

2021 SHOW ME QUALIFIER REFEREE GUIDELINES

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

Head Officials

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Courts

There will be separate entrances for teams and spectators for different areas of Bartle Hall.

– Courts 1-24 will be in Halls A/B/C and will use the entrance at the corner of 13th St and Central Ave.

– Courts 25-49 will be in Halls D/E. The entrance for those courts will be further south and teams and spectators will be directed to enter those escalators. (For special reference, that entrance will be the escalators that were closer to the small referee room.)

PRE-TOURNAMENT 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 7:00 pm to 9:00 pm in the lobby of the convention center. You need to make every effort to pick up your items during that time. You will NEED an officials credential to enter the facility. You will also receive a parking pass for the south dock (if you need one), your per diem and your Asics VIK (gift). If you are unable to be there during that time, please contact your roommate or one of your friends to get your credential. You can pick up your other items in the morning.
- As the very last resort to picking up a credential and parking pass, I will be at the convention center entrance between 6:15 am and 6:30 am on the first morning of the session, so you can come then.
- All participants will need to be temperature checked before entering the facility. There will be a separate entrance for teams and officials and a separate entrance for spectators.
- Wear your credential at all times. Do not give the entrance guards a 'hard time' about not wearing it. You can wear it while officiating (or put it back on as you leave your court). Do not leave it at home on the subsequent days.
- 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 you are unable to physically 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 6:15 am to 6:30 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 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 do not want to wait around all day for you to show up.

- There will be 2 championship desks in the convention center, one for courts 1-25 and one for courts 25-49. You **MUST** pick up and return scoresheets and other equipment at the appropriate desk for those numbered courts.
- Referee Lounge has moved to a larger room. **Room 3502** is located across the bridge.
 - Has drinks and snacks (compliments of the HOA Region).
 - All the food and snacks **MUST** stay in the lounge by the championship desk. All referees are free to use the main referee lounge.
 - **NO FOOD** is allowed on the playing floor. Concessions will be on the lower floor for spectator/team use.
 - Local parking – There are parking passes for the **LOWER** south dock lot for local referees and referees at hotels who have a car. You can park in the upper lot until the 2nd Sunday. On the 2nd Sunday, you must move to the lower lot, so trucks can get into load. If you do park on the upper level, try to park close to wall.

TOURNAMENT ADMINISTRATIVE PROCEDURES.

Referees must be in the facility no later than ½ hour prior to the start of their first match and should pick up their scoresheets no later than 20 minutes prior to the start of the match.

The Star Spangle Banner will be played at 7:45 each morning. Warm-ups can start after it is finished.

Courts will have staggered starts, so there is not such a rush at the beginning of the session.

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.

OFFICIATING SHIRT OF THE DAY

SA Apr 3 – Gray or white

SU Apr 4 – Blue or white

MO Apr 5 – White (can wear a white Show Me polo if you have one)

FR Apr 9 - Gray or white

SA Apr 10 – Blue or white

SU Apr 11 – White (can wear a white Show Me polo if you have one)

SCHEDULING

Each day a master schedule will be published at <http://www.omnevb.net/show-me.html> with all your assignments for the day.

REFEREE REMINDERS

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, check with the desk to see if they are on another court. Do not start the warm-ups if the whereabouts of the referee is unknown.

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

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 sets. Teams will NOT switch sides.

In the case of an automatic 3 sets, all sets are played to 0-25. A separate coin toss will be conducted prior to the start of the third set.

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. If you are working on a 12's court, make sure you take a "Lite" ball.
- Teams must provide their own writing utensils.
- 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.
- 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.
- 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.

REFEREE PROTOCOLS for WARM-UPS

- Coin toss procedures – captains will stand at the attack lines. A BRIEF pre-match meeting and coin toss will be conducted.
- When conversing with the table personnel or line judges, maintain as much social distancing as possible.
- Confirm the Libero BEFORE EVERY match. Check the Libero uniform legality 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. Only equipment personnel can make adjustments to the net. Always ensure that the antennas are straight.
- Make sure the starting lineups are recorded correctly. Do not assume they are written correctly.

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. 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. 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.

TEAM OFFICIATING ASSIGNMENTS

- Each team must provide a rostered adult second referee. Only 2 scorers are allowed at the table. The libero tracker must also be the ‘flipper’ and the BallerTV i-pad operator. Teams must also provide 2 line judges. All work team members must remain in position for the entire match.
- 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.
- As soon as you know a team could be late, contact one of the head referees.

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.
- **Since teams will not switch sides, you MUST 'X' off the left side of the deciding set scoresheet before the match starts (so the scorer only uses the right side).**

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.)

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 (or when you check in).
- 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 back to the Championship desk. [Leave the flip charts on the table.](#)

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 may officially file a protest (guide if necessary). The head coach may speak during the protest if allowed.
- 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.

AT THE END OF EACH DAY

- 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.

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 Show Me Classic tab for account registration information. If a contact person is requested, use Pati Rolf.