

CYC VOLLEYBALL OFFICIALS MANUAL

(Updated 7/1/2021)

Officials: Responsibilities and Positions

Section 1 AUTHORIZED OFFICIALS

1. The match is administered by the first referee and the second referee (certain grade levels). They are assisted by a scorer, a timer (certain grade levels), and two line judges, one supplied from each team (certain grade levels).
2. The first referee and second referee shall have the authority to make decisions about infractions of the rules committed. The use of replay or any monitoring or electronic device by the referees to make decisions related to the match is prohibited.
3. Jurisdiction of the referees begins upon their arrival on the floor and extends through the verification of the final score of the match. The referees' retain clerical authority over the match through the completion of any reports, including those imposing disqualifications, which are responsive to actions occurring while the referees had jurisdiction.
4. There shall be no exchange of duties by the first referee and second referee during a match except when an official is unable to continue.

Section 2 OFFICIALS HAND SIGNALS AND MECHANICS (Reference pages 9 & 10)

1. After a referee whistles to signal the end of the rally, that referee indicates the decision with the official hand signals.
 - a. If a fault is whistled by the first referee, he or she indicates the result of the play (point or replay) followed by the nature of the fault. The second referee mirrors the first referee's signals.
Exception: The second referee does not mirror the signal for a net serve.
 - b. If a fault is whistled by the second referee, he or she will indicate the nature of the fault. The first referee, if in agreement, will then indicate the result of the play (point or replay), followed by the fault; the second referee will mirror the signal of point or replay.
2. When a double fault occurs, either referee indicates the nature of the fault(s) and, if necessary, the players at fault. The first referee then indicates the result of the play, which is mirrored by the second referee.
3. Court Protocol:
 - a. At the end of the timed warmup period, the officials shall take their positions on the court. The first referee whistles and directs the starting players to their respective positions on the playing court. The second referee then checks the lineups for each team.
 - b. Following the first set, after the first referee has confirmed the score of the set, he/she shall whistle and signal end-of-set. **The first referee then whistles and directs the teams to their benches.** The timer begins timing the two-minute interval between sets with the first referee's second whistle directing teams to their team benches.
 - c. Prior to the third or deciding set:
 - i. The first referee whistles, signals the end-of-set and directs the teams to their bench.
 - ii. **The second referee double whistles and raises coin in the air to signal the captains to go the front of the scorer's table** for the deciding set coin toss.
 - iii. The home team calls the toss.
 - iv. Upon completion of the deciding set coin toss, the second referee communicates the results of the toss to the first referee by extending an outstretched arm on the side of the team to serve first.
 - d. At the end of the match, the first referee shall whistle, give the end-of-set signal, then whistle and release the players. The second referee then verifies the score by initialing the scoresheet. The match becomes official when the scoresheet is initialed, and no change of score shall be allowed thereafter.

