

CONNECTICUT
VOLLEYBALL OFFICIALS
MANUAL

OFFICIALS BOARDS

- CBVO - CT Board of Volleyball Officials
(Northeast & Northwest areas)
- SCBVO - Southern CT Board of Volleyball Officials
(Southern/Eastern areas)
- CFVO - CT Federation of Volleyball Officials
(Fairfield / Southwest area)

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INTRODUCTION

This manual is intended to provide consistency to all state officials for officiating CT high school volleyball contests. It is supplemental to the NFHS Volleyball Rules & Case Books, and the CIAC Coaches Packet. These items in addition to each board's constitution, should be used as references for all volleyball officials.

Please read the "Officials Manual" Part-3 in the NFHS Case Book thoroughly. Some procedures and protocols below have been added, expanded or tweaked to better serve our needs.

MEMBER RESPONSIBILITIES

It is the responsibility of each board's members to contribute to their board's success! The following are **mandatory** requirements common to all three CT officials boards:

1. Attendance at meetings:
 - a. Pre-season / Rules Interpretation meeting
 - b. Mid-season meeting, as required per board
 - c. End of season meeting
2. Payment of dues and all fines incurred.
3. Be able to perform ALL required duties, procedures and signal mechanics.
4. Evaluation in the form of an annual written examination.
5. Evaluation in the form of a practical examination for new officials.
6. Rated per each board's requirements.
7. Participation in pre-season clinics, rules interpretation meeting, camps and scrimmages.
8. Compliance with the uniform dress code.
9. Carry required equipment for every match.
10. Pay Scheduling Coordinator Fees as defined by each board.
11. Be a member in good standing.

* It is requested that board members volunteer for committees when necessary.

OFFICIALS UNIFORM

The uniforms for volleyball officials will consist of the following:

1. White polo shirt with a CT State board approved logo on left front upper chest.
2. Neatly tailored, solid black pants, knit/polyester preferred. (No jeans, No shorts)
3. Black belt (no flashy buckles)
4. Well-maintained solid black court shoes and laces.
5. Black socks.
6. Jackets worn to the event should be black and in good condition.
7. For special events, it is acceptable to change the color of the whistle, lanyard or wear a colored wristband in solidarity of the event. [For any other adjustments to the uniform, each board must seek approval from the state officials board (CSBVO) and the CIAC.]

OFFICIALS EQUIPMENT

Each official is required to bring the following to each assignment:

1. A quality Black (or white) whistle, plus a spare
2. Black (or white) lanyard
3. Wrist Watch
4. Measurement chain to check the net height
5. Penalty Cards (Yellow & Red)
6. One set of Red Flags per NFHS size rule, as required per board
7. Air pump & air gauge
8. Rules Book
9. Case Book, as required per board

MATCH PLAY - NFHS / CIAC

1. Follow NFHS Rules and CIAC Rules.
2. Varsity: Best 3 out of 5 sets. Four sets to 25 pts, deciding set to 15 pts.
3. Sub-Varsity (JV, FR, MS): Best 2 out of 3 sets. All three sets to 25 pts.
4. All levels, all sets are win by two (2) pts.
5. For scheduled JV/V or V/JV contests when visitor is late:
 - a. If visitor arrives late, the first match can start no later than 30 minutes after the scheduled start time, then JV/V matches played as normal.
 - b. If visitor arrives late where the first match will start after the 30 minute deadline, then the JV match will be all three sets to 15 pts.
 - c. It doesn't matter if host school plays JV or V first, above scenarios apply either way.
 - d. A courtesy call from visiting coach/school to home coach/school is expected.
6. If one gym for FR, JV & V contests back-to-back:
 - a. FR & JV sets are 25 pts, 25 pts, 15 pts, and Varsity played as normal.
 - b. If Visitor is up to 30 min late, then all three FR sets are to 15 pts.
 - c. If Visitor is more than 30 minutes late, then coaches can choose 1 of 2 options:
 - c1. Both FR & JV matches - ALL 3 sets to 15 pts, and V played as normal; or
 - c2. Cancel FR match and play JV only as 25, 25, 15 pts and V as normal.
7. The official assigned as the 1st Referee will be the R1 for the Varsity match, and the 2nd Referee will be the R1 for the JV match.
8. When Varsity contests are played first (before JV) and there are planned announcements and/or anthem, the pre-match conference meeting can be called 30 minutes prior to start-time.

