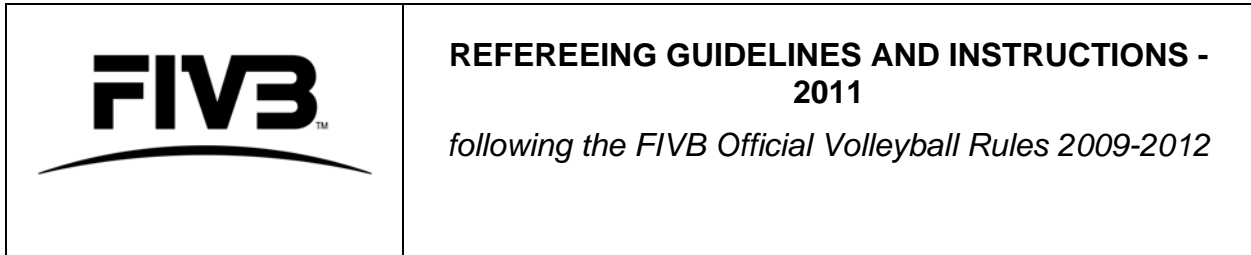




REFEREEING GUIDELINES and INSTRUCTIONS

2011 Edition



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 Referee Commission (IRC) appeals to all referees officiating in Volleyball events to study thoroughly the FIVB Official Volleyball Rules (2009-2012) as well as these Refereeing Guidelines and Instructions to make our game livelier and avoid interruptions. The FIVB and the IRC are confident that all 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.

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.

* * *

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 realising that he/she is not an outsider but an integral part of the game. Therefore, he/she cannot carry out his/her tasks by just looking for faults in teams' and players' techniques or behaviour and applying the corresponding sanction. This would be a very incorrect way of refereeing. On the contrary, he/she must be an expert and a friend, working for the game and with the players. Only if it is absolutely necessary, will he/she make a negative decision.

He/she should never put him/herself forward in the match, but must remain in the background of the match, intervening only when necessary. Such behaviour 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 level 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 behaviour 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 behaviour. 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, must check the dimensions as well as the quality of the boundary lines. 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:
 - 1.1 Whether the lines are exactly 5 cm wide (no more and no less)
 - 1.2 The length of the lines and diagonals (12.73 m/41' 9" each) on both courts
 - 1.3 That the colour of the lines is distinct from the colours of the court and the free zone
 - 1.4 In the case of competition, other than World, FIVB or Official one, if there are lines of other courts on the playing area, the boundary lines of the actual playing court must be of a different colour from all others.
2. The centre line counts for both sides of the court. (Rule 1.3.3)
3. The players have the right to play the ball beyond their free zone (except the service). Therefore, a ball may be recovered from any point outside their free zone. The situation and the rule are different in the opponent's free zone (Rule 10.1.2).

Rule 2 – The net and posts

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

If the net bulges, it cannot be used.

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

The antennae must be placed on the opposite sides of the net, above the side lines (diagram 3).
2. A match shall not be played if the mesh of the net is torn (see also Rule 10.3.2).
3. The second referee must measure the height of the net before the 'toss' by means of a measuring rod (if possible metallic) designed for this purpose and belonging to the required auxiliary equipment of the court. On the rod should be marked the heights of 243/245 cm and 224/226 cm for men and women, respectively. The first referee remains near the second 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 (time-outs and exceptional substitutions or a substitution caused by discrepancy between the line up sheet and the line up on the court), a stand for the first referee, a rod to measure the height of the net, a pressure gauge for checking the pressure of the balls for the match, a pump, a thermometer, a hygrometer, a stand for 5 match balls, numbered paddles – 1-18 and in FIVB, and World Competitions – 1 - 20 for substitutions, 6 mops (1 m wide), 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 World, FIVB and Official competition, also a buzzer should be installed on the scorers' table, to signal rotation faults, Libero faults, Technical Time Outs and request for substitution.
7. The organiser must also provide two reserve antennae and a spare net under the scorers' table.
8. An electronic scoreboard is compulsory for international matches, 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 (3 balls in play and 2 reserve balls).
2. The second referee takes possession of the 5 match balls before the match and checks that all of them have identical characteristics (colour, circumference, weight and pressure). Together with the first referee, he/she selects the three match balls and the two reserve balls. The second referee is then responsible for them throughout the match and will assist in returning the balls to the court manager at the conclusion of the match.
3. Only FIVB homologated balls may be used (mark and type as decided for each competition). The referees must check this and if the FIVB stamp is not printed on the balls, he/she may not start the match.
4. Three-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 2 and 5 will each receive a ball from the second referee.
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 to 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 2 or 5 must give the ball to the server as soon as possible, so that the service can take place without any delay.

Rule 4 – Teams

1. For, FIVB, World and Official Competitions (unless specified by the specific Competition Regulations), team composition may consist of 16 persons comprising of 12 regular players, among them up to 2 Libero players and 4 officials. The 4 officials are: the coach, the assistant coach, a medical doctor (FIVB accredited) and a trainer/physiotherapist.

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

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

Because only team members are permitted to sit on the bench during the match and to participate in the warm-up session, no other person(s) can participate in the official warm-up session (Rule 4.2.2) and warm-up between the sets.

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

5. The first referee must check the uniforms. If they are not in accordance with rule 4.3, they must be changed. The uniforms must also look the same. The shirts must always be inside the shorts and if they aren't, it is necessary to ask the player in a polite way, to put them inside especially at the beginning of the match and each set.

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 colour, the team listed first on the official programme (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 members (as approved in the Preliminary Inquiry) must conform to one of the following dress code options:

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

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

Only team members recorded in the scoresheet and wearing training suits, will be allowed on the playing court and the free zone during the warm-up session.

