



Second Referee (R2) Guidelines

Match Preparation

Be professional in appearance

1. Wear proper official's uniform. (See "First Referee Guidelines").
2. Be punctual to match. Show up prepared at courtside by established report time.
 - a. If possible, enter playing arena with first referee.
 - b. Authority begins upon arrival at courtside.
3. Have proper equipment.
 - a. Plastic whistle on lanyard
 - b. Watch
 - c. Coin (size of quarter or larger)

Discuss your discrete communication signals preferred by first referee for certain match situations. (Suggested are commonly used signals.)

1. Illegal back row block: *forearms and palms vertical with palms facing court.*
2. Illegal back row attack: *elbow bent, forearm starting vertically, downward motion across chest with forearm and palm.*
3. Two hits: *raised index and middle fingers held diagonally against chest.*
4. Four team hits: *raised four fingers held diagonally against chest.*
5. Lifted or held ball: *palm held facing up in front of chest.*
6. Player reaching over net: *horizontal forearm and palm held across chest, palm facing down.*
7. Improper request: *flat palm held on outside of wrist of other hand.*
8. Team delay: *imaginary card held in one hand and placed on outside of wrist of other hand.*
9. Individual yellow card sanction: *imaginary card held vertically.*
10. Ready: *entire hand pointed directly to first referee to indicate readiness.*

Familiarize yourself with other basic second referee signals.

1. Net violation.
 - a. *Move over to side of court of player at fault.*
 - b. *Take no more than one step forward and extend palm to touch imaginary extended net.*
 - c. *Point entire hand to player at fault.*
2. Wait: *"stop."*
3. "Safe" play.
 - a. *Back row attack at 3 m. line: push open palm toward attack line.*
 - b. *Attack by back row player in front of attack line and ball below height of net: horizontal arm extended toward player, open palm facing down.*
4. Request denied: *push open palm toward coach, augment with an optional head shake.*
5. Substitution granted: *underhand sweeping motion with palm from side of body toward court.*
6. Captain: *letter "C" with thumb and forefinger.*
7. Set point: *index finger on other shoulder on side of serving team.*
8. Player numbers
 - a. 10: *closed right fist.*

- b. 11 - 15: closed right fist, 1 - 5 on left hand.
- c. 16 - 19: *closed fist followed by 6 - 9.*
- d. 20 and above: *two separate numbers, closed fist for zero.*

Participate in first referee's pre-match duties and activities.

- 1. Listen to first referee's discussion with tournament director about match format, ground rules, pre-match warm-up procedures, and match protocol.
- 2. Jointly examine playing facility, match equipment, and players.
 - a. Game ball(s).
 - b. Net height.
 - c. Antennas and tapes on net.
 - d. Towels.
 - e. Overhead objects.
 - f. Non-playable areas.
 - g. Center line, attack lines, and service lines markings.
 - h. Player uniforms, gear, and jewelry.
 - i. Team rosters (verify in accordance with predefined guidelines of playing association).
- 3. Accompany first referee for introductions to coaches of both teams. Do not socialize or fraternize!
- 4. Attend captains' meeting.
 - a. Make sure pre-match warm-up procedures are discussed.
 - b. **Helpful tip.** After coin toss, place a distinct object in a pocket on side of serving team.

Supervise pre-match warm-up procedures.

- 1. Blow your whistle and indicate which team(s) has the court for warming up.
 - a. For shared hitting, each team will have an entire half-court length-wise for hitting purposes. No defensive digging will be allowed.
 - b. For separate warm-ups, serving team is first. Clear other team off court.
- 2. Time each warm-up period.
 - a. Use the scoreboard clock if available.
 - b. Start timing when a team sets its first ball.
- 3. Use the automatic scoreboard horn, if available, to end each warm-up period. Follow up with your whistle.

Meet with other officiating crew members.

