



2023 USA Volleyball Sunshine Volleyball Classic Tournament Procedures Reference Guide

New or emphasized information

Topic	Tournament Procedure/Information
Venue	<ul style="list-style-type: none"> Orange County Convention Center – North Hall (9899 International Drive, Orlando, FL)
SafeSport	<ul style="list-style-type: none"> Please read the Minor Athlete Abuse Prevention Policies (MAAPP), which includes important information regarding our ongoing education when working with minor athletes Please also read the information at this link regarding how to report abuse or misconduct
Emergencies	<ul style="list-style-type: none"> Within 24 hours prior to the event, please text all head officials and email officials@usav.org that you have an emergency (flight delay, flight cancellations, illness, COVID-19, or anything you believe will affect your ability to referee) Prior to 24 hours, please email officials@usav.org
Hotel Information	<ul style="list-style-type: none"> If you have difficulty checking into your hotel room, contact Team Travel Source: 502-354-9103 (if you are unable to reach Team Travel Source, call Pati Rolf at 262-510-6771) 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 Even though your room charges are covered by USA Volleyball, you will still need to provide a credit card at check-in for incidentals. Please be prepared to provide one. Please DO NOT CALL the hotel and make special requests. If you have a request, please notify Pati Rolf at officials@usav.org. Anyone who harasses, bullies, intimidates, or raises their voice at any hotel staff will be dismissed from the tournament immediately.
Payment	<ul style="list-style-type: none"> Payment is made directly by USAV through direct deposit. Officials must setup Direct Deposit Enrollment and complete Online W9 Form, if you have not already done so <ul style="list-style-type: none"> When asked for the name of a USAV employee on the direct deposit form, use RolfP For Vendor Name, choose NEW VENDOR 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 2023 Independent Contractor Agreement: https://forms.gle/o4QjuYRNkQCaiXwca You will receive payment within 2 to 4 weeks from the end of the event. We are working towards the 2-week mark.
Important Locations	<ul style="list-style-type: none"> Officials' Rooms – N220D-E– Do not leave valuables in the Officials' Room Championship Desks: <ul style="list-style-type: none"> Championship Desk 1 (near Court 33) – Courts 1-39 Championship Desk 2 (between Court 60 and 61) – Courts 40-80 Pick up score sheets and equipment at the appropriate Championship Desk Return score sheets to the same Desk where you picked them up
Check-In Procedures	<ul style="list-style-type: none"> Check-in will be available in the Officials' Room (N220D-E) on Thursday, March 2, from 8:00-9:00 PM and Friday, March 3, from 6:45-8:15 AM
Check-Out Procedures	<ul style="list-style-type: none"> Verify accuracy of match count prior to leaving the tournament 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
Pre-Tournament Meeting	<p>On the first day of play, there will be a pre-tournament meeting at 7:00 AM in the Officials' Room for all officials with an 8:00 AM match and at 8:00 AM for everyone with a 9:00 AM start</p>
Arrival at Playing Site	<ul style="list-style-type: none"> After the first day, be at the playing site in complete uniform at least 45 minutes prior to your first assigned match Be at your court or picking up equipment at least 30 minutes before match time
Match Assignments	<p>Assignments will be posted at: omnevb.net</p> <ul style="list-style-type: none"> Check carefully and have someone else check Assignments may only be changed by a head official/assignor

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Officials Uniform	<ul style="list-style-type: none"> • Tournament credentials are required to enter playing area, but do NOT wear while officiating • Officials may wear any of the approved Certified Official uniform shirt colors (blue, gray, or white) or any of the approved USAV Mizuno polos (currently available in navy or white). <ul style="list-style-type: none"> – If you wear the navy or white Mizuno polo, please wear your match opposite the Mizuno logo (on the left side of your chest). • Referees may wear any white Certified Official outerwear (old logo or new logo). In addition, referees may wear 1/4 zip or full zip jackets in black, white, gray, or navy. No event/club/team affiliations/slogans are permitted. The only acceptable logo is a small manufacturer's logo. • If two officials are assigned, officials are not required to match
Match Start Times	<ul style="list-style-type: none"> • The first match of a wave (generally 8:00 AM and 3:00 PM) may not start early. • 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 • Last match of a wave may start more than 15 minutes early if ALL participants agree • First match of each day: <ul style="list-style-type: none"> – The National Anthem will occur at 7:45 AM – Conduct captains meeting AFTER the National anthem – Start timed warm-ups
Match Responsibilities	<p><u>General Procedures</u></p> <ul style="list-style-type: none"> • Pick up score sheet, paperwork, pens and pencils, game ball, and towel at the Championship Desk (unless on court from previous match) <ul style="list-style-type: none"> – 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 – Do not leave any equipment unattended; return game ball to Championship unless given to the referee for the next match • At the end of the morning wave, return game ball to Championship; leave pens and pencils and towel at the court • At the end of the evening wave, return all equipment to Championship; leave flip charts • Every court is live-streamed on BallerTV; the work team must provide a person to operate the BallerTV iPad (typically the same person working the flip chart) <ul style="list-style-type: none"> – If there is an issue with the BallerTV iPad, text the head referees or have someone report the issue to Championship; do not delay the match for a BallerTV issue <p><u>Entering Results</u></p> <ul style="list-style-type: none"> • Match results must be entered immediately following the match on a mobile device; if you have multiple matches in a row, you must still enter the results after every match. If you are unable to enter your results on a mobile device, you must return your score sheet to the Championship Desk after each match • Directions for mobile device entry <ul style="list-style-type: none"> – Enter mobile score entry URL (https://www.advancedeventsystems.com/scores/mobile) – Select 2023 Volleyball Classic and enter the mobile score entry password: coming soon! – Enter match code found on score sheet – Verify match information before entering result – Enter the scores for each set and press “Save” <p><u>Sanctions / Unusual Situations</u></p> <ul style="list-style-type: none"> • In the event of an Expulsion/Disqualification, send a responsible person to the Championship desk to request a head official and arbitrator; do not delay the match waiting for them to arrive • Report individual sanctions (red card penalties) to a head official at the end of the match • Report any other unusual situations to a head official after the match
Match Protocol	<ul style="list-style-type: none"> • At the pre-match coin toss, the winner of the toss has choice of: SERVE, RECEIVE, or SIDE; if there is a deciding set, the winner of the coin toss has choice of SERVE or RECEIVE only <ul style="list-style-type: none"> – Teams will NOT switch sides between sets or during a deciding set • Pre-Match: End line presentation – 1st referee on stand; 2nd referee at score table <ul style="list-style-type: none"> – Whistle and signal players onto the court

