



*Florida Region*  
of USA Volleyball

Officials' Handbook  
for  
the Florida Region  
of  
USA Volleyball

These pages are designed as a reference point to help individuals who wish to officiate in the Florida Region as members of the region. In order to officiate, an individual must be a registered member of USA Volleyball as well as achieve and maintain certification through a regional or national program as an official. The first step, registration, can be accomplished by logging onto the Florida Region website and clicking on the link on the right side of the home page, [www.floridavolleyball.org](http://www.floridavolleyball.org), see below which is in the yellow box;

#### FLORIDA REGION ONLINE MEMBERSHIP SYSTEM

[LOGIN](#)

[JOIN](#)

[Registration Instructions](#)

[Membership  
Guide](#)

The registration database for the Florida Region and USAV is handled online in a system known as Webpoint. Once registered, it is the responsibility of each member to keep their contact information up to date in Webpoint. There is also an assigning system utilized by the Florida Region to assign officials to events and to communicate important information regarding officiating matters or events. This system is called NOVA. After preliminary certification requirements are met, all officials who will be assigned to work USAV sanctioned events in the region will be invited to join NOVA. The invitation is an email with instructions on how to sign up. Once this process is completed, each official is responsible for maintaining accurate contact and availability information in the NOVA system.

In order to officiate juniors events, officials must have current background screening performed by the company contracted by USA Volleyball. No other background screens are accepted. This is a policy of USA Volleyball that cannot be changed or altered by the Florida Region. The background screen process is initiated during registration by checking the box indicating that you would like to officiate Juniors tournaments.

You must also complete the SafeSport training program every other year. Instructions are found at <http://www.floridavolleyball.org/referee-requirements--safesport-training.html>

Once your registration, SafeSport and background screening are complete, you must fulfill the requirements for your certification level. Requirements are shown below.

For those who are brand new, your certification level is Candidate. You must have attended a region orientation meeting, and taken your referee and scorer training and tests online, you will then be eligible be scheduled for your on-court training and evaluation session. Within 72 hours of receiving your test results and attending the orientation meeting, you should receive an invitation to NOVA, the region assigning system. If you have not received this invitation within 72 hours of receiving your completed test results, contact the region Officials' Coordinator, Sue Wainio-Oato at [sue@floridavolleyball.org](mailto:sue@floridavolleyball.org) and she will send you an invitation to NOVA. Once you receive your username and password, please go in and fill out the rest of your personal

information. It is each individual's responsibility to keep their contact information up to date in the NOVA system as well as the USAV database. If any of your contact information changes, especially your email address, you must update it in both locations. Email is the primary communication vehicle for all officiating information and assignments.

We will then assign you a training date so you may begin your process. Once you have done this and have been trained and successfully evaluated, you will receive your Provisional patch. If you have questions regarding registration, you can contact the region office at [info@floridavolleyball.org](mailto:info@floridavolleyball.org), or call at (352) 742-0080. If you would like to discuss your officiating opportunities, you can contact the Official's Coordinator, Sue Wainio at [sue@floridavolleyball.org](mailto:sue@floridavolleyball.org) or Official's Chair, Darin Clark at [DarinC@tifav.com](mailto:DarinC@tifav.com). All of the contact information is on the [Official's page](#) of the website. You can now be assigned other events in the region.

If you wish to advance your rating, you should let the Officials' Coordinator know at the beginning of the season in an email. You will then be put on the list to be evaluated by a member of the rating team. The rating team will mainly be at convention center events or events where there are a large number of courts in one facility. You will be asked to officiate as an R1 and R2 without pay to get evaluated in those positions. If you are successful, then you will be advanced by the region to the Rank of Regional Official. Please see the following for further advancement to Junior National or National Official.

### **Procedures for Advancement**

Once a provisional referee has completed two seasons of officiating, the individual may apply for an upgrade to regional rating. Exceptions to the two season requirement may be made if the individual has had prior experience, but has let their original regional or higher rating lapse. Anyone wishing to become a Junior National or National Referee or National Scorer must follow the protocol listed below.