* For CBVO-North officials: If a visiting team is a "no show" at 45 min and "no call" has been received by home coach/school, then you may leave the premises. (Ex: If a 4:00 pm start time, a team is expected to be in the gym by 3:30 pm ready to go. If by 4:16 pm a team is a "no show" without a call, officials may leave. Report this immediately to your assignor.)

R1/R2 PRE-MATCH DUTIES

(Applies to All Levels)

1. Arrive at least 30 minutes inside the gym before the scheduled start time.
2. If you will be arriving late, please notify your partner immediately. Call the host coach/school if necessary. (After the match, inform your assignor of the late arrival and reason.)
3. Introduce yourselves to host school coach and site management.
4. Inspect the playing area for safety issues and court obstructions.
5. Inspect the court for proper lineage: side lines and attack lines all solid and of the same color that are clearly contrasting from other painted areas. Plus the center line through any logo must be clearly identifiable - if not, ask that 2" wide tape be used to make corrections. (Report any discrepancies.)
6. Inspect the equipment. (Net, antennas, poles, officials stand, padding, etc.)
7. When working with a partner, review responsibilities and expectations of each other.
8. Both the R1 & R2 are responsible for monitoring the warm-up period and briefing all score table personnel. The R2 is responsible for timing the warm-up period.
9. Check the net height and antenna adjustment:
 - a. The host school is responsible for making adjustments to the net system.
 - b. Start measurement at center of net first.
 - c. Move to officials stand side, check height at outside edge of antenna - adjust antenna.
 - d. Finish at score table side, check at outside edge of antenna - adjust antenna.
 - e. If the net at those areas is not close to correct height, then net/poles must be readjusted.
 - f. *The NET should be dead-on in the middle, not more than 3/4 inch high at the ends.*
10. Check the game balls:
 - a. Two (2) leather balls with an NFHS approved logo stamped on them.
 - b. For playoffs, 2 leather Spalding TF-VB5 required by higher seed.
 - c. Air pressure shall be between 4.3 - 4.6 psi.
 - d. DO NOT USE SALIVA on needles as this dries out the valve. Use Glycerine, olive oil or H2O. Insert needle gently while slowly turning in a screw-like manner.
11. The R1 meets with the lines people to cover expectations for signals & protocols.
12. After the match, officials should debrief and discuss any calls, plays, or issues.

PRE-MATCH CONFERENCE

1. With officials standing in front of the score table (R1 left, R2 right), the R1 raises a coin high in the air and signals with a double-whistle to summon coaches & captains.
2. The R2 collects the Roster/Lineup Sheets from the coaches. (see Rosters) **[New 2020 - The penalty for a late submittal is now an unnecessary delay. A yellow card (YUD) should be entered in the scoresheet comment section and signaled prior to the start of the match.] * Due to Covid-19 issues, the R/L sheet may be submitted directly to the scorekeeper.**
3. Introductions.
4. Ask both coaches if teams are properly equipped and in legal uniforms.
5. Players are free of jewelry or piercings?
6. Express good sporting conduct will be expected throughout the match.
7. Discuss facility playing rules (i.e. court lines, overhead, backboards, non-playable areas, replay situations, etc.)
8. Remind coaches that all requests go through the R2. (All Subs/T-O requests should be hand "signaled")

- to get the officials attention, especially in a noisy gym. A verbal request is secondary.)
9. Ask your partner if they have anything to add.
 10. Coin toss - show both teams the sides of the coin. Visitor calls. Toss the coin, catch it and do not turn over. The winner of the coin toss chooses: SERVE or RECEIVE.
 11. Team serving first has the full court for the *first 6-minutes* (13:00). The receiving team has the *second 6-minutes* (07:00).
- * By the halfway point in the season, this meeting should be shortened and relatively quick.

The following can be done prior to the conference:

- a. Determine if teams are using a Libero.
- b. Discuss with coaches if “off team” warmups will be allowed when a team has the entire playing surface during their 6 min. Both coaches must agree and R1 determines if there’s ample space based on safety concerns.
- c. Ask the home team coach if there are pre-game announcements & national anthem. If so, remind them that the starting 6 + Libero should be on the endline following the anthem.
- d. Ask the home team coach if there’s a planned 5 min intermission between sets 2 & 3, Varsity only.

