

GATEWAY JUNIOR CLINIC GUIDELINES REFEREES

All the necessary forms and instructions for completion are included in this packet. Please make additional copies as needed.

1. As players arrive, have each player print their name under their corresponding team name on the Clinic and Practical Attendance Record. **This form needs to be returned to the Gateway Region Office within one week.**
2. Distribute Junior Officials Requirements and *Referee Reference Guides* to team reps/coaches.
3. **Stress that coaches are required to be present when players are officiating, and they are ultimately responsible for making sure the officiating team is qualified.**
4. Pass out rule books and *Referee Reference Guides* to those players who have registered and are going to referee.
5. Start by going over the new rule and technique changes (if any).
6. There is no simple way to teach someone how to referee, but the *Referee Reference Guide* hopefully addresses the most important aspects of refereeing and applies it to juniors. Players can follow along and keep the guide as a reference.
7. Stress match administration, captains meeting, starting on time, etc.
8. Pass out the Referee Examinations. **14 and under divisions and below should take the "D" test. 15 and under divisions and above should take the "C" test.** This may be done open book and/or as a group, but let the players try to figure out the correct answers or lead them to the correct answers in the rule book.
9. The practical rating portion needs to be conducted during a scrimmage. This can be run on the same day or when a court can be scheduled. Use the Junior Officials Evaluation Form and make comments as appropriate. **(The Examinations and Evaluation Forms do not need to be returned to the Gateway Office.** The players may keep them for reference.)
 - ◆ There needs to be at least 3 teams present **with uniforms and numbers.**
 - ◆ A sufficient number of line up sheets, scoresheets and rating sheets will be needed.
 - ◆ Referee candidates will need a whistle, red and yellow cards, coin and watch.
 - ◆ Scorekeeper candidates will need blue or black pens, pencils, and a watch.

REFEREE'S GUIDE

FIRST REFEREE

Review Rule 23 in its entirety

Pre-match

- ◆ Be punctual to the match. Report for officiating duties 30 minutes before the match is scheduled or as soon as the previous match has ended.
- ◆ Have basic equipment: whistle, red and yellow cards, coin, watch, rule book.
- ◆ Determine playable areas/ground rules. In order for the pursuit rule to be in effect a MINIMUM of 2M clearance on BOTH sides is REQUIRED. If you have any questions, ask the court manager or tournament director for clarifications
- ◆ Check court and area surrounding the court: ball, net, antennas, court markings, padding, and referee stand.

Captains' Meeting

- ◆ Have captains introduce themselves and introduce yourself and the second referee.
- ◆ Go over ground rules and format of match - 2 sets to 19 points or 2 sets to 25 points or 2 of 3 sets (2 sets to 19 points, 3rd set to 15 points or 2 sets to 25 points, 3rd set to 15 points). All sets must be won by 2 points, no cap.
- ◆ **Remind players they are responsible for the match ball between rallies, not the line judges.**
- ◆ Ask if there are any questions from captains. Ask if your second referee has anything to add.
- ◆ Coin toss: identify caller, or you may assign a side to each team; toss, catch coin and **do not turn over**; winner chooses serve/receive serve or side. Second referee should let the scorekeeper know which team is serving from which side.
- ◆ Inform captains on time remaining in warm-ups. (Second referee can assist with timing.) **The warm-up time allotment for junior events will be separate 4 minute time slots, no shared serving.** The serving team will have the first 4 minutes. An additional 2 minutes shared warm-up time period must be scheduled prior to a team's first match.

Meet with Officiating Team

- ◆ Go over second referee duties. Discuss anything you want them to help you with specifically and how you would like them to signal you for violations or cards requested.
- ◆ Meet with line judges and review calls and signals.
 - √ Ball landing in or out
 - √ Any part of the ball crossing or touching the net outside the antenna or touching the antenna
 - √ Pursuit signal
 - √ Touches off blocks on either team on "out" balls ONLY – If a ball is blocked out of bounds on the attacker's side, the signal is "**out of bounds**". If the ball is blocked out of bounds on the blocker's side, the signal is "**touch**".
 - √ Foot faults by server or other players outside the court
 - √ Line judge screened on the call
 - √ Signals should be held long enough to be seen
 - √ Look to line judges often and ask them to make a call every time

Hand Signals

- ◆ Display one signal at a time - 3 distinct steps: Whistle, Result and Violation.
 1. Blow Whistle the instant the play ends (e.g. ball hits the floor).
 2. First signal is showing which team will serve next.
 3. Second signal identifies action which caused play to end (Violation). Use hand on the side of the net action/result takes place. Hold signals high enough and long enough to be seen.

