



# Montana Officials Association

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July 20, 2012

**TO: MOA VOLLEYBALL OFFICIALS**  
**FROM: SCOTT MCDONALD, ASSISTANT DIRECTOR**  
**RE: VOLLEYBALL STUDY CLUBS**

This packet contains the six study clubs that will help you prepare for the 2012-2013 season.

Below is the study club regulation as it appears in the MOA Handbook:

"If an MOA member's employment prevents him/her from attending study clubs, the official may receive credit for attendance if he/she complies as follows:

1. Makes prior arrangements with the Regional Director or head of the pool.
2. Completes the study club outlines and presents them to the Regional Director or head of the pool **in advance** of the meeting he/she will miss.
3. Exceptions will be made for certain military actions or other extenuating circumstances."
4. An official whose employment requires him/her to be away from home during the week may attend study clubs at an alternate pool location if he/she receives permission from the regional director(s) and the MOA Commissioner.

Part of study club #4, is the 2011-12 Volleyball Exam, Part I, which will help as a more thorough review of the rules. Those unable to attend this study club are asked to complete the exam and send it to their pool coordinator who will score it and return it.

We sincerely hope that these study clubs are a challenging tool that you will use in your best interest and the best interest of the coaches and players. Remember to give the finished study clubs to your Regional Director before December 1, 2012, so he/she can complete your evaluation. **Do not send your study clubs to the MHSA office.** If they are not evaluated and approved by your regional director on time, you could lose your rating.

Please contact us if you have any ideas to improve the format or content of these study clubs.

As another year is set to begin we wish you the best in your officiating endeavors, and we appreciate the work that you do for Montana's youth activities.

SM/tls

Enclosures

**MONTANA OFFICIALS ASSOCIATION  
VOLLEYBALL STUDY CLUB OUTLINES  
2012-2013  
LESSON #1**

NAME \_\_\_\_\_

CLUB \_\_\_\_\_ DATE \_\_\_\_\_

Preferably use before the season's first game.

- I. Review August's Official Word and your MOA Handbook.
- II. Discuss any issues/concerns/ideas prompted by August's MOA/MHSA Rules' Clinic.
- III. Review the new (italicized) areas of your MOA Handbook. Be aware of major revisions in your sport(s) that affect you.
- IV. MOA Handbook Changes and reminders for 2012-13 are as follows:
  1. Mileage has increased from 51 cents per mile last year to 55.5 cents per mile this year. Per diem for each official, including the driver, remains at 08 cents per mile. So, the driver, for a regular season match, would receive 63.5 cents per mile while the rider official would receive 08 cents per mile.
  2. No warm up activities will be allowed in the vicinity of the main playing floor at any time while any volleyball match is in progress. Invitational and dual tournaments would be excluded from this rule. Clarification: If there are two volleyball matches being played in the same gym on two separate floors at the same time, followed by two more matches played in that gym on two separate floors at the same time, the above MHSA volleyball rule would not apply in this situation. The matches would be treated like invitational and dual tournaments and excluded from this MHSA volleyball warm-up rule. This will facilitate matches staying on the time schedule. Violations of this MHSA rule should be reported to the MHSA office.
  3. NFHS Volleyball Rules will be followed requiring that the pre-match conference and coin flip be completed prior to the starting of the 20 minute warm-up period.
  4. **Solid White volleyball to be used for the 2012 Volleyball Season**  
As approved by the MHSA Executive Board, for 2012 MHSA Volleyball regular and post season play, a solid white volleyball shall be used for all levels of play which shall include the NFHS authenticating mark. During MHSA post season play, the Mikasa VQ2000 volleyball shall be used.
- V. Pink whistles may be used by officials at contests designated as breast cancer awareness events. Any other uniform modifications for the purpose of supporting a charitable fundraising event must be approved in advance by the MOA Commissioner.
- VI. The MHSA Executive Board and the MOA Regional Directors have approved the following amendments, replacements and additions to the MHSA/MOA Handbook:

1. The MOA Regional Directors approved allowing the Six Person Volleyball Officials Rotation that was used at last year's 2011 State All Class Volleyball Tournament, to be used at all 2012 Post Season Volleyball Tournaments that have an 8 team, 3-day, 6 match format on the first two days and three or four matches on the third day. This official's rotation format can be used at all 2012 Post Season Tournaments (District and Divisional) that have the above tournament format. Below is a copy of the officials rotation format:



### **2012 DIVISIONAL/DISTRICT VOLLEYBALL TOURNAMENT**

This Rotation for Six Officials (can be used only for an 8-team tournament, which is 3 days in length, with 6 matches on the first two days and 3 or 4 matches on the last day).

Match	L	R1	L	R2	Off
1	1	5	4	2	6-3
2	3	1	6	4	5-2
3	2	3	5	6	1-4
4	4	2	1	5	3-6
5	6	4	3	1	2-5
6	5	6	2	3	4-1
7	6	3	5	1	4-2
8	2	6	4	5	3-1
9	1	2	3	4	6-5
10	5	1	6	3	2-4
11	4	5	2	6	1-3
12	3	4	1	2	5-6
13	3	1	2	5	6-4
14	4	3	6	2	1-5
15	5	4	1	6	2-3

2. The MOA Regional Directors have voted to allow the following Six Person Volleyball Officials Rotation to be used at the 2012 State All Class Volleyball Tournament (note the R1, R2 and line judges rotations have been switched). We will evaluate the rotation after this year's State All Class Volleyball Tournament to see if the rotation should be used at other MHSAA Post Season Volleyball Tournaments.



### **2012 STATE VOLLEYBALL TOURNAMENT OFFICIALS ROTATION (one year trial)**

Match	R1	L	R2	L	Off
1	5	1	2	4	6-3
2	1	3	4	6	5-2
3	3	2	6	5	1-4
4	2	4	5	1	3-6
5	4	6	1	3	2-5
6	6	5	3	2	4-1
7	3	6	1	5	4-2
8	6	2	5	4	3-1
9	2	1	4	3	6-5
10	1	5	3	6	2-4
11	5	4	6	2	1-3
12	4	3	2	1	5-6
13	1	3	5	2	6-4
14	3	4	2	6	1-5
15	4	5	6	1	2-3

3. To help avoid confirmations with coaches/players/fans after a match, the following procedure will be used by the referees leaving the court: after the last point of the deciding set, the R2 will visually confirm the final score (shown on the scoresheet/scoreboard) with a nod to the scorer, then the R2 walks to the R1, and the referees (and line judges) will leave the floor together. The jurisdiction of the referees is terminated and the final match score has been approved when the R1 and R2 leave the visual confines of the playing area and no change of the score shall be allowed thereafter. This procedural change will no longer require the R1 and R2 to verify the deciding match score by initialing the scoresheet. It is recommended that the R1 and R2 sign the scoresheet before the start of the match.
4. The MOA Regional Directors have reaffirmed that if the timing mechanism on the scoreboard malfunctions, or one is not available, **the home management must supply a stopwatch for the timer to use to time warm-ups, time-outs and intermissions and a watch is not necessary for volleyball officials to wear.**
5. The MOA Regional Directors have approved the following: For the 2012 Volleyball Season, referees during a team warm-up period should warn or could penalize players, coaches and managers who do not comply with dress and behavior rules when they are actively conducting/participating in the team warm-up activities. Proper attire for the warm-up duties required wearing proper footwear (no bare feet or flip-flops are allowed—must wear footwear that can be fastened to the foot and can't come off) and not listening to a music device or using a cell phone. Not being in full uniform, including proper footwear, listening to a music device or using a cell phone increases the risk of a player getting injured. Ultimately the coach is responsible for being sure the players do not report to the court for warm-ups or competition wearing jewelry and that each player is properly attired. During warm-ups, host management **(not referees)** will ensure that non-players (auxiliary personnel) on the floor actively participating in warm-ups retrieving volleyballs or during match play (line judges) are wearing proper footwear (no bare feet or flip-flops are allowed—must wear footwear that can be fastened to the foot and can't come off) and are not listening to a music device or using a cell phone.
6. Other topics for discussion by your pool are:
  - Reminder--The MOA Handbook, section XVIII-Sexual Harassment, Intimidation and Violence, B, states: Sexual harassment is a form of sex discrimination which violates federal law. Sexual harassment is illegal. Sexual harassment includes requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication (including electronic communication or online postings) of a sexual nature. Sexual intimidation is conduct which subjects members of either gender to humiliation, embarrassment, or discomfort. Sexual intimidation can be verbal or non-verbal and includes electronic communications or online postings.
  - Reminder—The MOA Handbook, section XIX-Misconduct by Officials, F, 4 states: Engaging in derogatory, abusive, demeaning, and/or racially or sexually insensitive remarks through electronic communication or online postings toward any student-athlete, coach, fan or other person associated with an MHSA sanctioned contest.
  - Reminder--Under XVII, MOA Code of Ethics — letter L — **I will not approach coaches or athletic directors, personally or by mail, relative to assignments or ratings or in regard to game calls, mechanics or procedural duties. Those questions should be initially addressed through the pool leader, MOA Regional Director or the MOA office.**

- The R1 and the R2 should use all the tools at their disposal. The R1 should not make a call before they look at the R2 or the line judges. Referees just need to slow down and not be in a hurry to make the call and use all the other officials working with them.
- Officials utilizing lodging accommodations provided by the tournament manager may be provided a single room when feasible and at the discretion of the tournament manager.
- Officials Payment: The MHSA recognizes that officials are independent contractors; therefore, methods of paying established fees/expenses will be determined by agreement between the school which has contracted for the official services and the local officials' pool, or approved non-pool affiliated official. However, the MHSA ***requires that one of the two following methods be utilized:***
  1. All assigned officials ***must*** be paid before the contest with a check issued by the member school. MOA officials should not accept checks written to other member officials. A member school ***seven (7) business*** days from the date of the contest to reissue appropriate checks to the official(s) who actually worked the contest,

***OR***

2. If a member school and the local officials' pool (or an approved non-pool affiliated official) agree to other methods of payment for established fees/expenses, ***and the method of payment is approved by the Regional Director***, the official will be paid within ***seven (7) business*** days of the contest. Officials' pools cannot receive payments from the schools to distribute to individual members as this practice would make the officials' pool the employer, nullifying the independent contract status and subjecting the pool to unemployment and workers' compensation requirements. Any changes in the payment process must be approved by the MOA Commissioner.
  3. Exception for soccer pools only: because the fee structure for soccer officials differs from all other MHSA sanctioned sports, an alternative payment method for soccer officials may be approved by the MOA Commissioner, provided that the local soccer pool, the local school(s), and the Regional Director are in agreement. The alternative payment method must be submitted in writing for approval by the MOA Commissioner on an annual basis prior to implementation.
- All MOA exams must be completed within a three (3) hour time limit

## VII. Reminder of General MOA Information – NFHS Rules:

1. The MOA Regional Directors have reaffirmed that for the 2012 volleyball season the proper MOA/MHSA volleyball officials uniform is expected and required for all MOA Volleyball Officials and no adjustments to the uniform are permitted as stated: **All MOA volleyball officials shall wear a solid white short-sleeved collared polo shirt (no long sleeves shirts)**, solid black pants, predominately black colored athletic shoes, but the shoes may have some clear or grey trim or deviate slightly from solid all black and whenever possible, any different color must be dyed or colored over with black, and black socks. All officials must wear an MOA patch or they may have an embroidered patch as long as the embroidered patch is the same style font and size as the MOA patch and has black lettering with a white background.
  - a. An American flag, if worn, will be on the left shoulder.
  - b. Jewelry, except a wedding band/ring or a medical alert bracelet, shall not be worn while officials are working.

