

Indoor Officials Manual



Carolina Region
USA Volleyball

CAROLINA REGION INDOOR OFFICIATING MANUAL

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This manual is intended to be a one-stop resource for Carolina Region Professional Indoor Referees. We have compiled information from multiple sources on the Carolina Region and USA Volleyball websites. Some information may be updated on those sites after this manual was created. We will update this manual from time to time with current information but be aware that there may be times when this manual is out of date. In those cases, the Region will use the current information published by the Carolina Region and USA Volleyball to administer the Carolina Region Officials' Division. Contact the Region Office for up-to-date information.

OFFICIALS PROGRAM CONTACTS

<https://www.carolinaregionvb.org/officials-program-contacts/>



OFFICIALS' REP-Carolina Region Board of Directors (2027):

[Tony Hill](#)

910.639.5408 (9 am – 5 pm only please)

Appointed Administrative Positions:



Referee Chair:

Contact Ref Chair with all indoor Rules Questions. He is Region Rules Interpreter for Indoor.

[Stephen Shepherd](#)

336.341.9513 (c) (9 am – 5 pm only please)



Scorer Chair:

[Amber Fulk](#)

336.462.5987 (c) (3 pm – 7:00 pm only please)



Beach Referee Chair:

Contact Beach Ref Chair with all outdoor Rules Questions. He is the Region Rules Interpreter for Beach/Outdoor.

[Ronnie Mutter](#)

919.607.4115 (c) (9 am – 5 pm only please)

Mentors – Under 30 Officials:



Female Officials Under 30 Mentor

[Chanel Davis](#)



Male Officials Under 30 Mentor

[Owen Perkins](#)

Carolina Region Staff:



Officials Program Director:

[Callie Davis](#)

Contact for all questions about the Carolina Region Officials Program

CERTIFICATIONS AND STANDARDS

The majority of the following information was taken from the USA Volleyball's Officials page and modified where needed to Carolina Region policies. Contact the Carolina Region Referee Chair, [Stephen Shepherd](#), for additional information.

Information on Becoming a Certified USAV Official

Certification of Volleyball referees for USA Volleyball and RVA sanctioned indoor competition is under the jurisdiction of USA Volleyball, the Officials Division and the Regional Volleyball Associations (RVA's). USA Volleyball also has the responsibility to train and identify candidates for certification as international referees by the FIVB. USA Volleyball has established these classifications of referees for indoor volleyball:

- Junior
- Provisional
- Regional
- USA Volleyball Junior National
- USA Volleyball National
- USA Volleyball National (Retired)
- Provisional USA International Referee

A candidate who is currently certified by the Professional Association of Volleyball Officials (PAVO) may receive a Region referee certification (Provisional or Regional) without meeting the practical rating requirement provided their ratings are current and were by members of the joint raters list (a Local becomes a Provisional, a State or National becomes a Regional). All other requirements (Carolina Region membership, clinic attendance, referee and scorekeeper examinations, and passing a background screen required for working junior tournaments) must be met annually.

Junior, Provisional, Regional, Junior National (Retired), National (Retired), and other certifications as developed within the Region (Junior Regional and Adult Team) are certified through their respective RVA under the supervision of the Regional Referee Chair, in cooperation with the Regional Commissioner and according to prescribed criteria.

USAV Junior National and National referees are certified by the National Indoor Officials Commission upon the recommendation of the National Officials Development Program.

In accordance with Article 8, Section B 1 of the Operating Code (USAV), all referees must be registered with USA Volleyball through their local RVA for the current season.

For those interested in UPGRADING your Referee certification, review the information below for the new certification and then review [Professional Officials Certification Upgrade Information](#). Referees interested in upgrading to a Provisional 2, Regional 1, or Regional 2 certification must get their [application](#) in by January 15 of each season.

Click on the appropriate section header below for additional information about each certification.

[\[Junior Referee\]](#) [\[Junior Regional Referee\]](#) [\[Adult Team Referee\]](#) [\[Provisional 1 Referee\]](#) [\[Provisional 2 Referee\]](#) [\[Regional 1 Referee\]](#) [\[Regional 2 Referee\]](#) [\[USA Junior National Referee\]](#) [\[USA Junior National Referee \(Retired\)\]](#) [\[USA Volleyball National Referee\]](#) [\[USA Volleyball National Referee \(Retired\)\]](#) [\[International Referee\]](#)

Junior Referee:

To become certified or re-certified as a Junior referee you must do the following:

1. Be a current member in good standing within Carolina Region – USA Volleyball.
2. Attend a Carolina Region Junior Official's clinic (Referee & Scorekeeper portions).
3. Take and correct to 100 the approved USA Volleyball Form “Junior” exam for referees using the USAV Rule Book or any other reference materials.
4. Successfully complete the Junior scorekeeper certification requirements.
5. Demonstrate the ability to officiate as a first and second referee during one of the first three tournaments of the season.

Responsibilities and entitlements of a Junior referee:

- After certification, the Junior referee shall have the opportunity to referee the team's officiating work assignments for sanctioned and other approved volleyball competitions within the Carolina Region.

NOTE: for Junior Coaches: this certification meets the team requirement that at least one coach on the team must be a certified referee and present during their team's work assignments. This certification does not entitle the coach to officiate (must get an adult certification).

Junior Regional Referee:

To become certified or re-certified as a Junior Regional referee you must do the following:

1. Be a current member in good standing within Carolina Region – USA Volleyball.
2. Attend a Carolina Region Professional Official's clinic (Referee & Scorekeeper portions).
3. Take and correct to 100 the approved USA Volleyball Form “Junior” exam for referees using the USAV Rule Book or any other reference materials.
4. Successfully complete the Junior scorekeeper certification requirements.
5. Demonstrate the ability to officiate as a first and second referee during a subsequent [practical rating](#) (must have ONE rating as R1 and ONE as R2, ONE as SK and Managing a Court from an Adult Regional or above).

Responsibilities and entitlements of a certified Junior Regional referee:

1. The Junior Regional referee shall have the opportunity to referee the team's officiating work assignments for sanctioned and other approved volleyball competitions within the Carolina Region.
2. The Junior Regional referee who is at least 16 years of age shall have the opportunity to work assignments for sanctioned and other approved volleyball competitions within the Carolina Region from Regionally designated assignor(s).
3. The Junior Regional referee will be entitled to wear the official Junior Regional patch and approved official's uniform while officiating.
4. Practical ratings as a Junior Regional referee are valid for a period of two years, however, annual clinic attendance and taking the referee and scorekeeper exam (corrected to 100) is required to maintain certification each year.

