



Officials' Handbook



Last Updated September 2018

Officials' Division

All officials must meet the minimum requirements annually to remain in “good standing” and to officiate in USA Volleyball and the Great Lakes Region (GLR), thereby maintaining their current USA Volleyball Rating.

Minimum Yearly Requirements and definition of “In Good Standing”.

- Be a member of the Great Lakes Region of USA Volleyball each year.
- Must take and pass the online SafeSport module.
- Undergo and pass the USAV Background Screening process every two years.
- Attend a refereeing and scoring clinic annually, or annually view the required online modules.
- Pass the annual written USA Volleyball referee’s test as defined by the referee’s level of certification.
- Honor all verbal and written agreements for assignments and commitments made to Region activities.
- Fulfill the obligations outlined below for the referee’s level of certification.

Definition of “Not in Good Standing”

If an official does not meet the minimum requirements listed above, he or she is NOT IN GOOD STANDING and may not appear in a USAV official’s uniform.

Provisional Referees

- Attain a minimum score of 70% and correct to a score of 100% on Form A of the written test either online or “in person” at a region clinic.
- Pass an on-court rating when required.
- Take the USA Volleyball scorekeeper’s test as required.

Regional Referees

- Serve as a GLR Provisional Referee for a minimum of two years.
- Attain a minimum score of 84% and correct to score of 100% on Form A of the written test either online or “in person” at a region clinic.
- Pass an on-court rating when required.
- Take the USA Volleyball scorekeeper’s test as required.

Junior National

- Serve as a GLR Regional Referee for a minimum of two years.
- Pass the USAV scorekeeper’s test yearly.
- Attain a score of 90% on Form A of the online USAV test within one hour and without use of the DCR or any other resources.
- Meet the requirements of USAV as listed annually in the USAV Official Guidebook.
- View the online modules and attend the USAV National Referee Clinic as required.

National Referee

- Serve as a GLR Junior National Referee for a minimum of two years.
- Pass the USAV scorekeeper’s test yearly.
- Attain a score of 90% on Form A of the online USAV test within one hour and without use of the DCR or any other resources.
- Meet the requirements of USAV as listed annually in the USAV Official Guidebook.
- View the online modules and attend the USAV National Referee Clinic as required.

Provisional, Regional and National Scorekeepers

- Attend the Region’s yearly scorekeeping session as required.
- Pass the USAV yearly scorekeeper’s test.
- Nationally rated scorekeepers must provide the minimum number of service hours required by National.

Transfers

If an official moves into the GLR with a rating below Junior National, the official will be evaluated to determine the rating level for that season. If the official has a rating of Junior National or higher, that rating will be honored as long as the individual remains in “good standing.”

Conditions of Membership

As a GLR official, I understand and agree that:

- All officials must be USAV members.
- All officials must submit to and pass a background screen approved by GLR/USAV.
- All officials must be SafeSport certified.
- All officials must be familiar with concussion signs and protocol. It is recommended that all officials view the Heads Up Concussion article for officials at:
<http://www.cdc.gov/headsup/youthsports/officials.html>
- Officials must remain “In Good Standing” according to the GLR Officials Handbook.
- Membership in USAV or GLR does not guarantee match assignments.
- I am responsible for maintaining my contact information on the GLR website database.
- If I am assigned to matches through USAV or GLR, I am acting as an independent contractor and not an employee of the Great Lakes Region.
- I have reviewed and will comply with USAV/GLR Code of Ethical and Professional Conduct and I have reviewed and will comply with the Official’s Code of Conduct and Ethics listed in this and any other USAV documents.
- I understand that I must have a current W-9 must be on file in the Region Office.
- I understand that failure to disclose information requested or providing false information might be grounds for sanction, up to loss or denial of membership.

Extended Insurance Coverage for Certified Officials

The USA Volleyball insurance program provides protection to USA Volleyball certified officials while officiating "approved or sanctioned" events as part of the regional annual membership fee. USA Volleyball certified officials can protect themselves against claims of negligence by players or spectators and from personal injury resulting from an accident while officiating non-sanctioned volleyball competitions for an additional charge of \$6.85. USA Volleyball certified officials subscribing to this extension of insurance coverage can now have excellent insurance coverage for sanctioned and non-sanctioned volleyball competitions in which they are involved. Please keep in mind that coverage is afforded for volleyball officiating only and would not extend to basketball, soccer or any other sport. Members of PAVO already have coverage that includes officiating at any volleyball event (excluding back-yard volleyball events and/or bar events).

