



REFEREEING GUIDELINES and INSTRUCTIONS

2017 Edition

	REFEREEING GUIDELINES AND INSTRUCTIONS - 2017
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following the FIVB Official Volleyball Rules 2017-2020

INTRODUCTION

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

The FIVB Rules of the Game and Refereeing Commission (RGRC) appeals to all referees officiating in Volleyball events to study thoroughly the FIVB Official Volleyball Rules (2017-2020) as well as these Refereeing Guidelines and Instructions, to make our game livelier and to avoid interruptions. The FIVB and the RGRC are confident that all of the International Referees master and know to apply the Official Rules of the Game, therefore it is not necessary to go into details of the rules. The main goal of this document is to unify, as much as possible, the criteria of refereeing and give interpretation to some rules and their application in practice. The clear repetitions from the Rules have been eliminated.

Although this document is prepared and addressed to the International Referees, all the referees in the different National Federations are invited to read and study its content. Moreover, the National and local referees are encouraged to discuss this document with the International Referees in their countries. If it is necessary to have more deep clarification on the rules application or interpretation, any International referee can send to the FIVB (sportsevents.referee@fivb.org) a correspondent request with complete problem description and proposal for solution. All these cases will be analyzed and an official solution, if necessary, will be put down in official refereeing documents."

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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 the 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 over the years, with the referee realizing 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 behavior 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 of the match, intervening only when necessary. Such behavior is particularly necessary in today's volleyball. Modern volleyball and the goals of the FIVB require spectacular volleyball, producing an excellent show for the spectators and, through the mass media, for millions of fans. Modern Volleyball is a fast and exciting non – contact sport, demanding high levels of physical fitness, coordination and, especially, team work. Today's high level volleyball is not played just for the satisfaction of players in a small hall, with no spectators, but transmitted all over the world. 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 for the victory.

The good referee helps in this context, by remaining in the background. The bad referee hampers this show by wanting to play a leading role in the match and this is against FIVB 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 behavior be 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 unsportsmanlike behavior. He/she should never punish such spontaneous expressions of feelings so that 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 will be sanctioned.

RULES ANALYSIS

Rule 1 – Playing area

1. Two days before a competition, the Refereeing Subcommittee, as part of the Control Committee, together with the referees must check the dimensions as well as the quality of the boundary lines. When there is in use the Hawk Eye system, the exact dimensions of the court becomes even more important. If there is no Control Committee, the referees should check and measure whether the actual dimensions are in due conformity with the prescribed ones at least one day before the competition. Should they notice an irregularity, they must immediately point it out to the organizers and ensure its rectification. The examination must verify in particular:
 1. Whether the lines are exactly 5 cm wide (no more and no less)
 2. The length of the lines and diagonals (12.73 m/41' 9' each) on both courts
 3. That the color of the lines is distinct from the colors of the court and the free zone
2. Check that the free zone for FIVB, World and Official events measures exactly 6.5 m at the back of the court as well as exactly 5 m at the sides, up to the advertising barriers (Rule 1.1).

Rule 2 – The net and posts

1. Due to the elasticity of the net, the 1st 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 center line.

The antennae must be placed on the opposite sides of the net on the position 4 of each side, above outer edge of the the side lines (diagram 3) to make each court as identical as possible.
2. A match shall not be played if the mesh of the net is torn (see also Rule 10.3.2).
3. The 2nd 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. The 1st referee remains near the 2nd referee during this verification to supervise the measurement.
4. During the game (and especially 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 just at the outer edge of each side band. If this is not the case, they should be readjusted immediately.
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 team coach) to signal requests for regular game interruptions, a stand for the 1st referee, a rod to measure the height of the net, a pressure gauge, a pump, a thermometer, a hygrometer, a stand for 5 match balls, numbered paddles for substitutions – for FIVB, World and Officials Competitions for Seniors see Specific Competition Handbook for the accepted numbers –, at least 8 absorbent towels (40x40cm or 40x80cm) for the quick moppers, two penalty chairs in each penalty area and a Libero jacket/bib. In FIVB, World, and Official competition, also a buzzer should be installed on the scorers' table, to signal rotation faults, Libero faults, Technical Time Outs and requests for substitution.
7. The organizer must also provide two reserve antennae and a spare net under the scorers' table.
8. An electronic scoreboard is compulsory for FIVB, World and Official competitions, as well as a 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 (5 balls in play).
2. The 2nd referee takes possession of the 5 match balls before the match and checks that all of them have identical characteristics (color, circumference, weight and pressure). The 2nd 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 FIVB homologated balls may be used (mark and type as decided for each competition and determined in the Specific Handbook). The referees must check this and if the FIVB stamp is not printed on the balls, he/she may not start the match.
4. Five-Ball System – during the match:

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

Before the start of the match, the ball retrievers on positions 1, 2, 4 and 5 will each receive a ball from the 2nd referee who will give the fifth ball to the server for the 1st and the deciding set.

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

- 4.1 If the ball is outside the court, it will be recovered by the closest retriever and immediately rolled towards the retriever who has just passed his/her ball to the player who was to serve.
- 4.2 The ball is transferred between the ball retrievers by being rolled on the ground (not thrown), whilst the ball is out of play, preferably not in the side where the scorers table is situated.
- 4.3 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.
- 4.4 At the moment the ball is out of play, the ball retriever number 1 or 2, or 4 or 5 must give the ball to the server as soon as possible, so that the service can take place without any delay.

Some international Competition may be played with the previous 3 ball system. See Specific Handbook for each event to determine which system will operate.

Rule 4 – Teams

1. For, FIVB, World and Official Competitions (unless specified by the Specific Competition Regulations), team composition may consist of up to 17 persons comprising of up to 12 players, among them up to 2 Libero players and up to 5 officials. The 5 officials are: the coach, a maximum of two assistant coaches, a medical doctor and one team therapist. (Note: both the medical doctor and the team therapist must be accredited beforehand by the FIVB).

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.

Because only team members are permitted to sit on the bench during the match and to participate in the warm-up session (exception: the team Therapist, if not on the bench may assist on the court until the start of the official net warm up session) no other person(s) can participate in the official warm-up session

2. For FIVB, World and Official Competitions, Specific Competition Regulations will determine how the twelve players allowed per team must be determined for each match. Players must wear the same number on their jersey in each match. Note: For special FIVB and other international events, it is possible that 14 players may be permitted to play in the match. In this case two Liberos are mandatory in the team list of the score sheet. See Specific Handbook for each event to determine which system will operate.
3. Normally, at official international matches or tournaments, the 1st referee does not need to ask for documents to identify the players listed on the score sheet (the identity of the players will have been checked previously by the Control Committee of the match or tournament). If, however, there is a special regulation restricting participation and there is no Control Committee, the 1st 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 1st referee should write his/her decision on the score sheet or in the accompanying written report (during official international matches, he/she may ask for the opinion or decision of the Appeal Sub-Committee).
4. The coach and the team captain (who each check and sign the score sheet or team list for the electronic score sheet) are responsible for the identity of the players listed on the score sheet.
5. The 1st referee must check the uniforms. He (she) must report to the Game Jury President about all irregularities in players' and team officials' uniforms and follow the Game Jury President's instructions. The uniforms must also look the same. Where possible, the shirts must be inside the shorts and if they aren't, it is necessary, at an appropriate moment, to ask the players in a polite way, to put them inside - especially at the beginning of the match and each set. Form-fitting shirts which cannot fit inside the shorts, as worn by the women's teams, are always acceptable.

The team captain's stripe (8x2cm) shall be fixed under the number on his/her chest 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 color, the team listed 1st on the official program (following the Berger table) and so listed on the score sheet (before the toss), shall change the uniforms.
7. Team Official Equipment includes training suit and polo shirt or dress jacket, collared dress shirt, tie and formal slacks.

The team coaching staff (as approved in the Preliminary Inquiry) must conform to one of the following dress code options along a match:

7.1 All to wear the team training suit and polo shirt of the same color and style or,

7.2 All to wear dress jacket, collared dress shirt, tie (for men) and formal slacks of the same

color and style except the team therapist who may wear the team training suit and polo shirt.

This means that if the 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.

8. Before the match in due time the referees must apply a careful cross-checking in order to control, if the actual players' numbers are according to the team roster recorded in the score sheet. In this way any discrepancies may be discovered, that may disturb later the normal flow of the game.

