



# CHESAPEAKE REGION VOLLEYBALL ASSOCIATION

## HEAD REFEREE GUIDELINES



### *Preparation*

Obtain the tournament schedule, names of teams and their respective player referees, and names of non-playing referees from the Region's referee assigner. Obtain blank forms of the tournament referee work schedule and Head Referee report from the CHRVA web site.

### *Assigning first referees (R1s)*

Assign a player referee to officiate one of each team's scheduled work matches in pool play. Assign non-playing referees as R1 to the rest of the round robin matches and all playoff matches. Avoid assigning them to no more than three matches in a row in round robin if possible. The first match of each pool should be officiated by a non-playing referee so that court starts on time. Try to assign a non-playing referee equally among all courts with at least a one-match break before a court switch. Both R1 and R2 for the finals must be non-playing referees with the R1 being a Regional referee or higher.

### *Tournament director*

The tournament director (TD) runs the tournament and oversees its administration. You're in charge of the officiating and playing rules. Stay out of the TD's business. Verify with the TD the tournament schedule and the individual teams. Have the Regional Guide handy for tournament format changes. The TD has to obtain (and pay) a certified scorekeeper for teams without a certified scorekeeper for their scheduled work matches.

### *Ground rules*

Examine the facility for basketball baskets, overhead objects, non-playable areas, two-meter court clearances, etc. Set the ground rules in compliance with the playing rules. Communicate the established ground rules to all assigned referees.

### *Team player referees*

Each team must have a certified referee or prepaid the \$50 penalty for not having one. Inform the tournament director to collect the \$50 penalty from a team whose certified referee is absent. You will need to cover all R1 assignments for teams without certified referees.

### *Non-playing referees*

Go over preliminary assignments, ground rules, and match protocol with the non-playing referees. Phone an absent referee. If necessary, call the Region's referee assigner, Tracy Shadle, 703-862-6943, or the Referee Chair, Glenn, 410-967-1990. If the present non-playing referees cannot cover all of the assignment holes, recruit quality player referees to work the unfilled assignments for pay.

### *Playing and court equipment*

Direct the non-playing referees to check the net heights, antenna and tape placements, court markings, pressure of game balls, referee stand, and scorekeeper's supplies. Check each team's libero uniform for contrasting light vs. dark color from teammates.

### *Referee ratings*

Schedule ratings for any player referee requesting one. Recertifications only. No new or upgrade ratings unless pre-arranged with the Referee Chair. In addition to the team's officiating assignment, the person being rated will work one of the rater's scheduled matches and the rater will receive that match's pay.

### *Referee work schedule*

After accounting for absent player referees and non-playing referees, requested player referee ratings, and tournament schedule changes, create a referee work schedule. Be fast and creative. Don't worry too much about referees' or teams' preferences or avoidances.

### *Referee assignments*

Notify player referees and non-playing referees of their work assignments. Write down the referee assignments on the tournament schedule at the scorekeeper's table of each court. Post the master referee work schedule in a conspicuous location.

### *Protest committee*

Select at least three or four certified, experienced referees to serve on the protest committee. List them on the master referee work schedule. Any protest must be resolved immediately by at least two available protest committee members.

### *Tournament flow*

The first two matches for each court will start as scheduled. Monitor the next match so that it starts within ten minutes of the previous match's finish. Do the captains' meeting and coin toss to help out. The TD may move up a later round robin match to an open court provided you have an available official and the TD arranges for a work team.

### *Supervision*

Adjust the referee work schedule if a non-playing referee may not be able to work an assignment because one court falls behind. Advise any referee misapplying the rules. Tactfully address any problems or complaints about the officiating. Make a note for the Scorekeeper Chair about any significant scorekeeper problems.

### *Playoffs*

The TD will identify and notify the playing and work teams for each playoff round. If two teams tie for a playoff spot, have a non-playing referee conduct a one-game tiebreaker to 25 points with the teams switching courts at mid-game. Start the matches for each round of playoffs at the same time on all courts.

### *Head Referee report & officiating fees*

Prepare the Head Referee report in duplicate for payment of officiating fees by the tournament director. Follow steps (1) through (6) described at the top of the report form. Include any team player referee who officiated more than the one required work team match. Assess sanction fees only once for each team scheduled to be in that adult or Junior tournament. Sign and date both completed forms, then submit to the TD. Obtain from the TD a signed report copy along with a check made payable to "CHRVA-AAVO" for the full amount due. Don't leave without them!

### *Getting paid*

The CHRVA-AAVO treasurer will pay the referees from the tournament proceeds. Mail the completed Head Referee report, payment check for officiating fees, completed referee rating forms and any note about significant referee or scorekeeper problems to the treasurer of CHRVA-AAVO whose name and address are indicated on the back of the form.