

VOLLEYBALL ASSOCIATION OF IRELAND



REFEREE GUIDELINES

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Introduction & Art of refereeing

It is quite untrue that refereeing consists of no more than conducting a match by using the Rules of the Game as the basis for all decisions, because refereeing cannot be the mechanical or automatic application of the Rules. Great competence is required. Such competence is acquired through individual, personal experience, by participation in volleyball events over the years, with the referee realising that he/she is not an outsider but an integral part of the game. Therefore, he/she cannot carry out his/her tasks by just looking for faults in teams' and players' techniques or behaviour and applying the corresponding sanction. This would be a very incorrect way of refereeing. On the contrary, he/she must be an expert and a friend, working for the game and with the players. Only if it is absolutely necessary, will he/she make a negative decision.

Referee should never put him/herself forward in the match, but must remain in the background of the match, intervening only when necessary. Such behaviour is particularly necessary in today's game. Modern volleyball and the goals of the FIVB / CEV / VAI require spectacular volleyball, producing an excellent show for all the spectators. Volleyball today is not just played for the satisfaction of players in a small hall, with no spectators, but is part of a world wide spectacle that is played and watched all over the world.

The good referee helps in this contest, by remaining in the background. The bad referee hampers this show by wanting to play a leading role in the match and this is against FIVB / CEV / VAI requirements. Referee should aim to reward the players and teams for spectacular and exciting actions in the spirit of the Rules. Moreover it is essential that the referee maintains an excellent relationship with the players, coaches, etc. and that his/her behaviour be exemplary.

During the match referee must be able to distinguish between normal human expressions of feelings made under the stress of the match and real conscious non-sportsmanlike behaviour. He/she should never punish such spontaneous expressions of feelings so that the matches are played in a good atmosphere; the teams' reasonable and proper expressions of feeling should be allowed, such as standing up to cheer for excellent play actions or for encouragement, etc. However, conscious negative expressions or incorrect gestures to the opponent or protest against the referees' decision are strictly forbidden and will be sanctioned.

The Referee is in Charge of the Match

- The referee is in charge of the match and what the referee says goes.
- If you are a volleyball referee, from the moment you arrive on site you are in charge of the court/playing area. Your authority extends over other officials, coaches, and players (not spectators).
- If any issues arise you need to take charge. For instance, if the scorekeeper would make a mistake in the score, you need to help correct the mistake if you can.
- The officials (scorekeeper, second referee, line judges, etc) are there to assist you. As the first referee, you have the authority to over rule or if needed, replace a member of the officiating crew.
- If a situation were to arise where crowd behavior was affecting play, the host management needs to take care of the situation. This is usually done by a volleyball official alerting the site/school administrator of the problem.
- Same with issues with coaches or players that escalate to the point where coaches or players need to be removed from the court.

The Referee controls the flow of the match

- How the referee Interacts with players, coaches, and other officials impacts how the match is run. How you blow the whistle and timing is important. Signaling is communication. Blowing the whistle, signaling, verbally communicating with players/coaches, etc. all these things factor in to how well the match runs.
- Before you whistle and beckon for serve, scan the court. Look at all the players, coaches, and officials to make sure everyone is ready to play.
- Before the serve is the time for teams to do line up checks, substitutions, or timeouts because these things must occur during dead ball situations. So be ready and anticipate these situations. The better you are able to anticipate, the less problems you will have.

Referee Interaction

- The First Referee is in charge of calling ball handling. Obviously, it's important to follow the ball and watch for illegal contacts (doubles, lifts, etc). The Second referee can make signals to you for ball handling, but it's the First Referee's responsibility to make the final call.
- How you decide to communicate with the Second Referee should be discussed before the start of the match. For instance, the First Referee may prefer the Second Referee communicate during play using various discreet hand signals. These discreet signals may include double contacts, four hits, and the ball contacting the ground.

Using Cards

- The First Referee can administer cards to players or coaches to get control of situations.
- It's important to think of cards as "the last line of defense".
- A good volleyball official will hardly ever need to issue cards because good officials hardly ever have situations escalate that far out of hand.

Preparation

Personal Equipment

Preparation has many elements, but fundamental to refereeing well and being viewed as adopting a professional approach, referees must ensure that the following are in order prior to the match.

