

# OFFICIALS' DIVISION HANDBOOK

2025-2026 Season



*The Northern California Volleyball Association reserves the right to make changes at any time to the Officials' Division, its operation, and/or this Handbook for the betterment of membership participation*





# TABLE OF CONTENTS

Format.....	pg 3
Policies.....	pg 7
Scorekeeping.....	pg 20
Handouts.....	pg 23
Beach Official.....	pg 32
Codes of Conduct.....	pg 35
Schedules.....	pg 37
SafeSport.....	pg 39
HIROS.....	pg 42
Membership & Fees.....	pg 44
Forms.....	pg 46
Expectations.....	pg 48
Evaluations.....	pg 52
Communication.....	pg 54
Partners & Sponsors.....	pg 56





# Format



## Format

### Referee Symposium

The NCVA is an organization that provides volleyball officials in Northern California and Northern Nevada to all levels of the sport from Middle School to College. If you are interested in becoming an Official (Referee) or are a Club Director/Coach interested in attending the NCVA Symposium, the NCVA offers several Officials Training Symposium each season in August, October, December, and January at tournaments.

The Symposiums are multi-day events designed to give the participants actual court and game experience while being monitored by instructors, prior to their first match. While rule clinics are valuable tools, on-court game setting is a good way to give experience needed prior to the start of the season.

The first day of the Symposium is divided into two (2) parts, a hands-on classroom session and an on-court training session.

During the hands-on classroom session, we will introduce the participant to the basics of the game of volleyball. The participants will then review subjects such as Court and Equipment, Match Protocol, Officiating Mechanics, and Ball Handling.

The second day of the Symposium will be at one of the NCVA's sanctioned tournaments and will include the training of multiple aspects associated with the role of officiating to include:

- Scorekeeping: Participants will shadow a live match by scorekeeping with an instructor.
- Line Judging: Participants will experience what it's like to be lines people to be able to better inform work team members on their role and responsibilities.
- R2: Working with a senior R1 NCVA Official, trainees will get the opportunity to do multiple matches as an R2 Official, working on hand signals, bench and score table management.

Depending on the experience level of incoming official trainees, individuals may be given the opportunity to be an R1 with an experienced senior R2 Official as a part of the initial training process.

During the on-court training, you will experience the atmosphere of a tournament. You will participate in watching a match and, while watching the game, an instructor will answer your questions. This demonstration will help you see, in action, what you just learned in class. Students are then assigned to officiate



matches on the second and third day of the tournament. You will work with an experienced official and be debriefed after the match to help you improve before you are ready to work a match on your own.

The Symposium is open to all returning and new referees. Returning Provisional officials will need to attend a symposium to be evaluated and pass a online test to become a regional official. Any new referees wanting to work the [2025-2026 Club Season](#) will need to attend a [Symposium](#).

#### REFEREE SYMPOSIUM SCHULED

Date	Time	Location
Saturday, July 12, 2025	8:00 am – 12:00 pm	Capital Sports Center (CSC)
Saturday, August 16, 2025		5209 Luce Ave, McClellan Park, CA 95652

[Click Here to view additional symposium dates](#)



## Officials Advisory Group (OAG)

The Officials Advisory Group (OAG) is a committee of Regional, Junior National, and National officials within the Northern California Region. They are tasked with working with the NCVA to build the officials division, coordinate and run the new officials' symposiums, and work with their fellow officials in improving their skills and advancing to the next level as an official.

### 2025-2026 NCVA Officials Advisory Group (OAG) Members:

Anne Clayton

Larry Eady

David Oughtred

Mark Patenaude

Keith Hart

Michele Ellerbee

Kevin Long

<b><u>David Oughtred</u></b> <ul style="list-style-type: none"><li>• National Official</li><li>• Member of NCVA Training Team</li><li>• Member of NCVA Evaluation</li><li>• Certified Official in Canada</li></ul>	<b><u>Keith Hart</u></b> <ul style="list-style-type: none"><li>• Regional Official</li><li>• Member of NCVA Training</li><li>• Team Member of Evaluation Team</li></ul>
<b><u>Micheal Ellerbee</u></b> <ul style="list-style-type: none"><li>• Regional Official</li><li>• Member of NCVA Training Team</li></ul>	<b><u>Mark Patenaude</u></b> <ul style="list-style-type: none"><li>• Member of NCVA Training Team</li></ul>
<b><u>Anne Clayton</u></b> <ul style="list-style-type: none"><li>• Regional Official</li><li>• Member of NCVA Training Team</li></ul>	<b><u>Ex-Officio Members:</u></b> Donna Donaghy, Commissioner / CEO Natalie Alldridge, Officials Coordinator and Communications Coordinator Keith Hart, Director of Officials and Outdoor Events





# Policies



## Policies

### **I. NCVA Annual Membership Requirement**

- a. Join the NCVA - [Membership application](#) and fees are available. Valid 09/01/2025 – Expires 8/31/2026. The fee is non-refundable, non-transferable and is not prorated.
- b. Membership application must be completed on-line. Membership fees must also be paid on-line, at the time of application.
- c. The membership fee for all officials is \$80.00 (NCVA \$52.00 + USAV \$28.00)
- d. Requires a yearly \$14 background check (not included in NCVA/USAV membership pricing).
- e. Annually, NCVA officials are required to take the “SafeSport” course.
- f. Annually, NCVA officials must complete and pass the USAV/NCVA Background Check process and be SafeSport certified.
- g. Annually, NCVA officials must complete and sign the NCVA Independent Contractor Form, which can be completed online.
- h. All returning officials must be NCVA “Members in Good Standing” (see definition in Section IV. below).

### **II. Required Uniform**

- a. **Shirt** - All white, blue, or grey polo shirt, short or long sleeves, with the “Certified Volleyball Official” logo on the arm.
  - i. Official USAV referee shirts available
  - ii. NCVA referee shirts available upon request to the NCVA using the link <https://ncva.myshopify.com/collections/ncva-officials-apparel>
  - iii. Please email [assigning@ncva.com](mailto:assigning@ncva.com) for the password
- b. **Slacks** - Dark navy slacks made of 100% polyester are recommended. Other fabric combinations are permitted if the dark navy color doesn’t appear to be faded. However, “Dockers” are specifically prohibited.
- c. **Belt** - Black or dark navy in color.
- d. **Shoes** - Shoes must be all white, close-toed, close-heeled, clean, etc. (NO flip-flops, crocs, etc.).
- e. **Jacket** - Jackets are optional. If worn they must be primarily white with the “Certified Volleyball Officials” logo on the left chest.
  - i. Official USAV referee jackets available online
- f. **Equipment** - Please bring a whistle, red and yellow cards, coin, net chain, ball pump with pressure gauge, ear plugs (optional), and flags.

### **III. Officials Levels** - for the purposes of developing officials in the region and to recognize levels of competencies, the following levels have been established. Training and other requirements needed to achieve and maintain these levels are discussed in subsequent sections.

- a. Official in Training
- b. Provisional
- c. Regional
- d. Junior National
- e. National



**IV. NCVA “Member in Good Standing” Requirements** - Officials working for the NCVA are expected to provide a minimum level of services and to maintain their achieved official’s level. The minimum level of services to be provided and maintenance requirements depends on the certification level.

- a. The NCVA is willing to work with you if you are unable to meet these requirements and you inform the NCVA in writing in a timely manner during the season. You should explain your reason for being unable to meet these requirements. The NCVA Officials Advisory Group (OAG) will review your standing and try to make alternative options available to you to meet the minimum necessary requirements. If officials do not complete the minimum service requirements during the season, the official could revert to the next lower pay.

**1. Official In Training**

- a. Attend the NCVA Officials Symposium.
- b. Attend a Shadow Session
- c. Be evaluated on the stand during the current season at an NCVA sanctioned training event.
- d. Attend additional training tournaments when requested by the NCVA Officials Advisory Group (OAG)
- e. Pass the online rules clinic.
- f. Fill out the Independent Contractor form sent by NCVA within 24 hours.

