



# Head Referee Handbook

Lone Star Region of the USAV

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Referee Chair, Lone Star Region





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Note:



# Introduction

The Lone Star Region (LSR) of the United States Volleyball Association (USAV) provides an organizational structure to foster area and regional amateur volleyball competition. To complete this structure there are several main components: 1) to teach the sport of volleyball to juniors and adults, 2) to provide practice sessions through which participants may be trained in coaching, playing, officiating and scouting, 3) to conduct area and regional volleyball competitions, 4) to act as the official representative of the USAV in this region, 5) to train candidates in the techniques of volleyball to advance to higher competition, and 6) to foster, support and conduct amateur volleyball programs anywhere the game is played.

In order to provide proper volleyball competitions, train all participants, and support the sport, the LSR provides the mechanism that allows clubs, sponsors and other approved hosts to plan, develop, post and run volleyball tournaments. The LSR provides two types of tournaments for members to participate in during the season that runs from September through August—a) tournaments that do not use paid, uniformed referees (officials' duties are completed by players, coaches, and other persons on the official team roster); and, b) tournaments that use paid, uniformed referees that complete their tasks with the help of an officiating team that is also playing in the event.

Tournaments that use paid, uniformed referees also have assigned a Head Referee/Scheduler who oversees the referees accepted to work these events. This assignment is made by the Referee Chair of the Lone Star Region in coordination with tournament directors and candidates for the assignment. The role of the Head Referee/Scheduler is important to see that these events use the referees to conduct their work in a timely, professional manner.



## Duties of the Head Referee/Scheduler

The Head Referee must be a registered USAV member. The assigned Head Referee/Scheduler has a variety of duties related to preparing for the tournament, monitoring the work of referees at the tournament, and reporting required details related to the tournament. These duties fall into three main areas that will be covered below: 1) scheduler, 2) head referee, and 3) reporter.

### **Scheduler Duties--**

The Head Referee/Scheduler will have the responsibility in advance of the start of the tournament to ensure that a proper number of referees are accepted for assignment to work the tournament. These responsibilities include:

- Making sure that proper notice is provided to all eligible, current members who are certified as referees and can perform at the level of the event
- Recruiting referees through approved processes (i.e., bulk email) to determine who is available on specific dates, establish restrictions if needed, and coordinate current membership and referee certification status through the LSR Referee Chair or the Referee Chair of other USAV Regions (if required)
- Prioritizing recruitment in the following order: a) local referees, b) other LSR referees, c) neighboring region's referees, and d) any USAV region referees (get lists from LSR Chair)
- Coordinating with the tournament director regarding the size of the tournament, a playing grid of the courts, VIK if used, details about the tournament, and building a relationship with the tournament director so communications are open and professional
- Properly scheduling referees depending on age group, quality of play and local availability—but all Head Referee/Schedulers need to rotate local referees, so everyone gets a chance to referee at their tournaments and ensure that the total number of matches are evenly dispersed



- Selecting appropriate referees for the tournament and communicating professionally the expectations, times needed by court/facility, schedule by use of a spreadsheet, time/location of meetings, if used, and details related to the tournament (i.e., parking, whether food/drink is allowed, special circumstances, referee contract, and so on)
- Ensuring that all recruited officials have membership, background check and SafeSport certification – communicate with LSR Referee Chair to get this information
- Selecting a few higher-level referees to be assigned as part of the group to ensure that appropriate officials are available for the playoffs, if held
- Recruiting through Advanced Events Systems (AES), or if AES is not used, then by email and phone requests, or through use of other scheduling software that is approved for this task. When AES is not used, it would be prudent to send out a notice (usually bulk email); listings of current certified referees who will be made available through the Referee Chair
- In larger tournaments, the Head Referee/Scheduler may negotiate in advance a higher match fee, hotel expenses, Head Referee fee, VIK, and other costs for the referees through the tournament director—in these cases it is important to coordinate with the Referee Chair to ensure that at least a base fee is provided to the referees as per LSR policy

When referees need to sign up to provide their availability for a tournament by using Advanced Events Systems (AES), the Head Referee/Scheduler may be required to instruct some referees on how to use the system. This is one of the differences between LSR referee assignments and other local organizations; referees provide their availability for each tournament prior to acceptance by the Scheduler and many get confused at this point and we lose them. Here is an outline of what needs to be shared (also available at [www.lsvolleyball.org](http://www.lsvolleyball.org) under the “Officials Clinics & Info” tab, and then the “Paid Ref Tournaments” tab):