Rule 5 – Team leaders

1. The first 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 second referee must check that the reserve players are seated on the bench or are in the warm-up area. Players in the warm-up area during sets cannot use balls. 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 behaviour must be sanctioned by the first referee.
3. Should the game captain ask for an explanation on the referee's application of the rules, the first referee must give it, if necessary not only with repetition of his/her hand signals, but in 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.

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

If a team is declared in default or incomplete, the scorer should complete the scoresheet as stated in the Rules (6.4).

Rule 7 – Structure of play

1. The line-up sheet must be checked by the second referee and by the scorer, before the scorer writes the line-up data on the scoresheet. He/She must check if the players' numbers listed on the line-up sheet correspond to the players' numbers listed on the scoresheet. If not, the line-up sheet must be corrected and another one requested by the second referee.
2. At the end of each set, the second referee immediately asks the coaches for the line-up sheet for the next set, to avoid prolonging the three minutes interval between the sets.

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

3. If a positional fault is committed, after the hand signal for the positional fault, the referee must indicate the two players. If the game captain requests more information on the fault, the second referee should take out from his/her pocket the line-up sheet and show the game captain the players who committed the positional fault.

Rule 8 – States of play

1. It is essential to realise the importance of the word "completely" in the sentence: 'the part of the ball which contacts the floor is *completely* outside the boundary lines'.
2. The cables binding the net beyond 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 signalled by both referees as "ball out".

Rule 9 – Playing the ball

1. Interference with the play of the ball by the line judge, second referee or coach in the free zone:
 - If the ball strikes the official or coach, it is "ball out" (Rule 8.4.2).
 - If 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 emphasised that only the faults that are seen are to be called. The first referee must only look at the part of the body that makes contact with the ball. In his/her judgement he/she should not be influenced by the position of the player's body

before and/or after playing the ball. The FIVB Referee 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 (The ball must not be caught or thrown. It can rebound in any direction):

A thrown ball involves two playing actions, first catching and then throwing the ball, while playing the ball means that the ball rebounds off from the contact point.

4. The referee must pay attention to the steadiness of the touch, particularly in today's volleyball when a feint attack ("tip") is used, changing the direction in the placing of the ball. Attention must be paid to the fact that during an attack hit, "tipping" is permitted if the ball is not caught or thrown. "Tipping" means attack of the ball (completely over the net) executed, gently, with one hand/ fingers.

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

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. Unfortunately, many referees do not understand and therefore do not put into practice correctly Rule 9.2.3.2. They do not understand in which specific cases we can speak of 'at the first hit of a team'. In four different cases the team has a first hit (which counts as the first of the three touches of a team):

- 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 first referee will be less severe in his/her judgement 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 first team contact may be freely made except if the player catches or throws the ball.

Rule 10 – Ball at the net and**Rule 11 – Player at the net**

1. The rule (10.1.2) gives the right to replay the ball from the opponent team's free zone. *The second referee and the line judges must understand this rule well!* 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 rule concerning the contact of the player with the net: 'Contact with the net or antenna (Rule 11.3.1) *is not a fault, unless it interferes with the play.* Touching the top band of the net or the top 80 cm. of the antenna by a player **during the action of playing the ball** will always be considered as interference with the play.

The action of playing the ball is any action of players who are close to the ball and are trying to play it. Attention should be paid to the following situation:

If a player is in his/her playing position on his/her court and a ball is driven from the opposing side into the net and causes the net to touch the player (Rule 11.3.3), no fault is committed by the latter.

3. Referees' attention is drawn to the fact that 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, as well as the portion of the net that is outside the antennas. Thus, 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. Referees must distinguish between penetration into the opponent court beyond the centre line with the foot (feet) or with any other part of the body.

When the penetration is with the foot, a part of it should remain in contact with the centre 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 must be particularly attentive, especially in cases where the ball rubs against the blockers' hands and afterwards is sent outside the court.
6. In order to facilitate the collaborative work of the two referees, the division of work shall be as follows: the first referee will concentrate on looking at the entire length of the net (top white band to bottom white band) on the attackers' side of the net and the second referee will concentrate on looking at the entire length of the blockers' side of the net.

Rule 12 – Service

1. In order to authorize the service, it is not necessary to check that the server is ready – only that the player to serve is in possession of the ball.

2. Before the first referee whistles for services, he/she should check whether a re-play is requested by TV and delay whistling, accordingly.
3. The first referee and the corresponding line judges must pay attention to the position of the server at the moment of the service hit or take off for a jump service. The line judges must immediately signal to the referee if a fault is committed and the first referee must whistle it. The server may start his/her service motion outside the service zone but must be fully inside at the time of contact (or must be fully inside the service zone at the moment of the take-off).
4. When the ball is being served, the first referee must watch the serving team, while the second referee watches the receiving team.
5. If the server is not coming normally to the service zone or does not accept the ball from the ball retriever, making intentional delay, the team can receive a delay sanction.
Remark: Many referees and players misinterpret this text, thinking that 8 seconds will be counted only from the moment when the server tossed or released the ball to execute the service hit. This is not the case! The rule text states clearly: "...after the first referee whistles for service".
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.