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Match Warm-Ups	<ul style="list-style-type: none"> • First match of day for team <ul style="list-style-type: none"> – 5 minutes shared court – 4 minutes for serving team – 4 minutes for receiving team • All other matches <ul style="list-style-type: none"> – 2 minutes shared court – 4 minutes for serving team – 4 minutes for receiving team • Off team at bench or assisting with ball shagging for opponent • Players may not wear unauthorized devices during warm-ups (headphones, etc.) • Teams may not use speakers or other music devices courtside
Forfeits	<ul style="list-style-type: none"> • Call a head official if a team is missing or has insufficient players • A head official should be there when the first set is forfeited at actual match time • The second set is forfeited 10 minutes after the first set
Rules of Play	<ul style="list-style-type: none"> • Best of 3 sets unless noted on score sheet • Pools playing auto-3 matches (noted on score sheet as “# of sets 3”) <ul style="list-style-type: none"> – 3 sets to 25 points • Do not give teams any information about how they finished and whether they are done playing; if a team has a question about their schedule, direct them to Championship • If a tiebreaker set is required, it will be one set to 15 points
Player Uniforms	<ul style="list-style-type: none"> • Look at uniforms at the start of warm-ups to ensure they are legal • Jerseys must be identical with legal numbers • Numbers centered in chest area and centered on upper back <ul style="list-style-type: none"> – Minimum 4” on front; Minimum 6” on back • Get assistance from a head official if a team has illegal uniforms <ul style="list-style-type: none"> – Referees cannot default a match due to illegal uniforms – Teams cannot protest the legality of their opponents’ uniforms
Libero Jersey	<ul style="list-style-type: none"> • Must be clearly contrasting • If the Libero jersey is not clearly contrasting, ask the team for another option • If the team does not have another option, call for a head official to make a final determination <ul style="list-style-type: none"> – Do not delay the match to wait for a head official – The Libero may play until the head official makes a final determination on the legality of the uniform
Sport Court Rule	<p>Playing ball over non-playing area</p> <ul style="list-style-type: none"> • One body part in contact with surface when playing near the edge of the playing surface; players may not play a ball while standing off the playing surface • Player may follow through off surface after playing ball • Server must be on surface for entire service action; before beckon, have players step onto legal surface <ul style="list-style-type: none"> – 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

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Work Teams	<ul style="list-style-type: none"> • A full work team must report by start of receiving team’s warm-up • A rostered adult must be the 2nd referee for the team’s officiating assignment • If a work team is missing, check with Championship staff to find out if team is coming from another court • Note late work team on score sheet and notify a head official immediately <ul style="list-style-type: none"> – Penalty: 1 point per minute up to 25-0 forfeit of first set, starting at the receiving team’s warm-ups – A head official will make the final determination if penalty points will be assessed • A match cannot start early if officiating team is not present • Ensure the work team is not using any unauthorized devices (headphones / cell phones) while officiating
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"> • Go to the Championship Desk and tell them you need an Arbitrator on Court # ___ • 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 • After you have signaled the end of the match and you sense a problem with coaches, players, or spectators, call for an Arbitrator and head official
Protest Procedures	<ul style="list-style-type: none"> • 1st referee gets off the stand and consults the rules book (or reviews the score sheet in the case of a scoring discrepancy) <ul style="list-style-type: none"> – 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 • Send a responsible party to Championship to report a protest has been filed <ul style="list-style-type: none"> – Indicate whether the protest is a rules or scoring protest • Wait without discussion for protest committee to arrive, hear protest, and resolve issue <ul style="list-style-type: none"> – Answer questions from protest committee honestly and succinctly – After protest is resolved, finish refereeing match; further discussion with head officials may be appropriate after the match • Protest is recorded on score sheet only to show the reason for delay to the match (review S24.1 on page 151 in the rules book for the correct way to record a protest)
Head Officials and Tournament Staff	<p>Head Officials:</p> <ul style="list-style-type: none"> • Bill Stanley – 402-880-3891 • Jung Park – 203-645-1583 • Rachael Rodriguez – 904-699-8985 • Angelle Simms – 985-373-1319 • Breanna Spain – 757-621-9627 <p>Assignor:</p> <ul style="list-style-type: none"> • Sue Mailhot – 402-598-4782 <p>Arbitrators:</p> <ul style="list-style-type: none"> • Michael McPoyle & Jimmy Ruiz <p>Communication Guidelines:</p> <ul style="list-style-type: none"> • Do not rely on phone/text to communicate with tournament staff—go to Championship or send a responsible person • Always text all head officials in case one is busy and cannot get to the court • When texting all head officials, please provide the following information: <ul style="list-style-type: none"> – Your name – Court number – Reason for text