* New - CIAC VB Committee Approved, March 2018

For contests when a head coach is absent or late to the pre-match meeting, an approved assistant coach or administrator may step in for the head coach. That person assumes the role of head coach until the head coach arrives.

WARM-UPS / PLAYING AREA

1. When a home team enters the gym to music and fanfare, they must do so from their side of the gym to avoid contact with the visitor’s side of the court/gym. Teams are not allowed to enter the gym from the opponent's side and run around or through their court area. (This is to prevent intimidation, taunting or unsporting behavior from either team.) ALL levels.
2. During warm-ups, it is recommended that players have a visible uniform number for officials to check against the Roster. Warm-up attire with or without a rostered player’s U# visible is permissible. (see Rosters)
3. During announcements and national anthem, all starting players must be in legal uniform and not in warm-up gear.
4. The area behind the score table and benches is technically a non-playable and a restricted area. No ball warm-up activities in this area unless there is ample space and at the discretion of the head referee (R1). (Balls/players should not intrude on anyone seated at the score table or behind that could pose a safety concern.)
5. When a team has their six (6) minute unshared warm-up period, they are afforded the entire playable surface not just the lined court area. If there is not ample room beyond the end lines for a secondary warm-up, then the R1 may not allow it based on safety concerns. (The R1 should discuss this with coaches prior to the coin toss meeting.)
6. Teams shall remain on their side for all activities except during their 6 min full court period.
7. Any non-rostered student helpers assisting during warm-ups must have proper athletic footwear on court and follow the jewelry & piercing restrictions similar to the team for safety reasons.
8. The above should be discussed with coaches prior to the pre-match conference.

SCORE TABLE

1. Table should be centered with respect to the net/center line and at least 6 ft. from the sideline (10 ft. minimum preferred). In some cases due to floor issues, it may be offset somewhat.
2. Table should be in line with team benches. (Adjustments may be made where electrical floor connections are made.)
3. Score table only needs 5 chairs: clock operator, home scorekeeper & libero tracker, visitor's scorekeeper and announcer. No other people should be at the table.
4. A scorekeeper & clock operator should be at the table during the pre-match conference.
5. A clock operator must be present for all timed intervals during warm-ups.
6. A back-up, flip-scoreboard should be available in the vicinity of the score table.
7. Two (2) Leather game balls with NFHS approved logo.
8. If a Large gym, request host school provide ball retrievers beyond each endline to keep the match moving without delays. (A 3 ball system would be ok to use.)
9. At least one towel available to the R2 to dry game balls or any sweat spots on the court.
10. Flags provided by the host school. (Effective Fall 2016)
11. No food or open liquid containers (especially hot coffee) at the table.
12. No electronic devices at the score table unless one is used for music during warm-ups, set intervals and time-outs.

SCORE BOOKS

1. NFHS approved score books/sheets should be used for all contests.
2. If a school decides to use a generic version, then the scorekeeper must still be able to enter ALL of the NFHS required entries into that score sheet. (*Officials check the scorekeeper's ability.*)
3. The head referee can designate the Visitor's scorebook as the official match record if necessary.
4. Scorebooks should never leave the table nor be used by an official to do lineup checks.
5. Any scorekeeper not sitting at the official score table will have no bearing on the match! It is expected that the host school's scorekeeper will be seated at the score table.
6. It is the coach's responsibility to train scorekeepers & libero trackers prior to the first contest using NFHS Rules Book Instructions and/or online courses.

TEAM BENCHES

1. Home team determines their team bench and side of the court.
2. Bench seating starts from the attack line extended out to the end line. They should be inline with the score table if possible.
3. There should be enough seating for coach staff and rostered players of each team. (If not, host management should make an effort to provide more seating prior to the start of the contest.)
4. Players are not allowed to stand behind or at the end of the bench during a rally.
5. Non-rostered players/students are not allowed to sit on the bench, on the floor at the end of benches, nor in a playable area. They should be seated in the bleachers.
6. During Varsity contests, JV players should take seats in the bleachers and vice versa. JV players keeping stats can do so from bleachers designated for visitor or home teams. All students on the bench should be wearing appropriate athletic footwear for safety reasons.

