

***CONNECTICUT***  
***VOLLEYBALL OFFICIALS***  
***MANUAL***

Boards:   CBVO - Northeast & Northwest areas  
          SCBVO - Southern area  
          CFVO - Southwest area

Revised: 8-1-2017  
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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 member 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. End of season meeting, as required per district
2. Payment of dues and all fines incurred.
3. Be able to perform ALL required duties & 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.
12. Attend any mid-season meeting(s) as required by each board.

\* 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. (No jeans, No shorts)
3. Black belt (no flashy buckles)
4. Well-maintained solid black court shoes and laces.
5. Black socks.
6. For "Pink" type special events, it is acceptable to change 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 governing body - 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: Best 2 out of 3 sets. All three sets to 25 pts.
4. All sets, all levels, win by 2 pts.
5. For scheduled JV/V or V/JV contests when visitor is late:
  - a. If visitor arrives late whereby the first match can start no later than 30 minutes after scheduled start time, then both matches played as normal.
  - b. If visitor arrives late whereby 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 JV is played first or second.
  - d. A courtesy call from visiting coach/school to home coach/school is expected.
6. If one gym for FR, JV & V contests:
  - a. FR & JV sets are: 25 pts, 25 pts, 15 pts. (Varsity played as normal.)
  - b. If Visitor is up to 30 min late, then all 3 FR sets are to 15 pts.
  - c. If Visitor is 40 min or more late, then coaches can choose 1 of 2 options:
    - c1. Both FR & JV matches all 3 sets to 15 pts, or
    - c2. Cancel FR match and play JV only as scheduled 25, 25, 15 pts
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 is planned announcements and/or anthem, the pre-match conference meeting can be called 30 minutes prior to scheduled 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 4pm start time, a team is expected to be in gym by 330pm. If by 4:15pm 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 before scheduled start time. (40 min. preferred)
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 and site management.
  4. Inspect the playing area for safety issues and court obstructions.
  5. Inspect the equipment. (Net, antennas, poles, officials stand, padding, etc.)
  6. When working with a partner, review responsibilities and expectations of each other.
  7. 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.
  8. 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 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.*
  9. Check the game balls:
    - a. Two (2) leather balls with 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 H<sub>2</sub>O. Insert needle gently while slowly turning in a screw like manner.
  10. The R1 meets with lines people to cover expectations for signals & protocols.

### **PRE-MATCH CONFERENCE**

1. With officials standing in front of score table (R1 left, R2 right), the R1 raises a coin high in the air and signals with a double-whistle to summon captains & coaches.
2. Introductions.
3. Ask both coaches if teams are properly equipped and in legal uniforms.
4. Express that good sporting conduct will be expected throughout the match.
5. Discuss facility playing rules (i.e. court lines, overhead, backboards, non-playable areas, replay situations, etc.)
6. Remind coaches that all requests shall go through the R2. All Subs/T-O requests should be “signaled” to get the officials attention, especially in a noisy gym. A verbal request is secondary.
7. Remind coaches that they should submit their lineups to the R2.
8. Ask your partner if they have anything to add.
9. 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.
10. 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 3rd week of the season or halfway point, this meeting should be relatively quick.

The following can be done prior to the conference:

- a. Determine if teams are using a Libero.
- b. 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 or moving to the endline following anthem.
- c. Ask home team coach if there's a planned intermission between sets 2 & 3, Varsity only.

\* For CIAC contests when a head coach is absent or late: only a certified assistant or administrator may step in for the head coach at this meeting. (Under NFHS rules, "...the coach who attends the pre-match conference will be recognized as having the privileges of the head coach..." Casebook p.5.)

### **WARM-UPS / PLAYING AREA**

1. During warm-ups, it's requested that players have a visible uniform number (U#).
2. Warm-up attire with or without a rostered player's U# visible is permissible. (see Rosters)
3. The area behind the score table and benches is technically a non-playable and a restricted area.
4. Please do not do any warm-up activities in this area unless there is ample room (suggested 15 ft. or more) and at the discretion of the head referee. Balls/players should not intrude on the area of score table or behind it.
5. When a team has the entire court to themselves during their 6 minutes, the opponent must be completely off the court plus a minimum of 6 feet around all sidelines. If there is not ample room beyond the end line where errant balls will enter the court as a possible safety concern, then NO off-court warm-up routine allowed. (At discretion of R1 in discussion with coaches.)
6. If there is not sufficient room beyond the end line for the "off team" to do a warm-up routine, then they must be at their bench area and 6 ft minimum away from the sideline.
7. 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)
2. Table should be in line with team benches. (Adjustments may be made where electrical floor connections are made.)
3. Score table only needs 6 chairs: clock operator, home scorekeeper, libero tracker, announcer, visitor's scorekeeper and libero tracker. 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. 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 available & provided by 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 are *recommended* for contests.
2. If your 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.

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 be seated at the score table.
6. It is the coach's responsibility to train scorekeepers & libero trackers prior to first contest using NFHS Rules Book Instructions.

### **TEAM BENCHES**

1. Bench starts from the attack line extended and out to the end line. They should be inline with the score table if possible.
2. There should be enough seating for rostered players & coaching staff of each team. If not, host management should make an effort to provide more seating prior to start of contest.
3. It's preferred that only head coaches, asst. coaches & rostered players be seated at the bench.
4. Players are not allowed to sit on the floor or stand at the end of bench, behind bench or during a rally.
5. Non-rostered players/students are not allowed to sit 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 bleachers and vice versa. JV players keeping stats can do so from bleachers designated for visitor or home teams.
7. No posters, signs, props, noise makers, etc. allowed at the team bench. Proper decorum is expected.