Section 3 FIRST REFEREE RESPONSIBILITIES

1. Pre-match – The first referee shall:
 - a. Be in uniform at the site of the match no less than 15 minutes before the starting time;
 - b. Examine the competition volleyball to make sure it meets rule specifications, and make the final decision on the competition volleyball to be used;
 - c. Inspect the court markings, net supports, first referee's stand or other equipment, and measure net height;
 - d. Establish non-playable areas, and define any additional ground rules which might be necessary;
 - e. Designate the scorer, timer and line judges;
 - f. Review specific duties with the second referee and line judges;
 - g. Assign line judges to their positions;
 - h. Check players for open wounds, bleeding or any blood on the uniform;
 - i. Verify that all players are wearing legal uniforms and equipment;
 - j. Call a captain from each team together for a pre-match conference;
 - k. During the pre-match conference, conduct the coin toss between the captains to determine which team shall have the choice of serving or receiving for the first set;
 - l. Inform scorer which team will serve first.
2. Position – The first referee shall take a position on an elevated platform at the end of the net opposite the scorer's table so the first referee's head is 2 to 3 feet above the net in order to have an unobstructed view of both playing areas of the court.
3. During the match:
 - a. The first referee is the head official who shall:
 1. Have general supervision of all officials;
 2. Make decisions on matters not specifically covered by the rules;
 3. Make the final decision when there is disagreement between officials;
 4. In the spirit of good sporting conduct, promptly handle any unexpected situation;
 5. Replace a scorer, timer or line judge who is not properly performing his/her duties.
 - b. To start the set, after dead balls, and after time-outs, the first referee shall check that both teams and the officials are ready, then whistle and give the visible signal for the serve.
 - c. The first referee shall:
 1. Whistle for each serve and dead ball;
 2. Give a visible signal for each loss of rally/point, serve, violation, penalty, replay/re-serve, end-of-set and change of courts as shown and described in the officiating manual and give verbal clarification when necessary;
 3. Determine illegal hits;
 4. Determine the alignment of players on the serving team at the moment of the serve;
 5. Determine screening by players on the serving team at the moment of the serve;
 6. Determine net faults;
 7. Determine serving faults;
 8. Determine back-row player faults;
 9. Determine double faults;
 10. Determine the number of hits by a player and team;
 11. Determine ball in play and dead ball;
 12. Determine loss of rally/point;
 13. Grant time-outs, substitutions and requests for serving order;
 14. Whistle when the 30 second time out is expired or when both teams are ready to play;
 15. Signal at the completion of each charged time-out how many timeouts each team has used;
 16. Call an injury time-out when a player exhibits signs, symptoms or behaviors consistent with a concussion;
 17. Administer cards for misconduct by players, coaches or team members, and inform them of such actions;
 18. Administer cards for unnecessary delay warning and/or penalty by a coach, player, substitute, replacement or team and inform them of such actions.
 19. Notify (or request the second referee to notify) the appropriate coach of reason for any disqualification;

Section 4 SECOND REFEREE RESPONSIBILITIES

1. Pre-match – The second referee shall:
 - a. Be in uniform at the site of the match no less than 15 minutes before the starting time;
 - b. Assist the first referee in pre-match duties;
 - c. Review specific duties and responsibilities with the scorer and timer;
 - d. Verify the starting lineups have been entered correctly on the official scoresheet.
2. Position – The second referee shall be in a standing position on the floor opposite the first referee, outside the sideline boundary and back from the standard.
 - a. At the moment of the serve, the second referee shall be standing away from the net on the side of the receiving team to view illegal alignment and illegal block or attack of the serve.
 - b. During a live ball, the second referee shall move quickly to the side of the net opposite the ball and focus on play by both the offense and defense near the net.
3. During the match:
 - a. The second referee shall assist the first referee by ruling upon situations that are clearly out of the first referee's view. If assistance is provided, it should be done so with a visual, informal signal.
 - b. The second referee shall:
 1. Whistle and give the signal for calls initiated by the second referee including time-out, substitutions and ball out of bounds for an antenna fault on second referee's side of the net;
 2. Mirror the first referee's signal for each loss of rally/point, violation, replay/serve or end-of-set;
 3. Assist the first referee by making sure a whistle is blown for each dead ball;
 4. Determine the alignment of players on the receiving team at the moment of the serve;
 5. Determine net faults on both sides of the net;
 6. Determine hand/foot faults at the center line;
 7. Assist the first referee in determining back-row player faults;
 8. Control the entry of substitutes onto the playing area;
 9. Check the lineup of each team from the lineup card prior to each set;
 10. Manage illegal replacements;
 11. Grant time-outs, substitutions and requests for serving order;
 12. In coordination with the timer, count 30 seconds for an injury/illness;
 13. Signal at the beginning and at the completion of a charged time-out how many time-outs each team has used;
 14. Check the scoresheet for accuracy during each time-out and at the end of each set;
 15. Verify and confirm, using the informal signal, to the first referee that the 24th point has been scored;
 16. Initial the scoresheet after each set and for verification of the match results;
 17. Determine, then notify first referee of unsporting conduct violations by players, coaches or other team personnel;
 18. Confirm with the scorer illegal player equipment or uniform and warnings, penalties and disqualifications for unsporting conduct;
 19. Confirm with the scorer initial unnecessary delay warning and second and subsequent unnecessary delay penalties during a set by a coach, player, substitute, replacement or team and confirm with the first referee;
 20. Notify appropriate coach of reason for disqualification;
 21. In the absence of a timer, count 30 seconds for time-outs and 2 minutes for intervals between sets.