7. No posters, signs, noisemakers, hats, or props of any kind allowed at the team bench. Proper decorum is expected throughout the match.

STANDING COACHES

1. Only the Head Coach *designated on the roster as such* may stand during play.
2. During rallies, a HC may stand outside the libero replacement zone which is: in front of the bench, between the attack & end lines, and approximately 6 feet away from the sideline.
3. Coaches should avoid standing near a line judge to prevent interference or intimidation.
4. Asst. Coaches must sit during play along with bench/team members.
5. **NEW 2020: If a head coach, staff or team bench gets an unsporting conduct yellow card, then the HC retains their standing privilege. (If a red card is issued, then the HC loses their standing privilege for the remainder of the match and must be seated during play. It is advised that the HC take the first seat on the bench closest to the score table after the penalty.)**

ROSTERS

1. The Roster/Lineup sheet must be handed to the R2 at the pre-match conference. **[NEW 2020: Penalty for delay in officials receiving the R/L Sheet is yellow card unnecessary delay (YUD) prior to the start of the match.] * Due to Covid-19, the R/L sheet may go directly to the scorekeeper.**
2. Roster changes can be made until the 11:00 min mark on the countdown clock. Lineups must be entered and submitted to the R2 by the 3:00 min mark on the countdown clock.
3. For any discrepancies found after that deadline, loss of rally/point to the opponent to start the set.
4. Officials should check each team's roster against the players uniform when able.
5. It is okay if players are wearing warm-up attire with or without U# on them.
6. If players have warm-up attire without visible U#, politely tell the coaches it is your job to verify players listed on the roster to prevent discrepancies that could later cost a loss of rally/point.
7. If you are unable to verify uniformed players to roster sheet, let it go! The R2 at the very least, can verify lineup U#s to rostered U#s listed before each set. If any errors, penalize accordingly.

LINEUPS

1. Remind score keepers & libero trackers that they are the **ONLY** people besides the R2 allowed to view the lineups once they have been submitted.
2. R2 collects lineup sheets from each coach and reviews it before giving it to the home scorer first, who also should review the lineups.
3. Lineup/Roster sheets should be kept upside down on the score table when not in use. (It is best if the R2 writes the team name on the back of the sheets.)
4. It is suggested that no lineups be entered into score sheets until both lineups have been submitted. When one is handed in, it should be upside down on the table until the other is turned in.

LINE JUDGE'S INSTRUCTIONS

1. **High school students are no longer permitted to serve as line judges for Varsity contests. (They can be used for sub-varsity contests.) Varsity options are: No LJ's, adults (no parents) provided by home school, or paid officials. [New 2019]**
2. Use of flags is still mandatory. (Host school provides flags 2016.)

3. Only those who attend the conference with the R1 are allowed to line judge for the entire match.
4. This instruction should be done in a meaningful and efficient manner.
5. Make sure line judges can demonstrate each of the 6 signals correctly.
6. Tell lines people when judging lines they must try to “beat the ball to the line with their eyes” in order to make a quick & accurate call.
7. Ask lines people if they have any questions regarding the signals or protocols.

BEGINNING THE VARSITY MATCH

1. For varsity contests where there are announcements and/or National Anthem, each team’s starting 6 + libero (7 players) *should be in legal uniform and preferably on the endline during the Anthem.*
2. The R1 & LJ1 are positioned to the right of the stand and off the sideline. The R2 & LJ2 are positioned to the left of the stand and off the sideline. The flags are rolled up & on the stand.
3. After the anthem, the R1 steps onto the court, arms stretched out to each endline, blows a single-whistle and beckons both starting teams to enter and greet each other at the net via their sidelines. The R1 immediately steps back off the court.
4. Both the R1 & R2 observe the greetings at the net for possible unsporting conduct.
5. As the greetings end, officials go to their positions: R1 goes up on the stand, R2 walks across the court and line judges go to their corners via the sidelines.
6. The R2 checks each team’s serving order using their lineup cards or lineup sheets. The order is Team R first, then Team S. (The game ball remains on the score table during this time.)
7. The R2, after verifying serving order and signaling the libero to enter their court, identifies the captain to the R1.
8. The R2 takes a ball from the table and rolls to the serving team’s first server, then takes a position on the receiving team’s side of the net.
9. R2 does a final scan of team benches/court areas for safety concerns and ready to play before giving the court back to the R1 to start the match.