UNIFORM

Uniform should be prepared, clean and well presented

VAI Referee Uniform Code:

Top:	White VAI Referee Polo Shirt or Sweat Shirt.
Trousers:	Navy blue - white belt optional. Jeans, chinos, cords etc., or tracksuit bottoms of any variety are <i>not acceptable</i>
Shoes:	Predominantly white, clean sport shoes
Socks:	White.

The rules insist on players wearing approved kit; It is only right and proper therefore (and *compulsory*) for *all* referees to comply with the uniform code in all official matches

REFEREES EQUIPMENT

Referees should ensure that they have with them the equipment necessary to carry out their tasks as specified in the rules. Essential items include the following:

- 1) Whistles (including a spare)
- 2) Coin – to conduct the toss
- 3) Measuring rod or net height chain or tape measure
- 4) Ball pressure gauge
- 5) Ball pump and adaptors
- 6) Yellow and Red Sanction cards
- 7) Ball point pen(s)
- 8) Current Registration Card
- 9) Rule Book, Competition Handbook (Tournament Rules)
- 10) Watch

*Referees may also choose to carry their own line up sheets.

BEFORE THE MATCH

Referees should ensure:

- i) They have received, read *and responded* to their match confirmation, according to the Competition requirements. Documents should be taken to the match.
- ii) That they depart in good time to arrive at the venue *no later than 30 minutes before the scheduled time for first service, taking into account any possible delays/traffic reports*
- iii) That as soon as possible after arrival they check the Playing Area and equipment. It will be easier to insist on any changes to the court and equipment required if Sports Centre staff are given sufficient warning. This is not always possible but taking care of such matters in advance will help ensure mental preparation and concentration are less affected.

EQUIPMENT

Playing Area

Prior to the match the referee must check for any irregularities regarding the playing area. Particular attention should be paid to the playing surface and any equipment which may prove a danger to participants. Lines, court dimensions, temperature and lighting must conform to the Rules. Attempts should be made where possible to resolve any issue with the home club/sports centre representative. Any significant irregularities should be recorded on the Scoresheet.

Net and posts

Sports Centre Staff and/or the Home team are responsible for the correct and safe erection of the net and posts. Referees are strongly advised not to assist in the erection of the net / post assembly, or of the referee stand itself, these tasks should be left to properly-trained sports centre staff. This is important where liability may become an issue.

If a match is delayed as a result, this should be noted on the scoresheet. (Referees may make adjustments to the antennae / vertical side markers, and they can supervise the work of appropriately-insured centre staff without risking their own liability insurance.)

Before the match (before the official warm-up) and during the game, the referees must check that the posts and the referee's stand present no danger to the players or the officials (e.g. protruding parts of the posts around the winches and floor fittings; a damaged net cable). Referees are instructed not to agree to officiate on referee stands which appear unsafe; all such occasions must be reported on the match scoresheet.

The home team is responsible for providing a regulation stand, or a safe and secure platform for a Referee to stand on. Referees using other stands do so at their own risk and are not covered by insurance. The referee may refuse to use a stand which they consider unsafe or unsuitable for the sport. In such cases the referee may choose to referee from the floor.

Due to the elasticity of the net, the first referee should check whether it is correctly tightened. This should be done by throwing the ball into the net. The referee can see whether it rebounds correctly off the taut net. The material of the net, and that with which it is fastened, must not be too elastic.

The second referee must measure the height of the net before the 'toss' by means of a measuring rod, net height chain or tape measure. The first referee remains near the second referee during this verification to supervise the measurement.

The antennae must be placed on opposite faces of the net. The referees should check that they are correctly and firmly fastened on the outer edge of each side band, placed directly above the outer edge of each sideline.

During the game (and especially at the beginning of each set), the referees or line judges (if being used), must check whether the side bands are exactly perpendicular to the playing surface and over the sidelines, and whether the antennae are correctly located directly above the outer edge of each side line. If this is not the case they should be readjusted immediately, during a stoppage of play. The first referee should include this instruction as part of the line judge briefing.

Balls

Only approved FIVB balls may be used (as notified by the VAI). If the correct balls are not available the match is still played but the relevant details are recorded on the scoresheet under 'Remarks'.

