

OMNE VB NETWORK TRAINING ASSOCIATION

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HANDBOOK and REFERENCE GUIDE

GENERAL INFORMATION

1. UNIFORM

- Nebraska – white polo shirt (either with the certified official logo or plain with no logos or markings), black dress (preferably polyester) pants, all black athletic shoes and black socks.
- Iowa – white polo shirt (either plain, with the IGHSAU logo or with the certified official logo), black dress (preferably polyester) pants, black athletic shoes and black socks.

1.1 HOW TO WEAR

- If your pants have belt loops, you must wear a black belt,
 - preferably made of leather
 - and one that has a smaller sized buckle
 - shorts are not allowed in Nebraska
- uniforms should be clean and unwrinkled
 - either have enough shirts to wear a new one each day or wash it before you wear it again
 - socks should be worn that when you sit down in a normal fashion, no leg skin shows
 - undershirts should not show above the uniform neckline
 - if an undershirt is necessary, get V-neck ones
 - only the top button should be unbuttoned
- polish (or dust) your shoes
 - keep a separate pair of shoes for officiating only

1.2 Other necessary equipment

- whistle and lanyard
 - black or white whistle only
 - black or white lanyard only
- watch, preferable with stopwatch capabilities
- red & yellow cards
- flipping coin
- lineup cards and writing utensil
- state patch
- rule book

1.3 Optional equipment

- net chain
- ball gauge and ball pump
- bag to carry all items, including rulebook and schedule

2. ASSIGNMENTS

- Availability for assignments will be obtained in the summer.
- Assignments are made once the schedules are received from the schools.
- Every effort will be made to make assignments available as quickly as possible.
- All assignments from OMNE will be made in the on-line the Arbiter scheduling system that can be found at www.arbitersports.com
 - For further assistance with the system refer to those instructions.
- Verify your assignments for correct date and time and accept them in the system.

- I will be notified immediately if you decline a match. I will make a reassignment at that time.
- When one official declines a match and a reassignment is made, the original partner must return to the system to accept that match. That notifies everyone of the change.
- Emails will automatically be sent to both partners when a change is made (either in a partner, time, etc).
- You may not decline any matches after the first date of play for the state.
- Once you have accepted an assignment (from me or anyone else), honor that commitment.
 - It is extremely unprofessional to turn back an assignment in order to take a different one, especially if you feel the new assignment is more prestigious or pays more.
 - Loyalty pays off in more ways than one, as well as the trust and respect you will earn for honoring your initial commitment.

3. TOURNAMENT ASSIGNMENTS

- Tournament assignments will be noted in the scheduling system.
- Separate tournaments match assignments will be sent out at least one week before the scheduled tournament date.
 - If you have not received a printed schedule by that time, contact me.
 - Bring your printed schedule to the tournament with you.
 - Follow the assignments as they are written.
- A head referee will be assigned to each tournament.
 - They will handle any problems that may arise, particularly in rules interpretations.
 - The head referee will handle any court changes that are needed to accommodate the tournament.
 - If you have already been paid, but have to do a match instead of the assigned person, you should receive the extra pay from that person.
 - You should plan on staying until your last match is finished or the head referee releases you.

4. ARRIVAL TIME

- Call or email the school contact at least one day (preferably one week) in advance prior to confirm your assignment.
- Call your partner to confirm your assignment or arrange pick-up times, etc.
- Arrive at the match site at least ½ (preferably 45 min) before your scheduled match time.
 - If you are running late, call your partner or the school to advise them of your arrival time.
- Upon arrival, find the AD, school administrator or head coach to advise them of your arrival.
 - Meet with your partner and handle the necessary pre-match duties.
- If you encounter an emergency on the day of your match or on the way to your match, and might not make it to the match, contact me. My cell phone is always with me.
- Failure to notify me of a cancellation or late arrival will subject you to possible removal from future matches.

5. CANCELLATIONS

- If it becomes necessary for you to cancel one of your assignments, it is imperative that you contact me as soon as possible and note it as a 'decline' in the assigning system.
- It is not acceptable to cancel an assignment in favor of a better one.
- Occasionally, the assignor will ask you to trade assignments or dates because another scheduling problem. If this happens, at no time, are you obligated to accept the new assignment.

6. CONTRACTS

- Referee assignments from me are considered to be a contract between the school and this organization.
- If an individual does not work an accepted assignment, the individual is responsible for any penalties.
- Written contracts are not required for matches or schedules given to you by an assignor.
- If you work for schools outside the metro area or this organization, you will probably have to sign contracts.

7. PAY

- A pay scale is available in another section of the OMNE website.
- Most schools are on a pay voucher system.
 - You will complete a pay voucher at the school and a check will be mailed to you.
 - Be sure to keep a copy of the voucher until your check arrives.
- It is beneficial to you to have a written account of money that is received and money that is still owed.
- If you have not received money that is owed in an adequate amount of time, contact me for further assistance.