**2. Provisional**

- a. Work a minimum of nine (9) tournament days as a referee at NCVA sanctioned events, four
- b. (4) days of which must be at the annual Junior Girls Power League Qualifier and Regional. The NCVA’s Far Western National Tournament and the Sierra National 18’s National Qualifier, Boy’s Far Western National Qualifier cannot be used toward the accumulation of the nine (9) days.
- c. If returning as a provisional, pass an online rules test, USAV test C or its equivalent, each season as directed by NCVA.
- d. Attend an NCVA Officials Symposium

**3. Regional**

- a. Work a minimum of nine (9) tournament days as a referee at NCVA sanctioned events, four
- b. (4) days of which must be at the annual Junior Girls Power League Qualifier and Regional. The NCVA’s Boys and Girl’s Far Western National Tournament as well as the Sierra National 18’s National Qualifier, cannot be used toward the accumulation of the nine (9) days.
- c. If returning as a regional, pass an online rules test, USAV test C or its equivalent, each season as directed by NCVA.
- d. Be evaluated on the stand.

**4. Junior National**

- a. Follow the USAV guidelines established for Junior National Officials (see USA Volleyball website for more information).



- b. Participate in the annual NCVA Officials' Symposiums, or as a mentor, trainer, or evaluator at other training tournaments for officials, if asked.
- c. Work a minimum of nine (9) tournament days as a referee at NCVA sanctioned events, four
- d. (4) days of which must be at the annual Junior Girls Power League Qualifier and Regional. The NCVA's Far Western National Tournament and the Sierra National 18's National Qualifier, Boys Far Western National Qualifier, cannot be used toward the accumulation of the nine (9) days.
- e. If returning as a Junior National, pass an online rules test, USAV test C or its equivalent, each season as directed by NCVA.
- f. Pass a score keeping evaluation consisting of the proficient completion of an actual match score sheet each season.

#### **5. National**

- a. Follow the USAV guidelines established for National Officials (see USA Volleyball website for more information).
- b. Participate in the annual NCVA Officials' Symposiums, or as a mentor, trainer, or evaluator at other training tournaments for officials, if asked.
- c. Work a minimum of nine (9) tournament days as a referee at NCVA sanctioned events, four
- d. (4) days of which must be at the annual Junior Girls Power League Qualifier and Regional. The NCVA's Far Western National Tournament and the Sierra National 18's National Qualifier, Boys Far Western National Qualifier, cannot be used toward the accumulation of the nine (9) days.
- e. If returning as a National, pass an online rules test, USAV test C or its equivalent, each season as directed by NCVA.
- f. Become and remain part of the NCVA officials training team, if asked.

**V. How To Achieve Various NCVA Officials Levels** - Generally, NCVA officials start at the lowest level and, with training and experience, work their way up to the highest level. However, the NCVA may accelerate progression through the levels based on the level of proficiency exhibited at tournaments used by the OAG to train or evaluate officials.

#### **1. How to become an "Official in Training"**

- a. Become an NCVA member.
- b. Attend the NCVA Officials symposium in August, October, December, or January.
- c. Attend additional training tournaments when requested by the NCVA Officials Advisory Group (OAG).

#### **2. How to become a "Provisional" Referee**

- a. Be evaluated on the stand during the current season at an NCVA sanctioned event.
- b. Work a minimum of nine (9) tournament days as a referee at NCVA sanctioned events, four
- c. (4) days of which must be at the annual Junior Girls Power League Qualifier and Regional. The NCVA Far Western National Qualifier and the



Girls 18s Sierra National Qualifier, Boys National Qualifier, cannot be used toward the accumulation of the nine (9) days.

- d. While an “Official in Training” achieved the “Member in Good Standing” requirements of the provisional referee.
  - e. Send request in writing to NCVA before end of current calendar year.
  - f. If the NCVA OAG training committee approves, a trainee may be advanced to Provisional prior to completion of nine (9) tournament days required of a provisional referee to become a “Member in Good Standing.”
  - g. Pass an online rules test, USAV test C or its equivalent, each season as directed by NCVA.
  - h. Attend an NCVA Officials Symposium.
3. How to become a “Regional” Referee
- a. Meet the “Member in Good Standing” requirements for the Provisional Referee.
  - b. Officiate as a Provisional Referee for a minimum of one (1) full season.
  - c. Work a minimum of nine (9) tournament days as a referee at NCVA sanctioned events, four
  - d. (4) days of which must be at the annual Junior Girls or Boys Power League Qualifier and Regional. The NCVA Girls Far Western National Qualifier, Boys Far Western National Qualifier, and the Girls 18s Sierra National Qualifier, cannot be used toward the accumulation of the nine (9) days.
  - e. Apply in writing to the NCVA to be considered.
  - f. Pass an online rules test, USAV test C or its equivalent, each season as directed by NCVA.
  - g. Be evaluated on the stand during the current season at an NCVA sanctioned event and pass the evaluation. On stand evaluations are limited to once a season. The evaluation event will be announced via email from the NCVA to all eligible officials.
  - h. Successfully working a match as a scorekeeper.
  - i. Attend another NCVA symposium.

VI. **Officiating Non-Sanctioned Tournaments** – When a referee accepts a tournament assignment at an event that is not sanctioned by the NCVA 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 NCVA is not involved with any non-sanctioned events. Participants, including referees, must use their own insurance coverage. Be sure you are aware of what event/ organization you are working for.



### Regional Candidate Sample Calendar

Event	Expectation of Candidate
September 1	Apply for Regional Candidacy.
September – November	Prepare for evaluation. This occurs during the Boys' Power League Qualifier and League Tournaments.
December	Work with the Training Team to prepare for evaluation. This occurs during the Boys' Power League Region Championship
January/February**	Final Evaluation occurs during California Kickoff.
** Candidate will not be permitted to move forward for a Regional Rating if the candidate does not attend these events and/or receive a waiver from NCVA.	



### How to become a “Junior National” Referee

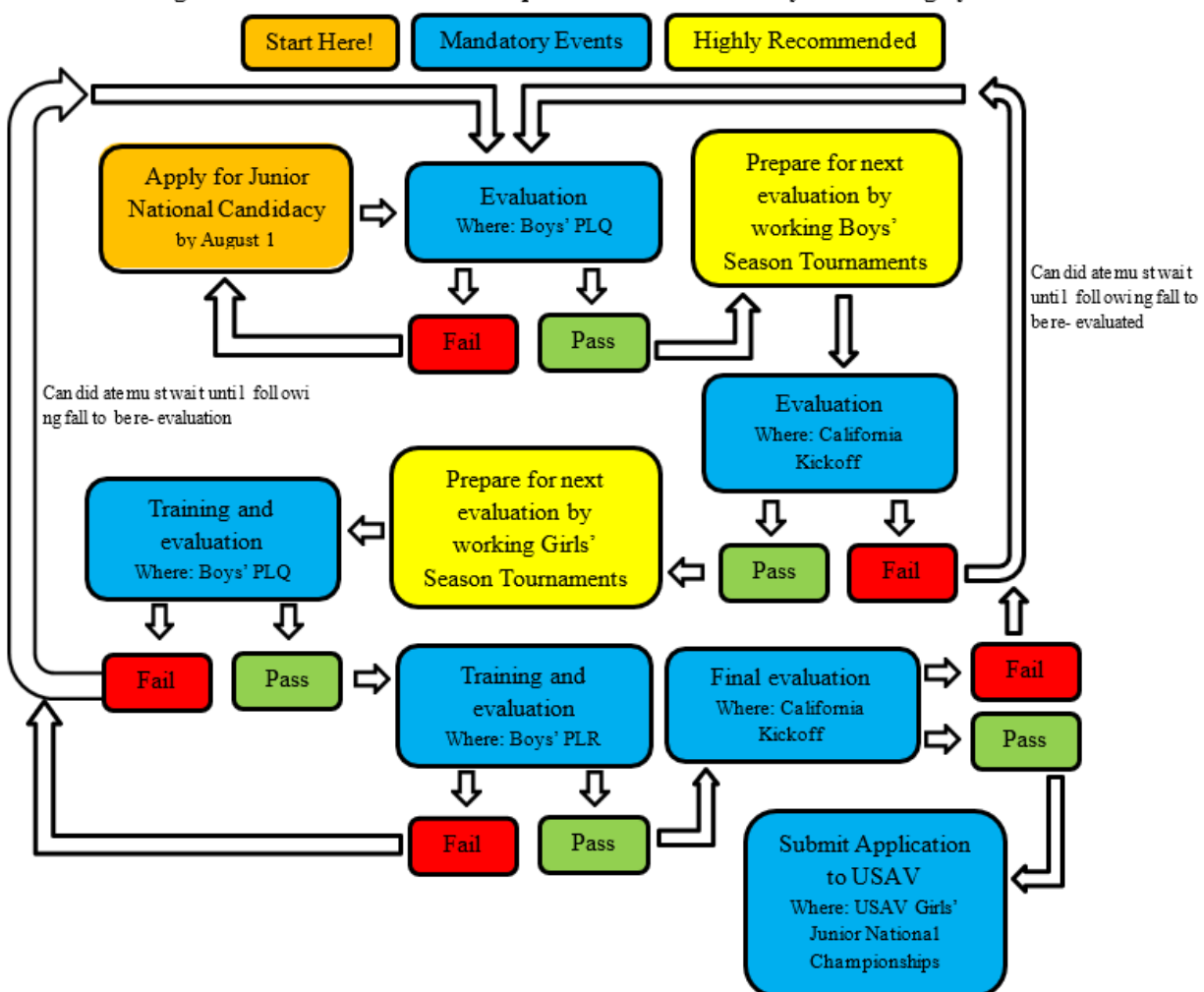
- Policy effective January 1, 2026
- Meet the “Member in Good Standing” requirements for the Regional referee.
- Officiate as a Regional Referee for a minimum of one full season.
- NOTE: This can be a minimum of a two-year process.
- Must apply in writing for candidacy to the NCVA Office by August 1st of the current year. The application must include a letter that supports why you should be considered as a Junior National Official candidate. This letter may be part of your paperwork that will be submitted to USA Volleyball if you are approved by the OAG to apply to USAV.
- Pass an online rules test, USAV test C or its equivalent, each season as directed by NCVA.
- Successfully working a match as a scorekeeper.
- The NCVA recommends working a minimum of 10-12 NCVA sanctioned tournament days during the current season as an official to get trained and prepared for the USA Volleyball rating process.
- Follow the guidelines of USA Volleyball for Junior National candidates.
- Fulfill all requirements as required by USA Volleyball such as attend the Junior National tournament and pass the rating sessions at this tournament.
- The NCVA reserves the right to revoke your application prior to attending the Junior Nationals if you fail to maintain the professional standards required by NCVA for Junior National Official Candidates from this region.