Exceptions

The Competition Rules state what equipment must be provided on the day. In case of any issue with correct equipment Referees may agree playing without complete and proper equipment with BOTH teams, and notes the agreement on the scoresheet - no subsequent appeals would be accepted. If a team disagrees, the responsible team will forfeit on the day and can appeal the result explaining the reason for the lack of equipment.

Any such decision taken by the referee must ensure that no team has any advantage over the other team as a result, and that no risk exists to any player as a result.

PARTICIPANTS

Teams

Using the registration cards, referees must check team member eligibility before the match (preferably prior to the warm-up period at the net). Apart from the registered players, and possibly a medical doctor (who *must* have previously obtained VAI accreditation), only three others can take a place on the bench. The three are: One coach, One assistant coach, and One trainer/physiotherapist. All three must be in possession of bench personnel registration cards as per VAI Competition Rules. All bench personnel must be recorded on the scoresheet.

The coach and the team captain are responsible for verifying the identity and eligibility of the players and bench personnel listed on the scoresheet. By endorsing the team list on the scoresheet prior to the match, they are confirming each individual's eligibility. The first referee should clarify any doubts concerning a disputed player. However, it is the team's decision to allow any team member to participate. The competition organisers will subsequently rule on a team member's eligibility.

A player can play without a card but if it is found that the player is not registered then the team will forfeit the game. All players with no card should be asked to produce another form of ID. All other team members should not be allowed to participate if can not produce their Registration cards. Incidents of above must be recorded on the scoresheet under 'Remarks'

Regarding children of players and coaches there is a particular issue of health and safety, so it is strongly advised that players and coaches make alternative arrangements for child care and do not allow them on the team bench. Where there is no alternative, and where the physical circumstances permit, it may be possible for young persons to sit in a safe area behind the team bench (rather than being totally unsupervised elsewhere) but this can be done only where the referee judges it to be the best alternative. In all such cases, the referee should make it clear to the adult supervisor that this is entirely at the risk of the responsible adult.

Only team members included in the team list on the scoresheet, or in the space allocated for the Libero, are permitted to sit on the bench during the match or to participate in the warm-up session (Rule 4.2.2).

Note: the Libero is only named once on the scoresheet – he/she is not named among the list of twelve players.

The first referee must check the players' uniforms. The uniform, consisting of jersey and shorts, must be the same design and colours for each team member (except the Libero). The uniforms must be clean and numbered according to Rule 4.3.

Numbers should be located centrally on the chest and back.

The Libero must wear a uniform (or jacket/bib for the redesignated Libero) whose jersey at least must *contrast in colour* with that of the other members of the team.

Where shorts/jerseys are concerned and they are materially uniform, then the referee should decide on the day and make a note on the scoresheet. Opposition concerns can be expressed before start of the game (or beginning of first set). No appeals would be accepted if concerns occur during the game. Any such decision taken by the referee must ensure that no team has any advantage over the other team as a result.

It is forbidden to wear objects which may cause injury or give an artificial advantage to the player. Players may wear glasses or contact lenses at their own risk. Referees should strongly encourage the removal of chains, earrings, etc., which they consider dangerous. Rings and earrings/studs may be taped if they cannot be removed. Players refusing to comply when asked should be warned that they play at their own risk, both to themselves and third parties. Non compliance should be recorded on the scoresheet.

During the match, the second referee must check that the reserve players are seated on the bench or are in their warm-up area – this also applies to the Libero between replacements. Players in their warm up area cannot use balls.

The team members, either on the bench or in the warm-up area, have no right to protest or contest the referees' decisions. Such behaviour must be sanctioned by the first referee.

Players are not permitted to stand behind or alongside the bench, nor sit on the floor near the bench. Players in the warm-up area may sit on the floor but may not sit on chairs, or any other objects or equipment. If substitutes stand up from the bench or leave the designated warm-up area, other than during a time-out, they lose the right to communicate and must be encouraged, by the second referee in the first instance, to refrain from such actions. Should they continue then the first referee intervenes using Rule 21 as appropriate.

Team members should not leave the Competition Area without the permission of the referee(s).

Team Leaders

The first referee must identify the game captain and the coach and only they will be allowed to intervene during the game. The referees must know the identity of the game captain(s) throughout the match. Thus if the game captain is substituted, or is not in the starting line-up for the set, the second referee should check with the coach or team captain who the game captain is and inform the first referee.