Adult Team Referee:

To become certified or re-certified as an Adult Team referee you must do the following:

1. Be a current member in good standing within Carolina Region – USA Volleyball.
2. Attend a Carolina Region Official's clinic (Referee & Scorekeeper portions).
3. Take and correct to 100 the approved USA Volleyball exam for referees
4. Successfully complete the Adult Team, Provisional or Regional scorekeeper certification requirements.
5. Demonstrate the ability to officiate as a first and second referee during a subsequent practical rating (must have 1 observation as R1 and 1 as R2).

Responsibilities and entitlements of an Adult Team referee:

1. After certification, the Adult Team referee shall have the opportunity to referee their team's officiating work assignments for sanctioned and other approved volleyball competitions within the Carolina Region.
2. Practical ratings as an Adult Team referee are valid for a period of two years, however, annual clinic attendance and a passing score (or corrections to 100) on the referee and scorekeeper exam are required to maintain certification each year.

Provisional 1 Referee:

For Adult (18 or older) Professional Referee Certification. To become certified or re-certified as a Provisional 1 referee you must complete the following annually:

1. Be a current member in good standing within Carolina Region – USA Volleyball.
2. Pass the USAV mandatory background screen.
3. Complete the required SafeSport course annually.
4. Attend an approved USAV officiating clinic.
5. Take and correct to 100 the approved USA Volleyball exam for referees.
6. Take Scorer Exam by Dec. 31st.
7. Demonstrate the ability to officiate as a first and second referee during a subsequent practical rating (must have ONE rating as R1 and ONE as R2, ONE as SK and Managing a Court from an Adult Regional or above).

Certification is good for 2 seasons. An official must complete steps 1 through 5 above annually to maintain certification.

Responsibilities and entitlements of a certified Provisional 1 referee:

1. Entitled to wear the official Provisional patch and approved official's uniform while officiating.
2. Shall have the opportunity to work assignments for sanctioned and other approved volleyball competitions within the Carolina Region from Regionally designated assignor(s).
3. May elect to become a candidate for Provisional 2 Referee upon completion of one season as a Provisional 1 referee. The Provisional 1 rating may be retained indefinitely provided all re-certification requirements are met.
4. Authorized to officiate any USA Volleyball-sanctioned competition, including Junior Volleyball (passing a background screen is required) competition within the Region where certified, and in other Regions with the approval of the appropriate Regional referee chair.
5. Practical ratings as a Provisional 1 referee are valid for a period of two years, however, annual clinic attendance and a passing score (or corrections to 100) on the referee and scorekeeper exam are required to maintain certification each year.

Provisional 2 Referee:

For Adult (18 or older) Professional Referee certification- must have held a current USAV P1 certification for 1 year before applying for P2. To become certified or re-certified as a Provisional 2 referee you must complete the following:

1. Be a current member in good standing within Carolina Region – USA Volleyball;
2. Pass the USAV mandatory background screen.
3. Complete the required SafeSport course annually.
4. Attend an approved USAV officiating clinic.
5. Take and correct to 100 the approved USA Volleyball exam for referees.
6. Take Scorer Exam by Dec. 31st.
7. Demonstrate the ability to officiate as a first and second referee during a subsequent practical rating (must have TWO rating as R1 and TWO as R2, ONE as SK an Managing a Court from an Adult Regional or above).

Certification is good for 2 seasons. An official must complete steps 1 through 5 above annually to maintain certification.

Responsibilities and entitlements of a Provisional 2 referee:

1. Entitled to wear the official USAV Provisional patch and approved official's uniform while officiating.
2. Shall have the opportunity to work assignments for sanctioned and other approved volleyball competitions within the Carolina Region from Regionally designated assignor(s).
3. May elect to become a candidate for Regional 1 Referee upon completion of one season as a Provisional 2 referee. The Provisional 2 rating may be retained indefinitely provided all re-certification requirements are met.
4. Authorized to officiate any USA Volleyball-sanctioned competition, including Junior Volleyball (passing a background screen is required) competition within the Region where certified, and in other Regions with the approval of the appropriate Regional referee chair.
5. Practical ratings as a Provisional 2 referee are valid for a period of two years, however, annual clinic attendance and a passing score (or corrections to 100) on the referee and scorekeeper exam is required to maintain certification each year.

Regional 1 Referee:

For Adult (18 or older) Professional Referee certification- must have held a current P2 certification for 1 year before applying for Regional 1. To become certified or re-certified as a Regional referee you must complete the following:

1. Be a current member in good standing within the Carolina Region – USA Volleyball.
2. Pass USAV mandatory background screen.
3. Complete the required SafeSport course annually.
4. Attend an approved USAV officiating clinic.
5. Take and correct to 100 the approved USA Volleyball exam for referees.
6. Take Scorer Exam by Dec. 31st.
7. Demonstrate the ability to officiate as a first and second referee during a subsequent practical rating (must have TWO rating as R1 and TWO as R2, ONE as SK from at least 2 Adults Regional or above).

Certification is good for THREE seasons. An official must complete steps 1 through 5 above annually to maintain certification.

Responsibilities and entitlements of a certified Regional 1 referee:

1. Shall accept assignments for sanctioned and other approved volleyball competitions within the Region from Regionally designated assignor(s).
2. Entitled to wear the official USAV Regional patch while officiating at USA Volleyball-sanctioned events and will be authorized to purchase and wear the official approved uniform for USA Volleyball referees.
3. May elect to become a candidate for Regional 2 referee upon completion of one season as a Regional 1 referee. The Regional 1 rating may be retained indefinitely provided all re-certification requirements are met.
4. Authorized to officiate any USA Volleyball-sanctioned competition, including Junior Volleyball (passing a background screen is required) competition within the Region where certified, and in other Regions with the approval of the appropriate regional referee chair.
5. Practical ratings as a Regional 1 referee are valid for a period of three years, however, an annual clinic attendance and a passing score on the exam is required to maintain certification each year.

Regional 2 Referee:

For Adult (18 or older) Professional Referee certification- must have held a current Regional 1 certification for 1 year before applying for Regional 2. To become certified or re-certified as a Regional 2 referee you must complete the following:

1. Be a current member in good standing within the Carolina Region – USA Volleyball.
2. Pass USAV mandatory background screen.
3. Complete the required SafeSport course annually.
4. Attend an approved USAV officiating clinic.
5. Take and correct to 100 the approved USA Volleyball exam for referees.
6. Take Scorer Exam by Dec. 31st.
7. Demonstrate the ability to officiate as a first and second referee during a subsequent practical rating (must have TWO rating as R1 and TWO as R2, ONE as SK from at least 2 Adults Regional or above).

Certification is good for THREE seasons. An official must complete steps 1 through 5 above annually to maintain certification.

