



REFEREEING GUIDELINES and INSTRUCTIONS

2008 Edition

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REFEREEING GUIDELINES AND INSTRUCTIONS 2008

following the WOVD Official Volleyball Rules 2005-2008

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INTRODUCTION

These Guidelines and Instructions are valid for all WOVD World and Zonal competitions. Because of the importance of these events, all referees must be prepared to fulfil their duties in the best physical and psychological condition. It is very important that all WOVD International referees understand the significance and importance of their performance for modern volleyball.

The WOVD Referee Commission (VRC) appeals to all referees officiating in major events to thoroughly study the WOVD Official Standing and Sitting Volleyball Rules (2005-2008 edition), as well as these Refereeing Guidelines and Instructions, to make our game livelier and avoid interruptions. The WOVD and the VRC are confident that all International referees have mastered and know how to apply the Official Rules of the Game; therefore it is not necessary within these guidelines to go into details of the rules. The main goal of this document is to unify the criteria of refereeing as much as possible.

Although this document is prepared for and addressed to the International referees, all referees in the National Federations are invited to read, study and apply its content. Moreover, National and local referees are encouraged to discuss this document with the International referees in their countries.

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It is quite untrue that refereeing consists of no more than conducting a match by using the Rules of the Game as the basis for all decisions, because refereeing cannot be the mechanical or automatic application of the Rules. Great competence is required. Such competence is acquired through individual, personal experience, by participation in volleyball events for athletes with disabilities over the years, with the referee realising that he/she is not an outsider but an integral part of the game. Therefore, he/she cannot carry out his/her tasks by just looking for faults in teams' and players' techniques or behaviour and applying the corresponding sanction. This would be a very incorrect way of refereeing. On the contrary, he/she must be an expert and a friend, working for the game and with the players. Only if it is absolutely necessary, will he/she make a negative decision.

He/she should never put him/herself forward in the match, but must remain in the background, intervening only when necessary. Such behaviour is particularly necessary in today's volleyball. Modern volleyball and the goals of the WOVD require spectacular volleyball, producing an excellent show for the spectators and, through the mass media, for thousands of fans. Today's high level volleyball is not played just for the satisfaction of players in a small hall, with no spectators. The spectators will not hear the referee's whistle each time it is blown but they will see an excellent athletic show with individual and team contests in each rally as teams aim for victory.

The good referee helps in this contest whilst remaining in the background. The bad referee hampers this show by wanting to play a leading role in the match and this is against WOVD requirements. He/she must reward the players and teams for spectacular and exciting actions in the spirit of the Rules. Moreover it is essential that the international referee maintains an excellent relationship with the players, coaches, etc. and that his/her behaviour is exemplary.

During the match he/she must be able to distinguish between normal human expressions of feelings made under the stress of the match and real conscious unsporting behaviour. He/she should never punish such spontaneous expressions of feelings but must ensure the matches are played in a good atmosphere. The teams' reasonable and proper expressions of feeling should be allowed, such as standing up to cheer for excellent play actions or for encouragement, etc. However, conscious negative expressions or incorrect gestures to the opponent or protest against the referees' decision are strictly forbidden and must be sanctioned.

RULES ANALYSIS

Rule 1 – Playing area

1. Two days before a competition, the Technical Delegate and the Referee Delegate must check the dimensions as well as the quality of the boundary lines. If there is no Technical Delegate and/or Referee Delegate, the referees should check and measure whether the actual dimensions conform with the prescribed ones. This should be done at least one day before the competition. Should they notice an irregularity, they must immediately point it out and ensure its rectification. The examination must verify in particular:
 - a) whether the lines are exactly 5 cm wide (not more and not less);
 - b) the length of the lines and diagonals (12.73 m/41' 9" for Standing volleyball, 7.81 m/25' 7" for Sitting volleyball) are correct;
 - c) that the colour of the lines are distinct from the colours of the court and the free zone;
 - d) in the case of a non-official competition, if there are lines of other courts on the playing area, the boundary lines of the actual playing court must be of a different colour from all others.
2. The centre line counts for both sides of the court (Rule 1.3.3).
3. The coaches' restriction line is drawn in order to prevent the coaches approaching the side lines and interfering with the work of the second referee and/or the line judge.
4. The players have the right to play the ball beyond their free zone (except the service). A ball may therefore be recovered from any point outside their free zone. The situation and the rule are different in the opponent's free zone (Rule 10.1.2).

Rule 2 – The net and posts

1. Due to the elasticity of the net the first referee should check whether it is correctly tightened. By throwing a ball into the net, he/she can see whether it rebounds correctly. The ball must bounce off the correctly taut net, but the material of the net must not be too elastic (e.g. rubber).

If the net bulges, it cannot be used.

The vertical plane of the net must be perpendicular to the playing surface and along the axis of the centre line.

The antennae must be placed at the *outer edge* of each side band and not in its middle.
2. A match shall not be played if the mesh of the net is torn (see also Rule 10.3.2).
3. The second referee must measure the height of the net before the 'toss' by means of a measuring rod (if possible metallic) designed for this purpose, and belonging to the required auxiliary equipment of the court. On the rod should be marked the heights of 243/245 cm and 224/226 cm for men and women respectively for Standing volleyball, 115/117 cm and 105/107 cm for men and women respectively for Sitting volleyball. The first referee remains near the second referee during this verification to supervise the height check.

4. During the game (and specially at the beginning of each set), the corresponding line judges must check whether the side bands are exactly perpendicular to the playing surface and over the side lines, and whether the antennae are exactly above the outer edge of each side line. If this is not the case, they should be readjusted as soon as possible when the ball is out of play.
5. Before the match (before the official warm-up) and during the game, the referees must check that the posts and the referee's stand present no danger to the players (e.g. protruding parts of the posts around the winches, cables fixing the posts, etc.).
6. Additional equipment: benches for the teams, scorers' table, two electric buzzers with red/yellow lamps (one electric buzzer near each coach) to signal requests for regular game interruptions (time-outs and substitutions), a stand for the first referee, a rod to measure the height of the net, a pressure gauge for checking the pressure of the balls for the match, a pump, a thermometer, a hygrometer, a stand for 5 match balls, a scoreboard, numbered cards (1-18) for substitutions, 6 mops for standing volleyball/4 mops for sitting volleyball (1 m wide), at least 8/6 towels for the quick moppers and two penalty chairs in each penalty area, four substitution chairs: two at either end of the scorers' table (for Standing volleyball), two green/red substitution cards (for Standing volleyball). In the case of a WOVD competition, also a buzzer on the scorers' table to signal rotation faults and Technical Time Outs.
7. The organiser must also provide two reserve antennae and a net under the scorers' table.
8. An electronic scoreboard is compulsory for international matches, as well as the compulsory 'manual' scoreboard on the scorers' table.

Rule 3 – Ball

1. A (metallic) ball stand is needed for storing the 5 match balls near the scorers' table (3 balls in play and 2 reserve balls).
2. The second referee takes possession of the 5 match balls before the match and checks that all of them have identical characteristics (colour, circumference, weight and pressure). Together with the first referee, he/she selects the three match balls and the two reserve balls. The second referee is then responsible for them throughout the match and will assist in returning the balls to the court manager at the conclusion of the match.
3. Only WOVD homologated balls may be used (mark and type as decided for each competition). For the 2008 Paralympics the official ball is the Mikasa MVA 200 and not the MPV 200 as previously announced. For World competitions only WOVD approved official volleyballs may be used for matches. The referees must check this and if this is not the case, they may not start the match. The Board will announce approved the approved volleyball(s) as and when contracts are signed.

4. *Three-Ball System*

Six ball retrievers will be used and placed in the free zone as per figure 10 in the Rules.

Before the start of the match the ball retrievers at positions 2 and 5 will each receive a ball from the second referee.

During the match, when the ball is out of play:

- a) If the ball is outside the court, it will be recovered by the closest retriever and immediately rolled to the retriever who has just passed his/her ball to the player who was to serve.
- b) If the ball is on the court, the player closest to the ball must immediately roll it out of the court, over the nearest boundary line.
- c) At the moment the ball is out of play, the ball retriever closest to the server (number 2 or 5) must give the ball to the server as soon as possible, so that the service can take place without any delay.

The ball is transferred between the ball retrievers by being rolled on the ground (not thrown), whilst the ball is out of play.

Rule 4 – Teams

1. Team officials form part of the official delegation. For WOVD World competitions (unless specified by the specific competition regulations), team delegations consist of a maximum of 18 persons comprising 12 players and 6 officials. The 6 officials are: 1 team manager, 1 coach, 1 assistant coach, 1 medical doctor (WOVD accredited), 1 trainer/physiotherapist and 1 journalist (WOVD accredited).

The referees must check before the match (during the official protocol) the number of persons authorised to sit on the bench, or to stay in each warm-up area.

Apart from the registered players and the WOVD accredited doctor, only three more persons (coach, assistant coach, trainer/physiotherapist) can sit on the bench during competition within the competition control area.

Because only team members are permitted to sit on the bench during the match and to participate in the warm-up session, no other person(s) can participate in the official warm-up session (Rule 4.2.2). All those entering the court must wear sport shoes.

2. In international tournaments, the twelve players allowed per team must be the same ones in each match and must wear the same number on their jerseys in each match.
3. Normally, at official international matches or tournaments, the first referee does not need to ask for documents to identify the players listed on the scoresheet (the identity of the players will have been checked previously by the Technical Delegate/Jury of the match or tournament). If, however, there is a special regulation restricting participation and there is no Technical Delegate/Jury, the first referee, in accordance with this special regulation, must check the identity of the players. Players excluded by the special regulation may not play. Should there be any difference of opinion, the first referee should write his/her decision on the scoresheet or in the accompanying written report (during official international matches, he/she may ask for the opinion or decision of the Technical Committee).
4. The coach and the team captain (who each check and sign the team list on the scoresheet) are responsible for the identity of the players listed on the scoresheet.