Rule 13 – Attack hit

1. To understand better rule 13.2.4 concerning the attack against the opponent's service, attention should be paid to the fact that, in this case only the **position of the ball** is to be checked, not that of the players. It is only a fault if this attack is completed and then the first referee should whistle this fault.
2. When controlling the back row player and the attack hit of 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 first or second contact by the opposing team, is directed towards the blocker 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. The text of Rule 14.6.3: "Blocking the opponent's service" means that he/she completes a block on a service ball.
5. 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 authorise the request. If the request of the Time - Out is rejected, the first 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 first team reaches the 8th and the 16th points in the set (this is not the responsibility of the second referee). The same assistant scorer must signal with the buzzer the end of the TTO. The announcer must say for the first TTO of the set: "First Technical Time-Out". At the end he/she must say: "End of the TTO". The similar process will be applied for the second TTO. The second referee must ensure that players do not go on the court, before the assistant scorer's buzzer sounds indicating the end of the TTO. Naturally, if there is some problem with the assistant scorer's work, the second referee must check his/her work from this point of view too.

2. Substitution Procedure

- 2.1 The second 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 second referee will wait for the scorers hand signal, that the previous substitution is registered and then he/she will proceed with the subsequent substitution.
- 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. However, if at the moment of the request for multiple substitutions, any of them is not close to the substitution zone ready to enter the court, his/her substitution should be rejected without penalty. Therefore, players not involved in any specific substitution must remain outside the substitution zone.
- 2.3 It is very important to ensure that the players move quickly and calmly.

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

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

It is the second referee's and the scorer's responsibility, not to use the whistle or the buzzer if the substitute player is not ready as requested (Rules 15.10.3a and 15.10.4). If no delay was caused, the request for substitution should be rejected by the second referee without any sanction.

3. When a player is injured, the first referee should ask for a substitution to be made. In case of a serious injury the referees should stop the game and allow the medical team staff to enter the court. Exceptional substitution due to injury can be made, freely, by the team, leaving out of consideration the "limitations of substitutions", by any player not on court at the moment of the injury (Rule 15.7). Attention must be paid to the rule, which states that the injured player substituted by an exceptional substitution is not allowed to re-enter the match. An exceptional substitution cannot be counted, in any case, as a regular substitution.

The referees must distinguish clearly between illegal substitutions (when a team made an illegal substitution, the play is resumed, and the scorer/second 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 second referee realises 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 as a regular game interruption in that set. 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 first referee must check if the second referee applies correctly the rule concerning the "improper request".

The second referee must ensure that any improper request is recorded in the special section in the scoresheet.

6. Distinction must be made between the "Libero replacement" (Rule 19.3.2) and the normal substitution, which must be authorised by the second referee or the scorer and registered on the scoresheet (Rules 15.5 – 15.10). The assistant scorer registers the Libero's replacements – and also redesignation – on a separate sheet specially prepared for this purpose (R-6), so that the number of the player replaced by the Libero, at any time, is known.

Rule 16 – Game delays

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

Example of delay:

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

Main causes of delays (among others):

- substitutions
- time-outs
- mopping the floor

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

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

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

5.1 Floor moppers and moppers' equipment**5.1.1 Floor moppers**

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

5.1.2 Moppers' equipment

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

5.1.3 Location of moppers (Diagram A)

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

5.2 How to mop the playing court

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

- 5.2.1 During the time-out (TO), the technical time-out (TTO) and the intervals:

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

Three moppers on each side of the court start to wipe the playing court in serpentine form as per the attached diagram (A).

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

- 5.2.2.1 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 mopper sitting behind the second referee will take care of the front zone of the court.

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

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

- 5.2.2.2 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.

- 5.2.2.3 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 first referee's whistle for the next service. No delay of the game must be caused by the moppers.

5.2.2.4 The referees are not involved in the moppers' operations. However, the first 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.

5.2.2.5 The players and coaches have no right to request the moppers to wipe a wet spot or to influence them when mopping.

5.3 Players' responsibilities

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

5.4 Jury member's responsibilities

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

Rule 17 – Exceptional game interruptions

If an injured player cannot be substituted legally or exceptionally, the player is given a 3 minutes recovery time, but only once for the same player in the match.

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. In the deciding set, after the leading team scores its 8th point, the teams change courts (if the 8th point was made by the receiving team, this team must make a rotation after the change of court, before its service – this must be checked by the scorer and the referees).
3. During the intervals all three balls remain with the ball retrievers numbers 2 and 5. They do not have the right to give them to the players for warming-up. Before the deciding set, the second 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 second referee does not take the ball. It remains with the ball retrievers.

Rule 19 – The Libero player

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

3. In case of injury of the acting Libero, and if there is no reserve Libero player on the team list or the reserve (now acting) Libero is injured, the coach can re-designate as new Libero, one of the players not on the court *at the moment of the re-designation* (rule 19.4.2).

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 redesignation is done later on.

4. Pay attention to the difference between the exceptional substitution of an injured player when any player who is not on the court at the moment of the injury (except the Libero and his/her replacement player) *can substitute* for the injured player compared 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 original acting Libero) *can replace* the injured Libero! Be aware of the fact, that the re-designation of a new Libero is an option, which the coach can use or not.
5. The permission for an injured Libero player to return to a subsequent match will be considered by the Control Committee of the specific championship.

Rule 20 – Requirements of conduct

Rule 21 – Misconduct and its sanctions

1. It is absolutely necessary to seriously study these Rules in order to understand their spirit, the text, and the scale of the misconduct sanctions.
2. It is important to remember, that according to rule 20.2.1, the behaviour of the participants should be respectful and courteous, also toward the Control Committee members and spectators. Referees should not ignore this.
3. Rule 21.1 deals with "minor misconducts" which are not subject to sanctions. Only a warning is given to the team through the game captain or to another team-mate, verbally or by a hand signal (no cards, no registration on the scoresheet).
4. Rule 21.2 deals with "misconduct leading to sanctions". According to this rule, offensive or aggressive behaviour is seriously sanctioned. They are recorded on the scoresheet according to a scale. The principle is that the repetition of such behaviour in the same match leads to a more severe sanction for each successive offence.
5. Practical implementation on team members for misconduct leading to sanctions, as decided by the first referee:

5.1 Team member on the court:

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

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

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

5.2 Team member not on the court:

The first 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 first referee clearly displays the card/s so that the sanction is understood by the teams, second referee, scorer and public.

