

# 2025 PRESIDENTS' DAY TOURNAMENT REFEREE GUIDELINES

## Saturday Feb 15, Sunday Feb 16 and Monday Feb 17

All guidelines below are subject to change (even on short notice). We must all be prepared to make adjustments as necessary. All information is posted on **omnevb.net** website under the President's Day tab.

We do not overlap with Nebraska High School State Wrestling this year, so it should not be so crowded.

### REFEREE CHECK IN

The referee room at the convention center is in room CC105.2. It is located under the Hall B overhang (in the front hallway) and by court 20.

All referee protocols are handled in the referee room. You will pick up and return your scoresheets (and other officiating items from the referee room). You can bring and use your own flags. Flags are not provided for referees.

Referee check-in will be on Friday from 2:00 pm – 7:00 pm. If you cannot make it sometime during that time, let me know. If you are unable to check-in on Friday, you must come before 7:00 am on Saturday morning to complete check-in. Do NOT be late! You will need to complete a W-9 at check-in.

### COMMUNICATION

Use the OMNEVB general phone number from Friday through Monday – 531-772-3340 to contact someone at the convention center.

### SITES

**CHI Center** – convention center downtown (455 N 10<sup>th</sup> St) Courts 1 – 34 courts

**UBT** - 21015 Cumberland Drive, Elkhorn [204<sup>th</sup> & Dodge] – 14 courts

- (head referee – **Lane Lawley** - 251-422-7167)

**UBT – 2** (new building right south of UBT) – 6 courts

- (head referee – **Lori Lawley** - 251-401-0360)

**Iowa West Fieldhouse** (at the Mid-America Center - 5 Arena Way, Council Bluffs, IA 51501) 12 courts used for all 3 days.

- (head referee - **Carlos Rodriguez** – 512-762-4258))

### PARKING – CHI Center

If you are driving and will be coming to the convention center, during the tournament, you can park in the dock area behind the convention center. You must have a parking pass that will be given out at check-in. From the dock parking area, you will **enter dock door 22** to get into the convention center. If your hotel charges you for parking, you can park at the convention center and either walk back and forth or get someone to give you a ride.

If you are checking in on the first morning of the tournament, you must come between 6:30 and 7:00 am. You need to call the general phone number (531-772-3340), so someone can bring you out a parking pass. To get a parking pass, pull into the passenger drop-off area to the first set of doors in front of the CHI Center. Look for someone with a parking pass in their hand,

You can leave your car on the dock overnight and can walk (or shuttle, if your hotel has one) back and forth from the convention center.

### PARKING at west Omaha sites

If you arrive early (no later than 7 am), you will have no problem finding a parking spot. If you are assigned to

work at 9:00 am, you might not find parking. If you live close enough, you might want to consider Uber, Lyft or carpooling.

Parking at UBT is an issue if you do not arrive early in the morning. There are a few other options at close-by businesses, but be conscious of the 'No UBT/vb parking' signs. You WILL be towed.

Parking at TVA is not much better if you do not arrive early.

### **REFEREE LOUNGE at CHI**

The referee lounge (rm 105) at CHI is a small area. There is a main room that is used for eating and hanging out. There is a food room and there are 2 rooms that are used to store your bags. Do not store bags in the main room or the food room. Use the lunchroom to make your food and eat, but then leave the lunchroom area to 'rest'. There also is an officials workroom area (rm 105.2) where you will pick up your scoresheets and other officiating materials. You should only be in the officials workroom on official business.

### **REFEREE FOOD CONVENTION CENTER**

A mini-meal is provided by the convention center about 11:30 am. Additional food is not provided for referees. But we do have a refrigerator. So if we all chip in and bring some additional items, we usually have enough food to get us through the weekend. At the convention center, I will bring bread, mayo, mustard, plates, napkins and plasticware. If you are working at the convention center (for 2 days or more), you can bring a package (1 lb) of sandwich meat and a few pieces of cheese, a bag of chips and a bag of snacks (or cookies). That usually provides enough for everyone to eat all weekend. I will bring some bananas and will bring SOME bottled water. If you plan to use bottled water and do not bring your own bottle, please save one of your bottles, mark your name on it and refill it from the water container in the officials lounge. If you want soda or something else to drink, bring it yourself and mark it with your name.

If you just want to use the refrigerator for your own food and do not want to share, make sure you clearly mark your name on your items. Personal food should be stored on the top shelf of the refrigerator.

If you are flying in and do not have the ability to get/bring food to share, you can contribute (\$10) and I will buy extra meat and cheese. You can make requests if you want.

During referee check-in, you can park in the front drop-off area, bring in your food and pick up your VIK and parking passes, etc. If you are unable to bring your food on Friday night, you must bring it very discreetly on Saturday morning. Put it in a gym bag, but do not just bring it in a grocery bag.