- 1. Talk to scorekeeper.
 - a. Identify serving team and its side of court.
 - b. Provide names of first and second referees as needed.
 - c. Discuss communication desired from scorekeeper for problems and substitutions, e.g., tenth, eleventh or twelfth team substitutions.
- 2. If requested by first referee, brief and instruct line judges.
- 3. If ball retrievers will be used in the match, recommend a procedure to them as needed.

Duties Before Each Set

Control distribution and completion of lineup sheets.

1. Hand out lineup sheets to coaches.
2. Retrieve completed lineup sheets from coaches at least two minutes before start of match or 30 seconds before start of next set.
 - a. Prompt coaches if necessary.
 - b. Ensure coach indicates playing captain and signs lineup sheet.

After scorekeeper records starting lineups, retrieve lineup sheets and signal your readiness to first referee.

1. Ensure scorekeeper keeps all lineup information confidential.

Blow your whistle when allotted time for warm-ups ends or 2 minutes and 30 seconds after end of previous set.

Do a cursory examination of net height and vertical placement of antennas on net.

Prompt any starting players slow in reporting to court.

When teams are on court, verify numbers and rotation of players listed on lineup sheets.

1. Keep each team's lineup confidential.
2. If a player on the court differs from the lineup sheet, check if coach wants to substitute present player into set or put in listed starting player without a charged substitution.
3. Identify playing captains to first referee.

Return lineup sheets to scorekeeper.

1. Inform scorekeeper of any lineup changes.
2. Verify scorekeeper is ready.
3. Ascertain scoreboard is set to zeros (or the appropriate score for a shortened set).

Provide game ball to server.

1. Keep any spare set balls readily accessible.

Signal first referee when you are ready.

Actions Before Each Serve

Station yourself at net on side of receiving team, backed away from pole.

1. Face first referee with peripheral vision of both team benches and shoulders parallel to sideline.
2. Don't wander down sideline to scrutinize possible overlaps.

Scan serving and receiving team benches twice (look directly at coaches).

1. Anticipate and fulfill requests by coaches (or playing captains) for substitution, time-out, lineup check, etc., especially after a string of points by opponent, on a side out, or after a substitution pattern.
 - a. Blow your whistle to recognize a request if first referee has not already done so.
 - b. Proceed to fulfill a substitution or time-out request as discussed below.
 - c. For a lineup check, check with scorekeeper and inform requesting team accordingly.
(Helpful tip. Serving team usually only needs to know its correct server.)
2. Have whistle in mouth for a last second request before first referee whistles for serve.
 - a. If a request is made after service whistle, signal "request denied." Be prompt and clear in denial so play doesn't stop.
3. Police team benches.
 - a. Allow only members listed on team roster to be on bench.
 - b. Have teams relocate any unsafely placed articles.
 - c. Allow players to stand only at end of team bench without encroaching toward court.

Check positions of serving team.

1. At the minimum, note whether setter is front or back row.
2. **Helpful tip.** Note rotation of front row players to detect overlaps when that team has to receive serve upon side out.

Watch for overlaps by receiving team.

1. If receiving team isn't ready to receive serve, signal "wait" and blow your whistle as needed to alert first referee.
2. Identify front row players.
3. Note whether setter is front or back row.
4. Develop your own scheme to detect overlaps.
 - a. See "Helpful tip" above.
 - b. For each team, memorize setter, players adjacent to setter, and player opposite setter.
 - c. Or, a combination of these suggestions.
5. As the service contact is made, whistle overlaps if players are definitely out of rotation or lost.
 - a. Consult lineup sheets or with scorekeeper to clarify any rotational uncertainties without delaying set.
 - b. After whistling and signaling for overlap, identify overlapping players and inform these players of their proper positions to avoid calling overlaps on two consecutive serves.
 - c. Refrain from making a delayed overlap call. Mentally note any missed overlap and be sure to call its next occurrence.

Complete a substitution request promptly without delaying match.

