

## **BASIC PROCEDURES FOR CONDUCTING A USA VOLLEYBALL MATCH/COMPETITION FOR REFEREES**

These are the basic procedures to be followed when conducting official USA Volleyball matches or competitions. More detailed information for each of these items can be found in the “USAV Referee Guidelines and Instructions.”

### **1. OFFICIALS**

- a. The officials should be certified USA Volleyball referees and scorers.
- b. The prescribed USA Volleyball uniform and certification patch should be worn by all referees.
- c. At a minimum, referee equipment includes a whistle with lanyard, a set of yellow/red cards, a flipping coin and a watch or timing device.

### **2. ARRIVAL**

- a. Referees should arrive at the playing venue no fewer than 30 minutes prior to the start of the competition.
- b. The tournament director or event manager should be located at that time, and playing formats, ground rules, warm-up procedures and other protocols should be determined.

### **3. MATCH PREPARATION**

- a. Referees should examine the court and playing equipment prior to the first match: identify court lines, playing area, and any floor obstructions; determine rulings for overhead obstructions; examine the playing equipment (including net, antennas, posts, referee stand and game balls); and verify the net height and ball pressure.
- b. Scorers should ensure pens, pencils, scoresheets and Libero tracking sheets are available at the scorer's table. Lineup sheets and rosters may also be required.

#### **4. REFEREE'S PRE-MATCH DUTIES**

- a. Prior to the coin toss, the first and second referees must discuss their match responsibilities, as well as communication techniques that will be used between them during the match. This should include: discreet help from the second referee; addressing conduct issues; and ensuring consistent application of ground rules.
- b. Preferably prior to the coin toss, or immediately thereafter, the referees will meet with the officiating crew to give instructions to the line judges (first referee) and scoring crew (first or second referee).
- c. Conduct a coin toss between the team captains prior to the start of the timed warm-up period. Once tossed, the coin should be caught and the result immediately revealed.
- d. After the coin toss, the first referee will supervise warm-up periods and may request the second referee to time their duration. Note: In the event a team does not choose to use its time on the court, the court shall remain unoccupied.
- e. During the warm-up period, the first referee must verify the legality of each team's player and Libero uniforms. All players must wear uniforms as prescribed in Rule 4.3.
- f. At the end of the warm-up period, the first or second referee will blow a whistle to indicate that the warm-up period is over and players are to clear the court.
- g. Referees and other officials take their assigned places.

#### **5. START OF THE FIRST SET OF THE MATCH**

- a. Teams line up on the end line of their respective team courts. When both teams are ready, the first referee will blow a whistle and motion for players to take their positions on their court.
- b. The second referee, using each team's submitted line-up sheet, and the scorer, using the scoresheet, will verify that players are in the correct positions on the court. No corrections may be made unless an error or omission has

been made by the scorer prior to the start of play under the provisions of Rules 4.1.3, 7.3.2 and 7.3.4. No other changes may be made in the line-ups to correct an error made by teams in preparing the line-up sheets. NOTE: A substitution prior to the start of any set is permitted.

- c. Upon completing the line-up check, the second referee will permit any Libero replacements to occur and confirm that the assistant scorer has recorded them.
- d. The second referee then retrieves the game ball from the score table and delivers it to the first server of the match. The second referee will then take a position on the receiving team's side of the net and indicate "ready" to the first referee. The first referee whistles and beckons for the first service of the set. This marks the time the set officially begins.
- e. Prior to the contact of the serve, serving team players should be in their correct positions on the court, with no distracting movements. Continual or distracting movement may be construed as screening. The first referee must be aware of screening during all service actions.

## **6. DURING THE MATCH**

- a. Each referee has specific duties and responsibilities during the match as outlined in Rules 23 and 24.
- b. Judgment and ball handling decisions, as well as match control, flow and tempo, are very important for any first referee.
- c. Match administration (substitutions, time-outs, etc.), communication with the team benches and scorer's table, and positioning/focus during net play are important aspects of working as a second referee.
- d. Scorer, assistant scorer and line judge duties are clarified in Rules 25, 26 and 27, respectively.