Note: The second referee does not whistle ball-handling faults.

Section 5 OFFICIALS UNIFORM AND EQUIPMENT

1. The officials uniform shall be:
 - a. An all-white, short-sleeved collared polo shirt;
 - b. Black slacks or shorts;
 - c. Solid black athletic shoes and black socks.
2. Referees equipment shall include:
 - a. A whistle, a set of yellow and red cards, a coin and a watch.

Section 6 SCORER RESPONSIBILITIES

1. Pre-match – The scorer shall:
 - a. Be designated and report to the first referee no less than 10 minutes before the starting time;
 - b. No later than 5 minutes prior to the end of the pre-match warm up, receive each team's roster. When discovered, the scorer shall report any inaccuracies to either referee;
 - c. No later than 2 minutes prior to the end of the pre-match warmup and no later than 1 minute prior to the subsequent sets, enter on the scoresheet the uniform numbers of the starting players in the proper service order. Prior to each set of the match, the scorer shall provide the second referee with a lineup, which lists the players' numbers and the serving order of each team.
2. Position – The scorer shall be seated at the scorer's table next to the timer.
3. During the match, the scorer shall:
 - a. Record individual and team scoring, and supervise the operation of the visual scoring device;
 - b. Notify the second referee during the first dead ball when there is a discrepancy with the score;
 - c. Verify the serving order to the first referee or second referee;
 - d. Provide the proper serving order upon request of the first referee or second referee during a dead ball;
 - e. Sound the audio device or notify the second referee at the time the ball is contacted for the serve when there is an improper server;
 - f. Keep a record of time-outs charged to each team, and notify the second referee how many time-outs each team has used at the completion of each team time-out;
 - g. Record in the comments section of the scoresheet all warnings, penalties and disqualifications for unsporting conduct violations; notify the second referee of any previous unsporting conduct violations recorded for the same individual;
 - h. Record in the comments section of the scoresheet all penalties for unnecessary delay warning and/or penalties; notify the second referee if this is the second or subsequent unnecessary delay for a team in the same set;
 - i. Record in the comments section of the scoresheet the number of any player replaced by exceptional substitution;
 - j. Notify the second referee when a team has requested an illegal time-out;
 - k. Record each substitution as it is reported by the second referee.
 - l. Immediately notify the second referee if a substitution is a request for a:
 1. Re-entry in wrong service position;
 2. Re-entry of a disqualified player;
 3. Re-entry of an injured/ill player during the same set in which he/she was replaced by exceptional substitution;
 4. Player not listed on the roster.
 - m. Notify the second referee when a team reaches set point.
4. The official score is the individual points being kept by the scorer. Whenever a discrepancy occurs between this score and the visible scoring device or another part of the scoresheet, the individual points shall be considered official and correct.

Section 7 TIMER RESPONSIBILITIES

- Pre-match – The timer shall:
 - a. Be designated and report to the first referee no less than 10 minutes before the starting time;
 - b. Test the timing device to be certain it is in proper working order;
 - c. Time the pre-match warm-up period;
- Position – The timer shall be seated at the scorer's table next to the scorer;
- During the match, the timer shall:
 - a. Time the interval for each charged time-out beginning with the referee's signal, and, if necessary, give an audio signal at the end of 30 seconds;
 - b. Time the interval for each injury time-out, on a timing device other than the visible scoreboard, beginning with the referee's signal, and notify the second referee when 30 seconds have elapsed unless play has resumed or the referee indicates a decision has been made
 - c. Time the interval between sets (2 minutes) beginning when the first referee signals the teams to report to the appropriate team benches. Give an audio signal at the end of 1 minute and 45 seconds and again at the end of 2 minutes (unless both teams are on the court).