The coach, substitutes *seated* on the bench, and players in the warm-up area, may give instructions or communicate with their team. This must be done without disturbing or delaying the match.

Should the game captain ask for an explanation of the referee's application of the rules, the first referee must give it. This is done by repetition of hand signals and *using the official terminology of the rules*. The discussion should take place close to the referee stand. It is important to refrain from entering into protracted and heated debates. After answering the captain's (and only the captain's) question, the first referee should invite him/her to step away from the stand to be ready to play, and then prepare to whistle for service. If the Team captain is substituted, he/she loses this right whilst sitting on the bench or in the warm-up area. The right passes to the game captain.

If the game captain does not agree with the explanation of the first referee, and chooses to record an official protest on the scoresheet, at the end of the match, either the first referee should write the protest on the scoresheet, or the scorer as directed by the first referee. The choice to record a protest must be registered at the time of the dispute.

The coach does not have the right to request anything from the members of the refereeing corps, except the regular game interruptions (time-outs and substitutions). If, on the scoreboard, the number of used regular game interruptions and/or the score are not indicated or are not correct, the coach may clarify this with the scorer, but only when the ball is out of play.

The second referee must check that the coach is sitting on the bench nearest the scorer's table or standing within the free zone, in front of the team bench from the extension of the attack line up to the warm-up area. If the coach vacates his/her bench position it should be left vacant.

At no time may the coach enter the substitution zone.

The assistant coach may sit anywhere on the team bench, other than in the coach's position, but has no right to intervene in the match. The assistant coach is not permitted to call time-outs or substitutions if the coach becomes a player on court. If the coach enters the court as a player all rights as a coach are forfeited and all requests for regular interruptions must come from the game captain.

WARM UP PRIOR TO THE MATCH

Structure

The official warm-up, last for 15 minutes (it is a warm-up at the net).

17+ Minutes before start

The referees check the height and tension of the net as well as the position of the antennae and side markings. Second referee checks match balls conform to the rules and are at the correct pressure

16 Minutes before start

The two referees and both team captains' report to the area in front of the scorer's table. The coin toss follows after which the first referee informs the scorer about the result of the toss. Team captains sign the score sheet.

15 Minutes before start

The first referee blows his whistle to signal the start of the official warm-up. Hitting and service practise is conducted at this stage. The referees check the equipment for the game, i.e. match balls, score sheet, uniforms etc. Referees have to give any necessary instructions to line judges, ball retrievers, etc. The referee's will control the warm-up. . The customary division of the ten minutes is:-

- 4 minutes through position 4, then
- 3 minutes through position 2, then
- 3 minutes serving

NOTE: The monitoring of the net warm-up is the responsibility of the first referee. It is a responsibility which should not be delegated, even for part of the period. It is the first referee who would have to issue any sanctions necessary during this period.

12 Minutes before start

The second referee must ensure that the coach of each team submits a line-up sheet for the first set to the scorer who records the six starting players of each team on the score sheet

5 Minutes before start

The first referee whistles, indicating the end of the warm-up of the teams. If players must change their jerseys, they must leave the playing court and return with little or no delay. All team members must be wearing their match uniforms.

4 Minutes before start

Both referees stand in the middle of the court, perpendicular and close to the net. At the first referee whistle the players enter the court lining up laterally in the middle of the court facing the scorer. The first referee whistles for the players of the two teams to shake hands at the net and then return to their benches.

2.5 Minutes before start

Both referees go to their normal positions

2 Minutes before start

First referee will blow the whistle for the teams to line-up at the baseline, and then whistle for players to enter the court.

Second referee checks the players starting positions. The second referee checks that the scorer is also finished checking and is ready to start. Then he/she gives the ball to the server.

Match start

The first referee blows the whistle to authorise the first service of the match.

During the game

On each occasion the scorer writes the line-up data on the scoresheet, he/she must ensure that the players' numbers on the line-up sheet correspond to the players listed on the scoresheet. If not, the line-up sheet must be refused and another requested by the second referee. It is imperative that the scorer and second referee cooperate fully and are vigilant, as mistakes result in confusion, confrontation and teams losing points.

