

# SCVA Officials Manual

Edited 06/27/2018

## **Prelude - I. Regional Development Team (RDT)**

This team is responsible for training and rating officials within the region. As well, this team will conduct training camps for new officials and advanced camps for officials that wish to move to the next certification level.

### **I. Required Uniform**

1. Shirt: All white, blue or grey polo shirt, short or long sleeves, with the “Certified Volleyball Official” logo on the arm. Any approved SCVA polos are also acceptable (e.g. Dig Pink).
2. Slacks: Dark navy slacks made of 100% polyester are recommended. Other fabric combinations are permitted as long as the dark navy color doesn’t appear to be faded.
3. Belt: Black or dark navy in color.
4. Shoes: Shoes must be all white.
5. Jacket: Jackets are optional. If worn they must be approved by USAV or PAVO white or navy.

### **II. Officials Certification Levels**

For the purposes of developing officials in the region, the following levels have been established. Training and other requirements needed to achieve and maintain these levels are discussed in subsequent sections.

1. Provisional
2. Regional
3. Junior National
4. National

### **III. SCVA “Member in Good Standing” Requirements**

Officials working for the SCVA are expected to provide a minimum level of service to the region. If an official is unable to meet the below requirements an “Excusal Waiver” must be filed. The Waiver must state any hardships hindering the official from meeting the requirements and be approved by SCVA.

#### **1. Provisional**

- a. Pay required SCVA dues and have no disciplinary action outstanding.
- b. First year officials in the SCVA must attend the Officials Training Camp; details in Section V.
- c. Second year officials must attend an SCVA rules clinic; details on SCVA website.
- d. Work a minimum of (9) tournament days as a referee at SCVA sanctioned events. Working a complete JNQ event (boys or girls), counts as (5) days.
- e. If returning as a provisional, pass an online rules test, USAV test C or its equivalent, each season as directed by SCVA.

#### **2. Regional**

- a. Pay required SCVA dues and have no disciplinary action outstanding.
- b. Must attend an SCVA rules clinic; details on SCVA website.
- c. Work a minimum of (12) tournament days as a referee at SCVA sanctioned events. This must include (1) of the SCVA JNQ events (boys or girls) and will count as (5) days.
- d. If returning as a regional, pass an online rules test, USAV test A or its equivalent, each season as directed by SCVA.
- e. Unless an official achieved a new certification level recently, they will be re-evaluated every (3) years by the RDT.

### **3. Junior National and National**

- a. Pay required SCVA dues and have no disciplinary action outstanding.
- b. Must attend an SCVA rules clinic; details on SCVA website.
- c. Work a minimum of (15) tournament days as a referee at SCVA sanctioned events. This must include (2) of the SCVA JNQ events (boys or girls) and will count as (5) days each.
- d. Maintain all requirements as required by USA Volleyball such as attend the National Championships, pass the online national test and attend a national clinic.
- e. Unless an official achieved a new certification level recently, they will be re-evaluated every (3) years by the RDT.

### **IV. How to Achieve Various Officials Certification Levels**

Generally, SCVA officials start at the lowest level, and with training and experience work their way up to the highest certification level. However, the SCVA's RDT may accelerate progression through the levels based on the level of proficiency exhibited at tournaments.

#### **1. How to become a "Provisional" Referee**

- a. Attend the New Officials Training Camp; details in Section V.
- b. Pass an online rules test, USAV test C or its equivalent, each season as directed by SCVA.

#### **2. How to become a "Regional" Referee**

- a. Meet the "Member in Good Standing" requirements.
- b. Officiate as a Provisional Referee for a minimum of (1) full season and have worked at least (9) tournament days as an official.
- c. Must apply via email to the SCVA Official's Chair to be considered by January 1st of the current season. The application must include a letter that supports why you should be considered as a Regional candidate.
- d. Applicant must participate in a Regional Rating Session; details in Section VI.
- e. Once the Regional Rating Session is complete the RDT will determine a pass or fail.