2. In the MOA Handbook, Section XIV, L it states: Official Pools may provide information regarding availability of eligible officials for post season assignment to a district or division representative for distribution to schools in those districts or divisions, when requested in writing. Individual officials shall not provide such information.
3. Because Districts/Divisions are now scheduling play-in matches on Monday or Tuesday to pare the tournament down to an eight team bracket, if one of the tournament officials has a work related conflict and is unable to officiate the play-in match, the MOA office or tournament manager can assign one of the other tournament officials to work this match(es).

VIII. Again this year, a joint venture strategy has been implemented for MOA officials to join the Montana Coaches Association (MCA) as an associate member and receive selected benefits associated with their MCA membership. Nearly 14% of all registered officials have joined the MCA so far this year. The MOA Regional Directors have discontinued the required mechanics clinics (train the trainer) that have been held at the MCA convention in Great Falls in August. The reason for the discontinuation is the intensive training shared with pool leaders and representatives over the past several years has now become repetitive except for the few new mechanics changes every other year. A different mechanics training requirement (hopefully an on online offering) is being explored. **For now the MCA Associate Member dues collected will help fund other MOA initiatives and programs.** If you are still interested in joining the MCA as an Associate Member please contact Theresa in the MOA office.

IX. Other topics for discussion by your pool are:

Rule 7-1-4 requires that no later than two minutes following each set, a **coach** from each team shall submit a written, accurate numeric lineup in proper serving order to the scorer.

The MHSA considers sports bras foundation garments. As such, they are **not** subject to the undergarment rule of being a single color similar to the predominant color of the uniform top.

Rule 3-2-1d requires the uniform to be worn as the manufacturer intended. **This rule doesn't allow players to fold over waistbands of the uniform shorts.** One exception is that Velcro straps may be used to shorten the sleeve length.

Rule 4-2-1e states that removal of any part of the uniform in the playing area is unsporting conduct. This includes, after warm-ups, players going to their bench and removing their warm-up shirts to change into their uniform tops. Preventive officiating, with a warning to the coach, should be used to help stop this kind of behavior.

The use of flags by the line judges during regular season or post season play is prohibited by MHSA guidelines.

X. Discuss any problems, clarifications, concerns or ideas that occurred administering the major rule changes from last year. The review of the 2011 Rule Changes can be found on pages 5-6 of the **2012 NFHS Volleyball Preseason Guide.**

**1-3 new 3:** Outlines the procedure for scoring when a vacant position rotates to serve in the right back position due to the team playing with fewer than six players as a result of illness, injury or disqualification.

**2-1 new 9 and 10:** Adds the definitions for playable and non-playable areas and stipulates the first referee has the authority to identify other areas as unsuitable for play.

**3-1-1:** The overall width and length of the net may now fall within a range with the width of the net overall being 36 inches to 39 inches and the length being 31 feet, 6 inches to 33 feet.

**3-1-1:** The plain white tape along the top of the net shall be 2 inches. up to 2  $\frac{3}{4}$  inches. wide. A white net sleeve, no wider than 3  $\frac{3}{8}$  inches, with the school name, insignia, school mascot and/or advertising may be installed along the top of the net.

**4-1-5:** Expands the style of items that may be worn in the hair to include unadorned flat barrettes no longer than 2 in.

**5-4-3b:** The change clarifies the duties and the communication that the second referee should make with the scorer and the first referee near the end of a set.

**8-1-1:** The definition of a serve was expanded to state: A serve contacting and crossing the net shall remain in play provided that the ball is entirely within the net antennas. Previously, there was no definition of this type of serve in the rule book and it was assumed legal by omission.

**Volleyball Signals #1, Case Book:** The illegal alignment signal shall be used for a libero replacement after the whistle/signal for serve. It is also used to communicate a penalty being assessed for failure to submit an accurate lineup.

XI. Review the following information related to the new rule changes listed in the 2012 NFHS Volleyball Preseason Guide which was included in your volleyball packet: (Please review the plays and rulings for each rule change area if they are provided)

- Libero Uniform Requirements Change– page 1
- New Location for Deciding Set Coin Toss – page 2
- Court Protocol for Deciding Set Modified – page 3
- Penalty for Illegal Subs and Illegal Replacements Now the Same – page 3

Further information about rule changes can be found on page 49 of the NFHS Volleyball Rules Book.

The following are editorial changes that weren't included in the 2012 volleyball rules clinic power point:



EDITORIAL CHANGE

REFEREE

## During the Set Rule 5-4-3b(16)



Second referee confirms to the first referee that the 24<sup>th</sup> point has been scored or the 14<sup>th</sup> of the fifth set.

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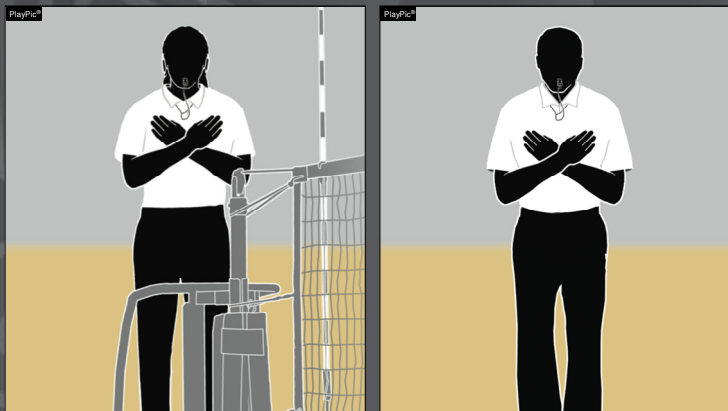
Rule 5-4-3b (16) editorial change: simply includes in the rules that the second referee confirms to the R1 that the 24<sup>th</sup> point of the set is scored, 14<sup>th</sup> point in deciding set fifth set. The change is just including this mechanic as a responsibility by rule.



EDITORIAL CHANGE

REFEREE

## During the Set Rule 5-4-3b (2)



Second referee mirrors first referee's signal at **end of set**.

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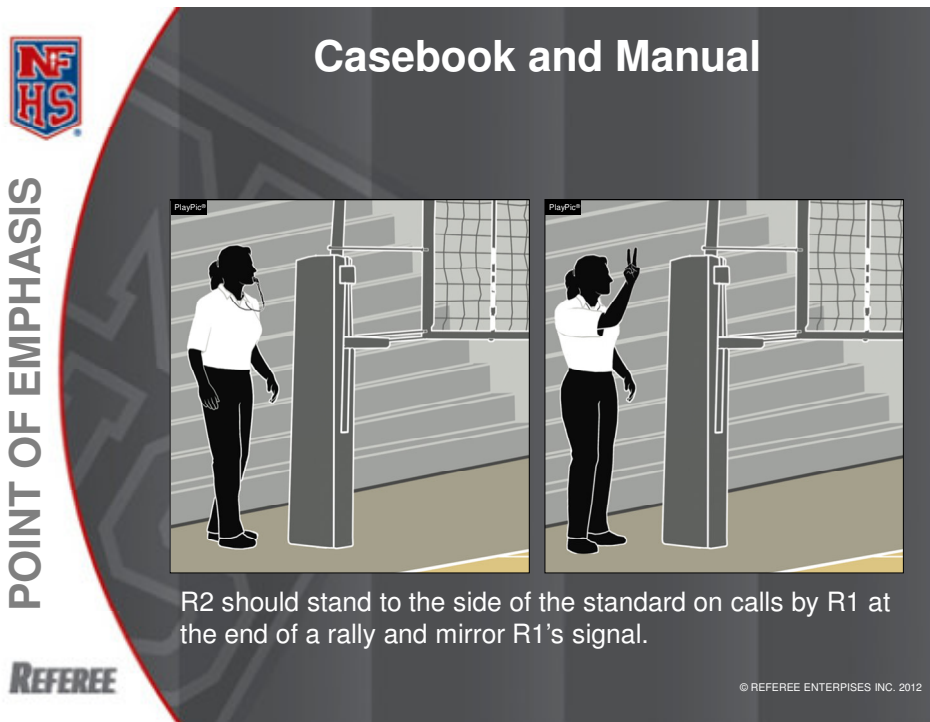
Rule 5-4-3b (2) now requires the second referee to mirror first referee's signal at end of set. Completes the listing of responsibilities for the second referee when repeating the first referee's signals. During the set the second referee has the responsibility to mirror the first referee's signal for each:

- Loss of rally/point



- Violation/fault
- Replay/reserve
- And end of set

This completes the listing of responsibilities for the second referee when repeating the first referee's signals.



On calls by the first referee, the second referee will now step laterally away from the standards (center line extended) and repeat the first referee signal.

XII. **Match Format** – please review the following match formats adopted for the 2012-13 volleyball season:

**Varsity** (regular season)

- ✓ Best 3 out of 5 sets to 25 points with no cap (you must win by two points)
- ✓ 5<sup>th</sup> and deciding set to 15 points with no cap (you must win by two points)
- ✓ Two time-outs per set
- ✓ Let serve will be utilized
- ✓ Libero player can be utilized and may serve in one position in the serving order

**Sub-varsity** (regular season)

- ✓ Best 3 out of 5 sets – sets 1 and 2 to 25 points cap at 30 points – sets 3, 4 and 5 to 15 points cap at 20 points
- ✓ Two time-outs for sets 1 and 2 – One time-out for sets 3, 4 and 5.
- ✓ Let serve will be utilized
- ✓ Libero player can be utilized and may serve in one position in the serving order

XIII. Officials, coaches and administrators are being asked to make all efforts to ensure the safety of athletes who participate in MHSA activities. In regard to players experiencing possible concussions or other serious injuries during MHSA contests or practices, the MHSA procedures outlined below have been implemented:

**Officials' Responsibilities:**

Officials are asked to use their best judgment in observing the signs, symptoms and behaviors of a concussion and other possible serious injuries. If there is a player that exhibits signs and symptoms of an injury, officials will make coaches aware of the injured player and call an injury time out. The official should notify the coach by making the following statement:

***“Coach, you need to take a look at this player; he/she is exhibiting signs and symptoms of an injury.”***

Once the official notifies the coach, it is now the coach's responsibility. The official does not need written permission for an athlete to return to play nor does the official need to verify the credentials of the appropriate health-care professional. The decision to return an athlete to competition rests with the coach, after the affected player is evaluated by an appropriate health care professional. Officials do not determine RETURN TO PLAY (RTP).

**Coaches' Responsibilities:**

After the official has notified the coach of the injury and has sent the athlete off of the field or court, or if a coach witnesses an incident in practice, the coach must then make the initial determination of the injury. For instance, if the coach knows that a player is diabetic, and may be experiencing a diabetic episode, the coach should have the student treated appropriately and then return the player to play or practice. If the coach suspects the athlete is exhibiting the signs, symptoms or behaviors consistent with a concussion, then the coach must have the player evaluated by an appropriate health-care professional. (MD, DO, NP or PAC). If an appropriate health-care professional on the sideline determines that the athlete HAS NOT suffered a concussion, the athlete may return to play. If an appropriate health-care professional is not available to evaluate the athlete, the athlete SHOULD NOT be allowed by the coach to return to play. In game situations, the official does not need written permission for an athlete to return to play nor does the official need to verify the credentials of the appropriate health-care professional.

