
Official's Mechanics

Summary of Changes and Points of Emphasis in Officiating Techniques and Mechanics

[Note: Comprehensive information on officiating techniques and mechanics for referees, scorekeepers and line judges, as well as case studies, rule interpretations and officiating opportunities can be found in the PAVO Volleyball Officials' Guidebook: 888/791-2074 or www.PAVO.org.]

1. **Net Measurement.** The referees should confirm that the net is at the proper height immediately upon arrival on the court and as unobtrusively as possible, since teams may be warming up on the court. Measure the center of the net first, then measure the height at each end of the net at the antenna. Use the measuring chain as a plumb line to confirm that each antenna is correctly placed.
2. **Timeout Length.** By agreement of both coaches, timeouts in non-broadcast matches may be extended to media length (75 to 90 seconds). However, since the default is 60 seconds, referees may assume that nonbroadcast matches will use 60-second timeouts unless informed differently by the event administrator, home coach or another source. In that case, confirm agreement with both coaches prior to the match.
3. **Using the Libero Tracking Sheet.** The assistant scorekeeper will use a new process on the libero tracking sheet to track rotations and player positions, thus ensuring the legality of libero replacements. Also, a substitution counter is now part of the libero tracking sheet, as backup information to the count on the scoresheet. The basic process of recording libero replacements has been changed for 2009. Please see Page 121 for detailed information.
4. **Signal Sequence.** No change from the previous technique. When a fault occurs, whistle to stop play, then signal the fault followed by the loss of rally signal.
5. **Signal for Ball Contacted More Than Three Times by a Team.** No change from the previous technique. Raise forearm vertically with four fingers extended (includes plays in which the same player makes the third and fourth team hits).

6. **“Ready” Signal (second referee).** No change from the previous technique. Used by the second referee to indicate readiness after timeouts, substitutions or other disruptions to the normal tempo of play. After visually checking the receiving team, scanning the benches and moving to the base position for the next play, point toward the first referee with an open hand (outside hand preferred). This signal should not be used after every rally, and is not recommended for indicating the receiving setter’s position. The ready signal should be separated from the authorization to enter signal after a substitution.
7. **Second Referee’s Position at End of Rally.** No change from the previous technique. When the second referee’s whistle ends a rally, she/he should step to the offending team’s side of the net and signal the fault. If the first referee’s whistle ends the rally, step to either side of the net pole to mimic the fault signal immediately after the first referee.

Duties of the Scorekeeper

1. Carefully review the scorekeeping procedures and responsibilities described in Rule 18.4 and the Instructions for Use of the NCAA Women’s Volleyball Scoresheet section of this publication.
2. Arrive at least 30 minutes before match time in proper attire: white polo shirt, navy pants and white tennis shoes.
3. Before the beginning of a match, secure the names of the referees and line judges, and record the pre-match information on the scoresheets.
4. After the coin toss and before each set, review the lineups submitted to ensure that a captain is indicated, no duplicate or illegal numbers are entered, and the libero’s number is noted. If no libero is indicated, notify the second referee so the coach can verify that no libero will be used in the current set. On the scoresheet, use the lineup sheets to carefully record the team information and the positions of the player on the court. Share the lineup information with the assistant scorekeeper.
5. Lineups are kept confidential by the scorekeepers and referees. The recommended procedure is for the scorekeeper to write the team names on the back of the respective lineup sheets so that they can be face down on the table during the interval between sets. The lineup from the previous set should be crossed out before the next set’s lineup is submitted.

6. Before the first serve of each set, verify that the serving order recorded on the scoresheet corresponds to the player positions on the court.
7. Record the events of the match as it progresses. Be attentive to each serve contacted to ensure that the correct player is serving. If an incorrect player prepares to serve, wait until the serve is contacted, and then immediately communicate the fault to the second referee.
8. When the libero serves, communicate to the assistant scorekeeper so all notations are made correctly. Continuously communicate with the assistant scorekeeper regarding substitutions and libero replacements. Coordinate with the scoreboard operator to ensure that the visible score is correct throughout the match.
9. During timeouts, indicate to the referees the number of timeouts that have been charged to each team.
10. Notify the second referee when a team has used its 9th, 10th, 11th and 12th team substitution.
11. Notify the second referee when a team's score reaches 24 in a non-deciding set and 14 in a deciding set and indicate by pointing to the 24th/14th point on the scoresheet.
12. Notify the second referee when the first team scores eight points in the deciding set.
13. Sign the scoresheet at the conclusion of each set.