At the end of a set, the second referee immediately asks the coaches for the line-up for the next set, to avoid prolonging the three minutes interval between the sets. Teams are ordered back onto the court after 2 mins 30 secs by the second referee whistling. Teams return directly to the court, except at the start of a fifth set when they line up on the baseline. If a coach delays the restart of the game by not providing the line-up sheet on time, the first referee sanctions the coach's team for delay.

Regular Time Outs

During a time-out the second referee's default position is with his/her back to the post, where the referee is ideally positioned to be able to monitor both teams equally and to be in eye contact with the Scorer and Assistant Scorer. In halls with very limited space a position to the side of the net may be necessary.

At the *end* of the time-out the second referee should, by signalling, inform the coach if it is the *second* time-out (the coach should not be interrupted during the 30 seconds), then check that:-

- The substitutes and bench personnel for each team are either sitting on the bench or in the warm-up area (exception: the coach)
- There are no dangerous objects in the free zone, particularly in front of the team benches e.g. drinks bottles and carriers, first aid etc.
- There are six players on each court
- The scorer is ready to continue
- The server has the ball

The second referee should then take up his/her position on the receiving side and only then give the 1st referee the 'ready' signal.

Technical Time Outs

In sets 1-4, two additional 60-second "Technical Time-Outs" are applied automatically when the leading team reaches the 8th and 16th points.

In the deciding (5th) set, there are no "Technical Time-Outs".

Technical Time Outs are entirely controlled by the scorekeeper. It is the scorekeeper responsibility to indicate by use of a buzzer or whistle when there should be a TTO. It is the scorekeeper who times it. It is the scorekeeper who indicates the end of the TTO (whistle/buzzer). The TTO duration is 60-second and it can not be changed (made longer or shorter).

It is a good practice to check with scorekeeper prior the game if he/she is aware of how to perform this task. As an exception referee may need to control TTO, however each incident of TTO procedure not being followed in any way **MUST** be recorded on the scoresheet.

Substitutions

Substitution must be carried out within the substitution zone and shall only take the time needed for recording the substitution on the scoresheet, and allowing the entry and exit of players. It is important to ensure that the coach and players move quickly and calmly. When a team is very slow, and the substitution procedure is impeded, an attempt to delay the game is obvious (see section on "delay warnings and penalties").

If the first referee sanctions a team for delaying a substitution, the substitution must be refused (Rule 15.10.3). A rally must take place before a further request for substitution.

At the moment of the substitution request, the substitute player(s) must be ready to enter the court, standing close to the substitution zone. If that is not the case the substitution is not granted. Note a rally must take place before a further request for substitution may be made.

When a coach requests a substitution, *the official hand signals must be used*. If only an oral request is made the referee cannot know the precise nature of the request and should reject, not authorise, this request for an

interruption. In this case the first referee should decide if this is an intention to delay the game and sanction it according to the rules.

The same procedure must be applied when the substitute player is either not ready or not close to the substitution zone.

If the coach wishes to substitute more than one player at the same time, this must be advised at the time of the request (after the hand signal for substitution) by showing the number of substitutes with fingers. In this case, all substitute players must be close to the substitution zone ready to enter to play. Multiple substitution may only take place in succession: first, one pair of players – one player coming off the court and the substitute going in, then another, etc., in order to allow the scorer to take due note and check them one by one.

Before whistling for a substitution the second referee must check that:

- The person calling the substitution has the right to make the request
- The request has been made with the correct signal
- That the team has a legal substitution(s) left
- The player is close to the substitution zone and ready to enter the court
- There is time left before the first referee whistles for serve
- If paddles are used the substitute(s) must have the paddle(s) raised above the head

If the answers to all of the above are YES then the referee should whistle and make the official hand signal.

At substitutions, after whistling and signalling, the second referee should

- Go to the 'T', where the attack line meets the side line and face the net
- Lower the 'bar' i.e. extend an arm above the sideline
- The pair of players should meet either side of the 'bar' – where a *paddle* is used the players must hold it *between them* and *above head height*, within the scorer's sight
- Make eye contact with the scorer.

During the substitution process, *the second referee should not make physical contact with the players*. Referees must avoid the temptation to educate junior players by physically guiding them into position. If necessary, the second referee should use a combination of whistle and gestures to achieve what is required.

