

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

**OFFICIALS BOARDS**

CBVO - CT Board of Volleyball Officials  
(Northwest and North-central/east areas)

SCBVO - Southern CT Board of Volleyball Officials  
(Southern and Eastern areas)

CFVO - CT Federation of Volleyball Officials  
(Fairfield and Southwest areas)

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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 boards' 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 NFHS exam.
5. Evaluation in the form of a practical examination for new officials.
6. Rated per each board's requirements.
7. Participation in preseason clinics, camps, and scrimmages when able.
8. Compliance with the uniform dress code; fines determined per board
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 (Default) with a board approved logo on left front upper chest.
2. **One optional shirt: cyan blue (PAVO), officials must match.**
3. **Magnetic patch with CBVO logo attached to left chest for blue shirts. (TBD)**
4. Neat solid black pants, knit/polyester preferred. (Beltless ok, No jeans, No shorts)
5. Solid black belt (No flashy buckles).
6. Well-maintained solid black court shoes, black laces, and black socks.
7. Preferably black jackets worn to a match. (Per NFHS Manual book)
8. **Adjustments to the uniform must be approved by the state officials' board - CSBVO.**

## OFFICIALS' EQUIPMENT

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

1. An equipment bag.
2. Black whistle (Default), plus a spare. Option white, try to match.
3. Black lanyard (Default), plus a spare. Option white, try to match.
4. A coin and a wrist watch.
5. Measurement chain to check the net height.
6. Penalty cards (Yellow & Red).
7. Air pump & air pressure gauge.
8. Rules Book (Case/Officials Manual Book & CT VB Officials Manual recommended.)
9. For the postseason, optional: a set of Red Flags for doing lines.
10. For special events at contests, it is acceptable to change the color of the whistle & lanyard in solidarity of the event.
11. Hand-held electronic whistles are allowed. But when there is a noisy gym especially during playoffs, it is recommended that a traditional whistle be used.

## MATCH PLAY - NFHS / CIAC

1. Follow NFHS 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 won by two (2) pts.
5. For scheduled JV/V or V/JV contests when visitor is late:
  - a. If a visitor arrives late and the first match can start no more than 30 minutes after the scheduled start time, then JV/V matches are played as normal.
  - b. If a visitor arrives late and the first match will start more than 30 minutes after the scheduled start time, the JV match will be all three sets to 15 pts.
  - c. It doesn't matter if the host school plays JV or V first, the above scenarios apply either way.
  - d. A courtesy call from the visiting coach/school to home coach/school is expected.
6. If one gym is used for FR, JV & V contests back-to-back-to-back:
  - a. FR & JV sets are 25 pts, 25 pts, 15 pts, and Varsity is played as normal.
  - b. If the visitor is up to 30 min late, then all three FR sets are to 15 pts.
  - c. If the visitor is more than 30 minutes late, then the 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 the playing court at least 30 minutes before the scheduled start time.
2. If you arrive 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, site management, and visiting coach.
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 the center of the 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 the 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 are required, provided by the 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 water, glycerin, or olive oil. Insert needle gently while slowly turning in a screw-like manner.
11. The R1 meets with the lines people (if used) 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) **[The penalty for a late submittal is an unnecessary delay prior to the start of the match.]**
3. Introductions.
4. Ask both coaches if teams are properly equipped and in legal uniforms.
5. Players must be 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/time-out requests should be hand "signaled" to get the official's 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 the toss. 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. **Remind coaches that “off-team” warmups are no longer allowed when the “on-team” has the entire playing surface area. That includes behind team benches. (This is for safety reasons and to keep teams ready to move on/off the court in a timely manner.)**
- 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.
- e. When a head coach is absent or late to the pre-match conference, 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 uniform number 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. (Balls/players should not intrude on anyone seated at the score table, behind the table, or on the benches 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. **The “off team” could be at their bench area, nearby locker room or hall, but not in the playable area.**
6. Teams shall remain on their side for all activities except during their 6 min full playing area 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.
2. Table should be in line with the team benches. (Adjustments may be made where electrical floor connections are made.)

3. Score table only needs 5 chairs: home 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 is used for the match, request the 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 should be available to the R2 to dry game balls or any sweat spots on the court.
10. Flags should be provided by the host school (if adult lines people are used).
11. No food or open liquid containers at the table.
12. No electronic devices should be used 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 is using a generic version, then report that to your assignor and state rules interpreter.
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 in line 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 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 other bench/team members.
5. **If a head coach, staff, team, or 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. **[Penalty for late or no submission to the officials is unnecessary delay prior to the start of the match.]**
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' uniforms when able.
5. It is okay if players are wearing warm-up attire with or without uniform numbers on them.
6. If players have warm-up attire without a visible uniform number, 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 on the roster sheet, let it go! The R2 at the very least, can verify lineup uniform numbers to rostered uniform numbers listed before each set. If any errors exist, penalize them 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. R2 confirms that the lineups were entered in the score sheet correctly.
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.
5. **The penalty for late submission is unnecessary delay. A second unnecessary delay penalty shall be assessed if the lineup is NOT submitted by the end of the timed warm-up period.**