## Junior National Candidate Two Year Training and Evaluation Pipeline

Start in orange. All boxes listed in blue are required. All boxes listed in yellow are highly recommended.





### How to become a National Referee

- Meet the “Member in Good Standing” requirements for the Junior National referee.
- Officiate as a Junior National Referee for a minimum of one full season.
- Must apply for candidacy to the NCVA Office by August 1st of the current season. The application must include a letter that supports why you should be considered as a National Official candidate. This letter may be part of your paperwork that will be submitted to USA Volleyball if you are approved by the NCVA to apply to USAV.
- Applicants are expected to be able to participate in two (2) training tournaments prior to the final rating tournament (the California Kickoff Tournament). The Boy’s Power League Regional tournament held in December will be the first training tournament and will be used to evaluate the applicants officiating skills. Training offered will emphasize the officiating skills expected by USA Volleyball from National candidates. The NCVA Boy’s Far Western tournament is the second training tournament that will be used primarily to further develop the applicant’s National level officiating skills. Applicants then must attend the final training and rating tournament. During this tournament, the applicant will be evaluated twice as an R1 and twice as an R2 by NCVA approved raters. Candidates must receive passing ratings on all evaluations in order to be recommended by the NCVA to formally apply to USA Volleyball.
- Pass an online rules test, USAV test C or its equivalent, each season as directed by NCVA.
- Successfully working a match as a scorekeeper.
- The NCVA recommends working a minimum of 10-12 NCVA sanctioned tournament days during the current season as an official to get trained and prepared for the USA Volleyball rating process.
- Follow the guidelines of USA Volleyball for National candidates.
- Fulfill all requirements as required by USA Volleyball such as attending the USAV selected tournament and pass the rating sessions at this tournament.
- The NCVA reserves the right to revoke your application prior to attending the USAV selected tournament if you fail to maintain the professional standards required by NCVA for National Official Candidates from this region.

VII. **Officials Pay Structure** – The pay structure used by the NCVA is designed to recognize the proficiency level achieved by officials and the actual officiating services provided to the region. There is a base pay provided to each patch level that can be increased when officials exceed the minimum level of services provided to the region required to achieve the “Member in Good Standing” for the patch level. Conversely, the pay structure is designed to recognize when officials do not provide the minimum level of services required to achieve the “Member in Good Standing” for the patch level. Below is the base pay schedule for the patch earned.



	Official Level	Base Pay Rate	National Qualifier / Bid Tournament Play
1	Official in training	\$22 per match	N/A
2	Provisional	\$34 per match	\$36 per match
3	Regional	\$37 per match	\$40 per match
4	Junior National	\$39 per match	\$42 per match
5	National	\$41 per match	\$44 per match

### **Systems of Payment**

For the 2025-2026 season, the NCVA will offer two (2) forms of payment to all independent contractors performing duties for the Northern California Region. The NCVA payment period for all Officials, Tournament Directors, etc.

- Work 1st - 15th {paid Following 20th} and work between the 16th – end of the month {Paid Following 5th}; will be issued and processed. Every month.

It is the responsibility of the Independent Contractor to check out once a tournament is finished to confirm the number of matches worked with the Tournament Director (or head official). If events are running late please send a match count to [assigning@ncva.com](mailto:assigning@ncva.com) the following day.

- The two (2) forms of payment will consist of one of the following:
  - Direct Deposit (preferred)
  - Pay by Check

### **Other Perks**

NCVA offers Officials many other perks to working at National Qualifiers tournaments. At the Girls' Far Western National Qualifier for example, Officials will receive T-Shirts, a padfolio, free pizza at meetings (all officials), and a complimentary hotel room during National Qualifiers tournaments or Regional champion event nights (for non-local officials, and only during tournament days)!

## **2025-2026 NCVA Boys' & Girls Power League Season Enhancements**

### **Pay Rates:**

Provisional: \$36.00

Regionals: \$40.00

Junior National: \$42.00

National: \$44.00

Please visit the [Officials' Pay Rates Page](#) on the NCVA website to learn more.

### **Commitment Benefits:**

All referees will receive a Commitment Benefit added to your weekend pay.

The amount varies depending on the officials registered address and the location of the tournament. The benefit ranges from \$20.00 to \$30.00 per event day worked.





**2025 – 2026 Club Season**  
**Referee Pay**



*Excluding National Qualifiers*

**\*The NCVA retains the right to adjust Bonuses and Enhancements at its discretion. \***

<b>Referee in Training:</b>	
Best 2 of 3:	\$22.00
3 Set Match:	\$29.00
1 Set Match:	\$17.00
Best 3 of 5:	\$34.00

<b>Referee in Training with Full Work Crew:</b>	
R1	\$22.00
R2	\$22.00

<b>Provisional Referee:</b>	
Best 2 of 3:	\$32.00
3 Set Match:	\$39.00
1 Set Match:	\$27.00
Best 3 of 5:	\$44.00

<b>Provisional Referee with Full Work Crew:</b>	
R1	\$32.00
R2	\$32.00

<b>Regional Referee:</b>	
Best 2 of 3:	\$35.00
3 Set Match:	\$42.00
1 Set Match:	\$30.00
Best 3 of 5:	\$44.00

<b>Regional Referee with Full Work Crew:</b>	
R1	\$35.00
R2	\$35.00

<b>Junior National Referee:</b>	
Best 2 of 3:	\$37.00
3 Set Match:	\$44.00
1 Set Match:	\$32.00
Best 3 of 5:	\$49.00

<b>Jr National Referee with Full Work Crew:</b>	
R1	\$37.00
R2	\$37.00

<b>National Referee:</b>	
Best 2 of 3:	\$39.00
3 Set Match:	\$46.00
1 Set Match:	\$34.00
Best 3 of 5:	\$51.00

<b>National Referee with Full Work Crew:</b>	
R1	\$39.00
R2	\$39.00





**2025 – 2026 National Qualifier**  
**Referee Pay**

*Sierra National Qualifier  
Girls Far Western National Qualifier  
Boys Far Western National Qualifier*



<b>Provisional Referee:</b>	
Best 2 of 3:	\$32.00
3 Set Match:	\$39.00
1 Set Match:	\$27.00
Best 3 of 5:	\$44.00

