you are working multiple matches in a row, you can pick up multiple score sheets</li> <li>– Do not leave any equipment unattended; return game ball and flags to Championship unless given to the referees for the next match</li> </ul> </li> <li>• At the end of the morning wave, return game ball and flags to Championship; leave pens and pencils and towel at the court</li> <li>• At the end of the evening wave, return all equipment to Championship; leave flip charts on the court</li> </ul> <p>Entering Results</p> <ul style="list-style-type: none"> <li>• <b>Match results must be entered immediately following the match on a mobile device or at the computer station near the Championship desk; if you have multiple matches in a row, you must still enter the results after every match</b></li> <li>• Directions for mobile device entry <ul style="list-style-type: none"> <li>– Enter mobile score entry URL (<a href="https://www.advancedeventsystems.com/scores/mobile">https://www.advancedeventsystems.com/scores/mobile</a>)</li> <li>– Select Sunshine Classic and enter mobile score entry password (provided at the tournament)</li> <li>– Enter match code found on score sheet</li> <li>– Verify match information before entering result</li> <li>– Select the winner (be careful that you do NOT select a winner by forfeit)</li> <li>– Enter the scores for each set and press “Save”</li> <li>– A success message confirms the scores were saved</li> </ul> </li> <li>• Return score sheets to Championship after the results have been entered</li> <li>• After the last match of the wave, ensure there are no tie-breakers on your court</li> </ul> <p>Sanctions / Unusual Situations</p> <ul style="list-style-type: none"> <li>• In the event of an Expulsion/Disqualification, send a responsible person to the Championship desk to request a head official and arbitrator to come to the court; do not delay the match while waiting for them to arrive</li> <li>• Report individual sanctions (red card penalties) to a head official at the end of the match</li> <li>• Report any other unusual situations to a head official after the match</li> </ul>

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Match Warm-Ups	<ul style="list-style-type: none"> <li>• First match of day for team <ul style="list-style-type: none"> <li>– 5 minutes shared court</li> <li>– 4 minutes for serving team</li> <li>– 4 minutes for receiving team</li> </ul> </li> <li>• All other matches <ul style="list-style-type: none"> <li>– 2 minutes shared court</li> <li>– 4 minutes for serving team</li> <li>– 4 minutes for receiving team</li> </ul> </li> <li>• Off team at bench or assisting with ball shagging for opponent <ul style="list-style-type: none"> <li>– No ball handling on concrete</li> </ul> </li> <li>• <b>Players may not wear unauthorized devices during warm-ups (headphones, etc.)</b></li> <li>• Only USAV members are allowed on the playing surface</li> <li>• Teams may not use personal music devices courtside during warm-ups</li> </ul>
Match Protocol	<ul style="list-style-type: none"> <li>• Pre-Match: End line presentation – first referee on stand; second referee at score table <ul style="list-style-type: none"> <li>– It is okay for teams to fist bump or shake hands with referees prior to the match</li> <li>– Protocol for finals may be different; further instructions will be given prior to the match</li> </ul> </li> <li>• <b>Post-Match: Teams shake hands with officials</b> <ul style="list-style-type: none"> <li>– <b>First referee gets off the stand and stands on side A</b></li> <li>– <b>Second referee crosses the court and stands on side B</b></li> <li>– <b>First referee then whistles for the teams to shake hands</b></li> </ul> </li> </ul>
Rules of Play	<ul style="list-style-type: none"> <li>• Best of 3 sets unless noted on score sheet</li> <li>• Pools playing auto-3 matches <ul style="list-style-type: none"> <li>– 3 sets to 25 points</li> <li>– Coin toss between sets 2 and 3; switch sides at 13 in third set</li> </ul> </li> <li>• Tie-breakers <ul style="list-style-type: none"> <li>– 1 set to 25 points</li> <li>– Switch sides at 13</li> </ul> </li> <li>• Net Heights <ul style="list-style-type: none"> <li>– USAV 2.1 (page 23)</li> <li>– Contact championship staff for net adjustments</li> </ul> </li> <li>• Serving for 11s, 12s, 13s, and 14s <ul style="list-style-type: none"> <li>– Ball must be served within 5 seconds</li> <li>– Re-serve allowed on every service attempt</li> <li>– Ball must fall to the floor untouched</li> </ul> </li> <li>• No modified rules for 11s and 12s <ul style="list-style-type: none"> <li>– Ball must be released on serve</li> <li>– There is no step-in line for serving (end line is the legal service line)</li> </ul> </li> </ul>
Player Uniforms	<ul style="list-style-type: none"> <li>• Look at uniforms at the start of warm-ups to ensure they are legal</li> <li>• Jerseys must be identical with legal numbers <ul style="list-style-type: none"> <li>– Sleeve length may differ</li> </ul> </li> <li>• Numbers centered in chest area and centered on upper back <ul style="list-style-type: none"> <li>– Minimum 4" on front</li> <li>– Minimum 6" on back</li> </ul> </li> <li>• Get assistance of a head official if a team has illegal uniforms <ul style="list-style-type: none"> <li>– Referees cannot default a match due to illegal uniforms</li> <li>– Teams cannot protest the legality of their opponents' uniforms</li> </ul> </li> </ul>

