**INTRAMURAL SPORTS**

**VOLLEYBALL**

**OFFICIALS’ MANUAL**

**2021-2022**



**WILLIAM & MARY CAMPUS RECREATION**

 **Mission**

*The Department of Campus Recreation provides quality recreational opportunities to all members of the William and Mary Community to enhance and foster a lifelong appreciation for health, wellness, and recreation.*

**PURPOSE AND PHILOSOPHY OF INTRAMURAL SPORTS**

The purpose of Intramural Sports is to provide structured, competitive leagues and tournaments featuring a variety of sports and activities throughout the school year.

William & Mary Campus Recreation staff is dedicated in interest and spirit to the responsibility of serving all students, faculty and staff. The success of our program depends in a large part on the ability of the staff to: present a positive attitude, communicate and act in a courteous and professional manner. Your job is to serve the students, faculty and staff of William & Mary while officiating intramural sports contests and maintaining an atmosphere supportive of friendly competition. Your leadership directly influences all participants and provides game control and safe play. The example you set, the manner in which you answer questions and give direction, and the way you offer assistance will either contribute to or detract from the services provided by Campus Recreation Program.

**ADMINISTRATIVE RESPONSIBILITIES**

**Scheduling**

Official’s schedules will be managed through a Google Sheet; this will be emailed to all officials. Officials may sign up for a shift two weeks in advance, and may only take two shifts during the initial sign up period. Playoff assignments will be made at the **mandatory** Officials’ Playoff Meeting at the end of the regular season.

**Where to Report**

All officials should report to the IM Sports Supervisor at least 15 minutes before game time. Officials assigned to the first game of the day are expected to assist in setting up the court. Officials assigned to the final game of the day are expected to assist in the collection and storage of equipment. Each official is responsible for the equipment issued to him/her by the IM Sports Supervisor.

**Clothing and Equipment**

Each official will be provided with an official's shirt and a whistle (black with a black lanyard). Each official should be dressed appropriately to officiate Volleyball (shorts or sweatpants should be worn with sneakers or officiating shoes).

**Injuries**

When an injury occurs, stop play as soon as possible. Notify the IM Sports Supervisor on duty as soon as possible. Keep the participant as still and comfortable as possible until help arrives.

William & Mary is not responsible for injuries/accidents incurred through the voluntary participation in its Campus Recreation programs or the use of the facilities. Campus Recreation urges that all participants have personal accident/health insurance and get an annual physical examination to ensure satisfactory health status.

**Rule Changes**

The Campus Recreation Department reserves the right to place in effect any rules regarding intramurals that it deems necessary. All attempts will be made to notify participants and teams of such changes in a timely fashion.

**Pay Scale**

* All officials will be paid by the hour. Officials will be $7.50/hour during their first year and every year and will receive a $0.25 raise each year thereafter.
* Officials need to obtain letters from previous employers or show high school certification in order to receive the next level on one's pay scale.
* Officials must initial the hours recorded for them each shift by the IM Supervisor on the back of the Supervisor Report Form.
* Pay checks will be mailed on approximately the 1st and 15th of each month. Questions about paychecks should be directed to the Assistant Director of Intramurals or the Graduate Assistant of Intramurals.

**SUCCESSFUL OFFICIATING**

This handbook is designed to prepare an official for intramural Volleyball. Much of the material contained in this handbook can be useful at all levels of volleyball officiating. A major consideration is made to help an official deal with specific situations that may come up during an intramural game.

To keep a smooth and fair game, officials are used. **A guiding principle in all officiating is *“be consistent”* in calling the game.** The game will be more enjoyable for all participants — including officials — if calls are fair and predictable. Most importantly, at the beginning of the game the official should set the standard for what constitutes a violation and maintain it throughout the game.

**Prerequisites for Good Officiating**

*Know the Rules*

Good officiating is dependent upon a complete knowledge and understanding of Volleyball rules. The best way to prepare for effectively making decisions is through continued study of all possible situations. Basic fundamentals should then become second nature and correct interpretations automatic.