### **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 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. If a HC, staff or bench gets an unsporting conduct yellow card, then the HC must sit for the remainder of the match. (It is advised that the HC take the first seat on the bench closest to score table after the sanction.)

### **ROSTERS**

1. The Roster/Lineup sheet must be turned into the score table 10 min before the end of timed warmups, or at 11:00 min on the warm-up clock. Changes may be made up until that deadline.
2. If there are any discrepancies found after that deadline, loss of rally/point to the opponent to start the set.
3. Officials should check each team's roster against the players in uniform.
4. It is okay if players are wearing warm-up attire with or without U# on them.
5. 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.

## LINEUPS

1. Remind score keepers that they and the R2 are the ONLY people allowed to view the lineups once they have been submitted.
2. R2 collects lineup sheets from each coach prior to the deadlines and reviews before giving to 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 table until the other turned in.

## LINE JUDGE'S INSTRUCTIONS

1. Players, students or adults, but in all matches lines people will be used.
2. Use of flags is mandatory. (Host provides beginning Fall 2016)
3. Accept no more than 2 lines people per team.
4. Only those who attended the conference are allowed to line judge. (A coach may step in during the JV match.)
5. This instruction should be done in a meaningful and efficient manner.
6. Make sure line judges can demonstrate each of the 6 signals correctly.
7. 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.
8. Ask lines people if they have any questions regarding the signals or protocols.
9. All student lines people must abide by the rules of proper athletic footwear and no jewelry or piercings.

## BEGINNING THE VARSITY MATCH

1. For varsity contests where there are announcements and/or National Anthem, each team's starting 6 + libero *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 motions both teams to 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 teams 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 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 4 above to complete the procedure.

### **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 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 lineups 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 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) courtside. 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 endlines. 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)

# CIAC VOLLEYBALL PRE-MATCH PROTOCOL

(Rev. July 2017 - JB)

Officials are to arrive no later than 30 minutes to gym prior to match start time. Upon arrival, officials will identify the match 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. After the conference, start the clock and notify scorekeeper of the coin toss result.

<u>Clock</u>	<u>Protocol</u>
23:00 -	Court available for shared warm-up (10 min.)
13:15 -	<b>Whistle - R2 single-burst</b>
13:00 -	HORN - Serving team warm-up (6 min.) * Rosters due at 11:00 minute mark
07:15 -	<b>Whistle - R2 single-burst</b>
07:00 -	HORN - Receiving team warm-up (6 min.) * Line-ups due at 3:00 minute mark
01:15 -	<b>Whistle - R2 single-burst</b>
01:00 -	HORN - Teams LAST meeting prior to start
00:15 -	<b>Whistle - R2 single-burst</b>
00:00 -	HORN - Match ready to begin OR after the following: <ul style="list-style-type: none"><li>▪ Announcements &amp; Starting lineups (6 + libero)</li><li>▪ National Anthem (Starting teams to their endlines)</li><li>▪ R1 steps onto court, issues a single whistle &amp; beckons teams to enter via sideline to greet each other</li><li>▪ Teams required to take their positions without delay</li><li>▪ Officials &amp; Line Judges move to their positions</li><li>▪ Line-up checks &amp; start the match!</li></ul>

**Note:** Should the electronic Horn become unavailable, then R2 uses a long single-whistle where HORN is listed above.

## **SUBSTITUTION PROCEDURE**

(Rev. July 2017 – 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 through 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. Signal #16 in your rules book is presented to the R1.
2. The signal is held in front of chest and below the chin.
3. Hands are flat, closed and palms facing floor. Rotate hands one over the other no more than two times.
4. The mechanic is the same for both left and right sides. (Practice please)

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### **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 #16. (R1 follows R2)
3. Drop the whistle from the mouth - do not hold on to it.
4. Back up towards end of score table on Team R's side so all table personnel can see the exchange(s). 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 #17 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 15<sup>th</sup>-18<sup>th</sup> 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 #16 is needed when both teams requesting 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 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 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 #16 in front of chest until R2 sees it.

## TIME-OUT PROCEDURE

(Rev. July 2017 – 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-burst > Warning = R2/R1 double-burst > End T-O = HORN !!**

### Mechanics R2 (R1 follows):

1. Signal #21 in rules book is presented to the R1.
2. The signal is held in front of chest area and below the chin.
3. The signal mechanic IS DIFFERENT FOR EACH SIDE'S request.
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.

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### Procedure R2:#

1. When recognizing a T-O, it's recommended the R2 move to the side of the request.
2. **Face the R1, whistle a loud Double-Burst and present signal #21 to the R1 as described above.**
3. Immediately give back to R1 the T-O's used, hands high out in front of head.
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 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 score table. Then stand 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.)
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 side delaying and repeat the request.
9. **END T-O – at 0:00 (or any time), the HORN must be sounded to end the time-out. (New 2017)**
10. At the Horn, the R2 should be in Team R's sub-zone giving back to 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 whistle to your mouth and scan both sides for ready to play! (From the Left side, use Left Arm. From the Right side, use 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, the 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!

## **Girl's Season Coordinators**

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

Barbara Startup (Northeast Area)  
440 Dennison Ridge Drive  
Manchester, CT 06040  
(H) 860-646-7552  
(C) 860-331-3672  
Email: barbarastartup@sbcglobal.net  
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 Coordinators**

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

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: Made payable to “CBVO” and should be forwarded to treasurer:  
Gloria Bellucci  
882 North Colony Road #53  
Meriden, CT 06450  
(H) 203-235-4537  
Email: gbellucci1@optimum.net

SCBVO: Made 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: Made 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**

Must have logo and can be ordered from district boards.

**Training Information**

Contact your respective scheduling coordinator.