Ultimately, the decision to return an athlete to competition or practice rests with the coach, after the affected player is evaluated by an appropriate health care professional (MD, DO, PAC, NP).

**Administrators' Responsibilities:**

Administrators must require all coaches to review and implement this procedure. Administrators should have regular reviews with their coaching staffs concerning these procedures. Administrators should require coaches to report all incidents to the administration immediately following the practice or contest. All incidents should be documented. Administrators must understand the responsibilities that coaches have in the decision to return athletes to play. Administrators must enforce the return to play language in the MHSA Rules and Regulations as stated in this presentation. Schools are encouraged to establish policies at the local district level to address concussion and serious injury management. A sample policy is available by contacting Joe Brott, Policy Services Director, at MtSBA. Phone – (406) 442-2180 or email [jbrott@mtsba.org](mailto:jbrott@mtsba.org).

Ultimately, the decision to return an athlete to competition or practice rests with the coach, after the affected player is evaluated by an appropriate health care professional (MD, DO, NP or PAC).

**VOLLEYBALL PLAYER UNIFORMS – LET'S NOT FORGET...**

- All players on a team shall wear uniform as intended by the manufacturer (i.e., no rolling short waist bands down with tags exposed, tucking in sleeves, etc).
- Uniform tops must hang below or be tucked into the waist band of the short when the player is standing upright (i.e., no rolling short waist bands down)
- Uniforms must be worn in the playing area. Removal of any part of the uniform (shirt, shorts) is unsporting conduct (acceptable areas to change uniforms = locker rooms & restrooms)

- The libero uniform top must be in clear contrast from teammates. Attention must be given to avoid having the Libero player and teammates wearing uniforms with similar dark colors (i.e., saturation/intensity of a color).

**OUTLINE MUST BE SIGNED BY ALL PRESENT AND SENT TO YOUR REGIONAL DIRECTOR BY  
DECEMBER 1, 2012.**

**MONTANA OFFICIALS ASSOCIATION  
VOLLEYBALL STUDY CLUB OUTLINES  
2012-13  
LESSON #2**

NAME \_\_\_\_\_

CLUB \_\_\_\_\_ DATE \_\_\_\_\_

- I. Review and discuss the following information about R1 and R2 working together that was presented at the 2011 "train the trainer" clinic:

A. Back-row Attack and Back-row Block Signals

The R2 is encouraged to include among his/her duties the responsibility for identifying back-row attacks and back-row blocks. With proper techniques, the R2 can discretely signal to the R1 back-row attacks and back-row blocks. If the R2 is certain that a back-row attack or back-row block has occurred, it must be identified. The R2 will use a discreet signal. If the R1 does not see the R2's action and the R2 is certain there has been an infraction, step slightly onto the court to gain the attention of the R1. The second technique and less desirable would be to wait until the rally is over and approach the R1. Remember, do this only in cases where there is absolutely no doubt. The R1 still has the final judgment. In situations A&B below, the R2 believes that a BRA or BRB has occurred.

- A Back-row Attack is observed by the R2:
    1. A discrete signal of a back-row attack indicates that the player was a back-row player. The R2 believes, but is not certain, that the ball was above the plane of the net. If the R1 agrees, the R1 should whistle for Back-row Attack. A discrete signal from the R2 of a back-row attack indicates that the player was a back-row player but the R2 is not certain that the ball was above the plane of the net.
    2. If the ball is set by a back row setter, contacting the ball completely above the height of the net, and then blocked, it is the responsibility of the R1 to make the call. Therefore, the R2 will discretely signal the back row player and leave the call to the R1 as his/her judgment is required about the position of the ball such as, did it break the plane (Back-row Attack) or did it not break the plane (Blocking Over).
  - A Back-row Block is seen by R2: A discrete signal of a back-row block indicates that the player was a back-row player, and in the opinion of the R2, the back row blocker may not have fit the definition of a blocker. If there is a close play at the net in which there is some question about the order of contacts, this indicates that the R2 saw the defensive team contact the ball first or simultaneously with the back-row player. A discrete back-row block signal can also be used to indicate that the collective block rule should be applied and back-row block should be called by the R1. If the R1 passes on R2's signal, drop and play on.
- B. Signals about who should be awarded the ball
- The ball hits the antenna on the R2 side or ball hits the top of the tape on the R2 side and then rebounds out of bounds on the attacker's side: In both these cases, the R1 needs the help of the R2 to determine which side should be awarded the ball. The R2 should LEAD the R1 in the signal sequence.
- Ball hits the antenna: The R2 should blow her whistle and give the "out" signal. If there is any doubt about who last touched the ball before it hit the antenna, the R2 should use their open hand to point to the person who last touched the ball (the attacker or a blocker). The R2 should wait for the R1 to duplicate their "out" signal and indicate loss of rally. The R2 should then duplicate the R1's loss of rally/point signal.
  - Ball hits the tape and rebounds out of bounds on the attacker's side: The R2 should follow the R1's "out" signal and should immediately follow with an indication of which side

caused the fault. If there was no touch off the block, the R2 should use their open palm to indicate that the ball was out off the attacker. If there was a touch off the block, the R2 should indicate that the ball was off the block.

- Touch Signals by R2. R2 sees a touch off the block and the ball continues to the blockers' side. If the ball remains in play, there should be no touch signal given during the play. If the ball continues out of bounds, the R2 should give the touch signal immediately after the R1 has whistled the ball dead. This signal should NOT be discrete. In this case, the responsibility for touch calls is exactly the same for the R2 and for line judges.
- R2 sees a touch off the block and the ball is blocked back to the attacker's side: Most R1's prefer that no touch signal be given in this situation as you can see the problem with the R2 signaling touch as the R1 blows the whistle for four hits. Keep this in mind when deciding what technique will be used in this particular situation. This decision must be discussed in the officials' meeting before the match.
- The third touch is hit into the net without being touched by the blockers and rebounds into the attacker's side. The R2 should indicate "4-hits" with a discrete hand signal. This signal should be made as soon as the ball rebounds from the net rather than waiting until the actual 4<sup>th</sup> contact. BUT, the R1 withholds the whistle until the ball is touched for the 4<sup>th</sup> time or it contacts the floor.

C. Help with ball handling

- The ball should have been seen clearly by the R1: The R2 should not signal unless the R1 makes a specific point to stop his/her scan and it is obvious that he/she is looking for help.
- The ball may not have been seen clearly by the R1: A discrete signal of 2-hits or held ball should be given. If clearly out of the R1's vision, the R2 may blow the whistle and make the call.
- A 4<sup>th</sup> contact may not have been seen at all by the R1: A discrete signal should be given when a 4<sup>th</sup> hit occurs or when the same player again plays the ball.
- Blocking Over: If the R2 sees the block touch the ball and /heshe believes that the ball was not in the plane of the net, a discrete "blocking-over" signal should be given.

D. Ball hits the floor:

- The ball is in the middle of the floor and should have been seen by the R1: A discrete ball-down signal is appropriate.
- The ball probably was not seen well by the R1: A less discrete ball-down signal should be given.

E. Ready signal after a break in play

- The signal for "ready" by the R2 is given with one arm up with the palm facing to the net. The signal should not be given until the R2 is completely ready. The R2 should already be in place to observe the receiving team. The R2 should have his/her whistle in their mouth.

**IT IS VERY IMPORTANT THAT BOTH OFFICIALS ARE ON THE SAME PAGE IN USING THESE TECHNIQUES. THEREFORE, OFFICIALS SHOULD DISCUSS THEM PRIOR TO THE MATCH.**

II. **Review and discuss the following information about: RECOGNITION OF LEGAL/ILLEGAL ALIGNMENTS written by a Sheryl Solberg, Volleyball Official in North Dakota:**

After officiating, observing and evaluating officials over the years, I have identified the need for sharing some ideas on illegal alignments. There comes a time in everyone's career when self-evaluation offers new methods for perfecting specific techniques. Let us all remember that we are all fallible and will not catch every overlap, although, we should be seeing the obvious.

First, we need to find a way that is comfortable and effective for us to be aware of player positions. At the beginning of each match, we need to take the time to secure the player's positions in our minds. Some officials learn numbers in certain sequences, such as opposites, who is by whom, or by starting with the setter and moving around. By paying close attention in the warm-up, officials should be able to identify what position a particular player plays, for example, outside hitters/blockers, middle hitters/blockers, and, of course, the setter. Most of us concentrate on the setter. For the most part, the setter does not get confused in the line-up. So, find the system that works for you in recognizing player positions at the beginning of each set.

This awareness is crucial when the teams start substituting. After each of the first few substitutions, reassure yourself that you know where each substitute is to be on the court by confirming it with a quick glance at the score sheet or your line-up card. This should not become a crutch, although when necessary it can minimize confusion that may ensue for the next few rotations. Recognize normal substitution patterns used by coaches. If you have officiated a team prior, share the knowledge you gained from that match with your partner. This will enhance communication and match administration between officials. Last, but not least, in the maze of substitutions, is the infamous "quick, put in whoever is left on the bench!" strategy. We all recognize this as an opportunity for a team to affect the momentum of the set, regardless of who they put in the set. This often leaves both officials wondering, "where in the world does this one belong?!?!?" Without looking too bewildered, the R2 should calmly administer the sub, stroll past the scoresheet/line-up sheet with a sense of delayed emergence and then, as always, take position for serve-receive. As mentioned earlier, this should provide assurance that will assist in future recognition of illegal alignments.

Be cognizant of the last server. Along with the setter, now you know where two people should be. Most teams serve receive with two, or maybe three or four, passers. Learn who they are and where they are in each rotation. These passers will line up in basically the same passing zones every time. Now you know where at least four to five, or maybe all six, of the players should be.

Take advantage of the time you have for observing line-ups. Line-ups are much easier to learn when sitting out and concentrating on them. Sit there and write them down and rotate players through all six positions on paper. Now you have six formations that you can study. More than likely, these formations will show up frequently all season with most of the teams you officiate. This works well at a tournament or with teams you know you will see again.

To recap, reassure yourself with a quick glance at the scoresheet/line-up sheet when necessary, learn the setter and always know the last server. Add to that by learning who the passers are and where they line up. Lastly, learn formations, they will inevitably show up over and over. There are those of us who do not have much of a problem with illegal alignments. Then, there are those of us who are not aware that overlaps are happening on a consistent basis, right before our eyes! Take what you need and modify it to work for you. Ask your fellow officials at your matches how they learn and remember player positions. Experienced officials, share your techniques with the less experienced officials. We are all in this together and by all means, if anyone has any other helpful tips on this topic or otherwise, please share.