*Timing*

While decisions by an official must be confident and prompt, an official should not be too hasty in making a call. Call the play, not the anticipated result. Timidity or hesitation demonstrates a lack of confidence. Good timing, combined with understandable actions and a confident demeanor, contribute to an official's credibility and reduces challenges to their judgment. All calls should be made loud and clear so that players of both teams can hear them..

*Communication & Signals*

Each official must give full cooperation to fellow officials. The best rapport is obtained when there is an affable attitude and mutual respect toward each other. Every official must make a conscientious effort not to infringe on the duties and responsibilities of other officials. This is best accomplished by communicating, through both verbal and non-verbal mediums (sings) throughout the game. If a partner is in need of (and asks for) assistance on a call, do not hesitate to provide it.

Signaling is an essential aspect of officiating, and through its use, decisions are relayed to players, coaches and spectators. An official’s signals are dignified, informative and meaningful.

Accurate and clear signals establish the understanding that the officials are in complete charge of the game.

*Courtesy*

Officials must be courteous to players and coaches while still maintaining a professional relationship. A businesslike attitude will often preclude and prevent an argument. All actions reflect strict and total impartiality.

*Arguments*

Officials should not argue with players or coaches. Any discussion should be brief and to the point. Officials have a responsibility to “regulate the conduct” of the players, and with this responsibility comes the authority to make decisions. While judgment calls should never be argued, **be approachable** and allow players the opportunity to ask legitimate questions concerning rule interpretations or perhaps for an explanation as to why a certain ruling was made.

*Over-Sensitivity*

An official must ignore remarks made from the crowd and spectators. Every crowd will include a number of people who heckle an official. Fans not only lose respect for an official who, in any way, reacts to criticism, but a reaction to heckling can cause their criticism to become more intense. If a spectator or player has crossed that line, the official should inform the IM Supervisor and the spectator or participant may be removed.

*Tactfulness*

A diplomatic manner will often prevent ill-will and resentment. Lack of tact can discourage a cooperative attitude on the part of players, coaches and spectators. Use of it goes a long way in creating a willingness to accept decisions.

*Preventative Officiating*

Officials must use this technique to maintain control over any given game. Its purpose is to prevent situations from escalating and getting out of hand. This type of officiating helps the officials with game management.

**OFFICIATING VOLLEYBALL**

**Playing the Ball**

The ball must be clearly contacted and not lifted, carried or thrown at any time during the course of play. The ball cannot be contacted by any part of the body below the waist and cannot be contacted twice in succession by one player except in the following cases:

* When participating in a block.
* When simultaneous contacts are made by teammates (either person shall be eligible to play the next ball)
* When multiple contacts are made on the 1st return hit

**Positioning**

At the time of service, all players other than the server must be within the bounds of the court in serving order. Each of the three forward players must be in front of their corresponding back line players and to the proper side of the player next to him.

Players may switch positions on the court after the ball is put into play, *but a back row player is not allowed to block or spike at the net*. A back line player who is in front of the 10 foot spiking line, returning the ball across the net, *must contact the ball from below the level of the net*. However, should he/she be behind the 10-foot line, or her/his takeoff jump clearly began behind this line, the restriction would not apply.

**Responsibilities of the Up Official**

* Overall management of the match,
* Lifts/Carry calls,
* Making any boundary calls you can,
* Foot faults,
* Net play,
* Communication with team captains (Explanation of any controversial call),
* Awarding Points

**Responsibilities of the Down Official**

* Keeping score and informing the participants of that score,
* Helping with centerline calls,
* Helping with net calls,
* Helping with calls on your sideline,
* Standing on the receiving side of the net.

**Points of Emphasis**

There are five fundamental techniques that Volleyball officials need to be familiar with

*Serving*

There are four popular methods of serving in volleyball:

* Underhand serve
* Sidearm serve
* Overhand serve
* Jump serve

Note: the underhand and side arm serves are easier to execute and easier to return than the aoverhand or jump serve.