<b>Provisional Referee with Full Work Crew:</b>	
R1	\$32.00
R2	\$32.00

<b>Regional Referee:</b>	
Best 2 of 3:	\$35.00
3 Set Match:	\$42.00
1 Set Match:	\$30.00
Best 3 of 5:	\$44.00

<b>Regional Referee with Full Work Crew:</b>	
R1	\$35.00
R2	\$35.00

<b>Junior National Referee:</b>	
Best 2 of 3:	\$37.00
3 Set Match:	\$44.00
1 Set Match:	\$32.00
Best 3 of 5:	\$49.00

<b>Jr National Referee with Full Work Crew:</b>	
R1	\$37.00
R2	\$37.00

<b>National Referee:</b>	
Best 2 of 3:	\$39.00
3 Set Match:	\$46.00
1 Set Match:	\$34.00
Best 3 of 5:	\$51.00

<b>National Referee with Full Work Crew:</b>	
R1	\$39.00
R2	\$39.00

**\*Referees in Training must move up to the Provisional Rank to officiate any National Qualifier. \***





<p><b><u>2025-2026 Beach Season</u></b> <b><u>Referee Pay</u></b></p>
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Local Beach Official	
Match Fee:	\$ 25.00

Zonal Beach Official	
Match Fee:	\$ 27.00

National Beach Official:	
Match Fee:	\$ 29.00






# SCOREKEEPING





## SCORER TIPS AND REMINDERS

1. **ALL CAPITAL LETTERS** throughout the scoresheet.
2. **ALL** information prior to the first serve and after the last point should be in **blue or black INK**.
3. In the **OFFICIALS** section, **LAST NAME, FIRST NAME**.
4. Tournament **Date** should be **SIX** characters, *mm/dd/yy* (example: 09/18/14).
5. All **TIMES** should be in **INTERNATIONAL TIME** (ex: 9am=09:00, 2:15pm=14:15).
6. After the coin toss, draw an 'X' in **three** places:
  - Through the (S) of the **Serving** team;
  - Through the (R) of the **Receiving** team;
  - In the **SERVICE ROUNDS** box 1 for the Position 1 player of **Receiving** team.
7. Enter Team names on correct side of court.
8. Copy Items 1-7 to all non-deciding sets, remember to **alternate sides** for each team.
9. Captain Information goes into the **CAPTAIN** area  (do not use c in the **ORDER** section).
10. **PENCIL** may be used from the first serve until final point is recorded.
11. Make a small checkmark (✓) through the number in the **Service Rounds** box for each player's **FIRST SERVE** (if a legal serve occurs).  
**Exceptions:**
  - a. Wrong server;
  - b. Set point awarded to receiving team on loss of rally;
  - c. In a deciding set, at the change of courts:
    1. When team on left serves point 8, draw a checkmark(✓) on far left and transfer the last exit score from the previous server from the far left to the far right; no exit score is recorded in far left box, final exit score is recorded in far right box;
    2. When the team on the right earns point 8, or the team on the left earns point 8 on a loss of rally, transfer the last exit score from the previous server from the far left to the far right.
12. **THREE** actions on **SUBSTITUTION**:  
 In the first available row of **Score at Substitution** in the correct **Order** column
  - a. Write the entering player # in the left box;
  - b. Enter the score in the right box (subbing team score first);
 In the **Substitutions** row
  - c. Slash the first un-slashed team substitution number.

Substitutions ~~1~~ ~~2~~ 3

1
15
14 2:3
15 5:15

Points	Points
<del>1</del> 13:25	<del>1</del> 18:25
<del>2</del> 14:26	<del>2</del> 14:26
<del>3</del> 15:27	<del>3</del> 15:27
<del>4</del> 16:28	<del>4</del> 16:28
<del>5</del> 17:29	<del>5</del> 17:29
<del>6</del> 18:30	<del>6</del> 18:30
<del>7</del> 19:31	<del>7</del> 19:31
<del>8</del> 20:32	<del>8</del> 20:32
<del>9</del> 21:33	<del>9</del> 21:33
<del>10</del> 22:34	<del>10</del> 22:34
<del>11</del> 23:35	<del>11</del> 23:35
<del>12</del> 24:36	<del>12</del> 24:36
13. **After** the **LAST POINT** is recorded (begin using pen):
  - a. Record **END** time using **INTERNATIONAL TIME**;
  - b. Circle **BOTH** final **EXIT SCORES** (**Service Rounds** section **ONLY**);
  - c. Record team names and scores of set in **RESULTS** section;
  - d. Cancel unused points (using **T-BARS**) in the **Points** column (both teams);
  - e. Check score sheet for errors and proper count of substitutions;
  - f. **SIGN** score sheet **AFTER** all information has been **VERIFIED**.
14. When match is finished:
  - a. Enter the **MATCH WINNER** information;
  - b. Have 1st Referee **SIGN** score sheet.

### QUICK REFERENCE FOR PEN/PENCIL USAGE

INK (Before first serve)	PENCIL (Everything during set play)	INK (After last point recorded)
<ul style="list-style-type: none"> <li>• Heading Information</li> <li>• <b>OFFICIALS PRINTED NAMES</b></li> <li>• Team names</li> <li>• 3 'X's (S) (R) and ☒</li> <li>• Lineups (<b>Order</b>)</li> <li>• Set <b>Start</b> time</li> </ul>	<ul style="list-style-type: none"> <li>• Checkmark (✓) first serve</li> <li>• Slashes in <b>Points</b> column</li> <li>• Exit Score (<b>Service Rounds</b>)</li> <li>• Substitutions and Timeouts</li> <li>• Sanctions and Remarks</li> </ul>	<ul style="list-style-type: none"> <li>• Set <b>End</b> Time</li> <li>• Circle final Exit Scores</li> <li>• <b>SET RESULTS</b></li> <li>• <b>MATCH WINNER</b> (match end)</li> <li>• T-BARS in <b>Points</b> column</li> <li>• Signatures: Scorer, 1st Referee</li> </ul>









# NCVA

## HANDOUTS





## **Captains' Meeting: 2025-2026 Club Season**

### **Introductions**

- R1 will hold up coin and blow whistle to call over team captains.
- Ask the captains to introduce themselves.
- Introduce yourself and your partner.

### **Review of Ground Rules**

- Sport Court Rules
  - Both feet must be touching the sport court prior to the beckoning of serve.
  - Part of the body must be in contact with the sport court if playing the ball that is outside the sport court.
  - The ceiling is playable if on your side in the playable area.
  - If there is an adjacent court, players may not enter before and/or after playing the ball.
- Players must remove large jewelry or chains or hazardous jewelry.
  - If worn, religious medallions must be removed and taped to the inside of the uniform.

### **Review Substitutions**

- Let captains know that subs must be inside the attack-line ready before serve is beckoned.

### **Give everyone an opportunity for input/questions**

If there is an R2 present, ask if they have anything to add.  
Ask if the players have any questions.

### **Conduct the Coin Toss**

- Designate each team a side of the coin Are we changing side after each set?
- After the coin is flipped, ask the winning team's captain whether they want side, serve or receive.
  - If serve is chosen by the winning team, the losing team may choose the side.
  - If the side is chosen by the winning team, the losing team chooses to serve or receive.
- Inform captains of warm-up protocol.
  - 5 mins sole use of the court for the serving team, 5 mins sole use for the receiving team.
  - If both teams have played a match that day, then warm-ups are shortened to 3 mins for each team. No shared hitting is allowed.
  - Qualifier Warm-ups 2 Min Share, then warm-ups are to 4 mins for each team

Wish each team "Good Luck". Make sure the serving team has the court first (that means receiving team is either at their bench or helping stop volleyballs for the opponent {no passing opponents play}).

Blow whistle to start warm-up timer and then begin working with the officiating team.





## **Time Management: Timely Tips**

### **Follow these tips to finish your match day in a timely manner.**

First Match of the day coin toss at 15 minutes before game time. Unless instructed otherwise, warm up time first match of the day for each team is 5 minutes, then 3 minutes each for the rest of the day (SERVING included in the five (5) minute and three (3) minute warmups).