Responsibilities and entitlements of a certified Regional 2 referee:

1. Shall accept assignments for sanctioned and other approved volleyball competitions within the Region from Regionally designated assignor(s).
2. Entitled to wear the official USAV Regional patch while officiating at USA Volleyball-sanctioned events and will be authorized to purchase and wear the official approved uniform for USA Volleyball referees.
3. May elect to become a candidate for Junior National referee (National Referee Candidate Process) upon completion of one season as a Regional 2 referee. The Regional 2 rating may be retained indefinitely provided all re-certification requirements are met.
4. Authorized to officiate any USA Volleyball-sanctioned competition, including Junior Volleyball (passing a background screen is required) competition within the Region where certified, and in other Regions with the approval of the appropriate regional referee chair.
5. Practical ratings as a Regional 2 referee are valid for a period of three years, however, an annual clinic attendance and a passing score on the exam is required to maintain certification each year.

USA Junior National Referee:

To see the current requirements and process to become a USA Junior National Referee, go to [this page](#) and go to the Certifications and Requirements Section.

USA Junior National Referee (Retired):

To see the current requirements and process to become a USA Junior National Referee (Retired), go to [this page](#) and go to the Certifications and Requirements Section.

USA Volleyball National Referee:

To see the current requirements and process to become a USAV National Referee, go to [this page](#) and go to the Certifications and Requirements Section.

USA National Referee (Retired):

To see the current requirements and process to become a USAV National Referee (Retired), go to [this page](#) and go to the Certifications and Requirements Section.

USA International Referee:

To see the current requirements and process to become a USA International Referee, go to [this page](#) and go to the Certifications and Requirements Section.

INDOOR RULES AND INFORMATION

All sports have rules in place so the participants know how to play the game and individuals are assigned to oversee the competition (officials) so the participants are assured of fair competition. Use this section to find links to the current USA Volleyball Rule Book and any interpretations and technique updates issued by USA Volleyball.

For more information about Indoor Volleyball Officiating in the Carolina Region, [Stephen Shepherd](#), Carolina Region Referee Chair.

[USAV Rule Book, Case Book and Interpretations](#)

CURRENT NATIONAL OFFICIALS

NATIONAL CERTIFICATION	JUNIOR NATIONAL CERTIFICATION
Wade Brence	Mitch Atkinson
Callie Davis	De Batchelor
Doug Fagan	David Bryant
Tony Hill	Chanel Davis
Victoria Ivie	Michael Holder
Brian Jones	Glenn Horton
Leann Madtes	Jeff Hutcherson
Ronnie Mutter	Stephen Koehler
Michael O'Connor	Frank Motoindo, Jr.
Kennedey Paine	Bonnie O'Connor
Stephen Shepherd	Owen Perkins
Kevin Wendelboe	Wade "Dusty" Rhodes
Charlie Yang	Kyle Smith
	Steve Truckenbrod
	Robert Webb

JUNIOR REGIONAL OFFICIALS

[View Carolina Region Junior Regional Referees](#)

PROFESSIONAL OFFICIALS OPPORTUNITIES

The Carolina Region is looking for Professional Adult Officials that are interested in helping Officiate our sanctioned Junior tournaments each season. New and experienced officials welcome. If you are interested, please contact the [Callie Davis](#), for more information and download our [Informational Flyer](#). New Professional Officials should also review our [General Information Sheet](#) for additional information.

Academy Online Training:

- o All information and training will be presented online in the USA Volleyball Learning Management System (LMS) called the USAV Academy. When New officials register with the Carolina Region, we will enroll them in the New Officials Curriculum in the LMS. Officials will go through all modules at their own pace. We will then schedule new officials for a rating and training session. Once the referee passes their rating session, they can then be assigned to work Carolina Region tournaments. For returning officials, we will also enroll them in their applicable curriculum once they register for membership. Contact Callie with any other initial questions.

OAAP Training Sessions (open to any Professional Official):

- o Go to our [Adult Officiating Clinic page](#) to see this season's Clinic and Training opportunities.

ONLINE OFFICIALS CLINIC INFORMATION

<https://www.carolinaregionvb.org/online-clinic-information/>

JR. OFFICIATING OPPORTUNITIES FOR AGES 16-18

<https://www.carolinaregionvb.org/junior-officiating-opportunities/>

JR. REFEREE COLLEGE SCHOLARSHIP OPPORTUNITY

<https://www.carolinaregionvb.org/wp-content/uploads/2023/04/JrRefCollegeScholarships.pdf>

OFFICIALS ACCELERATED ADVANCEMENT PROGRAM

The Carolina Region Officials Accelerated Advancement Program provides an avenue for an official to receive more training in a shorter amount of time. This program could possibly take an official that has a Provisional 1 certification and ready them for a Regional 2 certification in three seasons. The OAAP is also the avenue for CR Officials to advance to obtain their Junior National and National certifications.

OAAP PRESENTATION

[OAAP Presentation Slides](#)

APPLICATION PROCESS

[2025-2026 Program Application](#)

DEADLINES:

November 1st of each season

Applicants will be notified of their status in the Program by November 15.

For more information, contact [Stephen Shepherd](#)

OAAP AWARD WINNERS

See [OAAP Most Improved Referee Winners](#)

USAV REFEREE UNIFORM GUIDELINES

Uniform Shirt

- o Certified Volleyball Official polo in white, blue, or gray; long or short sleeves
 - USAV patch worn on the right side of the chest or in the center of the chest
- o USAV Mizuno polo (currently available in navy, white, red, and royal)
 - USAV patch worn opposite the Mizuno logo or in the center of the chest
- o Officials (referees, line judges, and/or scorers) are not required to match.

Remainder of Uniform

- o Dark navy blue dress slacks that are pressed and in good repair (not faded)
- o Black or navy blue belt (if slacks have belt loops)
- o Clean, white athletic shoes with non-marking rubber soles
- o All white socks that cover the ankles

Uniform Outerwear

- o White Certified Volleyball Official outerwear (old logo or new logo)
- o Full zip or 1/4 jacket in black, white, gray, or navy (no hoodies)
 - o At USAV-owned National Qualifiers and Championships, no event/club/Region/team affiliations or slogans are permitted; the only acceptable logo is a USAV logo or a small manufacturer's logo
 - o Other USAV Qualifiers or Region events may allow event-specific outerwear or Region logos.

Guidelines for Wearing Outerwear

- o An approved uniform polo must be worn under the approved outerwear.
- o USAV patch is only worn on outerwear with the Certified Volleyball Official logo, and, if worn, is placed on the right side of the chest.
- o Zipper should be placed in an appropriate location to allow the collar to be worn "polo-style" (not completely unzipped or zipped to the top).
- o Sleeves should not be pushed up.
- o Nothing stored in the pockets.
- o If more than one official is wearing outerwear, they are not required to match.

Other Equipment for Referees

- o Whistle attached to a lanyard
- o Red and Yellow sanction cards
- o Timing device that can track seconds and minutes
- o Ball pump and ball gauge
- o Net measuring device
- o Tossing coin
- o Current USAV Rules Book and current USAV Casebook
- o Line Judge flags

OFFICIATING SUPPLIES

Approved Vendors:

The following companies provide volleyball officiating supplies. For more information, please contact the vendor directly.