Section 8 LINE JUDGES RESPONSIBILITIES

1. Pre-match – Line Judges shall:
 - a. Be designated and report to the first referee no less than 5 minutes before the start of the match;
 - b. Review specific responsibilities with the first referee
2. Position – Line Judges shall:
 - a. Stand near the intersection of the left sideline and the end line and move so they have a clear view of both the end line and the sideline;
NOTE: If the server serves from the left third of the service area and encroaches on the line judge's position, the line judge shall move a few steps to the side in line with the extension of the end line until the ball is contacted for serve. Then the line judge quickly moves back into position at the intersection of the end line and left sideline.
 - b. Hold the same positions relative to the court throughout the match;
 - c. During time-outs, the line judge on the serving team's side of the net shall hold the game ball
3. During the match, each line judge shall assist the first referee and second referee by:
 - a. 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;
 - b. Indicating when the serve, or any played ball, crosses the net not entirely between the net antennas;
 - c. Indicating when the ball touches the net, net antennas, and/or net supports not entirely between the net antennas;
 - d. Indicating whether a ball is inbounds or out of bounds when it lands on or near any line for which the line judge is responsible;
 - e. Indicating when a player touches a ball that is going out of bounds on the player's side of the net;
 - f. Communicating with the first referee when asked, when the ball touches the ceiling or overhead obstruction, if out of the view of the referees.
4. Flags shall be used by line judges for signals, unless not available, then hand signals will be used.