Duties of the Assistant Scorekeeper

1. Carefully review the scorekeeping procedures and responsibilities described in Rule 18.4 and the Instructions for Use of the NCAA Women's Volleyball Scoresheet section in this publication.
2. Arrive at least 30 minutes before match time in proper attire: white polo shirt, navy pants and white tennis shoes.
3. After the scorekeeper receives the lineup sheets, record the numbers of the starting players and the libero's number on the libero tracking sheet.
4. Before the first serve of the set, help verify that the serving order recorded on the scoresheet corresponds to the player positions on the court.

5. Record all libero replacements accurately so the libero tracking sheet reflects the players actually on the court at all times. When the libero serves, communicate to the scorekeeper so all notations are made correctly. Continuously communicate with the scorekeeper regarding substitutions and libero replacements.
6. Using the tally marks made in the Service column when each player contacts the first serve in each term of service, ensure that the libero only replaces back-row players.
7. When the libero is replaced, visually check that a rally occurs before the libero replaces another player. An exception is allowed if the libero serves the next rally. (See Rule 12.)
8. Ensure that the same players who were on the floor before a timeout return to the court after the timeout ends. Substitutions and libero replacements can then occur.
9. If an incorrect libero replacement occurs, notify the second referee unless the team immediately fixes the illegality with no delay.

Duties of Line Judges

1. Carefully review the line judge techniques and responsibilities as described in Rule 18.5.
2. Arrive at least 30 minutes before match time in proper attire: navy slacks, white polo shirt, white socks and white tennis shoes.
3. Receive instructions from the first referee before the match.
4. Go to the designated area (scorekeeper's table or officials' dressing area) before the match and between sets. The line judges should not sit in the stands or in the team areas.
5. Use a flag to execute signals, if one is available.
6. Be attentive and maintain good body position. A line judge's base position is at the intersection of an end line and a sideline. Move from that position as needed to avoid interference with play, to better observe a ball crossing the net near an antenna or to prevent being blocked from seeing the ball land near a boundary line.
7. Use the signals described in the mechanics section (Page 185), specifically Signals 4, 6, 8, 9, 13b and 30. Make all signals quickly

and decisively. In addition, clarify the team at fault when necessary by pointing to the center of the near court with the right arm extended when the nearest team is at fault and pointing down the sideline to the far court with the left arm extended when the far team is at fault.

8. When a server moves within 4 to 5 feet of the left sideline in preparation to serve (near the line judge's position), move back along the sideline extended, farther back than the server if possible. If the server backs up to a wall or obstruction, move a comfortable distance to the server's immediate left. If instructed by the first referee, the line judge may take an alternate position on the end line extended to assist with foot faults. In either case, as soon as the serve is contacted, quickly move back to the base position.
9. During timeouts, stand on the sideline near the first referee at the intersection of the attack line and the sideline.
10. The line judge is not responsible for retrieving the ball.

Mechanics of Officiating Volleyball

Official Hand Signals

The hand signals are intended to clearly communicate faults and results. Signals made with one hand should be made with the hand on the side of the team that commits the fault or makes the request. Signals should be demonstrative and clearly visible. When there is a net foul, or any other time the player at fault is to be indicated, the player's number should be signaled as described in Signal 19a.

1. **Point (Winner of rally).**
Extend the arm in the direction of the team that will serve next (palm perpendicular to the floor).



2. **Ball crossing plane under net.**
Point to center line with index finger.



3. **Ball in bounds. [Referees].** Point to attack area of court with open hand (palm facing net.)



4. **Ball in bounds [Line Judge].** Point with the flag down (with no flag, point to center of court with both arms extended, using open hands).



5. **Ball out of bounds, ball illegally outside antenna or player illegally in adjacent court. [Referees and Line Judges without flags].** Raise forearms vertically, elbows at 90 degrees, palms facing shoulders. Use for: (a) Touch off block that returns to attacker's side and lands out; (b) Ball going into net and landing out of bounds on attacker's side; (c) All first contacts landing out on the opponent's side of the center line extended, hitting an obstruction or entering non-playable area; (d) Simultaneous contact by opponents landing out (indicate player at fault).



6. **Ball out of bounds [Line Judge].** Raise the flag (with no flag, same as signal No. 5).



7. **Ball out of bounds after contact with a player [Referees and Line Judges without flags].** Use for: (a) first, second or third team contact that lands out of bounds before crossing the center line extended; (b) balls that contact the block before landing out of bounds on the blocker's side. Raise forearm on side that last contacted the ball, with elbow at 90 degrees, palm facing shoulder. Brush fingers of opposite hand once over palm of vertical hand.



