

Bayou Regional Volleyball Association Officials' Handbook

I. Introduction

This manual provides information for USA Volleyball officials in the Bayou Regional Volleyball Association (“BRVA”) regarding BRVA policies, procedures, and requirements. This includes, but is not limited to:

- Obtaining a certification
- Maintaining a certification
- Upgrading a certification
- “Good Standing” policy
- Member Sanctions
- Tournament Procedures
- Various other functions and activities related to officiating in the BRVA

The common components for each referee certification are:

- Timely membership renewal/registration
- Clinic attendance
- Completion of rules and scoring exams
- Demonstration of scoring proficiency
- Practical evaluations
- Officiating a minimum of two BRVA-sanctioned tournaments each season

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II. Obtaining a USA Volleyball Referee Certification in the BRVA

2.01 Independent Contractor Status

Referees who are certified by the Bayou Region/USA Volleyball are not employees of the Bayou Region or USA Volleyball. All referees serve as independent contractors when officiating at BRVA/USAV sanctioned events. The term as an independent contractor lasts for one membership season (November 1 to October 31 each year) and must be annually renewed by registering as a BRVA-USAV member. (See also Sanction III – Maintaining a Certification in the BRVA) The term includes all officiating activities, including but not limited to, officiating, serving as a clinician, participating with referee ratings/observations/training/certifications, tournament staff positions, and travel to/from BRVA-sanctioned events.

As independent contractors, referees are responsible for maintaining appropriate financial records for tax-filing purposes. In the event that a referee makes more than \$600 from the BRVA or other regional hiring entity (i.e., a tournament host or organized volleyball club), a 1099 IRS form may be issued to the referee by the BRVA or hiring entity.

In addition, referees/independent contractors are not entitled to benefits, including worker's compensation. Referees should obtain their own medical and disability insurance for officiating-related work. However, as USAV members through the Bayou RVA, all referees are covered by USA Volleyball's liability and secondary health insurances during sanctioned events.

The Bayou Regional Volleyball Association is not obligated to guarantee a minimum number of officiating-related assignments; however, referees must meet minimum requirements each season to maintain 'good standing' in the BRVA as an official.

2.02 Minimum Age Requirements

While USA Volleyball has not outlined minimum age requirements to become certified as a professional referee, in the Bayou Regional Volleyball Association, we have established that prospective referees must have attained the age of 17 years by January 1st of the season in which the referee becomes certified.

2.03 BRVA Theoretical Officiating Clinics

Attendance at a designated pre-season BRVA Officials' Clinic is mandatory for all referees. USAV-BRVA membership registration must be completed on the BRVA website prior to attendance at the Official's Clinic. For non-USAV members wanting to attend the Official's Rules and Scoring clinic, a fee of \$30 must be paid prior to the clinic. It can be mailed to:

Bayou Region Volleyball Association
7226 Success St.
Arabi, LA

A wealth of information is presented at the clinic. Topics include the examination and evaluation processes; officiating philosophies; scoring; BRVA policies and procedures; FIVB rules and USA Volleyball Domestic Competition Regulations ("DCR"); and rule comparisons with the high school and collegiate rules sets. The USAV DCR as presented by USA Volleyball will be distributed at the clinic along with other materials.

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If an official is unable to attend the Official's Clinic due to extenuating circumstances, he/she is to contact the Referee Chair **prior** to the scheduled Official's Clinic.

2.04 Becoming a Referee Candidate

A prospective official must download the Prospective Official's Data Sheet, print it, and fill it out completely. The data sheet must be mailed with the clinic registration fee to the BRVA at the address above, or may be submitted electronically to the BRVA Referees' Chair. The address of the Referee Chair is:

Angelle Simms
Bayou Regional Referee Chair
280 Dummyline Road
Madisonville, LA 70447

Only candidates, who have attended one of the new officials' clinics, completed the Prospective Official's Data Sheet, and submitted membership, will be accepted to the training/evaluation event. Specific questions about the clinics, rules examination, or training/evaluation can be directed to the BRVA Referees' Chair, Angelle Simms.

2.05 Rules Examination

Prospective referees must take the USA Volleyball Form C online examination **prior to attendance at the training/evaluation tournament**. Exam instructions, including passwords, will be distributed at the clinic and will also be available on the BRVA website. The test may be taken with rulebook assistance at a time convenient for each person, either before or after attending a clinic; however, the exam and the answer corrections with rule references must be completed prior to attendance at the training/evaluation event. A score of a 70% open-book, must be attained on the Form C exam. *Lower scores will be considered; the exam score may be a determining factor if space for candidate referees is limited.*

Along with successfully completing Form C, background screening, and USAV-BRVA registration, Form A of the theoretical test and a practical evaluation will need to be completed.