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Liberero Jersey	<ul style="list-style-type: none"> <li>• Must be clearly contrasting</li> <li>• If the Liberero jersey is not clearly contrasting, ask the team for another option</li> <li>• If the team does not have another option, call for a head official to make a final determination <ul style="list-style-type: none"> <li>– Do not delay the match to wait for a head official</li> <li>– The Liberero may play until the head official makes a final determination on the legality of the uniform</li> </ul> </li> </ul>
Sport Court Rule	<p>Playing ball over non-playing area</p> <ul style="list-style-type: none"> <li>• One body part in contact with surface when playing near the edge of the playing surface; <b>players may not play a ball while standing off the playing surface</b></li> <li>• Player may follow through off surface after playing ball</li> <li>• Server must be on surface for entire service action; before beckon, have players step onto legal surface <ul style="list-style-type: none"> <li>– <b>Part of a player's foot/feet can be in contact with the non-playing area as long as part of both feet are on the playing surface</b></li> </ul> </li> </ul>
Work Teams	<ul style="list-style-type: none"> <li>• A full work team must report by start of receiving team's warm-up</li> <li>• <b>A rostered adult must be the 2nd referee for the team's officiating assignment</b></li> <li>• If a work team is missing, check with Championship staff to find out if team is coming from another court</li> <li>• Note late work team on score sheet and notify a head official immediately <ul style="list-style-type: none"> <li>– Penalty: 1 point per minute up to 25-0 forfeit of first set, starting at the receiving team's warm-ups</li> <li>– A head official will make the final determination if penalty points will be assessed</li> </ul> </li> <li>• A match cannot start early if officiating team is not present</li> <li>• Ensure the work team is not using any unauthorized devices (headphones / cell phones) while officiating</li> </ul>
Arbitrator Issues	<p>When a referee determines that an Arbitrator is needed courtside, send someone from the work team with the following instructions:</p> <ul style="list-style-type: none"> <li>• Go to the Championship Desk and tell them you need an Arbitrator on Court #____</li> <li>• Remember, you are responsible for the behavior of the participants while your match is in progress—from first whistle to final whistle You can call for an Arbitrator anytime during your match when there is an eligibility question or when spectators are a concern</li> <li>• If you sense a problem with coaches, players, or spectators after you have signaled the end of the match, call for an Arbitrator and head official, as both can help facilitate the situation and your safe exit, if necessary</li> </ul>
Protest Procedures	<ul style="list-style-type: none"> <li>• <b>First referee gets off the stand and consults the rules book (or reviews the score sheet in the case of a scoring discrepancy)</b> <ul style="list-style-type: none"> <li>– If the referee can resolve the issue by showing the rule to the coach (or by correcting the score sheet), they may do so, and play will continue</li> </ul> </li> <li>• Send a responsible party to Championship to report a protest has been filed <ul style="list-style-type: none"> <li>– Indicate whether the protest is a rules or scoring protest</li> </ul> </li> <li>• Wait without discussion for protest committee to arrive, hear protest, and resolve issue <ul style="list-style-type: none"> <li>– Answer questions from protest committee honestly and succinctly</li> <li>– After protest is resolved, finish refereeing match; further discussion with head officials may be appropriate after the match</li> </ul> </li> <li>• Protest is recorded on score sheet only to show the reason for delay to the match (review S24.1 on page 168 in the rules book for the correct way to record a protest)</li> </ul>

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Head Officials and Tournament Staff	<p>Head Officials:</p> <ul style="list-style-type: none"> <li>• Pati Rolf – 262-510-6771</li> <li>• Bill Stanley – 402-880-3891</li> <li>• Sue Wainio – 941-744-6747</li> </ul> <p>Head Officials/Assignors:</p> <ul style="list-style-type: none"> <li>• Sue Mailhot – 402-598-4782</li> <li>• Rachael Stringer – 904-699-8985</li> </ul> <p>Arbitrators:</p> <ul style="list-style-type: none"> <li>• Corny Galdones</li> <li>• Michael McPoyle</li> </ul> <p>Communication Guidelines:</p> <ul style="list-style-type: none"> <li>• Do not rely on phone/text to communicate with tournament staff—go to Championship or send a responsible person</li> <li>• When texting head officials, please provide the following information: <ul style="list-style-type: none"> <li>– Your name</li> <li>– Court number</li> <li>– Reason for text</li> </ul> </li> <li>• Always text all head officials in case one is busy and cannot get to the court</li> </ul>