*** IF there are no announcements or anthem, then after timed warm-ups: line judges go to their corners, the R1 walks across the court to their sideline and the R2 moves to Team R’s sideline near net. Then continue from step 3 above to complete the procedure. (This is the way it should be done for JV contests, too.)**

BETWEEN SETS (R2)

1. The R2 shall make sure the 3:00 interval clock has started. (Deciding set, after coin toss.)
2. Observe & monitor teams changing sides.
3. Secure the game ball at the table.
4. Give the lineup sheets to the coaches and also collect them before the 1:00 minute mark.
5. Keep the lineups face down on the table at all times.
6. Verify the score books accuracy, score and initial where appropriate.
7. Stand ready near the table where both benches, the R1, and the clock can be seen.
8. Issue a double-burst whistle warning at 0:15s remaining and make sure the HORN ends the set.
9. Check each team’s lineups, Team R then Team S, and then remove the ball from the table & roll it to the 1st server.

10. R2 position themselves on Team R side, face R1, scan both benches & the court, then give the set to the R1 to begin play.

END OF SET / MATCH

1. See Case Book, Part-3, "Officials Manual."
2. After Set Point mechanics completed, R1 single-whistles and signals teams to change sides.
3. Between sets, the R2 secures the game ball, checks & initials the score sheet, and obtains the line ups for the next set. The R2 also monitors score table and team benches for any improprieties.
4. The R1 should remain on the stand between all sets. The R2 does not approach the R1 at the stand unless either has important information to share with the other.
5. For a deciding set, the R1 directs teams to their benches.
6. The R2, standing in front of the score table, will hold up a coin and double-whistles to summon the captains for a coin toss. R2 will instruct the home captain of the two choices: a) Serve/Receive or b) Side. The result will be communicated to the R1 then scorekeepers. The R1 will whistle and signal teams to stay at benches or change sides. (The timed 3 minutes begins at this point.)
7. After Match Point, R1 signals teams to their end lines. Then, R1 single-whistles and signals teams to the net to shake hands thus ending the contest.

WORKING ALONE

(MS & Frosh matches are 2 out of 3)

When an official works alone, they follow standard procedures as well as the following guidelines:

1. Give special instructions in the pre-game conference concerning substitutions and time-outs.
2. Instruct scorers regarding the procedures used when working alone and their help with substitutions, time-outs, wrong server, etc.
3. At the end of a set, signal teams to their respective benches then get off the stand to check the scorebook and receive new line ups.
4. During rallies primarily focus your attention on the play of the ball. Net and centerline violations should be called only as you see them.

HAIR DEVICES

1. Soft stretch material up to 3" wide maximum and *unadorned* are allowed.
2. Bobby pins or flat barrettes without sharp edges, *unadorned* are allowed.
3. Players shall not wear body paint or glitter on their face, hair, uniform or body.
4. Any beads, large bows, or other adorned type accessories that are *merely for decoration* and not primarily for keeping the hair in place are not allowed. (Use common sense here.)

JEWELRY

1. Jewelry – not allowed.
2. Piercings – not allowed.
3. Any of the above taped or Band-Aid over – not allowed.
4. The above goes for all players, student helpers and student line judges as well.

ELECTRONIC / VIDEO DEVICES

1. Allowed in non-playable areas and at the discretion of the head referee.
2. Allowed at team benches for team purposes only.
3. Not allowed in restricted areas as deemed by host management or head referee.
4. Not allowed on any volleyball equipment as the equipment is considered a restricted area, a neutral area to both teams in which neither team should gain from it. It also poses a safety concern. (CIAC Committee Approved 3/27/17)