2.06 Practical Examination

All prospective officials will receive training in each position (R1, R2, Scorer, Asst. Scorer, and Line Judge). All will be evaluated. Prospective officials must successfully pass the R1, R2, and Scorer phases to obtain a USAV referee certification.

Although evaluations are pass/fail, the BRVA Training/Rating Team strives to provide hands-on learning and training, as we want every individual adequately prepared to begin the season. It is imperative that candidates study any and all available materials prior to attendance. Although we offer training, this process is not intended as a full course for teaching the art of officiating. Our goal is to determine whether prospective referees have basic officiating skills to competently facilitate and administer USAV matches and tournaments in the Bayou Region.

2.07 Membership, Background Screening, and BRVA-USAV Registration

Prior to attending a clinic, attaining the appropriate score on the Form C rules exam, and successful completing the training/evaluation process, the individual must register as a USAV-BRVA member. The cost of membership is \$50 and must be completed online. Upon membership registration, the individual submits to a

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background check. Background checks are required every other year and are at a cost of \$17.50. These fees must be paid prior to the beginning of the clinic.

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2.08 Probationary Status for New Officials

During the first season for all new USAV officials, their status will be considered “probationary” to allow the BRVA staff and Regional Training Team to gain more complete knowledge of a new referee’s capabilities. The BRVA reserves the right to rescind (loss of certification) a rating for a new official who ultimately performs below minimum standards as defined in Section IV below, or who exhibits unprofessional behavior or ethics.

Provisional referees with less than two full season of experience must contact the BRVA Referee’s Chair prior to accepting any assignment outside of the Bayou Region. First year referees, who do not officiate the minimum number of tournaments required must submit to re-evaluate/re-certification at a tournament designated by the BRVA Referees’ Chair at the beginning of the subsequent season. This must be completed prior to the official accepting any officiating assignments at a sanctioned tournament. Failure to do so will result in the official’s certification being revoked.

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III. Maintaining a Certification in the Bayou Region

To maintain a USA Volleyball referee certification in the Bayou Region, the following requirements must be fulfilled annually.

3.01 Online Registration

By September 1 each year, the online registration system will be available on the BRVA website. All referees must renew and pay the online registration process no later than the BRVA Officials' Clinic Date, along with the mailing of any related fees and paperwork.

3.02 Membership Renewal Dues, Waiver/Release, Background Screen, and Code of Ethics

While registering online, referees must accept the terms of the Code of Ethics, agree to the Waiver/Release, and must send a check/money order for \$50, payable to the Bayou Region. For added convenience, payment can be submitted online during the registration process. If a background screen is required, an additional \$17.50 must be included (A "clear" background screen is valid for two seasons). All registration procedures must be completed prior to the Officials' Clinic.

3.03 Clinic Attendance

Attendance at the BRVA Officials' Clinic is required annually. Clinic materials will be distributed by email prior to the clinic date. Officials will be required to bring the various hand-outs and other needed materials. Clinics are held at an annually determined time and place. Failure to attend the clinic will result in a sanction being imposed upon the referee.

3.04 Rules and Scoring Exam Instructions

Each season, all returning referees, regardless of rating, are required to take the Form A USA Volleyball rules exam and the designated USAV Scoring exam. Through the PAVO/USAV testing agreement, the USAV online exam is accessible beginning on October 15 of each year. The exams are no longer distributed or administered jointly.

The Bayou Region utilizes the online testing website to administer examinations (those wishing to upgrade their certification must submit to a proctored exam). The link to the testing website and the regional passwords may be distributed in each registration confirmation email, and the links are also available on the BRVA Website. Hard copies of the exams will not be available unless there is an extenuating circumstance, in which case, the official must contact the BRVA Referee and Scorekeepers' Chair to request such material.

When an official has correctly entered "Bayou Region" as the region and correctly entered the designated regional password, the official, the BRVA Referees' Chair and/or the BRVA Scorekeepers' Chair will receive copies of those respective exam results via email.

The first completed attempt to take the exam must be submitted by January 1 each session. Failure to complete the exam by this deadline will result in a sanction being imposed upon the referee as described in Section IX.

The following instructions will assist officials with the test-taking process:

1. Any incorrectly answered question must be corrected, including the appropriate rule reference from the USAV Domestic Competition Regulations, the USAV Refereeing Guidelines or the USAV Casebook. Instructions for submitting exam corrections are included with the emailed exam results.