## **7. PROCEDURES FOR REGULAR GAME INTERRUPTIONS**

- a. Substitutes should enter the substitution zone and wait to be authorized to enter. Only entry into the sub-

stitution zone is considered a request for substitution. For multiple substitutions by the same team during a dead ball period, each player and his/her substitute must enter the substitution zone in succession, one pair at a time, and must wait until entry is authorized by the second referee. For multiple substitutions by the same team, there can be no delay between incoming substitutes. When opponents request substitutions simultaneously, the second referee must ask that one team wait while the other team's substitution is administered and recorded. After this substitution has been recorded, the second referee will whistle to recognize the substitution for the other team and then authorize the substitute to enter the game.

- b. When the coach or playing captain requests a time-out, the second (or first) referee should immediately whistle, show Signal 4, Time-out, and then indicate the team by pointing, open-handed, toward that team's bench. The second referee will then visually inform the first referee of the number of time-outs each team has taken. After 30 seconds have elapsed, the second referee must blow a whistle to end the time-out. Teams should immediately retake the court. The second referee will then verbally and visually notify each team's coach only when that team's second time-out has been taken. The first referee prepares for the next rally.

## **8. END OF THE SET AND START OF THE NEXT SET**

- a. A set officially ends when the whistle is blown for the fault resulting in the winning point. The set interval begins when the first referee executes Signal 9, End of Set. Following the whistle indicating the end of a set, the referee will direct the teams to change playing areas and benches immediately, with the exception of the interval before the deciding set. In all but the deciding

set, the players proceed to their right until they reach their new bench area with the team on the left passing behind, or if court space is limited, directly in front of, the first referee and proceeding to the bench.

- b. The second referee will collect the line-ups from both teams as quickly as possible during the set interval; however, line-ups must be submitted within two minutes and 30 seconds during the set interval. With 30 seconds remaining in the interval, the second referee will blow a whistle and teams shall immediately report to the court and line up in their proper positions to start the set.
- c. When a deciding set will be necessary, the teams follow a different procedure at the end of the set prior to the deciding set. Following the whistle indicating the end of the set, the first referee will release the teams to their respective benches. The game captains for each team then immediately meet at the scorer's table, where the first (or second) referee will conduct the coin toss for the deciding set. Once the choice of sides has been determined, the first referee whistles and directs the teams to their appropriate team areas, using the procedure specified in 8a above if a change of court is necessary. The procedure for the start of the deciding set is the same as stated in 8b.

## **9. CHANGE OF TEAM AREAS DURING A DECIDING SET**

- a. When teams change team areas during a deciding set of a match (Rule 18.2 & USAV 6.3b), the first referee will blow a whistle and show Signal 3, Change of Courts. Teams will change playing areas as noted in 8a above, without delay and with player positions remaining the same.
- b. Substitutes and other team personnel will change team areas in front of the scorer's table.
- c. If requested, the second referee will verify that players are in their correct positions on the court.

## **10. AT THE END OF THE MATCH**

- a. Following the whistle indicating the last rally of a match, the first referee will whistle again and display Signal 9, End of Match, and direct the players of each team to line up on the end line of their team court.
- b. When both teams are in position, the first referee will blow a final whistle and motion for the teams to proceed to the center of the court to shake hands with the opponents.
- c. The second referee will ensure that the game ball is returned to the designated area for safekeeping.
- d. Both team captains shall thank the referees.
- e. The first referee will then review the scoresheet to verify the final results. The second referee will locate the coaches (or captains for adult competition) to sign the scoresheet(s). After the captains/coaches have signed the scoresheet(s), the first referee will sign the scoresheet(s).
- f. Referees will then immediately depart the playing area.