### *Signing up for Tournaments on AES—*

*The first step in registering for tournaments is to create an account on the website at [www.advancedeventsystems.com](http://www.advancedeventsystems.com):*

- 1. Click 'Create Account'*
- 2. Click 'Create Official'*
- 3. Complete the demographic information (asterisks shows required fields)*
- 4. Click 'Create Official Account'*

*To review/register for tournaments, login using your username/password:*

- 1. Click 'Official'*
- 2. Choose 'Current Events' (you will want to sort at least by state-Texas)*
- 3. Find the tournament you want to work and choose the radio button in the Register column, then click 'Register' at the bottom of the page. Currently you must register for one tournament at a time.*
- 4. After registering you'll get an email confirming your registration intent.*
- 5. The assigner also gets an email noting your registration intent.*
- 6. Once the assigner has a schedule from the event host, he/she will begin notifying everyone who registered if they are accepted to work or not. It is important that once you've registered that you keep your schedule date open.*

*DO NOT send an email reply to the AES email address, as your message will not go to the head referee of the tournament. If you have any questions for the head referee, please send the communication to the head referee's email address.*

Notification and posting of tournaments using uniformed, paid referees for the LSR will be made at [www.lsvolleyball.org](http://www.lsvolleyball.org), and access can be made by using the "Officials Clinics & Info" tab, and then the "Paid Ref Tournaments" tab, with a



sample of the listing displayed below (note AES and non-AES events):

<i>Tournament</i>	<i>Date</i>	<i>Location</i>	<i>Scheduler</i>	<i>Cell #</i>	<i>E-Mail</i>	<i>Age(s)</i>	<i>Notes</i>
<b>December</b>							
WSC Classic #1	12/4/2020	Houston	Gordon Morrison	281.221.3106	<a href="mailto:gordonmorrison@gmail.com">gordonmorrison@gmail.com</a>	11's - 12's	*For new referees **AES
Tornados Pre-season Warm-up	12/4/2021	Houston	Ed Lau	832.755.0892	<a href="mailto:edtlau@yahoo.com">edtlau@yahoo.com</a>	13's	**AES
TAV Houston Classic #1	12/4/2021	Spring	Connie Brennan	281.615.2550	<a href="mailto:cbrennan79.cb@gmail.com">cbrennan79.cb@gmail.com</a>	14's	

The Head Referee/Scheduler must use caution in ensuring that the terms of using Independent Contractors as referees are legally followed. It is further the responsibility of the Head Referee/Scheduler to notify the referee crew for each individual tournament about the restrictions of an Independent Contractor. This is facilitated by requiring each referee working your tournament to complete a **Referee Contract Agreement** (see attachments) and returning it to the Head Referee prior to working their first assignment at the tournament.

Now that you have a crew, you change roles slightly and become Head Referee.

### Head Referee Duties—

The Head Referee/Scheduler will have the responsibility during the tournament to ensure that the referees complete their work to the benefit of the participants using current rules, mechanics and professional behavior. These responsibilities include:

- Continuously coordinating with the tournament director to ensure good relations between officials and host, to ensure smooth operations, and for planning in the future
- Being available for unexpected changes to the referee schedule and playing grid that affect the assignment of referees, making and communicating any changes to the referees as needed, and getting timely schedules out each day
- Acting as Head Referee and making decisions on playing surface, court lines and restrictions, ground rules, protests, special situations, and answering questions from the referee crew
- Acting as Head Referee and responding to complaints about the referees, using good customer relations skills to listen, teach and effectively move on



- Management, in some cases, of Court Managers and Scorer Monitors who are assigned to help the tournament run well
- Being available onsite, but at small tournaments (*less than eight (8) courts*) the Head Referee can be available by phone (at all times) to handle protests, complaints and scheduling problems at the tournament – only if necessary will a head referee “not” be onsite
- If less than eight (8) courts are used and the head referee is not available to attend the tournament, every attempt must be made to have visited that site in order to physically see the court(s) layout and know if there is anything that could impede play
- Being at smaller tournaments (*less than eight (8) courts*) may include the Head Referee assigning themselves to a limited number of matches, but always identifying an alternate Head Referee in case a protest or complaint is raised on the court where they are working as a referee
- A person will not be a head referee for more than 3 tournaments at the same time unless approved by the Referee Chair
- Rating and instructing referees assigned to the tournament and others (i.e., coaches) who request a rating for referee certification as time allows
  - Reminder, that in the Lone Star Region a Regional referee must be officiating a 14’s or higher age group for their rating
- Making decisions about the unprofessional behavior of referees and acting on it

Now that you have completed the tournament, you change roles again and you can report what has happened.

