



USA Volleyball Puget Sound Region – Referee Handbook

Officials Division - Puget Sound Region

Mission Statement.

- To establish a high level of officiating and understanding of the rules of Volleyball.
- To manage, educate, and develop the officiating in this region.
- To foster a professional image for officials in this region.

Day Official

Day Officials are the Region's Officiating representatives at tournaments held within the Region. Day Officials are usually the sole paid official at a tournament site. They are expected to display a consistent, professional manner and attitude at all times. The Day Official must treat all participants with respect and impartiality. They are to act with integrity and maintain a positive and co-operative attitude in performing their duties. Day officials are also to help develop Team officials by providing education and feedback to Team officials through the observation process.

New Policies Applicable for All Officials

1. Once an official accepts an assignment they are obligated to either show up and referee or they are responsible for finding a qualified replacement. To find a replacement, they must contact the Regional Assignor who will provide three names to be contacted for the assignment. This is to ensure that they are officiating at the appropriate level. Once an official agrees to take the assignment, **THEY** must contact the Regional Assignor by email or phone to verify acceptance of the assignment. Until they do that, the officials with the original assignment is NOT "off the hook". To make it perfectly clear, the official who accepts the assignment must contact the assignor. Please do not tell the other person to make this call.

2. No-Show Policy: Failure to show up for an assignment will result in the assessment of a penalty equally to one full Day Official's standard fee. This fee must be paid to the regional office before further assignments will be provided.

Duties

During tournaments: the day official will perform the following:

1. Arrive in uniform at the site at least 45 minutes prior to the start of the tournament.



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2. Check facilities for safety and correctness, and confer with the tournament director regarding ground rules and tournament format.
3. Together with tournament director, set up protest committee.
4. Attend the Coaches meeting and discuss ground rules and other issues with all.
5. Verify that rosters have been collected and posted.
6. Resolve any protests that occur, note any problems or issues on tournament report form.
7. Perform observations of Team Referees and Team Scorekeepers during pool play. Provide immediate feedback to official being observed, and at conclusion of match being observed review performance with the observed referee and scorekeeper AND HAVE THEM SIGN THEIR OBSERVATION FORMS. OBSERVE AT LEAST FOUR OF EACH (FOUR REFEREES AND FOUR SCOREKEEPERS).
8. Officiate a match in EACH round of the playoffs, AND OFFICIATE THE CHAMPIONSHIP MATCH.
9. Submit Tournament Host/Director Evaluation by D.O. Form and Tournament Site Evaluation Report to tournament director at end of tournament. (this is the requirement the Day Official must perform to be paid at the tournament. Tournament directors will be instructed to withhold payment at the tournament if this paperwork is not turned in at the end of the tournament).
10. Notify tournament host of any major problems as they occur.
11. Submit Observation forms completed to the Regional Office within one week.

Day Officials Pay

Payment of Day Officials will be done onsite by the Tournament Host **on the day of the tournament**. Day Officials will be paid \$125.00 for each day that they officiate. Should pay issues arise, note them on your Day Official Tournament Report form, and if warranted on the Tournament Director Evaluation form. Completed Day Official Tournament Director Evaluation and Tournament Report Forms are to be submitted to the Tournament Host at the end of the championship match. Upon receipt of this completed paperwork, the Tournament Host shall pay the day official.

Pay Disputes

In the event of a dispute between the Day Official and the Tournament Host regarding the amount owed to the Day Official, if Day Official was on time, Day Official will be paid the base rate. In event of a dispute about performance of duties by the Day Official, Tournament Host should note issues on Day Official Evaluation form, pay the official the base rate, and immediately submit the Day Official Evaluation form to the Regional office (attention: Robyn Peckol). Official should note issues on Tournament Report form and notify the Chair of Officials. A Sanction committee will decide the outcome.

Phone calls with this information are good “heads-up”, but disputes will be settled based on written records ONLY.



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Match Official

Match **Officials** are Regional or higher rated Officials who are assigned match by match, at either the Regional Championships or at selected tournament sites. They are expected to display a consistent, professional manner and attitude at all times, and treat all participants with respect and impartiality. They are to act with integrity and maintain a positive and co-operative attitude in performing their duties.

Pay

Match officials will be paid per match worked at a rate not less than \$25.00 for each match that they officiate (2/3 or less), \$38.00 for 3/5. No mileage will be paid. For regional tournaments, match officials will be paid by the Region office. For all other tournaments, match officials will be paid by the tournament director **ON THE DAY THAT THEY WORK THEIR MATCHES.**

Duties

1. Arrive in uniform at the site at least 30 minutes prior to start of the officiating assignment.
2. Check with Head Official or Tournament Director for match format and ground rules.
3. Ensure each match is run safely and play moves smoothly.
4. Report any problems or issues to the Head Official or Tournament Director.
5. Submit Match Official Voucher to the Head Official or Tournament Director.

This form must be turned in TO THE TOURNAMENT DIRECTOR ON THE DAY OF THE TOURNAMENT. Upon receipt of this form, the Tournament Director will verify with the Region office that the Match Official worked the above matches. The Region Office will pay the Match Official for Regional tournaments. Unless other arrangements have been made, the tournament host/director will pay Match Officials on the day of the tournament for non-regional-championship matches. If on-site payment is not possible, payment shall be issued within seven (7) days.