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2. National and Junior National referees must take the exam closed book with a 60 minute time limit and attain a score of 90%. National and Junior National referees who do not attain that score must take Form B, closed book and within 90 minutes, and attain a score of at least 90%. The Chair of USAV National Indoor Referee Sub-Commission (Kathy Ferraraccio, 66A Congamond Rd., Southwick, MA 01077) must receive a copy of the exam and signed cover page by February 15 each year. Note: When taking the Form A and B exam, the results will automatically be emailed to Kathy Ferraraccio.
3. For all Qualified officials, the USAV Form C rules exam must be correct to 100%.
4. For all returning BRVA Provisional referees, the required minimum scores on the USAV Form A rules exam for referees is 70% (corrected to 100%), open-book. For BRVA Regional referees, the required minimum score is 80% (corrected to 100%), open-book. Failure to achieve the minimum score will require the referee to take the Form B USAV rules exam, which is also available online. Additionally, failure to attain the minimum score two consecutive years may result in removal of the current certification.
5. All prospective officials must complete and correct the USAV Form C online rules exam prior to attending the training/evaluation clinic.
6. All Provisional referees desiring to obtain a Regional rating must score an 80% on Form A or B of the exam. All Regional referees desiring to obtain a Junior National rating must score an 88% on Form A or B of the exam, closed-book. Failure to achieve these scores may result in the automatic attainment of the current certification.

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IV. USA Volleyball Certifications & Minimum Standards in the Bayou Region

The minimum standards for each certification level, as well as the levels of play that each certification level is entitled to officiate, are indicated below.

4.01 Qualified

A Qualified referee rating is the basic level rating the BRVA Rating/Training team will award a USAV member wanting to R2 in the Bayou Region. This rating is awarded to a person who has met the following minimum standards as established by the BRVA Rating/Training team:

- Whistle Timing and Quality
- Use of Proper Signals
- Exhibits a basic understanding of volleyball playing rules (substitutions, game delays, etc.)
- Teamwork concepts: Ability to work with officiating crew
- Demonstrates basic understanding of USAV scoring and libero tracking systems
- Professional approach: Positive demeanor, attitude, shows adaptability and desire to learn

4.02 Provisional

A Provisional referee rating is an entry-level USA Volleyball certification for referees. This rating is awarded to a person who has met the minimum standards for Qualified officials as noted in 4.01 above, as well as the following:

- Understanding of ball handling as it relates to various playing techniques and player/team contacts
- Shows competency as a first referee and demonstrates reasonable match control for competition
- Proper professional demeanor and skill as a first referee
- Second referee: exhibits basic understanding of responsibilities and performs common duties efficiently
- Expanded rules knowledge including back row player identification
- Fully understands and applies individual sanctions, shows basic understanding of delay sanctions
- Aware of basic alignment and overlap issues
- Demonstrates reasonable match control for competition
- Proficient with scoring and libero tracking systems

Upon obtaining a Provisional referee certification, the referee can anticipate assignments in the following levels of play in BRVA-sanctioned events:

- Girls' 10s, 12s, 13s, 14s, 15s

4.03 Regional

A Regional referee rating is the highest level USA Volleyball certification the Bayou Region can award to a referee. This rating is acquired by a person who held a Provisional certification the previous season and has met the minimum standards for Qualified and Provisional referees as noted in 4.01 and 4.02 respectively, as well as the following:

- Attention to professional detail: demeanor, attitude, appearance, teamwork, and time management
- Exhibits competence, confidence, and match control as a first referee
- Properly focused as second referee, demonstrating competent skill in primary areas of R2 responsibility

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- Recognizes advanced alignment and overlap issues
- Exhibits “partnership” with first referee, offers appropriate discreet help including back row
- Willing to serve as role model and mentor for lesser experienced referees
- Aptitude to deal with difficult match situations
- Quick resolve with scoring issues

Upon obtaining a Regional referee certification, the referee can anticipate assignments to officiate the following levels of play at BRVA events:

- Any level of competition within the Bayou Region
- Also authorized to officiate sanctioned, local competitions within any other USA Volleyball region with approval of respective referee chairs; eligible for select USA Volleyball national events with notification of and recommendation from the BRVA Referees' Chair

4.04 Junior National

A Junior National referee rating is awarded by the USA Volleyball National Rating Team at the USA Volleyball Girls' Junior National Championships or other designated national rating site.

A Junior National referee is authorized to accept assignments to officiate the following levels of play:

- All sanctioned competitions within any USA Volleyball region
- The USA Volleyball Girls' and Boys' Junior National Championships
- USA Volleyball High Performance with recommendation from the BRVA Referees' Chair and/or Commissioner

4.05 National

A National referee rating is awarded by the USA Volleyball National Rating team at the USA Volleyball Girls' Junior National Championships or other designated national rating site.