Rule 5 – Team leaders

1. The 1st referee must identify the game captain and the 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 2nd 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 balls, but may use warm up devices. The team members, either sitting on the bench or staying in the warm-up area, have no right to protest or contest the referees' decisions. Such behavior must be sanctioned by the 1st referee.
3. Should the game captain ask for an explanation on the referee's application of the rules, the 1st referee must give it, if necessary not only with repetition of his/her hand signals, but in FIVB working language (English), speaking briefly, using official terminology of the Rules. The game captain has the right only to ask for an explanation on the application or interpretation of the rules made by the referees in the name of his/her team-mates. (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 anything 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 correct, he/she may inquire with the scorer, when the ball is out of play.
5. The coach does not have the right neither to enter the court not to approach the sideline throughout the entire match, i.e. during the rallies and interruptions. The referees should remind him/her to this rules, if it is necessary (Rule 5.2.3.4).
6. We draw the attention, that the neither Team Manager nor Journalist have the right to sit behind the team bench, only at seats dedicated to them.

Rule 7 – Structure of play

1. The line-up sheet must be checked by the 2nd referee and by the scorer, before the scorer writes the line-up data on the score sheet. He/she must check if the players' numbers listed on the line-up sheet correspond to the players' numbers listed on the score sheet. If not, the line-up sheet must be corrected and another one requested by the 2nd referee. The line-up sheet must be kept at the 2nd referee in his/her pocket in order to be able to verify the actual line-up of teams if it is necessary or required, unless the e-score sheet and 2nd referee pole tablet is in use.
2. At the end of each set, the 2nd referee immediately asks the coaches for the line-up sheet for the next set, to avoid prolonging the three minutes interval between the sets.

If a coach systematically delays the resumption of the game by not providing the line-up sheet on time, the 1st referee must give this team a delay sanction.

3. If a positional fault is committed, after the hand signal for the positional fault, the involved referee must indicate the two players. If the game captain requests more information on the fault, the 2nd referee should take out from his/her pocket the line-up sheet or check the post tablet and show the game captain the players who committed the positional fault or shows this on the pole Tablet.
4. If the service was not executed by the player according to the team's line-up, i.e. rotational fault occurred and it was discovered only after the end of the rally started with rotational fault, only a single point should be awarded to the receiving team. (Rule 7.7.1.1)

Rule 8 – States of play

1. It is essential to realize the importance of the word "completely" in the modified sentence of Rule 8.4.1. It means that any compression which allows the ball to make contact with the line AT ANY TIME during the process of contacting the floor makes the ball "IN", but if the ball does not at any time contact the line, it is "OUT".
2. The cables binding the net beyond the 9.50/10.00 m in length do not belong to the net. This also applies to the posts and the cables. Thus, if a ball touches an external part of the net, beyond its side bands (9 m), it has touched a "foreign object" and should be whistled and signaled by both referees as "ball out".

Rule 9 – Playing the ball

1. Interference with the play of the ball by the line judge, 2nd referee or coach in the free zone:
 - If the ball strikes the official or coach, it is "ball out" (Rule 8.4.2).
 - If the player takes assistance from the 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 emphasized that only the faults that are seen are to be called. The 1st referee must only look at the part of the body that makes contact with the ball. In his/her judgment he/she should neither be influenced by the position of the player's body before and/or after playing the ball nor by the noise of the contact. The FIVB Rules of the Game and Refereeing Commission insists that referees should 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:

A thrown ball involves two playing actions, first catching and then throwing the ball, while playing the ball means that the ball rebounds from the contact point.
4. The referee must pay attention to the steadiness of the touch, particularly when a feint attack ("tip") is used, changing the direction in the placing of the ball. During an attack hit, "tipping" is permitted if the ball is not caught or thrown. "Tipping" means attack of the ball (completely over the net) executed, gently, with one hand/ fingers.

The 1st 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 penalized.
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 a 'catch' (this should not be exaggerated).
6. In four different cases the team has a first hit (which counts as the first of the three touches of a team):

- 6.1 The service reception hit
 - 6.2 The attack reception hit (not only spike, all attacks; see Rule 13.1.1)
 - 6.3 The hit of the ball coming from opponent's block
 - 6.4 The hit of the ball coming from the team's own block.
7. 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 1st referee will be less severe in his/her judgment of ball handling faults. For example:
- 7.1 The setter running to play the ball, or forced to make a very quick action to reach the ball in order to set.
 - 7.2 The players are forced to run or make very quick actions to play a ball after it has rebounded from the block or from another player.
 - 7.3 The 1st 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 replay the ball from the opponent team's free zone. During the match, they must recognize practically and make the appropriate movement to give space to the player who will replay the ball to his/her court!

If the ball crosses the vertical plane of the net, within the crossing space, to the opponent's free zone and is touched by the player attempting to return this ball back, the referees must whistle the fault at the moment of the contact and show "out".

2. We draw attention to the modified rule when does the action of playing the ball finish: The action of playing the ball finishes when the player, after a secure landing, is ready to make another action.

The action of playing the ball is any action of players who are close to the ball and are trying to play it, even if no contact made with the ball. Attention should be paid to the following situations:

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, no fault is committed by the latter. The player may apply a movement defending his/her body, but has no right to do an active action towards the ball in order to change deliberately the path of the rebounding ball. The latter situation should be considered as a faulty net touch.

Contact with the net by a player's hair: This must only be considered a fault if it is clear that it affected the opponent's ability to play the ball or interrupted the rally (e.g. a pony-tail gets tangled in the net).

3. If a player touches an external part of the net (top band outside the antennas, cables, poles, etc.), this can never be considered as a fault, unless it affects the structural integrity of the net itself.
4. When the penetration into the opponent court beyond the centre line is with the foot, i.e. the foot hits the floor on the opponent's court, to be legal a part of it should remain in contact with the center line or above it.
5. On account of the top quality of the teams participating, the game near the net is of fundamental importance and therefore, referees and linejudges must be particularly attentive, especially in cases where the ball rubs against the blockers' hands and afterwards is sent outside the court.

Additionally the referees must be attentive to cases of interference. When the net between the antennae is contacted by the player during the action of playing, attempting to play the ball, or faking a play on the ball, then that is a NET FAULT. Where the natural rebound is affected by the deliberate action of an opponent moving towards the net, or where the net is caught and the ball is thrown out of the net (sling shot), then that is interference. A player preventing an opponent from moving to reach the ball legitimately is also guilty of interference. Breaking the ropes through contact/ catching them is also interfering with play.

6. In order to facilitate the collaborative work of the two referees, the division of work shall be as follows: the 1st referee will concentrate on looking at the entire length of the net (top white band to bottom white band) primarily on the attackers' side of the net and the 2nd referee will concentrate on looking primarily at the entire length of the blockers' side of the net. Nevertheless it is not forbidden for 2nd referee to call a net fault on the attacker's side and vice versa.

Rule 12 – Service

1. In order to authorize the service, it is not necessary to check that the server is ready – only that when the player to serve is in possession of the ball. The 1st referee must whistle immediately.
2. Before the 1st referee whistles for services, he/she should check whether a re-play is requested by TV and delay whistling, (not more than 8 times per set and 7 sec each time, which may vary on different competitions) accordingly.
3. The 1st 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. The line judges must immediately signal to the referee if a fault is committed and the 1st 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 the take-off).
4. When the ball is being served, the 1st referee must watch the serving team, while the 2nd referee watches the receiving team.
5. If the server is not coming normally to the service zone or does not accept the ball from the ball retriever, making an intentional delay, the team can receive a delay sanction. In order to avoid misinterpretation, the 8 seconds counts immediately after the 1st referee whistled for service
6. Hand signal 19 is the proper signal to be used by the referees, when a served ball touches the net and does not stay in play. Hand signal number 15 (“OUT”) is the signal for served ball passing outside the antenna.
7. The 1st referee should pay attention to screening during the execution of the service when a player or group of players of the serving team, waving arms, jumping or moving sideways or by standing grouped, prevent their opponent from seeing the server and flight path of the ball until the ball crosses the vertical plane of the net. (i.e. both criteria need to be satisfied for player actions/positions to be judged as a screen). So if the served ball can be seen clearly throughout its path, until it crosses the net to the opponent, it cannot be considered as a screen.

Rule 13 – Attack hit

1. When controlling the back row player and the attack hit of the Libero, 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 was touched by one of the opponents).

Rule 14 – Block

1. The blocker has the right to block any ball within the opponent's space; with his/her hands beyond the net provided that:
 - This ball, after the 1st or 2nd 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 his/her 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 (*not* attacks) 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 beyond the net and hits the ball instead of making a blocking action, it is a fault (the expression 'beyond the net' means reaching the hands over the net into the opponent's space).
4. Since the ball may touch any part of the body, if during the block the ball touches the feet during the same action it is not a fault and it is still a block!