Roof Sportswear

Verna Klubnikin
12138 1/2 Woodruff Ave
Downey, CA 90241
(888) 830-8374 – Toll Free Business Phone
(562) 803-4530 – Fax & Business Phone
roofsport@aol.com
www.roofsportswear.com

VBOfficialsGear.com

ONLY Source for the White, Blue and Grey Certified Official uniforms.
1-877-552-6141
vbofficialsgear.com

OTHER RESOURCES

[USA Volleyball Officiating Resources](#)

PROFESSIONAL REFEREES DUTIES AND CHECKLISTS

MANAGING A COURT

- Pre-match
 - o Check net height, know the correct net height in the rule book for each age group
 - o Check ball pressure, know the correct pressure in the rule book (4.26 – 4.61 psi)
 - o Make sure antennae are straight and lined up properly. Use net chain to align. They should be just outside the sideline
 - o Do you have score sheet, Libero tracking sheet, 2 line-ups, pens, pencils? (Contact Tournament Director if anything is missing)
- Coin Toss – gather captains as soon as court is clear and playing teams have arrived (no more than 15 min. prior to match time for 1st match, all other matches are ASAP)
 - o Assign Head/Tails to each team and flip coin, do not turn over after flip
 - o Winner options are Serve/Receive/Side
 - o Loser options are the remaining two
 - o If at least 1 team hasn't played yet, then warm-ups are 2-4-4 (2 min to pepper/stretch, 4 min to serving team, 4 min to receiving team), If both teams have played, skip the 2 min to pepper/stretch and go straight into the 4-4. Serving Team gets the first 4 min. If using 2 min, it starts when teams get on the court prior to coin toss.
 - o Start warm-ups
 - o Find out who the head coaches are and hand line ups out. (Head coaches are the only ones that can talk to R1/R2, and only one to request TO)
 - o Know who the work team is, they may have just played and are taking equipment off, they should come to score table as soon as they can. Do not wait for work team to arrive before conducting coin toss and warm-ups
- Talk to Line Judges
 - o Are there 2 LJ's or are they going to switch, need all LJ's present to talk to pre-match
 - Need a call on every play no matter how obvious (In, Out, Touch)
 - Antenna – Hits the antenna, anything outside the antenna, goes over the antenna, all Antenna fault, (Wave flag to get R1 attention and point at antenna), R1 cannot see this fault as good, so rely on LJ
 - Foot Fault – (Wave flag to get R1 attention and point at foot)
 - Server comes near LJ to serve, move to the side a few feet, then get ready to get back in position
 - Timeout – LJs to center of back line with ball Carolina Region Professional Referees Duties and Checklist 2
- Talk to R2
 - o Move side to side, staying on side that doesn't have the ball
 - o Net Fault – contact with the NET between and including the antennae while making a play on the ball is a FAULT, blow whistle, step to fault side, show net fault and point at player at fault with an open hand
 - o Centerline Fault – it's OK to step across into opponents playing space, provided some part of body is on your side and they are not interfering with player or presenting a safety hazard. Foot landing on other side under blocker/attacker is a safety hazard and should be called, blow whistle, step to fault side and point at centerline with open hand
 - o Repeat all R1 signals except beckon for serve and net serve fault.

- o Responsible for Substitutions – only when sub enters sub zone. Coach can't request subs; they must enter the sub zone – notify Head Coach on subs 9-12 and R1 for 12th sub
 - o Responsible for Time-outs – notify Head Coach and R1 when 2 TO's taken
 - o Show 'Ready' signal to begin each set, after subs and after TO
- Talk to Scorer
 - o Verify they know how to completely fill out the scoresheet.
 - Everything should be in CAPITAL letters
 - Everything before the first point and after the last point scored should be in PEN
 - 3 changes
 - Captain designation
 - T-bar for unused points
 - Coaches are no longer required to sign scoresheet after match
- Line ups
 - o Verify the line-ups are filled out completely.
 - Team Name
 - 6 different players
 - 0, 1 or 2 Liberos (if only 1, should have an X in the second block), if no Libero and no X's, ask coach to verify
 - Ensure Libero number is different than 6 on the court
 - Coach's signature
- Start the match
 - o Teams line up on end line
 - o R1 takes position in the stand, R2 on right side of pole
 - o R1 motion and whistle for everyone shake hands at the net
 - o R2 checks line-ups and tosses out ball to serving team Carolina Region Professional
- Referees Duties and Checklist 3
- Deciding Set (3rd)
 - o Get off the stand and go across to the score table and do the coin toss same as the beginning match, options are serve or receive.
- After the match
 - o Ensure that the scorer picks up a PEN and records everything after the last point in PEN
 - o Ensure everything is properly recorded
 - Last point must be 25 or more, team can't end with 24 points.
 - End times recorded
 - Winner of each set recorded, and winner of match recorded
 - If 3rd set was played, ensure correct information recorded on both sides
- Time Management (very important)
- 3 min. between sets
- 30 sec. Time-Outs
- Time between matches should be as close to 10 min as possible.
 - o Finish the score sheet
 - o At the end of the previous match, if you have 2 teams ready to warm up, do the coin toss and start their warm-ups
 - o Do not let the scorers go until they are COMPLETELY finished.

If the Professional Official is facilitating the junior work team, you need to assist the R1 and R2 in making the right call, especially ball handling. VETERAN officials can work their way around the court encouraging the members of the work team and offering helpful feedback if needed. Officials should always pay attention to the action on the court and make sure the correct calls are made.

DO NOT PUT YOUR HANDS ON THE PLAYERS, NO MATTER HOW INNOCENT YOUR INTENTIONS MAY BE. DO NOT SIT DOWN

KNOW HOW TO KEEP SCORE! Keep score on your off matches until you know how to do it completely and effectively. Look at the example in the USAV rule book. Do the play-by-play and then compare it to the final score sheet when finished. Understand your mistakes and fix them and do it again.

CR PURPLE CARD POLICY

I. Purpose of Purple Card Sanction Policy

The purpose and intent of the Purple Card Sanction policy is to give a more effective tool for Professional officials to address and sanction any inappropriate or prohibited behavior exhibited by any CR Region member (adult or junior), parent, or spectator attending and observing any CR Region-sponsored tournament match. This policy is further intended to aid in preserving a respectful playing environment for all participants and maintain the safety and protection of all CR Region members. This policy outlines the procedural usage of the "PURPLE" card, which supplements the yellow and red sanction cards currently used by Professional Referees (as dictated by the DCR). The Carolina Region Participant/Spectator Behavior policy remains in effect.