1. Signal "substitution."
2. Step aside at scorekeeper table with a view of substitutes, scorekeeper and other team's bench.
 - a. If both teams are requesting substitutions, administer one team at a time.
 - b. Inform first referee with a pre-agreed signal of any improper request or team delay in completing substitution.
3. Call out numbers of corresponding substituting players to scorekeeper. Immediately release the players with a "substitution granted" signal.
 - a. Don't hold up players if their numbers are difficult to identify. Get the numbers as players go in and out.
 - b. Don't wait for scorekeeper to record substitutions.
 - c. When playing captain is replaced, have coach identify new playing captain and inform scorekeeper and first referee.
5. Furnish coach following information only (without going out of way).
 - a. The team makes its fifth or sixth team substitution under 6-team substitutions rule, or its tenth, eleventh and twelfth team substitution.
6. Quickly return (don't run) to your pre-service position.
7. As you pass the scorekeeper table, repeat the switching players' numbers to the scorekeeper and confirm that scorekeeper is ready.
 - a. Stop at scorekeeper table only if scorekeeper indicates a problem.
8. Signal first referee when you are ready with whistle in mouth

Administer a time-out request properly.

1. Signal "time-out," then point entire hand to side of requesting team.
2. Keep time of time-out.
3. Identify requesting team to scorekeeper.
4. Confirm with scorekeeper and signal number of time-outs taken by each team to first referee.
5. Ensure line judge of serving team has game ball.
6. Confirm scoreboard scores with scorekeeper.
7. Review with scorekeeper recorded number of team substitutions and individual player entries.
 - a. Inform coach of tenth, eleventh or twelfth team substitutions taken if not already done.
8. Position yourself facing first referee.
9. Monitor team huddles.
 - a. Have teams wipe any water spills.
10. Blow your whistle if both teams haven't returned to court when time expires.
11. Prompt a team slow in reporting back to court.
12. Inform coach when that team has taken its second time-out.

Actions During Play of Ball

Move quickly to side of net of blocking team continually during entire rally.

1. Be stationed on blockers' side before attacking team's second contact of ball.
2. Don't be in transit while there is playing activity at net. Stay on attackers' side if it is unavoidable and switch at first opportunity to blocking team's side.

Observe attacking team as it develops its attack.

1. Be aware of set being directed to a back row attacker.
 - a. Look at back row attacker's feet at jump takeoff to determine their legality in relation to attack line.
2. Assist first referee in detecting violations (see below).

As attack is being made, focus on net and center line for possible net contacts and center line violations.

1. Focus on action at top part of net. Concentrate on the blockers but don't neglect the attackers.
2. Watch for net contact by a blocker extending hands over net, or an attacker following through with arm swing.
3. Use your peripheral vision to catch actual ball contact.
4. Be aware of a possible block or attack by a back row setter especially on an overpass, or a blocker or attacker illegally contacting the ball over net.

Don't track ball but remain focused for net and center line violations until no violations are possible by players at net.

Blow your whistle immediately for following situations and display appropriate signal. If first referee and teams don't hear your whistle, blow it again to be heard.

1. Net violation. (Only if player is involved where ball is played.)
2. Center line violation.
3. Ball contacts or goes outside the antenna closest to you. Check with line judges when in doubt.
4. A foreign object comes onto playing area and interferes play or creates a hazard.
5. A player becomes injured.
6. Definite illegal back row attack or block.
7. Definite two consecutive and separate hits by the same player that isn't called by first referee.
8. Definite four team hits not called by first referee where no block was attempted.
9. Ball completely crosses the vertical plane behind first referee (and pursuit rule isn't in effect).
10. Player contacts ball near you while completely out of bounds either behind team bench, between team bench and scorekeeper table, off playing surface, or in bleachers.

Assist first referee for following situations.