5.3 Implementation of sanctions between sets:

In case of a penalty, the first referee should show the card at the start of the next set. If it happens during a TTO, the scoreboard operator will change the result after the end of the TTO.

In case of an expulsion or disqualification, the first referee should call the game captain immediately to inform the coach concerned about the type of sanction (to prevent double penalisation of the team) which should be followed formally by the cards at the beginning of the next set.

6. 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.

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

Rule 22 – Refereeing corps and procedures

1. It is very important that the referees signal the end of a rally only if the following two conditions are fulfilled:
 - That they are sure that a fault has been committed or there is an external interference
 - That they have identified its nature.
2. To inform the teams exactly of the nature of the fault whistled by the referees (for the public, TV viewers, etc.), the referees *must* use the official hand signals (see Rules

22.2 and 28.1). Only these hand signals and no others (national or private hand signals or manner of execution) can be used!

3. Due to the speeding up of the game, problems may arise showing refereeing errors. To prevent this, the refereeing corps must collaborate very closely; after each playing action they should glance at one another to confirm their decision.

Rule 23 – First referee

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

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

- When deciding whether a ball was in or out, he/she should always look at the line judge in charge of the line close to the place where the ball landed (although the first referee is not the line judge, naturally he/she has the right, if necessary, to supervise and even overrule his/her colleagues);
 - During the match, the first referee must often look at the second referee (if possible after each rally and also before each whistle for service execution), who is facing him/her, to find out whether he/she is signalling a fault or not (e.g. four contacts, double, etc.).
2. The question whether the ball "out" was touched previously by the receiving team (e.g. by the blocker of the receiving team, etc.), is checked by the first referee and the line judges. It is however, the first referee who makes the final decision with his/her hand signal, after seeing the signals of the other members of his/her refereeing corps (the referee should never ask the player whether the ball has been touched or not).
 3. He/she should always make sure that the second referee and the scorer have sufficient time to do their administrative and registration work, for example, if the scorer has had enough time to check the legality of a request for substitution and its registration. If the first referee fails to give his/her fellow officials sufficient time to do their work, the scorer and second referee will never be able to follow the next phase of the match, resulting in many mistakes by the members of the refereeing corps. If the first referee fails to give the necessary time for the control and administration of the facts, the second referee must stop the continuation of the match by whistling.
 4. The first referee may change any decision of his/her fellow officials or of his/her own. If he/she has made a decision (whistled) and then sees that his/her colleagues (second referee, line judges 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 second referee's decision, for example, was wrong, he/she can reverse it. For example, if the second referee has called a positional fault by the receiving team, but the first referee immediately or after the protest

of the game captain has stated the position was correct, he/she should not accept the second referee's decision and can order the rally to be replayed.

5. If the first referee finds that one of the other officials does not know his/her job, or is not acting objectively, he/she must have him/her substituted.
6. Only the first referee may apply misconduct and "delay" sanctions – the second referee, the scorer and the line judges do not have this right. If officials, other than the first referee, notice any irregularity, they should signal and go to the first referee to inform him/her of the facts. It is the first referee and only him/her who applies sanctions.

Rule 24 – Second referee

1. The second referee must be of the same competence as the first referee he/she will replace the first referee in case of absence or in case that the first referee is unable to continue his/her task.
2. The second referee's duties and rights are clearly stipulated in this Rule and he/she should study well the "responsibilities" of the second referee, namely in which cases the second referee must "decide, whistle and signal the faults" during the match (See Rule 24.3.2).
3. During the exchange of play near the net, the second referee must concentrate on controlling the illegal touch of the whole net on the blockers side, on all illegal penetrations beyond the centre line and on the illegal playing actions on the side of the block (receiving team).

Attention must be paid to the change of the rule concerning the touch of the net by a player. The motto of the new text is that touching the net is **not a fault**. Only if the touch of the net by a player interferes with play, this is a fault.

4. The second 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, the second 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 second 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.
5. The second referee must pay attention to the fact, that the free zone must always be free from any obstacle which can cause an injury to a team member (drinking bottles, first aid kit, substitution paddles, etc.).]
6. During TO and TTO, the second referee should not stay in a static position. The second referee can adjust the movement pattern to turn:
 - Toward the moppers, to ensure they get to position on time, as a group.
 - 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.
- Again to the moppers, to check their work.
- To the first referee, to receive and/or to give information, if necessary.

Reserve Referee

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

1. To replace the second referee in case of absence or in case that he is unable to continue his work or in case that the second referee became first 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 a problem.
4. To assist the second 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.
6. To bring to the second referee two match balls, immediately after the presentation of the starting players.
7. To give the second referee a match balls after he has finished to check the players standing position.
8. To assist the second referee with guiding the work of the moppers.

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 scoresheet; 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 scoresheet team member list (if not, he/she must report to the second referee).
 - 2.2 Reports to the second referee the second time-out and the 5th and 6th substitutions of each team (who reports, then, to the first referee and to the coach).
 - 2.3 Must cooperate, very attentively, during the substitution process:
 - 2.3.1 The second referee, after acknowledging a substitution by whistling or seeing that the substitution is acknowledged by the scorers' buzzer, goes to a position between the net post and the scorers' table, where he/she can see the substitute players and the scorer. The substitute player entering the game goes to the sideline with the appropriate substitution paddle. Unless the scorer indicates the substitution is illegal, the second referee authorizes the substitution of players with a crossing of the arms signal.