**OUTLINE MUST BE SIGNED BY ALL PRESENT AND SENT TO YOUR REGIONAL  
DIRECTOR BY DECEMBER 1, 2012.**

**MONTANA OFFICIALS ASSOCIATION  
VOLLEYBALL STUDY CLUB OUTLINES  
2012-13  
LESSON #3**

NAME \_\_\_\_\_

CLUB \_\_\_\_\_ DATE \_\_\_\_\_

I. Review and discuss the following in the 2012 NFHS Volleyball Preseason Guide:

- KISS: Keep It Short Students – page 4
- Net Play – page 8
- Identifying Back Row Players, Attackers – page 10
- Practice, Focus On Basics If You're New or Getting Sloppy With Signals – page 13
- Outside the Lines – page 14

II. Review and discuss the following information on the Time Out Procedure:

1. Charged time-out. The second referee shall:

- a. Recognize the request with a double whistle and signal (#21);
- b. Remind the timer to start the clock for one minute;
- c. Check with the scorer to make sure the time-out is recorded in the scoresheet for the appropriate team;
- d. Check the scoresheet for any individual score and team score discrepancies, and make sure the visible scoreboard agrees with the scoresheet;
- e. During the time-out, notify the first referee how many time-outs each team has used (and signal with the first referee just prior to the signal for serve);
- f. End the time-out with a double whistle. If the horn sounds, the second referee should not whistle the end of the time-out.

If both teams end it before 60 seconds have elapsed, the second referee shall blow the whistle to end the time-out.

2. Official's time-out for illness/injury: When it is detected that a player is ill, injured, has an open wound, is bleeding or has any blood on the uniform, the first referee shall interrupt play at the earliest possible time and indicate an official's time-out. This interruption of play shall be administered as an injury time-out. In all situations, the player(s) shall receive proper treatment before resuming participation.

The second referee reminds the timer to start the clock for 30 seconds and the teams remain on the court. Before the 30 seconds expire, the second referee asks the coach for a decision if one has not been made.

- a. Player is ready to play within 30 seconds;
- b. Team time-out if one remaining; or
- c. Substitute for the injured player.

If the injured player is to be replaced, the resumption of play depends on when the injured player can safely be moved. If there will be a long delay, the players should be allowed to go to their benches or warm up a safe distance from the injured player.

When the time-out is for an open wound, bleeding or any blood on the uniform, the player must receive proper treatment. If that can be accomplished during the injury time-out, or a charged time-out taken by the team, the player may remain in the set.

III. Review and discuss the following information on Bench Control::

"Bench Control"

The R2 has primary responsibility for controlling the conduct of the team benches with assistance from the R1. As the R2, you are closest to the heart of the bench action and can make a big difference on whether there is order or disorder in the match.

**Professionalism.**

Being an effective overseer of the bench starts with a professional attitude and demeanor. Each match is important to those involved. Look your best, do your best. Show everyone the same respect and courtesy you expect. Being in close quarters with the benches, you may be tempted to fraternize or chatter with the players and coaches. Don't. That creates an unwanted perception of being too friendly and lessens your authority to resolve any bench conflicts that arise.

**Working relationship.**

Build a working rapport and trust with the teams. Proper mechanics, which have been discussed in detail in previous workshops and manuals, project an image of competence. Earn the teams' confidence by making the correct calls under your jurisdiction. Work with the coaches, not against them. Let them coach. Avoid imposing restrictions on their jobs that cause unneeded friction. Be approachable. Answer all questions from the coaches amicably and with eye contact. Be able to predict when a coach will beckon for substitution or time out. Communicate with the coaches to prevent their team from being cited for player misconduct or procedural violations such as excessive substitutions or time outs, team delays, etc. Cultivate a positive relationship with quality service and performance that coaches count on and appreciate.

**Secondary activities.**

Stay alert for any secondary court activity that could become an issue with the benches. Keep reserves seated at the bench and don't allow any action that would allow bench action intruding onto the court. Unsporting conduct such as trash talking can happen at the net at the end of a play, especially after an outstanding individual effort. While mimicking the R1's signals for the play, keep an eye on the players at the net. If you see any adverse action, step in right away to caution the offending players. After a string of points by the opponents, players may try stalling tactics such as untying their shoelaces or wiping the floor of non-existent moisture. Monitor these activities and communicate possible consideration for a "team delay" if they are not legitimate. When you are notified by a bench that the serving team is screening, relay this possible circumstance to the R1 with an "illegal screen" signal.

**Questioned decision.**

Sooner or later the bench, in particular the coach, will show disagreement in a decision by the officials. Do not be passive and force the R1 to handle this potentially harmful situation from across the court. Your mission is to keep the displeased coach calm and clarify any questioned decision. Deal with the coach only. Let the coach control the rest of the bench. First, realize the coach is merely looking after the team's best interests. Dissenting remarks or gestures made in passing by the coach can be dealt with a cautionary whistle or settling motion. If the coach approaches the sideline to address the R1, blow your whistle if needed to get the coach's attention and intercept the coach as close to the bench or attack line as possible. Position yourself between the coach and the R1, and face the coach. Be the sounding board for the coach's complaint or concern. To placate the coach, think about what you will say and how you will say it, especially for the coach to accept an unfavorable decision. Most times the coach wants to know what the officials saw on the play and the reason for the call. Explain this vital information in a brief concise, cordial, and convincing manner. Know the rules. A wrong explanation could worsen matters. Also, if a rule is misapplied, the R1 must be informed verbally or if possible with the appropriate signal so a proper decision can be rendered. If it is a judgment call however, sell the call. Do not give any indication you disagree with the R1's judgment call or final decision. Be careful of falling into the common trap of dividing the officiating team. Think "we." Above all, be proactive in serving and protecting the R1.

**Controversial call.**

Your toughest challenge will be to support a poor decision or judgment call by the R1. There is no easy, set procedure for mollifying a coach upset with the controversial call. Your top priority is damage control by blunting the coach's wrath. Statements like, "It's the R1's call." or "I can't help him when he does things like that." will not do. A good approach is a conciliatory but conclusive



response such as, "I understand coach, but the call stands." or words to that effect. A reinforcing statement such as, "That call was consistent with previous ones made." could work. In a very obvious situation, sometimes collectively admitting, "We missed it." is acceptable to a coach. (Use only once per match!) Confidently handling this dilemma with kid gloves and a united front comes with experience.

How other officials deal with a coach protesting a call. Officials from around the country were asked how they would deal with a coach who gets up to protest a call in a match. Their suggested responses could be grouped in three general categories. Different intensities of matches may require different techniques so the following advice must be matched to the environment. In making choices between all these possibilities, it is best to consider how the phrase will sound to the coach. You are attempting to control the coach and/or the situation. You need to decide how to do that in the best manner possible.

1. Indicate to the coach that the play might have looked different from the official's angle. Many officials use this tactic. An experienced coach will have heard it many times. Therefore be careful not to overuse it. Here are suggested phrases to use:
  - "Coach, I know how it looked from your perspective, but my partner had a different perspective and we have to go with that."
  - "Coach his/her angle is a bit different."
  - "From his/her angle, it looked OK."
  - "You may be correct. He/she had a different angle and it probably looked cleaner from their vantage point."
  - "Coach that was a tough angle. I probably did not get into position fast enough to help."
2. Give unequivocal support to the other referee. This can be done by indicating that the call was correct, or that you saw exactly the same thing. Care needs to be taken in using this tactic. If the coach agreed with the call in the first place, there wouldn't be a complaint. Usually, there is little value in trying to be confrontational on a judgment call. However, this may be the only technique to work with some coaches and should be used selectively as an official.
  - "That's a judgment call coach and in his/her judgment, it was clean."
  - "Coach, she had a very clean view of that call and did not see a lift/double."
  - "Clearly my partner did not judge the contact to be a lift/double."
  - "I saw it as a clean play."
  - "It was a good call coach. Please sit down." "Thank you."
  - "Your captain is the only spokesperson for your team. Please sit down."
  - "I've worked quite a few matches with my partner and I have yet to see him/her change a ball handling call, even if he/she might have missed it. Arguing probably will not help."
  - "It was a lift/double."
  - "It's a judgment call, coach; let's play now."

- "Coach, she/he had a good look and he/she is the only one of us who can call ball handling in that situation."
  - "Coach, s/he is working hard up there. Please give him/her a chance to do his/her job."
3. Agree with the coach that something MIGHT have been missed. The key word is "might." You are agreeing that there was a possibility that the call was incorrect. You are not agreeing that it was incorrect. The best way to lose a partner is to criticize your partner to a coach. Accepting possible error works very well when you are the person who missed the call, or when you could have helped on the call but did not. Thus, the R1 can use this to his advantage when the captain questions a ball handling call by indicating that he saw X, but Y might have happened and he certainly will look for it. It is more problematical when the R2 is talking to the coach. It is possible that the R2 has a different way of calling the game than the R1 does. Thus, the R2 must be confident that she knows how the R1 usually calls a match if he/she is to use this tactic. It is NOT necessary for you to agree that something was missed to use this tactic.
- "We may have missed that one coach."
  - "That one was my fault – I should have helped him/her."
  - "When I see something, I'll try to make sure that he/she can better see my signal."
  - "If it happened as you said it did, then we missed it. We'll keep a better eye on it next time."
  - "We'll keep an eye out for those coach."
  - "Coach, I should have helped on that one, it was my fault."
  - "Thanks coach, I'll help out next time."

The head coach may stand only in the replacement zone, not behind the bench, and not closer than six feet to the sideline, to coach his/her players during play according to Rule 12-2-6. During the set, the coach should not enter the substitution zone, either during play or during a dead ball. If the coach needs a clarification of a rule or referee decision, a lineup check, a time-out or substitution, or has a scorekeeping concern, those items should be addressed to the second referee while the coach remains outside the substitution zone and in the replacement zone. The head coach is not at liberty to address the line judge or comment directly/indirectly regarding a call or judgment of the line judge. The second referee must intervene if the coach oversteps his/her boundary in comments to the line judge. The head coach cannot stand in a location that interferes with the R2 and a line judge performing his/her functions. The head coach may be requested to move if blocking officials. If floor space is limited, the head coach may stand but shall remain immediately in front of the team bench. The head coach would be allowed in the substitution zone between sets when submitting a new written lineup for the subsequent set, while changing benches and to tend to an injured player during a dead ball. If a team member (coaches, substitutes, managers, trainer, etc.) receives a card (yellow or red) for unsporting conduct, the head coach shall remain seated during the remainder of the match except to stand and request a time-out or substitution, to confer with officials during specifically requested time-outs, or as provided in Rule 12-2-5. On the first action in conflict with the rules, if minor, a verbal warning from the second referee should suffice through preventative officiating, but subsequent violations warrant issuing a card.