For an additional \$6.85, the following General Liability and Excess Medical coverage is provided to RVA members who are USA Volleyball certified officials during the membership year (September 1, 2018 – August 31, 2019):

General Liability (Bodily Injury and Property Damage)

\$5,000,000 General Aggregate – Per Event
\$1,000,000 Each Occurrence
\$5,000,000 Products/Completed Operations
\$1,000,000 Personal Injury and Advertising Injury Liability

\$1,000,000 Damage to premises rented to you
Excluded Medical Payments (premises only)

Sports Accident - Excess Medical

Coverage is provided to USA Volleyball certified officials who sustain bodily injury caused by an accident for reasonable, eligible medical expenses in excess of the deductible amount. For coverage to apply, bodily injury must occur while traveling directly to or from a volleyball competition or while participating as an official at a volleyball competition. Eligible expenses must be incurred within one year of the accident. The policy provides coverage against loss in excess of coverage provided by any other valid and collectible insurance.

\$25,000 Maximum Per Injury

\$250 deductible per injury if covered by other valid and collectible insurance.

\$1,000 deductible per injury if not covered by other valid and collectible insurance.

Sports Accident – Accidental Death & Dismemberment

\$10,000 Principal Sum

Coverage will pay \$10,000 for the accidental loss of life and \$2,500, \$5,000 or \$10,000 (depending on loss type) for covered incidents resulting in accidental dismemberment. Loss must occur within 365 days after the date of accident. To obtain this coverage, contact your Regional Commissioner.

OFFICIAL UNIFORM FOR USA VOLLEYBALL INDOOR APPROVED REFEREES AND SCORERS

- The approved USAV volleyball uniform shirt which is all white, blue, or grey polo-style and must be purchased from an approved volleyball vendor. The shirt has the following specifications:
 - Approved official embroidered designation on the left sleeve.
 - An optional pocket on the left side of the chest.
 - Long or short sleeves.
 - Appropriate USAV patch, which is worn on the right side of the chest.

Dress

- Dark navy blue slacks that are pressed and in good repair (not faded).
- All white leather shoes with white socks.
- Black or dark navy blue leather belt, if the pants have belt loops.
- **Optional outer garments purchased from an approved volleyball vendor-currently approved** (note the new placement of the logo and patch):
 - *Alo* Lightweight Jacket (Men's-M4009, Women's-W4009)–white.
 - **Logo placement for outer garments:**
Approved logo (“Volleyball Certified Official) shall be embroidered centered on the left side of the left sleeve, and shall be located 6-7” from the shoulder/sleeve seam for men and 5-6” from the sleeve seam for women.
 - **Guidelines for wearing outer garments.** The jacket will be worn following these guidelines:
 - If a patch is worn, it should be affixed in the right chest area.
 - Uniform shirt must be worn underneath.
 - Zipper in an appropriate location to allow the collar to be worn “polo-style” (not zipped to the top).
 - Sleeves not pushed up.
 - Nothing stored in the pockets.

Referees should also carry these items:

- Current DCR
- Whistle attached to a lanyard
- Tossing coin
- Red and Yellow sanction cards concealed from view
- Digital wrist watch that can track seconds and minutes
- Ball gauge
- Ball pump
- Net measuring device

Scorers should also carry these items:

- Current DCR
- Black or blue pens
- Pencils and erasers
- Correction Tape
- Straight edge ruler
- Timing device

These items are NO LONGER approved for wear while officiating a USAV match

- A white V-neck sweater in 100% cotton or Orlon with the approved official embroidered designation on the left side of the chest.
- A white sleeveless vest.
- A red GLR sweatshirt

Requirements

- Complete all required modules each year.
- Officials are punctual:
 - Officials are expected to be on the court and in uniform a minimum of 30 minutes prior to the start of the match.
- Officials wear the proper uniform and have the equipment necessary to officiate.

Officials' Code of Conduct and Ethics

It is the obligation of officials to understand and abide by this Code.

- Officials always pursue continuing education.
- Officials treat others with dignity and respect.
- Officials avoid situations having a real or perceived conflict of interest.
- Officials give neutral decisions, are free from bias and are fair.
- **Officials do not:**
 - Condone or participate in activities that unfairly limit access to participants based on age, gender, race, national origin, religion, sexual orientation, disability, language and/or socioeconomic status.
 - Fraternize with coaches, players, spectators, event administrators or other participants.
 - Exploit or misuse power for personal gain, to give unfair advantage to certain individuals or harm other officials' careers and opportunities.
 - Engage in sexual harassment.
 - Use illegal substances of any kind.
 - Possess or consume alcohol before and/or during a USAV sanctioned event.
 - Engage in physical, verbal or emotional intimidation.
 - Engage in abusive words or actions.

