

RESPONSIBILITIES OF THE FIRST REFEREE (R1)

PREGAME

1. Your primary job is as an official is to help the game progress smoothly with as little interference as possible on your part.
2. Maintain an alert, active and dignified appearance and above all BE FAIR. As an official nothing is personal, it's a job SHOW CONFIDENCE.
3. Prepare yourself by KNOWING the rules thoroughly.
4. Check the court .Make sure you have support officials. Have a pre game meeting with them. COMMUNICATE.
5. Check your equipment before the match. Coin, red and yellow cards, and a whistle are essential items.
6. Check players during warm ups for jewelry and illegal casts or equipment.
7. Conduct the coin toss.(flip catch and cover . DO NOT turn over do not let it hit floor).
8. Start clock for warm-ups and inform score keeper who has serve etc. R2 may be instructed to time warm-ups.
9. At the end of the warm ups, assume your position on the stand. Don't leave the stand for any reason except those specifically provided for in the rules
10. Whistle teams to end line (if not there already) then onto the court. Have R2 check lineups.

STARTING THE PLAY

1. Scan the court. Whistle and beckon with the proper hand signal for service.
2. Keep the whistle in your mouth. Blow it with authority. The starting and ending whistle should be identical in strength and duration.
3. Blow the whistle to end play. (Ball hitting the ground, a violation occurs, etc...)
4. Use different whistle techniques to indicate different situations (time-outs, substitutions, or ball on the court.)
5. Use the three-part sequence: **WHISTLE, SIGNAL WHICH TEAM GETS THE BALL (and point), and SIGNAL THE VIOLATION.**

6. Do not accept rude comments from anyone. Handle the situation. Appropriate use of cards and remember it's never personal.

CONTACT WITH THE BALL

1. Any technique may be used to receive the ball if done so in a legal manner. Watch the actual surface the ball contacts and the duration of the contact to determine if it was legal.
2. A violation occurs when the ball comes to rest, is held or lifted, or is trapped between the player and the net. You must see a violation in order to call it.
3. Any first team hit may consist of multiple contacts, provided it involves a single attempt to play the ball.
4. On 2nd and 3rd team hits, watch for double contacts and lifts. **BE CONSISTENT** with your calls.
5. On the 3rd team hit, watch for illegal contact by the attacker. Pay close attention to the "off speed" or "power" dink. "Breaking of the wrist" or a change in direction from the initial point of contact may indicate that a fault has occurred.
6. Pay close attention to action at the top of the net (within the vertical plane) between opposing players.
7. Watch for illegal contact with the ball over the opponent's court (new rule) and/or blocking over the opponents' court.
8. Watch for touches on balls that are going out of bounds. Use the entire officiating crew to help with this call.
9. Don't let a missed call affect your concentration, and don't try to make up for it later.
10. **DON'T** become involved in excessive discussion after the play has ended. Answer their question and move on. Handle the situation.
11. Use your authority as the first referee to make the final decision.
12. Work hard as an official through the entire match. This will build confidence that you are in control of the match from the beginning.
13. Remember to make your signals strong and with confidence. Remember pride comes from within. Be confident, know the rules, and take pride in the job you do as an official, it will pay off in the end.

RESPONSIBILITIES OF THE SECOND REFEREE (R-2)

PREGAME

1. Attend the pre-match meeting with the first referee and team captains.
2. Supply line-up sheets to the team captains or coaches.
3. Return line-up sheets to the scorekeeper. Check line-up sheet for: (**TLC'S**) – **T**EAM NAME, **L**IBERO, **C**APTAIN, AND **S**IGNATURE (the Coach's).
4. Check the teams' rotation order as they take the court before each game. Notify the R-1 who the captains are.
5. Time the warm-ups if instructed by the R-1.

DURING THE MATCH

1. At the time of service, you are watching the receiving team, not the server. Watch for rotational overlaps.
2. **DO NOT EVER LEAN ON THE POST!** This is not professional and it does not show confidence.
3. Your main responsibilities during a rally are to: Watch the net and centerline, Stay with the blockers' side, and **TRANSITION QUICKLY** while the action is away from the net. Don't stand or get caught behind the pole while there's action near the net.
4. Blow the whistle to end play when you see a net or centerline violation, when the ball contacts the antenna, vertical tape, or any part of the net outside the antenna on your side, or when the ball passes completely beyond the vertical plane of the net either over or outside the antenna on your side of the net.
5. Blow the whistle when the ball passes completely beyond the centerline behind the R-1.
6. Watch for the ball touching players prior to the ball going out of bounds.
7. Be alert for substitutions and/or time-out requests from the coaches or captains.
8. Control time for time-outs (Remember time-outs are 30 seconds).