A National referee is authorized to accept assignment to officiate the following levels of play:

- All sanctioned competitions within any USA Volleyball region
- The U.S. Open Championships and the USA Volleyball Girls' and Boys' Junior National Championships

4.06 Retired Referees

National and Jr. National referees in good standing, who have held their certification for five and six years, respectively, may apply to the Chair – USAV National Indoor Referee Sub-Commission for voluntary retired status by February 15 of each session. To retain certification, a National or Junior National referee (retired) must register annually with USA Volleyball and the appropriate Rregion and remain in good standing with his/her Region. Remaining in good standing within the Region includes satisfying all requirements for re-certification as a Regional referee.

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4.07 Referee Returning After Extended Absence

To regain a Regional certification, the referee must meet all requirements for the certification (membership renewal, background screening, clinic attendance, and examinations) plus successfully complete a re-certification evaluation at a designated event. These requirements must be met prior to accepting officiating assignments for that season. At the conclusion of the re-evaluation/re-certification process, if the Regional referee (retired) does not meet minimum Regional referee standards, a rating of Provisional may be awarded.

4.08 Scorekeeper Certifications and Upgrades

USA Volleyball offers Provisional, Regional, National, International Qualified, and International Certified scorekeeper certifications. All USAV certified referees in the Bayou Region obtain a *Provisional scorekeeper rating* when they complete the initial certification process. To upgrade from Provisional to Regional scorekeeper, the scorekeeper candidate must submit to evaluation at a tournament as designated by the BRVA Scorekeepers' Chair.

To upgrade from Regional to National scorekeeper, the scorekeeper candidate must contact the BRVA Scorekeepers' Chair by the BRVA Officials' Clinic. Note: National and Junior National referee candidates must have at least a Regional scorekeeper rating and must demonstrate scoring proficiency as part of the national rating process.

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V. Certification Upgrade Procedures

The initial certification process for new officials has been detailed in Section II: “Becoming a Certified USAV Official in the Bayou Region” above. The following information details the certification process for upgrading a referee’s rating. In addition, a candidate for any of these ratings must also fulfill BRVA “good standing” requirements for membership registration, clinic attendance, rules examination, and regional officiating activities.

The BRVA Training and Rating Teams consist of USA Junior National and National referees, some of whom serve on the USAV National Training and/or Rating Teams, and whose experience and knowledge will prove invaluable to officials throughout the BRVA.

5.01 Qualified to Provisional Upgrade

A Qualified referee may request to upgrade to a Provisional rating by declaring his/her intention to the Regional Referees’ Chair on or before the mandatory attendance at a BRVA Officials’ Clinic. The evaluation will include:

- Attendance at a designated BRVA Rating or other suitable event as determined by the BRVA Referees’ Chair
- At least two formal evaluations as first and second referee by a member of the BRVA Regional Rating Team, with emphasis on the first referee evaluation
- A scoring review during a match

5.02 Provisional to Regional Referee Upgrade

A Provisional referee may request to upgrade to a Regional rating by declaring his/her intention to the regional Referees’ Chair on or before the date of his/her attendance at the mandatory BRVA Officials’ Clinic. A referee may apply for rating upgrade in the first year subsequent to receiving the provisional rating with approval of the Regional Referees’ Chair. Match fees for rating assignments for certification upgrade are paid to the region. The evaluation will include:

- Optional: attendance at a designated BRVA Training event as determined by the BRVA Referees’ Chair provided such an event is available. A training event includes training and feedback to prepare the Regional referee candidate for an upcoming rating session.
- Required: attendance at a BRVA Junior event(s) as determined by the BRVA Referees’ Chair, which will include at least one formal rating as first and one as second referee, as well as a scoring review match; the first and second referee ratings are pass/fail.

5.03 Regional to Junior National Referee Candidate

A Regional referee may request to become a candidate for Junior National referee certification by declaring his/her intention to the regional Referees’ Chair on or before the date of his/her attendance at the mandatory BRVA Officials’ Clinic. A referee may apply for this rating in the first year subsequent to receiving a Regional referee rating. Factors used to determine viable BRVA Junior National referee candidates include, but aren’t limited to: professionalism, BRVA good standing, exam results, and participation in BRVA-sanctioned events.

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The following procedure will be used to prepare and evaluate BRVA Junior National referee candidate(s):

- Optional: attendance at a designated BRVA Training event as determined by the BRVA Referees' Chair provided such an event is available. A training event includes training and feedback to prepare the Regional referee candidate for an upcoming rating session.
- Required: attendance at a BRVA Junior Regional Championship or other designated event as determined by the BRVA Referees' Chair, which will include at least two formal ratings as first and one as second referee, as well as a scoring review match.