II. Prohibited Behavior:

- a. Prohibited behavior would include, but not be limited to, any comment(s) made or action(s) displayed, deemed by others as rude, profane, disrespectful, disruptive or aggressive, which interferes with the normal progress of a tournament match.
- b. Any behavior prohibited by USAV and the CR Region Code of Conduct policies.
- c. Any misconduct deemed contrary to normally accepted behavior, which results in the unnecessary interruption of a tournament match.

III. Policy Overview:

This policy applies to the following:

- a. Any CR Region adult member, i.e. club directors, coaches, rostered adult(s) or chaperones NOT currently participating in the match and who has assumed the role of spectator.
- b. Any CR Region junior player NOT currently participating in the match and who has assumed the role of spectator. See Section VI for sanction guidelines for junior players.
- c. Any non-Region member, i.e. parent(s) or relative(s) of any CR Region member.
- d. Any attendee or spectator of any CR Region-sanctioned tournament match.

This policy will be in effect for all Carolina Region one-day Regular Season events that appear on our approved Tournament Schedule as well as all Carolina Regional Championship events. Multi-day special events (Quest, Queen City, City of Oaks, MAPL Raleigh, etc.) as well as any other one-day special events (found in the Other events list below our regular schedule) that are sanctioned by the Carolina Region may also choose to

have this policy in force during their events. The Tournament Administration for each of those events will make their own determination whether to use the policy and will communicate their status to tournament participants before the event.

IV. Policy Applications:

- a. The use of yellow and red card sanctions will remain in force for all match participants, according to the policies and procedures set by the USA Volleyball Domestic Competition Rules (DCR).
- b. Use of the “Purple” Sanction card may be applied to any situation during a match where spectator misbehavior occurs and the First Referee (R1) deems it necessary to address the misbehavior. NOTE: The Professional Referee may enforce any applicable sanctions while on the stand or while performing his/her training duties on the floor during pool play.
- c. For misconduct by anyone before or after a match has ended, the Participant/Spectator Behavior Policy will be in effect and administered by the Tournament Director.

V. Application of the Purple Warning Card:

- a. Minor Misconduct
 - i. It is the duty of the First Referee to attempt to prevent spectators from reaching the sanctioning level. This can be done in two stages:
 - 1. Stage 1: Verbal Warning
 - 2. Stage 2: Issuance of Purple and Yellow Card Warning - This warning is issued to the team in which the offending spectator is affiliated. The First Referee shall hold up the Purple and Yellow cards in one hand to formally issue a Warning for that spectator. Both team captains are then summoned to the referee stand. The game captains will notify their head coach that a spectator potentially affiliated with their team has reached the sanctioning level. Once either head coach determines affiliation, that head coach must inform the offender of the warning. This formal warning is not in itself a penalty but a symbol that misconduct has reached the sanctioning level for the match.
 - 3. In the event the offender refuses to identify their team affiliation or fails to comply with the First Referee's request for identification, that offender is subject to a more serious sanction, including expulsion from the playing facility for the remainder of the tournament day (Participant/Spectator Behavior Policy).
 - ii. Purple card warnings are assessed to the affiliated team and are in force for the entire match. This means that each team may only receive one purple card warning.
 - iii. Purple card warnings are recorded in the score sheet but have no immediate consequences.
- b. Misconduct Leading to Sanctions
 - i. Inappropriate conduct by a spectator or parent toward officials, playing teams, other parents or spectators is classified in three categories according to the seriousness of the offense.
 - 1. Rude Conduct: actions contrary to good manners or moral principles
 - 2. Offensive Conduct: defamatory or insulting words or gestures or any action expressing contempt.
 - 3. Aggression: actual physical attack or aggressive or threatening behavior

c. Sanction Scale

- i. According to the judgment of the First Referee and depending upon the seriousness of the offense, the sanctions to be applied and recorded on the score sheet are **Penalty, Expulsion and Ejection/Ban**.
 1. **Penalty**: Rude or minor offensive conduct in the match by any parent or spectator is penalized with a point and service to the opponent.
 2. **Expulsion**: Serious offensive misconduct by any spectator requires expulsion from the playing facility for the remainder of the tournament day with no other match consequences.
 3. **Ejection/Ban**: Aggressive misconduct, e.g. physical attack, implied or threatened aggression, by any spectator requires automatic ejection from the tournament facility and the individual is banned from any future CR Region sanctioned tournaments for the remainder of the entire current season. No other match consequences are applied.

d. Application of Misconduct Sanctions

- i. When Penalty sanctions are issued, it is displayed as Purple and Red cards held up jointly in one hand.
- ii. When Expulsion sanctions are issued, it is displayed as Purple and Red cards held up separately.
- iii. When Ejection/Bans are issued, no cards will be displayed. The First Referee immediately stops the match and secures the safety of those in the match.
- iv. All Expulsions or Ejection/Bans require the notification and involvement of the Tournament Director for the following purposes:
 1. Documentation – Comment on the Score sheet. The TD will also need to fill out the Participant/Spectator Behavior Policy Report form.
 2. Secure the removal of the offender from the facility.

NOTE: Upon the refusal of the offender to vacate the playing facility, local law enforcement will be notified immediately.

- v. All misconduct sanctions are individual sanctions, remain in force for the entire match, and are recorded on the score sheet.
- vi. Repetition of misconduct by the same spectator in the same match is sanctioned progressively, which means that a more severe sanction is given for each successive offense.
- vii. Expulsions or Ejection/Bans - offensive or aggressive misconduct does not require a previous sanction.

- e. Reinstatement Spectators sanctioned with an Ejection/Ban will receive an official notice through the Region Office. All major sanctions are accompanied by a copy of the Region Due Process Policy. Sanctioned individuals will have the ability to appeal any sanctions as outlined in the Due Process policy.

VI. Application of Misconduct Warnings and Sanctions Against Junior Players:

In the event a participating junior player displays misconduct in a Region tournament as a spectator during a match or before/after a match, the following sanction guidelines shall be applied:

- a. Any misconduct deserving a warning or sanction shall be directed by the Participant/Spectator Behavior Policy.
- b. If a junior player is charged with expulsion or an ejection/ban, the player becomes the direct responsibility of their parent/legal guardian(s) or the head coach/club director.