9. Blow your whistle to indicate a substitution. Make and control substitutions from a position that does not block the scorekeeper's view. Check the numbers and release the sub. Be sure scorekeeper has the information and is ready to go. Give the court back to the R-1.
10. If a line-up check is requested, refer to the scorekeeper, he/she has the current information.
11. If the R-1 blows the whistle to stop play, do the hand signals together. If you blow the whistle to stop play, show the violation, and then you and the R-1 signal the point together.
12. Protect the scorekeeper from any interruptions from anyone. All requests for information must go through the R-2.
13. Help the R-1 with pancake plays near you. Signal "Ball Down" if you see the ball touch the floor. Whistle if necessary (unless waved off by R-1).
14. During the play, assist the R-1 with ball handling violations that may be screened from the R-1's view (signal discretely but do not whistle). Assist with back row attacks and back row block calls.

BETWEEN GAMES

1. Supply line-up sheets to the captains and coaches.
2. Return line-up sheets to the scorekeeper as quickly as possible.
3. Keep time between games (3 minutes). Whistle teams back to the court at 2 ½ minutes. All line-ups should have been turned in at this time (30 seconds prior to the beginning of all games after game 1).
4. If requested by the R-1, conduct the coin toss prior to the deciding game.

AFTER THE MATCH

1. Collect the game ball and return it to the proper location.
2. Thank your support officials.

FIRST REFEREE CHECKLIST (R-1)

1. Pre-game coin toss.
2. Time warm ups.
3. Whistle teams to the end line, then on to the court.
4. Whistle and beckon for serve.
5. Whistle to end play.
6. Use three-part sequence: Whistle, Award Point, and Show Violation
7. Be consistent with judgment.
8. Use correct, strong, and confident hand signals.

SECOND REFEREE CHECKLIST (R-2)

1. Attend pre-game conference.
2. Supply line-up sheets to the coaches.
3. Return line-up sheets to the Scorekeeper.
4. Check rotation order before game begins.
5. Watch receiving team for possible overlaps at time of service.
6. Transition to blockers' side during play.
7. Whistle net and center line violations.
8. Control subs and time-outs, give the court back to the R-1.
9. Protect the Scorekeeper.
10. Keep time of time-outs and between games.

SCOREKEEPER CHECKLIST

1. Fill in all heading information on scoresheet in blue or black pen; use pencil in the scoring section.
2. Write line-ups down correctly.
3. Verify the correct server on each and every serve.
4. Make check when serve is contacted.
5. Keep your finger on the exit score section and keep track of the game.
6. Keep track of the subs and time outs.
7. Notify the R-2 of the 10th, 11th, and 12th team substitutions.
8. Keep track of the column score, this is now more important than ever. Communicate with visual scorekeeper to make sure the score is correct.
9. Record information for special occurrences such as expulsion or disqualification in the Remarks section. Be sure to include scores of teams at time of occurrence and any other relevant information given to you by the R-2.
10. Notify the R-2 when you are at game point.
11. Complete all end of game information in blue or black pen.

VISUAL SCOREKEEPER (FLIPPER) CHECKLIST

1. Work as an assistant to the scorekeeper. Verbalize all substitutions so that the scorekeeper does not have to look up from the scoresheet to record them.
2. Responsible for visual score board in assuring that the score matches the scoresheet. There should be a constant dialogue with the scorekeeper verifying that the correct score is displayed.
3. Responsible for tracking the Libero and noting when on and off the court.

LINE JUDGE RESPONSIBILITIES

1. Line judges (2) will stand on the corners to the right of the officials. They are responsible for the end line and the sideline of the corner they are standing at.
2. Line judges will stand approximately one foot away from their corner to prevent balls from contacting their feet and the end line simultaneously.
3. Line judges are not allowed to have food or drinks and are not allowed to wear headphones of any kind. Their responsibility is to the game.
4. Line judges will hold their calls until noticed by the R-1.
5. Line judges are responsible for watching service foot faults, and to make sure all players are on or inside the court area at the time the ball is contacted for serve. A player over the line at time of contact by the server is a fault and must be signaled to the R-1.
6. Line judges are to signal the ball in or out on every play.
7. Line judges are to watch for touches from players on balls that go out of bounds, and signal a touch when they see one.
8. Determine which line the ball is going to contact the floor near, then focus on the line before the ball gets to it. **DO NOT** try to follow the ball, get your eyes to the line **BEFORE** the ball hits!
9. Line judges are to signal when a ball hits the floor (such as a missed pancake).
10. Line judges are to signal when a ball travels directly over or outside an antenna, contacts an antenna, or contacts any part of the net outside the antenna.
11. Line judges should go to the center of their end line during time-outs. The line judge who's side is serving should hold the ball and not play with it during time-outs.
12. Line judges should move to see the play so as not to get blocked by a player.
13. Line judges are protected by the R-1 and if addressed should bring this to the R-1 attention.
14. Line judges are confident, with the ability to handle themselves in a professional manner.