Starting Play

- ◆ At the beginning of the first set, whistle teams to end lines, then whistle teams onto court. During following sets, teams come directly onto court.
- ◆ Scan court before each serve: 6 players in position, check coaches, make sure officiating team is ready.
- ◆ Whistle to serve, beckon with your hand and arm.
- ◆ DO NOT take requests after whistle to serve (time-out, line up checks, substitution = improper request).
- ◆ Allow 8 seconds for service. For 14 and under divisions and below, allow a re-serve if the ball is allowed to drop. The serve time is 5 seconds for **both** attempts.
- ◆ The receiving team cannot block the serve and may only attack the serve after the ball passes beyond the attack line in their court.
- ◆ Any first contact may include successive contacts, provided it is a single attempt to play the ball. The ball may not be caught or thrown.
- ◆ Screening - there are many things to consider when calling a screen.
 1. Separation of players.
 2. The server and flight of the ball must be viewable by receivers.
 3. Did the ball pass low over the net with a fast trajectory? AND
 4. Did it pass directly above 2 or more players standing together?
 5. Players bending over are NOT to be considered screening
 6. If you feel there may be a potential screen, request the serving team captain to ask players to bend down or move apart.

During Play

- ◆ Be aware of the position of the ball relative to the net.
- ◆ Be consistent with calls and do not make a call based on sound or spin alone. If the player over controls the ball, holds it in their hands, "held ball". If the ball handling is ugly and the ball is spinning then the player undercontrolled the ball, "2 hits".
- ◆ The ball may touch any part of the body.
- ◆ It is legal for part of the player's foot to be on or above the centerline. **Any body part above the feet may touch the opponent's court provided it does not interfere with the opponent's play.**
- ◆ Attacking and Blocking
 - √ Pay attention to offspeed and dink hits. Watch for prolonged contact, change of direction and if contact is made behind the head.
 - √ A player may not attack the ball on the opponent's side of the net.
 - √ A player only becomes a blocker when some part of the body is above the height of the net. If the contact is not a block, then it is a first team contact.
 - √ The opponent may block the ball on the attacking team's side of the net only after the hitter attacks the ball or if the attacking team does not have a play on the ball. The third team contact is considered an attack. Watch for an overpass before it has broken the plane of the net.
 - √ A joust is not a fault and play continues. If the ball goes out of bounds, it is the fault of the team on the opposite side of where it landed.
- ◆ Back Row Attacking and Blocking
 - √ An illegal back row attack or block may be called by either the first or second referee. It is acceptable to make a delayed call if you are unsure.
 - √ Legal back row attackers must take off completely behind the 3 meter line. ("Legal" signal - arm extended palm away.)

- √ A back row player in the front zone may not attack the ball completely above the height of the net. Remember, some players can jump and still be below the height of the net. ("Legal" signal - arm extended, elbow bent, palm down, with downward motion.)
- √ A back row setter in the front zone may jump above the height of the net to set a teammate. It is legal as long as the ball does not cross the vertical plane of the net. Once in the vertical plane of the net:
 - * The opponent may legally attack or block the ball.
 - * If the back row setter and opponent contact the ball simultaneously, it is an illegal back row block on the setter.
 - * If the opponent contacts the ball legally before the attacker, it is an illegal back row attack on the setter.
- √ Review Libero rules including ball handling restrictions.
- √ **For Gateway Region events, excluding those designated gold/silver, the libero can serve. Review the "Libero Serving Procedures" (separate document)**

End of Set - 3 Whistles

- ◆ Whistle and signal the result, then signal the fault.
- ◆ Whistle and signal end of set. Teams are not required to go to the end lines.
- ◆ Whistle and direct teams to switch courts. (If end of match, direct teams to the endlines then to shake hands.)
- ◆ Time between sets starts when the first referee executes the "end of set" signal (3 min).
- ◆ If a deciding set is necessary, the first referee will release the teams to their respective benches. Captains immediately meet at the scorer's table where the second referee should conduct the coin toss. Once choice of sides has been determined, the first referee signals teams to their appropriate team areas.