Some areas of emphasis for Junior National candidates are:

- First Referee
 - Professionalism
 - Mechanics and protocols
 - Dealing with coaches/players
 - Ball handling
 - Back row issues
 - Rules knowledge
 - Unusual circumstances
 - Presence/Demeanor/Professionalism
- Second Referee
 - Dealing with coaches/players
 - Alignments
 - Transition
 - Court/bench awareness
 - Mechanics and rules knowledge
 - Scoring knowledge
 - Assistance to first referee
 - Presence/Demeanor/Professionalism

After all prospective Junior National Candidates have received training and feedback at a rating/training tournament, they will be formally evaluated at the BRVA Junior Regional Championship or other designated event to determine their competency and potential for success as a Junior National referee candidate. After review of all prospective candidates, the BRVA Referees' Chair will determine which prospective candidates will be submitted to USA Volleyball as Junior National referee candidates representing the BRVA. These candidates must be ranked (1, 2, 3, etc.) with the strongest candidate ranked "1" in case all BRVA candidates are not accepted due to limited openings at the USA Volleyball Girls' Junior National Championships.

The USA Volleyball rating sheets will be utilized during this process. Copies are available from the regional Referees' Chair.

The BRVA Junior National referee candidate(s) must receive signed approval from the regional Referees' Chair and Regional Commissioner. The application, signature page, and application fee must be submitted by the candidate to USA Volleyball National Director for Junior National & National Referee Certification and Evaluation by April 1 each season.

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Junior National Referee to National Referee Candidate

A Junior National referee may request to become a candidate for National referee by declaring his/her intention to the Regional Referees' Chair on or before the date of his/her attendance at an BRVA Officials' Clinic for that season or as requested by the Regional Referees' Chair. A referee may apply for this rating in the first year subsequent to receiving a Regional referee rating. Factors used to determine viable BRVA Junior National referee candidates include, but aren't limited to: professionalism, BRVA good standing, exam results, and participation in BRVA-sanctioned events.

The following procedure will be used to prepare and evaluate BRVA National referee candidate(s):

- Required: attendance at a BRVA Junior Regional Championship or other designated event as determined by the BRVA Referees' Chair, which will include at least two formal ratings as first and one as second referee, as well as a scoring review match.

Some areas of heightened emphasis for National candidates are:

- First Referee
 - Professionalism
 - Dealing with coaches/players
 - Ball handling
 - Rules knowledge/common sense
 - Unusual circumstances
 - Presence
- Second Referee
 - Dealing with coaches/players
 - Alignments and player positioning
 - Transition
 - Mechanics/rules knowledge/common sense
 - Scoring knowledge
 - Professionalism

After all prospective National Candidates have received training and feedback at a rating/training tournament, they will be formally evaluated at the BRVA Girls' Regional Championship or other designated event to determine their competency and potential for success as a National referee candidate. After review of all prospective candidates, the BRVA Referees' Chair will determine which prospective candidates will be submitted to USA Volleyball as National referee candidates representing the BRVA. These candidates must be ranked (1, 2, 3, etc.) with the strongest candidate ranked "1" in case all BRVA candidates are not accepted due to limited openings at the USA Volleyball Girls' Junior National Championships.

The USA Volleyball rating sheets will be utilized during this process. Copies are available from the regional Referees' Chair.

The BRVA National referee candidate(s) must receive signed recommendations from 3 individuals who have served on the National Rating Team or as Head Referee at a National Qualifier or Tournament in the past two years. The Regional Referee Chair must sign for validation of good standing. Additionally, The Referee Chair will contact the Rating Committee to give further information on the overall ranking of the officials submitting applications from within the region. The application, signature page, recommendations and application fee must

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be submitted by the candidate to USA Volleyball National Director for Junior National & National Referee Certification and Evaluation by April 1 each season. Note: National referee candidates must have at least a Regional scorekeeper rating.

5.04 National Referee to USA International Referee Candidate

Referees who have interest in becoming USA International referee candidates should contact the BRVA Referees' Chair.

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VI. Officiating in the Bayou Region and Outside the Region

6.01 Referee Uniform Requirements

The standard USA Volleyball officials' uniform is required at all BRVA-sanctioned events. It consists of:

- Dark Navy blue slacks (no jeans, faded cotton pants, etc.)
- Navy blue or black belt (if slacks have belt loops)
- Certified Volleyball Official shirt (short or long-sleeved); the Certified Volleyball Official's sweater or vest (the sweatshirt is not intended for wear while officiating); the appropriate USAV referee patch must be worn on the upper right chest area (except on sweaters or vests);
- Solid white shoes (no colored logos) and socks
- Optional: Certified Volleyball Official jacket or sweatshirt (only to be worn courtside)

No other apparel items or jackets may be worn, including but not limited to "fanny" packs, cell phones or pagers.