5. The first referee must check the uniforms, paying particular attention to the use of padding. If they are not in accordance with Rule 4.3, they must be changed. The uniforms must also look the same: unless permission is given by the Technical Delegate for special reasons, the shirts must always be inside the shorts (or long pants, which are permitted in Sitting volleyball).

The team captain's stripe shall be fixed in a way allowing it to be clearly seen during the whole game. The referees shall check it before the start of the game.

6. If the two teams appear with uniforms of the same colour, the team listed first on the official programme (following the Berger table) and so listed on the scoresheet (before the toss), shall change the uniforms.
7. Team Official Equipment includes warming up suit and polo shirt *or* dress jacket, collared dress shirt, tie and formal slacks.

The officials on the bench (as approved in the Preliminary Inquiry) must conform to one of the following dress code options:

- a) all to wear the team training suit and polo shirt of the same colour and style, *or*
- b) all to wear dress jacket, collared dress shirt, tie (for men) and formal slacks of the same colour and style, except the trainer who may wear the team training suit and polo shirt.

This means that if the head coach takes off his/her dress jacket or training suit jacket, all the other officials must take off their dress jackets or training suit jackets at the same time in order to be consistently dressed.

Only officials wearing training suits will be allowed on the playing court during the warm-up.

Rule 5 – Team leaders

1. The first referee must identify the game captain and head coach and only they will be allowed to intervene during the game. The referees must know throughout the game who the game captains are.
2. During the match the second referee must check that the reserve players are seated on the bench or are in the warm-up area. Players in the warm-up area during sets cannot use a ball. The team-mates either sitting on the bench or staying in the warm-up area have no right to protest or contest the referees' decisions. Such behaviour must be sanctioned by the first referee.
3. If the game captain asks for an explanation on the referee's application of the rules the first referee must give it, if necessary not only with repetition of his/her hand signals, but in the WOVD official language (English), speaking briefly, using the technical expressions from the Official Standing/Sitting Volleyball Rules. The game captain alone has the right to ask the referees in the name of his/her team-mates – but only for an explanation of the application or interpretation of the rules made by the referees (therefore, the substituted team captain sitting on the bench, or staying in the warm-up area, does not have this right).

4. The coach does not have the right to request something from the members of the refereeing corps, except the regular game interruptions (time-outs and substitutions). But, if on the scoreboard, the number of used regular game interruptions and/or the score are not indicated or are not clear, he/she may inquire with the scorer, when the ball is out of play.

Rule 6 – To score a point, to win a set and the match

1. The rally point system is valid for the entire match.
2. If a team is declared in default or incomplete, the scorer should complete the scoresheet as stated in the Rules.

Rule 7 – Structure of play

1. If either captain requests separate (consecutive) warm-ups at the net, the first referee must allow this (Rule 7.2.2).
2. The line-up sheet must be checked by the second referee and by the scorer before the scorer writes the line-up data on the scoresheet. They must check if the players' numbers listed on the line-up sheet correspond to the players' numbers listed on the scoresheet. If not, the line-up sheet must be refused and another requested by the second referee.
3. At the end of each set, the second referee immediately asks the coaches for the line-up sheet for the next set, to avoid prolonging the three minutes' interval granted for the change of court.

If a coach systematically delays the resumption of the game by not providing the line-up sheet on time, the first referee must give a delay sanction.
4. If a positional fault is committed, after the hand signal for the positional fault, the referee must indicate the two players. If the game captain requests more information on the fault, the second referee should take out from his/her pocket the line-up sheet and show the game captain the players who committed the positional fault.

Rule 8 – States of play

1. It is essential to realise the importance of the word 'completely' in the sentence: 'the part of the ball which contacts the floor is *completely* outside the boundary lines'.
2. The cables binding the net beyond its 9.50/10.00 m (in Standing volleyball) or 6.50/7.00 m (in Sitting volleyball) length do not belong to the net. This also applies to the posts. Thus, if a ball touches an external part of the net, beyond its side bands (9 m or 6 m), it has touched a 'foreign object' and should be whistled and signalled by both referees as 'ball out'.

Rule 9 – Playing the ball

1. Interference with the playing of the ball - by the line judge, second referee or coach in the free zone:
 - If the ball strikes the official or coach, it is 'ball out' (Rule 8.4.2).
 - If a player takes assistance from an official or coach for the contact, it is the fault of the player (assisted hit, Rule 9.1.3) and will not result in a 'replay'.
2. It is emphasised that only the faults that are seen are to be called. The first referee must only look at the part of the body that makes contact with the ball. In his/her judgement he/she should not be influenced by the position of the player's body before and/or after playing the ball. The WOVD Referee Commission insists that referees permit overhand finger contact or any other contact that is legal according to the Rules.
3. To better understand the text of Rule 9.2.2 (The ball must not be caught or thrown. It can rebound in any direction): A ball should rebound off from the contact point, while a thrown ball involves two playing actions, first catching and then throwing the ball.
4. The referee must pay attention to the steadiness of the touch, particularly in today's volleyball when feint attack ('tip') is used, changing the direction in the placing of the ball. Attention must be paid to the fact that during an attack hit, tipping is permitted if the ball is not caught or thrown. Tipping means attack of the ball (completely higher than the top of the net) executed, gently, with one hand/fingers.

The first referee must watch closely the tips. If the ball after this tip does not instantly rebound, but is accompanied by the hand/is thrown, it is a fault, and must be sanctioned.

5. Attention should be drawn to the fact that a player's blocking action will not be legal if he/she does not simply intercept the ball coming from the opponent, but holds it (or lifts, pushes, carries, throws, accompanies it). In such cases the referee must punish this block as 'catch' (this should not be exaggerated).
6. Unfortunately many referees do not understand, and therefore do not put into practice correctly, Rule 9.2.3.2. They do not understand in which specific cases we can speak of 'at the first hit of a team'. In four different cases the team has a first hit (which counts as the first of the three touches of a team):
 - i. The service reception hit
 - ii. The attack reception hit (not only spike, all attacks; see Rules 9.1.1 and 13.1.1)
 - iii. The hit of the ball coming from the opponent's block
 - iv. The hit of the ball coming from the team's own block.
7. The WOVD Referee Commission insists that the referees, in their verbal explanations of specific faults in playing the ball (if the game captain asks for such), use the official terminology of Rule 9.3 and other Rules.
8. In accordance with the spirit of international competitions and to encourage longer rallies and spectacular actions, only the most obvious violations will be whistled. Therefore, when a player is not in a very good position to play the ball, the first referee will be less severe in his/her judgement of ball handling faults. For example:
 - i. The setter moving to play the ball or forced to make a very quick action to reach the ball in order to set.
 - ii. The players are forced to move suddenly or make very quick actions to play a ball after it has rebounded from the block or from another player.

- iii. The first team contact may be freely made except if the player catches or throws the ball.

Rule 10 – Ball at the net and

Rule 11 – Player at the net

1. The rule (10.1.2) gives the right to recover the ball from the opposing team's free zone. *The second referee and the line judges must fully understand this rule!* During the match, they must recognise practically and make the appropriate movement to give space to the player who will return the ball to his/her court!
2. We draw attention to the rule concerning the contact of the player with the net: 'Contact with the net or antenna (Rule 11.3.1) *is not a fault, unless it is made during the action of playing the ball or interferes with the play.*' The action of playing the ball is any action of players who are close to the ball and are trying to play it. Attention should be paid to the following situations:
 - a) If a player is in his/her playing position on his/her court and a ball is driven from the opposing side into the net and causes the net to touch the player (Rule 11.3.3), no fault is committed by the latter.
 - b) When one or two players are considered to be close enough to the ball to be part of the action of playing the ball, the touch of the net is a fault.
3. Referees' attention is drawn to the fact that the cables binding the net beyond the 9.50/10.00 m (in standing volleyball) or 6.50/7.00 m (in sitting volleyball) in length do not belong to the net. This also applies to the posts and the cables. Thus, if a player touches an external part of the net (cables, poles, etc.) this can never be considered a fault.
4. On account of the top quality of the teams participating, the game near the net is of fundamental importance and therefore referees must be particularly attentive, especially in cases where the ball rubs against the blockers' hands and afterwards is sent outside the court.

Rule 12 – Service

1. In order to authorise the service, it is not necessary to check that the server is ready – only that the player to serve is in possession of the ball and that the teams are ready to play.
2. When the first referee whistles for service, he/she may delay whistling for two reasons:
 - To offer re-play time for TV
 - To increase the tense atmosphere within the hall, as well as enhancing the contrast between moments of more and less motion in the flow of the game.
3. The first referee and the corresponding line judges must pay attention to the position of the server at the moment of the service hit or take off for a jump service (Standing volleyball only). The line judges must immediately signal to the referee if a fault is committed and the first referee must whistle it. The server may start his/her service motion outside the service zone but must be fully inside at the time of contact (or must be fully inside the service zone at the moment of take-off in Standing volleyball). In Sitting Volleyball the buttocks must be in contact with the floor at the time of the service hit.