- 2.3.2 After the second 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 first referee who now has the right to whistle for the next service. At this moment, 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 second referee must go to the scorer's table to check the scorer's decision and inform the teams and the first 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 scoresheet line of "starting players" and "substitutes". If he discover 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 second referee must immediately go to the scorers' table and check, on the basis of the scoresheet data, the illegality of the request. If confirmed, the request must be rejected by the second referee. The first referee must sanction the team by whistling a "delay". The scorer must register on the scoresheet, in the 'sanctions' section, the appropriate sanction. The second referee must check the scorer's work following the sanction.
- 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 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 scoresheet and then shows the registration is complete by raising both hands.

Rule 26 – The assistant scorer

1. The assistant scorer sits close to the scorer. In case that 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 second 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.
3. The assistant scorer's name must be recorded on the scoresheet; he/she must sign the scoresheet at the end of the match.

Rule 27 – Line judges

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 organisers must provide each line judge with uniform flags. The colour of the flags must be in contrast with the colour of the flooring.
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 (FIVB protocol).
 - 3.2 Must know their work well even if only two line judges are used (see diagram 10 in the Official Volleyball Rules).
 - 3.3 Are required to signal every fault which occurs close to the line of which are in charge, as well as those occurring at the moment of the service hit.
 - 3.4 If the ball touches the antenna, crosses over it, or flies outside it, into the opponent's court, the line judge closest to the direction of the ball, must signal the fault,
 - 3.5 Faults should be signalled clearly, to ensure beyond any doubt that the first referee sees them.
4. The line judge should relax between rallies.

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.
2. When the second referee whistles for a fault (e.g. touch of the net by a player) he/she must be careful to show the hand signal on the side where the fault was committed (Rule 28.1). For example: if a player from the team that is on his/her right has touched the net, and he/she whistles this fault, the hand signals should not be shown through the net from the other team's side, but the referee should move so, that the hand signal is indicated on the side of the fault.
3. Referees must whistle quickly, with certainty in signalling faults (Rules 22.2, 23.3 and 24.3), having taken into consideration the two following points:
 - 3.1 The referee should not signal a fault, when urged to by the public or players.

- 3.2 When fully aware of having made a misjudgement, 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.
4. The referees and line judges should pay attention to the correct application and use of the 'out' hand/flag signal:
- 4.1 For all balls that land "directly out" after an attack or a block by the opposing team, the hand/flag signal of "ball out" (number 15 and LJ 2) must be used.
- 4.2 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 receiving team touches it, the officials must show only the hand/flag signal "ball touched" (number 24 and LJ 3).
- 4.3 If a ball, after a team has played it with the first, second or third hit, is out on its side, the hand signal is "ball touched" (number 24 and LJ 3).
- 4.4 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" (number 15), but immediately after it the attacking player must be indicated (so that everybody understands that the ball was not touched by the blockers). If, in the same case, the ball touches the block and afterwards flies out on the attacker's side, the hand signal is "ball out" (number 15) and the first referee should indicate the blocker(s).
5. Where an attack hit is completed from an overhead finger pass by the Libero in his/her front zone, the referee must use the hand signal n° 21 (attack hit fault) and point at the Libero.
6. The line judge's flag signals are also very important from the point of view of the participants and public. The first referee must check the line judge's flag signals. If they are not 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.
7. If the ball doesn't pass the vertical plane of the net after the third hit of the team, then:
- 7.1 If the same player who plays the last ball touches the ball again, the hand signal is "double hit".
- 7.2 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 refereeing corps prepares the start of the match as stipulated in the current Protocol of the match.

- 1.2 The officials must be present in their referee uniforms at least 45 minutes before the scheduled starting time of each match.
- 1.3 The first, second and reserve referees as well as the scorers and line judges should submit themselves to the alcohol test, carried out by the medical doctor of the organiser.
- 1.4 If the first referee has not arrived in due time, the second referee should begin the procedures of the match, after requesting authorisation from the Control Committee.
- 1.5 If the first 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 second referee should conduct the match as first referee and the reserve referee takes the place of the second referee. In the case that there is no reserve referee the organiser together with the acting first referee have to decide who is to act as second referee.

2. During the match:

- 2.1 At the moment of the service hit, the first referee checks the position of the serving team and the second referee checks the position of the receiving team. At the service, the second referee must be on the receiving team's side. After the service he can move along the side line from the centre 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 first referee keeps in sight the volley of the ball and its contact with player(s) or equipment and objects. Consequently, he/she first checks the regularity of the ball touch. At the moment of the attack hit, he/she looks directly at the attacker and the ball and can just see out of the corners of his/her eyes the probable direction of the ball. If the ball is hit at the net, he/she must look in the direction of the vertical plane of the net.
- 2.3 If the team members on the bench or in the warm-up area act against the rules, the second referee must immediately inform the first referee, when the ball is out of play. The first referee is the one who applies sanctions.
- 2.4 When the second 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 According to the Rules of the Game, the first fault to occur must be penalised. The fact that the first and the second referees have different areas of responsibility makes it very important that each referee whistles the fault immediately. On the whistle of one of the referees, the rally ends (see Rule 8.2 – Ball out of play). After a whistle by the first referee, the second referee has no further right to blow his/her whistle, because the rally ends with the first whistle of the referees. If the two referees blow their whistles one after the other – for different faults – they cause confusion for the players, public, etc.
- 2.6 It is usually the second referee (the text of the Rules says "the referees") who authorises the requested game interruptions but only if the ball is "out of play". If

the second referee has not noticed the request for interruption of the game, the first referee can also authorise it, helping the second referee.