8. COMMUNICATION

- Most communication will be by email.
 - If you cannot receive attachments by email or if you cannot open MS Word or MS Excel documents, let me know, so I can add you to the "pdf" list.
 - All attachments and communication are posted on the OMNE website for your further viewing.

9. PROFESSIONALISM

- Prepare yourself for the season
 - Attend any required clinics or meetings
 - Attendance at an early season scrimmage is required for anyone wanting to work for this organization.
 - Use the preseason clinic to reacquaint yourself with the proper procedures and techniques.
- There is always room for improvement for everyone.
- Interaction with coaches
 - Be cordial to both coaches, but do not discuss ANYTHING before or after the match with any of the coaches (except the weather or conversation that is initiated by them).
 - While in the gym, a majority of your interaction should be with your partner, not with anyone in the crowd or the coaches.
 - You should not be discussing other matches, players from other teams, etc unless a situation happened that pertains to something at this match.
 - After the match, leave the gym with your partner. You should not stay to discuss any call that you made, until you have left the site.
 - It is acceptable to shake hands with the coach after the match, IF they approach you.
 - There is to be no discussion of the match with anyone; coaches, parents, school administrators, fans, etc.
 - It is always a good thing to have a short debriefing (how did the match go) with your partner after the match.
 - Make sure this discussion is held in private (either a dressing room, outside at your car, on the drive home or at a local eating establishment).
 - You can discuss specific situations or how you might have handled a situation more effectively.

10. OFFICIATING DUTIES

Teamwork

- Cooperation and teamwork amongst all of the members of the officiating crew cannot be stressed enough.
- The two referees should talk prior to the match to discuss the following areas:
 - Procedure to be used for 4 hits and touch calls.
 - Procedure if the second referee wants a card.
 - The circumstances when the R1 wants the R2 to immediately whistle a back row attack or back row blocker.

After the match, the two referees should meet to discuss the match.

- The meeting can be brief, but should address any problems that might have occurred.

Each official has specific duties to perform.

- Each official should allow all others to perform their specific duties.
- If members of the team work to the best of their ability, matches should not have many problems.
- Part of an official's mission is to make certain that the correct calls are always made. This should occur in a fair and unbiased manner.

Communication during the Match

- Every effort should be made to communicate with your partner without crossing the court.
- Talk about various situations prior to the match, so you can handle them effectively without a conference during the match.
- Try to be preventative before the match begins.

First Referee Duties

- Conduct pre-game conference and coin toss with R2 in attendance.
- Make sure you catch the coin after you toss it. If you drop it, retoss it.
- Talk with line judges.
- Check net and pressure of game balls.

Second Referee Duties

- After coin toss, inform the scorekeeper who is serving from which side.
- Talk with scorekeeper, libero tracker and timer about what you will be doing; if you will wait for their signal after subs, etc.

Lineups

- Check lineups before the game starts.
 - Stand close to the court, not on it.
 - If you need to verify a player's number, you may move briefly onto the court to check it.
- At no time, should you read the numbers and positions out loud or try and move players around.
 - Sometimes a coach is trying to hide a player's starting position and it is not within your duties to uncover that for the other team.
- If one team is ready to be checked on the other is not, check the one that is ready.
 - Initial lineup checks should not take very long.
- At NO time, may the coach tell the scorekeeper that they will start the second game in the same way that started the first.
 - They must write down a new lineup for each game.
 - If the coach did not list a libero for the game, check with them to see if they will be using one or not.
- NFHS rules state that you need to keep a lineup card. But you are there to facilitate the correct use of the rules, not be the scorekeeper or statistician.
 - You definitely need to keep track of the initial lineup, but you can track substitutions and timeouts if you want.
 - timeouts (list them by the score at the time of the timeout, not just 1, 2, 3, etc). This helps you, the scorekeeper and the coach know when a timeout was taken early in the game or at another odd time (back to back, etc). You do not need to worry then that you marked the timeout for the wrong team. You can quickly glance at your card to tell a coach how many TO's they used or have left, if they question you.
- Try not to worry about who the correct server is. This should be a scorekeeper duty. You have plenty of other things to worry about.

11. OFFICIATING MECHANICS and TECHNIQUES

First referee

- The first referee is in charge of the match with the assistance of the second referee, the scorekeeper, timer and line judges.
- Watch the server serve the ball.
- Try and relax a little on net calls and over-the-centerline calls.
- Allow the second referee to do their job. Even if the whistle is not blown immediately, give them a chance to make the call and then if the second referee does not make it, you can blow the whistle.
- Same thing with substitutions and timeouts. If you as the R1, see the coach signal for either one of these situations, but the R2 does not, you should only signal (not blow your whistle) to get the R2's attention.
- The R2 should then blow their whistle and give the signal. In that way, only one whistle will be blown for substitutions and timeouts.
- If showing the R2 that a team is requesting a sub or a timeout – make sure that you do the signal on the side of the team that is requesting.
 - This helps the R2 to know which side to go immediately to, rather than looking confused and having to look all around, especially if the coach is no longer making the signal.
- After giving the beckon to serve, your hands should be at your side.
 - Hands should not be on hips, crossed behind your back or in front, or in your pockets. That gives an impression that you are bored or do not care.
- If the R2 gives you a discreet signal, you should take the call, unless you definitely feel it was the wrong call.
- Acknowledge that you saw their signal.