DIAGRAM 1 - THE PLAYING COURT

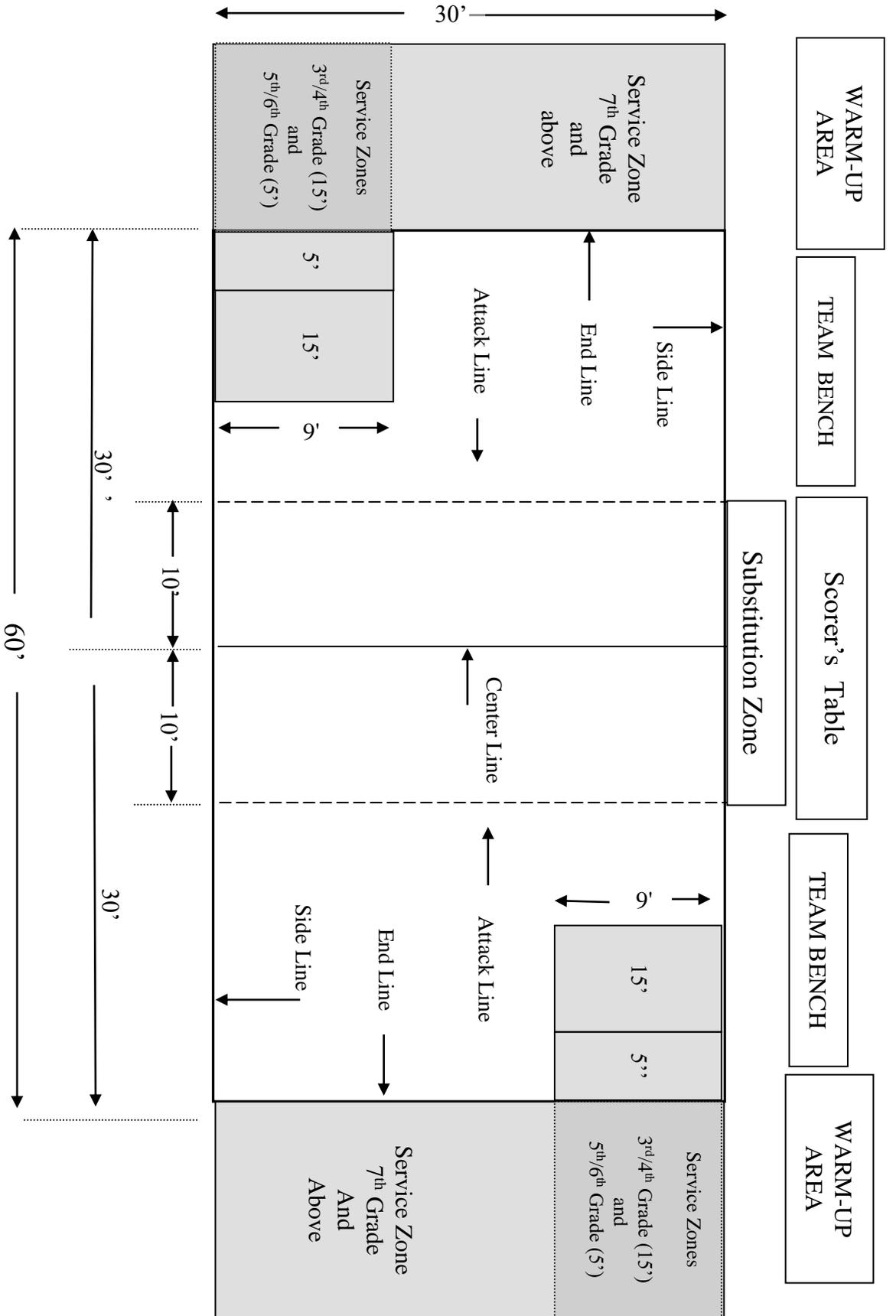


DIAGRAM 2 - THE NET

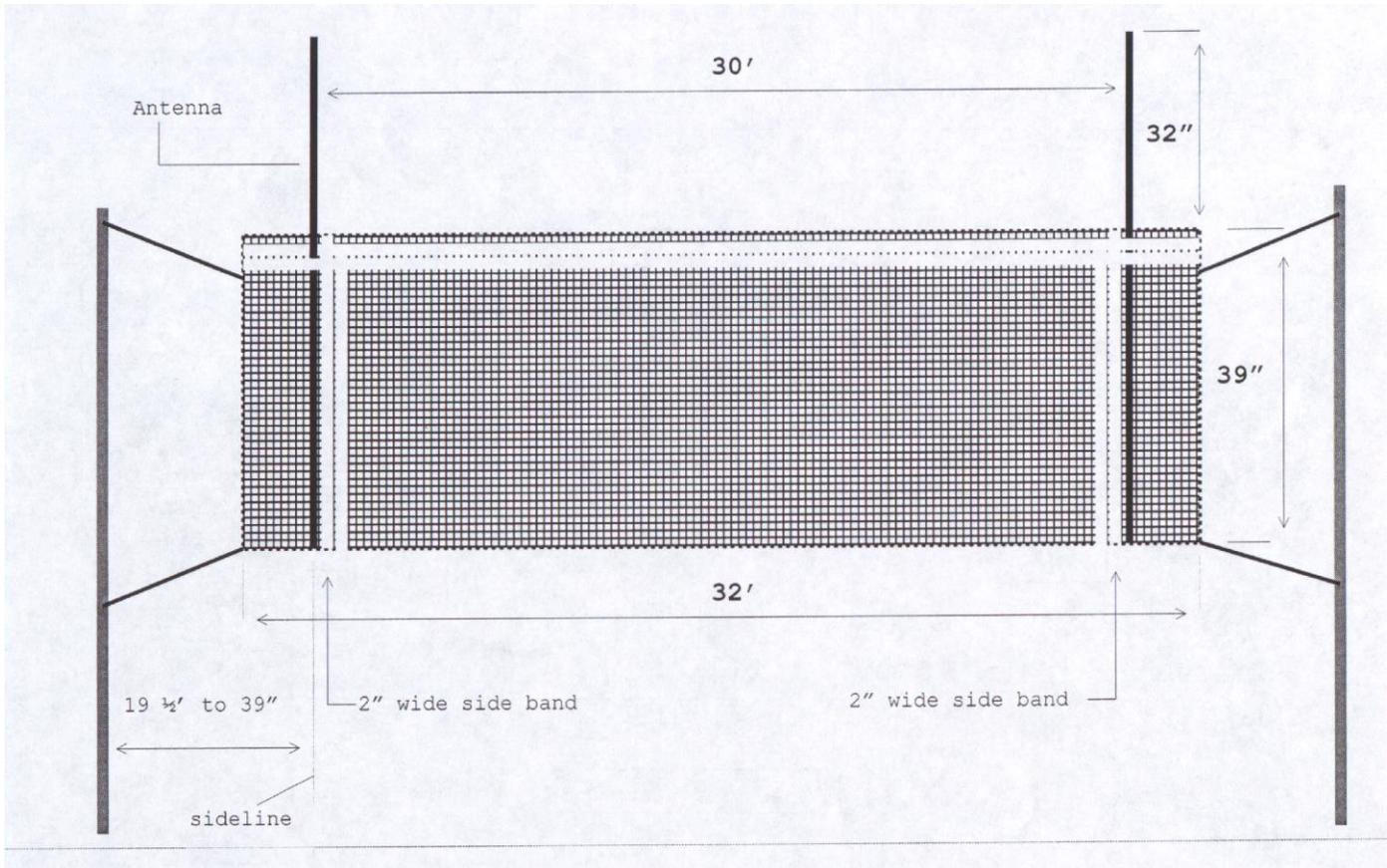
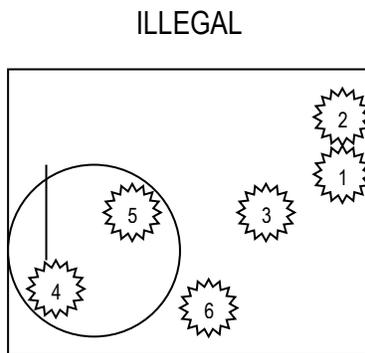