4. When the ball is being served, the first referee must watch the serving team, while the second referee watches the receiving team.
5. If the server is not moving normally to the service zone or does not accept the ball from the ball retriever, creating an intentional delay, the team may receive a delay sanction.
6. Some referees and players interpret Rule 12.4.4 incorrectly, thinking that 8 seconds will be counted only from the moment when the server tossed or released the ball to execute the service hit. This is not the case! The rule text states clearly: ‘...after the first referee whistles for service’.
7. Hand signal 19 is the proper signal to be used by the first referee when a served ball touches the net and does not stay in play. The signal is copied by the second referee.
8. In some NFs, the national Referee Commission pays no attention to the fact that the rule of screening exists (Rule 12.5). In their national championships they do not apply it and do not sanction screening. Consequently, there are problems with these referees and teams during international matches.

Rule 13 – Attack hit

1. The attack hit must not be mistaken for the spike. During an attack hit, tipping is permitted.
2. To understand better Rule 13.2.4 (Standing volleyball only! – it is legal to attack or to block the service in Sitting volleyball) concerning the attack against the opponent’s service, attention should be paid to the fact that, in this case only the position of the *ball* is to be checked, not that of the players. It is only a fault if this attack is completed which is when the first referee should whistle the fault.
3. When controlling the back row player and the ‘Libero’ attack hit, it is important to understand that such a fault is committed only if the attack hit has been completed (either the ball completely crossed the vertical plane of the net or has been touched by an opponent).

Rule 14 – Block

1. The blocker has the right to block any ball within the opponent’s space with his/her hands over the net provided that:
 - this ball, after the first or second contact by the opposing team, is directed towards the blocker’s court and
 - no player of the opponent team is close enough to the net in that part of the playing space to continue the team’s action.

However, if a player of the opposing team is near the ball and about to play it, the block touch beyond the net is a fault if the blocker contacts the ball before or during the player’s action, thus having prevented the opponent’s action.

After the third touch by the opponent, each ball may be blocked within the opponent’s space.

2. Sets and allowable passes (Note: by definition these are *not* attack hits) which do not cross the net towards the opponent’s court, may not be blocked beyond the net except after the third contact.

3. If one of the blockers puts his/her hands over the net and hits the ball instead of making a blocking action, it is a fault (the expression 'over the net' means reaching the hands over the net into the opponent's space).
4. The text of Rule 14.6.3 (in Standing volleyball only): 'Blocking the opponent's service' means that he/she completes a block on a service ball. In Sitting volleyball, blocking the opponent's service is permitted (Rule 14.5).
5. Since the ball may touch any part of the body, if during the block the ball touches the feet, it is not a fault and it is still a block!

Rule 15 – Regular game interruptions

1. If Technical Time Outs are being used in the competition, the assistant scorer must signal automatically by the buzzer a Technical Time Out (TTO), after the first team reaches the 8th and the 16th points in the set (this is not the responsibility of the second referee). The same assistant scorer must signal with the buzzer the end of the TTO. The announcer must say for the first TTO of the set: 'First Technical Time-Out'. At the end he/she must say: 'End of the TTO'. The similar process will be applied for the second TTO. The second referee must ensure that players do not go on the court before the assistant scorer's buzzer sounds the end of the TTO. Naturally, if there is some problem with the assistant scorer's work the second referee must check and correct it.
2. A request for substitution before the start of a set is permitted and should be recorded as a regular game interruption in that set.
3. When a player is injured, the first referee should ask for a substitution to be made immediately – in case of a serious injury the referees should stop the game and allow the medical team staff to enter the court. Exceptional substitution due to injury can be made freely by the team, leaving out of consideration the 'limitations of substitutions', by any player not on court *at the moment of the injury* (Rule 15.6) but *without breaking the rules on classification* (Rule 7.3.1). Attention must be paid to the rule, which states that the injured player substituted by an exceptional substitution is not allowed to re-enter the match. An exceptional substitution cannot be counted in any case as a normal substitution.
4. When a multiple substitution is requested, the substitutions must be made one by one in a way that each pair of players involved in a substitution can be clearly seen by the scorer. Therefore, the players not involved in any specific substitution must remain outside the substitution zone until the previous substitution is completed and registered and the second referee asks the next pair to come for the substitution.

Multiple substitutions may only be done in succession: first, one pair of players – one player coming off the court and the substitute going in, then another, etc., in order to allow the scorer to take due note and check them one by one. However, if at the moment of the request for multiple substitution, any substitute is not near the coach ready to enter the court close to the substitution zone (in Sitting volleyball) or sitting on the substitution chairs (in Standing volleyball), his/her substitution should be rejected (without penalty).

5. The referees must distinguish clearly between illegal substitutions (when a team made an illegal substitution, the play is resumed, and the scorer, second referee and the classification controller did not notice it, Rule 15.9), and a request for an illegal substitution which, at the time of the request, the scorer, second referee or the classification controller realises is illegal (Rule 15.11) and which is to be rejected and punished by a delay sanction.
6. When the coach asks for a substitution, he/she must use the official hand signal. If he/she only stands up, asks orally or presses the button of the electric signalling device, the referees cannot know the character of his/her request and should not authorise but reject the request for an interruption. In this case, the first referee should decide if this is an intention to delay the game and sanction it according to the rules. If the coach wishes to substitute more than one player at the same time, he/she must advise the referee at the time of his/her request (after the hand signal for substitution), showing the number of substitutes with his/her fingers. In this case, all substitute players must be near the coach close to the substitution zone (in Sitting volleyball) or sitting on the substitution chairs (in Standing volleyball) ready to enter to play.
 - 6.1 The procedure will be as follows:
 - i) the coach will press the buzzer near him/her and immediately make the substitution signal, indicating with his/her fingers how many players are to be substituted. If he does not show any number, only one substitution will be granted;
 - ii) the player(s) must be ready to enter the court, standing close to the substitution zone (in Sitting volleyball) or sitting on the substitution chairs (in Standing volleyball), holding the numbered paddle/card high above their head within the scorer's sight. During a championship only one system should be used: either using a numbered card or simply raising a hand, but for WOVD world and zonal competitions, numbered paddles are used to facilitate the substitution procedure. If at the moment of the request the players are not close to the substitution zone (as described above), the substitution will not be granted and the team must be sanctioned with a 'delay' sanction.
 - iii) In Standing volleyball, the substitute player(s) must sit on the substitution chair near the scorers' table prior to the substitution request with the numbered paddle, so that the classification controller can check the classification of the substitute player(s) and the player(s) to be substituted and confirm that the substitution(s) is (are) legal. The second referee must check that the classification controller is showing the 'green' signal before authorising the exchange of players. If the 'red' signal is shown, the substitution is illegal and should not be permitted. If a delay is caused, the team should be sanctioned for delay by the first referee.
 - 6.2 It is very important to ensure that the coach and players move quickly and calmly. When the team is so slow and makes so many gestures that the substitution procedure is impeded, an attempt to delay the game is obvious. The team shall be sanctioned with a 'delay warning' and with a 'delay penalty' in the case of repetition in the same match.

7. The referees must study carefully and understand exactly the rule concerning 'improper request' (Rule 15.11):
 - what 'improper request' means
 - what are typical cases
 - what is the procedure to be followed in such cases
 - what must be done if a team repeats this in the same match.

During the match the first referee must check if the second referee applies correctly the rule concerning the 'improper request'.
8. Distinction must be made between the 'Libero replacement' which can be freely made (Rule 19.3.2) and the normal substitution which must be requested by the coach or game captain, authorised by the second referee and registered on the scoresheet (Rules 15.5–15.8). The assistant scorer should register the Libero's replacements on a separate sheet specially prepared for this purpose (R-6), so that the number of the player replaced by the Libero at any time is known.

Rule 16 – Game delays

1. The referee must be perfectly familiar with the principles, all types of delays and sanctions of delays. Moreover, he/she must know the exact difference between an improper request and a delay.
2. The referees should prevent all unintentional or intentional delaying by the teams.

Example of delay:

A player delays the game by asking the referee's permission to fasten footwear. This is immediately sanctioned for the first time by a 'delay sanction'.

Main causes of delays (among others):

- substitutions
- time-outs
- fastening footwear
- mopping the floor

Any player requesting the referee for an interruption to lace his/her footwear or to mop the floor shows his/her intention to delay the game and must be subject to a 'delay sanction'.

3. Sanctions for delays are against the team, not against the misconduct of a team member; this is also the case when just one team member has caused the delay.
4. Attention must be drawn to the fact that the 'delay warning' is only indicated by a hand signal (number 25 without any card) but that it must be recorded on the scoresheet in the sanctions box under column W (this is different from the 'minor misconduct warning' which has no hand signal and is not recorded on the scoresheet). However, the 'delay penalty' is indicated with a yellow card and also recorded on the scoresheet in the sanctions box under column P.
5. *Floor mopping*

The main purpose of the current procedure is to secure the players' safety and the normal flow of the game and to avoid players having to wipe the floor themselves.

5.1 Floor moppers and moppers' equipment

Four moppers per court x 2 courts = 8 moppers in total. Moppers must be well trained for this task; it is helpful if they are experienced volleyball players. Their equipment consists of:

- six pieces of one metre wide mop with stick.
- three pieces should be located near each respective warm-up area.
- eight absorbent towels (minimum size 40cm x 40cm, maximum size 40cm x 80cm); 4 (2-2) must be available and located near the scorers' table, and 4 (2-2) by the moppers sitting on small chairs.

Location of moppers (Diagram A)

- a) One quick mopper per playing court (2 in total) behind either the first or the second referee, sitting on the heels (ready to run to the wet spot).
- b) Three moppers near each warm-up area (6 total) sitting on small chairs (1 quick mopper and 2 regular moppers).
- c) Moppers must pay attention to the fact that they should not obstruct any advertising panel surrounding the playing court regardless of their location, especially behind the first referee's chair.