Disciplinary Actions

The severity of the violation will determine the degree of the sanction. Any individual or group of individuals found to have violated USA Volleyball or Great Lakes Region ethics, rules, guidelines, policies and/or procedures or found guilty of an offense under Federal, State or local laws shall be subject to any of the following disciplinary actions:

- Warning- admonition against a repeat violation
- Probation- a warning that a further violation within a specified period of time might result in a discipline
- Suspension- removal of eligibility for participation in events, programs and activities for a specified period of time
- Expulsion- revoked membership

Alleged Allegation Procedures

Any action considered to be an offense under Federal, State or local laws must be reported immediately to the police. The Region Commissioner must be notified at commissioner@glrvb.com, of these illegal actions within twenty-four (24) hours of knowledge of the situation. The Region Commissioner will immediately suspend the individual involved in this type of situation. All other alleged violations of GLR's SafeSport Guidelines, Disciplinary Procedures and Guidelines Policy are to be reported in writing to the Region Commissioner within fourteen (14) business days of knowledge of the alleged violation. When a junior club is involved all allegations must go to the alleged violator and the Region. Please send the email to Violations@glrvb.com and copy Club Director.

All allegations must be submitted in writing and must include a clear and complete statement of the allegation; all appropriate information including the name(s), address, and phone number(s) of the involved individual(s); the action being requested; and the signature and date of the individual filing the allegation. The reporting individual then has no longer than fourteen (14) business days to further investigate the alleged violation and report back to the Region Commissioner in writing (using the "Investigation Report of Allegations" form found on the Great Lakes website under Publications and then Forms). If the allegation is properly submitted, the Commissioner shall contact the Hearing Officer within forty-eight (48) hours. The Hearing Officer or his delegate gathers information and notifies the individual, team or club that is named in the allegation. This committee has a minimum of thirty (30) business days to investigate the allegations. A hearing shall be held for the purpose of determining the facts surrounding the allegation. Such a hearing may be conducted in person, by telephone, by mail or by electronic mail. A written statement of the decision from the Hearing Officer will be sent to the Region Commissioner within fourteen (14) business days following the investigation. The Region Commissioner will inform those involved of the decision from the Disciplinary Hearing Panel. Possible outcomes could include sanctions ranging from warning to expulsion or a dismissal of the case due to insufficient evidence.

Appeals Committee

The committee will be comprised of any two available BOD members as well as a chair appointed by the Commissioner. The Commissioner shall not serve on the Appeals Committee.

Appeals Process

A sanctioned member has fourteen (14) business days to appeal. This is done through a written communication (FAX, email or by the US Postal Service) to the email address of Appeals@glrvb.com. No new information or evidence may be submitted unless it is of an exculpatory nature. The sanction will be held in abeyance unless the complaint is of a criminal nature. If the complaint is of a criminal nature the sanction will begin immediately. Within thirty (30) business days of receiving the appeal, the Due Process Committee will schedule a hearing. Any decision by the Appeals Committee is binding; the member may contact the Region Commissioner, again in writing, within fourteen (14) business days and request a full Board of Directors hearing. The BOD will only schedule a hearing if they believe those involved were not given adequate Due Process or treated with fundamental fairness.

Minimum Referee Fees for Region Sanctioned Events

The following fees are currently in effect:

- National Officials working a one set play-off will be paid half their full match fee
- Junior National Officials working a one set play-off will be paid half their full match fee
- Regional Officials working a one set play-off will be paid half their full match fee
- Provisional Officials working a one set play-off will be paid half their full match fee
- Officials working an all-day tournament consisting of 2 set matches will be paid \$27.00 per match.
- Officials working only play-off matches will be paid \$45.00 per match and guaranteed two matches for a total of \$90.00; for example, a semi and a final or two semi-finals. Any additional matches officiated beyond the guaranteed two will also be paid at a rate of \$30.00 per match.
- Officials working a mandatory three-set match will be paid the following:
 - National- \$39.00
 - Junior National- \$38.00
 - Regional- \$37.00
 - Provisional- \$36.00
- Officials working the Windy City Power League 2 out of 3 set matches will be paid the following:
 - National- \$33.00
 - Junior National- \$32.00
 - Regional- \$31.00
 - Provisional- \$30.00
- Officials working the Windy City National Qualifier will be paid the following:
 - National- \$35.00
 - Junior National- \$33.00
 - Regional- \$31.00
 - Provisional- \$30.00