INJURY PROCEDURE

1. When during a rally any player goes down on the court or extended playable area and does not get up immediately due to an apparent injury, the R1 or R2 shall immediately whistle multiple times to stop play and signal #18 for "Replay."
2. The R2 (or R1) shall Double-Whistle and signal #19-b for "Officials Time-Out."
3. The R2 will begin the 30 seconds Injury Time-out and monitor it from their wrist watch.
4. The R2 informs the Head Coach or Asst Coach of the 30 sec I-T-O and the 3 choices they have at the end of the 30 sec. if the player cannot continue: a) Request a substitution, b) Complete a legal libero replacement for the injured player, or c) Use a team Time-Out if available.
5. If another minute or more goes by after the 30 sec I-T-O and the player is able to continue, then a T-O can be charged to the team. If no T-Os available, then the R2(R1) can sanction the team with an unnecessary delay.
6. If no T-Os remain and no other legal or exceptional substitute is available, then the R1 can call a special Injury T-O of 3 minutes. If the player cannot return at the end of 3 minutes, the team will play short a player for the remainder of the set. The injured player could return in the following set. (Only one special injury T-O per player, per match is allowed.)
7. **IMPORTANT: USE COMMON SENSE.** If the injury is serious and the player needs attending by a trainer or medical professional after the 30 sec, then allow for the extra time needed to safely remove the player from the playable surface. If there is a minor injury whereby the player can be assisted off the playable surface in a timely manner, then the above procedure should be followed by the R2.
8. It is up to the R2 to monitor the situation closely, to be cordial & respectful with the coach, yet try not to let the delays drag on unnecessarily.
9. Note the injury on the score sheet in the comments section under the appropriate team. (Ex: Injury #5, 15-18)

CIAC VOLLEYBALL PRE-MATCH PROTOCOL

(Rev. July 2019 - JB)

Officials are to arrive no later than 30 minutes prior to match start time. Upon arrival, officials will identify the host (home team coach) and introduce themselves. Inspect the court and equipment for safety issues. Determine facility playing rules to be addressed in the pre-match conference. The scoreboard clock should be set to 23 minutes.

At 25 minutes prior to the scheduled JV start-time (30 min if V first), the R1 standing in front of the score table *shall raise a coin in the air & double-whistle* to summon the captains & head coaches for the pre-match conference. Coaches submit their Roster/Lineup Sheet to the R2. After the conference, start the clock and notify the scorekeeper of the coin toss result.

<u>Clock</u>	<u>Protocol</u>
23:00 -	Court available for shared warm-up (10 min.)
13:15 -	Warning - R2 single whistle
13:00 -	HORN - Serving team warm-up (6 min.)
11:00 -	Roster Changes Deadline
07:15 -	Warning - R2 single whistle
07:00 -	HORN - Receiving team warm-up (6 min.)
03:00 -	Lineup Submission Deadline
01:15 -	Warning - R2 single whistle
01:00 -	HORN - Teams LAST huddle/meeting prior to start
00:15 -	Warning - R2 single whistle
00:00 -	HORN - Match ready to begin OR after the following: <ul style="list-style-type: none">▪ Announcements / Starting lineups (6 + Libero)▪ National Anthem (Starting teams to their end lines)▪ R1 steps onto the court, issues a single whistle & beckons teams (6 + libero) to enter via sideline to greet each other▪ Teams required to take their positions without delay▪ Officials & Line Judges move to their positions▪ Line-up checks & start the match!

Note: Should the score clock horn malfunction or become unavailable, then R2 uses a *double-whistle* where HORN is listed above.

SUBSTITUTION PROCEDURE

(Rev. July 2019 – JB)

PURPOSE: To establish consistent substitution mechanics & procedures so that across the state all officials are performing the same techniques. To ensure that all players, coaches and spectators are seeing the same thing at all high school matches in-season and post-season.

The head coach must visually signal a request for substitution or a substitute must enter the sub-zone to be recognized. Remind coaches a verbal request is secondary and may not be recognized in a noisy gym.

Mechanics R2 (R1 follows):

1. Double-Whistle and Signal #15 in your rules book is presented to the R1.
2. The signal is presented in front of the chest.
3. Hands are closed fists. Rotate one over the other no more than two times.
4. The mechanic is the same for both left and right sides. (Practice please)

!

Procedure R2: !