5.2 How to mop the playing court

To ensure the game continuity and stop delaying tactics, the WOVD has made the following decisions:

5.2.1 During the time-out (TO), the technical time-out (TTO) and the interval between the sets:

Three moppers wipe each playing court as one unit. The three moppers located near the warm-up area must bring three mops with sticks to the side line on the front zone and near the second referee.

Three moppers on each side of the court start to wipe the playing court in serpentine form as in Diagram A.

5.2.2 During 'ball out of play' (between rallies) in the game, if necessary:

- a) Whenever a quick mopper perceives a wet spot on the court, he/she raises his/her hand, signals the wet spot and waits for the end of the rally. Immediately after the referee blows his/her whistle 'ball out of play', only the mopper(s) (up to 2 moppers per court) who raised his/her/their hand (with two absorbent towels) must rush out to the wet spot. In each playing court, the mopper sitting behind either of the first or second referee will take care of the front zone of the court.

The two quick moppers sitting by the warm-up areas will constantly observe their back court in order to rush out to a wet spot as soon as the referee whistles 'ball out of play'.

If there is more than one wet spot for a given mopper, the highest priority is wet spots within the front zone. Wet spots in the back court or out of the court have second priority.

- b) Immediately after the quick wiping, the mopper(s) must return to their respective position by taking the shortest way to run off the playing court.

- c) The maximum amount of time for wiping a wet spot should be 6 to 8 seconds, i.e. between when the rally ends with a referee's whistle and the first referee's whistle for the next service. No delay of the game must be caused by the moppers.
- d) The referees are not involved in the moppers' operations. However, the first referee has the authority to regulate the moppers' operation only in case the game is disturbed by the mopper(s), or if they did not do their work properly. In addition, the second referee may ask the moppers to wipe a slippery part of the attack zone if they have not done so, because of the danger to the players.
- e) The players and coaches have no right to request the moppers to wipe a wet spot or to influence them when mopping.

5.3 Players' responsibilities

If players, at their own risk, mop the floor with their own small towel, the first referee will not wait until mopping is over and players are in their playing positions. Should they not be in their correct place at the moment the service is hit, the corresponding referee will penalise the positional fault.

5.4 Jury member's and second referee's responsibilities

If circumstances so require and if a slippery part of the attack zone can be seen, the Jury member and the second referee have the right to call the moppers when the ball is out of play. In this case, they will run onto the court with large towels and mop the slippery part of the attack zone indicated by the second referee. Once this has been done, they return immediately to their places.

Rule 17 – Exceptional game interruptions

If an injured player cannot be substituted legally, or exceptionally (it means that there are only 6 regular players – the 'Libero' cannot take part in an exceptional substitution!), the player is given a 3 minute recovery time but only once for the same player in the match.

Rule 18 – Intervals and changes of courts

1. During set intervals, balls *other than the game balls*, may be used by players for warming-up in the free zone.
2. In the deciding set, after the first team scores its 8th point, the teams change courts (if the 8th point was made by the receiving team, this team must make a rotation after the change of court, before its service – this must be checked by the scorer and the referees).
3. During the intervals between the sets, all three balls remain with the ball retrievers numbers 2 and 5 (they do not have the right to give them to the players for warming-up). In the interval before the deciding set, the second referee has to take one ball and he/she is the one who gives the ball to the first server of the set. During the time-outs and substitutions and during the change of court in the deciding set at the 8th point, the second referee does not take the ball. It remains with the ball retrievers.

Rule 19 – The Libero player

1. In case of injury of the designated Libero, the coach can re-designate as new Libero one of the players not on the court *at the moment of the re-designation* (rule 19.3.3). Pay attention to the difference between the exceptional substitution of an injured player when *any player who is not on the court at the moment of the injury* (except the 'Libero' and his/her replacement player) *can substitute* the injured player and the re-designation of a new 'Libero' when *any player who is not on the court at the moment of the re-designation can replace* the injured 'Libero'! Be aware of the fact that the re-designation of a new 'Libero' is an option which the coach can use or not.

Rule 20 – Requirements of conduct and

Rule 21 – Misconduct and its sanctions

1. It is absolutely necessary to seriously study these Rules in order to understand their spirit, the text, and the scale of the misconduct sanctions. However, some points must be underlined:

Rule 21.1 deals with 'minor misconducts' which are not subject to sanctions. Only a warning is given to the team through the game captain or to another team-mate, verbally or by a hand signal (no cards! no registration on the scoresheet!).

Rule 21.2 deals with 'misconduct leading to sanctions'. According to this rule, offensive or aggressive behaviour is seriously sanctioned. They are recorded on the scoresheet according to a scale. The principle is that the repetition of such behaviour in the same match leads to a more severe sanction for each successive offence.

2. Practical implementation of a sanction on team members for misconduct as decided by the first referee:

2.1 If the misconduct is for a team member on the court:

If the misconduct of a team member is a minor one, it is not subject to sanction, but the first referee prevents the team from approaching the sanction level by issuing a verbal or a hand signal warning through the game captain (no card, no registration on the scoresheet). This warning is not a penalty and has no immediate consequence.

If there is a 'misconduct leading to sanction', the first referee must blow the whistle (usually when the ball is out of play, but as soon as possible when misconduct is serious). He/she then instructs the sanctioned player to approach the referee's chair. When the player is close to the referee's chair, the first referee shows the appropriate card(s) saying in English: 'I give you a penalty' or 'I expel/disqualify you'.

The second referee acknowledges this action and immediately instructs the scorer to record the appropriate sanction on the scoresheet.

If the scorer, based on information on the scoresheet, states that the first referee's decision is not permitted by the Official Standing/Sitting Volleyball Rules, e.g. it is against the scale of sanctions, he/she must immediately inform the second referee of this. The second referee, in turn, after first verifying the scorer's advice, informs the first referee of this. The first referee must then correct his/her previous decision. If the first referee does not accept the scorer's and second referee's remarks, the scorer must enter the first referee's decision on the scoresheet under the heading 'Remarks'.

2.2 If the misconduct is for a team member not on the court:

The first referee must blow the whistle, direct the game captain to approach him/her and say in English, 'I give player number ... (or the coach, etc.) a penalty (or I expel/disqualify player number ... or the coach, etc.)', showing the appropriate card(s). The game captain must inform the concerned team member who must *stand up* and acknowledge the sanction *by raising his/her hand*.

While the team member's hand is raised, the first referee clearly displays the card/s so that the sanction is understood by the teams, second referee, scorer and public.

- 3 During the game, the referees must pay attention to the disciplinary aspect, acting with firmness when applying the sanctions for misconduct of players or other team-mates. Referees should remember that their function consists of evaluating playing actions, and not of chasing after small individual faults.

It is necessary that referees, players and coaches study the difference between the misconduct and the delay sanctions and their hand signals!

Rule 22 – Refereeing corps and procedures

1. It is very important that the referees signal the end of a rally only if the following two conditions are fulfilled:
 - that they are sure that a fault has been committed or there is an external interference
 - that they have identified its nature.
2. To inform the teams exactly of the nature of the fault whistled by the referees (for the public, TV viewers, etc.), the referees *must* use the official hand signals (see Rules 22.2 and 28.1). Only these hand signals and no others (national, or private hand signals or manner of execution) can be used!
3. Due to the speeding up of the game, problems may arise showing refereeing errors. To prevent this, the refereeing corps must collaborate very closely; after each playing action they should glance at one another to confirm their decision.

Rule 23 – First referee

1. The first referee must always cooperate with his/her fellow officials (second referee, scorer, line judges). He/she must let them work within their competence and their authority. He/she should perform his/her active duties while standing.

For example: after whistling for the end of a rally, he/she should immediately look at the other officials (and only then give his/her final decision with the official hand signals):

- when deciding whether a ball was in or out, he/she should always look at the line judge in charge of the line close to the place where the ball landed (although the first referee is not the line judge, naturally he/she has the right, if necessary, to over-rule his/her colleagues);
- during the match, the first referee must often look at the second referee (if possible after each rally and also before each whistle for service execution), who is facing him/her, to find out whether he/she is signalling a fault or not (e.g. four contacts, double, etc.).

2. The question whether the ball 'out' was touched previously by the receiving team (e.g. by the blocker of the receiving team, etc.) is checked by the first referee and the line judges. It is however, the first referee who makes the final decision with his/her hand signal, after seeing the signals of the other members of his/her refereeing corps (the referee should never ask the player whether the ball has been touched or not).
3. The first referee should always make sure that the second referee and the scorer have sufficient time to do their administrative and registration work, for example, if the scorer has had enough time to check the legality of a request for substitution and its registration. If the first referee fails to give his/her fellow officials sufficient time to do their work, the scorer and second referee will never be able to follow the next phase of the match, resulting in many mistakes by the members of the refereeing corps. If the first referee fails to give the necessary time for the control and administration of the facts, the second referee must stop the continuation of the match by whistling.
4. The first referee may change any decision of his/her fellow officials or of his/her own. If he/she has made a decision (whistled) and then sees that his/her colleagues (second referee, line judges, scorer) have, for instance, made an opposite decision, he/she may:
 - if he/she is sure that he/she is right, stick to his/her decision;
 - if he/she sees that he/she was wrong, change his/her decision;
 - if he/she states that faults were committed simultaneously by both teams (players), he/she should signal for the rally to be replayed;
 - if he/she considers that the second referee's decision, for example, was wrong, he/she can reverse it. For example, if the second referee has called a positional fault by the receiving team, but the first referee immediately or after the protest of the game captain has stated the position was correct, he/she should not accept the second referee's decision and can order the rally to be replayed.
5. If the first referee finds that one of the other officials does not know his/her job, or is not acting objectively, he/she must have him/her substituted.
6. Only the first referee may apply misconduct and 'delay' sanctions – the second referee, the scorer and the line judges do not have this right. If officials, other than the first referee, notice any irregularity, they should signal and go to the first referee to inform him/her of the facts. It is the first referee and he/she alone who applies sanctions.