- IV. Review and discuss the following information on the R1 Procedures Between Points:  
The following list offers a step-by-step procedure to follow after each play, enabling you to ensure that the players and all officials are ready for the next play. The list also provides guidelines for making correct calls once the ball becomes alive.
1. Blow the whistle to stop play.  
Note: Make eye contact with the R2. That should be done before signaling the fault in case the R2 blew a simultaneous whistle or called a different fault. By checking with your partner immediately when play ends, you avoid potential embarrassment and won't have to reverse a decision. That is also the time to make eye contact with line judges if there was a possibility of a touch.
  2. Signal the fault (ball hitting the floor, illegal contact, etc.). When necessary, you may need to verbalize the fault, i.e., to clarify a decision or in the rare case where a signal doesn't exist, such as interfering with a ball in play under the net. In some cases it may be necessary to visually indicate who committed the fault but pointing at the player who commits a violation is not preferred.
  3. Indicate the result: Loss of rally or play over.  
Note: The first three steps are done separately, not simultaneously.
  4. Check the scorer's table. You're right, that isn't your responsibility. However, by ensuring that the scorer added one to the scoreboard after a point or didn't add a point after a sideout you will eliminate the chance of a coach thinking they're being jobbed out of a point.
  5. Check both benches. That applies to the R1 and the R2. Has a team just reeled off a few points? Expect a timeout. Is the tiny setter moving to the front row? There might be a substitution. Anticipating coaches' requests keeps the game moving and makes it appear as if you know what's going on. It's also a courtesy that most coaches appreciate, even expect.
  6. Check players' positions. That's crucial for at least two reasons:
    - a. The R1 is responsible for calling serving team overlaps; the R2 is responsible for the receiving team. To accomplish that, you must know each player's spot in the rotation.
    - b. Equally important is being prepared to call back-row attack or blocker violations. Before each point, know if each team's setter is front row or the back row. The R1 can check the serving team's side; the R2 checks the receiving team (he/she will then relay the info. to the R1: see No. 8 below). Also, if a team's offense frequently uses an attacker from the back row, or if they have one "go to" player who gets set all around the court, before the play starts you should be aware of which hitters will have to take off from behind the attack line.
  7. Check the receiving team's readiness. Allow ample time for them to get ready for the next play but don't allow unnecessary delays. A coach yelling out instructions to a player is not a reason to delay play. On the other hand, it is proper to allow a player running back onto the court a second to figure out her spot in the rotation. Also, visually ensure that the line judge is in position. Often the line judge will disappear to chase down a ball and will take her time returning.
  8. Look at the R2. Ensure your partner is in position and ready for the next play. The R2 can now be signaling the position of the receiving team's setter. A signal is for the R2 to discreetly signal if the setter is in the back row or if the setter is in the front row (pre-match with partner). That's also the time for the R2 to communicate other signals (set/match point, etc.), give a yellow-card or red-card warning for a conduct violation or to tighten-up ball handling. You and your partner can work out your own signals, but keep them subtle.
  9. Check the serving team's readiness. They should be ready as soon as the receiving team, but the serving team might take an extra moment due to a celebration over the last point or to allow the server to get ready. Again, use your peripheral vision to ensure that the line judge is in position on that side of the court.
  10. Blow the whistle and beckon the next serve. Keep in mind that all of the above things should be done within a few seconds so you don't disrupt the flow of the game. With a little practice it's easy to do and in no time it will feel like a natural part of your officiating. The few extra seconds of work between points is quality time wisely spent and it will enhance the quality of your matches.

**OUTLINE MUST BE SIGNED BY ALL PRESENT AND SENT TO YOUR REGIONAL  
DIRECTOR BY DECEMBER 1, 2012.**

**MONTANA OFFICIALS ASSOCIATION  
VOLLEYBALL STUDY CLUB OUTLINES  
2012-2013  
LESSON #4**

NAME \_\_\_\_\_

CLUB \_\_\_\_\_ DATE \_\_\_\_\_

- I. Review and discuss the following information in the 2012 NFHS Volleyball Preseason Guide:
- 2012 Points Of Emphasis – page 12
  - Hierarchy of Tolerance – page 15
  - 13 Rules for Rookies (and Veterans) – page 16
  - Consistent Diet Like Good Game Management – page 16
  - Eight Ways on How Not to Officiate – page 16
- II. The playing rules and primary responsibilities of volleyball officials are extremely important to a well-rounded official. But so are the techniques and procedures that must be used by officials to properly administer and interpret the playing rules. The basis for the development of the officials' manual is to encourage uniform and consistent officiating through rules interpretations, mechanics, techniques, professionalism and philosophy.

To help each official's effectiveness as an umpire and line judge (including the briefing and supervision of line judges) please discuss and review the R2's responsibilities during the match (found on pages 60-63 of the NFHS Casebook/Officials' Manual) and line judges responsibilities (found on pages 97-102 of the NFHS Casebook/Officials' Manual) along with the following:

**R2 POSITIONING AND MECHANICS**

1) R2 positioning during the serve:

- **Where should the R2 be positioned during the serve?**
  - a. On receiving team's side, back from standard, outside the sideline, standing square to the court.
  - b. Be in position to observe for possible illegal alignments.
  - c. Watch for setter moving before ball is served.
- **Should you call illegal alignment even if a back row player is only an inch in front of the front row player? How about if the setter is just leaving a fraction too early?**
  - a. Don't call illegal alignment if you're not certain; however, if you can clearly discern an illegal alignment, call it.
  - b. If the back row setter has at least part of one foot in contact with the floor closer to the center line than both feet of the equivalent front row player, then illegal alignment should be called (rationale: the setter is gaining an advantage by being able to get to her setting position sooner).

2) R2 positioning during play:

- **Where should the R2 be during net play?**
  - a. Should be on defensive side of net, if possible. However, if play rapidly goes from one side to another, it may be best to stay on offensive side rather than get caught moving while net action is taking place.
  - b. R2 should stand back from the standard at a distance that permits a clear view of entire net and center line.

- **What is the R2 looking for during net play?**
  - a. Net fouls.
  - b. Touches of the ball.
  - c. Center line violations.
  - d. Back row player fouls.
- **How frequently does the R2 move during play?**
  - a. The R2 should continually transition to be positioned on the blocking side.
  - b. Exception: There may be some adjacent court tournaments where the R2 is not able to quickly move from one side of the net to the other.
- **What should the R2 do when he/she initiates a call during play?**
  - a. Blow whistle and move to the side of the net of the offending team and then signal the violation.
  - b. When the R1 makes the call, the R2 repeats the R1's signal.
- **What are some ways where the R2 is out of position?**
  - a. Too far away from the net (more towards the attack line than the net itself).
  - b. Not at a proper distance where you can see the entire net (too close).
  - c. Standing right behind the standard so you have no angle to see the net.
  - d. Moving from one side of the net to the other (behind the standard) as there is action at the net.
  - e. Crouching under the net during play, which may put you in the way of an attacking or blocking player.
  - f. Following the path of the ball instead of staying on the net.
  - g. Looking at the ball hit near the sideline by you instead of staying on the net (Note: the R2 should never try to make in/out calls when there is any possibility of any player being near the net).
- **Can the R2 call ball handling violations?**
  - a. Only when it is clearly out of the R1's sight, such as when a player has her back to the R1 or a player plays a ball near the floor where the R1 can't see the play. The R1 and the R2 may want to develop signals to be used when the R1 can't see the play, so all calls are being made by the R1.
- **What should an R2 do if he/she senses the R1 is struggling with ball handling calls and one or both coaches are urging the R2 to help the R1 on those calls?**
  - a. Resist the temptation to help by following the ball; you'll end up missing net calls and not performing your own duties.
  - b. Communicate to the coaches (without slowing down play) that the R1 has responsibility for ball handling calls and that the R1's calls are based on his/her judgment.

### 3) The R2 and substitutions:

- **What can you do to expedite substitutions?**
  - a. Facilitate the substitution process by facing the court near the scorekeeper to ensure that the scorer has recorded the substitution.
  - b. When you have confidence in your scorer, release the substitutes before verifying with the score.
  - c. Take a glance at each bench after each play to see if a coach is signaling for a substitution.

### 4) The R2 and timeouts:

- **What are key points regarding timeouts?**

- a. Make sure you recognize timeout requests with a double whistle.  
Make sure the clock is started.
- b. Check the scoresheet for any discrepancies and make sure the timeout is properly recorded.
- c. Notify the R1 how many timeouts each team has used (signal this at the end of the timeout)
- d. End the timeout with a double whistle.

5) The R2 and communicating with coaches:

- **What should I do when a coach is asking questions during the match?**
  - a. Make concise, professional comments, but don't allow the coach to delay the game.
  - b. Do not hold up the game, but don't ignore the coach either.
  - c. Questions of who, what and when should be addressed with clear responses (signal or verbalize).
  - d. Respond to coach's comments and questions from the coach regarding ball handling, screening, back row etc.

6) The R2 and unsportsmanlike conduct:

- **What role does the R2 play in determining if there was unsportsmanlike conduct by a coach or player?**
  - a. The R2 can often hear things (from coaches or players) that the R1 is unable to hear.
  - b. The R2 must ensure that coaches and other bench personnel are not speaking or acting in an unsportsmanlike way. Yellow or red cards should be initiated by the R2 when he/she notices such unsportsmanlike conduct.
  - c. Yellow cards can often keep a volatile situation from escalating because it serves as a warning to a team.

🕒 **LINE JUDGING POSITIONING AND MECHANICS**

1) Positioning of Line Judge:

- **Should a line judge remain stationary at the intersection of the end line and sideline during play or should the line judge move if necessary to get a clear view of the sideline, end line, or antenna (as the ball crosses near it)?**
  - a. Line judges should move if necessary
  - b. This may especially be necessary when the set is pushed outside the court so the hitter is hitting at an angle back towards the court (and the antenna).

2) Line Judge Mechanics:

- **Should a line judge make a signal on every play?**
  - a. Line judges should make quick and decisive signals on every play regarding his/her end line and sideline.
  - b. Signals should be held until you are certain R1 has seen it.
  - c. Close attention should be paid to potential touches at the net.
- **How many line judge signals are there?**
  - a. Six (in-bounds, out-of-bounds, touch, obtain the R1 attention, service line violation, view of play blocked).
- **Line judges should be encouraged to wear appropriate clothing to promote a professional working crew.**

- III. Take orally as a group the 2011-12 Volleyball Rules Examination – Part I. Discuss and clarify uncertainties with any questions on the exam by referring to the relevant rule(s) reference(s).

### **2011-12 VOLLEYBALL RULES EXAMINATION – PART I**

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Note: Team S = serving team; Team R = receiving team

1. During the match, each line judge shall assist the first and second referees by determining at the moment of contact for the serve, whether the server touches the end line or the floor outside the lines marking the width of the serving area.  
A. True                      B. False
2. A replay may be declared when a player's legitimate effort to legally play the ball, in the judgment of the referee, is affected by a wall, floor obstacle or nonplayable area within 12 feet of the court.  
A. True                      B. False
3. In the absence of a timer, the scorer will have the responsibility to time time-outs and intervals between sets.  
A. True                      B. False
4. The official scorer records in the Comments section of the scoresheet all warnings, penalties and disqualifications for unsporting conduct.  
A. True                      B. False
5. Prior to each set of the match, the scorer shall provide the second referee with a lineup, which lists the players' numbers in serving order and the number of the libero, if being used by the team.  
A. True                      B. False
6. During the set, the libero tracker shall record libero replacements and substitutions.  
A. True                      B. False
7. The timer shall time the interval between sets (three minutes) beginning when the first referee signals the teams to report to the appropriate team benches.  
A. True                      B. False
8. The line judge's only responsibility is to make calls on whether a ball is in bounds or out of bounds.  
A. True                      B. False
9. The libero, when used, cannot be the team captain.  
A. True                      B. False
10. Any player designated as a libero in the match may be listed on the roster with two numbers.  
A. True                      B. False
11. A libero may complete an attack from anywhere if, at the moment of contact, the ball is entirely above the height of the net.  
A. True                      B. False
12. A libero shall not block or attempt to block.  
A. True                      B. False
13. Play continues when a player recovers a ball hit into the net and the team has not had more than three hits.  
A. True                      B. False
14. An undergarment, such as a T-shirt, body suit, etc., worn under the uniform top that is exposed, must be of a single color similar to the predominant color of the uniform top.  
A. True                      B. False
15. A foul is called when a served ball that has only partially crossed the net is attacked.  
A. True                      B. False
16. Back-row players, while positioned behind the attack line, may not contact the ball below the top of the net.  
A. True                      B. False
17. The captain for Team R addresses the first referee on a dead ball complaining that the RF on Team S is screening as he/she is standing close to the net and in front of the CF on Team R as the ball is served high over the RF on Team S. The R1 indicates legal, not screening.