- 2.7 If during the match, the second referee observes unsportsmanlike gestures or words between the opponents, on the first occasion when the ball is out of play, he/she must inform the first referee, who must immediately warn or sanction the player(s), depending on the gravity of the behaviour.

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 Organising Committee and the FIVB Control Committee. The necessary installation is an electrical lamp, fixed on the post in front of the first referee, linked to the host broadcaster representative, who gives a signal by illuminating the lamp for a slight delay of time, for an instant replay of a previous action.

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

2.9 INTERVALS (Rule 18.1)

The Rule says:

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

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

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

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

SCORER: At the moment the referee blows the whistle ending the last rally of the set, the scorer must start the timer for timing of the set interval.

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

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

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

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

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

Interval before the deciding set:

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

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

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

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

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

REFEREES: The second referee will check the players' standing positions, comparing them to those on their respective line-up sheet. Then he/she authorizes the acting Libero to enter the court and gives the ball to the server.

3'00 - The first referee whistles authorising the first service of the set.

When the leading team reaches the 8th point:

TEAMS: At the end of the rally, the six players of each team go to their respective end line. At the first referee's signal they change courts without delay, going straight to the playing court.

REFEREES: The second referee checks that the teams are in their correct rotation order (which player is in position I of each team) and that the scorer is ready for the second part of the set and then signals to the first referee, that everything is ready for the continuation of the game.

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

3. After the match

As indicated in the FIVB protocol, the two referees stand in front of the referee's chair. The players of the two teams stand on their own end line. The first referee blows his/her whistle, the two teams come along the side lines to the referees, shake the hands of the referees, then walking along the net, shake hands with the opponents and return to their benches. The first and second referees go along the net to the scorers' table, check the scoresheet, sign it and thank the scorers' and line judges for their work.

With this fact, the referees' work is not finished! They must check well the sportsmanlike behaviour of the teams, even after they whistle the end of the match! As long as the teams stay in the control area, all unsportsmanlike behaviour after the match must be checked and reported to the Game Jury member and written in the scoresheet 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.

<i>Time</i>	<i>Description</i>	<i>Referees' action</i>	<i>Teams' action</i>
	Time for entertainment	Referees control the substitution paddles and all the necessary equipment for the game (scoresheet, 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.
17 min. before the start		<ul style="list-style-type: none"> • First and second referees check the height of the net. • They walk out from the playing area, with the scorer and four line judges, to meet the players, at the corner outside the playing area (side B). 	<ul style="list-style-type: none"> • Both teams are requested to line up at the corner outside the playing area, with their coaches. • Teams wear the official playing uniforms.
16 min. before the start	Toss to choose service or court	<ul style="list-style-type: none"> • The coin toss follows, after which the first referee ensures that the scorer is informed of the result of the toss. • After the toss, both referees wait in front of the teams, 2-2 line judges behind each referee. 	<ul style="list-style-type: none"> • After the toss, team captains and coaches sign the scoresheet, brought to them by the scorer. • Before he signs, the coach must identify the acting Libero, if there are two Liberors on the team roster. • After the signature, the team captains join the other players in line. • The team officials go to their respective benches and bring in any equipment, which they place behind the team bench.
15 min. before the start	Court assistants march in and are presented by the announcer.		

<i>Time</i>	<i>Description</i>	<i>Referees' action</i>	<i>Teams' action</i>
14 min. before the start	Referees, line judges, flag holders and teams, enter the court and line-up, laterally in the middle of the court.	<ul style="list-style-type: none"> The first referee leads Team A, the second referee leads Team B. The referees and 2-2 line judges stand laterally in the middle of the court, perpendicularly and close to the net, facing the main TV camera located at the side of the scorers' table. <p>See Diagram B</p>	<ul style="list-style-type: none"> National flags of each team lead the teams when they enter the playing area; teams keep walking until they make the longitudinal line on the court (facing the main TV camera and the scorers' table). The captain leads his/ her team, followed by the acting Libero. The reserve Libero will be the last player of the team. Flag holders line-up laterally in the middle of the court. The one closest to the scorers' table, will stay exactly at the corner of the attack line with the sideline.
12.30 min. before the start	Shake hands	<ul style="list-style-type: none"> The first referee immediately blows the whistle after the introduction of the match by the announcer. After the handshake, the referees and the line judges go to the scorers' table. 	<ul style="list-style-type: none"> The players shake hands immediately after the first referee blows the whistle. Flag holders march out, carrying the flags. After the handshake, the teams go to their benches.

<i>Time</i>	<i>Description</i>	<i>Referees' action</i>	<i>Teams' action</i>
12 min. before the start	Official warm-up at the net Line-up sheet for the first set.	<ul style="list-style-type: none"> • The first referee whistles to announce the start of the official warm-up at the net of both teams (6 minutes). • The second referee must ensure that the coach or the assistant coach of each team submits at least two copies of the line-up sheet for the first set. • The second referee gives, immediately, the first copy (two – if there are more than two copies) of the line-up sheet to the Game Jury President and then 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. • During the official warm-up, referees check the game balls and give any necessary instruction to scorers, line judges, and court assistants. 	<ul style="list-style-type: none"> • The teams start to warm-up at the net (6 minutes). • Teams wear the official playing uniform for the warm-up.
6 min. before the start	End of the official warm-up	<ul style="list-style-type: none"> • The first referee whistle 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.