1. R2 should be in Team R's sub-zone after the last dead ball. REMAIN THERE.
2. Step out and face the R1. R2 issue a Double-Whistle and signal #15. (R1 follows R2)
3. Remove the whistle from the mouth and do not hold on to it.
4. Step out or backup towards the end of the score table on Team R's side so all table personnel can see the exchange. It's best to execute the substitution for both teams from that position. (This keeps R2 open to the subs, the R1 & the score table. It also keeps your movement minimal. Do not move back and forth between sub-zones.)
5. Make sure the exchange is delayed so the table personnel can see & read the numbers of the players.
6. Facing the court, display signal #16 to allow the substitute to enter. IMPORTANT: For the left side, wave in the sub with the LEFT ARM. For the right side, wave in the sub with the RIGHT ARM.
7. The R2 is not required to verbalize the numbers of the exchange. Check with the scorer pre-match as to their preference. The assistant scorer (libero tracker) or clock operator can verbalize the subs to the scorekeeper.
8. If more than one substitution is to be made, the subsequent subs should be up and waiting just outside the sub-zone.
9. The R2 may record the substitution on their line-up card. R2 verifies the sub was a legal exchange.
10. The scorer will notify the R2 when a team reaches their 15th-18th subs. As a courtesy, the R2 informs the coach. But ultimate responsibility lies with the coaches in tracking their substitutions.
11. While standing in Team R's sub-zone, replace whistle to mouth, scan both sides and then give back the court to R1 with eye contact. (Left side, Left arm. Right side, Right arm.)

Additional Scenarios:

- a. Only one double-whistle & signal #15 is needed when both teams request substitution.
- b. Only one substitution request is allowed per dead ball. If subsequent subs are not up and ready at the same time as the first sub, then they shall be denied entry.
- c. If T-O and Sub requests occur simultaneously, then the Sub will occur after the T-O procedure has been completed.
- d. If R2 does a sub for Team A and then for Team B, Team A cannot request an additional sub on the same dead ball. R2 shall wave off that request.
- e. Do not recognize a substitution just because a player on court is standing opposite the sub-zone waiting, signaling or yelling "sub." No player on court can request a sub.
- f. If the R1 looks away from R2 and towards the server to beckon for service, R2 should not try to squeeze in a last second sub by a coach. R2 should wave off that request letting R1 continue. (Use good judgment here.)
- g. If an illegal substitute is found in the sub-zone or has entered the court prior to serve, an Unnecessary Delay shall be issued to the offending team and the lineup made correct.
- h. If an illegal player is found in the set after service, fault is "illegal alignment" with loss of rally/point to the opponent. The R2 will make corrections to the line-up with input from the scorer and remove any service points gained.
- i. If R1 recognizes the sub before R2, the R1 should hold signal #15 in front of chest until R2 sees it.

TIME-OUT PROCEDURE

(Rev. July 2019 – J.B.)

PURPOSE: To establish consistent T-O mechanics & procedures so that across the state all officials are performing the same techniques. To ensure that all players, coaches and spectators are seeing the same thing at all contests.

The clock operator should be briefed prior to match on expectations for T-O's. A request by a head coach (or court captain) must be a visual signal to be recognized, and a verbal cue may accompany that request.

SUMMARY:

**Request = R2/R1 double-whistle, signal #19, 19a > Warning = R2/R1 double-whistle > End T-O = HORN !!
(After 19a, give T-Os used in front of chest to R1. At Horn, give T-Os used high out in front of head to R1.)**

Mechanics R2 (R1 follows):

1. Signal #19 in the rules book is presented to the R1.
2. The signal is held in front of the chest area and below the chin.
3. The signal mechanic IS DIFFERENT FOR EACH SIDE'S request using signal #19a.
4. For the LEFT side, the left hand is the base and right hand is the top. At the end of your second whistle, point to the court center with your left hand only.
5. For the RIGHT side, the right hand is the base and the left hand is the top. At the end of your second whistle, point to the court center with your right hand only.
6. Please practice in front of a mirror until you are comfortable with the mechanics for both sides.

!

Procedure R2: !