- i. Junior players are not to be expelled or ejected from any playing facility individually but fall under the direct supervision of their parent/legal guardian(s) or the head coach/club director. No further participation by the player is allowed.
 - ii. A Participant/Spectator Behavior Policy Report Form must be submitted to the Region Office.
- VII. Recording Warnings and Sanctions on the Score Sheet:
 - a. Issuance of Purple and Yellow Cards jointly (Misconduct Warning) Record a PC in the **W Warn** column; record the team at fault, the set number, and the score.
 - b. Issuance of Purple and Red Cards jointly (Misconduct Penalty)
 - i. Record a PC in the **P Penalty** column, record the team at fault, the set number, and the score at the time of penalty.
 - ii. If penalty is against the serving team, record the serving team's exit score.
 - iii. Record the awarded penalty point. Slash and circle the opposing team's next point in the **POINTS COLUMN**.
 - c. Issuance of Purple and Red Cards shown apart (Misconduct Expulsion)
 - i. Record a PC in the **E Expel** column, record the team at fault, the set number, and the score at the time of expulsion.
 - ii. No loss of service or penalty point awarded.
 - d. For Purple Ejection, a note on the **REMARKS** Section will give the following information: Purple Ejection, Full Name (If available), team at fault, set number, and the score at the time of ejection (Score of team at fault is first)
- VIII. Summary of Misconduct and Card Display:
 - a. **Warning** (No Sanction):
 - i. Stage 1 – Verbal Warning
 - ii. Stage 2 – Purple/Yellow card held jointly
 - 1. Warning recorded on score sheet
 - b. **Penalty** (Point and serve to opponent):
 - i. Purple/Red card held jointly
 - ii. Penalty recorded on score sheet
 - c. **Expulsion** (Expelled from playing facility for remainder of the Tournament day):
 - i. Symbol – Purple/Red card held separately
 - ii. Expulsion is recorded on Score sheet

Note: See Section VI for sanction guidelines for junior players. Behavior Policy Report Form to Region Office is required

- d. **Ejection/Ban** (Ejected from facility or removal/Suspended from Region Tournaments for remainder of season):
 - a. NO card display - Stop match - Notify TD - Ejection/Bans are recorded on score sheets

Note: See Section VI for sanction guidelines for junior players. Behavior Policy Report Form to Region Office is required

Professional Officials will also be provided with a survey link to report all instances of Purple Card Warnings and Penalties given during the season, so the Carolina Region can track its use and effectiveness for program changes in future seasons.

PURPLE CARD INCIDENT REPORT FORM

[2026 Season - Purple Card Report Form](#)

OFFICIALS GIFT PROGRAM

[Carolina Region Officials Gift Program - 2026 Season](#)

GOOD STANDING POLICY

All Carolina Region referees must maintain "Good Standing" status. Requirements include:

CAROLINA REGION REGION-LEVEL OFFICIALS (JR. REGIONAL, PROVISIONAL, REGIONAL, RETIRED JN/NAT)

- Apply for Carolina Region/USAV membership online and pay all Carolina Region/USAV fees.
- Annually clear the USAV Background Screen, complete the SafeSport course, and agree to the Carolina Region Independent Contractor Agreement.
- Complete a pre-season Carolina Region-approved officiating clinic.
- Complete the USAV rules exam and the designated USAV Scorer exam by January 1st.
- Uphold the highest standards of Professionalism.
- Referees that do not complete their clinic requirements will not receive their certification for the current season. Officials will not be assigned to work at CR Junior tournaments until they meet all registration and clinic requirements.
- Be available for in-person rectification if rating is set to expire in the current season. This will occur during the season when assigned with an approved rater.
- Send a picture of a completed score sheet from a live match that you kept score to refchair@carolinaregionvb.org; scorechair@carolinaregionvb.org
 - i. Regionals – at least every 3 years
 - ii. Provisional/Jr. Regionals – at least every 2 years

Annual requirement (*complete at a minimum 1 from the list below*):

- Must be available to work at least 1 Carolina Region sanctioned events as an official
- Work one Carolina Region sanctioned event as a trainer/rater (new officials) (Regional certifications only)
- Serve a term as Officials representative to the Board of Directors
- Serve a term as (Male, Female) Mentor for Under 30 Officials
- Other volunteer work with Referee Chair deemed supporting the region officials (approx. 10 hours)

Results of NOT being 'In Good Standing' with the Carolina Region:

- Officials that do not complete their annual requirements or achieve the required exam scores will be reviewed by the CR Officials Division. Officials will not be assigned to work in Carolina Region Junior tournaments until they meet all registration requirements and will not be accepted for an upgrade or inclusion in the OAAP group the following season.

CAROLINA REGION – NATIONAL-LEVEL OFFICIALS (JUNIOR NATIONAL, NATIONAL)

- Apply for Carolina Region/USAV membership online and pay all Carolina Region/USAV fees.
- Pay any required National dues required by USA Volleyball.
- Annually clear the USAV Background Screen, complete the SafeSport course, and agree to the Carolina Region Independent Contractor Agreement.
- Complete the USAV rules exam and the designated USAV Scorer exam by January 1st (or within 30 days of publication by USA Volleyball if later than January 1).
- Uphold the highest standards of Professionalism.
- Referees that do not complete their National Clinic requirements or achieve the required exam scores will be reviewed by the CR Officials Division. Officials will not be assigned to work at Carolina Region junior tournaments until they meet all registration requirements.

Annual requirements (**complete at a minimum 1 from the list below**):

- Work at one Carolina Region sanctioned event as an official
- Work at one Carolina Region sanctioned event as a trainer/rater (new officials; region upgrades; OAAP)
- Administer an on-site clinic to Junior team(s)
- Serve a term as Officials representative to the Board of Directors
- Serve a term as (Male, Female) Mentor for Under 30 Officials
- Other volunteer work with Referee Chair deemed supporting the Carolina Region Officials Development Team (approx. 10 hours)

Carolina Region 5-year cycle requirements (**complete at a minimum 1 from the list below**):

- Be available to work Carolina Region Championships twice in your 5-year cycle

Results of NOT being 'In Good Standing' with the Carolina Region:

- Officials that do not complete their National clinic requirements or achieve the required exam scores will be reviewed by the USAV Officials Division. Officials will not be assigned to work Carolina Region Junior tournaments until they meet all registration requirements.
- Official will NOT be accepted to any of the USAV National Championship events that are required to maintain National-level certification at the USA Volleyball level.

OFFICIALS BASE PAY INFORMATION

- For reference, the one-day tournament pays based on an official's certification is provided below.
- Officials will also receive a \$50 base pay increase if assigned to a site with only one official per court assigned.
- A \$100 base pay increase will be added if a lone official is assigned to oversee 2 or more courts.
- The Region also offers a \$10 base fee bonus after an official works six one-day tournament weekends, and a \$15 base fee bonus after working nine one-day tournament weekends.
- The Region also reimburses for travel based on mileage from official's home city to tournament city. See Officials/Clinician/Rater Travel Reimbursement Policy for more information.

<u>Rating</u>	<u>Base Pay</u>
Junior Regional	\$185
Provisional	\$190
Regional	\$200
Retired JN/N	\$210
JN/National	\$225

- **PAYMENT DETAILS:**

The Carolina Region uses ArbiterPay to pay officials after the event. All officials will need to link their ArbiterPay account to their ArbiterSports account to receive payments. Payments will be made when the Region RECEIVES the Officials Payment Report Form from the Tournament Host.