Before the match the second referee should brief the scorer to make eye contact and *hold up one arm* to indicate that the substitution

- Has been noticed
- Is legal
- Is ready to be recorded.

If the scorer is inexperienced and close enough, the second referee may assist by calling the numbers. It is better to start with the player leaving the court, because that is the number the scorer must first find on the scoresheet.

Once the scorer has given the *one arm* signal, the on court player and the substitute player should be allowed to change. The scorer should take down the arm prior to the writing process.

The second referee signals the substitution to take place by indicating to the leaving player with the arm closest to the court, and the entering player with the arm outside the court, so that the signal finishes with the arm crossed.

The referee does not wait for a two armed 'ready' signal from the scorer before allowing the players to change.

Before the match the scorer should also have been instructed to raise two arms, giving a 'ready' signal, when the recording of the substitution(s) is completed.

The second referee informs the relevant coach and the first referee if it is the 5th or 6th substitution.

If the game captain is substituted the second referee must check if there is a new game captain, or whether the team captain is re-entering. If there is to be a new game captain the second referee should indicate this to the first referee by pointing at an imaginary team captain stripe on his/her own chest and either indicating the new game captain with a hand or showing the number of the new game captain.

After checking that the substitution has been correctly recorded, and having obtained the 'ready' signal from the scorer, the second referee takes his/her position on the receiving side and then gives the first referee the 'ready' signal i.e. raising two arms.

FIRST REFEREE

The first referee must always cooperate and maintain good communication with fellow officials (second referee, scorer, line judges). The first referee must let others complete their own specific duties. For example, after whistling for the end of a rally, when judging ball in/out/touched, the first referee should look at the line judge(s) and take their signals into account before giving a final decision. When judging in/out, the first referee should immediately look at the line judge in charge of the line where the ball landed. He/she has the right to overrule if sure that the line judge is mistaken.

During the match the referees must collaborate very closely. During the playing action the first referee must *frequently* look at the second referee to find out whether he/she is signalling a fault or not (e.g. four contacts, double touch, catch, where the first referee is unsighted) before confirming the decision. There should be eye contact with the second referee after every rally and before the whistle for service execution, to check whether he/she is signalling a fault or not, and then that the second referee is in position for the service.

The question whether the ball 'out' was touched previously by the receiving team (e.g. by the blocker, etc.), is checked by the first referee and the line judges. It is however, the first referee who makes the final decision, after seeing the signals of the other members of the refereeing corps (the referee should never ask the player whether the ball has been touched or not).

The first referee should always make sure that the second referee and the scorer have sufficient time to do their administrative and registration work, e.g. that the scorer has had enough time to check the legality of a request for substitution and its registration. If the first referee fails to give fellow officials sufficient time to do their work, the scorer and second referee will not be able to follow the next phase of the match, resulting in further mistakes by the members of the refereeing corps. If the first referee fails to give the necessary time for the control and administration of the facts, *the second referee must prevent the continuation of the match by whistling.*

The first referee may change any decision of fellow officials or his/her own. If he/she has made a decision (whistled) and then sees that colleagues have made a different decision:

- If sure that he/she is right, will keep to the decision;
- Seeing that he/she was wrong, may change the decision;
- If faults were committed simultaneously by both teams, he/she should signal for the rally to be replayed (Signal 23);
- If he/she considers that the second referee's decision, for example, was wrong, can reverse it. (For example, if the second referee has called a positional fault by the receiving team, but the first referee immediately or after the protest of the game captain has stated the position was correct, the first referee can order the rally to be replayed.)

Finding that one of the other officials does not know his/her job, or is not acting objectively, the first referee may have him/her replaced.

Only the first referee may apply misconduct and 'delay' sanctions. The second referee, the scorer and the line judges do not have this right. If the officials, other than the first referee, notice any irregularity, they should signal and go and inform the first referee of the facts. It is only the first referee who applies sanctions. *Any* misconduct directed at the corps of officials should be sanctioned.

After the match, it is the first referee's responsibility to ensure that, a) the scoresheet has been filled in correctly and is duly signed, b) that any player or bench personnel sanctions are recorded on the relevant registration card(s).