Rule 15 – Regular game interruptions

1. TO & TTO

- 1.1 When the coach requests a Time - Out, he/she must use the official hand signal. If he/she only stands up, asks orally or presses the buzzer, the referees may not authorize the request. If the request of the Time - Out is rejected, the 1st referee should decide if this is an intention to delay the game and sanction it according to the rules.
- 1.2 The assistant scorer must use the buzzer (or other similar device); to signal each Technical Time Out (TTO), after the leading team reaches the 8th and the 16th points in the set (this is not the responsibility of the 2nd referee). The same assistant scorer must signal with the buzzer the end of the TTO. The announcer must say for the 1st TTO of the set: "1st Technical Time-Out". At the end he/she must say: "End of the TTO". The similar process will be applied for the 2nd TTO. The 2nd referee must ensure that players do not go on the court, before the assistant scorer's buzzer sounds indicating the end of the TTO. Naturally, if there is some problem with the assistant scorer's work, the 2nd referee must check his/her work from this point of view too.

2. Substitution Procedure

- 2.1 The 2nd referee will stand between the net post and the scorers' table and – unless the substitution is shown by the scorer to be illegal – make a signal (crossing of the arms) for the players, to exchange across the sideline.

In case of multiple substitutions, the 2nd referee will wait for the scorer's hand signal, that the previous substitution is registered and then he/she will proceed with the subsequent substitution.

In the case of tablet-driven substitution, the software prevents illegal substitutions and is registered on the score sheet automatically, so the 2nd referee only intervenes in extreme cases where delay is caused. The scorer's function, in this case, changes from inputting data to checking data, and then accepting (or rejecting) that data on the

electronic device in use.

It should be noted that the request for substitution is always the moment of entry of the player into the substitution zone, regardless of the method employed or which scoring method is in use.

- 2.2 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. In case of multiple substitution the substitute players should approach the substitution zone as one unit. If they are not a real couple, but there is a little time after the entrance of first player to the substitution zone when the second player arrives, and it is obvious he/she is the part of the substitution, the referees may be less severe allowing the substitution. The slight delay by the second (third) player cannot cause any real delay on the game, i.e. the next player must be in the substitution zone, when the previous substitution's recording is done.

Again, with the use of the Tablet software, when used, multiple substitutions can be allowed at the same time, so speeding up the game. 2nd Referees are therefore to permit substitutions freely using this method.

- 2.3 It is very important to ensure that the players move quickly and calmly.

The actual substitution method is intended to maintain the flow of the match and to avoid delay during the process of substitution.

According to the actual method, the case of delay sanctions when substitutes are not ready to enter the match, should be minimized.

It is the 2nd referee's and the scorer's responsibility, not to use the whistle or the buzzer if the substitute player is not ready as requested. If no delay was caused, the request for substitution should be rejected by the 2nd referee without any sanction.

3. In case of an injury the referees should stop the game and allow the medical staff to enter the court. When a player is injured, should be primarily a normal substitution to be made. If it is not possible, then an 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.

The referees must distinguish clearly between illegal substitutions (when a team made an illegal substitution, the play is resumed, and the scorer/2nd referee did not notice it, Rule 15.9), and a request for an illegal substitution which, at the time of the request, the scorer or the 2nd referee realizes is illegal (Rule 16.1.3) and which is to be rejected and punished with a delay sanction.

4. A request for substitution before the start of a set is permitted and should be recorded. The coach should make the substitution request, in this case, with the official hand signal.

5. The referees must study carefully and understand exactly the rule concerning "improper request" (Rule 15.11):

- what "improper request" means
- what are the 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 1st referee must check if the 2nd referee applies correctly the rule concerning the "improper request".

The 2nd referee must ensure that any improper request is recorded in the special section in the score sheet.

6. The assistant scorer registers the Libero's replacements – and also re-designation – 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. (Where the electronic score sheet is in use, the scorer and assistant scorer must cooperate with the recognition and recording of the Libero replacements).

Rule 16 – Game delays

1. The referee must be perfectly familiar with the difference between an improper request and a delay.

Some examples among others, which should be considered as improper request in case of first occurrence by a team in a team:

- to request a time-out by an assistant coach
- to request a time-out after the 1st referee already whistled for the next service or during the rally
- to request the seventh substitution for the first time or the third time-out
- to request a second substitution before the end of the next completed rally (except for an ill/injured player)

If the game has been delayed due to an improper request, it should be considered and recorded as a delay and the team still has the right to commit another improper request.

Some examples among others, which should be considered as delay:

- to repeat any kind of improper request, regardless the type of the first one
- to request an illegal substitution and this error is discovered before the next service
- to delays the game by asking the referee's permission to fasten footwear
- to repeat a late (after the whistle for service, but before the service hit) Libero replacement
- to request a floor mopping which is considered as an intentional delay by the referees

2. The referees should prevent all unintentional or intentional delays by the teams.

Most cases of “delay” for floor mopping requests are caused by lack of activity by the quick moppers. Referees should therefore prepare the quick moppers well in advance of the match, so that if they work quickly and enter the court at the end of every rally, there will be no need for players to request mopping – and hence delay warnings and sanctions will be minimised. During the match, the 1st Referee in particular must be pro-active to direct the work of the moppers, without accepting requests from players. While it is acceptable for players to identify to the mopper on court exactly where there is a wet patch. It is the 1st referee's responsibility to decide upon the mopping requests by the players if they are obviously delay the game and if necessary to issue delay sanction for these actions.

3. 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. We draw the attention, that the system has been changed. Moppers with stick are no more required, only the quick moppers are responsible to keep the court clean and mop the eventual wet spots.

3.1 Floor moppers and moppers' equipment

3.1.1 Floor moppers

Two moppers per court x 2 courts = 4 moppers in total. Moppers must be well trained for this task; it is helpful if they are experienced volleyball players.

3.1.2 Moppers' equipment

- 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.

3.1.3 Location of moppers

3.1.3.1 One quick mopper per playing court (2 in total) behind the 2nd referee, sitting on the heels (ready to run to the wet spot).

3.1.3.2 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 1st referee's chair.

3.2 How to mop the playing court

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

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

3.2.1.1 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(s) (with two absorbent towels) must rush out to the wet spot. In each playing court, the quick mopper sitting behind the 2nd 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 given to the wet spots within the front zone. Wet spots in the back court or out of the court, have second priority.

3.2.1.2 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.

3.2.1.3 The amount of time for wiping a wet spot must be no more than 6 to 8 seconds between the moment the rally ends with the referee's whistle and the 1st referee's whistle for the next service. No delay of the game must be caused by the moppers.

3.2.1.4 The referees are not involved in the moppers' operations. However, the 1st referee has the authority to regulate the moppers' operation, only in case where the game is disturbed by the mopper(s), or if they do not do their work properly.

3.2.1.5 The players and coaches have no right to request the moppers to wipe a wet spot or to influence them when mopping. Any player who delays the game, under the pretext of drying the floor, is liable to a delay sanction.

Should a team impede the resumption of the game following a time-out under the pretext of excessive wetness on the floor, the 1st referee may issue a delay sanction.

Some international Competition may be played with a different mopping system. See Specific Handbook for each event to determine which system will operate.

3.3 Players' responsibilities

If players, at their own risk, mop the floor with their own small towel, the 1st 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 hit, the corresponding referee will whistle the positional fault.

Rule 18 – Intervals and changes of courts

1. During intervals, balls *other than the game balls*, may be used by players for warming-up in the free zone.
2. During the intervals all five balls remain with the ball retrievers number 1, 2, 4, 5 and 6. They do not have the right to give them to the players for warming-up. Before the deciding set, the 2nd referee 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 2nd referee does not take the ball. It remains with the ball retrievers.

At the end of each set, the teams should change the court in one unit following the 1st referee's whistle.

Rule 19 – The Libero player

1. In the case that a team has two Liberos, the acting Libero should be recorded in the 1st of the two special lines reserved for Liberos, the latest before the coach signs the score sheet.
2. If the coach wants to replace the acting Libero with the second Libero, the procedure is like the procedure of replacement.

An illegal Libero replacement should be considered in the same way as an illegal substitution.

3. In case of injury of the acting Libero, and if there is no 2nd Libero player on the team list or the 2nd (now acting) Libero is injured, the coach can re-designate as new Libero, one of the players (replacement player excepted) not on the court *at the moment of the re-designation*.

The process will be similar to the process of replacement, if the re-designation is done immediately after the injury, or similar to the procedure of substitution, if the re-designation is done later on. This should be done with little formality as the coach/game captain is effectively confirming the decision he/she made by communicating it to the refereeing corps.