**Passing**

The team receiving the serve must attempt to return the ball over the net *within three touches.* The first touch is usually called the pass, and its purpose is to transfer the ball to the frontcourt or to a player that will execute a second touch. There are two general methods of passing the ball: the overhead pass and the underhand bump pass.

*Overhead pass or set*

The rule states that the ball must be clearly struck at all times. The overhead pass is accomplished with the *pads of the fingers and thumbs*. It is incorrect to use the palms of the hands. Both hands must contact and release the ball simultaneously; otherwise this is considered a double hit and is illegal. If the ball rests on the hands it is considered a lift and is illegal.

It is legal to set a serve, as long as it is done correctly. Many carries/lifts occur when attempting to set a serve.

*Bump pass*

Accomplished by clasping the hands together while the elbows are straightened and rotated.

**Spiking**

A spiked ball is a ball (other than a served ball) hit forcibly from a height not less than the top of the net. There are usually two types of spikes.

*The Hard Spike*

When attempting the hard spike, the ball should be contacted with the heel of the hand, with a cupped hand, or a closed fist. The ball may not be thrown or slapped.

*The Dink or Soft Spike*

The dink is actually a hand pass using the finger pads and thumbs or the fist. The ball should not come to rest on the finger pads and thumb.

**Digging**

An attempt to receive or recover a hard spiked ball. It is similar to the bump pass but the player is usually more extended and lower to the ground.

**Blocking**

Blocking is an attempt to intercept a ball returning over the net or preventing it from doing so. The blockers may reach over the net if the opposing team is finished their attack. A block is not considered to be a hit and may be played again by the same player.

You cannot block on a serve.

**PRE- AND POST-GAME DUTIES**

**Pre-Game Duties**

Both officials should arrive at least 15 minutes before game time and check in with the Intramural Supervisor. The officials shall help set up the nets with the Volleyball supervisor and receive an official shirt, clipboard, score sheets and volleyballs. Officials will be responsible for this equipment. The officials will gather both captains approximately two or three minutes before the game is scheduled to start:

* Explain the ground rules, go over a few general rules (lifts, serves, rotating, etc.)
* Explain to the captains that they are the team representatives in all dealings with the officials
* Check that players are not wearing any sort of jewelry or anything deemed unsafe or unfairly advantageous.
* Remind the captains that their team conduct will determine their sportsmanship rating and that a 3.0 average over the regular season is needed to be eligible for the playoffs;
* Go over any rule changes that may have been instituted
* Ask the captains if they have any questions and answer them.
* Flip a coin or odd/even choice to decide service or choice of side.

After the captains' meeting make a final check with the Intramural Supervisor. Give any final instructions and make sure everything is set for the beginning of play.

**Post-Game Duties**

When the game ends, the officials should make sure the final score is correct, circle the winning team, and sign the score sheet at the appropriate spot. Each official should give a sportsmanship rating based on the teams' conduct and the guidelines set forth by Campus Recreation. Each captain should sign the score sheet in the appropriate spot attesting to the final score, players’ eligibility and their sportsmanship rating.

After the last game of the evening, officials should gather up all equipment provided by the Intramural Supervisor and assist in putting away equipment. Officials should report any and all missing equipment to the Intramural Supervisor. After each game the two officials should discuss the calls made during the previous game and receive as well as give constructive criticism. Officials should be open to suggestions. Officials learn something new every game.

**DEFINITIONS**

**Ball in Play**

The ball is in play from the instant it is contacted for the serve until a dead ball occurs.

**Contacted Ball**

A contacted ball is one that touches or is touched by any part of a player's body or clothing.

**Foul**

A foul is an encroachment of the rules or a failure to play the ball properly as permitted under the rules.

**Out of Bounds**

The ball is out of bounds when it touches any surface or object outside the court. Any part of the ball touching a boundary line is considered in bounds. If a player contacts the ball, before it lands out of bounds it is considered in bounds.