NOTE: Tournament Hosts have TWO weeks to send post-tournament paperwork to the Region office. Please allow **THREE** weeks before contacting the Region Office about payment. It is normal to sometimes receive payment for a later tournament before an earlier tournament based on this timeline. Some Hosts get their paperwork in quicker than other hosts.

OFFICIALS/CLINICIAN/RATER TRAVEL POLICY

Officials, Clinicians, and Raters assigned by the Carolina Region at Carolina Region sanctioned events will be reimbursed for mileage driven one way at the following rates. Mileage will be measured from the assignee's address in the Region's membership records to the city of the event and checked with Google Maps

<u>Mileage (one-way)</u>	<u>Amount</u>
<30	\$20.00
31-60	\$27.50
61-90	\$35.00
91-120	\$42.50
121-150	\$50.00
151-180	\$57.50
181-210	\$65.00
211-240	\$72.50
241+	\$80.00

ARBITERSPORTS ASSIGNING SYSTEM

I. Adding or Removing Blocks

Blocks prevent you from being assigned games during unavailable times.

a. To Add a Block:

- i. Go to Schedule > Blocks
- ii. Click Add Block
- iii. Choose the date, time range, and reason
- iv. Click Save

b. To Remove a Block:

- i. Navigate to Schedule > Blocks
- ii. Find the block you want to remove
- iii. Click the trash icon or Edit, then Delete

II. Accepting Assignments

- a. Go to Schedule > Game Schedule
- b. Review your list of assigned games
- c. Click on a game to view details
- d. Click Accept or Decline
- e. Accepted games will be marked accordingly
- f. Declined games may require a reason

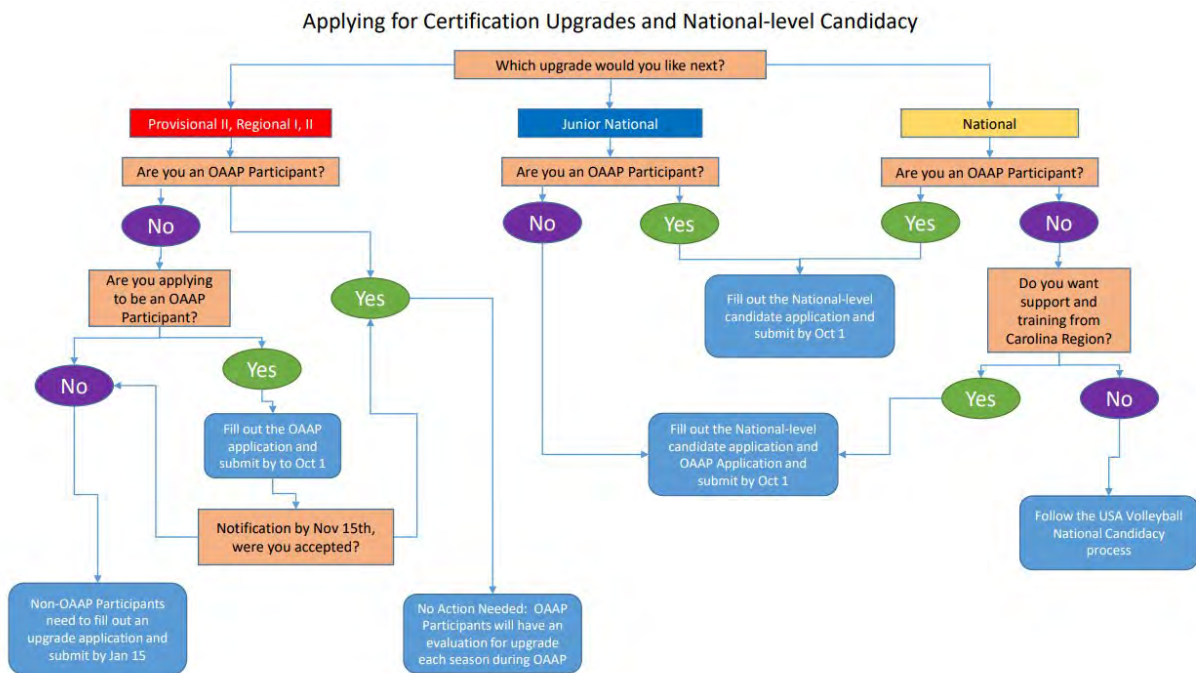
III. Setting Up ArbiterPay

ArbiterPay is used to receive payments for officiating.

- a. To Set Up
 - i. Go to Payments > ArbiterPay
 - ii. Click Create Account or Link Existing Account
 - iii. Follow prompts to enter:
 - iv. Personal info (name, address, SSN)
 - v. Bank account details
 - vi. Verify your email and confirm setup
- b. Tips:
 - i. Use a secure password
 - ii. Enable notifications for payment updates

CAROLINA REGION CERTIFICATION UPGRADE

REFEREE CERTIFICATION UPGRADE PROCESS



REFEREE CERTIFICATION UPGRADE INFORMATION

The Carolina Region Officials Program currently provides certification at the following levels:

- o Junior
- o Junior Regional
- o Adult Team
- o Provisional 1
- o Provisional 2
- o Regional 1
- o Regional 2

For a listing of criteria and annual requirements needed to obtain each certification, go here:

<http://www.carolinaregionvb.org/certifications-and-standards/>

This document outlines the process for obtaining each of the certifications as well as additional criteria and information for upgrading to Regional 1 or 2 certifications.

Junior Referee and Adult Team Referee

- o Certification obtained by completing the applicable Referee clinic as published online annually.

Junior Regional Referee

- o Complete the applicable Referee clinic as published online annually.
- o Receive and pass two unique practical ratings as a First Referee and Second Referee from a Regional 2 or higher Carolina Region referee.
- o Ratings may occur as part of the New official training at an early season training/rating session or during regular Carolina Region tournaments if approved raters available to observe the referee.
- o Keep score for one match and submit to Score Chair for approval.

Provisional 1 and 2 Referee

- o Complete the applicable Referee clinic as published online annually.
- o **Provisional 1 Referee** - Notify Ref Chair (refchair@carolinaregionvb.org) and Officials Program Director (officials@carolinaregionvb.org) of interest in obtaining Provisional 1. Provisional 1 certifications will be awarded to all new officials at an early season training/rating session (rating session will be unpaid for new officials).
- o **Provisional 2 Referee** – Submit Referee Certification Upgrade Application by January 15. Referee must work two Carolina Region certified tournaments (with one of them being a one-day tournament) during the season of the upgrade request to be considered for an upgrade.
- o Officials Program staff will arrange rating sessions as needed during the season with primary ratings coming during Regional Championship weekends each season.
- o A Provisional 1 Referee needs to pass ONE Practical Rating as a First Referee by an approved member of the Carolina Region Rating Team. A Provisional 2 Referee needs to pass TWO Practical Ratings as a First Referee and ONE Practical Rating as a Second Referee by at least two approved members of the Carolina Region Rating Team.
- o Keep score for one match and submit to Score Chair for approval.