4. Pay attention to the difference between the exceptional substitution of an injured player and the re-designation of an injured Libero.

When a regular player is injured, and there is no possibility of a legal substitution, any player who is not on the court at the moment of the injury (except the Libero and his/her replacement player) *can substitute* for the injured player.

Compare this treatment to the re-designation of a new Libero when *any player who is not on the court at the moment of the re-designation* (except the acting Libero's replacement player or an original acting Libero who had earlier been declared unable to play) *can become the new Libero!* Be aware of the fact, that the re-designation of a new Libero is an option, which the coach can use or not.

5. In order to understand properly the meaning of Rule 19.3.2., the referees have to pay attention to the difference between the wording of Rule 25.2.2.2, which specifies that the scorer has to indicate any error of serving order immediately after the service hit and Rule 26.2.2.2 which says that the assistant scorer has to notify the referees of any fault of the Libero replacement, without mentioning "after the service hit". That means, that the assistant scorer should notify the referees about a faulty Libero replacement immediately when that happens and Rule 7.7.2 should be implemented only in the case that the Assistant Scorer has missed the notification and a rally (or more) was played.
6. For FIVB competitions the permission for an injured Libero player to return to a subsequent match, will be considered by the Control Committee of the specific championship.
7. The referees should be able to make difference if a team has only one available Libero and

he/she **becomes** unable to play (injured, ill, expelled or disqualified) and if he/she is **declared** unable to play. In the first case it is independent from the team, that the Libero cannot continue the game, meanwhile in the second case this is the team's (coach's or in his absence the game captain's) decision that the Libero will not continue the game. If the Libero **becomes** unable to play and in the game interruption a new Libero will be re-designated without any delay, he/she may replace the original Libero immediately and directly on the court. However, if the Libero on court is declared unable to play, first the player replaced by the Libero must re-enter the court, then after 1 completed rally the new re-designated Libero has the right to replace any back row player.

Rule 20 – Requirements of conduct

Rule 21 – Misconduct and its sanctions

1. It is important to remember, that according to rule 21.2.1, the behavior of the participants should be respectful and courteous, also toward the Control Committee members, their team mates and spectators. If the coach's (or any other team official's) attitude exceeds the disciplinary limitations laid down in Rule 21, the 1st referee has to apply the appropriate sanctions without any hesitation. A volleyball match is a sportive show of players, but not the team officials. Referees should not ignore this distinction.

As a consequence of some recent examples, it is the very strong instruction from the FIVB Rules of the Game and Refereeing Commission that where the coach indulges in excessive play acting or demonstration, or where the coach (or any other team member) addresses the Jury Table or other FIVB official in any appeal loudly or in an aggressive or derogatory manner, or insult (by doing so even just to attract attention of the crowd), then the 1st Referee must make a strict application of the sanctions scale. **The show must be for the play on the court and not for peripheral issues which detract from the main purpose of entertaining the crowd with spectacular play. The coach is not the show!**

2. Rule 21.1 deals with "minor misconducts" which are not subject to sanctions It is the 1st referee's duty to prevent the teams from approaching the sanctioning level. It is crucial that the referees applies their personality to keep under control the "minor misconducts" in order to avoid sanctions later in the game.
3. Practical implementation on team members for misconduct leading to sanctions, as decided by the 1st referee:

3.1 Team member on the court:

The 1st 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 stand. When the player is close to the referee's stand, the 1st referee shows the appropriate card(s) saying in English: "I give you a penalty because..." or "I expel/disqualify you because...".

The 2nd referee acknowledges this action and immediately instructs the scorer to record the appropriate sanction on the score sheet.

If the scorer, based on information on the score sheet, states that the 1st referee's decision is not permitted by the Official Volleyball Rules, e.g. it is against the scale of sanctions, he/she must immediately inform the 2nd referee of this. The 2nd referee, in turn, after 1st verifying the scorer's advice, informs the 1st referee of this. The 1st referee must then correct his/her previous decision.

3.2 Team member not on the court:

The 1st referee must blow the whistle, direct the game captain to his/her chair and say

in English, showing the appropriate card/s, "I give player number ... (or the coach, etc.) a penalty (or I expel/disqualify player number ... (or the coach, etc.)". 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 1st referee clearly displays the card/s so that the sanction is understood by the teams, 2nd referee, scorer and public.

3.3 Implementation of sanctions between sets:

In case of a penalty, the 1st referee should show the card (symbol red card) at the start of the next set.

In case of an expulsion or disqualification, the 1st referee should call the game captain immediately to inform the coach concerned about the type of sanction (to prevent double penalization of the team) which should be followed formally by the cards (red and yellow cards jointly for expulsion and separately for disqualification) at the beginning of the next set.

4. 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- members. Referees should be reminded that their function consists of evaluating playing actions, and not of chasing after small individual faults.

Rule 22 – Refereeing corps and procedures

1. 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. Only these hand signals and no others (national or private hand signals or manner of execution) can be used!
2. 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 – 1st referee

1. The 1st referee must always cooperate with his/her fellow officials (2nd 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 1st referee is not the line judge, naturally he/she has the right, if necessary, to supervise and even overrule his/her colleagues);
 - During the match, the 1st referee must often look at the 2nd 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 signaling 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 1st referee and the line judges. It is however, the 1st 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. He/she should always make sure that the 2nd 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 1st referee fails to give his/her fellow officials sufficient time to do their work, the scorer and 2nd 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 1st referee fails to give the necessary time for the control and administration of the facts, the 2nd referee must stop the continuation of the match by whistling.

4. The 1st 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 (2nd referee, line judges or scorer) have, for instance, made different decision:
 - if he/she is sure that he/she is right, he/she may stick to his/her decision;
 - if he/she sees that he/she was wrong, he/she may 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 2nd referee's decision, for example, was wrong, he/she can reverse it. For example, if the 2nd referee has called a positional fault by the receiving team, but the 1st referee immediately or after the protest of the game captain has stated the position was correct, he/she should not accept the 2nd referee's decision and can order the rally to be replayed.
5. If the 1st 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 1st referee may apply misconduct and "delay" sanctions – the 2nd referee, the scorer and the line judges do not have this right. If officials, other than the 1st referee, notice any irregularity, they should signal and go to the 1st referee to inform him/her of the facts. It is the 1st referee and only him/her who applies sanctions.

Rule 24 – 2nd referee

1. The 2nd referee must be of the same competence as the 1st referee he/she will replace the 1st referee in case of absence or in case that the 1st referee is unable to continue his/her task.
2. In case the decision is made by the 1st referee it is not necessary for the 2nd Referee to "mirror" the signal of the 1st Referee.
3. During the exchange of play near the net, the 2nd referee must concentrate on controlling the illegal touch of the whole net primarily on the blockers side, on all illegal penetrations beyond the center line and on the illegal playing actions on the side of the block (receiving team).
4. The 2nd referee must also carefully check, before and during the match, if the players are in correct position, on the basis of the teams' "line-up sheet". In this work, (if is not in use the pole Tablet) the 2nd referee is assisted by the scorer, who can tell him/her which player must be in position 1 (server). On the basis of this information, by turning the line-up sheet clockwise in his/her hand, the 2nd referee can state exactly the regular rotation order (position) of each team. When verifying positions, he/she should stand in position II on his left or IV on his right respectively, together with the player indicated by the scorer, and facing the net he/she should locate the other players following the order indicated in the line-up sheet, starting with the player in position I. He should not, orally or physically, direct any of the players to their indicated position. If there is some discrepancy between the players position and that indicated in the line-up sheet, the 2nd Referee should call the game captain or the coach in order to confirm the proper position of the players.
5. The 2nd 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, 1st aid kit, substitution paddles, etc.).

6. During TO and TTO, the 2nd referee should not stay in a static position. The 2nd referee can adjust the movement pattern to turn:
 - ┆ To the teams, to make sure they move close to the benches.
 - ┆ Toward the scorer, to control his/her work.
 - ┆ To the assistant scorer, to obtain information about the position of the Liberos.
 - ┆ To the 1st referee, to receive and/or to give information, if necessary.
 - ┆ To the teams, to prevent any attempt to re-enter before the end of the time out, and to determine if the Libero is about to attempt a “hidden replacement”

Reserve Referee

The following activities are under the responsibility of the Reserve Referee:

1. To replace the 2nd referee in case of absence or in case that he is unable to continue his work or in case that the 2nd referee became 1st referee.
2. To control the substitution paddles, before the match and between the sets.
3. To check the operation of the buzzers before and between the sets, if there is problem.
4. To assist the 2nd referee in keeping the free zone and the penalty area free.
5. To control the substitute players in the warm-up area and on the bench, and any team members sent to the penalty area.
6. To bring to the 2nd referee four match balls, immediately after the presentation of the starting players.
7. To give the 2nd referee a match balls after he has finished checking the players' standing position.
8. To assist the 2nd referee with guiding the work of the moppers.