#### **3. How to become a "Junior National" or "National" Referee**

- a. Meet the "Member in Good Standing" requirements.
- b. For Junior National candidates, officiate as a Regional Referee for a minimum of (1) full season. For National candidates, officiate as a Junior National Referee for a minimum of (1) full season.
- c. Must apply via email to the SCVA Official's Chair to be considered by December 1st of the current season. The application must include a letter that supports why you should be considered as a Junior National or National candidate.
- d. Applicant must participate in one of the Advanced Training Camps; details in Section VII. Please include the Advanced Training Camp Sign Up Form in your application email.
- e. Once the Advanced Camps are complete the RDT will determine if the official can continue as a candidate and submit an application to USAV.
- f. The fee for the USAV application will be paid for by SCVA.

### **V. New Officials Training Camp**

All first year officials are required to attend the Officials Training Camp. The camp is a two day event designed to give the officials actual court/game experience while being mentored by our RDT prior to sending them to their first matches. It is understood that attendance in the camp is for training and the official forfeits all monetary compensation for the matches that they will work. Exact details of the camp, including costs and dates are in a separate document.

## **VI. Regional Rating Session**

This rating session is used for officials wishing to acquire their Regional certification level. The official will be evaluated as an R1, R2, and scorer during the current season at an SCVA sanctioned event. Regional Ratings are limited to once a season per official. It is understood that during a Regional Rating, the official forfeits all monetary compensation for the matches that they will work during the session.

## **VII. Advanced Training Camp**

The purpose of the Advanced Camp is to give instruction and feedback to current officials that wish to obtain their next certification level (JN/National). The camp is a one day event designed to give the officials actual rating and debrief experience. The official will be evaluated as an R1, R2, and scorer. It is understood that attendance in the camp is for training and the official forfeits all monetary compensation for the matches that they will work. Exact details of the camp are in a separate document.

## **VIII. RDT Observations**

In order for SCVA to continue to provide a high quality product to the participants the RDT will conduct observations of all working officials throughout each season. Each official observed by the RDT will receive valuable feedback to assist the official for further growth as a professional.

## **IX. Officials Pay Structure**

The pay structure used by the SCVA is designed to recognize the proficiency level achieved by officials and the actual officiating services provided to the region. Below is the base pay schedule per match for the level the official has earned.

<b>Officials Level</b>	<b>Regional Tournaments</b>	<b>Major Events</b>	<b>Las Vegas Classic</b>
International	\$ 32.00	\$ 33.00	\$ 37.00
National	\$ 30.00	\$ 31.00	\$ 35.00
Junior National	\$ 28.00	\$ 29.00	\$ 33.00
Regional	\$ 24.00	\$ 27.00	\$ 31.00
Provisional	\$ 23.00	\$ 25.00	\$ 29.00

## VIII. Tournament Procedures

<b>Day / Time</b>	<b>Action</b>
Mon AM	Submit updated availability with Mel
Tue PM	Check website for assignments
Wed PM	Check website for assignments
Thu AM	Check w/Mel if not assigned
Sat/Sun 7:15 AM	Report to Site Director and sign-in
7:15 AM	Check assignments with site director for the day and be prepared for changes throughout the day
7:20 AM	Obtain all gear: Pool sheet, score sheets, libero tracker, Roster/line-up sheets, pens, pencils, score board, clipboard, correct volleyball
7:30 AM	Attend officials meeting. Find out where to turn in completed score sheets
7:35 AM	Go to court, check net, antennas, ref stand, benches, bleachers, playing space, obstructions, ball. Report any problems to the site director or site host.
7:40 AM	Find all teams assigned to the pool. If any are missing, report to site director. Give line-up sheets to all coaches in the pool, obtain rosters pre-printed from coaches.
7:48 AM	Conduct coin toss with playing team captains, go over playing facility, ensure jewelry is removed, inform players where subs stay, remind them to move gear behind or under team bench. Start 2 minute shared time warm-up. Check for jewelry, phones etc.
7:50 AM	Start first timed warm up for serving team. Ensure receiving team does not ball handle. They may shag balls for the team warming up. Check uniforms for legality and verify the numbers against the roster submitted by coach. Observe setters and hitters during warm ups.
7:53 AM	Give one minute warning for serving team.
7:54 AM	Blow whistle to end warm up for serving team, start timed warm up for receiving team. Ensure officiating team is complete and ready to officiate. Instruct officiating team on their responsibilities, include coach as they must remain at the score table or act as R2 throughout the match.
7:56 AM	If not already turned in, obtain starting line-ups from both coaches. Ensure players listed on the line-ups appear on the roster, there is a designated floor captain, if the team is not using a libero, there are "x"s in the designated libero spots on the line-up sheet, if one number is listed first, then an "x" in the second libero spot on the line-up sheet, if two liberos are used, both appear on the designated libero spots on the line-up sheet. Ensure scorer lists the starting players correctly on the score sheet for both teams.
7:57 AM	Give one minute warning for receiving team.
7:57 AM	Blow whistle to end warm ups. Check the playing surface for obstructions; team bags under or behind benches, no extra players from the officiating team in playable area, no spectators in playable area specifically behind the ref stand between the two attack lines. Direct teams to respective end lines and verify players from roster (if not already done). Whistle for teams to shake hands. Check starting line-ups against the players on the court. Allow libero(s) to enter. Give game ball to first server (If no certified R2 is utilized). Ensure table crew, coach for ref team is either R2 or at the table and line judges are in position. Get on stand.
8:00 AM	Conduct pre-serve scan then beckon for first serve.
	After each dead ball, try for 8-10 seconds between rallies for the next beckon unless substitution or time out occurs.