1. REQUEST -- When recognizing a T-O, whistle a loud Double-Burst.
2. Move to the side of the request and present signal #19 & #19a to the R1 (*as described above*).
3. **Immediately give to R1 the T-O's used with hands in front of the chest.**
4. Make sure the Clock has started. Drop the whistle from your mouth and let it be. (The clock operator should be briefed not to start the clock until you finish your signal mechanics.)
5. Check the score sheet for proper T-O entries and confirm the score is correct.
6. Check with Tracker the status of each team's Libero – In or Out?
7. Move to Receiving Team's side near the score table in a position where you are facing R1 while observing both teams and the clock. (Make sure both teams are between attack and service lines at the bench or on court.)
8. WARNING -- *at 0:15 sec (or before) on the clock, Whistle a Double-Burst! (R2 or R1)* Verbally request teams to take the court. Move to the side delaying and repeat the request to the coach.
9. END T-O -- *at 0:00 (or any time), the HORN must be sounded to end the time-out.*
10. **At the Horn from Team R's sub-zone, the R2 gives to the R1 the T-O's used with hands high out in front of head.** (The R2 may inform a coach when they have used their 2 T-O's.)
11. Before giving back the court to the R1, replace the whistle to your mouth and scan both sides for ready to play! (From the Left side, use the Left Arm. From the Right side, use the Right Arm.)

Additional Scenarios:

- a. If both teams are ready to play under 0:05s, just let the clock run down to automatic End-Horn. Easy.
- b. If both teams are ready to play before 0:15s, issue a loud double-burst and cue the clock operator for an immediate End-Horn. Give back the TO's used to the R1. (No whistles after the end horn!)
- c. DO NOT END T-O until all 6 players are on their court OR until a coach has finished coaching his/her player(s) if time is still available on the clock. (I cannot emphasize this enough!)
- d. To avoid issuing an unnecessary delay sanction, monitor both teams to make sure they begin moving to their court after the warning whistle. Move to the side of team delaying & again request they take their court.
- e. IF a team has delayed entry to court after end-horn, the R2/R1 may issue an unnecessary delay sanction.
- f. IF a horn device is malfunctioning or unavailable, then the end of T-O will be a loud double-whistle.
- g. If the R1 sees a T-O request before the R2, R1 should present the appropriate mechanic to the R2 as a means of directing the R2 to the side of the request.
- h. Please, do not hold or play with your whistle during T-O's. Perform your duties & stay attentive.

OFFICIALS BOARDS INFO

Girl's Season Assignors

For the girl's volleyball season, coordinators are responsible for the high schools in their proximity.

CBVO: Candy Perez (Northwest Area)
605 West Wakefield Blvd.
Winsted, CT 06908
(H) 860-379-7778
(C) 860-309-3972
Email: perezcandywinsted@gmail.com
Website: www.cbvo.org

Heather Kursman (Northeast Area)
28 Old Middletown Ave
East Hampton, CT 06424
(H) 860-267-9711
(C) 860-558-9966
Email: hkcbvo@hotmail.com
Website: www.cbvo.org

SCBVO: Tom Digiovanni (South & east Areas)
131 Harold Avenue
Derby, CT 06418
(H) 203-734-8381
(C) 203-915-4557
Email: thmdig@aol.com
Website: N/A

CFVO: Marie Lavin (Southwest Area)
3 Valley View Rd. Unit 3
Norwalk, CT 06851
(H) 203-354-7173
(C) 203-209-6438
Email: marie405@optonline.net
Website: www.cfvo.org

Boy's Season Assignors

North & South Areas: Ruth Hewston
6 Haller Place
Yalesville, CT 06492
(H) 203-269-0351
(C) 203-915-4683
Email: Ruthhewsto@aol.com

Southwest Area: Marie Lavin
3 Valley View Rd. Unit 3
Norwalk, CT 06851
(H) 203-354-7173
(C) 203-209-6438
Email: marie405@optonline.net
Website: www.cfvo.org

Membership Dues and Fines:

CBVO: Checks payable to “CBVO” and should be forwarded to treasurer:
Heleen Maloy
218 South East Rd,
New Hartford, CT 06057
(C) 860-371-8216
Email: cbvotreasurer@yahoo.com

SCBVO: Checks payable to “SCBVO” and should be forwarded to treasurer:
Wayne Natzel
P.O. Box 481
Marion, CT 06444
(H) 203-727-5627
Email: wnatzel@cox.net

CFVO: Checks payable to “CFVO” and should be forwarded to treasurer:
Mark Spektor
11 Briarwood Lane
Milford, CT 06460
(H) 203-878-4173
Email: spek27@aol.com

Uniform Shirts - White Only

Must have a logo and can be ordered from district boards.

Training Information

Contact your assignor or respective scheduling coordinator.