Challenge Referee and New Technology

Technological innovations are appearing very quickly in relation to our modern game. In many FIVB competitions now, the use of Tablets is mandatory, as are e-score sheets, and headsets for wireless communication. The modern referee in Volleyball must be familiar with these. The details of how these are to be used, and in particular how this relates to the Challenge process/ substitution process can be seen in the specific competition handbooks.

The following recommendations are to be applied by the Challenge Referee and during Challenge procedure:

1. All International referees nominated for FIVB competitions must carefully study the Challenge regulations approved for this particular competitions and strictly abide by them.
2. The Challenge referee shall wear an official IR uniform while performing his/her functions.
3. During **WIRELESS** communication between referees it is mandatory to use simple volleyball terminology sentences in English to indicate the nature of a requested challenge, e.g. “ball in or out”, “touch the net”, “touch the antenna”, “service foot-fault”, “attack-line foot-fault”, “touch the block”, “center line penetration” etc. The recommended order of

information directed to the Challenge referee to initiate the Challenge procedure: **Who – What – When**. For example: “**Challenge by team Italy – touch of the net – in the middle of a rally**”.

4. Ball “in” or “out” challenge shall be evaluated by a challenge referee on a Challenge team monitor taking into consideration a new definition of “ball “in”. If a bigger part of the ball is outside the court, but even a small part of a compressed ball is contacted the court line, this ball must be evaluated as “in”. If there are no visible common points between compressed ball and court line, this ball must be evaluated as “out”. If, on the basis of footage available, it is impossible to make any of above mentioned conclusions, the challenge referee shall inform the first referee about technical impossibility to decide this challenge and, therefore, previous decision made by the first referee remains valid.
5. If a referee interrupted the rally by whistling a fault (except “in or out”) which subsequently was challenged and proved to be a wrong **CALL**, then a replay shall be carried out due to this referee error. For example: a first referee called “four hits” or “double hit” when a ball was smashed into the upper part of the net and rebounded back being contacted by the same team and the first referee didn’t noticed any block contact, but later, after “block” challenge it was clear that a block contact took place, then a replay shall be called by the first referee. If, in the case of ball “in or out” challenge, previous referee decision has been altered, no replay shall take place.
6. Challenge referee shall not be under influence of advises of Challenge operator (a latter has no right to make any advises except advises about the cameras with the best view for evaluation) or time limitation while evaluating a picture on screen. Under no circumstances the conclusion of the Challenge referee shall be made on the “guess” or “predict”, or “anticipate” basis. Only if a Challenge referee absolutely visually sure about the situation he (she) announces the decision. Any doubts shall be interpreted in favour of previous referee decision.
7. If, according to Challenge regulations in force, any playing moment within the entire duration of a rally can be challenged, the Challenge referee shall clearly instruct Challenge operator how to find the requested moment. If during the reviewing process another fault (previous to the challenged) has been found, then this, earlier fault has to be announced by the challenge referee as deciding the rally.
8. The Challenge Referee advises the 1st referee of the nature of the fault. However, the 1st referee must take the final decision based on the evidence provided. It is not advised, however, that a 1st referee over-rule the Challenge Referee’s evaluation of the foot-faults during a service or back-row player attack hit.
9. Where a fault occurs clearly after the ball is out of play, yet was nevertheless challenged by the coach, this advice must be given to both referees and an appropriate caption shown on the screen.

Rule 25 – Scorer

1. The scorer’s work is very important, particularly during international matches, where the members of the refereeing corps and of the teams, are from different countries. All international referees and the line judges must know how to fill in a score sheet; and, if necessary, they must be capable of doing the work of a scorer.
2. *The scorer:*
 - 2.1 Must check - after receiving the line-up sheets and before the start of each set - that the numbers on the line-up sheets can also be found on the score sheet team member list (if not, he/she must report to the 2nd referee).
 - 2.2 Reports to the 2nd referee the 2nd time-out and the 5th and 6th substitutions of each team (who reports, then, to the 1st referee and to the coach).

- 2.3 Must cooperate, very attentively, during the substitution process:
- 2.3.1 Unless the scorer indicates the substitution is illegal, the 2nd referee authorizes the substitution of players with a crossing of the arms signal.
 - 2.3.2 After the 2nd referee sees the scorer's hand signal of "OK", he/she goes to his/her position to begin the next rally and repeats this signal to the 1st referee who now has the right to whistle for the next service. At the moment, when the 2nd referee took his/her position after finishing the substitution the scorer must concentrate to check if the player making the service hit, follows the rotation order or not. If not, he/she must stop immediately the play by pressing the buzzer, but not before the service hit was executed. The 2nd referee must go to the scorer's table to check the scorer's decision and inform the teams and the 1st referee of the situation.
 - 2.3.3 The scorer has to look at the substitute player in the substitution zone and to compare the number on his/her jersey and the number of the paddle in his/her hand to that on the score sheet line of "starting players" and "substitutes". If he discovers that the request is illegal, he/she immediately push the buzzer and raises one hand, moving it, and says: "the request of substitution is illegal". In this case, the 2nd referee must immediately go to the scorers' table and check, on the basis of the score sheet data, the illegality of the request. If confirmed, the request must be rejected by the 2nd referee. The 1st referee must sanction the team by whistling a "delay". The scorer must register on the score sheet, in the 'sanctions' section, the appropriate sanction. The 2nd referee must check the scorer's work following the sanction.
 - 2.3.4 In the event that the team requests more than one substitution, the process of substitution must be done one at a time, so that the scorer has time to register each substitution consecutively.

The scorer must, however, use the same process for each substitution. The scorer looks at the paddle number and the substitute player's number on the jersey. If the substitution is legal, the scorer proceeds to register the substitution on the score sheet and then shows the registration is complete by raising both hands. **Remember, this applies to all substitutions.**
 - 2.3.5 In the event that Tablet driven substitution is used, the scorer must monitor the score sheet to ensure that the data going into the record is what is actually occurring on the side line. To facilitate this process, numbered paddles are still required – and this means that all processes for the referees are the same, regardless of the technology in use. As the substitution may also coincide with a Libero replacement, extra care must be taken here. At the end of all substitutions, a two handed OK is still required before the match re-starts.
- 2.4 Should register sanctions on the score sheet only on the instruction of the 2nd Referee or in case of a protest indicated according to the rules, with the authorization of the 1st referee writes or permits the team captain to write the remark on the score sheet.
- 2.5 Must write a remark if a player is injured and removed from the match by regular or exceptional substitution. The remark should indicate the number of the player injured, the set during which the injury occurred, and the score at the time of the injury.

Rule 26 – The assistant scorer

1. The assistant scorer sits close to the scorer. In case the scorer is unable to continue his/her task he/she acts as the substitute for the scorer.

2. His/her responsibilities are:
 - 2.1 To complete the Libero control sheet (R-6) and to check whether the Libero's replacements during the match are legal or not.
 - 2.2 To direct and control the timing of TTO, to press the buzzer when it starts to measure its duration and to signal its end, with the buzzer.
 - 2.3 To handle the manual scoreboard on the scorers' table.
 - 2.4 To check if the scoreboard shows the right results and if not, to correct it.
 - 2.5 During TO's and TTO's, to inform the 2nd referee about the position of the Liberos, by using the hand signal of "in" and "out", but only with one hand for each team.
 - 2.6 To forward to the Game Jury President, immediately after the end of each set, the information about the duration of each set and the starting time and end time of the match, in written form.
 - 2.7 Where necessary, to assist the scorer by pressing the buzzer to acknowledge and announce substitution requests.

Rule 27 – Line judges

1. 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.
2. The organizers must provide each line judge with uniform flags. The color of the flags must be in contrast with the color of the flooring. In FIVB and World Competitions, the colour of the flag should be red or yellow.
3. The line judges:
 - 3.1. Must be present on the playing area or at the alcohol test room, in uniform, 45 minutes before the match start time.
 - 3.2. Are required to signal
 - balls "in" or "out" close to the line of which are in charge,
 - service faults described in Rule 12.4.3.
 - 3.3. If the ball touches the antenna, crosses over it, or flies outside it, into the opponent's court, the line judge facing to the direction of the ball, must signal the fault,
 - 3.4. Faults should be signaled clearly, to ensure beyond any doubt that the 1st referee sees them.
 - 3.5. In a case of using a Challenge system with the cameras position along the lines it is **RECOMMENDED** for line-judges to occupy such a position which will not cover the cameras sight, i.e. about 0,2 - 0,3 m aside the line. In position 4, for example, the position is 20 cm beyond the end line, to permit the best view of the ball as it approaches. In this way the challenge camera is not obscured. (Note: not all Line judge positions are affected by camera positions).
4. The line judge should relax between rallies.
5. The line judges should leave their position during TO & TTO and stay at the respective corners of the playing area, behind the advertising barriers. If this is not possible during set intervals, they should stand two-by-two in front of the penalty area.