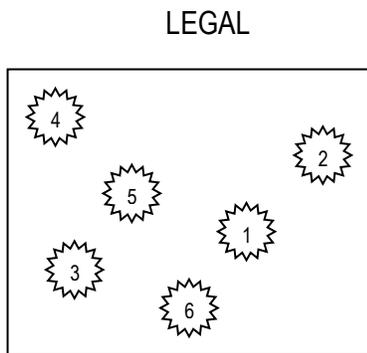
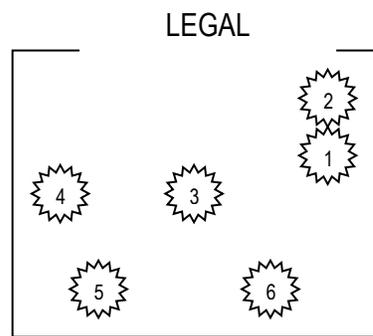
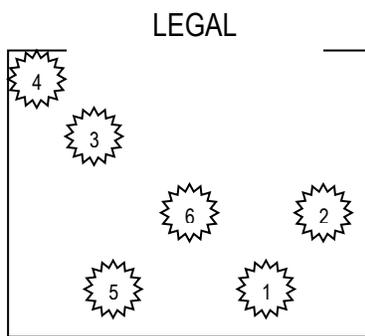
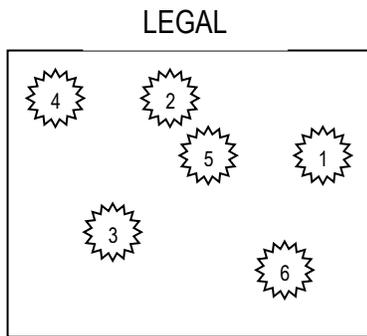
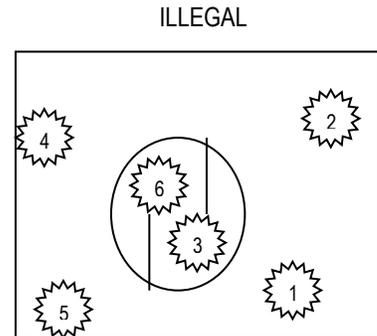