Rule 24 – Second referee

1. The second referee must be of the same competence as the first referee: if the first referee should fall ill, he/she must take the place of the first referee to direct the match.
2. The second referee's duties and rights are clearly stipulated in this Rule.

Study well the 'Responsibilities' of the second referee, namely in which cases the second referee must 'decide, whistle and signal the faults' during the match (see Rule 24.3.2).
3. During the exchange of play near the net, the second referee must concentrate on controlling the touch of the net, the penetration beyond the centre line, and on the actions on the side of the block (receiving team) including lifting in Sitting volleyball.
4. Attention must be paid to the rule concerning the faulty touch of the net by a player (Rule 11.3.1) since many referees do not follow this rule and very often without real reason illegally stop the continuity of the play.

5. The second referee must also carefully check before each set, and at the change of courts in the deciding set, if applicable, if the players are in their correct positions, on the basis of the teams' 'line-up sheet'. In this work, the second referee is assisted by the scorer, who can tell him/her which player must be in position I (server). On the basis of this information, by turning the line-up sheet clockwise in his/her hand, the second referee can verify the rotation order of each team. When verifying positions, he/she should stand in position II on his left or IV on his right respectively. He/she should then locate the other players following the order indicated in the line-up sheet, starting with the player in position I.
6. The second referee must pay attention to the fact that the free zone must always be free from any obstacle which can cause an injury to a team member (drinking bottles, first aid kit, substitution paddles, prosthesis, crutches, etc.).

Rule 25 – Scorer

1. The scorer's work is very important, particularly during international matches, where the members from the refereeing corps and the teams are from different countries. All International referees and the line judges must know how to fill in a scoresheet; and if necessary they must be capable of doing the work of a scorer.
2. *The scorer:*
 - must check, before the start of each set, after receiving the line-up sheets, that the numbers on the line-up sheets can also be found on the scoresheet team member list (if not, he/she must report this to the second referee).
 - reports to the second referee the second time-out and the 5th and 6th substitutions of each team (who reports them to the first referee and to the coach).
 - must cooperate very attentively during the substitution process:
 - The second referee, after authorising a substitution by whistling, goes to the corner of the attack zone near the side line facing the scorer, and behind the extension of the attack line. At the same time, the substitute player must go to the substitution zone corner, in front of the second referee, raising in one hand the numbered card/paddle. In the event that the coach signals for more than one substitution, the process of substitution must be done one at a time so that the second referee and scorer have time to check and verify that the substitutions are legal. The second referee looks at the scorer (and, in Standing volleyball, also to the Classification Controller) who, seeing the card/paddle's number and the same player's number on his/her jersey, checks if the request of this substitution is legal; if he/she confirms that it is legal, he/she must immediately *raise one hand*. At this stage, the second referee, by seeing the scorer raising his/her hand (and, in standing volleyball, seeing the 'green' signal from the classification controller), understands that the request is legal and immediately lets the substitute player enter the playing court while the other leaves the court.

- The scorer, after showing to the second referee that the request is legal by raising his/her hand, puts down his/her hand and immediately writes the substitute's number and the score at the time of the substitution in the appropriate squares of the scoresheet. Then, he/she must immediately *raise his/her two hands* to show that the administrative procedure has been completed. In a case of multiple substitutions, the scorer must use the same process for each player. After the second referee sees the scorer's hand signal of 'OK', he/she repeats this signal to the first referee who then has the right to whistle for the next service.
- At this moment, the scorer must concentrate to check if the player executing the service hit follows the rotation order or not. If not, he/she must immediately stop the play by using the buzzer, but not before the service hit is executed. The second referee must go to the scorers' table to check the scorer's decision and inform the teams and the first referee of the situation.
- If the scorer discovers, after looking at the substitute near the second referee and comparing the number on his/her jersey and the number of the card/paddle in his/her hand to that on the scoresheet line of 'starting players' and 'substitutes', that the request is illegal, he/she immediately raises one hand moving it and says: 'the request of substitution is illegal'. In this case, the second referee must immediately go to the scorers' table and check, on the basis of the scoresheet data, the illegality of the request. If confirmed, the request must be rejected by the second referee. The first referee must sanction the team by whistling a 'delay'. The scorer must register on the scoresheet, in the 'sanctions' section, the appropriate sanction. The second referee must check the scorer's work following the sanction.

Rule 26 – The assistant scorer

1. Sits close to the scorer. In case of illness/injury of the scorer, he/she acts as substitute of the scorer.
2. His/her responsibilities are:
 - to complete the Libero control sheet (R-6) and to check whether the Libero's replacements during the match are legal or not.
 - to direct and control the timing of each TTO; to press the buzzer when it starts, to measure its duration and to signal its end with the buzzer.
 - to operate the manual scoreboard on the scorers' table.
 - to check if the hall scoreboard operator shows the right results to the public and, if not, to correct it.

Remark: The assistant scorer's name must be recorded on the scoresheet; he/she *must* sign the scoresheet at the end of the match.

Rule 27 – Line judges

The line judges' work is very important, especially during high level international matches. All International candidates and referees must also be familiar in practice with the line judges' work in case they are designated as line judges during international matches.

- The line judges must be present on the playing area in uniform 30 minutes before the match start time (WOVD protocol).
- The organisers must provide each line judge with uniform flags. The colour of the flags must be in contrast with the colour of the flooring.
- The line judges must know their role well, both when four line judges are used and also when there are only two line judges (see Diagram 10 in the Official Standing/Sitting Volleyball Rules).
- A line judge is required to signal every fault which occurs close to the line of which he/she is in charge, as well as those occurring at the moment of the service hit.
- If the ball touches the antenna, crosses over it, or flies outside it, the line judge closest to the direction of the ball, must signal the fault,
- Faults should be signalled clearly, to ensure beyond any doubt that the first referee sees them.

Rule 28 – Official hand signals

1. The referees must use hand signals, and only the international hand signals. The use of any other signals should be avoided and, in any case, used only when it is absolutely necessary to be understood by the team members.
2. When the second referee whistles for a fault (e.g. touch of the net by a player) he/she must be careful to show the hand signal on the side where the fault was committed (Rule 28.1). For example: if a player from the team that is on his/her right has touched the net, and he/she whistles this fault, the hand signals should not be shown through the net from the other team's side, but the referee should move so that the hand signals are indicated on the side of the fault.
3. Certainty in signalling faults (Rules 22.2, 23.3 and 24.3). Referees must whistle quickly having taken into consideration the two following points:
 - a) the referee should not signal a fault when urged to by the public or players,
 - b) when fully aware of having made a misjudgement, the referee may or ought to rectify his/her error (or that of other member(s) of the refereeing corps), on condition that this is done immediately.
4. The referees should pay attention to the correct application and use of the 'out' hand signal:
 - a) For all balls that fall 'directly out' after an attack or a block by the opposing team, the hand signal of 'ball out' (number 15) must be used by the officials.
 - b) If an attack hit crosses the net and touches the floor outside the playing court, but a blocker or other player of the receiving team touches it, the officials must show only the hand signal 'ball touched' (number 24).
 - c) If a ball, after a team has played it with the first, second or third touch is out on its side, the officials must use the 'ball touched' hand signal (number 24).

- d) If after an attack hit the ball is smashed in the (top) net and after that it falls 'out' on the attacker's side without touching the opponent's block, the hand signal must be 'ball out' (number 15), but immediately after it the attacking player must be indicated (so that everybody understands that the ball was not touched by the blockers). If, in the same case, the ball has touched the block and afterwards flies out on the attacker's side, the first referee must show the hand signal 'ball out' (number 15) and show the blocker(s).
- 5. The line judge's flag signals are also very important from the point of view of the participants and public. The first referee must check the line judge's flag signals; if they are not in order, he/she may correct them.

During high level international matches, where the speed of the attacks could be 100-120 km/hour, it is very important that the line judges concentrate on the movement of the ball, especially attack balls touching the block before going out.

GAME MANAGEMENT

Referees' procedures – before, during and after the match (see also the International Playing Protocol)

- a) **Before the match:** the refereeing corps prepares the start of the match as stipulated in the current 'protocol' of the match:
- The officials must be present in their referee uniforms at least 45 minutes before the scheduled starting time of each match.
 - The first, second and reserve referees should submit themselves to the alcohol test, carried out by the medical doctor of the organiser.
 - If the first referee has not arrived in due time, the second referee should begin the procedures of the match, after requesting authorisation from the game Jury member or game Referee Observer.
 - If the first referee fails to arrive, the second referee should conduct the match (as first referee) and the reserve referee takes the place of the second referee. In the case of a single match or one which is not an official WOVD match, the organiser decides who is to act as second referee in such a case.
- b) **After the official warm-up:**
- The second referee checks (as well as the scorer) whether the players are in the correct position (rotation order), according to the line-up sheet. After checking the positions of the team members, the second referee gives two balls to the ball retrievers, and after obtaining the authorisation of the first referee, gives the third ball to the server. After this, the second referee shows the first referee by raising his/her two hands that everything is in order and the first referee whistles for the first service of the match.
- c) **During the match:**
- At the moment of the service hit, the first referee checks the position of the serving team, the second referee that of the receiving team. To check the receiving team, the second referee, who generally remains by the post on the receiving side, can move along the side line from the centre line, maximum to 2m from the post.
 - In Standing volleyball, and where the ne/post arrangement allows in Sitting Volleyball, when there is play at the net, he/she should immediately move back to near the post on the receiving team's side. At the time of the service hit it is obligatory to be on the receiving team's side; his/her position should always be on the side of the defending, blocking team. So, during the match, he/she must continuously change position.
 - In Sitting volleyball, the second referee should also focus on lifting, therefore he/she may stand further away laterally from the centre line in order to see lifting more clearly. If the arrangement of the net and posts does not permit the second referee to move from one side to the other, he/she should remain on one side of the net and the first referee should stand on the other side.