6.02 Officiating Equipment

At a minimum, all officials should carry the following equipment items:

- Whistle with lanyard, preferably the whistle will be black or white and the lanyard will match
- Yellow and Red cards
- Timing device or watch with second hand
- Flipping coin
- USA Volleyball Domestic Competition Regulations (rulebook)
- Net measuring chain or device
- Ball pressure gauge and hand pump
- Optional: Extra pens or pencils

Note: Earplugs are permitted provided they allow the official to properly communicate with participants and officials.

6.03 Local Tournament Assignments

Referees are responsible for obtaining their own local assignments. The Bayou Region Calendar can be used to determine which events are occurring in the region. Once it is determined which events are desired, the official can contact the tournament director or assignor for the event.

In addition, tournament directors and assignors often send "mass emails" via the BRVA officials' database to solicit referees for their events. Early response to these emails may often result in being assigned to the event. However, tournament directors and assignors may hire the referee(s) of their choice and referees may be chosen at the discretion of the tournament director or assignor.

Referees who have not registered for the current season may not accept assignments, tentatively or otherwise, until the registration process has been fully completed. It is the responsibility of each referee to only accept tournament assignments at the level appropriate for his/her certification. In some instances, it may be necessary for the referee and/or tournament director to request approval from the BRVA Referees' Chair for lesser rated referees to work levels beyond their designated certification level. In such cases, prior approval is required.

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6.04 Regional Tournament Assignments

Officials for all BRVA regional events are assigned by the BRVA Referees' Chair or designated BRVA staff person. Referees with at least a Regional rating are given preference. These events include, among others: all BRVA Regional Championships and the National Bid Qualifier. Referees who officiate these events must be in good standing and must have completed all requirements for maintaining their certification for the season.

6.05 Failure to Fulfill Assignments

Referees must exhibit integrity and commitment when accepting an assignment. The BRVA is not a party to contracts issued to local tournament hosts.

Circumstances (illness, family emergency, etc.) may arise in which a referee must cancel an assignment. In such cases the referee must notify the tournament director or assignor at the earliest possible date so that an appropriate replacement can be found. In some cases, the referee may need to assist in finding a replacement, and that replacement is subject to the approval of the tournament director or assignor.

Referees who exhibit a pattern of canceling assignments or who perform below reasonable officiating standards may be subject, up to and including suspension.

6.06 Officiating Non-Sanctioned Tournaments

When a referee accepts a tournament assignment at an event that is not sanctioned by the BRVA or other USAV entity, the referee assumes liability and other insurance responsibilities. If a participant, spectator, an official, or other person in attendance is injured or has an accident, the tournament host and/or facility manager assumes responsibility for insurance coverage, and referees assume the same responsibility. The BRVA is not involved with any non-sanctioned events. Participants, including referees, must use their own insurance coverage.

6.07 Working outside the Ohio Valley Region

There are often opportunities for USAV referees to officiate outside of the Bayou Region.

As a courtesy, referees with a rating lower than Junior National who have officiated at least two full seasons with a Provisional rating and who wish to work USAV events outside the Bayou Region, should contact the BRVA Referees' Chair and Referee Chair or Head Referee of the host region prior to accepting the assignment. Provisional referees with less than two full seasons of USAV experience must contact the BRVA Referees' Chair prior to accepting the assignment.

6.08 Officiating Activities Logbook

Each referee should keep a yearly log of officiating activities, including but not limited to USAV and collegiate assignments. The log should include date, site, teams (if appropriate) or level of competition (i.e. NCAA Division I, NAIA, or Girls' 17s, etc.) number of matches worked (if appropriate for USAV tournaments), and assigned position (R1, R2, SK). A sample officiating log is available for download (Excel file) from the BRVA website.

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VII. BRVA Policies and Procedures

7.01 Bayou Region Background Screening Policy

The BRVA Background Screening Policy is covered in detail on the BRVA website.

7.02 Junior Tournament Procedures

BRVA Junior Tournament Procedures are available online at the BRVA website.

7.03 Adult Tournament Procedures

BRVA Adult Tournament Procedures are available online at the BRVA website.

7.04 Officials' Tournament Procedures

Officials should contact the tournament director or assignor via email at least five days in advance of the assignment to confirm any final detail. They should contact the co-officials assigned to the tournament to confirm their travel plans, arrival times and to share cell phone numbers in case of emergency.