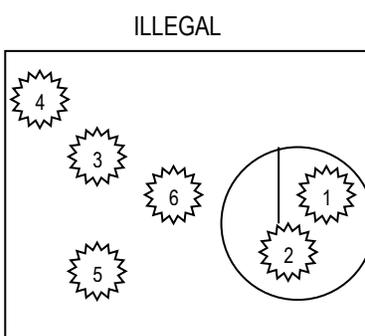
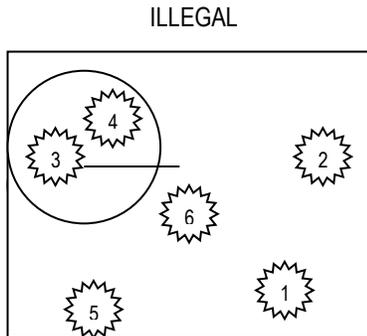
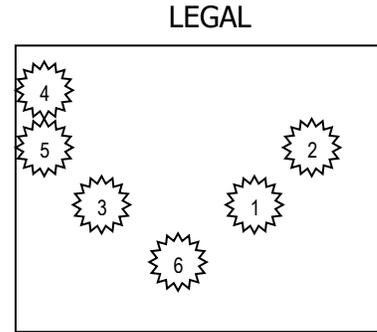
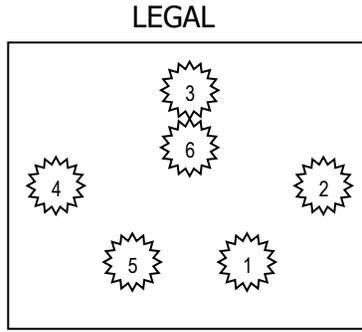
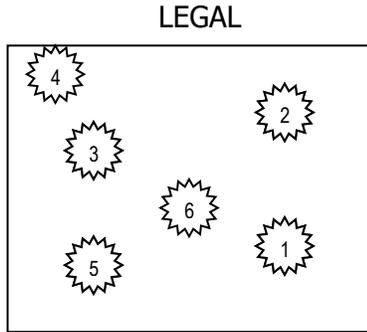