### **Reporter Duties--**

The Head Referee/Scheduler will have the responsibility after the tournament to ensure that the referees have their work reported properly for payment from the tournament host and that the outcome of the funds used in the tournament are reported to the Referee Chair. These responsibilities include:

- Ensuring that by Lone Star Board policy, the entire pool of referee funds goes to the referees as payment per match, per diem, meals, scheduling, or in limited cases as hotel expenses



- That in large tournaments, payment per match is properly negotiated ahead of time at a higher rate (if it is without per diem), or includes other benefits (i.e., meals, VIK, hotel rooms, etc.) that take the place of per diem
- Ensuring that the base pay per match (2/3) for referees starts at: Provisional/Junior \$23, Regional \$25, Junior National \$27, and National/International \$29 (see chart on the following page)
- Reporting all required payments to the tournament director/host (and Referee Chair), so that responsible prompt payment can be made, according to the number of matches worked, at what rate, and at what level of per diem (if any). That report to host should include the name of the referee, account number (if used), amount of matches worked, payment per match, total pay for each referee, per diem (if paid) and Head Referee's fee
- Ensuring Head Referees are paid \$4.00 per team per day and per diem, or at large tournaments the pay is negotiated in advance with the host
- Ensuring that a special "RFP Tournament Report" form is used by the Head Referee/Scheduler to report the outcomes (i.e., pay, per diem, expenses, Head Referee fee, etc.) for each tournament to the Referee Chair at [iokepa1@yahoo.com](mailto:iokepa1@yahoo.com) (an electronic copy of this form is available at [www.lsvolleyball.org/clinician](http://www.lsvolleyball.org/clinician) - please don't share this site) for tracking and reporting to the LSR Board. For larger tournaments, the "RFP Tournament Report" form may not be used, but the Head Referee communicates and coordinates with the Referee Chair. For multi-day events, be sure to use "1" in the 'one day' box, then proper number for 'additional day(s)' on this form
- For "ALL" LSR tournaments, the spreadsheet showing the amount paid to each referee and Head Referee will be sent to the Referee Chair
- Ensuring that if the Head Referee's fee is more than \$500 per day, prior approval from the Referee Chair is obtained, unless the fee was negotiated with the tournament director in advance
- Reporting any unusual circumstances that occurred during the tournament or regarding the poor behavior of a referee to the Referee Chair

Reporting the results of a tournament that used uniformed, paid referees to the Referee Chair is required in almost all cases, and a sample copy of the report can



be found in the 'Attachments' of this document. This report should be provided to the Referee Chair within seven (3) days after the event is completed.

Base Pay Scale for Lone Star Region Referees

Match	International	National	Jr National	Regional	Provisional	Junior
2 out of 3	\$ 29.00	\$ 29.00	\$ 27.00	\$ 25.00	\$ 23.00	\$ 23.00
3 out of 5	\$ 41.00	\$ 41.00	\$ 39.00	\$ 37.00	\$ 35.00	\$ 35.00
25 pt. game	\$ 15.00	\$ 15.00	\$ 14.00	\$ 13.00	\$ 12.00	\$ 12.00
Tie Breaker	\$ 15.00	\$ 15.00	\$ 14.00	\$ 13.00	\$ 12.00	\$ 12.00

## Arbiter Pay™

Many tournament directors now pay using an on-line system called Arbiter Pay™. Essentially, the referee sets up an account through Arbiter Pay™ with a bank in Utah. This is done as it saves time, money and ensures that the referee gets paid. Too many folks move and fail to tell you, so their checks are mailed to the wrong address; or the post office somehow misdirects them. Once the tournament is over, the tournament staff can electronically pay the officials.

To use Arbiter Pay™, each of our referees will need to have established their Arbiter Pay™ accounts at least 3 days before the tournament in case of any issues. Referees simply log onto [www.arbiterpay.com](http://www.arbiterpay.com) and complete the necessary forms. Head referees create a spread sheet with the referees' name, Arbiter Pay™ user name, Arbiter Pay™ account number, and contact information as a reference guide. Save that as it will come in very handy later!