- Make sure everyone is ready, and when the server is in possession of the ball, blow whistle and authorize serve as soon as server is on/past the end line. Saving about 40 minutes per day.
- Not beckoning for service soon enough adds three (3) seconds per service, 120 seconds per set or over 40 minutes per day.
- Time outs are to last 30 seconds ONLY. ALWAYS have a time piece with you. Saving about 20 minutes per day.
- An extra 15 seconds per time out at four (4) time outs per set, is, two (2) minutes per match or 20 minutes per day.
- Do not blow whistle for substitution until new bench player enters the substitution zone. A verbal request for substitution is not acknowledged by the referees. The substitute must enter the substitution zone for the request to be acknowledged, except for a substitution related to an injury. The substitution shall only last the time needed for recording the substitution on the score sheet and allow entry and exit of players. Substitute must be in the substitute zone before R1 whistles for serve, otherwise an improper request. The first improper request by a team in the match that does not affect or delay the game shall be rejected, but it must be recorded on the score sheet without any other consequences, if a change in request is due to a referee's mind change, the request will be honored, and no sanction assessed.
- Players chase loose balls, not line judges – and they MUST chase them.
- Change of courts at end of set is three (3) minutes or less.
- Coin toss for all subsequent matches of the day will be right after conclusion of the current match. Check and complete the prior match's paperwork after the coin toss which is during the next match's warm up time. This can save about 30 minutes per day.
- An extra three (3) minutes per match getting the next match started is 30 minutes per day.





## Tournament Protocol 2025-2026 Club Season

### REGISTRATION

- Register for NCVA events through TM2Sign, once you have been 'Accepted' you will receive your confirmation email (Please be sure to only select the date and times you can work, not all available dates)
- The NCVA will send an email with updates the week leading up to the tournament (assignment update, venue, official meeting, etc.)
- Respond as soon as possible to confirm and/or make any changes if needed.
- Check location of venue, and parking situation.

### BEFORE ARRIVAL

- The day before: Prepare your uniform (white, blue or grey, ironed polo shirt) with "Volleyball Certified Official" logo on the left sleeve, dark blue pants (polyester is best), white socks, white athletic shoes (close-toed, close-heeled, clean), and black or blue belt.
- Check your equipment bag: whistle on a lanyard, coin, net chain, ball gauge, Red/Yellow card, flags, pencil/pens, timing device – wristwatch (preferred), batteries' (optional) and current rule book. Do NOT wear other shirts, sweatshirts, jackets, etc. that are not authorized to be worn while officiating. Cell phones and other electronic devices (handheld whistles are granted only but not recommended) should not be used while on the stand.
- Be prepared:
  - Get to know the venue, understand your surroundings above and around the court, check for disadvantages, etc.
  - Pack lunch, bring small snacks and water with you in case you need to refuel between matches.

### ON-SITE

- Arrive at the venue on time (usually 6:30AM) or earlier (in case of traffic/parking) to the venue.
  - If an official is late to the official's meeting, they will be deemed a 'no show'.
- Check in with Head Official. Be there for roll call and for any information before going out to the court.
  - CLUB SEASON ONLY: Head officials reserve the right to allow teams to have sufficient breaks (this rule does not apply to National Qualifiers).
- Initial your name for your first match (if required). Check TM2 for match schedule.
- Arrive at your assigned court for the first match of the "wave" at least 30 minutes prior to the scheduled start time. For subsequent matches, anticipate the match preceding your match will end early, maybe 30 minutes early. Be at your court prior to the ending of the last game preceding your match. **Being late is not acceptable.**
  - Get to know the venue, understand your surroundings above and around the court, check for disadvantages, etc.
- **After the meeting with the Head Official or Tournament Director:** Pick up your flip score, clipboard with score sheets, lineup sheets, Libero tracking, pencils, pens and game ball (if provided).
- **7:30 am:** Walk out to your court; (in large venue) you have 15 minutes to perform your Game Preliminaries. Pull all chairs and score table one (1) to two (2) feet back if possible, check net height, check game ball pressure, check net standards, antenna



alignment and ref stand. Set up score table, fill out your name on the score sheet. Introduce yourself and hand out line up sheet to the coaches.

- **7:45 am:** Whistle to call captains, have the captains introduce themselves, introduce yourself. Go over ground rules (playable, non-playable area). Ask if they have any questions. Coin toss: Assign a side of a coin to each team. Winner of coin toss chooses either "Serve" or "Receive" or "Side" of court. Instruct what warm up protocol is: Five (5) minutes for serving team on the court while the other team stays at the bench or help shag balls. Five (5) minutes for the Receiving team, while serving team stays at their bench or help shag balls. You can give them a one (1) minutes courtesy warning verbally (do not whistle) in case they wish to serve. If both teams have already played, then it's only three (3) minutes warm-up for each team which includes any serving.
- Instruct your referee team of their duties and responsibilities. Most teams have a schedule for their duties, so ask if they are doing both sets. If not, make sure the second group is present when you are instructing. When talking to your Line judges, take them off to the end of the court and instruct (one (1) minute). Talk to your R2 (one (1) minute). Ask your scorekeeper and libero tracker if they have scorekeeping experience. Have them fill out the bottom right corner (names of R2, Scorekeeper and their Work Team/Region) Remind scorekeeper to write down the start time/end time for each set. Instruct the hourglass and circle the final score (one (1) minute). Introduce yourself to each coach and ask if they have any questions regarding the new rules (one (1) minute).
- **7:46 am:** Observe warm-ups, while instructing the work team.
- **7:56 am:** Blow whistle to end warm up for last receiving team. Check that line ups have been submitted by both teams, at least two (2) minutes before the end of warm-ups. Check the lineup for Coaches signature, Captain indicated, and Libero(s) is used. If not, Put an "X" and on the Score sheet. Verify lineup was written correctly on the score sheet.
- **7:56 am:** Have both teams on the end line with R2 on the right and R1 on the left side; each side of net. Whistle once and gesture with hands "Good Luck" for both teams to shake hands. Step back with R2, then shake R2 hand and thank them.
- **Reminder:** Timeouts are 30 seconds. Blow whistle at the end of 30 second for both teams.
- **After the end of the match:** Get down off the referee stand and watch teams shake hands, then walk to score table. Check the score sheet with the scorer to make sure everything is completely correct. If you are assigned the next match, start the captain's meeting/coin toss. Start your timer. **Use the TM2Sign account on your smartphone to enter the scores into the TM2 system.**
- **If you are off the next match,** after entering your previous scores into the TM2Sign system, and have called captains for the next match, take this time to drink water, have snacks/food if time allows, and use the bathroom.
- **At the end of day:** YOU MUST- Make sure you **check out with the Head Official or Tournament Director** and confirm your matches worked. Match count is final and not able to be edited after the end of day.





## **Tournament Warm up Protocol 2025-2026 Club Season**

### **Warm-Ups**

- Teams will be given sole use of the court for five (5) minutes prior to their first match of the day. During the five (5) minutes the team may hit, practice ball handling, and serve (serving must be done within their five (5) minutes.) No other time will be allotted to practice serving.
  - For junior competition, teams will have two minutes of shared court time (balls may not cross the net), and four minutes of individual court time, e.g., 2-4-4. The team with the first service has the court first. Serving Team – five (5) minutes solo court ([view rulebook online](#)).
  - Receiving Team – five (5) minutes solo court
- Once all teams in the pool have played, each team scheduled to play the next match will be given sole use of the court for three (3) minutes. During the three (3) minutes the team may hit, practice ball handling and serve (serving must be done during their three (3) minutes.) No other time will be allotted to practice serving.
- Since no ball handling is permitted during the opposing team's use of the court it is recommended that each team provides shaggers for the opposing team's warm-up. This allows for more reps for the team warming up. Due to insurance and liability requirements only NCVA/USAV registered and on the roster, personnel will be allowed to retrieve balls.
- There are no extra warm-up periods, regardless of when a team played last on the day of competition. I.E. – the team played two hours ago. They can warm up according to the standard protocol of five (5) minute or three (3) minutes.