Second Referee

- After you have checked the lineups for the first game, toss the game ball to the first server.
 - At all other times, during the game, the linejudge on the side that that has the serve, will hold the game ball.
 - After each game is over, make sure you find the game ball and return it to the scorekeeping table.
- At the time of service, concentrate on illegal alignment and overlapping on the receiving team.
- The R2 should only give a signal when four hits have occurred (not if you saw a touch). Any other hand signal movement on the floor could cause misinterpretation by the R1. (unless you have discuss other appropriate signals prior to the match)

- If you are the R2, but are a more experienced referee, do not show up the R1 by taking over. Allow them to handle any situations that arise, but you can be supportive in giving them discreet signals.
- Keep your hands by your sides, not on your hips, not in your pockets, not clasped behind your back or in front of you and not swinging around.
- When moving to the blocking side of the net, make sure that you are always appr. one arm's length behind the net standard and appr. one arm's length to the side of the standard.
- When you are making your signals at the end of the play, make sure you are far enough to one side of the pole or the other, so that both arms are clearly visible (you don't want to make signals that are partially blocked behind the pole). This is extremely critical when signaling timeouts used to the R1.
- Always use a "double" whistle (toot-toot) when indicating that a team wants a sub or timeout.
- Get subs in quickly.
 - DO NOT make them stand there while you fumble for your card and pencil. See what the numbers are, repeat them out loud, signal the subs to enter, then while they are getting situated on the court, you can write them on your card (if you still want to track them on your card).
- Always have a coin with you, in case you go to a deciding game and need to do the coin toss.

Hand Signals

- Signals are done in three separate steps:
 - Blow the whistle to end the play
 - Signal the violation on the side of the net where the violation occurred
 - After releasing the violation signal, use the other hand to give the ball to the team that won the rally and will serve next.
- Hand signals should be decisive, precise and distinct.
- Signals given by the R2 must be made while standing still.
- All hand signals should be given with the arms either straight (elbow not bent) or with the elbows bent at a 90 degree angle.
- The **touch signal** is used whenever a ball is touched one time and then lands out of bounds.
 - The touch signal is done by using the hand of the team that the ball went out on, with the palm facing you, use the other hand to sweep palm to palm once upwards.
 - If that's not something that is easy for you to do, practice a few times until it becomes second nature.
- The only time the "in" signal is used is when the ball lands in the court boundaries.
- **Timeouts** – are done almost the same way as the 'out signal'.
 - Put up the hand of the team that called the timeout (thumb towards the face, elbow bent at 90 degrees), place the other hand over the top, forming a "T".
 - Then use the hand of the team that called the timeout and point to that team.
 - Just as you blow a whistle to signal a timeout, you also need to blow a whistle to end the timeout.
 - If both teams are still talking when 45 seconds has elapsed, make sure the buzzer is sounded.
 - If both teams have not returned to the court at the end of the 60 seconds, again make sure that the buzzer is sounded.
 - If both teams return to the court at the same time, make sure that a whistle is blown to signify the end of the timeout – then signal the number of timeouts that have been taken by both teams.
 - Blow your whistle to officially end the timeout.
 - Signal the number of timeouts that have been taken by both teams.
- **Point/loss of rally signal** – elbow is straight; arm is directly out from shoulder
- **In** signal – arm is straight; at a 45 degree angle away from your body, (preferably with thumb on top)

WHISTLE

- Blow the whistle short and crisp. (Practice if you need to.)
- If calling a timeout or substitution, use a double (toot – toot) whistle.
- A timeout is not over until a whistle has been blown to end it.
- After the whistle is blown to end the timeout and both teams have returned to the court, then both referees should signal how many timeouts have been used.
- When the whistle is blown to end the play, the R2 should take one step further away from the net pole, stand still, make immediate eye contact with the R1 and imitate the R1's hand signals as they are being made.

GENERAL

- The centerline extension rule applies only to the ball. A player may cross the centerline extension, but once the ball crosses the centerline extension, the ball is dead.
- Only the R1 can make an over-the-net call. The R2 may give a discreet signal, but the final decision rests with the R1.
- The only time a touch signal is given while play is going on is when there might be controversy of whether there were four hits or not. If a whistle is not blown, there was no violation.
- Keep coaches out of the substitution zone. That is your work area and they should not enter.