## **LINE JUDGES' INSTRUCTIONS**

1. High school students are not permitted to serve as line judges for Varsity contests. (They can be used for sub-varsity contests.) Varsity options are: No LJ's, adults (not parents) provided by home school, or paid officials.
2. Use of flags is still mandatory in the postseason.
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 the 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 the 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 & placed 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 is 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 min interval clock has started. (For a deciding set, it shall start after the 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 interval.
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 are completed, R1 shall single-whistle and signal 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 the 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 official 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 to call the toss, using the same procedure as the pre-match conference. The winner of the deciding set coin toss shall have two choices: a) serve/receive or b) side. The result will be communicated to the R1 and 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 or 3 out of 5)

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. **2022: Hair adornments are allowed provided they are securely fastened and do not present a safety hazard. (Use common sense here and consult with the coach.)**
5. Head coverings worn for religious reasons no longer need CIAC approval. But they must be soft material, unadorned, and fit securely. Any that fall off repeatedly can be assessed as unnecessary delays.

## 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.

### **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 second injury time-out and monitor it from his/her wrist watch.
4. The R2 informs the Head Coach or Asst Coach of the 30 sec injury time-out and the 3 choices they have at the end of the 30 seconds, 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 injury time-out and the player is able to continue, then a time-out can be charged to the team. If no time-outs are available, then the R2 (R1) can sanction the team with an unnecessary delay.
6. If no time-outs remain and no other legal or exceptional substitute is available, then the R1 can call a special injury time-out 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 time-out 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 delay 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. April 2022 - JB)

Officials are to arrive at the gym no later than 30 minutes prior to match start time. Upon arrival, officials will introduce themselves to the home coach, visitor coach, and site supervisor. Inspect the court and equipment for safety issues and proper padding. Determine facility playing rules and restricted areas. The scoreboard clock should be set to 23:00 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, the R1 tells the clock operator to start the warmup clock and the scorekeeper which team will serve first.

<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"><li>▪ Announcements / Starting lineups (6 + Libero)</li><li>▪ National Anthem (Starting teams to their end lines)</li><li>▪ R1 steps onto the court, issues a single whistle &amp; beckons teams (6 + libero) 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 score clock horn malfunction or become unavailable, then R2 uses a *double-whistle* where HORN is listed above.

## **SUBSTITUTION PROCEDURE**

(Rev. April 2022 – 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 during the regular season and postseason.

*The head coach may hand signal or verbalize a request for substitution OR a substitute entering the sub-zone will be recognized. Remind coaches a hand signal helps to recognize the request quicker.*

### **Mechanics R2 (R1 follows):**

1. Double-whistle and Signal #15 is presented to the R1. (Always face 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 his/her 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, place the whistle back in 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 time-out and substitution request occur simultaneously, then the substitution will occur after the time-out 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. April 2022 – J.B.)

**PURPOSE:** To establish consistent time-out 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 time-outs.

*The head coach may hand signal or verbalize a request for Time-Out. Remind coaches a hand signal helps to recognize the request quicker.*

### **SUMMARY:**

***Request = double-whistle, signal #19, 19a > Warning = double-whistle > End time-out = HORN !!  
(After 19a, R2 give the number of time-outs 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 the 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 time-out, 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 time-outs 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 time-out entries and confirm the score is correct.
6. Check with the libero 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 time-out -- *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 time-outs 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 0:05, just let the clock run down to automatic end-horn. Easy.
- b. If both teams are ready to play before 0:15, issue a loud double-burst and cue the clock operator for an immediate end-horn. Give back the time-outs used to the R1. (No whistles after the end horn!)
- c. DO NOT END the time-out 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.
- 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 time-out will be a loud double-whistle.
- g. If the R1 sees a time-out 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 time-outs. Perform your duties & stay attentive.

## OFFICIALS' BOARDS INFO

### Girls' Season Assignors

For the girls' 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 (Northcentral Area)  
28 Old Middletown Ave  
East Hampton, CT 06424  
(C) 860-558-9966  
Email: hkcbvo@hotmail.com  
Website: www.cbvo.org

SCBVO: Tom Digiovanni (Southern & Eastern 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 (Southwestern 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



## **Boys' Season Assignors**

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

Southwestern 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:  
Jeff Brewer  
8 Caulkins Rd  
Norwich, CT 06360  
(C) 860-662-0575  
Email: cbvotreasurer@gmail.com

SCBVO: Checks payable to "SCBVO" and should be forwarded to treasurer:  
Lynn D'Aurio  
1345 Barnum Ave, STE 114  
Stratford, CT 06614  
(C) 203-522-1431  
Email: shibakay9@aol.com

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

## **Training Information**

Contact your respective scheduling coordinator.