- A. True                      B. False
18. Unnecessary delay is called when a team repeatedly uses improper substitution procedure.
- A. True                      B. False
19. Points scored by the serving team are canceled when it is discovered that the Team S libero is an illegal replacement.
- A. True                      B. False
20. An improper substitution occurs when a substitute and the outgoing player do not take correct exchange positions.
- A. True                      B. False
21. Referees may use time-outs for any reason they deem necessary in the conduct of sets and matches.
- A. True                      B. False
22. A libero replacement cannot take place during a time-out while teams are at the bench area.
- A. True                      B. False
23. Teammates, on the team bench, must be seated except for specific situations outlined by the rules book.
- A. True                      B. False
24. Head coaches are not allowed to stand during play.
- A. True                      B. False
25. Double Hit - Hand and arm nearest violating team raised, showing two fingers.
- A. True                      B. False
26. Illegal Attack - Raise both hands to head height, palms forward.
- A. True                      B. False
27. Substitution - Circular motion of hands around each other (two times) at head height.
- A. True                      B. False
28. Illegal Alignment/Improper Server/Inaccurate Lineup - Hold arm nearest offending team overhead, elbow bent, making two circles with the arm before pointing toward the court of the offending team followed by penalty signal.
- A. True                      B. False
29. A hard-driven spike hits the forearm of the CB and then deflects off his/her knee. The first referee considers this a legal multiple contact by any part of the player's body and play continues.
- A. True                      B. False
30. Two substitutes approach the substitution zone together to enter the set. R2 allows the first substitute into the substitution zone and, without delay, requests the second substitute to wait outside the substitution zone until the first substitute enters the set. R2 then waves the second substitute into the substitution zone and permits him/her to proceed with the substitution.
- A. True                      B. False
31. Legal contact is a touch of the ball by any part of the player's body that does not allow the ball to visibly come to rest or involve prolonged contact with the player's body.
- A. True                      B. False
32. It is legal for the first referee to declare a replay under a variety of situations, as outlined by the authority within the rules.
- A. True                      B. False
33. It is legal for the libero replacement to take place between the center line and the attack line.
- A. True                      B. False
34. Prior to a deciding set, players shall remain on their respective end lines during the coin toss.
- A. True                      B. False
35. It is legal for a setter to step completely over the center line with one foot while making a play.
- A. True                      B. False
36. A match shall be declared a forfeit when:
- A. There are only five eligible players for the final set.
- B. A team uses three time-outs.
- C. A player receives his/her second misconduct penalty.



- D. No authorized school personnel is present to assume responsibility for the team when the head coach is removed from the premises/disqualified.
37. The second referee is not required to:
- A. Verify the score at the end of each set.
  - B. Check the lineup card prior to each set.
  - C. Determine hand/foot faults at the center line.
  - D. Touch the net and signal net serve.
38. Prior to each set, the libero tracker enters on the tracking sheet the starting players in the proper service order, when this information is received from the scorer.
- A. True                      B. False
39. Non-team members include:
- A. Managers and coaches.
  - B. Bench players.
  - C. Officials, media and spectators in playable area.
  - D. Adult statisticians located on the team bench.
40. During a time-out, substitutes from the same team must report at the same time.
- A. True                      B. False
41. A substitution is illegal when the substitute re-enters the set without assuming his/her original position in the serving order.
- A. True                      B. False
42. A player exhibiting signs, symptoms or behaviors consistent with a concussion may return to play:
- A. With parent approval to the coach.
  - B. In the next set.
  - C. After being cleared by an appropriate health-care professional.
  - D. Wearing approved headgear.
43. A back-row player with one foot in front of the attack line may return a ball that is partially above the height of the net.
- A. True                      B. False
44. It is legal to wear a knee brace without extra padding, as long as the brace remains unaltered from the manufacturer's original design/production.
- A. True                      B. False
45. A time-out may be called after the referee has called a re-serve.
- A. True                      B. False
46. The head coach may receive a yellow or red card for disrespectfully addressing a line judge.
- A. True                      B. False
47. A head coach receives a yellow card for standing in the libero replacement zone during a dead ball and coaching a player substituting into the set.
- A. True                      B. False
48. Ready to Play - While standing on the receiving side, hold both hands open at shoulder height, facing R1.
- A. True                      B. False
49. The head coach receives a yellow card and must remain seated during play for the remainder of the match. The assistant coach may now stand during play to coach the team.
- A. True                      B. False
50. It is legal to touch the net as long as there is no interference with the opponent.
- A. True                      B. False
51. At the end of the match, after the first referee confirms the score, he/she blows the whistle and releases the players.
- A. True                      B. False
52. Which of the following may attend the captains' meeting before the deciding set?
- A. Home team captain only.

- B. Last server for each team.
  - C. Liberos only.
  - D. Multiple team captains.
53. At the beginning of each set, by rule, the coach shall submit:
- A. A written lineup listing the uniform numbers only in serving order.
  - B. A court diagram with players.
  - C. A written lineup and court diagram with players in floor position.
  - D. None are correct.
54. When a team commits a fault, the result is a loss of rally and the opponent shall receive a point.
- A. True
  - B. False
55. If a team has fewer than six eligible players after the start of the match:
- A. The set must be forfeited.
  - B. A loss of rally/point is awarded when the vacant position rotates to right back.
  - C. The captain must serve for the vacant position.
  - D. The opposing team must play with the same number of players.
56. The use of artificial noisemakers is not allowed at matches.
- A. True
  - B. False
57. During the set, the second referee shall verify and confirm to the first referee that the 24th point has been scored (14th point in a deciding set).
- A. True
  - B. False
58. The second referee has the responsibility to:
- A. Arrive on site at least 30 minutes before the starting time.
  - B. Review specific duties with the scorer and libero tracker.
  - C. Assist the first referee in prematch duties.
  - D. All are correct.
59. The second referee:
- A. Must record both teams in starting floor position on his/her lineup card.
  - B. No longer has to use a lineup card.
  - C. Has the option to record both teams starting position on their lineup cards.
  - D. Must use the original coaches' copy of written lineup as a lineup card.
60. At the moment of the serve, the second referee should stand:
- A. On the serving team's side.
  - B. Leaning against the net standard.
  - C. Away from the net on the side of the receiving team.
  - D. In front of the net standard, closest to the
61. The scorer must receive each team's roster no later than:
- A. Two minutes before the match.
  - B. Five minutes before the match.
  - C. Ten minutes before the match.
  - D. At the official's request.
62. The scorer shall record in the Comments section of the scoresheet when a player is removed from the set under concussion management.
- A. True
  - B. False
63. During the match, one of the responsibilities of the line judge is to indicate when the ball touches the antenna.
- A. True
  - B. False
64. Some of the common line judge responsibilities include:
- A. Indicating whether the ball is inbounds or out of bounds.

- B. Indicating when the ball touches the net antennas.
  - C. Determining the moment of contact for the serve whether the server touches the end line.
  - D. All apply.
65. All players, excluding the libero, shall be in correct serving order.
- A. True
  - B. False
66. The server may bounce the ball, spin the ball in front and then toss the ball in the air to begin the service action.
- A. True
  - B. False
67. A re-serve is no longer allowed in high school volleyball.
- A. True
  - B. False
68. A server intentionally serves before the first referee's signal to begin.
- A. Unsporting conduct is signaled.
  - B. Delay of set is called.
  - C. Both unsporting conduct and delay are called.
  - D. None are correct.
69. The libero is required to leave the playing area before replacing the incoming player to serve.
- A. True
  - B. False
70. Play continues when:
- A. Players on opposite teams touch the net at the same time.
  - B. The player hits the bottom of the net.
  - C. A player's foot is on the center line.
  - D. All allow play to continue.
71. When teammates contact the ball at the same instant, it is permitted and considered one hit.
- A. True
  - B. False
72. Play continues when a back-row player, positioned behind the attack line, contacts the ball completely above the height of the net and completes the attack.
- A. True
  - B. False
73. Which of the following hair device is legal?
- A. A bobby pin with a soft plastic flower.
  - B. Headband made of hard plastic.
  - C. Unadorned flat barrettes.
  - D. Beads in the hair.
74. The color of the libero's uniform top must be different and shall not contain any color that appears on the uniform top of any other teammates.
- A. True
  - B. False
75. A libero shall wear a uniform that has:
- A. Numbers that are the same color as teammates.
  - B. Like-colored shorts to teammates.
  - C. The same length of sleeve as teammates.
  - D. None apply.
76. All players must enter the match with their uniform top hanging below the waistband or tucked into their uniform bottom.
- A. True
  - B. False
77. A foot fault occurs when a player violates the serving area or center line restrictions.
- A. True
  - B. False
78. A replay is declared when the ball contacts a backboard or its supports hanging in a vertical position over a playable area and would have remained in play in the judgment of the R1 and a player is in a position to make a play.
- A. True
  - B. False
79. A replay may be declared when:

- A. There is a double foul during a live ball.
- B. There is an inadvertent whistle.
- C. A foreign object is thrown onto the court.
- D. All are correct.

80. Even though the match is completed, the referees have the responsibility to complete any required reports related to action occurring in the match.

- A. True
- B. False

81. Unnecessary delay occurs when:

- A. The head coach is standing during a dead ball.
- B. A captain approaches the first referee with a question.
- C. An illegal substitute attempts to enter the set.
- D. All are correct.

82. How many substitutions may a team have per set?

- A. 10.
- B. 18.
- C. 22.
- D. Unlimited.

83. When the serving team is called for an illegal substitution, only the last point scored during that term of service shall be cancelled.

- A. True
- B. False

84. A libero replacement is illegal when:

- A. Completed during a dead ball.
- B. The libero or the replacement is not listed on the roster.
- C. Completed between the attack line and the end line.
- D. All are legal.

85. A substitution request may be granted:

- A. After the first referee has signaled for serve.
- B. At the captain's request.
- C. During a re-serve.
- D. Prior to the start of the set.

86. A player may not cross the extension of the center line outside the court at any time.

- A. True
- B. False

87. It is legal for any ball to be blocked by a front-row player, excluding a served ball, when it has broken the plane of the net.

- A. True
- B. False

88. If a back-row setter jousts with the opponent's middle blocker when the ball is partially over the net:

- A. The official shall call a replay.
- B. The setter is allowed to complete the attack.
- C. Play continues.
- D. The official shall call illegal block.

89. A libero, positioned behind the attack line, is prohibited from setting the ball with overhead finger action to a front-row teammate.

- A. True
- B. False

90. Exceptions to NFHS playing rules to provide reasonable accommodations to individual players with disabilities and special needs may be authorized by:

- A. The first referee.
- B. The local officials associations.
- C. The school principal.
- D. Each state association.