	<p>Substitution: If a coach wants a substitution, the player coming in the set must enter the sub zone to be recognized, and only between rallies. If a legal sub request occurs, blow whistle and signal substitution, allow incoming player to enter, outgoing player to exit, ensure scorer gives ready to resume signal, R2 also signals ready to resume, scan both benches then beckon for serve</p>
	<p>Time-out: If a team request a time out, blow whistle and signal Time Out then point with outstretched hand toward team bench. Begin 30 clock. At conclusion of 30 seconds whistle end of time out. Scan both benches, beckon for serve.</p>
	<p>At the conclusion of the set, signal end of set, whistle and signal switch courts, start 3 minute timer. Obtain new line-up sheets from both coaches no later than 30 seconds remaining between sets, ensure scorer lists both line-ups on the score sheet checking again for captains and correct libero listing. With 30 seconds remaining between sets, blow whistle to warn both teams to return to the court. Check line-ups, give ball to first server, ensure table crew, coach for ref team is either R2 or at the table and line judges are in position. Get on Stand.</p>
	<p>At the end of the three minutes between sets, or earlier if both teams are ready, conduct pre-serve scan then beckon for first serve.</p>
	<p>If a deciding set is needed, at the conclusion of the second set, blow whistle, show end of set signal, invite both teams to return to their respective benches. Start 3 minute timer. Call captains to score table and conduct deciding set coin toss. After coin toss, release teams to appropriate benches and continue as in previous between set protocols.</p>
	<p>After the match ends, give end of set signal, invite teams to shake hands. Get off stand and return to scorers table. Ensure scorer correctly completes the score sheet and signs the sheet. Thank the officiating team and call captains for the next match to begin. After coin toss, if it is the new teams first match of the day, begin 2 minute shared court timed warm-up. After the two minutes shared time, blow whistle for serving teams timed warm-ups. Ensure score sheet is correct with the correct team winning by the correct score, then return the score sheet to the site director or designated box used for remote courts. Continue with pre-match protocols as before then begin subsequent sets.</p>
	<p>Ensure you remain hydrated and fed throughout the day as officiating 6 matches in a row has a tendency to physically drain officials. If you need to go to the bathroom, try to do so when dropping off the score sheets. You may have the ref team time the warm ups to assist you if needed.</p>
	<p>When you are finished with your assignments check with the assigner or site director for other assignments. If finishing a pool on a court and no other matches will be played on the court, bring back the ball, score sheets, rosters, score board, pens and pencils to the site director. If playoffs will be conducted on your court, bring back the ball and leave the other materials on the court for the future matches. After you are finished for the day check out with the head referee or site director. Ensure to update your availability each Monday for the following weekend.</p>