Rule 28 – Official hand signals

1. The referees must use only the official hand signals. The use of any other signals should be avoided, but in any case, they should be used only when it is absolutely necessary to be understood by the team members.

The following, however, gives more detail to the sequences which should and should not be employed during a match.

2. **Decision by the 1st Referee.** The 1st Referee will signal the end of the rally (or fault) by the whistle, indicate side to serve next, indicate the nature of the fault, then the player at fault (if necessary). The 2nd Referee will not take part in any of this signaling, but will, however, simply walk to the side of the team to receive next. Eye contact with the 1st Referee will still be required. Assistance during or at the end of the rally for “touches” or “four hits” is still expected. These actions can be done before the 2nd Referee moves, so that the 1st Referee is in full possession of the facts.
3. **Decision by the 2nd Referee** (e.g. net fault, illegal back row block, etc). The sequence by the 2nd Referee: whistle, indicate the nature of the fault, indicate (if necessary) the player at fault, pause, then follow the 1st Referee’s signal for side to serve next.
4. **Time out Request:** this is normally done by the 2nd Referee (but is still within the remit of the 1st Referee if the 2nd Referee does not hear/ see the request by the coach). The 1st Referee does not need to repeat this.
5. **Replayed rally/ double fault.** While both Referees may whistle this incident and indicate by signal the replay (e.g. ball rolling on to court, player injured during a rally, etc.), it normally remains the 1st Referee’s task to indicate the side to serve. The 2nd Referee will only copy the 1st Referee’s signal for the team to serve next if he/ she actually whistled the stoppage in play.
6. **Both Referees whistle at the same moment to stop play but for different things.** Here each referee will indicate the nature of the fault – but this time because the 1st Referee must decide which course of action to follow after this, ONLY THE 1st REFEREE will indicate the “double fault” signal and indicate team to serve next.
7. **Player serves too early** (before the whistle). This is entirely the job of the 1st Referee to indicate replay and team to serve next.
8. **End of set.** This is done by the 1st Referee. The 2nd Referee may if the 1st Referee has not noticed the score, politely remind the 1st Referee with this signal, but this should remain exclusively the responsibility of the 1st Referee.
9. So in summary: When the fault is whistled by the 1st referee, the 2nd referee will not follow the 1st referee’s hand signals but if the fault is whistled by the 2nd referee he will indicate the team to serve following the hand signal of the 1st referee.

When the 2nd referee does whistle for a fault he/she must be careful to show the hand signal on the side where the fault was committed 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 signal is indicated on the side of the fault.
10. Referees must whistle quickly, with certainty in signaling faults, having taken into consideration the two following points:
 - 10.1. The referee should not signal a fault, when urged to by the public or players.

- 10.2 When fully aware of having made a misjudgment, the referee may or ought to rectify his/her error (or that of other members of the refereeing corps), on condition that this is done immediately.
11. The referees and line judges should pay attention to the correct application and use of the 'out' hand/flag signal:
- 11.1. For all balls that land "directly out" after an attack or a block by the opposing team, the hand/flag signal of "ball out" must be used.
- 11.2. If a ball from an attack hit crosses the net and touches the floor outside the playing court, but a blocker or other player of the defending team touches it, the officials must show only the hand/flag signal "ball touched".
- 11.3 If a ball, after a team has played it with the 1st, 2nd or third hit, is out on its side, the hand signal is "ball touched".
- 11.4 If after an attack hit the ball is smashed into the top of the net and after that it lands "out" on the attacker's side without touching the opponent's block, the hand signal is "out", 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 touches the block and afterwards flies out on the attacker's side, the hand signal is "ball out" and the 1st referee should indicate the blocker(s).
12. Where an attack hit is completed from an overhead finger pass by the Libero in his/her front zone, the 1st referee must use the hand signal no. 21 (attack hit fault) and point at the Libero.
13. The line judge's flag signals are also very important from the point of view of the participants and public. The 1st referee must check the line judge's flag signals if they are not properly done, 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.
14. If the ball doesn't pass the vertical plane of the net after the third hit of the team, then:
- 14.1 If the same player who plays the last ball touches the ball again, the hand signal is "double hit".
- 14.2 If another player touches the ball, the hand signal is "four hits".

GAME MANAGEMENT

REFEREES' PROCEDURES – BEFORE, DURING AND AFTER THE MATCH (see also the INTERNATIONAL PLAYING PROTOCOL)

1. Before the match

- 1.1 The officials must be present in their referee uniforms at least 45 minutes before the scheduled starting time of each match.
- 1.2 The 1st, 2nd, Challenge and reserve referees as well as the scorers and line judges should submit themselves to the alcohol test (if it will be applied), carried out by the medical doctor of the organizer.
- 1.3 If the 1st referee has not arrived in due time, the 2nd referee should begin the procedures of the match, after requesting authorization from the Control Committee.
- 1.4 If the 1st referee fails to arrive or has not successfully passed the alcohol test or he is not able to conduct the match for any medical reason, the 2nd referee should conduct the match as 1st referee and the reserve referee takes the place of the 2nd referee. In the case that there is no reserve referee the organizer together with the acting 1st referee have to decide who is to act as 2nd referee.

2. During the match:

- 2.1 At the moment of the service hit, the 1st referee checks the position of the serving team and the 2nd referee checks the position of the receiving team. At the service, the 2nd referee must be on the receiving team's side. After the service he can move along the side line from the center line, maximum to the attack line. At the attack, his/her position should be on the side of the defending - blocking team. So, during the match, he/she must continuously change position.
- 2.2 The 1st referee keeps in sight the volley of the ball and its contact with player(s) or equipment and objects. Consequently, he/she 1st 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.
- 2.3 If the team members on the bench or in the warm-up area act against the rules, the 2nd referee must immediately inform the 1st referee, when the ball is out of play. The 1st referee is the one who applies sanctions.
- 2.4 When the 2nd referee calls (whistles) a positional fault on the receiving team, immediately afterwards he/she must indicate the positional fault with the official hand signal and point out exactly the players at fault.
- 2.5 The 1st fault to occur must be penalized. The fact that the 1st and the 2nd 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. After a whistle by the 1st referee, the 2nd referee has no further right to blow his/her whistle, because the rally ends with the 1st 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.
- 2.6 It is usually the 2nd referee (the text of the Rules says "the referees") who authorizes the requested game interruptions but only if the ball is "out of play". If the 2nd referee

has not noticed the request for interruption of the game, the 1st referee can also authorize it, helping the 2nd referee.

2.7 If during the match, the 2nd referee observes unsportsmanlike gestures or words between the opponents, on the first occasion when the ball is out of play, he/she can order the players to change his/her behavior asking them to calm down, if the situation remains the same, he/she must inform the 1st referee, who must immediately warn or sanction the player(s), depending on the gravity of the behavior.

2.8 REPLAY

During World, FIVB and official competitions, the host broadcaster can ask for a 'replay delay', if the necessary installations are made and agreed by the Organizing Committee and the FIVB Control Committee. The necessary installation is an electrical lamp, fixed on the post in front of the 1st 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. However, there are some extremely spectacular plays which the TV may wish to replay several times, so that it is recommended that 1st referees are not too quick in restarting the match, in these cases. The referees have a duty to allow the sport presentation to celebrate the excellence of the play.

2.9 INTERVALS

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

TEAMS: At the direction of the 1st referee the teams change courts each team as one unit; 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 2nd referee blows the whistle or the scorer sounds the buzzer.

TEAMS: At the direction of the 2nd referee, the six players registered on the line-up sheet go directly onto the playing court.

REFEREES: The 2nd referee will check the players' standing positions, then authorizes the acting Libero to enter the court.

The ball retriever will then give the ball to the server.

3'00 – The 1st referee

Interval before the deciding set:

TEAMS: At the end of the set before the deciding set, at the direction of the 1st referee, the teams go directly to their team bench.

CAPTAINS: Report to the scorer's table for the *toss*.

REFEREES: Report to the scorer's table to conduct the *toss*.

2'30 – The 2nd referee blows the whistle or the scorer sounds the buzzer.