**\*\*If you live in west Omaha, you will probably be scheduled to work at one of the west Omaha sites (UBT, UBT-2 or TVA) for many of the days. You can take snacks to your first outlying site. You do not need to bring meat or cheese.\*\***

### **FOOD at UBT**

There will be a tab at the concession stand for you to order a meal at lunch and a meal in the evening. The tab is not unlimited for you. It does not give you the ability to get candy bars, multiple snacks, multiple drinks etc. I will have chips, snacks and bananas for you.

The officials lounge at UBT is upstairs on the volleyball side in the office area.

### **FOOD at IOWA WEST FIELDHOUSE**

There will be a tab at the concession stand for you to order a meal at lunch (and a meal in the evening). The tab is not unlimited for you. It does not give you the ability to get candy bars, multiple snacks, multiple drinks etc. Eat the snacks that you brought. I will have water and bananas for you.

### **MORNING MEETING**

Every morning there is a daily meeting at 7:25 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. If you are not scheduled until the second match, but are at the facility, you should also attend the meeting.

If you are assigned to the 2<sup>nd</sup> match at UBT, be aware that parking is very difficult at that time.

## NATIONAL ANTHEM

Is held at 7:45 am. The captains meeting and coin toss can be held at 7:40, and the serving team can start hitting after the anthem.

## ASSIGNMENTS

- Assignments for each facility will be highly dependent on the age groups and levels assigned to that facility each day. Some referees could be assigned to the same facility each day, while others might only have to travel on one day.
- Daily individual assignments are posted on vbschedule.com. An email will be sent when the next day's schedule has been posted. You will enter match scores on your phone.
- If you are unable to use your phone to enter scores, you must return to the officials workroom to enter the scores on a computer kiosk that is set up for that purpose. If there is not a computer kiosk set up, hand your sheet to the scoresheet person and they will enter the scores for you. DO NOT under any circumstances, just lay a scoresheet in the return pile that has not been entered.
- Any schedule adjustments will be made by the head referee. All matches are paid from the online schedule (and will be cross checked with the information from the scoresheets).
- When entering scores, make sure your screen has returned to the starting screen.
- At outlying sites, the head referee at your site will make any schedule adjustments.
- MATCH SCORES MUST BE ENTERED IMMEDIATELY AT THE CONCLUSION OF EACH MATCH.

Court supplies (court towel, game ball, pens and pencils) and the scoresheet(s) for the first matches of the day will be laid out on the floor in the small hall outside the referee room at CHI. Please leave these supplies in the area until after the morning meeting. If you want to check the pressure in your game ball before you proceed to the court, you can do so but return the ball to the 'pile'. At the end of the day, return the game ball, court towel, ALL pens and pencils back to the officials room.

- The game ball should never be left on the court unattended. After the morning session is complete, return the game ball to the championship desk, **but leave the pens/pencils, etc.** 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 back to the officials' workroom 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.' Throw away the used libero tracking and lineup sheets.
- The net height has been checked by the equipment crew. It is not necessary to check the net with your net chain. You should be able to 'hand-check' the net height if you feel there is a discrepancy. Contact the head referee or text the general phone number to have someone send the equipment crew to fix it.

## VBSCHEDULE FEATURES

There are some cool features in the vbschedule app.

1. You can swipe LEFT on any match and the information (and ref name) for the match prior to yours and the match after yours will appear.
2. Toward the top where the button is that says 'schedule', there are 2 other buttons, 'completed' and 'search'. The completed button gives you a listing of all the matches you've already done and the search button allows you to search for your friend's schedule.
3. If you want to see all the matches for the tournament and your court(s), ie, when the court is finished, when there is a break, when the match is completed, etc, you can also view the master grid. To get to the master grid, click on the 3 lines in the upper left corner. Click on Welcome, go to the spectator/parents tab. Find the tournament and then click on the blue 'schedule posted' tab. In the 3 little lines on the left, click on the 'Grid' icon. Matches are color coded to let you know when a scoresheet has been checked out and when a score has actually been entered.
4. Can view daily match counts and any additional compensation owed to you.

You can keep the grid open in a new window or to return to your schedule, go back to the officiating schedule and your schedule.

## TEAM OFFICIATING ASSIGNMENTS

- Only a first referee will be assigned by the tournament to each match.
- Each team must provide a rostered adult second referee. Three others may be at the scoring table - 1 scorer, 1 libero tracker (who can also act as the scoreboard operator and the TV computer score), 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 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.
- Teams 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.

## LINE JUDGES

If you talk to the line judges, make sure you talk to all of them before the match starts. Line judges can switch between sets and can use flags. It is NOT necessary to give a 15 minute instruction session to line judges. Either they are going to do a good job or they are not. Give them short, specific instructions and use them as appropriate throughout the match.

## 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 chair at the attack line. 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. Only 3 workers are allowed to be at the scoring tables. The streaming ipad can be worked by a player sitting in a chair by the opposite flip chart.