1. Technique.
 - a. Don't blow your whistle.
 - b. Take a quick side step away from pole to attract first referee's attention and provide a clear view of appropriate pre-agreed signal.
 - c. Hold your signal long enough for first referee to notice.
 - d. Drop any signal overruled or not noticed by first referee.
 - e. Return to your net position.
2. Legal back row attack that might be questioned. Don't take a side step.
3. Illegal back row attack and you are unsure ball was completely above height of net.
4. Illegal back row block and you are unsure ball was completely above height of net.
5. Ball handling error screened from first referee.
6. Four team hits.
7. Illegal contact of ball on opponent's side of net.
8. Ball hit floor on attempted pancake.

Actions at End of a Play

As soon as first referee's whistle is blown, take a quick side step away from pole on the side of net you are already on so first referee can clearly see you.

1. Make eye contact with first referee, and provide any input to help first referee make a decision.
2. If a spiked ball goes out of bounds with no contact by a blocker, shake your head for "no touch." If there was definite contact by a blocker, signal "touch" and blow your whistle if needed to get first referee's attention.
3. Don't make a call outside your area of responsibility unless solicited by first referee.

Mimic, do not lead, first referee's signals.

1. Be stationary while signaling.
2. Don't display any signals contradicting first referee's decision.
3. If first referee awards winning of rally to wrong team, verify with scorekeeper then indicate correct side to first referee.

Scan and monitor team benches.

1. Look at both team coaches for requests for time-outs, substitutions, or scoring clarifications.
 - a. Finish all signals for the previous play before blowing whistle for request.
 - b. **Helpful hint.** When signalling "side out" or "point," look to team coach on side of your signalling hand, then other team coach. Repeat scan.
2. Answer, don't ignore, any questions from teams about first referee's decision with polite and succinct replies that ALWAYS support and reinforce first referee's decision.
3. Serve and protect first referee from coaches disputing calls.
 - a. Get between coach at sideline and first referee so coach must address you.
4. Use gestures, whistle, or verbal commands to settle down any coach or player acting up.
 - a. Be firm but courteous.
 - b. Notify first referee when a misconduct warrants a sanction.
5. Keep players standing at end of bench from curling toward court.

Monitor all scoring related matters.

1. Verify each point is posted on scoreboard.
 - a. Confirm with scorekeeper then signal "set point" to first referee.
 - b. Confirm with scorekeeper then signal "set over" to first referee.
2. Ensure scorekeeper is informed of and records all sanctions and referee mind changes, and amends score as needed.
3. If a wrong server or illegal player entry is detected by scorekeeper, alert first referee of situation.
 - a. Ensure scoresheet and scoreboard are corrected. Place right players in proper rotation.
 - b. Apprise first referee of situation and scoring outcome.
4. Ensure all scoring inquiries are made through you and not directly to scorekeeper.
5. Notify the first referee when a protest is lodged by the playing captain (not coach).

Facilitate progress of match.

1. Don't visit first referee unless summoned or there is a scoring complication unresolved. Communicate with hand signals as much as possible.
2. If any playing surface away from first referee gets wet, promptly furnish a towel to players and oversee that all moisture is wiped off without delays or huddles.
 - a. Return towel to an unobtrusive location on the lower net cable.
 - b. Signal to first referee when you are ready.
3. If extra set balls are available, see that another ball is promptly put into play when game ball must be retrieved or becomes unplayable.
 - a. See that replaced ball is wiped clean and kept readily available.

Duties at End of a Set

If there is another set in match:

1. Monitor time between sets as soon as previous set ends. Use scoreboard clock if available.
2. Retrieve and store game ball.
3. Conduct a coin toss if it is deciding set of match. Inform scorekeeper and first referee of coin toss result.
4. Perform "Duties Before Each Set."

If match is over:

1. Retrieve and secure all match equipment.
2. Thank scorekeeper, line judges, and other support personnel.
3. Promptly leave playing arena with first referee.
4. Perform any predefined administrative duties.
5. Do a post-match analysis with first referee.