TEAMS: At the direction of the 2nd referee, the six players registered on the line-up sheet, go directly into the playing court.

REFEREES: The 2nd referee will check the players' standing positions. then authorizes the acting Libero to enter the court and gives the ball to the server.

3'00 - The 1st referee authorizes the 1st service of the set.

When the leading team reaches the 8th point:

TEAMS: At the end of the rally, at the 1st referee's signal the six players of each team as a unit change courts without delay, as the players pass the net poles they go straight to the playing court.

REFEREES: The 2nd referee checks that the teams are in their correct rotation order and that the scorer is ready and then signals to the 1st referee, that everything is ready for the continuation of the game.

During Time-Outs, Technical Time-Outs and intervals, the 2nd referee calls the players to move close to the bench.

For the extended interval between the second and third sets, the teams and the referees must leave the control area and go to their dressing rooms. They must be back in the playing area three minutes before the third set starts.

3. **After the match**

As indicated in the FIVB protocol, the two referees stand in front of the referee's chair. The 1st 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 1st and 2nd referees go along the net to the scorers' table, check the score sheet, sign it and thank the scorers' and line judges for their work.

With this fact, the referees' work is not finished! They must check well the sportsmanlike behavior of the teams, even after the whistle for the end of the match! As long as the teams stay in the control area, all unsportsmanlike behavior after the match must be checked and reported to the Game Jury member and written in the score sheet under "Remarks" or in a separate report.

INTERNATIONAL PLAYING PROTOCOL

Two alternatives 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 FIVB, World and Official competitions at which teams have at least 40 minutes to warm-up before the start of the match, in a warm-up hall with a net in the same building as the match.**
- B. For FIVB World and Official competitions at which the organizer cannot ensure teams' separate warm-up halls before the match, in the same building as the match.**

Time - Protocol		Description	Referee's Action	Team's Action
A	B			
		Time for entertainment	<ul style="list-style-type: none"> Referees control the substitution paddles and all the necessary equipment for the game (score sheet, buzzer, Libero jackets, etc.), including the reserve equipment. 	<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.
22 min. before the start	32 min. before the start		<ul style="list-style-type: none"> 1st and 2nd referees check the height of the net. 	<ul style="list-style-type: none"> Both teams are requested to sit on the bench, with their coaches. Teams wear the official playing uniforms.
21 min. before the start	31 min. before the start	Toss to choose service or court	<ul style="list-style-type: none"> The 1st Referee carries out the coin toss with the 2nd referee and teams captain in front of the scorer's table, and ensure that the scorer is informed of the result of the toss. 	<ul style="list-style-type: none"> After the toss, team captains and coaches sign the score sheet (or the team list in the case of the electronic score sheet). Before he signs, the coach must identify the starting Libero, if there are two Liberos on the team roster.
20 min. before the start	30 min. before the start	<ul style="list-style-type: none"> Court assistants march in and are presented by the announcer 		
19 min. before the start	29 min. before the start	<ul style="list-style-type: none"> Teams enter the court. Announcer announces the name of the teams and the match number. Shake hands. 	<p>Position of referees: both referees must be located on the side line on either side of the post, on the side of the court nearest the scorer's table. 1st referee – on the side of team A, 2nd referee – on the side of team B.</p> <p>The 1st referee blows the whistle immediately after the announcement.</p>	<ul style="list-style-type: none"> Teams enter the court and Line up on the end lines. (Diagram B.) After the first referee blows the whistle the players move forwards (not serpentine) and shake hands only with their "opposite number" on the opponent team at the net.
	28 min. before the start	<ul style="list-style-type: none"> Warm-up 		<ul style="list-style-type: none"> Teams warm-up on court with balls but not at the net.

18 min. before the start	18 min. before the start	<ul style="list-style-type: none"> • Official warm-up at the net. • Line-up sheet for the 1st set. 	<ul style="list-style-type: none"> • The 1st referee whistles to announce the start of the official warm-up at the net of both teams (10 minutes). • The 2nd referee must ensure that the coach or the assistant coach of each team submits an original and preferably two copies at least of the line-up sheet for the 1st set. Then immediately gives the 1st copy (two – if there are more than two copies) of the line-up sheet to the Game Jury President and the original to the scorer. • The Game Jury President is the only one entitled to transmit the line-up sheets to the host TV broadcaster and to the VIS runner. 	<ul style="list-style-type: none"> • The teams start to warm-up at the net (10 minutes).
8 min. before the start	8 min. before the start	<ul style="list-style-type: none"> • End of the official warm-up. • Quick moppers enter the court to wipe the floor, if it is necessary. 	<ul style="list-style-type: none"> • The 1st referee whistles to announce the end of the official warm-up and both referees ask the Game Jury President for permission to start the match. 	<ul style="list-style-type: none"> • Players return to the benches at the end of the warm-up.
7 min. before the start	7 min. before the start	<ul style="list-style-type: none"> • National anthems are played entirely. • The flag holders enter the court. The one closest to the scorers' table, will stay exactly at the corner of the attack line with the sideline. 	<ul style="list-style-type: none"> • Referees – line judges stand on the side line in front of the scorers' table and enter to the middle of the court, then facing to the scorers' table. • During the playing of each team's national anthem, the referees should turn their bodies at a 45 degree angle to face 	<ul style="list-style-type: none"> • Teams stand on the sideline in front of the scorer's table and enter the middle of the court, as team captain then acting Libero and the players and the 2nd Libero, facing to the scorer's table. <p>After the national anthem: the teams go to their</p>

		<ul style="list-style-type: none"> • During the respective national anthem, flag holders raise the flag in a 45° angle. • Immediately at the end of the anthems flag holders march out, carrying the flags. 	<p>the flag of the team whose national anthem is being played.</p> <ul style="list-style-type: none"> • The 1st referee blows the whistle immediately at the end of the anthems. 	benches and prepare for the presentation.
3 min. before the start	3 min. before the start	<ul style="list-style-type: none"> • 1st fanfare Presentation of the referees 	<ul style="list-style-type: none"> • Both referees, accompanied by the fanfare, enter to the middle of the court, close to the net, facing the scorers' table and are introduced by the announcer. <p>All four line judges stand up behind the referees (LJs 1 & 2 behind the 1st ref and LJs 3 & 4 behind the 2nd ref) and march in along the side line, 2 & 3 stop on their position and 1 & 4 follow the end line to their position.</p> <ul style="list-style-type: none"> • After being introduced, the referees shake hands, the 1st referee goes to the referee's stand and the 2nd referee goes to the front of the scorers' table. 	<ul style="list-style-type: none"> • Team officials, 6 starting players and the starting Libero sit on the bench while the other players stay either close to the bench or in the warm-up area.
Just after the presentation of the starting players, the acting Libero and the coach	Just after the presentation of the starting players, the acting Libero and the coach		<ul style="list-style-type: none"> • The 2nd referee distributes four match balls to the ball retrievers 1, 2 and 4, 5 and checks the players' standing position, comparing them to those registered on their respective line-up sheet. • Then, he/she authorizes the starting Libero to enter the court and become the acting Libero. 	

			<ul style="list-style-type: none"> • He/she asks the scorer if he/she has also finished checking and is ready to start the match. • Then he/she gives a match ball to the server and raises his/her two hands, facing the 1st referee, to signal that everything is ready to start the match. 	
0.0 minute to start	0.0 minute to start	<ul style="list-style-type: none"> • At the start of the match, the 1st referee blows the whistle authorizing the 1st service. 		

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 the starting time to both team coaches, after consulting the Game Jury President and the Referee Delegate.

Announcer's script for match Protocol

<i>Time</i> *IP A	<i>Time</i> *IP B	<i>Description</i>
20'	30'	(Court Assistants marching in) Ladies and Gentlemen, please welcome the court assistants for this match
19'	29'	(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 _ _____
18'	18'	Now, we will have the official warm up at the net
7'	7'	(Teams marching in) Immediately when the teams are lined-up: Please rise for the national anthem of <u>(Team A)</u> ♫. And now the national anthem of <u>(Team B)</u> ♫
3'	3'	(First FANFARE)♫ Presentation of the International Referees. The 1st Referee is Mr./Ms. _____ from _____ The 2nd Referee is Mr./Ms. _____ from _____
2.30'	2.30'	(Second FANFARE)♫ Presentation of the starting players, Starting Libero and Coach. Present 1st team A – the team on your left side – and then team B. In case that team A is the host (local) team, present team B 1st.