## **Tournament Warm up Protocol 2025-2026** **National Qualifiers**

### **Warm-Ups**

- The teams will have 10 minutes during the official warm-up session
- All teams will have a 2-minute shared time and 4 minutes of individual court time for warmups for all matches Warm-up time 2-4-4)
- Teams will be given sole use of the court for five (5) minutes prior to their first match of the day. During the five (5) minutes the team may hit, practice ball handling, and serve (serving must be done during their five (5) minutes.) No other time will be allotted to practice serving.
- For junior competition, teams will have two minutes of shared court time (balls may not cross the net), and four minutes of individual court time, e.g., 2-4-4. The team with the first service has the court first. ([view rulebook online](#))
- When one team has exclusive use of the court, the other team must either be at its team bench or out of the playing area or may assist with ball retrieving. Warming up with balls at the team bench or in the spectator walkways is not permitted. ([view rulebook online](#))
- Once all teams in the pool have played, each team scheduled to play the next match will be given sole use of the court for four (4) minutes. During the four (4) minutes the team may hit, practice ball handling and serve (serving must be done during their four (4) minutes.) No other time will be allotted to practice serving.
- Since no ball handling is permitted during the opposing team's use of the court it is recommended that each team provides shaggers for the opposing team's warm-up. This allows for more reps for the team warming up. Due to insurance and liability requirements only NCVA/USAV registered and on the roster, personnel will be allowed to retrieve balls.
- There are no extra warm-up periods, regardless of when a team played last on the day of competition. I.E. – the team played two hours ago. They can warm up according to the standard protocol five (5) minute or four (4) minutes.



## **Troubling Techniques - 2025-2026**

### **Club Season**

#### **ISSUING INDIVIDUAL OR DELAY PENALTY**

- Whistle
- Call player (if on court) or captain (if team member not on court or delay) to referee stand
- Explain fault to captain/player; show individual red card or delay penalty
- Signal team to serve next

#### **IMPROPER REQUEST**

- Second referee signal is a wave off
- First referee whistle at next dead ball period
- Call captain to referee stand
- Explain fault to captain; first referee signal is a hand on the opposite wrist

#### **SERVED BALL HITS NET OUTSIDE ANTENNA WITHOUT CROSSING NET**

- Signal ball out

#### **SERVED BALL HITS SECOND REFEREE'S ANTENNA**

- Served ball outside the second referee's antenna or hits the antenna and goes over the net
  - First referee whistle
  - If first referee does not whistle; second referee whistle
- Served ball hits antenna in body of net on second referee side
  - First referee whistle

#### **TIME-OUTS**

- Second referee must whistle to end time-out even if teams are ready to play

#### **TIME BETWEEN SETS**

- Second referee must whistle to end time interval between sets.
- If players are not on the court at 2 minutes 30 seconds, second referee whistles.
  - Second referee must also whistle at 3 minutes to end timed interval.
- If players are on the court at 2 minutes, 30 seconds, second referee checks line-ups and whistles at 3 minutes.

#### **DECIDING SET**

- 3 minutes starts at end of previous set.
- Second referee conducts coin toss
- Notify the first referee of the results.
- If teams need to switch sides, the second referee helps administer this process.
- There is no whistle from first, or second referee.

#### **SWITCH COURTS SIGNAL BETWEEN SETS**

- Switching sides will only occur if there is a disadvantage for one side of the court.
- Start with arms at your side and then raise the forearms counterclockwise front and back around the body at waist level, hands closed. (Same as NCAA)

#### **WHISTLES TO END SET/MATCH**

- To end 2nd set and before deciding set
  - Whistle to end rally
  - Signal team to serve and signal fault
  - Whistle; signal end of set; motion teams to bench by making sub authorization signal with both hands at the same time toward benches
  - Second referee whistles and holds up coin for captains
- To end match
  - Whistle to end rally
  - Signal team to serve and signal fault
  - Whistle; signal end of set; and signal teams to end lines
  - Whistle; signal players to net to shake hands





## **Officials Conduct - 2025-2026**

**\*Not adhering to the following rules may put your current official's status in jeopardy\***

### **Conduct such as, but not limited to:**

- Sloppy uniform; scuffed or dirty shoes
- Line-up sheets, ref bags, and other non-essential items placed on the water barrels
- "Leaving without your partner", i.e., the first referee beckoning for service without first ensuring R2 is ready.
- R2 giving "ready" without first receiving this signal from Score Keeper.
- Overly attentive to location of substitutes at the end of the bench; handle this pre-match and again during line-up check prior to match.
- Lack of communication and eye contact. Scan, scan, scan! See everything on your court, especially prior to each beckon.
- PERSONAL use of cell phones! Calling Tournament Desk or a Head Official may be acceptable, but even that isn't preferable.
- Missing deadlines, not responding in a timely manner to communications
- Not showing up on the day of the tournament. Showing up late (past 7:00am).
- Lack of time management on your court which creates match back-up.
- Making derogatory remarks to coaches, players, or spectators.
- Engaging in interactions with spectators.
- Displaying unsupportive attitude regarding the decisions or performance of other officials during any portion of the tournament where ratings take place.
- Using alcohol or illegal drugs during the rating session.
- Making racial, sexist, religious, ethnic, or other inappropriate remarks intended to degrade, humiliate, or embarrass.
- Fraternizing with players, coaches, or spectators while in uniform and during the rating session.
- Showing favoritism toward a team.
- Failure to control (or manage team) benches by not addressing coach/player behavioral issues during a match. Use of cell phones or other communication devices while officiating.
- Failure to accept a valid protest.
- Misuse of card
- Late to or missing an assignment.
- Other unprofessional or unethical conduct on or off the court.
- Social media posts that criticize or negatively reflect on the event, the certification program, tournament staff, participants, or fellow officials.
- Not following venue, NCVA, local, county, and federal; rules and regulations
- Not following member good standing guidelines





# Beach Official



## **BEACH OFFICIAL**

### **Welcome to Beach Officiating!**

The NCVA is looking to build our Beach Officials members and assist you in another avenue to expand your officiating skills and opportunities. We train, evaluate and certify referees for all types of outdoor volleyball, including doubles, triples, fours and sixes, played on both grass and sand surfaces. We support junior, collegiate and professional play.

It is important to note that we are beach officials, not beach referees. To certify for beach officiating, you must train in all of the officiating roles: lines-judge and scorer, as well as first and second referee!

The following pages will thoroughly describe the requirements for becoming a beach official, and for maintaining your rating. But first, let us take a moment to look at the big picture:

### **How Do I get Started?**

- Get off to a great start by making use of our online-tools: Go to USAV: look at the Training Materials, Rules and Interpretations, Certifications, and Resource for beach officiating. You will find presentations, rules comparisons, scoring instruction, and other tools, all online for your at-home convenience!
- The NCVA hosts beach officiating training camps each summer.
- If you are already an experienced beach official, you can certify directly at one of our Zonal Certification Clinics.
- To apply for a Certification Clinic or a camp, please contact the NCVA.

### **Becoming a Beach Volleyball Official at the Local Level:**

The entry level Beach Volleyball Official certification that is awarded by a Region is a Local Beach Official. Certification and recertification requirements are to be administered by the NCVA. The suggested criteria used for a Local Beach Official are as follows:

#### **To obtain certification as a USAV Local Beach Official:**

- The official must be a regular member of USAV.
- The official will need to complete all SafeSport courses.
- The official must successfully pass and maintain USAV background screening if they will be officiating junior's competition.
- The official will need to attend a Beach officiating clinic either in person or online every season.
- The official will need to take the current Beach officials' exam either online or hardcopy. (all exams must be corrected to 100% with rule references).
- The official will need to prove proficiency in all portions of Beach officiating (i.e. R1, R2, Scorekeeping, and Line Judge). This proficiency will be measured by



practical ratings and observation. These ratings will be conducted at USAV events either in region or nationally. Ratings should be conducted by Beach Officials who hold a Zonal rating or higher.

- I. Receive one (1) passing rating as an R1.
- II. Receive one (1) passing rating as an R2.
- III. Receive one (1) passing rating as a Scorer. This requirement can be met by successful use of the USAV Beach score sheet while performing their duties as an R1 or R2.
- IV. The Official will need to be observed as a Line Judge with feedback provided to ensure that they understand the correct technique.

### **Required Uniform**

- **Shirt** - All white, blue or grey polo shirt, short or long sleeves, with the “Certified Volleyball Official” logo on the arm. For NCVA local tournaments, an NCVA Beach Official T-Shirt may be worn.
- **Slacks** - Dark navy or black shorts made of 100% polyester are recommended. Other fabric combinations are permitted if the dark navy color doesn’t appear to be faded. However, “Dockers” are specifically prohibited.
- **Belt** - Black or dark navy in color.
- **Shoes** - Shoes must be all white
- **Jacket** - Jackets are optional. If worn they must be primarily white with the “Certified Volleyball Officials” logo on the left chest.
- **Equipment** - Please bring whistle, red and yellow cards, and flags (optional).