- The first referee keeps in sight the volley of the ball and its contact with player(s) or equipment and objects. Consequently he/she first checks the regularity of the ball touch. At the moment of the attack hit, he/she looks directly at the attacker and the ball and can just see out of the corners of his/her eyes the probable direction of the ball. If the ball is hit at the net, he/she must look in the direction of the vertical plane of the net.
- If team members on the bench or in the warm-up area act against the rules, the second referee must immediately inform the first referee, when the ball is out of play. The first referee is the one who applies a sanction.
- When the second referee calls (whistles) a positional fault on the service-receiving team, immediately afterwards he/she must indicate the positional fault with the official hand signal and then the players at fault.
- According to the Rules of the Game, the first fault to occur must be penalised. The fact that the first and the second referees have different areas of responsibility makes it very important that each referee whistles the fault immediately. On the whistle of one of the referees the rally ends (Rule 8.2 – Ball out of play). After a whistle by the first referee, the second referee has no further right to blow his/her whistle, because the rally ends with the first whistle of the referees. If the two referees blow their whistles one after the other – for different faults – they cause confusion for the players, public, etc.
- It is usually the second referee (the text of the Rules says ‘the referees’) who authorises the requested game interruptions (time-outs and substitutions) but only if the ball is ‘out of play’. If the second referee has not noticed the request for interruption of a game, the first referee can also authorise it, helping the second referee.
- If during the match, the second referee observes unsporting gestures or words, on the next occasion when the ball is out of play, he/she must inform the first referee who must immediately warn or sanction the player(s) depending on the gravity of the behaviour.

d) After the match: as indicated in the WOVD protocol, the two referees position themselves on the side line corresponding to the first referee. The players of the two teams stand on their own end line. The first referee blows his/her whistle, the two teams come along the side lines to the referees, shake the hands of the referees, then walking along the net, shake hands with the opponents and return to their benches. The first and second referees go along the net to the scorers’ table, check the scoresheet, sign it and thank the scorer and line judges for their work.

At this stage, the referees’ work is not finished! They must carefully monitor the behaviour of the teams including after they whistled the end of the match! As long as the teams stay in the playing and control area, all unsporting behaviour after the match must be controlled and reported to the game Jury member and written in the scoresheet under ‘Remarks’ or in a separate report.

International Playing Protocol

Two variations are offered depending on if the teams' warm-up before the match takes place in a proper warm-up hall, with balls and nets (Alternative A) or not (Alternative B).

A. For WOVD official competitions at which teams have at least 40 minutes to warm-up before the start of the match, in a playing area with a net in the same building as the match.

| <i>Time</i> | <i>Description</i> | <i>Referees' action</i> | <i>Teams' action</i> |
|------------------------------|---|---|---|
| | | | <ul style="list-style-type: none"> Teams warm-up with balls in the warm-up hall(s). Teams cannot enter the playing area before the start of the official protocol. |
| 19.00 min. before the start | | <ul style="list-style-type: none"> First and second referees check the height of the net and control the equipment. They walk out from the playing area, with the scorer and four line judges, to meet the players. | |
| 17.30 min. before the start | Court assistants march in and are presented | | <ul style="list-style-type: none"> Both teams are requested to line up at the corner outside the playing area, with their coaches. |
| 16.00 min. before the start. | Toss to choose service and court. | <ul style="list-style-type: none"> The coin toss follows, after which the first referee ensures that the scorer is informed of the result of the toss. After the toss, both referees wait in front of the teams, 2-2 line judges behind each referee. | <ul style="list-style-type: none"> After the toss, team captains and coaches sign the scoresheet, brought to them by the scorer, and the team captains join the other players in line. Then the team officials go to their respective benches. The coaches bring in any equipment which they place behind the team bench. |
| 14.00 min. before the start. | Teams, referees, line judges, panel holders and flag holders enter the court and line-up. | <ul style="list-style-type: none"> The first referee walks in front of Team A, the second referee walks in front of Team B. <p><i>See Diagram B.</i></p> | <ul style="list-style-type: none"> 2-2 line judges follow the referees and stand laterally in the middle of the court, perpendicularly and close to the net, facing the main TV camera located at the side of the Jury's table. Panel holders and national flags of each team lead the teams when they enter the playing area; teams keep walking until they make a longitudinal line on the court (facing the main TV camera and the scorers' table). Panel holders and flag holders line-up laterally in the middle of the court, one step before the middle of the team. Teams wear the official playing uniforms. |

| <i>Time</i> | <i>Description</i> | <i>Referees' action</i> | <i>Teams' action</i> |
|-----------------------------|---|---|---|
| | National anthems are played (60 sec. each) | | <ul style="list-style-type: none"> During the respective national anthem, flag holders raise the flag in a 45° angle. |
| 11.00 min before the start | <p>Shake hands.</p> <p>Line-up sheet for the first set.</p> | <ul style="list-style-type: none"> The first referee immediately blows the whistle at the end of the anthems. After the handshake, the referees and the line judges go to the scorers' table. The second referee must ensure that the coach of each team submits two copies of the line-up sheet for the first set. The second referee gives the line-up sheet to the scorer and the copy immediately to the game Jury member. The game Jury member is the only one entitled to transmit the line-up sheets to the host TV broadcaster and to the VIS runner (where they exist). | <ul style="list-style-type: none"> The players shake hands immediately after the first referee blows the whistle. Panel holders and flag holders march out to the scorers' table, carrying the panels/flags. After the handshake, the teams go to their benches. |
| 10.00 min. before the start | Official warm-up | <ul style="list-style-type: none"> The first referee whistles to announce the start of the official warm-up at the net of both teams (6 minutes). During the official warm-up, referees check the game balls, substitution cards (paddles) and all the necessary equipment for the game (scoresheet, buzzer, uniforms, etc.). Referees give any necessary instruction to scorers, line judges, and court assistants. They must also inspect the reserve equipment. | <ul style="list-style-type: none"> The teams start to warm-up at the net (6 minutes). Teams wear the official playing uniform for the warm-up. |
| 4.00 min. before the start | End of the official warm-up | <ul style="list-style-type: none"> The first referee whistle to announce to end of the official warm-up and both referees ask the game Jury member for permission to start the match. | <ul style="list-style-type: none"> Players return to the benches at the end of the warm-up. Team officials, 6 starting players and the Libero player sit on the bench while the other players stay in the warm-up area. |

| <i>Time</i> | <i>Description</i> | <i>Referees' action</i> | <i>Teams' action</i> |
|---|--|--|---|
| 3.00 min before the start | First fanfare | | |
| | Presentation of the referees | <ul style="list-style-type: none"> Both referees accompany the fanfare to the middle of the court, close to the net, facing the scorers' table and are introduced by the announcer. After being introduced, the first referee goes to his place on the opposite side of the scorers' table and the second referee goes to the front of the scorers' table. | |
| | Second fanfare | | |
| | Presentation of the starting players, the Libero and the coach | | <ul style="list-style-type: none"> At the announcement of their name, each starting player and the Libero of team A enter the court waving hands. Presentation of the coach of team A. Presentation of team B likewise. The reserve players will be presented as they enter the match as substitutes. |
| Just after the presentation of the starting players and the coach | | <ul style="list-style-type: none"> The second referee distributes two match balls and checks the players' standing position, comparing them to those on their respective line-up sheet. He/she gives a match ball to the server. He/she asks the scorer if he/she has also finished checking and is ready to start. | |
| 0.00 minutes to start. | | <ul style="list-style-type: none"> At the start of the match, the first referee blows the whistle authorising the first service. | |

B. Alternative international protocol for matches at which the organiser cannot ensure teams' separate warm-up before the match, in the same building, in separate warm-up halls (with regular equipment conditions, playing area, net, lighting, etc.)

| <i>Time</i> | <i>Description</i> | <i>Referees' action</i> | <i>Teams' action</i> |
|------------------------------|---|---|---|
| | | | <ul style="list-style-type: none"> Teams warm-up with balls outside the playing area. Teams cannot enter the playing area before the start of the official protocol. |
| 30.00 min. before the start | | <ul style="list-style-type: none"> First and second referees check the height of the net and control the equipment. They walk out from the playing area, with the scorer and four line judges, to meet the players. | |
| 28.30 min. before the start | Court assistants march in and are presented | | <ul style="list-style-type: none"> Both teams are requested to line up at the corner outside the playing area, with their coaches. |
| 27.00 min. before the start. | Toss to choose service and court. | <ul style="list-style-type: none"> The coin toss follows, after which the first referee ensures that the scorer is informed of the result of the toss. After the toss, both referees wait in front of the teams, 2-2 line judges behind each referee. | <ul style="list-style-type: none"> After the toss, team captains and coaches sign the scoresheet, brought to them by the scorer, and the team captains join the other players in line. Then the team officials go to their respective benches. The coaches bring in any equipment which they place behind the team bench. |
| 25.00 min. before the start. | Teams, referees, line judges, panel holders and flag holders enter the court and line-up. | <ul style="list-style-type: none"> The first referee walks in front of Team A, the second referee walks in front of Team B. <p><i>See Diagram B.</i></p> | <ul style="list-style-type: none"> 2-2 line judges follow the referees and stand laterally in the middle of the court, perpendicularly and close to the net, facing the main TV camera located at the side of the Jury's table. Panel holders and national flags of each team lead the teams when they enter the playing area; teams keep walking until they make a longitudinal line on the court (facing the main TV camera and the scorers' table). Panel holders and flag holders line-up laterally in the middle of the court, one step before the middle of the team. Teams wear the official playing uniforms. |
| | National anthems are played (60 sec. each) | | <ul style="list-style-type: none"> During the respective national anthem, flag holders raise the flag in a 45° angle. |