- o A Provisional 1 candidate must also pass managing a court by themselves during the training session. Carolina Region/USAV Professional Officials Certification Upgrade Information • Provisional 2 officials will be expected to demonstrate competence in the following at a minimum:
 - o Match Tempo
 - o Correct Signals
 - o Signal Tempo
 - o Communication with Officiating Team and Match Participants
 - o Confident Presence on Stand
 - o After Transition - No Tunnel Vision – Watch play develop
 - o More consistent scanning after each play/Subs/TO

Regional 1 or 2 Referee

- o Complete the applicable Referee clinic as published online annually.
- o Keep score for one match and submit to Score Chair for approval.
- o Complete the Referee Certification Upgrade Application Form and submit to the Carolina Region Referee Chair (refchair@carolinaregionvb.org) by January 15 to be considered for an upgrade during the current USAV indoor season. Application must be signed by a member of the Regional Recommendation Signees list found here. Referee must work two Carolina Region certified tournaments (with one of them being a one-day tournament) during the season of the upgrade request to be considered for an upgrade.
- o The Carolina Region will form a committee of 2-3 National-level officials to review all applications for upgrade and rank the candidates for possible inclusion into the pool of referees to be rated during the current indoor season.
- o All applicants will be notified by February 15 of their status.
- o All applicants that are notified of their inclusion in the pool of referees to be rated must agree to make themselves available to work both Saturday and Sunday of the Regional Championship tournament weekends. Accepted officials may work on Saturday to prepare for their ratings. If possible based on the availabilities of raters and the number of officials needed, the Carolina Region will attempt to assign members of the rating team to sites where the candidates are assigned on the Saturday Regional Championships to provide initial feedback and preparation for their rating sessions. Depending on rater availability, ratings may occur on either Saturday or Sunday at a rating location assigned by the Carolina Region.
- o **Regional 1 Referees** will be expected to demonstrate competence in the following at a minimum (in addition to the Provisional 2 criteria above):
 - o Recognize Rotational faults
 - o Go through R2 progressions at the net
 - o Recognize Back-Row fault situations
 - o Working on consistent transitions
- o **Regional 2 Referees** will be expected to demonstrate competence in the following at a minimum (in addition to Provisional 2 and Regional 1 criteria above):
 - o Consistently recognize potential Rotational Faults
 - o Consistently recognize Back Row fault situations
 - o Consistently maintain focus on net play until players transition away
 - o R2 transitions must be consistent and correct
 - o Match and bench control

A Regional 1 Referee needs to pass TWO Practical Ratings as a First Referee and Second Referee by at least two approved members of the Carolina Region Rating Team.

A Regional 2 Referee needs to pass TWO Practical Ratings as a First Referee and Second Referee by at least two approved members of the Carolina Region Rating Team.

REFEREE CERTIFICATION UPGRADE APPLICATION

[CR Certification Upgrade Application](#) – Due by January 15

REFEREE CERTIFICATION UPGRADE SIGNEES LIST

Applications for a Regional Upgrade will only be accepted if signed by TWO of the approved Training Team Cadre listed below.

Junior National Officials	National Officials
Mitch Atkinson	Wade Brence
De Batchelor	Callie Davis
Chanel Davis	Tony Hill
Michael Holder	Victoria Ivie
Glenn Horton	Brian Jones
Jeff Hutcherson	Leann Madtes
Stephen Koehler	Ronnie Mutter
Bonnie O'Connor	Michael O'Connor
Owen Perkins	Kennedey Paine
Dusty Rhodes	Stephen Shepherd
Kyle Smith	Kevin Wendelboe
Steven Truckenbrod	
Robert Webb	

USA VOLLEYBALL NATIONAL-LEVEL CERTIFICATION UPGRADE

JUNIOR NATIONAL/NATIONAL CANDIDATE PROCESS

This process is open to all current Carolina Region members in good standing. To apply to become a candidate, a written application must be submitted to the Carolina Region Office by November 1st. This application should also include but not be limited to her/his desire to be considered for advancement, years of experience, and current resume of competitions and level of matches that they have officiated. In conjunction with the Carolina Region/USAV National Candidacy application, the candidate must also apply to be accepted into the Carolina Region Officials Accelerated Advancement Program (OAAP) by October 1st. Junior National Candidates will apply for the full three-year program and submit the applicable registration fee. National candidates will apply for a minimum one-year commitment in the OAAP with a \$50 registration fee. Both Junior National and National candidates will be eligible to be approved to apply for their applicable ratings at the conclusion of the first year in the program upon successful completion of the program and approval by the Carolina Region Referee Chair. Junior National candidates will use whatever remaining year(s) in the OAAP to advance towards their National rating.

A Junior National Referee Candidate must:

1. Be a current Carolina Region member
2. Hold a Regional 2 certification for at least one full season prior to advancing as a Junior National candidate
3. Must be in Good Standing with the Officials Division of the Carolina Region
4. Must pass all exam requirements to the Junior National level

A National Referee Candidate must:

1. Be a current Carolina Region member
2. Hold a Junior National certification for at least one full season prior to advancing as a National candidate
3. Must be in Good Standing with the Officials Division of the Carolina Region and USA Volleyball
4. Must pass all exam requirements to the National level

Interested Candidates should review the OAAP Information for more details about the OAAP commitment prior to applying.

JUNIOR NATIONAL/NATIONAL CANDIDATE APPLICATION

[Junior National/National Candidate Application](#) – For CR Officials

CR SCORER REQUIREMENT INFO FOR PROFESSIONAL REFEREES

All non-National Officials will keep score on a live match during the season and this will be required every other year going forward. Failure to do so can result in the official having a status of “Not in Good Standing” with the Carolina Region. Officials that are “Not in Good Standing” may lose their privilege to officiate Carolina Region-sanctioned events.

- o Officials will keep score on a live match during a Carolina Region sanctioned tournament
- o When the match is over and the score sheet is completed:
 - o Take a picture with your phone (making sure it is legible).
 - o All sets played should be copied/photographed and turned in.
NOTE: DO NOT TAKE THE ORIGINAL SCORE SHEET. LEAVE THE ORIGINAL WITH THE TOURNAMENT DIRECTOR.
 - o Official will submit that score sheet to the following:
 - refchair@carolinaregionvb.org
 - scorechair@carolinaregionvb.org
 - o The Score Chair will provide feedback to the official with a red marked score sheet to identify errors with a copy to the Ref Chair.
 - o The Score Chair will notify the official and Referee Chair should the official need to score an additional match.
 - o The Ref Chair will file the score sheet in the official's folder with their rating sheets.