General

- ◆ The first referee is in charge of the match but works with officiating team.
- ◆ Knowledge of rules is important.
- ◆ Be confident and relaxed, yet act professional; be approachable to team captains.
- ◆ Don't "make up" for mistakes or let an error affect your concentration.
- ◆ Don't let the teams or crowd influence your decisions.
- ◆ Refrain from all unnecessary talk and discussion with players and officiating team.
- ◆ Don't leave the stand except for protests.

Sanctions

- ◆ Take preventative measures to avoid penalizing. Don't rely on sanctions.
- ◆ Individual and team sanctions are cumulative and carry through **THE MATCH**.
- ◆ The first referee is the only official authorized to impose sanctions.
- ◆ The first referee must notify the player and/or playing captain and the second referee must notify the coach when a sanction is imposed on their team.
- ◆ Team sanctions:
 1. Improper request - warning for invalid request, no penalty - "wave off".
 2. Team delay warning (hand against opposite wrist) - warning for delay, no penalty.
 3. Team delay penalty (yellow card against opposite wrist) - any team sanction after warning, loss of rally and point.
- ◆ Individual sanctions:
 1. Warning - verbal or hand signal only.
 2. Penalty (yellow card) - unsportsmanlike behavior, loss of rally and point.
 3. Expulsion (red card) - 1 set ejection for excessive misconduct, no other penalty.
 4. Disqualification (cards together) - 1 match ejection for excessive misconduct, no other penalty.

Other

- ◆ Overlap - players must be in position at contact for serve (e.g. left back must be closer to the left sideline than middle back and closer to the endline than left front). Position is judged by last foot in contact with floor at contact for serve.
- ◆ Time out - captain or head coach must request -30 seconds. (If other players request, it is an improper request.)
- ◆ Substitution - incoming substitute enters the substitution zone, the action is considered a substitution request by the head coach / captain. No further action by the head coach /captain is required. Multiple substitutions by the same team at the same time must enter the substitution zone **consecutively**, one substitution at a time. Unlimited individual entries are permitted with a maximum of 12 team subs. (If other players request, it is an improper request.)
- ◆ Injured player - stop play immediately, rally replayed. If injured player is unable to continue in 30 seconds, team must make substitution or call time out. If making substitution, team has as much time as necessary to remove player. You may want to "lead" the coach or captain by asking if they want to substitute.
- ◆ Playing with 5 - For adult men's, adult women's, junior boys' and junior girls' competition, a team may start any set with 5 players and a ghost player, regardless of reason. An automatic loss of service is charged to a team and a point is awarded to the opponent at the ghost player's term of service. On the scoresheet this is indicated by recording the exit score in the appropriate service round box beneath the ghost server's player number. The service round number is not checked.

The court position vacated by the ghost player is a back row position. When a team of 7 with a Libero is reduced to 6, for any reason, the Libero will become a regular player for the remainder of that set. The player who left the set may return in any subsequent set but not in the same set.

For coed competition only, the ghost player must rotate all positions.

SECOND REFEREE

Review Rule 24 in its entirety

- ◆ Be punctual to the match.
- ◆ Have basic equipment: whistle, watch, coin.
- ◆ Attend captain's meeting and notify scorekeeper of results of coin toss.
- ◆ Second referee usually times warm-ups.
- ◆ Hand lineup sheets to coaches or captains, retrieve completed lineup sheets, give to scorekeeper and keep confidential.
- ◆ Review responsibilities with first referee. During play your primary responsibility and focus is the net area. Blow your whistle for:
 - √ Players out of rotation at time of service on the receiving team
 - √ Centerline violations - if part of player's foot is in contact with or directly above centerline there is no violation. **Any body part above the feet may touch the opponent's court provided it does not interfere with the opponent's play.**
 - √ **Net violations – Contact with the net by a player is not a fault, unless it interferes with the play. Examples include touching the top band of the net during the action of playing the ball, taking support from the net while playing the ball, creating an advantage over the opponent, or actions which hinder an opponent's legitimate attempt to play the ball.** Hair contact is okay.
 - √ Ball passing over or contacting the net above or outside the antenna on either side unless the pursuit rule is in effect
 - √ Illegal back row attack, only if certain ball was contacted completely above top of net
 - √ Illegal back row block