8. **Ball out of bounds after contact with a player [Line Judge].** Raise the flag to shoulder height in front of body and place the open palm of the other hand on tip of flag (No flag—same as signal No. 7).



- 9a. **Antenna fault [Line Judge].** Wave the flag (or arms) side to side and point with finger toward the antenna; signal out of bounds, if necessary.
- 9b. **Line fault [Line Judge].** Wave the flag (or arm) side to side and point with finger to the fault area.



10. **Line fault, interference, center line fault, or ball crossing plane under net [Referees].** Point to line with index finger.

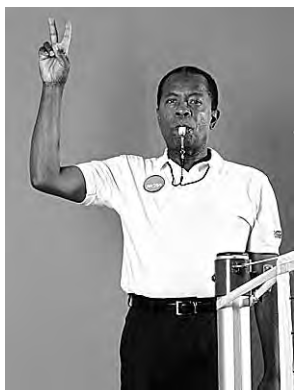


11. **Caught or thrown ball, ball held against net, or an assisted hit.**

With elbow bent and palm facing upward, lift forearm and hand to approximately eye level.



12. **Ball illegally contacted more than once by a player.** Raise forearm vertically with two fingers extended.



- 13a. **End of set or match.** Cross the forearms in front of the chest (open hands facing the body).
- 13b. **Blocked from seeing the ball land [Line Judge].** Cross the forearms in front of the chest (open hands facing the body or holding flag with one hand, if used).



14. **Timeout.** Raise forearm on the side making the request, with elbow at 90 degrees and hand perpendicular to shoulder. Place opposite palm on top of vertical hand, forming a "T." Then, extend an open hand on the side making the request to indicate which team called the timeout, or point to self (hands on shoulders) for officials' or media timeout.



15. **Substitution.** Make a circular motion of the hands and forearms around each other with closed or open hands at shoulder height. (Two rotations are sufficient).



16. **Authorization for service.** Extend arm toward serving team with palm forward. Blow whistle for service and move hand and arm in a sweeping motion to the opposite shoulder.



17. **Illegal service or ball not released at time of service.** Lift the extended arm (palm up) from the level of the leg to the level of the chest.



18. **Delay of service.** Raise forearms vertically toward the side at fault with eight digits extended (Five on one hand; thumb, index and middle finger on the other hand).



- 19a. **Player commits net fault or interferes with ball in net on opponent's side.** Touch the net with hand on the side at fault. Indicate the player at fault by number. Nos. 1-9: Show appropriate fingers. No. 10: Show closed fist of one hand. Nos. 11-19: Combine above signals. Nos. 20 and above: Show first digit with right or both hands, then second digit with left or both hands.
- 19b. **Served ball does not cross plane of net, touches teammate, or fails to reach net.** As described in 19a—no player is indicated.



20. **Double fault, or replay.** Raise the thumbs from both fists, forearms bent, hands held close together.



21. **Illegal block or screen.** Raise both hands to head height (palm facing away from body). Indicate player(s) committing the fault.



22. **Position fault, wrong server, wrong position entry or illegal player on court.** Make a circular motion with one hand, using the index finger. Then indicate the player(s) committing the fault with open hand.



23. **Illegally reaching beyond the net to attack or block or contact with opponent over the top of the net.**

Place the forearm, palm down, over the top of the net. Indicate the player committing the fault, if necessary



24. **Illegal attack or illegal attack of the serve.** Make a forward and downward motion with one arm from the shoulder with the forearm and hand. (Two motions are sufficient.) Indicate the player committing the fault, if necessary.



25. **Ball contacted more than three times by a team.** Raise forearm vertically with four fingers extended.



26. **Individual sanctions [First Referee]:** (Y) Warning—Show a yellow card. (R) Penalty—Show red card. (E) Expulsion—Show red and yellow cards in one hand. (D) Disqualification—Show red and yellow cards in separate hands.



27. **Team sanctions [First Referee]:**
(IR) Improper request—Without card, hold palm of one hand against the opposite wrist. (Y) Delay warning—Show yellow card held against opposite wrist. (R) Delay penalty—Show red card against opposite wrist.



28. **Change of courts.** Raise the forearms front and back around the body at waist level, hands open or closed.



29. **Authorization to enter.**
Using the arm on the side that requested the substitution, make a sweeping motion at waist height with an open hand, palm toward the court.



30. **First contact or block travels over or outside the antenna [Line Judge].**
Extend the left arm straight out at shoulder height, either holding the flag or with a closed fist. This signal indicates that the ball is "pursuable" if Rule 15.1.1.1 is in effect.