91. The state association may allow officials to wear:
- A. A white hooded sweatshirt.
  - B. A black long-sleeve shirt.
  - C. A white, collared long-sleeve polo shirt or sweater.
  - D. Any colored matching long-sleeve shirt.
92. The net may have a white net sleeve no wider than 3 3/8 inches:
- A. Along the top of the net only.
  - B. With a school logo or mascot.
  - C. With corporate advertising.
  - D. All may be on the net.
93. The net shall be:
- A. 4 feet wide.
  - B. 36-39 inches wide.
  - C. 42-44 inches wide.
  - D. 1.5 meters wide.
94. Which of the following would be unsporting conduct for a coach?
- A. Attempting to influence a decision by a referee.
  - B. Using a megaphone at courtside for coaching purposes.
  - C. Using electronic equipment during the match and intermission, excluding computers, for coaching purposes.
  - D. All are unsporting conduct.
95. When a team submits an inaccurate lineup, the correct signal should be:
- A. Circular motion with entire hand (illegal alignment).
  - B. Both hands on hips (unnecessary delay).
  - C. Both thumbs up (replay).
  - D. None are the correct signal.
96. The team captain requests a time-out in the last set with no time-outs remaining. The penalty is:
- A. Unnecessary delay (loss of rally/point).
  - B. Unsporting conduct (yellow card).
  - C. Both unnecessary delay and unsporting conduct.
  - D. There is no penalty.
97. It is legal when:
- A. There are two liberos in the set.
  - B. An injured libero is replaced by another player during the same set.
  - C. The libero enters the set at right front.
  - D. None are legal.
98. It is legal for the following individuals to call a time-out:
- A. Only the playing captain.
  - B. Only the head coach.
  - C. Assistant coach.
  - D. Playing captain or head coach only.
99. It is legal for a head coach to make a substitution prior to the start of the match.
- A. True
  - B. False
100. It is legal for only the head coach to withdraw a substitution request after it has been recognized.
- A. True
  - B. False

**OUTLINE MUST BE SIGNED BY ALL PRESENT AND SENT TO YOUR REGIONAL DIRECTOR BY  
DECEMBER 1, 2012.**

**MONTANA OFFICIALS ASSOCIATION  
VOLLEYBALL STUDY CLUB OUTLINES  
2012-13  
LESSON #5**

NAME \_\_\_\_\_

CLUB \_\_\_\_\_ DATE \_\_\_\_\_

- I. Please review and discuss the below information found in the 2012 NFHS Volleyball Preseason Guide and the Rule Interpretations:

- Quick Tip – Watch Pre-game Warmups – page 3
- Quick Tip – Handling Upset Coaches or Players – page 9
- Quick Tip – Use Humor to Your Advantage – page 13
- Quick Tip – Use Preventive Officiating – page 14
- Quick Tip – R2 Transition – page 15

**Interpretations of the 2012-13 Volleyball Situations & Rulings**

NOTE: When used, Team S is the serving team and Team R is the receiving team.

**SITUATION:**

- II. **Please review and discuss the following article on Court Management: Guidelines to follow before, during and after the match by Joan Powell**

In order to be an effective volleyball referee, one must develop good management skills. A good manager establishes an updated calendar along with a backup calendar. Any assigner will tell you that a pet peeve includes officials missing assignments or officials who do not update their availability calendars. Tied for third would be an official who is late to a match or an official who does not communicate with his/her partner.

**Prematch**

It is very important that partners are in contact regarding date, time, location of the match and if possible, a time and place to meet. Walking in as a team with sufficient time (at least 30 minutes before match time), in proper uniform, to perform the prematch duties sets the tone for the contest. Don't expect to be an official with good court management skills if you don't take care of business prior to each match.

Once on site, it is crucial to establish an appropriate environment. Unfortunately, there are times the officials are not greeted by an administrator, event manager or coach, so it is necessary to seek out the appropriate personnel to help determine ground rules, warm-up protocol, special events for the evening and ascertain where the supervisor on duty will be located in case there are issues with crowd control. Overly officious referees have a tendency to dictate what should happen rather than listening to the host management. If the host's expectations are within the NFHS rules or their league rules, the referees simply facilitate the procedures. Prematch responsibilities are outlined in-depth for both the first referee and the second referee in the NFHS Volleyball Case Book and Manual.

The referees' court management style is noticed by how the referees conduct themselves in those first minutes after arrival. All prematch communication with the coaches should be cordial yet business-like. The referees should greet each coach together; introductions should be brief and the first referee should provide information, such as the ground rules, answer questions concisely and directly without appearing to be arrogant and try to spend an equal amount of time with each coach to avoid any misperceptions. The referees will establish their credibility early by being approachable. Never sit at the scorer's table or on any team bench.

**Prematch communication extends to the coin toss.**

This is not a time to show the coaches and captains just how much a referee knows about the rules. Simply state the necessary information, ask the coaches if their players are legal (meaning legal uniforms and equipment) and explain the warm-up procedures or other protocols, if necessary. Make that meeting as succinct as possible. Once again, the first referee is able to set the tone for the match in this meeting.

Time management is crucial because there are established protocols that must be adhered to in a timely fashion. A simple reminder to a coach regarding rosters and lineups is much better than penalizing a team with an unnecessary delay.

**Preventive officiating outweighs a punitive attitude.**

During warm-ups is a good time to check for illegal equipment like cell phones, music devices or jewelry, especially the neoprene bracelets or hair ties on players' wrists. The best way to handle this situation is to address the player's coach with, "This is my least favorite rule, but I have to enforce it." You will be surprised how positive the coach and player will respond. The dividends are much better than, "That's illegal, take it off."

The first referee allows time during warm-ups to conduct a prematch conference with the line judges, while the second referee establishes a rapport with the crew at the score table. Remember those people are partners within the officiating crew; they are performing an official duty. Treat them as you would like to be treated as an equal. Regardless of who is in place as your line judges (students or adults); create a supportive atmosphere by being friendly. After introductions, establish their base positions and ask them not to chase the ball, and then quiz them on their signals. Ask them to demonstrate: in, out, touch, antennae and foot fault. If needed, assist them on each signal in a positive teaching manner. Encourage them to move so that they can see the ball better. When a server moves toward the line judge's corner, review their adjusted position on the floor. Explain that on some occasions, the first referee may have to overrule their indication, but that it is not personal. It will be the R1 taking the heat. Establish where they will stand during timeouts and between sets.

The second referee makes introductions (memorize each name) and then visits with the home scorer, libero tracker and timer. The table crew may have already established a system of reporting substitutions. The R2 may not have to report the numbers of the players. Ask the scorer and libero tracker if they are comfortable with their duties. The second referee, working with the timer, ensures that there is equal warm-up time for each team by monitoring the clock. Remember, those officials can make or break a match; they contribute to the tempo, so establish a positive relationship with the table crew before the match.

Each official uses the warm-up period to observe the players, especially the setters, and also check the rosters for their validity. The first referee conducts a prematch briefing with the second referee. The title and assignment of first referee does not necessarily mean a rank order; he/she is simply the lead official due to the R1's raised position on the referee stand. The first referee is responsible for orchestrating the beginning and end of most plays, as well as most faults in between, establishes the consistency of ball handling and has the authority to overrule all other officials when necessary. The second referee is just as important because he/she has equal responsibilities, in particular, the net and center line, but also managing the score, the substitutions and the coaches. A sub-par second referee will cause an imbalance and potentially a chaotic environment.

**Communication between partners is critical.**

It is created during the prematch briefing as the first referee leads the discussion of: areas of responsibilities, discreet informal hand signals to enhance communication, centering (eye contact), unsporting conduct concerns and the administration of cards, along with crowd control issues and other techniques or mechanics that will augment communication and teamwork. One way the second referee can assist the first referee following a controversial call is to stand on the sideline, if there is additional information that the first referee may need to know. The first referee should readily call the second referee over to the stand and discuss the call; a

replay may ensue after further information is given. However, this technique should be discussed in the prematch briefing.

### **During the Match**

The NFHS Volleyball Case Book and Manual gives an explicit description of both referees' responsibilities during the match. In order to maintain good court management, the referees ultimately need to make decisive, consistent decisions and use proper signals in order to increase confidence and reduce controversy. After all, the whistle tone and signals are the only means of communication; non-verbal communication skills are important. Constant communication between partners is vital.

Centering is the best means to stay in contact with each other. After every whistle both referees should lock into each other with eye contact, unless the first referee needs to gather information from a line judge. Centering may communicate a violation or additional information by the second referee and it will allow both referees to observe any taunting through the net. Officials should practice centering until it becomes second nature. Remember there is a difference between eye contact and eye communication. Merely making eye contact and staring through or beyond the R1 /R2 does not help that official with feedback.

Sometimes officials' signals are not enough when dealing with the participants. If verbal communication is necessary, the first referee needs to be professional and use concise answers when conversing with the captains. The second referee uses the same language when addressing the coaches. Coaches should not be allowed to yell across the court to the first referee. A good partner will preempt that behavior by stepping to the coach and getting between the coach and his/her partner. Both officials need to be aware of their words and their body language. The referee raising his/her hand, palm facing a coach or player is rude and a turn off. The gesture is easily misinterpreted. Know and use the language of the rules or simply respond with the facts. For example, if the offending team's setter was called for a back-row violation and the captain or coach questions why their opponents were not called for an over the net violation, the referees should say, "The ball was passed into the plane of the net; therefore, I can no longer protect your setter."

It is inappropriate when an official simply implies that the call was made because that's what he/she saw. Coaches have the right to ask questions as long as they do not delay the set or continually interrupt the flow of the set.

If the head coach enters the sub zone, the second referee should simply and politely start walking the coach out of the area. The referee may have to remind the head coach by telling him/her that the coach's question can be addressed, but the coach cannot come into the official's area. That restrictive boundary also pertains to the scorer's table. Intervene immediately when a coach approaches the table for information like the next server, number of timeouts or substitutions remaining.

A little reminder that the coach needs to go through the R2 is helpful. Get the information and then relay it to the coach; immediately get to the receiver's side and give the set back to the R1 with eye contact and an open hand. Now that head coaches are allowed to stand, their proximity to the court lends itself to more dialogue. Remember, the rule states that head coaches are allowed to stand to coach, not to referee. If questions or comments pertain to judgment calls, especially ball handling, simply say, "Coach I will not entertain any more questions about judgment." And then don't do it!

### **Never discuss with a coach or captain one of the crew member's calls.**

No coach has the right to question or talk to any of the other officials. Both referees need to protect their crew. There should be zero tolerance for anyone who disrespectfully addresses any official, which includes line judges and the score table crew.

When dealing with unsporting conduct, some things need to be ignored (an opinion, a coach talking to his/her assistant), some things need to be addressed (like the example above about



judgment calls) and some things need to be penalized. When misconduct needs attention, but not a card, officials need to add alternative methods to heading off unsporting conduct cards. Sometimes a simple look will do, other times a discreet head shake or a light whistle will suffice. If a card is necessary, the card is drawn like any other call, without any added body language. Once the card is administered and recorded, let it go and move on.

**One group that cannot be penalized is the crowd.**

An official should never address any fan, even though sometimes tempted. The rules book is specific on the way to handle an unruly spectator. It states that the referee suspends the set until the host management resolves the situation. In the absence of a designated school administrator/supervisor, the home head coach shall serve as the host management.