Contact the Officials' Coordinator in the beginning of the season to let your intentions be known.

#### **National Scorer:**

1. Fill out an application according to procedures posted on line at [volleyballreftraining.com](http://volleyballreftraining.com), including payment for any required fees.
2. Submission of paperwork does not guarantee a spot.
  - a. Candidates will be ranked by the region and then paperwork and fees submitted to the National office.
  - b. The national office must then select you as well.

- c. The Florida Region is only guaranteed one spot each year. If there are additional spots available there may be opportunities for more than one Florida Region candidate.
3. If you are not selected your payment will be returned to you.
4. If you are selected and return in good standing after a successful candidacy, your payment will also be returned to you.
  - a. Good standing means completed the course pass or fail and had no incidents during the course.
5. If you are selected as a candidate, you will also be asked to volunteer to keep score on at least two matches during one of the Florida Region-run events (usually regionals) and will be rated by a National Scorekeeper to help you prepare for the process.

### **Junior National or National Referee:**

1. Fill out an application according to procedures posted on line at [volleyballreftraining.com](http://volleyballreftraining.com), including payment for any required fees.
2. Submission of paperwork does not guarantee a spot.
  - a. Candidates will be rated by the region rating team and ranked
  - b. If selected by the region, ALL paperwork and fees will be submitted to the National office together.
  - c. The national office must then select you as well. Spots are limited.
3. If you are not selected your payment will be returned to you.
4. If you are selected and return in good standing your payment will be returned to you.
  - a. Good standing means completed the course pass or fail and had no incidents during the course.
5. If you are truly interested you must be available at certain tournaments to be rated by the Region Rating Team.
6. You are also responsible for completing all online requirements and portions of the paperwork and submitting them to the National Office by the required deadline. This is YOUR responsibility.

### **Where to find applications:**

[https://volleyballreftraining.com/resources\\_applications.php](https://volleyballreftraining.com/resources_applications.php)

We will pay half of your room for the rating dates that you attend the rating session. You must apply for this when you return from your rating. This only includes the actual dates of your ratings, not the entire event.

If you are not successful in achieving your rating or do not complete the process at the National level, you may apply to go again. However, you will be responsible for all expenses related to your process. You will have to follow the same process again when you apply and will be put on the list of potential candidates.

Once you return from your rating process and have returned with no infractions from USA Volleyball, you can apply for your reimbursement using the form found on the Forms page

of the region website,

[http://www.floridavolleyball.org/uploads/1/4/0/0/14000793/expense\\_report\\_blank\\_rev\\_8.8.15.pdf](http://www.floridavolleyball.org/uploads/1/4/0/0/14000793/expense_report_blank_rev_8.8.15.pdf)

You must submit this form along with any hotel receipts to the region office, address listed on the website, and you will receive your reimbursement.

### **Rating Team**

Once you successfully pass your rating session and are a rank of Junior National or National, you may be invited to participate on the Region ranking team. The region's Officials' Coordinator is responsible for obtaining raters and picking sites where they will rate officials

The current pay and mileage reimbursement schedule for raters is found here

[http://www.floridavolleyball.org/uploads/1/4/0/0/14000793/pay\\_sheet-rater\\_rev\\_8.18.15.pdf](http://www.floridavolleyball.org/uploads/1/4/0/0/14000793/pay_sheet-rater_rev_8.18.15.pdf)

Any member of the team traveling more than 50 miles will be provided a hotel room provided they are staying to rate the next day. This must be preapproved. The Head Rater should be contacted to procure the room for you. You may be asked to share a room to save money for the region.

All individuals participating as raters/trainers/clinicians and roles other than officiating, must submit an expense report form to the region office. The forms can be found on the Official's page of our website. There are specific forms for specific duties, so please use the correct one. If you have any questions, please contact the Officials' Coordinator, or contact the region office at [info@floridavolleyball.org](mailto:info@floridavolleyball.org).

### **FLORIDA REGION REFEREE REQUIREMENTS**

Requirements for each level are posted at <http://www.floridavolleyball.org/referee-requirements.html>