The first referee must note serious infringements of rules on the match scoresheet; this applies especially to the recording of disciplinary sanctions, all cases of missing player/coach registration cards and all cases where match equipment is unsatisfactory. (In the case of an expulsion or disqualification, it is recommended that the first referee submit a written report to Referee Commission).

The referee should also note those occasions where players are "playing up" from teams in a lower division.

SECOND REFEREE

The second referee should be as competent as the first referee: if the first referee falls ill, the second referee should replace him/her.

The second referee must study the specific 'Responsibilities', particularly in which cases the second referee 'decides, whistles and signals' the faults during the match (Rule 24.3.2).

During the exchange of play *near the net*, the second referee must concentrate on decisions regarding the contact of the player with the net, penetration on to the opponent's court beyond the centre line, and on the actions on the side of the block (receiving team). *The second referee's main focus remains near the net*, and at the same time *he/she must have good peripheral awareness* but must *resist the temptation to watch the ball* as it passes into the back court. Even when there are no line judges, the second referee does not make 'in/out' line call decisions – they are the responsibility of the first referee.

Attention must be paid to the correct application of Rule 11.3.1, 'Contact with the net by a player is not a fault, unless it is made during the action of playing the ball, or it interferes with the play'. Referees must avoid disrupting the continuity of the game by incorrectly stopping play for net contacts which are not faults.

The second referee must carefully check before and during the match if the players are in their correct positions, on the basis of the team's 'line-up sheet'. In this work, the second referee is assisted by the scorer, who can indicate which player must be in position I (server). On the basis of this information, by turning the line-up sheet clockwise in the hand, the second referee can state accurately the regular rotation order (position) of each team. When verifying positions, the second referee should stand near position II (2) on the left or IV (4) on the right, respectively. He/she should locate the players following the order indicated in the line-up sheet, starting with the player in position I.

The second referee must pay attention to the fact that the free zone must always be free from any obstacle which can cause an injury to a team member (drinking bottles, first aid kit, substitution paddles, etc...). Specifically, there should not be any items in front of the team bench.

SCOREKEEPER

The scorer's work is very important as the accurate recording of the match is essential. All referees and the line judges must know how to fill in a scoresheet; and, if necessary, they must be capable of doing the work of the scorer.

Scorers must be competent and referees must note on the scoresheet where this is not the case. (Please write, e.g. "*scoresheet not completed correctly*", rather than "*incompetent scorer*".)

A manually operated scoreboard, placed on the scorer's table, is compulsory for all matches. If an electronic scoreboard is used, this is in conjunction with the manual scoreboard and not in place of it. The scoreboard should be operated by an assistant scorer.

Before the start of the match, the scorer ensures that the team lists on the scoresheet, and the team Libero if being used, are verified and signed by the team captains and coaches.

Before each set the scorer must check that the numbers on the line-up sheets appear on the respective team member lists on the scoresheet (if not, he/she must report the fact to the second referee).

The scorer verifies the service (rotation order) at each service. If a rotation order mistake is discovered, on the serving team, the scorer informs the second referee immediately *after* the service hit.

The scorer reports to the second referee the second time-out and the fifth and sixth substitution of each team. Using the relevant number of fingers, the second referee then reports the second time-out of each team and the fifth and sixth substitutions to the first referee and to the relevant coach. The signals should be clearly given and

not hidden from spectators. The second referee should not signal the first time-out, nor the number of time-outs left.

The scorer must ensure that substitutions are legal and are recorded swiftly and accurately; cooperating closely with the second referee during the substitution process.

➤ When a substitution has been authorised by the Referees, the first job of the scorer is to check if the substitution request is legal; if it is legal the scorer must immediately *raise one hand*. At this stage the second referee, by seeing the scorer raising a hand, understands that the request is legal and immediately lets the substitute player enter the playing court while the other leaves the court.

➤ The scorer, after showing to the second referee that the request is legal *puts down his/her hand* and immediately writes the substitute's number and the score at the time of the substitution in the appropriate squares of the scoresheet. Then the scorer must immediately *raise two hands* to show that the administrative procedure has been completed. In the case of multiple substitutions, the scorer must use the same process for each substitution. After the second referee sees the scorer's hand signal of 'OK' ('ready' - two hands raised), he/she repeats the signal to the first referee who now has the right to whistle for the next service. At this moment, the scorer must concentrate on checking if the player making the service hit, follows the rotation order or not. If not, the scorer must stop the play immediately, but not before the service hit is executed. The second referee must go to the scorer's table to check the decision and inform the teams and the first referee of the situation.