- ◆ Discuss substitution and time-out procedures with scorekeeper: signal to the R1 the 9th, 10th, 11th and 12th team substitutions and notify the head coach.
- ◆ Blow whistle at end of warm-ups and after 2 minutes and 30 seconds between sets. Start the time between sets as soon as the first referee signals "end of set".
- ◆ Check rotation of starting players with lineup sheets. Let first referee know captains.
- ◆ Position at net -1 to 2 meters back away from the pole, but near the centerline extension on the receiving/blocking team. Move from side to side always staying on the blockers side and keep attention in net area.
- ◆ Scan the court - give requests for time-outs, subs, line-up check, etc. (only captain or head coach may request).
- ◆ Note whether setter is front or back row.
- ◆ Substitution - double whistle or prolonged whistle.
 - √ Signal substitution - do not repeat whistle if blown by first referee.
 - √ Administer substitutions one at a time and authorize their entry near the scorer's table. Clearly indicate when players may enter. Do not allow the players to exchange without authorization.
 - √ Let head coach know if 9th, 10th, 11th, or 12th. Also signal the first referee.
 - √ Indicate to first referee when ready.
- ◆ Time-out - double whistle or prolonged whistle.
 - √ Signal time-out and time 30 seconds.
 - √ Identify the requesting team to scorekeeper, confirm the number taken by each team and signal to first referee.
 - √ Blow whistle when time expires.
 - √ At the end of the time-out, signal the head coach and/or captain when two time-outs are used by their team.
- ◆ Other
 - √ Do not follow the ball as it moves away from the net while players are still active at the net.
 - √ Help first referee by providing discrete signals.
 - √ Repeat the first referee signals except beckon for serve, net serve, and switch of courts.
 - √ Monitor all scoring related matters. Confirm set point and final point.
 - √ Scoring inquiries (e.g. time-outs used, team subs used) by coaches and captains are made through second referee and not directly to scorekeeper.
 - √ Control benches and coaches.
 - √ Conduct coin toss prior to deciding set. The floor captain who did not call coin toss at beginning of match should call, or the referee should assign a side of the coin to each team.
 - √ At end of match, retrieve the ball and place on the scorer's table.

**GATEWAY REGION USA-VOLLEYBALL
2010 OFFICIALS REQUIREMENTS for JUNIOR TEAMS**

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**** JUNIOR TEAM OFFICIALS REQUIREMENTS ****

PHILOSOPHY

The Gateway Region philosophy is to develop junior athletes as officials and as players. The Officials' Board requires that all junior teams participating in Gateway Region tournaments have trained officials. Our emphasis is placed on training the teams to officiate and function as a unit rather than require individuals to be rated and certified.

Initial training is required prior to participating in any tournaments. A practical evaluation will be conducted in a gymnasium using a game situation format. An approved evaluator will assist the coaches with training their players to officiate (referee, keep score, line judge, etc.). The evaluator will assist the coach with development and training of their team so that they may better understand their role and responsibility as officials. The purpose of this requirement is to ensure that all teams know how to officiate prior to the playing season. Coaches will be required to continue to develop and train their athletes as officials throughout the season.

TEAM REQUIREMENTS

Each participating team is required to have a minimum of one 1st Referee, one 2nd Referee, one Scorekeeper (recommended to have an assistant scorekeeper to track the Libero and aid with the visual score) and two Line Judges in attendance at every tournament. A maximum of four people are allowed at the scorekeeping table: scorer, flipper, libero tracker and additional person in training or supervising. These officials need to officiate during any pool play match or tournament playoff match.

TEAM FEES

If teams do not have certified officials for matches they are scheduled to officiate, they will pay a fee of **\$60** per official needed. This non-refundable fee is paid to the Tournament Director, who will then ensure there are certified officials to officiate at that time. **Adult officials who work junior events must be background screened.** It is recommended that each certified replacement official receive \$20 per match. This fee does not "buy" the rest of the officiating team. The team that is scheduled to officiate must still provide line judges and a visual score operator.

GENERAL REGULATIONS

EVERY SEASON, A TEAM MUST:

1. Register the team and all individuals associated with that team. (Parents wanting to participate as referees and/or scorekeepers must register and every other year pass a background screen. A reduced cost of \$15 is offered for this membership category).
 2. Attend a clinic given by an approved clinician.
 3. Complete and pass an open-book written examination.
 4. Complete and pass a practical evaluation given by an approved evaluator.
- * Certification expires January 1 of the next year.