<i>Time</i>	<i>Description</i>	<i>Referees' action</i>	<i>Teams' action</i>
5 min. before the start	National anthems are played (45 sec. each)	Referees stand on the side line in front of the scorers' table and enter to the middle of the court, then facing to the scorer's table. The first referee blows the whistle immediately at the end of the anthems.	<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 together with the referees, then facing to the scorer's table. • The flag holder's follow the teams and line-up laterally in the middle of the court. The one closest to the scorers' table, will stay exactly at the corner of the attack line with the sideline. • During the respective national anthem, flag holders raise the flag in a 45° angle. • After the anthems: <ul style="list-style-type: none"> •• flag holders march out, carrying the flags. •• the teams go to their benches and prepare for the presentation. • Team officials, 6 starting players and the acting Libero sit on the bench while the other players stay either close to the bench or in the warm-up area.
3 min. before the start	First 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 • After being introduced, the referees shake hands, the first referee goes to the referee's stand and the second referee goes to the front of the scorers' table. 	

<i>Time</i>	<i>Description</i>	<i>Referees' action</i>	<i>Teams' action</i>
2.30 min. before the start	Second fanfare		
	Presentation of the starting players, the acting Libero and the coach		<ul style="list-style-type: none"> • At the announcement of their name, each starting player and the acting Libero of team A enter the court waving hands. • Presentation of the coach of team A. • Presentation of team B likewise. • The reserve players will be presented as they enter the match as substitutes.
Just after the presentation of the starting players, the acting Libero and the coach		<ul style="list-style-type: none"> • The second referee distributes two match balls to the ball retrievers 2 and 5 and checks the players' standing position, comparing them to those registered on their respective line-up sheet. Then, he/she authorizes the acting Libero to enter the court. He/she asks the scorer if he/she has also finished checking and is ready to start. • Then he/she gives a match ball to the server and raise his/her two hands, facing the first referee, to signal that everything is ready to start the match. 	
0.0 minutes to start		<ul style="list-style-type: none"> • At the start of the match, the first referee blows the whistle authorising the first service. 	

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.

B. For FIVB World and Official competitions at which the organiser cannot ensure teams' separate warm-up halls before the match, in the same building as the match.

<i>Time</i>	<i>Description</i>	<i>Referees' action</i>	<i>Teams' action</i>
	Time for entertainment	Referees control the substitution paddles and all the necessary equipment for the game (scoresheet, buzzer, Libero jackets, etc.), including the reserve equipment.	<ul style="list-style-type: none"> Teams cannot enter the playing area before the start of the official protocol.
31 min. before the start		<ul style="list-style-type: none"> First and second referees check the height of the net They walk out from the playing area, with the scorer and four line judges, to meet the players, at the corner outside the playing area (side B). 	<ul style="list-style-type: none"> Both teams are requested to line up at the corner outside the playing area, with their coaches. Teams wear the official playing uniforms.
30 min. before the start	Toss to choose service or court	<ul style="list-style-type: none"> The coin toss follows, after which the first referee ensures that the scorer is informed of the result of the toss. After the toss, both referees wait in front of the teams, 2-2 line judges behind each referee. 	<ul style="list-style-type: none"> After the toss, team captains and coaches sign the scoresheet, brought to them by the scorer. Before he signs, the coach must identify the acting Libero, if there are two Liberos in the team roster. After the signature, the team captains join the other players in line. The team officials go to their respective benches and bring in any equipment, which they place behind the team bench.
29 min. before the start	Court assistants march in and are presented by the announcer		

Time	Description	Referees' action	Teams' action
28 min. before the start	Referees, line judges, flag holders and teams, enter the court and line-up, laterally in the middle of the court.	<ul style="list-style-type: none"> The first referee leads Team A, the second referee leads Team B. The referees and 2-2 line judges stand laterally in the middle of the court, perpendicularly and close to the net, facing the main TV camera located at the side of the scorers' table. <p>See Diagram B</p>	<ul style="list-style-type: none"> National flags of each team lead the teams when they enter the playing area; teams keep walking until they make the longitudinal line on the court (facing the main TV camera and the scorers' table). The captain leads his/her team, followed by the acting Libero. The reserve Libero will be the last player of the team. Flag holders line-up laterally in the middle of the court. The one closest to the scorers' table, will stay exactly at the corner of the attack line with the sideline.
26.30 min before the start	Shake hands	<ul style="list-style-type: none"> The first referee immediately blows the whistle after the introduction of the match by the announcer. After the handshake, the referees and the line judges go to the scorers' table. 	<ul style="list-style-type: none"> The players shake hands immediately after the first referee blows the whistle. Flag holders march out, carrying the flags. After the handshake, the teams go to their benches.
26 min before the start	Warm-up		<ul style="list-style-type: none"> Teams warm-up on court with balls but not at the net.

<i>Time</i>	<i>Description</i>	<i>Referees' action</i>	<i>Teams' action</i>
16 min. before the start	Official warm-up at the net Line-up sheet for the first set	<ul style="list-style-type: none"> • The first referee whistles to announce the start of the official warm-up at the net of both teams (10 minutes). • The second referee must ensure that the coach or the assistant coach of each team submits at least two copies of the line-up sheet for the first set. • The second referee gives, immediately, the first copy (two – if there are more than two copies) of the line-up sheet to the Game Jury President and then 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. • During the official warm-up, referees check the game balls and give any necessary instruction to scorers, line judges, and court assistants. 	<ul style="list-style-type: none"> • The teams start to warm-up at the net (6 minutes). • Teams wear the official playing uniform for the warm-up.
6 min. before the start	End of the official warm-up	<ul style="list-style-type: none"> • The first referee whistle 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.