As the head referee, you will need to ensure that you provide the tournament director a spread sheet that contains the Arbiter Pay™ account number (currently a ten-digit number) and the referee's user name. A format such as this example should suffice:

L. Name	F. Name	Arbiter Pay User Name	Arbiter Pay Account	Total Matches	Match Fee	Total Due
Smith	Joe	Jsmith	1234567890	11	28	\$308
Jones	Sarah	Sjones	4567891239	5	24	\$120

To make this work, the tournament director loads his/her Arbiter Pay™ account with the anticipated referee fees based upon the team entries. It takes about 6 days for the money to transfer from a Texas bank to the bank in Utah. Once there,



the tournament staff types in the user name, account number, and amount to transfer. As head referee, you will also want to add a comment on the spreadsheet, such as tournament name. Generally, it takes a day for the funds to internally transfer within the Arbiter Pay<sup>tm</sup> system.

## Summary

The role of the Head Referee/Scheduler is to establish integrity with the tournament host, referees, participants at the tournament, and others through always being a professional example. For this to occur the Head Referee must have the following skills and attributes:

- Know and can apply the rules of the USA Volleyball Rule Book
- Be approachable, listen, use language from the rules, and conduct themselves professionally
- Be fair, accountable and responsible in their approach to this position
- Always show composure and confidence
- Be respectful of all participants during communications and presentation
- Give some time back to train and make others better at officiating
- Be able to manage the logistics involved in recruiting, scheduling, monitoring, and reporting the results of a volleyball event. Use good time management.

The importance of the Head Referee/Scheduler is paramount for the tournament, for the proper use of the referees, and that the event will proceed properly. This requires that the Head Referee be aware of the following elements that make using paid, uniformed referees a positive influence on the tournament:

- Using paid referees keeps the tournament on time
- There are fewer problems and complaints when paid referees are used
- Seeing uniformed referees gives credence and a sense that fair play will be utilized, and there is a look of professionalism at the tournament
- It is less work for the tournament director when referees report scores
- Ensure the rules are applied evenly and consistently.

The Lone Star Region Board of Directors thanks you for your help and expertise in making our volleyball events some of the best in the country and assisting our referees in scheduling and getting paid in a timely manner.



## ATTACHMENTS

On the following pages



Lone Star Region  
Member: USAV  
Referee Agreement

Date: \_\_\_\_\_

Official for the \_\_\_\_\_ Tournament, League or Series:

This is my agreement to work at the \_\_\_\_\_ (Tournament, League or Series), at \_\_\_\_\_ (locations), in \_\_\_\_\_ (city), Texas, on the date(s) of \_\_\_\_\_, 20\_\_\_\_, as an official. By returning this email to \_\_\_\_\_ (Head Referee), I agree (if selected) to work the term listed when I originally applied as an official for this tournament and further I commit to fulfilling this agreement. I also agree to the following terms:

**Independent Contractor.** As an official I will be an independent contractor and not an employee or agent of the USAV, the Lone Star Region or the host organization. As such, I am responsible for paying all income, FICA and gross receipts taxes that may accrue as a result of services. I understand there are no fringe benefits, workman's compensation, health insurance, vacation or any other benefits related to working this tournament. As an independent contractor, I perform my work at my own risk and through insurance provided by my USAV membership.

**Terms.** I will provide timely, officiating services. Under USAV rules/regulations of the game, I will conduct the matches with the safety of the players, members and spectators in mind. Furthermore, I will adhere to all USAV rules/regulations and I understand that I am required to be a USAV member, that I have a current background check and that I am in good standing in my region.

**Pay.** The rate of pay will be N-\$ \_\_\_\_, JN-\$ \_\_\_\_, R-\$ \_\_\_\_, P-\$ \_\_\_\_, JO-\$ \_\_\_\_ (or "dependent upon the pool of funds"), and hotel accommodations (which will be /will not be provided at a later date by the host), are the same as expressed in the invitation/request. I shall provide my own equipment/uniforms, and understand that a standard USAV officials' uniform/patch will be worn.