The logo for the National Center for Volleyball Officials (NCVA) features the letters "NCVA" in a bold, blue, sans-serif font. The letter "C" is stylized, with a white outline and an orange and yellow volleyball graphic integrated into its center.

# NCVA

## Codes Of Conduct



## **Codes of Conduct**

### **Member Code of Conduct**

- Use the link above to view the most current Member Code of Conduct

### **Code of Behavior**

- Use the link above to view the most current Code of Behavior for Spectators, Athletes, Parents, and Officials





# Schedules



## Schedules

Below is a listing of tournament dates and events where officials will be needed. Please see the Fees and [Membership Section](#) for more information before signing up to officiate an event.

### 2025/2026 BOYS POWER LEAGUE SCHEDULE

### 2025/2026 GIRLS POWER LEAGUE SCHEDULE

### 2025/2026 NCVA SPECIAL EVENTS & QUALIFIERS

#### **Want to become a Tournament Director?**

The NCVA is always looking to train new people into becoming tournament directors for our tournaments. It is a great way to make some money and watch some great volleyball. We have tournaments almost every weekend during the sanctioned season. If you are interested in viewing the responsibilities of a tournament director, you can review the Tournament Director Handbook or you can email us, and we will provide you with information. If you are interested in becoming a tournament director, please email us at [assigning@ncva.com](mailto:assigning@ncva.com) for more information.







## **SAFESPORT**

### **SAFESPORT Registration**

USA Volleyball has ruled that all Officials must become SafeSport Certified.

The primary goal is to help all officials understand and become well-skilled in the awesome responsibility and incredible opportunity they have to influence young people positively through the sport of volleyball.

The NCVA would like to assist all officials in becoming responsible officials and to develop a clearer understanding of their responsibility and opportunity.

### **SafeSport**

USA Volleyball believes that volleyball has many positive things to offer those who participate. First, and most importantly, whether one is a gifted athlete or a recreational player, volleyball is FUN! It is a lifetime sport enjoyed by players from 8 to 80. Participation in volleyball is not only good exercise, but also involves team cooperation and spirit.

Athletes enjoy a wide range of physical, emotional, and social benefits. Sports develop general physical fitness, and physical exertion has a documented positive mental effect. Athletes have a greater sense of self-worth, demonstrate better collaboration skills, and maintain healthier peer relationships.

Unfortunately, sports, including volleyball, can also be a high-risk environment for misconduct, including physical and sexual abuse. All forms of misconduct are intolerable and in direct conflict with the values of USA Volleyball.

Misconduct may damage an athlete's psychological well-being. Athletes who have been mistreated may experience social embarrassment, emotional turmoil, psychological scars, loss of self-esteem and negative impacts on their relationships with family, friends, and the sport. Misconduct often hurts an athlete's competitive performance and may cause enough harm for them to drop out of our sport entirely.

USA Volleyball is committed to fostering a fun, healthy and safe sport environment for all its members. We must recognize that the safety of minors lies with all those involved in the sport and is not the sole responsibility of any one person at the club, regional or national level.

We all have a role to play in providing a healthy setting for our sport. The USA Volleyball SafeSport Program raises awareness about possible misconduct in our sport, promotes open dialogue and provides training and resources. When we work as a team, we can build a plan to make volleyball safe – for everyone.

USA Volleyball members should use the policies, guidelines, best practices, strategies, and tools available to implement SafeSport practices at the local level. Together we can provide a safe environment for all members to enjoy the sport of volleyball.

Annually, NCVA officials are required to take the "SafeSport" course.



**Guiding Principles:**

1. USA Volleyball is committed to providing a safe, healthy and positive environment for its participants' physical, emotional and social development.
2. USA Volleyball believes in an environment free from abuse and misconduct.
3. USA Volleyball believes that all non-athlete members share a collective responsibility to protect our membership.
4. USA Volleyball will make training available for all members to increase awareness and understanding of athlete protection policies and best practices. USA Volleyball will provide a process for members to recognize, respond to and report any SafeSport issues that arise.
5. USA Volleyball will provide resources, information and guidance on SafeSport related issues to all members, including coaches, parents and athletes.
6. USA Volleyball will treat all allegations of abuse or concerns regarding athlete safety seriously and will respond appropriately and as prescribed by the USA Volleyball policies.

SafeSport: <http://safesport.org/>







### I. Purpose

The HIROS Initiative was created as a response to the prevalent and increasing numbers of harassment incidents making headlines in sport. USA Volleyball has adopted a zero tolerance approach to this initiative at all qualifiers and national championships. The initiative's aim is to empower tournament staff to confidently respond and report incidents of harassment, in real-time, regarding physical violence and / or hate speech directed toward an individual's ethnicity, gender, sexual orientation, or disability. This collaboration was successful thanks to representatives from the USAV DEI Committee, officials, arbitrators, and Region staff.

### II. Resources

- a. A PowerPoint presentation is available for sharing this initiative with Region Board members, tournament directors, coaches, officials, parents and other constituents.  
HIROS Presentation
- b. An officials' training module, 213\_Harassment Incident Response - Officials & Staff, can be accessed through the USAV Academy using the Academy Course Builder and added as part of a custom region course. The 213\_Harassment Incident Response - Officials & Staff module will also be included in the Officials Academy available as a self-study course.
- c. HIROS form can be easily accessed through a direct link HIROS online form, QR Code (below), or a hard copy can be printed and provided to event site management. HIROS form - printable
- d. All forms submitted using the USAV provided online submission, will be forwarded to the Region designee(s) on a weekly basis. Everyone submitting the form will immediately receive an email confirmation once the form has been submitted.
- e. Script and sample wording for communication to participants and attendees. Includes PA announcement, team letter, tournament manual, and constituent meeting talking points:  
HIROS Sample Wording
- f. Signage to print and display forthcoming.
- g. Best practices page with specific examples forthcoming.
- h. Have questions or want to share ideas/best practices? Some members of the HIROS initiative Region Focus Group have volunteered and are available and eager to assist. See table below for contact information.

### III. Participation

- a. Mandatory at national events (i.e. qualifiers, GJNC, BJNC, Opens)
- b. Voluntary at the Region level. Each Region can elect to adopt the HIROS initiative as provided and/or modified for individual Region needs.
- c. Even if harassment and hate speech are not currently a serious issue in a region, participation is encouraged as it will prepare your officials and staff for these rare occasions.

We are grateful to all those who have and continue to contribute to this effort to ensure events and programs are conducted in an inclusive and supportive environment free from harassment.





# Membership and Fees



## MEMBERSHIP AND FEES

### **Membership Fees**

Memberships available on 08/1/2025: Valid 09/01/2025 – Expires 8/31/2026, all officials participating in NCVA events or High School events must renew their membership status or become a new member. No payments will be issued until the current season's memberships are up to date.

Individual Membership (non-refundable or non-transferable) - Must be paid online	NCVA \$52.00 + USAV \$28.00 Total \$80.00
Individual Background Check – (non-refundable or non-transferable)  - Must be paid online (not included in NCVA/USAV membership pricing).	Total \$14.00  (Separate from individual membership)

### **Register as a Member**

Prior to registering for the season, please note the following:

Please use member's legal name (Do not use Liz instead of Elizabeth or Bobby instead of Robert) All officials must be registered online prior to attending any sanctioned event.

Once a registration is paid and accepted, it is non-refundable, non-transferable.

[Membership Registration](#)



The logo for the National College Volleyball Association (NCVA) features the letters "NCVA" in a bold, blue, sans-serif font. The letter "C" is stylized, with a white outline and a yellow and orange volleyball graphic integrated into its center. Below the logo, the word "Forms" is written in a large, black, sans-serif font.

# NCVA Forms



## **NCVA Independent Contractor Agreement**

Our 1099 forms are available online via WorkMarket. Please follow the steps below:

### **Step 1: Log into WorkMarket**

- Go to [WorkMarket's website](#).
- Click Sign In in the top right corner.
- Enter your email and password, then click Log In.

### **Step 2: Access Tax Documents**

- Click on your profile icon in the top right corner.
- Select Settings from the dropdown menu.
- Navigate to the Tax Documents or Documents section.

### **Step 3: Download Your 1099**

- Look for the 1099 Form for the relevant tax year.
- Click the Download or View button next to the form.
- The file will typically be in PDF format.