| <i>Time</i> | <i>Description</i> | <i>Referees' action</i> | <i>Teams' action</i> |
|-----------------------------|---------------------------------|--|---|
| 22.00 min before the start | Shake hands | <ul style="list-style-type: none"> The first referee immediately blows the whistle at the end of the anthems. After the handshake, the referees and the line judges go to the scorers' table. | <ul style="list-style-type: none"> The players shake hands immediately after the first referee blows the whistle. Panel holders and flag holders march out to the scorers' table, carrying the panels/flags. After the handshake, the teams go to their benches. |
| 21.30 before the start | Warm-up | | <ul style="list-style-type: none"> Teams warm-up on court with balls but not at the net. |
| 14.00 min. before the start | Line up sheet for the first set | <ul style="list-style-type: none"> The second referee must ensure that the coach of each team submits two copies of the line-up sheet for the first set. The second referee gives the line-up sheet to the scorer and the copy immediately to the game Jury member. The game Jury member is the only one entitled to transmit the line-up sheets to the host TV broadcaster and to the VIS runner (where they exist). | |
| 14.00 min. before the start | Official warm-up at the net | <ul style="list-style-type: none"> The first referee whistles to announce the start of the official warm-up at the net of both teams (10 minutes). During the official warm-up, referees check the game balls, substitution cards (paddles) and all the necessary equipment for the game (scoresheet, buzzer, uniforms, etc.). Referees give any necessary instruction to scorers, line judges, and court assistants. They must also inspect the reserve equipment. | <ul style="list-style-type: none"> The teams start to warm-up at the net (10 minutes). Teams wear the official playing uniform for the warm-up. |
| 4.00 min. before the start | End of the official warm-up | <ul style="list-style-type: none"> The first referee whistles to announce the end of the official warm-up and both referees ask the game Jury member for permission to start the match. | <ul style="list-style-type: none"> Players return to the benches at the end of the warm-up. Team officials, 6 starting players and the Libero player sit on the bench while the other players stay in the warm-up area. |

| <i>Time</i> | <i>Description</i> | <i>Referees' action</i> | <i>Teams' action</i> |
|---|--|--|---|
| 3.00 min before the start | First fanfare | | |
| | Presentation of the referees | <ul style="list-style-type: none"> Both referees accompany the fanfare to the middle of the court, close to the net, facing the scorers' table and are introduced by the announcer. After being introduced, the first referee goes to his place on the opposite side of the scorers' table and the second referee goes to the front of the scorers' table. | |
| | Second fanfare | | |
| | Presentation of the starting players, Libero and coach | | <ul style="list-style-type: none"> At the announcement of their name, each starting player and the Libero of team A enter the court waving hands. Presentation of the coach of team A. Presentation of the team B likewise. The reserve players will be presented as they enter the match as substitutes. |
| Just after the presentation of the starting players and the coach | | <ul style="list-style-type: none"> The second referee distributes two match balls and checks the players' standing position, comparing them to those on their respective line-up sheet. He/she gives a match ball to the server. He/she asks the scorer if he/she has also finished checking and is ready to start. | |
| 0.00 minutes to start. | | <ul style="list-style-type: none"> At the start of the match, the first referee blows the whistle authorising the first service. | |

Announcer's script for match protocol

| <i>Time *IP A</i> | <i>Time *IP B</i> | <i>Description</i> |
|-----------------------|-----------------------|--|
| 17'30'' | 28'30'' | (Court Assistants Marching In) Ladies And Gentlemen, please welcome the court assistants for this match |
| 14' | 25' | (Teams Marching in) Immediately when the teams are lined-up: Good Morning/Afternoon/Evening, Ladies and Gentlemen, welcome to the _____ (Name of the Competition) Match No. _____ between _____ and _____ Please rise for the national anthems of _____ and _____ |
| 10' | 14' | Now, we will have the official warm up at the net |
| 4' | 4' | This is the end of the official warm |
| 3' | 3'' | (First FANFARE)◄ Presentation of the International Referees. The First Referee is Mr./Ms. _____ From _____ The Second Referee is Mr./Ms. _____ From _____ |

(Second FANFARE)◄

Presentation of the starting players (Present team A first and then team B)

Check information with scorer

| | |
|-----------------------------------|-----------------------------------|
| Team _____ | Team: _____ |
| No <input type="checkbox"/> _____ | No <input type="checkbox"/> _____ |
| No <input type="checkbox"/> _____ | No <input type="checkbox"/> _____ |
| No <input type="checkbox"/> _____ | No <input type="checkbox"/> _____ |
| No <input type="checkbox"/> _____ | No <input type="checkbox"/> _____ |
| No <input type="checkbox"/> _____ | No <input type="checkbox"/> _____ |
| No <input type="checkbox"/> _____ | No <input type="checkbox"/> _____ |
| Libero No__ Name_____ | Libero No __ Name _____ |
| Coach Mr./Ms _____ | Coach Mr./Ms _____ |

| | |
|-------------|---|
| TTO | The First/Second Technical Time-Out |
| TO | End of the First/Second Technical Time-Out |
| Sub. | Time-Out by _____(team) substitution by _____(Team), Number ____ out, Number ____ Name _____ in |

*** IP (International Protocol – Alternative A or B)**

During the match (for both protocols described under A and B above)

1. *Replay*

During WOVD world and zonal competitions, the host broadcaster can ask for a 'replay delay', if the necessary installations are made and agreed by the Organising Committee and the WOVD Technical Committee. The necessary installation is an electrical lamp fixed on the post in front of the first referee, linked to the host broadcaster representative who gives a signal by illuminating the lamp for a slight delay of time for an instant replay of a previous action.

The process cannot be used more than 8 times per set and cannot delay the match between rallies by more than 7 seconds each time.

2. *Intervals (Rule 18.1)*

The Rule says: 'The interval between the second and the third sets can be extended up to 10 minutes by the competent body at the request of the organiser.'

For this 10 minutes period, the teams and the referees must leave the playing area after the second set and go to their dressing rooms. They must come back to the playing area three minutes before the third set starts.

For normal (3 minute) intervals between sets 1 to 4:

TEAMS: At the end of each set, the six players of each team line up on the end line of their respective courts. At the direction of the first referee the teams change courts; as the players pass the net poles they go directly to their team bench.

SCORER: At the moment the referee blows the whistle ending the last rally of the set, the scorer must start the timer for timing of the set interval.
2'30 – The second referee blows the whistle or the scorer sounds the buzzer.

TEAMS: At the direction of the second referee, the six players registered on the line-up sheet go directly onto the playing court.

REFEREES: The second referee will then check the players' standing positions, comparing them to those on their respective line-up sheet.

The ball retriever will then give the ball to the server. At the start of the first set and the deciding set, the ball will be given to the server by the second referee.

3'00 – The first referee whistles, authorising the service.

Interval before the deciding set:

TEAMS: At the end of the set before the deciding set, the six players of each team line-up on the end line of their respective courts. At the direction of the first referee, the teams go directly to their team bench.

CAPTAINS: Report to the scorers' table for the *toss*.

- REFEREES: Report to the scorers' table to conduct the *toss*.
- 2'30 – The second referee blows the whistle or the scorer sounds the buzzer.
- TEAMS: At the direction of the second referee, the six players registered on the line-up sheet go directly into the playing court.
- REFEREES: The second referee will then check the players' standing positions, comparing them to those on their respective line-up sheet. The second referee will then give the ball to the server.
- 3'00 - The first referee whistles authorising the first service of the set.

When the first team reaches the 8th point:

- TEAMS: At the end of the rally, the six players of each team go to their respective end line. At the first referee's signal they change courts without delay, going straight to the playing court.
- REFEREES: The second referee checks that the teams are in their correct rotation order (after checking with the scorer which player is in position I for each team) and that the scorer is ready for the second part of the set. He/she then signals to the first referee that everything is ready for the continuation of the game.

During Time-Outs, Technical Time-Outs and interval between sets, the second referee calls the players to move close to the bench and leave space for the floor to be mopped by the six moppers.

3. *At the end of the match*

- TEAMS: At the end of the game, the six players of each team go to their respective end line. At the first referee's signal, they greet one another near the net, leave the playing court and walk to their respective team bench.
- REFEREES: Both referees position themselves on the side line corresponding to the first referee and, after the greetings, report to the scorers' table for administrative purposes.

NOTE: All matches will begin according to the schedule published. However, if the preceding match takes longer than scheduled, the official protocol will begin only after the court has been cleared and the administration of the previous match has been completed. The referees will communicate this starting time to both team coaches.

Working programme

1. *Arrival before tournament*

The referees must reach the host city of the competition no later than 48 hours (2 days) before the first match. They must take their official uniforms with them.

2. *Clinics*

Theoretical and, if possible, practical Refereeing Clinics will take place before the start of the competition with the attendance of referees, scorers, line judges, moppers and ball retrievers.

3. *Comments on refereeing*

Referees will normally receive oral feedback after their matches from the game Referee Observer. They will also receive a copy of the written evaluation form. In addition, there will be meetings of the referees with the Referee Delegate. There, the refereeing of the previous games will be analysed and both errors and successful performance stressed, to unify the technical quality of refereeing at the highest level.