**Miscellaneous.** I understand that this agreement will be considered binding; however, the tournament host/head ref may notify me that my services will not be needed in the event that teams are reduced, the tournament is canceled, or other emergency or circumstances occur outside of the host's control. I may withdraw when agreed, or because of illness or emergency. If something in this agreement is not enforceable, I understand the remaining parts will still be valid.

Thank you for working this event. We are grateful that we have officials like you that can contribute to youth sports and volleyball in particular. We look forward to working with you.

By my name, personal email and DOB listed below, I agree as dated above.

\_\_\_\_\_ signed electronically \_\_\_\_\_ email address

\_\_\_/\_\_\_/\_\_\_ Date of Birth



### Sample of RFP Tournament Report

	<b>TOURNAMENT NAME:</b> FILL IN NAME			
	<b>DATE:</b> FILL IN DATE			
	<b>LEAD REFEREE NAME:</b> FILL IN LEAD REFEREE NAME			
a	b	c		
Number of Teams	One Day	Any Additional Days		Total Funds In Pool
1	1			\$0.00
d	e	f	g	
# of Matches Using Junior or Provisional Referees	# of Matches Using Regional Referees	# of Matches Using Junior National Referees	# of Matches Using National Referees	Total Funds Used for Referee Pay
				Best of 3 \$0.00
				1 to 25 \$0.00
				Best of 5 \$0.00
Number of Teams	Number of Days		Total Scheduler Fee	
0	1		\$0.00	
	h	i		
Remaining Funds	Number of Referees (f/t or equivalent)	Cost of Rooms for out-of-town Referees	Other Approved Expenses	Per Diem per Referee
\$0.00				#DIV/0!

Please fill in 'a' through 'i' above to show totals and # of refs by certification below.

**Send to Joe within 3 days:**

Joe Campbell, Referee Chair, Lone Star Region  
 5110 Binion Forest Lane  
 Spring, TX. 77389-1468  
 iokepa1@yahoo.com

Jr	
Prov	
Reg	
JrNat	
Nat	

**Note:** If "Total Scheduler Fee" is more than \$500 per day, you need prior approval from Joe Campbell.

**Note:** If you use cell "E21" you must indicate in your e-mail what this money was spent for - **Don't forget**

**Special Note:** For our large, multi-day tournaments, the head referee can negotiate a fixed match fee by certification that is higher than our region minimum. This form is not required to be used for the following tournaments; CROSS COURT CLASSIC / COUNTDOWN CITY CLASSIC / LSR REGIONALS. The intent of this form is to ensure that all the money in the referee account is paid to referees.

**Mod: 8/10/2022**

Be sure you submit your payment spreadsheet along with this form

Send this form as an EXCEL document and not as a JPG or .PDF



## Study Materials for Head Referees

The Head Referees and Schedulers will be called upon to make final judgments on protests, correct officials using the wrong mechanics/techniques/rules, and to explain to other coaches, players, parents and club directors what the rules are and how they are interpreted. To facilitate this action the Head Referees/Schedulers must know the rules well and must be comfortable about explaining them to others. That means you are going to have to study and be a student of the game. Here are the documents and modules you must study and be familiar with at a minimum prior to starting your work as a Head Referee:

2021-2023 USAV Rule Book

<https://usavolleyball.org/resources-for-officials/rulebooks-and-interpretations/>

2021 USAV Indoor Casebook (Feb 2021)

[https://usavolleyball.org/wp-content/uploads/2021/02/19-21\\_Casebook\\_2-1-21.pdf](https://usavolleyball.org/wp-content/uploads/2021/02/19-21_Casebook_2-1-21.pdf)

2022 USAV Rule Summary Comparison Sheet (USAV/NCAA/NFHS)

Chrome-

[extension://efaidnbmnnnibpcajpcgltclfindmkaj/https://pavo.org/Portals/0/docs/2022\\_RuleComparison\\_NCAA-NFHS-USAV\\_FINAL.pdf](https://pavo.org/Portals/0/docs/2022_RuleComparison_NCAA-NFHS-USAV_FINAL.pdf)

The following training modules are on <https://usavolleyball.org/resources-for-officials/officiating-training-manuals/> :

- Complete Indoor Rulebook
- Abridged Indoor Rulebook
- Indoor Officiating and Scoring Guidelines
- Indoor Critical Rules and Interpretations
- Uniform Requirements



NOTE: You must be a current 2022-2023 USAV member to get into the USAV Academy and meet your annual educational requirements.