<i>Time</i>	<i>Description</i>	<i>Referees' action</i>	<i>Teams' action</i>
5 min. before the start	National anthems are played (45 sec. each)	Referees stand on the side line in front of the scorers' table and enter to the middle of the court, then facing to the scorer's table. The first referee blows the whistle immediately at the end of the anthems.	<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 together with the referees, then facing to the scorer's table. • The flag holder's follow the teams and line-up laterally in the middle of the court. The one closest to the scorers' table, will stay exactly at the corner of the attack line with the sideline. • During the respective national anthem, flag holders raise the flag in a 45° angle. • After the anthems: <ul style="list-style-type: none"> •• flag holders march out, carrying the flags. •• the teams go to their benches and prepare for the presentation. • Team officials, 6 starting players and the acting Libero sit on the bench while the other players stay either close to the bench or in the warm-up area.
3 min. before the start	First 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. • After being introduced, the referees shake hands, the first referee goes to the referee's stand and the second referee goes to the front of the scorers' table. 	
2.30 min. before the start	Second fanfare		

<i>Time</i>	<i>Description</i>	<i>Referees' action</i>	<i>Teams' action</i>
	Presentation of the starting players, the acting Libero and the coach		<ul style="list-style-type: none"> • At the announcement of their name, each starting player and the acting Libero of team A enter the court waving hands. • Presentation of the coach of team A. • Presentation of team B likewise. • The reserve players will be presented as they enter the match as substitutes.
Just after the presentation of the starting players, the acting Libero and the coach		<ul style="list-style-type: none"> • The second referee distributes two match balls to the ball retrievers 2 and 5 and checks the players' standing position, comparing them to those registered on their respective line-up sheet. Then, he/she authorizes the acting Libero to enter the court. He/she asks the scorer if he/she has also finished checking and is ready to start. • Then he/she gives a match ball to the server and raise his/her two hands, facing the first referee, to signal that everything is ready to start the match. 	
0.0 minutes to start		<ul style="list-style-type: none"> • At the start of the match, the first referee blows the whistle authorising the first service. 	

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 *IP A</i>	<i>Time *IP B</i>	<i>Description</i>
15'	29'	(Court Assistant marching in) Ladies and Gentlemen, please welcome the court assistants for this match
14'	28'	(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 _____
12'	16'	Now, we will have the official warm up at the net
5'	5'	(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 First Referee is Mr./Ms. _____ From _____ The Second Referee is Mr./Ms. _____ From _____
2.30'	2.30'	(Second FANFARE)◀ Presentation of the starting players, Libero and Coach. Present first 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 first.

* 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"/> _____
No <input type="checkbox"/> _____	No <input type="checkbox"/> _____
No <input type="checkbox"/> _____	No <input type="checkbox"/> _____
No <input type="checkbox"/> _____	No <input type="checkbox"/> _____
No <input type="checkbox"/> _____	No <input type="checkbox"/> _____
No <input type="checkbox"/> _____	No <input type="checkbox"/> _____
No <input type="checkbox"/> _____	No <input type="checkbox"/> _____
No <input type="checkbox"/> _____	No <input type="checkbox"/> _____
No <input type="checkbox"/> _____	No <input type="checkbox"/> _____
No <input type="checkbox"/> _____	No <input type="checkbox"/> _____
Acting Libero No _____ Name _____	Acting Libero No _____ Name _____
Reserve Libero No _____ Name _____	Reserve Libero No _____ Name _____
Coach Mr./Mrs. _____	Coach Mr./Mrs. _____

TTO	The First/Second Technical Time-Out	End of the First/Second Technical Time-Out
TO	Time-Out by _____ (Team)	
Sub.	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, but no later than 72 hours (3 days) before the first match. 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 analysed and both errors and successful performances stressed, to unify the technical quality of refereeing at top level.
- **Information on assignments**
Assignments to the matches will be notified to the first, second and reserve referees normally:
 - 1) 12 hours in advance *or*
 - 2) 45' (forty-five minutes) prior to the start of the match

This procedure compels all the referees to remain available with their referee uniforms inside the referees' room.

- **Alcohol test**
Once informed officially of the game assigned to them, the first, second, 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.
- **Behaviour**
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 strictly respect 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.

PROCEDURE FOR THE JUDGES' CONFERENCE

During international official competitions, a judges' conference can be held on the request of the Game Jury President.

AIM

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

PROCEDURE

- Appeals to a judges' conference

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

Such cases must refer to:

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

Improper cases

A referee's decision which sanctions a playing action or misconduct cannot be considered as a proper case.

The coach who submits an improper case will be sanctioned by a penalty. In case of repetition, the coach will be disqualified.

- Agreement of the complaint

The Game Jury President examines the complaint and, if he/she believes the complaint may be valid, he/she convenes the judges' conference.

- Composition

- a) In the case of a complaint concerning a referee's decision, the Game Jury President asks the refereeing delegate and the first referee to attend the conference.
- b) In the case of a complaint concerning a scorer's decision, the Game Jury President asks the refereeing delegate to attend the conference and calls the scorer to make a report. The scorer is not a member of the judges' conference.
- c) No other person can participate in the judges' conference. However, the Game Jury President can collect all information as necessary.

- Interruption of the game

As soon as the complaint is accepted by the Game Jury President, the game is interrupted:

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

b) *Examination of the complaint*

* In the case of a complaint concerning a referee's decision, the Game Jury President listens to the referee who makes a report on the well-founded reasons for the decision concerning the application of the rules.

According to the rules, the Game Jury President after consulting the Referee Delegate decides to:

- reject the complaint, or
- accept the complaint and the referee's decision is overruled.

* In the case of a complaint concerning a scorer's decision, the judges' conference takes the scoresheet and examines it in order to know the reason of the complaint.

The Game Jury President can call the statistical evaluation Supervisor (VIS) who will give all information needed.

The Game Jury President can request all information from officials and study video tapes.

If the complaint is founded, the scoresheet is corrected and the score is modified, if necessary.

* If the case is not covered in the rules, the Game Jury President takes the decision after listening to the other members.

• To resume the game

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

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

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

Diagram B