**After the Match**

To help avoid confirmations with coaches/players/fans after a match, the following procedure will be used by the referees leaving the court: after the last point of the deciding set, the R2 will visually confirm the final score (shown on the scoresheet/scoreboard) with a nod to the scorer, then the R2 walks to the R1, and the referees (and line judges) will leave the floor together. The jurisdiction of the referees is terminated and the final match score has been approved when the R1 and R2 leave the visual confines of the playing area and no change of the score shall be allowed thereafter. This procedural change will no longer require the R1 and R2 to verify the deciding match score by initialing the scoresheet. Do not engage in any conversation with any participant or any fan.

If at all possible, the referees should meet for a post-match debriefing and share honestly about their performance. Much can be gained by dialoging about each other's calls and no-calls. More importantly, referees need to confer about the match's court management skills.

Referees can continue improving officiating skills by establishing an appropriate environment. Avoid getting or having a punitive reputation. Too many officials know the rule book verbatim. The minute they enter the gym they begin to measure the net, rearrange the team's chairs and tell everyone just how the match will be conducted. And once the match begins, they struggle with ball handling and cannot decipher a back-row attack nor can they effectively communicate with their partners or the participants.

The good officials understand the mission is simple keep the game of volleyball fair and safe by employing sound match control techniques. Those referees know the black and white in regard to the rules, but they also know how to administer the grey. And best of all, they know how to communicate with their partner, their entire crew, as well as all participants without being a controlling referee.

**OUTLINE MUST BE SIGNED BY ALL PRESENT AND SENT TO YOUR REGIONAL  
DIRECTOR BY DECEMBER 1, 2012.**

**MONTANA OFFICIALS ASSOCIATION  
VOLLEYBALL STUDY CLUB OUTLINES  
2012-2013  
LESSON # 6**

NAME \_\_\_\_\_

CLUB \_\_\_\_\_ DATE \_\_\_\_\_

- I. Review and discuss the following "Informal Officials Signals" found on pages 77 and 78 of the 2012-13 Volleyball Case Book and Manual. As mentioned in the prematch section of the manual, informal hand signals used to enhance the match may be used for communication by the second referee to the first referee. Such additional signals might be:
1. Set/Match Point: Place the index finger flat against the shoulder closest to the team that has set point.
  2. Four Hits: Discreetly give four-hit signal in front of chest.
  3. Identifying Possible Back Row Player Violation: Discreetly show back row attacker signal in front of chest.
  4. Position of Setter Prior to Serve: Second referee uses discreet signal with his/her hand on each leg, midsection or chest to identify position (front row or back row) of each team's setter. Use of and type of signal may be decided in prematch discussion between the referees.  
Examples are:
    - 2 fingers = back-row setter
    - 1 finger = front row setter
    - Little finger = back-row setter
    - Thumb = front row setter
    - Discreet back row attack signal in middle of chestThese are not used on every rally, only when needed for improved communication.
  5. Illegal Hit: The second referee is to assist the first referee in calling illegal hits by use of discreet signals in front of the chest. Only when the second referee is certain the first referee's view of the play is blocked does the second referee blow the whistle to call a ball handling violation.
  6. Ready to Play: The second referee indicates to the first referee readiness to resume play with an extended arm open hand while positioned on receiving team's side, facing the first referee with making eye contact.
  7. Net Foul/Center Line Violations: Second referee signals first referee with right hand as base hand – Nos. 0-9: right or right/left combination; No. 10: right hand closed fist; Nos. 11-19: right fist then digits successively; Nos. 20 or more: first digit with right hand and second digit with right or both hands if necessary. Both R2, then R1 signal offender's number.

II. Clarifications:

- Assistant Coaches Standing Limitations (Rule 12-2-5) – Only head coaches are allowed to stand during the match. Assistant coaches are not allowed to stand during play. Assistant coaches shall remain seated on the bench during a set except to:
  - a. Ask the second referee, during a dead-ball situation, to review the accuracy of the score, verify the number of time-outs used, the serving order of his/her team, or to verify the proper server for the opponent;
  - b. Stand at the bench to greet a replaced player;
  - c. Confer with players during time-outs;
  - d. Spontaneously react to an outstanding play by a member(s) of their own team;
  - e. Attend an injured player with permission of a referee.
- Headbands & Hair Devices - Adornment And Manufacturer Logos - Rule 4-1-5 permits hair devices made of soft material that are no more than 2 inches wide. Bobby pins, flat clips, and flat barrettes, which are unadorned and no longer than two inches, are also allowed. Please

note that the unadorned requirement specifically applies to bobby pins, flat clips, and flat barrettes. As such, headbands may have adornment such as a school logo, a team name, player's name, etc. Headbands, hair devices, and hair ribbons may be any color or multicolored. A bandana may be worn as a head band IF it is worn folded so it is only 2 inches wide. Headbands and hair devices are also excluded from Rule 4-2-9, which governs manufacturer's logos/trademarks/references. As such, headbands and hair devices may have multiple manufacturer's logos, trademarks, or references. The volleyball rules are more liberal in this area than in other sports, such as basketball, which has much more restrictive adornment and manufacturer logo rules.

A number of questions always arise regarding sequins, glitter, etc. on headbands. As long as the sequins are not hard and unyielding they're legal. As long as the glitter does not flake off, it's legal. If you're in doubt about the glitter, an easy way to check this is to have the player in question take her headband off and rub the glitter portion in front of you. If nothing comes off, you shouldn't have a problem. Keep in mind that glitter is never allowed to be worn as make-up or other decoration. If you're in doubt about the sequins, ask the player to take her headband off and hand it to you. If the sequins are not hard and unyielding - no problem. The vast majority of glitter and sequin headbands out there are legal.

- Player Equipment & Accessories - Rule 4-1-1 states that a guard, cast, or brace made of hard and unyielding leather, plaster, pliable (soft) plastic, metal, or any other hard substance shall not be worn on the hand, finger, wrist, or forearm, even though covered with soft padding. Please keep this in mind, as questions often arise in this area, especially regarding finger splints. Rule 4-1-2 permits hard and unyielding items (guards, casts, braces, etc.) to be worn on the elbow, upper arm, or shoulder as long as the items are padded with a closed-cell, slow-recovery foam padding no less than 1/2-inch thick. An elbow brace shall not extend more than halfway down the forearm.

A question arose last year about a player wearing a sweatband or multiple layers of sweatbands on her forearm. This is LEGAL. Nothing in the rules prevents a player from wearing soft, moisture-absorbing sweatbands on her forearm. Lance Armstrong bracelets, rubber bands, etc. are not moisture-absorbing and are therefore considered jewelry. Please try to rectify any headband, hair device, jewelry, etc. situations prior to the beginning of the match if you see them. Tell the coach, and have him/her address the situation with the player(s). This also serves as a warning to the coach for illegal equipment. If first discovered during the match, it is unnecessary delay. The player also must be removed unless the illegal items can be immediately removed or made legal. For a subsequent violation by the same team, a loss of rally/point shall be awarded to the opponent, and the player must be removed unless the illegal items can be immediately removed or made legal.

- Earrings, Nose Rings, Tongue Rings, Etc. - Bottom line, if you can see it - even if only for a second - it's illegal. If you're observing warm-ups and it is obvious that jewelry is present, the player must remove it. A player obviously cannot enter a match with jewelry. Referees need not look under tape to see if there is jewelry, as the head coach will verify in the pre-match meeting that his/her team's players are legal in reference to the equipment and uniform rules. Players also may not use a plug, string, spacer, straw, retainer, etc. in lieu of the actual ring, as the plug, string, spacer, etc. is also considered jewelry.
- Libero Replacement Zone Defined: The NFHS Volleyball Rules Committee created Rule 2-1-8 to define the libero replacement zone as the area near the sideline between the attack line and the end line. The libero replacement zone is a specific area on the floor similar to the substitution zone defined in Rule 2-1-7. Play: A libero enters the substitution zone for a replacement. The second referee allows the replacement. Ruling: Illegal replacement. To be legal, all replacements shall take place in the libero replacement zone, the area near the sideline and between the attack line extended and the end line in front of the team's bench.
- Substitution Procedure: Rule 10-2 outlines proper substitution procedure. The procedure for multiple substitutions was changed two years ago to "substitution in succession." In other words, if more than one substitution is to be made, the substitutions shall be made in

succession, one pair of players (substitute and outgoing player) after another, such that only one substitute is in the substitution zone at a time. Additionally, when more than one substitution is requested, the incoming substitutes must be ready to enter the substitution zone once the preceding substitute has been released to the court. Some officials are getting lax in enforcing this procedure, and we need to tighten it up a bit. Penalty is unnecessary delay.

- Playable/nonplayable Areas: Rule 2-1-9 defines the playable area as the court and the unobstructed space outside of the court boundary lines. The playable area outside of the court boundary lines shall be visible to all team members and officials. Rule 2-1-10 defines the nonplayable area as that space located beyond the court and surrounding playable area. It includes walls, bleachers, team benches, area behind team benches, and any other areas identified in the pre-match conference, deemed by the first referee as unsuitable for playable area. Confusion remains as to how to play the area between the scorer's table and the team benches. When the team benches are in the bleachers, this area is obviously unplayable. However, when the team benches are actual benches or chairs on the floor, and the scorer's table is set between them, the area between the team benches and scorer's table is PLAYABLE unless the first referee determined at the prematch conference that the area was unsuitable for playable area (not enough space, dangerous, etc.). Also, remember that a player may play a ball over a nonplayable area if the player has a body part in contact with a playable area at the time the ball is contacted, and she may enter the nonplayable area after playing the ball. Keep in mind that a player still may not gain an illegal advantage by contacting a team bench, scorer's table, bleachers, wall, etc. Additionally, remember that when matches are being played on adjacent courts, no player or ball may enter or break the plane of the adjacent court before, during, or after playing the ball.

### III. Review Your Group's Season

- a. **What issues does your group believe are important universal issues that need to be addressed by all officials' pools throughout the state?** Please send these items to Scott McDonald at the MHSA office so they may possibly be included for rules clinics and for study clubs.
- b. Discuss potential MOA Hall of Fame candidates in your area. Application forms are available from your regional director, on the MOA Central Hub at <https://moa.arbitersports.com/front/106278/Site>, or from the MOA/MHSA office.
- c. Discuss your methods of evaluating and retaining fellow MOA members. Are the methods working properly and positively? Should you start a method if you're not evaluating at the present time? ***These evaluation procedures are especially important to review and discuss because of the process for selecting tournament officials and because the rankings/ratings of each pool is used to help determine selection.***  
  
Do these methods work for "upgrading"? Are they fair to all of your levels? Are you allowing anybody to upgrade? Are your methods for not allowing an upgrade fair?
- d. For everyone's benefit, review dues deadlines and upgrading procedures/requirements. Be aware of the importance of notifying the MOA office of address changes. Know the "dues due" date.
- e. You have an obligation to read your MOA Handbook. All officials should be aware of the governing body's rules and regulations. Any changes you'd like to see should be directed to your regional director for the council's meeting in December.

- f. Take time to discuss your pool's assignment practices. Is your method fair to all involved? What areas may need some improvement or change in relation to assignment of officials?
- g. Are there any items, issues, clarifications that possibly would benefit all officials by putting it in our official's publication, *The Official Word*?

**OUTLINES MUST BE SIGNED BY ALL PRESENT AND SENT TO YOUR REGIONAL  
DIRECTOR BY DECEMBER 1, 2012.**