### **Step 4: Save & Print (Optional)**

- Once downloaded, open the file to ensure it's correct.
- Save a copy on your computer for records.
- If needed, print the document for tax filing purposes.

For further assistance with accessing your 1099 and Work market account we also have a customer support phone number and email you can contact [\(212\) 229-9675](tel:2122299675) or <mailto:Support@workmarket.com>.





# NCVA

## Expectations



## **EXPECTATIONS**

### **First Referee's:**

- Eye-contact with the officiating team and participants.
- Match control – address all issues; be aware of all match situations; address conduct when needed – not necessary to wait for second referee to request a sanction since R1 has ultimate control over match.
- Establish and maintain a brisk, but unhurried match tempo.
- Excellent signals and strong whistle.
- Court awareness – be aware of extraneous items/equipment on court; recognize non-participants on court; errant balls; injury situations.
- Ensure antennas are properly aligned before EVERY match; check prior to warm-ups; re-check R1's antenna before getting on stand to start.
- Understanding Sport Court rules, particularly regarding the service authorization.
- When teams have different degree of skill, maintain consistency appropriate to both sides.
- Call net faults appropriately but give second referee time to call most nets. Allow appropriate & consistent latitude on the net contacts that do not interfere with play.
- Adjust judgment to level of competition.
- Give verbal warnings at appropriate times with appropriate demeanor.
- Protect other officials from abuse by participants/spectators.



**Second Referees:**

Be on the offending team's side at the end of each rally; required. ALWAYS step to the offending side when you (R2) are whistling the fault.

- Awareness of player positions/alignments; appropriate verbal warnings; appropriate calls when required.
- Helping the R1 "get it right" – back row faults, pancakes, Libero playing faults; proper use of discreet signals.
- Appropriate interactions with coaches, when needed.
- Good communication with scoring crew; includes waiting for the Score Keeper to finish recording subs/information before giving "ready" signal; require Score Keeper to use "ready" signal.
- Assist with conduct control and request appropriate sanctions when necessary.
- Ensure antennas are properly aligned before EVERY match; check prior to warm-ups; re-check R2's antenna before the walk out presentation.
- Control substitution procedures – one sub in the zone at a time; a separate whistle for each team's sub requests.
- Secure the game ball between sets and after the match.
- Call net faults.
- Adapt to level of competition.
- Use correct signaling sequence in appropriate tempo.
- Obtain a clear view of the receiving team prior to each serve but be positioned so that peripheral vision can detect activity from serving team's bench.
- Address players / coaches respectfully, always in a dignified way.
- Display superior verbal and non-verbal communication skills with the other officials; avoid inappropriate body language.



**Unprofessional Conduct Includes:**

- Sloppy uniform; scuffed or dirty shoes.
- “Leaving without your partner”, i.e., the first referee beckoning for service without first ensuring R2 is ready.
- R2 giving “ready” without first receiving this signal from Score Keeper.
- Overly attentive to location of substitutes at the end of the bench; handle this pre-match and again during line-up checks prior to match!
- Lack of communication and eye contact. Scan, scan, scan! See everything on your court, especially prior to each beckon.
- PERSONAL use of cell phones! Calling Tournament Desk or a Head Referee may be acceptable, but even that isn’t preferable.
- Missing deadlines, not responding in a timely manner to communications.
- Not showing up on the day of tournament. Showing up late.
- Lack of time management on your court which creates matches to back-up.
- Making derogatory remarks to coaches, players, or spectators- about the NCVA, other officials, or any other NCVA member.
- Engaging in negative interactions with spectators.
- Displaying an unsupportive attitude regarding the decisions or performance of other officials during any portion of the tournament at all.
- Using alcohol or illegal drugs while working.
- Making racial slurs.
- Making sexual remarks.
- Fraternizing with players, coaches, or spectators while in uniform.
- Showing favoritism toward a team.
- Completely losing control of team conduct during a match.
- Following an incorrect protest procedure.
- Other unprofessional or unethical conduct on or off the court





# Evaluations



## Evaluations

### WHAT WE ARE LOOKING FOR

In order to assist the officials of the NCVA to prepare for advancement from Provisional to Regional and beyond; below we have listed what the NCVA **and** the USAV evaluators will be looking for in their observations. This (we hope) will help you prepare for evaluation during the season.

To get evaluated you must submit a request to [NCVA](#).

[VIEW OFFICIALS RATINGS SHEETS HERE](#)



The logo for the National College Volleyball Association (NCVA) features the letters "NCVA" in a bold, blue, sans-serif font. The letter "C" is stylized, with a white outline and a yellow and orange volleyball graphic integrated into its center. Below the logo, the word "Communication" is written in a large, black, sans-serif font.

# NCVA Communication



## **Communication**

All NCVA officials: When you register online for your NCVA Membership, even though it is not a required field, please be sure to provide a phone number so we can reach you.

The communication in the NCVA Officials' Division is as follows:

### **Day Of Event:**

On the day of event, if you are running late, or for whatever reason will not be able to attend that day, contact another official at the site to get information to the Head Official or Tournament Director. They need to know as soon as possible to plan the rest of the day. Use the "Buddy System".

### **NCVA Office:**

Communications will be made in the same manner to all officials, with no individual receiving privileged information from the NCVA Office. All via email and in writing.

### **Officials:**

Officials should contact the NCVA for information. Email is the preferred method of communication for the NCVA.

### **Contact the NCVA**

Telephone Number: (415) 550-7582 <i><u>(Office Hours are 9:00am – 5:00pm Monday – Friday)</u></i>
Email Address: <a href="mailto:assigning@ncva.com">assigning@ncva.com</a>
Website: <a href="http://www.ncva.com">www.ncva.com</a>
Address: 5621 Skylane Blvd. Santa Rosa, CA 95403

### **Social Media**







# Partners and Sponsors



## Partners and Sponsors



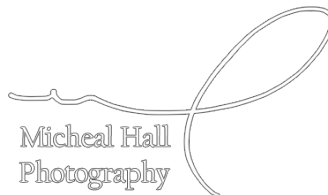
### No Dinx

Since 1989, No Dinx Volleyball has been pushing the envelope with progressive, innovative volleyball apparel designs. From our own line of inspirational volleyball clothing to our popular volleyball tournament t-shirts, sweatshirts, and volleyball gear, we design by looking to the future, while also maintaining a strong classic feel.



### Molten

Guided by the brand statement, 'For the real game', Molten is committed to producing the absolute best quality sports equipment to help athletes maximize performance and realize their full potential. By combining innovative technology and superior craftsmanship, Molten will continue to create products of impeccable quality to serve and support the growth and development of the global sports community.



### Michael Hall Photography

Welcome to Michael Hall Photography, a family owned, and operated studio located in Sacramento, CA. More than 20 years of photographic experience and an enthusiasm for creating beautiful images that only grows stronger as time passes. They work with many clubs, high schools and colleges in the Sacramento area and are willing to travel wherever we are needed. If you run a club or coach a high school or college team in need of photographs, please be sure to get in touch!





### NCSA

National Collegiate Scouting Association® (NCSA) was founded in 2000 to help student-athletes and their families navigate the cutthroat, competitive, and often confusing world of college recruiting. Their team of former college athletes, coaches and scouts, our network of 99% of American college coaches, and our custom technology and tools give you the edge you need in the most important game of your life.



### Art of Coaching

At the Art of Coaching Volleyball, their unwavering commitment to you is to offer the tools necessary for you to be an outstanding coach who values listening and learning and seeks to evolve. If you're a better coach today than you were yesterday, they've done their job, and so have you.



### TM2 Sign

TM2Sign is proud to be a partner with the NCVA, providing the tournament management software package with the most features and ease of use in the industry to help the region manage team registration, team scheduling, officials' registration, officials' scheduling and guest registration for the many NCVA events.



### SportStars

SportStars Magazine has been producing award-winning community-based club and high school sports coverage since 2010. Primarily focused on the Northern California region, the media company has profiled schools and athletes, teams, and clubs throughout the state. SportStars and NCVA joined forces in 2016 when it was obvious there was a natural fit to promote and cover the high-level volleyball being played throughout the region.





### Championship Combines

Championship Combines is focused on creating the opportunity for players to demonstrate their volleyball skills and for college coaches to evaluate recruits in a quick and economical manner. Contact information for each combine athlete will be provided to college volleyball coaches who attend a combine.