Officials must be present in uniform no less than 30 minutes prior to the scheduled start time for the tournament, 45 minutes is preferred.

The BRVA recommends that tournament directors hire 1.5 officials per court, rounding up to the next highest number. The standard officiating rotation is "work two, off one" except for the first round of play. As the first match on each court ends, one of the "off" officials will replace a co-official and then work two matches on that court.

7.05 "Good Standing" Policy for Officials

"Good Standing" in the BRVA is the phrase used to describe officials who have met all requirements, actively participated in events, and shown dedication to their profession.

A. Qualified Referees

- 1) Register online, pay BRVA-USAV dues and submit associated paperwork by the first scheduled practice (coaches) or first scheduled competition (non-coaches).
- 2) Attend a pre-season BRVA Rules Clinic.
- 3) Take online theoretical Form C of the USAV exam by January 1 and complete the designated USAV scoring exam by the aforementioned date as well.
- 4) Uphold the highest standards of professionalism!

B. Provisional Referee

- 1) Register online, pay BRVA-USAV dues and submit associated paperwork by the BRVA Officials' Clinic of each year.
- 2) Attend a pre-season BRVA Officials' Clinic.
- 3) Attain a minimum score of 70% o Form A of the USAV rules exam and complete the designated USAV scoring exam by January 15 and correct both to 100%.
- 4) Officiate at least two regular-season, BRVA-sanctioned tournaments annually.
- 5) Uphold the highest standards of professionalism!

C. Regional Referees

- 1) Register online, pay BRVA-USAV dues and submit associated paperwork by the BRVA Officials' Clinic of each year.

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- 2) Attend a pre-season BRVA Officials' Clinic.
- 3) Attain a minimum score of 80% o Form A of the USAV rules exam and complete the designated USAV scoring exam by January 15 and correct both to 100%.
- 4) Officiate at least two regular-season, BRVA-sanctioned tournaments annually.
- 5) Be active at BRVA regional events.
- 6) Attend one of these events during two years of every four-year period since receiving this rating.
- 7) Uphold the highest standards of professionalism!

D. Junior National and National Referees

- 1) Register online, pay BRVA-USAV dues and submit associated paperwork by the BRVA Officials' Clinic of each year.
- 2) Attend a pre-season BRVA Officials' Clinic.
- 3) Attain a minimum score of 90% o Form A of the USAV rules exam and complete the designated USAV scoring exam by January 15 and correct both to 100%.
- 4) Officiate at least two regular-season, BRVA-sanctioned tournaments annually.
- 5) Be active at BRVA regional events.
- 6) Attend one of these events during two years of every four-year period since receiving this rating.
- 7) Be available to serve as a clinician at a BRVA officiating clinic or be willing to serve with the BRVA Rating or Training Team if requested.
- 8) Uphold the highest standards of professionalism!

Remember, there are also requirements set forth by USA Volleyball's Indoor Commission to maintain good standing with the national organization. Junior National and National referees' good standing status is reported annually to the Chair-USAV National Indoor Referee Sub-Commission.

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VIII. Professional Standards and Officiating Ethics

These items are in addition to the USAV and BRVA Codes of Conduct and Ethics:

- **Conflict of Interest:** When a referee has direct (as a coach, club director, etc.) affiliation with a particular club, the referee may not officiate matches involving that club. When a referee has indirect (as a parent, chaperone, etc.) affiliation with a particular club or team, the referee may not officiate matches involving that team.
- **BRVA Tournament Policies and Procedures:** Referees must never knowingly accept assignments for sanctioned tournaments or events that are in violation of BRVA policies (i.e. tournaments that deliberately hire fewer than the required number of referees).
- **BRVA Officials' Handbook Policies:** Referees must abide by officiating policies and procedures as outlined in the document, the BRVA Officials' Handbook.
- **Uniform Requirements:** The standard USAV uniform and certification patch must be worn at all USAV sanctioned events in the Bayou Region. This uniform includes navy blue slacks (no jeans or faded cotton pants), a white Certified Volleyball Official shirt (short or long sleeved) or other approved tops, solid white shoes (no colored logos) and socks, and a black or navy blue belt if slacks provide belt loops.
- **Conduct:** Referees must never have inappropriate contact with junior players. This includes physical contact at events and personal contact outside the tournament environment. Further, referees must refrain from engaging spectators, especially while officiating, and must also maintain a professional, courteous demeanor with coaches.
- **Public Comments:** Referee must refrain from making derogatory comments about fellow officials, particularly while in the public eye.
- **Fulfillment of Assignments:** Referees must fulfill all assignments as agreed upon between the referee and a tournament director or assignor. This includes verbal agreements and written contracts. In the case of emergency, the referee must provide the tournament director or assignor with reasonable notice so that a replacement can be secured. A referee who exhibits a pattern of not fulfilling assignments may be subject to sanction.

