

2024 SHOW ME QUALIFIER REFEREE GUIDELINES

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

Head Officials	Sue Mailhot	402-598-4782		
	Mike Hamilton (pm)	913-634-1777	Steve Arnell	913-271-8501 (Hy-Vee Arena)
	Ricardo Padilla	787-531-0212	Rachel Kirk	314-707-8321 (SA/SU only)

Courts

There will be separate entrances for teams and spectators for different areas of Bartle Hall (convention center).

- Courts 1-63 are in **Bartle Hall**. The championship desk is by court 29.
- Courts **Hy-Vee** courts 1 -12 are at the Hy-Vee Arena – 1800 Genessee St, Kansas City, MO 64102 (you must drive there) If you do not have a car, let me know and I will find you a ride.
- There is a new facility, just south of the Hy-Vee Arena, called **Hale** (American Royal). There are 12 courts there.

If you are assigned to the Hy-Vee or Hale Arenas, here is parking information:

You can use your 'south dock' parking pass to park in the (free) North parking lot. It is a small lot that can be reached by turning right at the fork in the road. If you accidentally pull into a lot that is charging, you should ask the attendant how to get to the North lot. There is NO reimbursement if you pull into the 'pay' lot. If you are assigned to Hale, proceed to left around Hy-Vee and you can park in the small circle lot in front of the American Royal/Hale building.

- Courts 64 - 70 are in the Municipal Auditorium, which is across the street from Bartle Hall.

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 6:00 pm to 8:00 pm in room 2206 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 before your first match. 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 come during the regular check in time, you arrive at the championship desk in the convention center (Bartle Hall) between 6:30 and 6:45 am.** Do not get caught up in the player/spectators that are trying to enter. You can either enter through the south dock with no problem (but then you will have to return to your car with your parking pass) or through the side door on Central. A security guard should let you in, if you identify yourself as a referee. If you cannot enter on the side, make sure you call me and I will send someone down to let you in. If you already have your credentials from last weekend, you can pick-up your per diem and VIK upon your arrival at the facility.
 - All per diem and VIK must be picked up before you work your first match.
- There will be an officials meeting at each site at 7:20 am. Please do not be late. (If you are not early, you are late.)
- Wear your credential at all times. Do not give the entrance guards a 'hard time' about not wearing it. You need to wear it while officiating. It's okay. Do not leave it at home on the subsequent days. You will not be allowed in without your credential.

- The Heart of America Region graciously gives each referee a \$25 per day per diem, which is paid in cash at officials check-in.
- 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.**
- Referee Lounge in Bartle Hall is in Lobby 2400. **It is located near court 55** (close to the south entrance of the parking lot).
 - Has drinks and snacks (compliments of the HOA Region).
 - All the food and snacks **MUST** stay in the lounge.
 - If you bring your own food/lunch, there is a refrigerator. Make sure your items are marked with your name.

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.

You will have the ability to enter scores remotely through your phone. You will be given as many scoresheets (up to 3) 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.

Text (or call) me if you need the net adjusted, a court tile fixed or there is an antenna issue. When texting, include your court number and a brief description of the issue (ie, ct 97 needs the net raised, etc).

Referees - DO NOT touch the nets or adjust the nets for any reason!

Nets have been checked prior to your arrival. You can 'hand check' your net, but you **CANNOT** get out your net chain to measure.

OFFICIATING SHIRT OF THE DAY

FR Apr 12 - Gray or white

SA Apr 13 – Blue or white

SU Apr 14 – White (can wear a Show Me shirt or jacket if you have one)

Show Me or ASICS sweatshirts or jackets can be worn while officiating.

SCHEDULING

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

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

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 – the winner of the coin toss gets choice of SIDE or serve or receive. If a match goes 3 sets, there is an additional coin toss, but teams will not switch sides. (The higher seed DOES NOT get choice of sides at the beginning.)
- 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.
- If there is a problem with the net or court, send someone (or call me) 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 (ct 35), 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.

There are a number of courts that are very close together end-to-end with a net in between. **No cameras, chairs or spectators can be on the endline in the net area.** All cameras and spectators must be on the spectator side of the court, not on the team bench side.

MATCH RESULTS

AES will be the tournament administration system. A QR code link to enter your scores is posted in the supply pickup area. The password is showme2024.

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 3 scorers are allowed at the table, scorer, libero tracker and flipper. Teams must also provide 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.
- As soon as you know a team could be late, contact one of the head referees.
- 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.

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.)

FINAL DAY REFEREE ASSIGNMENTS

- Most courts have matches assigned at 2 pm. If you need to leave before 4 pm, let Sue Mailhot know before 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 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.

If a team protests, make sure you as the R1, are standing on the floor by your stand, not talking with anyone until the Protest Committee arrives. You should also instruct the R2 to do the same on their side.

ARBITRATOR INSTRUCTIONS

Corny Galdones and ?? are the arbitrators for this event. They'll assist you with coach and crowd behavior. If a coach becomes out of control during a match, don't send for an arbitrator. Issue a sanction instead. That's what your yellow and red cards are for. If a coach uses abusive language relating to sex, religion or race, by all means, request an arbitrator to come to your court. If a belligerent coach approaches you after a match, summon an arbitrator.

If parents yell in disagreement with a call, ignore it unless abusive language is used. However, if they won't stop yelling about your calls, get the arbitrator. A common problem with parents is yelling at line judges. Put a stop to it right away and if needed, request an arbitrator. It's within your power as an R1 to prevent a potential confrontation arising between the offender and the line judge's parents. When briefing all your line judges in pre-match, instruct them to always give you a signal no matter how obvious the call is. During the match, be sure to make eye contact with them at some point at the end of each play not involving a ball handling, net or centerline violation. If you don't ascertain your line judges are in the game and paying attention all the time, you're asking for trouble.

If you send for an arbitrator, do a post-match self-analysis on how you could have handled the situation better and what you need to do to avoid the situation from recurring. Be honest with yourself and take corrective action. You'll become a better referee in doing so.

PROTESTS

If you are able to resolve the protest by showing the coach the rule in the rulebook, you can do so. However, do not prolong the match if you are unable to do so. It is not a problem that you call the head referee to resolve a protest.

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 someone from the officiating team to the championship desk to get the head referee (or you may call them, if you have a phone). The referee should return to wait beside the R1 stand. While waiting for the head referee to arrive, the referee should not discuss the issue with the coaches, players, or spectators.

AT THE END OF EACH DAY

- Bring back all the supplies (pens, pencils, towels, game ball) that are left at your table. Leave the flipcharts.

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. 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.