➤ If the scorer discovers, after looking at the substitute near the second referee and comparing the number on the player's jersey to that on the scoresheet list of 'starting players' and 'substitutes' that the request is illegal, he/she immediately raises and waves one hand saying, 'The request for substitution is illegal.' In this case the second referee must immediately go to the scorer's table and check, on the basis of the scoresheet data, the illegality of the request. If confirmed, the request must be rejected by the second referee. The first referee must sanction the team by whistling a 'delay'. The scorer must register on the scoresheet, in the 'sanctions' section, the appropriate sanction.

The second referee should check the scorer's work following the sanction.

The scorer must be able to differentiate between the recording of sanctions given to team members by the first referee for misconduct and those given for delay. If the scorer, based on information on the scoresheet, states that the first referee's decision is not permitted by the Rule, i.e., it is against the scale of sanctions, he/she must immediately inform the second referee accordingly. The latter, in turn, immediately informs the first referee. The first referee must then correct the previous decision. If the first referee does not accept the scorer's and second referee's remarks, the scorer must enter the first referee's decision on the scoresheet under the heading 'Remarks'. The recording should take place before the match continues. (Rules 20 & 21 -Guidelines 7 & 9)

GAME MANAGEMENT

Before the match

- a) Officials must be present at the venue 30 minutes prior to the scheduled match start time.
- b) If the first referee has not arrived on time, the second referee should begin the 17 minute pre-match protocol, after informing both team coaches/captains.
- c) If the first referee fails to arrive the second referee should conduct the match (as first referee) and (where available) a reserve referee takes the place of the second referee.

During the match

At the moment of the service hit, the first referee checks the position of the serving team. The second referee *must* be on the side of the receiving team. To check the receiving team, the second referee, who generally remains by the post on the receiving side, can move along the side line from the centre line. He/she should stand in a neutral position i.e. with *shoulders parallel to the sideline*. It should not be necessary to move more than 1 or 2 m to achieve an optimum optical position to check the positions of players. *Immediately following the service hit* the second referee should move to the side of the receiving team. Throughout the play the second referee should be on the side of the defending (blocking) team. So, during the match, the second referee must continuously change position. As well as moving laterally the second referee will also need to move backwards and forwards, depending on whether the play is on the near side of the court or the far side.

The first referee is responsible for watching the ball and its contact with player(s) or equipment and objects. At the moment of the attack hit, the first referee looks directly at the attacker and the ball, *focusing on the actual point of contact*, whilst at the same time he/she can just see out of the corners of his/her eyes the probable direction of the ball. If the ball is hit at the net, the first referee must immediately look in the direction of the vertical plane of the net, but not before watching the actual contact of the player with the ball.

If the team members on the bench or in the warm-up area act against the rules, the second referee must immediately inform the first referee, when the ball is out of play. The first referee is the one who applies any sanction.

When the second referee whistles a *positional fault* on the receiving team, he/she must indicate the positional fault with the official hand signal (Signal 13) and indicate clearly and accurately the players at fault. If necessary, the second referee must take the line-up sheet from his/her pocket and show it to the captain or coach in order that the team can adopt the correct rotation prior to the next service.

According to the Rules of the Game, the first fault to occur must be penalised. The fact that the first and second referees have different areas of responsibility makes it very important that each referee whistles the fault immediately. On the whistle of one of the referees, the rally ends (Rule 8.2).

After a whistle by the first referee, the second referee has no further right to blow the whistle, because the rally ends with the first whistle of the referees. If the two referees blow their whistles one after the other – for different faults – they cause confusion for the players, public, etc.

It is usually the second referee (the Rules say 'the referees') who authorises the requested game interruptions (time-outs and substitutions) and only if the ball is 'out of play'. If the second referee has not noticed the request for interruption of the game, the first referee can also authorise it, helping the second referee. However, first referees should encourage teams to use the second referee as their contact point for stoppages. Wherever possible the first referee should enable the second referee to complete his/her usual