## SPECTATORS

Spectators should be in the spectator area (opposite of the team bench). If there is netting on the end of the court, no cameras nor spectators are allowed in that space. Those courts are closer together than other courts. The netting is there to prevent balls going from one court to the other.

Spectators and/or cameras are not allowed along the net dividing courts 19/18 and 21 or courts 18/17 and 22 and courts 16 and 23.

## TOURNAMENT FORMAT

All play is best 2 out of 3, 0-25, 0-15 in the third set. Teams will not switch sides. There will be NO playoffs.

## COIN TOSS and WARM-UPS

At the coin toss, the winner of the toss gets choice of side, serve or receive. Side is not determined prior to the coin toss.

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.

**The shared court time should start as soon as you arrive at the scoring table (or as soon as the scorer from the previous match leaves the table). The serving team's court time should start immediately after the coin toss.**

### **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. If the coach does not have another option, you then have a choice – you can tell the team they cannot use a libero or you can send the coach to find a head referee for permission. The head referee is going to support your choice of not allowing the team to wear the illegal uniform, if that is what you choose.

### **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.

### **Rule Changes in 2024**

1. All age groups are now allowed 8 seconds to serve. 14 & under are permitted a re-serve.
2. 14 & under players are allowed a re-serve. The ball may either fall to the floor or the player may catch the ball.
3. The coach or assistant coach is now allowed to be near the court while the ball is in play. The coach must not obstruct the line judge's view of the sideline. Substitutes on the bench must still remain seated or in the warm-up area.
4. Judgement decisions are not subject to protest. A protest related to a judgement decision may result in a penalty (red card) being assessed to the coach. Only the head referee may assess the red card.

**SCORESHEETS - Complete all the official information on the scoresheet prior to the beginning of the match.** I would prefer not to have to track you down because you did not complete the scoresheet accurately.

- **The scoresheet used for this tournament is slightly different than others that you might see. SET 1 is on the front side along with rosters. Rosters is NOT checked (EVER). Instruct the scorer where to write the team names for the FIRST set, also instructing them to use SIDE 2 for the 2<sup>nd</sup> set and/or 3<sup>rd</sup> set.**
  - **If the scorer accidentally writes in the wrong section, DO NOT MAKE them write it over. Just renumber the next appropriate sets.**
- 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, 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 all information for the end of Set 1 is completed, 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.**

## **AFTER THE MATCH**

As on as the match is completed, get off the stand and go to the scoring table. You should get to the table before the scorer leaves the table. Walk around the teams. Do not wait for them to head to their bench. 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. **DO NOT** be overbearing with the scorer. It's okay if the sheet is not perfect. You should verify the correctness of the sheet and make any adjustments. It is not necessary to sign the scoresheet at this tournament.

## **ENTERING THE SCORES**

After each match, you will enter the scores of the completed match on your phone or into the iPads set up 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 enter the scores while the warm-up is taking place.

If your phone has issues with vbschedule, make sure you use the 'refresh SCHEDULE' button. Do not just refresh your browser because that will not fix the vbschedule system. Occasionally there is an issue with the internet in the convention center. If you are unable to enter a score immediately on your phone, you must bring the scoresheet back to the vb office. You cannot hold unentered scoresheets at your court.

## **TIME MANAGEMENT**

**(personal observation – recently I assigned a tournament where I had too many referees, so referees only worked 6 matches per day. But guess what, we were NOT behind at any time. The new referee coming on the court was there ready to do the coin toss and the next match started on time. We finished each night shortly after 9.) Let's see what we can do to make that happen here.**

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.

## **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 three things – to call the head referee if there is a problem, to check the time (actually you SHOULD have watch with a stopwatch feature) and to enter the scores. 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 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 the head referee). The first 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.

## **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.

## **DO NOT INTERRUPT FELLOW REFEREES MATCHES**

It is unacceptable for a referee who will be next on a court to come and interrupt the current match. You should not come to the table or referee stand and 'drop' your bag and scoresheet and then run off somewhere else. Keep your things with you until the court is finished and it is now your court to manage. Be courtside when the previous match finishes.

## **FINALS DAY**

- 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 (2) flipcharts on the scoring table. Return all other court supplies (pens, pencils, game ball, towel, etc) back to the Official Room. Remove the **court numbers** off the net and bring them to the officials room.

## **SHIRT of the DAY**

SA Feb 15 - white

SU Feb 16 - gray (or white) or any previous President's Day shirt

MO Feb 17 - blue (white) or new shirt

Approved USAV outerwear or any President's Day outerwear can be worn while on the stand.

## **REFEREE PAY**

A check will be distributed to you at the conclusion of the event. If you are scheduled at an off-site, I will try and get checks sent to you, otherwise they will be mailed the following day. Check with your site director before you leave.

\$50 – N

\$45 – JN

\$40 – Regionals

\$38 - Provisionals