Violation of any of the above items may result in sanction (probation, suspension or loss of rating, see Member Sanctions- Section IX below) as deemed appropriate by the Referees' Chair and Commissioner. BRVA members are entitled to Due Process as provided in the BRVA By-Laws.

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IX. Member Sanctions

Late Membership Registration

The USA Volleyball season runs from November 1 to October 31. All USAV members must renew their membership. These dues must be paid no later than the annual Officials' Clinic. After the Officials' Clinic, referees who have not paid the registration fee will be removed from the list of professional referees.

Note: If extenuating circumstances occur, and with prior notification of the Referees' Chair, BRVA Registrar, and/or BRVA Commissioner, a referee who cannot meet the deadline may request other registration and/or payment arrangements. Until a registration has been completed, the referee will not be included on the list of professional referees and may not officiate any USAV-sanctioned events in the BRVA or any other USAV region.

Probation

Probationary status results in the referee being ineligible to officiate in any BRVA events including but not limited to Regional Championships and Bid Qualifiers. Probation will last for the remainder of the current season. "Good Standing" can be regained as indicated in Section 7.05 above.

Failure to renew USAV-BRVA membership online by the Officials' Clinic, regardless of reason, will result in probation during the current season.

Failure to attend a BRVA Officials' Clinic will result in the referee being placed on probation for the remainder of the current season.

Loss of Rating

A referee's rating may be rescinded or reduced (Regional to Provisional, Provisional to Junior) for the following reasons, including but not limited to: failing to attain the required minimum score of the Form B rules exam during two consecutive seasons; failing to register by the Officials' Clinic deadline; failing to uphold any item in the Professional Standards and Officiating Ethics (as noted above in Section VIII); failing to officiate at the minimum standards for that certification level; failing to maintain "good standing" within the BRVA during two consecutive seasons.

Suspension

Violation of any of the BRVA or USAV Code of Conduct, Code of Ethics, or BRVA Professional Standards and Officiating Ethics, may result in suspension by the BRVA Commissioner at the request of the BRVA Referees' Chair. The duration of the suspension is determined by the BRVA Commissioner. Upon completion of the suspension, the referee must submit to re-evaluation, pass/fail, to regain certification as a USAV referee. BRVA members are entitled to Due Process as provided in the BRVA By-Laws.

Note: Any sanctions imposed upon Junior National or National referees must be reported to the Chair – USAV Indoor National Referee Sub-Commission, along with the good standing status for each Junior National or National referee.

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X. Miscellaneous BRVA Officiating Information

10.01 Mentoring

All officials, particularly those with a Regional rating or above, are encouraged to mentor a new/newer official to offer guidance, critique, feedback and instruction. Experienced officials can help ensure the success of an up-and-coming official by providing valuable insight and direction.

10.02 Handling Protests

Should a protest occur during a local BRVA-sanctioned tournament, the following procedure should be applied:

- Only valid protests based upon USAV 5.1.2.1 of the USAV Domestic Competition Regulation will be accepted.
- The first referee must stop the match and go to the scorer's table to consult the USAV Domestic Competition Regulations rulebook. If it is determined that the referee's decision was in error, the correct ruling will be implemented. In some cases, this may result in a replay.
- If the protest cannot be resolved by consulting the DCR, the head referee for the tournament should be consulted, and the tournament protest committee convened. (The committee should be established prior to the start of competition.)
- If the BRVA Referees' Chair cannot be reached and the protest cannot be resolved, the match shall resume from the point of protest with the first referees' original decision. At the conclusion of the match, copies of all match score sheets, line-up sheets (including rosters), and libero tracking sheet must be submitted to the BRVA Referees' Chair along with a detailed description of the protest. The complete name of the team, protesting captain, and/or coach must be included along with the name of the opposing coach/team.
- The associated referees and coaches will be notified of the outcome. If the protesting team subsequently wins the set in which the protest was lodged, the protest will be considered null and void. If the protesting team subsequently loses the set in which the protest was lodged but wins the match, the protest will be considered null and void. In any case, a replay of the protested set will not take place after the conclusion of the tournament.
- A protest committee, at minimum, should include: (1) the head referee, (2) the tournament director, (3) and a designated referee or coach not involved in the match.

10.03 BRVA Contacts

BRVA Commissioner	John Cline
BRVA Associate Commissioner	Maggie Millet
BRVA Referees' Chair	Angelle Simms
BRVA Scorekeepers' Chair	David Dufrene