## USA Volleyball Match Protocol for Use at the USA Volleyball Open National Championships

<b>Countdown to First Serve</b>	<b>Activity in Control Area</b>
10:00	<b>REFEREES:</b> Check net height. <b>TEAMS:</b> Stretch/pepper on own courts.
9:30	<b>REFEREES/CAPTAINS/HEAD COACHES:</b> Coin toss; captains sign scoresheet, followed by head coach's signature; second referee delivers line-up sheets. <b>TEAMS:</b> Continue to stretch/pepper on own courts.
8:30	<b>REFEREES:</b> First referee whistle starts 6 minutes (or 3/3) warm-up; instruct line judges and scorers; check equipment. <b>TEAMS:</b> Teams warm up on (off) court.
6:00	<b>REFEREES:</b> Second referee collects line-ups from coaches, submits to scorer.
(5:30)	(1st REFEREE ends/starts 1st/2nd warm-up.)
2:30	<b>REFEREES:</b> First referee whistles end of warm-up. <b>TEAMS:</b> Go to benches/prepare for presentation of match.
2:00	<b>REFEREES:</b> Line-up on sideline in front zone near scorer's table. <b>TEAMS:</b> Line up on sideline in back zone (captain first). <b>RFS/TMS:</b> 1st leads all to center/whistles to shake hands/then teams return to benches for final talk.
1:00	<b>REFEREES:</b> Presentation/shake hands, then to positions. <b>TEAMS:</b> All at benches/prepare for start.
:30	<b>REFEREES:</b> 2nd checks line-ups/gives ball to first server. <b>TEAMS:</b> Starters line up on court/Libero awaiting 2nd's approval/substitutes seated at bench or in warm-up area.
:00	<b>REFEREES:</b> 1st whistles for first service.

## USA Volleyball Junior Match Protocol

AM Waive Countdown	ACTIVITY in the CONTROL AREA	Match Protocol Sequence after First match
7:44:00 AM	<b>REFEREES:</b> Check net height. <b>TEAMS:</b> Stretch/Pepper on own courts.	Start of 2 Minutes Shared court
7:44:30 AM	<b>REFEREES/CAPTAINS:</b> Coin Toss Head Coaches receive line up forms from 2nd Referee. <b>TEAMS:</b> Continue to Stretch/Pepper on own courts.	
7:46:00 AM	<b>REFEREES:</b> 2nd Referee whistles start of 4' warm-up for serving team 1st Referee instruct line judges; 2nd Referee instruct Scorers; both referees inspect equipment <b>TEAMS:</b> Serving team has entire court; receiving team warms up off court.	Start of 1st 4 minute warm-up
7:50:00 AM	<b>REFEREES:</b> 2nd Referee whistles end of 4' warm-up for serving team, and start of warm-up for receiving team <b>TEAMS:</b> Receiving court has entire court; serving team warms up off court.	Start of 2nd 4 Minutes warm-up
7:51:00 AM	<b>REFEREES:</b> 2nd Referee collects line ups from coaches for the scorer.	One minute remaining in warm- up
7:53:00 AM	<b>REFEREES:</b> 2nd Referee whistles end of warm-up period. <b>TEAMS:</b> Go to benches/Prepare for Presentation of Match.	End of 4 minute warm-up Conclusion of warm-ups
7:54:00 AM	<b>REFEREES:</b> Line-up on bench sideline in front zone. <b>TEAMS:</b> Line-Up on bench sideline in back zone (captain first).	Immediately
7:55:00 AM	<b>National Anthem</b>	
7:59:00 AM	<b>REFEREES/TEAMS:</b> 1st referee leads all to center and whistles for teams to shake hands; then teams return to benches for final talk. <b>REFEREES:</b> Shake hands and then to positions. <b>TEAMS:</b> All at benches to prepare for start.	As soon as all are in-line
7:59:30 AM	<b>REFEREES:</b> 2nd referee checks line-ups and gives ball to first server. <b>TEAMS:</b> Starters line-up on court while Libero awaits 2nd referee's approval to enter; substitutes in the warm-up area or seated on bench.	Prior to start of match
8:00:00 AM	<b>REFEREES:</b> 1st referee whistles for first service.	Match Begins