* IP (International Protocol – Alternative A or 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"/> _____
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No <input type="checkbox"/> _____	No <input type="checkbox"/> _____

Starting Libero No _____ Name _____	Starting Libero No _____ Name _____
2nd Libero No _____ Name _____	2nd Libero No _____ Name _____
Coach Mr./Mrs. _____	Coach Mr./Mrs. _____

TTO	The 1st/2nd Technical Time-Out End of the 1st/2nd Technical Time-Out
TO	Time-Out by _____ (Team)
Substitution	Substitution by _____ (Team), Number _____ out, Number _____ Name _____ in

WORKING PROGRAMME

] Arrival before tournament

The referees must reach the host city of the competition as indicated in their assignment. They must take their official uniforms with them.

] Clinics

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

] Comments on refereeing

A daily meeting with the Refereeing Sub-Committee members will take place. There, the refereeing of the previous games will be analyzed (if possible with videos taken during the games) and both errors and successful performances stressed (without information how many points are scored by the referee in evaluation form), to unify the technical quality of refereeing at top level. Where possible, referees should self-evaluate where they did well and where they could improve.

] Information on assignments

Assignments to the matches will be notified to the 1st, 2nd, challenge and reserve referees normally:

- 1) 12 hours in advance or
- 2) the night before the match

] Alcohol test

Once informed officially of the game assigned to them, the 1st, 2nd, challenge and reserve referees, scorers and line judges should be submitted to the current alcohol test carried out in a random system, by the appointed doctor and in the presence of the Refereeing Sub-Committee member.

] Behavior

The FIVB has confidence in each referee assigned for the different 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.

They are to respect strictly the timetable of all the activities, which had been fixed by the Refereeing Sub-Committee, and maintain the image of the referees inside and outside the sports halls.

The Refereeing Sub-Committee 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.

FLOOR MOPPING SYSTEM (Diagram A) (only quick moppers)

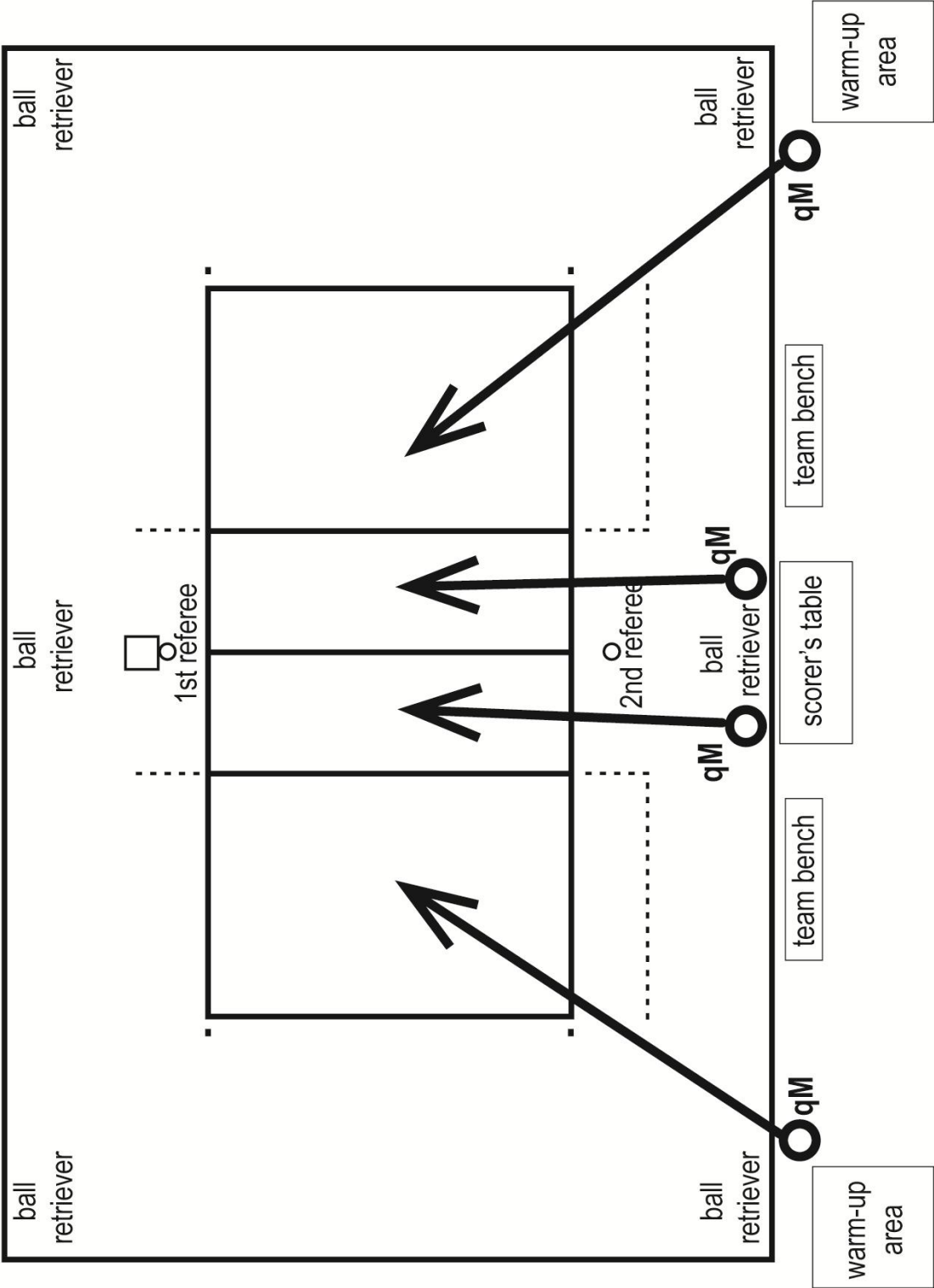


Diagram B : Teams Presentation at the beginning of the protocol

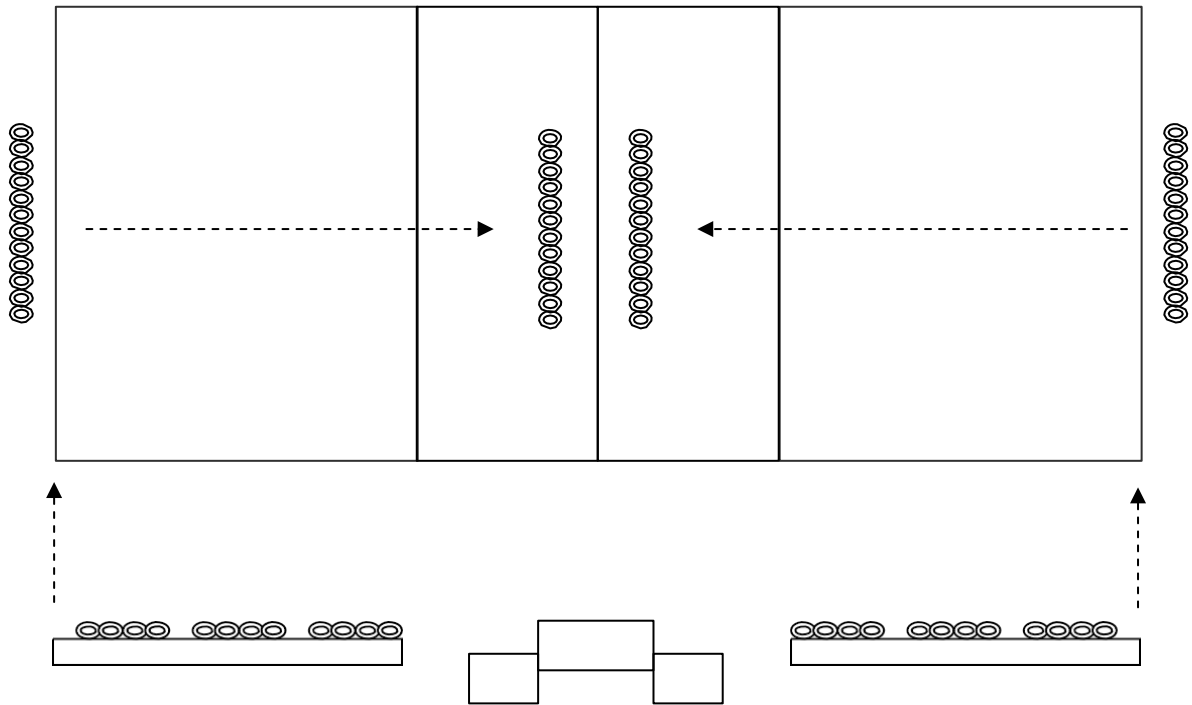


Diagram C : Teams and Referees during the National anthems

(MAY VARY BY THE DECISION OF THE RESPECTIVE ORGANISING BODY)