DIAGRAM 3 - Examples of Legal/Illegal Service-Receive Positions



Left Front (4)	Center Front (3)	Right Front (2)
Left Back (5)	Center Back (6)	Right Back (1)

At the time the ball is contacted for the serve, the placement of players must conform to the order recorded on the scoresheet as follows (the server – position #1 on the serving team – is exempt from this requirement):

In the front or back row, the right player must have at least part of his or her foot closer to the right sideline than the feet of the center player, and the left player must have at least part of a foot closer to the left sideline than the feet of the center player. Each front row player must have at least part of a foot closer to the center line than the feet of the corresponding back row player. After the ball is contacted for service, players may move from their respective positions.

OFFICIAL HAND SIGNALS





HOW TO USE THE SIGNALS

When Stopping Play, Officials Should:

- Sound the whistle with authority;
- Signal result of play, point/loss of rally, replay or re-serve;
- Signal the violation, and hold the hand and arm signal long enough to be seen;
- Verbalize the decision when necessary, except #15, signal for serve.

Signals are given with arm or hand on the side of the team involved. These signals shall be used by the first referee and second referee.

1. Illegal Alignment/Improper Server – Circular motion with arm and hand outstretched on side of violating team; then indicate player(s) involved.
2. Line Violation – Indicate the line where violation occurred by extending arm and pointing toward the line with the index finger.
3. Illegal Hit – Slowly lift hand and forearm, palm up from the height of the waist to the height of the chest, on the side where violation occurred.
4. Delay of Serve – Raise hand on server's side to head height with fingers spread, palm forward.
5. Over-the-Net – Pass forearm, palm down, over the net.
6. Net Fault or Net Serve – Hand of outstretched arm on the side of the net on which the fault occurred.
NOTE: The second referee does not mirror the signal for a net serve.
7. Illegal Attack – Raise hand beside head and rotate forearm forward and downward on the offending team's side.
8. Illegal Block/Screening – Raise both hands to head height, palms forward.
9. Ball Touched – Hand on offending team's side held beside head, palm toward head then brush upward across fingertips one time with other hand, palm forward.
10. Four Hits – Hand and arm nearest violating team raised, showing four fingers.
11. Double Hit – Hand and arm nearest violating team raised, head high, showing two fingers.
12. Ball Lands Inbounds – Extend one arm with an open hand palm forward toward the floor area between the attack line and the net on the offending team's side.
13. Out-of-Bounds/Antenna Violation – Raise both hands, head high, fingers together, palms toward face, elbows bent.
14. Begin Serve – Extend arm towards server at shoulder height with hand perpendicular to floor, then whistle to serve and move the extended hand and arm in a sweeping motion to the opposite shoulder.
15. Substitution – Two short whistles, rotate closed hands at shoulder height two times.
16. Authorization to enter – Extend the arm (palm forward) on the substitution side, and make a forward motion waist high toward the respective court.
17. Point – Indicate point by extending the arm in the direction of the team that will serve next, palm perpendicular to the floor.
18. Replay/Re-serve – With fist hands, thumbs up, and held shoulder height front of body.
19. Time-out – Place the palm of a hand horizontally over a vertical hand on the side requesting the time-out, forming a "T."
 - a. Team Time-out – indicate court of team being charged;
 - b. Official Time-out – tap top of shoulders with hands.
20. Unnecessary Delay – With arm on side of offending team bent across chest, hand just below chin, place palm of opposite hand, while holding card, against wrist. Then extend bent arm toward floor on offending team's side and drop other arm to side.
21. End-of-Set – Arms crossed in front of chest, hands open followed by a sweeping motion outward, releasing teams to team benches.
22. Change of Courts (not used for 2021) – Raise forearms and swing right arm in front of the body and the left arm in back of the body with hands open.

CARD PROCEDURES

Second Referee Communicating with First Referee



First Referee Administering Cards



- Second referee steps to side of offending team and a few steps towards first referee holding card in middle of chest, then verbalizes number of player or which coach received the card.
- First referee holds card in hand on offending team's side held head high, then verbalizes number of player or which coach received the card.

DISQUALIFICATION:

- Second referee steps to side of offending team and a few steps towards first referee holding a card in each hand in the middle of the chest, then verbalizes number of player or which coach is disqualified.
- First referee holds a card (head high) in each hand on the side of the offending team, then verbalizes number of player or which coach is disqualified.
- A referee shall notify the appropriate coach the reason for the disqualification.

INFORMAL OFFICIALS' SIGNALS

Informal hand signals used to enhance the match may be used for communication by the second referee to the first referee. How these calls are to be communicated should be addressed in the referees' prematch conference. Such additional signals include:

1. Set/Match point: Place the index finger flat against the shoulder closest to the team that has the set point.
2. Four hits: Discreetly give four-hit signal in front of chest.
3. Identifying possible back-row player violations: Discreetly show illegal attacker signal or illegal block signal in middle of chest.
4. Position of setter prior to the serve
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. The second referee shall assist with ball-handling violations that are out of the first referee's view. The second referee does not whistle, but will use the discreet signal to the first referee. If the first referee passes on the signal, the second referee drops the signal.
6. Ready to play
7. Net Fault player identification
8. Antenna fault team identification
9. In/Out/Touch