4. *Information on appointments*

Appointments to the matches will be notified to the first, second and reserve referees normally on the previous evening or in the morning.

5. *Alcohol test*

The first, second and reserve referees should be present at least 45 minutes before the match start time in their referee uniforms. 40 minutes before the game assigned to them, the first, second, and reserve referees will report to the sports hall medical room, to be submitted to the current alcohol test carried out by the appointed doctor and in the presence of the game Jury member.

6. *Behaviour*

The WOVD has confidence in each referee appointed for major competitions. The referees responsible for the management of the matches during the competition must show exemplary conduct throughout the competition, from their arrival until their departure from the city/ies in which the competition is hosted in accordance with the WOVD Referee Code of Conduct (see below).

They are to strictly respect the timetable of all the activities, which has been fixed by the Special Referee Commission, and maintain the image of the referees inside and outside the sports halls.

The Special Referee Commission is duly empowered to suspend from function and even disqualify, depending upon the fault, any member of the refereeing corps whose conduct is not of the standard expected from them.

7. *Code of conduct for WOVD referees*

- 7.1 Referees must understand that as a referee, they represent the WOVD as an official from the moment of their arrival until their departure.
- 7.2 Referees should only referee in WOVD approved uniform.
- 7.3 During the competition they should follow the WOVD Refereeing Guidelines and Instructions in full.

- 7.4 Referees should arrive for their nominated matches in due time, properly dressed, so that the necessary check of equipment, facilities etc. can be effected.
- 7.5 Referees should never participate in an official match, in any capacity, while under the influence of alcohol or any other prohibited drug. As a referee, they may be tested for alcohol before any official match as described above.
- 7.6 Referees should always referee with total impartiality, making all decisions based only on the evidence presented and without considering any incidents from an earlier date. They should, at all times, referee within the true spirit of the game and not only to the simple letter of the rules.
- 7.7 During a match, referees should deal with players and coaches showing respect, even where this courtesy is not returned.
- 7.8 Referees should refrain from criticising fellow officials in public – either by words or by gestures. If they comment to others during an official competition, these comments should be inaudible to those not involved in the discussion. Shouting loud abuse or unwarranted advice, or deliberate distraction and heckling aimed at participants during a game may be a violation of this WOVD Referee Code of Conduct and may lead to disciplinary action.
- 7.9 Referees should never make derogatory public statements concerning the performance of other referees or other participants, unless such comment is required by the WOVD or Zonal Referee Commission or the competition Special Referee Commission, or is made in the presence of the referee or participant concerned.
- 7.10 Referees should ensure there is never an occasion when a) they wear some item of clothing that identifies them with their nation or national team, or [I should leave “and” instead of “or” because we want both statements to be kept and not one or the other] b) they socialise with the members of their national delegation (except for reasons of formal consular occasions or protocol).
- 7.11 Referees should restrain themselves as much as possible when observing performances of the members of their national team (do not show excitement/joy in success or despondency/despair in failure).

Procedure for the Judges' Conference

1. During international official competitions, a Judges' conference [why sometimes conference is written with Capital letter and sometimes not?] can be held on the request of the game Jury member.

2. *Aim*

The Judges' conference holds official WOVD authority to solve problems occurring during the game in order to re-establish the situation in accordance with the WOVD rules and regulations.

3. *Procedure*

- 3.1 Appeals to a Judges' Conference

A coach or a Jury member can refer a case to the game Jury member at any moment of a game, as soon as he/she notices an improper situation or a decision not in accordance with the rules or regulations. Such cases must refer to:

- a) an improper decision by the referee who did not apply the rules or did not assume the consequences of his/her decisions
 - b) an improper decision of the scorer who made a mistake on the rotational order or on the score.

Improper cases: a referee's decision which sanctions a playing action or a misconduct cannot be considered as a proper case. The coach who submits an improper case will be sanctioned by a penalty. In case of repetition, the coach will be disqualified.

- 3.2 Agreement of the complaint

The game Jury member examines the complaint and, if he/she believes the complaint may be valid, he/she convenes the Judges' Conference.

- 3.3 Composition

- a) In the case of a complaint concerning a referee's decision, the game Jury member asks the Referee Observer and the first referee to attend the conference.
 - b) In the case of a complaint concerning a scorer's decision, the game Jury member asks the Referee Observer to attend the conference and calls the scorer to make a report. The scorer is not a member of the Judges' Conference.
 - c) No other person can participate in the Judges' Conference. However, the game Jury member can collect all information from others as necessary.

4. *Interruption of the game*

As soon as the complaint is accepted by the game Jury member, the game is interrupted.

- a) The first referee authorises the teams to leave the playing court and come to the bench, but they are not allowed to leave the playing area.

Players are allowed to use balls in the free zone but not the match balls.

b) Examination of the complaint

- In the case of a complaint concerning a referee's decision, the game Jury member listens to the referee who makes a report on the reasons for the decision concerning the application of the rules.
- According to the rules, the game Jury member decides to:
 - reject the complaint
 - accept the complaint and the referee's decision is overruled.
 - In the case of a complaint concerning a scorer's decision, the Judges' Conference takes the scoresheet and examines it in order to know the reason for the complaint.
 - The game Jury member can call the statistical Evaluation Supervisor (VIS), if one exists, who will give all information needed.
 - The game Jury member can request all information from officials and study video tapes.
 - If the complaint is accepted, the scoresheet is corrected and the score is modified if necessary.
- If the case is not covered in the rules, the game Jury member takes the decision after listening to the other members.

5. *To resume the game*

The decision is communicated to the referees, scorer, coaches, captains and to the announcer, who informs the spectators.

If the complaint has been rejected, the game is resumed after having applied the referee's decision or with the same positions and same score.

If the complaint is accepted, the decision of the referee or the scorer is overruled. The game is resumed with the new positions or new score.

Diagram A

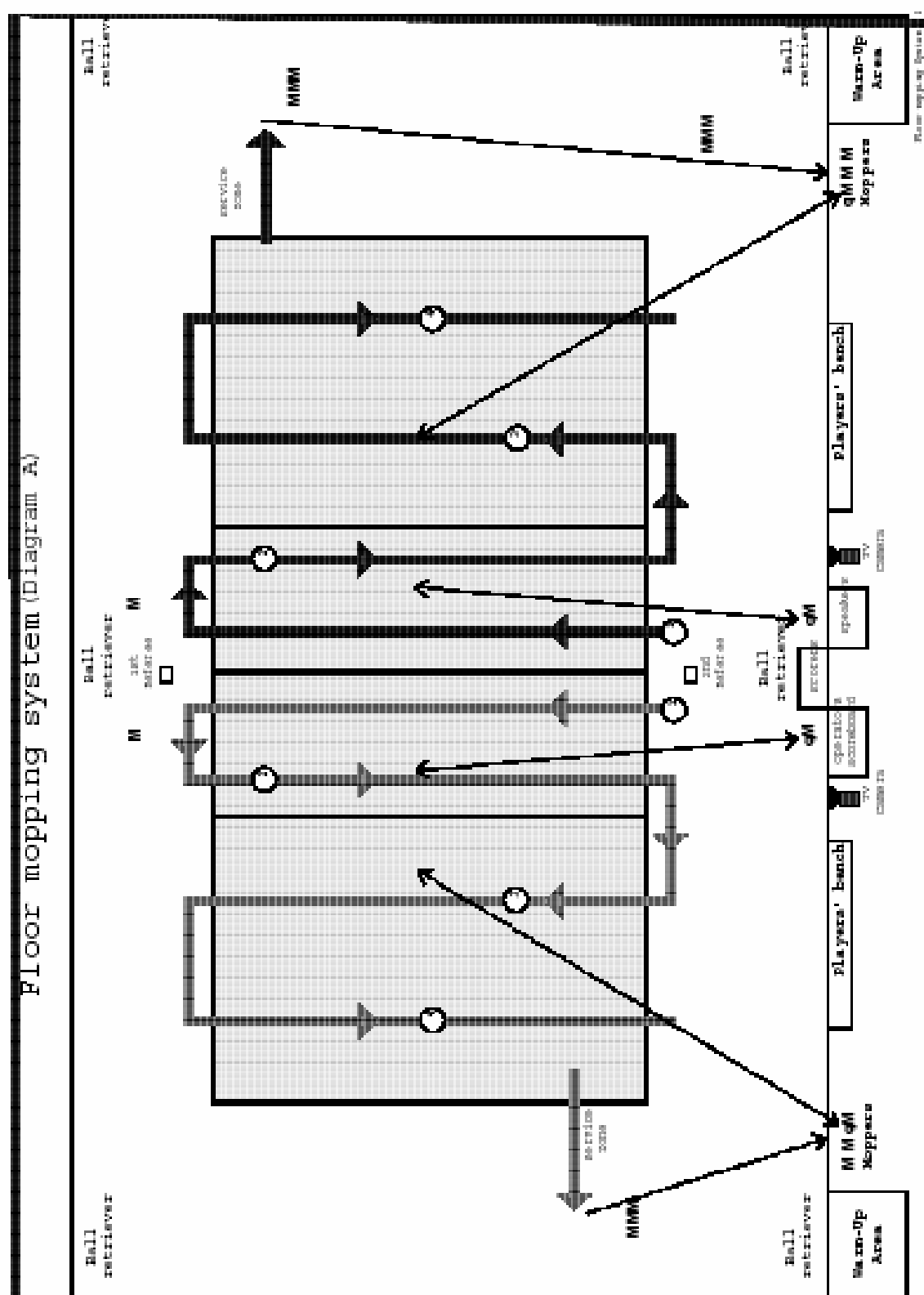


Diagram B