CLINICS

1. If your club has an approved clinician and evaluator you will need to obtain all pertinent materials from the Gateway Region office. You will also need to inform the office personnel of your scheduled dates for conducting the required clinics and practical evaluations at least two weeks in advance.
2. If your club does not have an approved clinician and/or evaluator, but does have persons interested in obtaining approval, Train the Trainer clinics will be offered for administering referee and scorekeeping clinics. You will be responsible for obtaining all pertinent materials from the Gateway Region office. You will also need to inform the office personnel of your scheduled dates for conducting the required clinics and practical evaluations at least two weeks in advance.
3. If your club does not have an approved clinician or evaluator, you will be required to contact the office as soon as possible. Depending on the size and location of your club, one or more of the following options may be available:
 - a. A region approved clinician and evaluator will be sent to your area to conduct the clinic and practical evaluation.
 - b. Attend a clinic and practical evaluation being held by another club in your area
 - c. Attend a region sponsored clinic and practical evaluation.

The region requires a two week time period in order to coordinate clinics and clinicians. You will be responsible for obtaining all pertinent materials from the Gateway Region office.

PRACTICAL EVALUATIONS

1. Practical evaluations must be conducted in a gymnasium during a game situation. (Minimum of 18 participants required. Two (2) teams playing and one (1) team officiating).
2. An approved evaluator will conduct all practical evaluations. Date, time, and place is required to be approved two weeks in advance.
3. Must be completed one (1) week prior to competing in a sanctioned tournament.

JUNIOR OFFICIATING POLICIES

- When players are officiating (at any age group), it is mandatory that the officiating team's coach or responsible adult remain at courtside for the duration of the match.
- Coaches, parents and all others are not allowed to stand on/at the referee stand with the referee during junior events. If assistance is needed, it is suggested that the coach position themselves across from the 1st referee either behind the scorer's table or by acting as the 2nd referee.
- A maximum of four people are allowed at the scorekeeping table: scorer, flipper, libero tracker and additional person in training or supervising.
- A Junior Officials' Mentoring Program has been implemented for the 11s and 12s Division. When available, the region will provide one mentor per each court to assist/critique the officiating throughout the pool play and then referee the playoffs. **Adult mentors must be background screened.** If no mentors are at a tournament, only adults or juniors, 15 years and older, are allowed to be the 1st referee; exceptions must be approved by the Tournament Director.

- If a junior player is refereeing a playoff match, the Tournament Director has the authority to replace that official if deemed necessary, unless the player is an adult certified referee.

PLAYOFF REQUIREMENTS

- Teams not participating in playoffs cannot be required to perform any officiating duties in playoffs.
- Teams that advance to playoffs and then cannot continue playing for any reason must still fulfill any officiating duty required of the losing team in bracket play.
- It is the responsibility of the individual teams to check the standings for playoff berths and/or officiating duties.

TEAM PENALTIES

1. If your team does not attend and complete their clinic requirements one (1) week prior to competing, you will not be eligible to play in any Gateway Region tournaments until compliance is met or officials fees are paid (preferably in advance) to the Tournament Director.
 2. Written reports of repeated unsatisfactory officiating will result in a review by the Officials' Board or their designee and another practical clinic may be required. If subsequent practical clinics are required, a \$75 fee per clinic must be paid to the Region. This fee will cover the costs associated with the clinic.
 3. Continued problems may result in team suspensions.
- Teams that arrive late for officiating duties will be charged a \$100 fine, payable to the Tournament Director to pay the replacement officials (1st Referee, 2nd Referee and Scorer paid \$20 each, the visual Scorer, each line judge, and the Tournament Director paid \$10 each). In addition, the team will be penalized one point per minute late in the next set up to a maximum of one set.
 - Teams that do not stay for officiating assignments will be fined \$150 payable to the Gateway Region to, in part, pay the replacement officials (1st Referee, 2nd Referee and Scorer paid \$20 each, each line judge and the visual Scorer paid \$10 each, Tournament Director paid \$20 and \$40 to the Gateway Region).
 - Teams with outstanding fines may not participate in any sanctioned USAV event until all debts are paid.