

# OFFICIALS HANDBOOK



## **USA Volleyball Puget Sound Region**

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The Puget Sound Region of USA Volleyball reserves the right to make changes at any time to the Officials program, its operation and/or this handbook for the betterment of membership participation.

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## **SECTION A: GENERAL EXPECTATIONS OF ALL PSR OFFICIALS**

General Expectations of all PSR Officials:

- Maintain a composed and professional manner at all times, treating all participants and fellow officials with respect.
- Be knowledgeable and correctly apply up-to-date rules and mechanics as the R1, R2, line judge, scorekeeper, or libero tracker.
- Assist in educating and facilitating correct rule applications and official mechanics to junior work teams and their coaches (and fellow officials when necessary).
- Ensure a safe and fair playing environment for all participants and report any SafeSport violations.
- Act with integrity and honesty while maintaining a positive and cooperative attitude when performing their duties.
- Maintain a clean and safe hospitality room for all officials and staff when provided.
- Maintain up-to-date blocks their ArbiterOne assigning account with the expectation that dates not blocked the official is willing to accept an assignment.
- Accept assignments within 48 hours of being assigned.
- Be willing and able to officiate all age groups and levels of play as assigned by the PSR Assignor.
- Report changes in their schedule of assignments to the PSR Assignor.
- Fill out the Officials Daily Report Form within 24 hours of the event. Failure to submit the online form may delay the official's payment until the following pay period.
- Seek rule interpretations or help from Lead Officials or the Official's Chair when necessary.
- Follow all other guidelines set forth in the PSR Official's Contract and/or by USAV.

## **SECTION B: MATCH, LEAD, DAY, & JUNIOR OFFICIAL ROLES**

PSR currently offers 4 roles for referees in the Puget Sound Region:

1. Match Official
2. Lead Official
3. Day Official
4. Junior Referee

### **What is a "Match Official?"**

PSR will attempt to provide an R1 for every match for all PSR hosted events (Girls Power League, Boys tournaments and both Girls and Boys Regionals/Bid Championships) and those USAV Sanctioned events in the region that request R1s. These officials will be considered Match Officials. If necessary, the PSR Assignor will designate one of the Match Officials as Lead Official for each site.

Match Officials may be assigned to venues where there are two or more different age classifications; Match Officials should be aware to apply the correct rule set for each age group. They will typically work multiple rounds of pool play followed by playoff matches. For some

tournaments (e.g. PSR Regional Championships, PSR Bid tournament, or PSR Club hosted events) both AM and PM waves will likely occur.

Some sites may also have an atypical number of teams present in given pools. For three team pools, matches may be played as a guaranteed three sets to 25 with a coin toss before the third set regardless. If you are assigned as a single Match Official for a 5-team flight played over 2 courts, you would be expected to work 3 matches throughout pool play. **The priority is to work as an R1 for the teams that do not have enough players/coaches to cover both courts.**

In most cases, details of the assignment will be included on the official's Arbiter Schedule and details of the court schedules and times will be emailed out to the official by the PSR Assignor prior to the event. Changes to the schedule should be clarified on site with the PSR Assignor and/or Officials Chair and noted in the Official's Daily Report Form.

Match Officials may also choose to be available to work on a per match basis at USAV sanctioned tournaments (e.g. national qualifiers) where the event director has opted to have match officials work. The official is responsible for contracting their work with the organizer or assignor of officials at that USAV tournament and is still expected to uphold the standards of General Expectations of PSR Officials and USA Volleyball at these events.

#### **General Expectations of a Match Official:**

- Follow all Expectations of a PSR Official
- Typically scheduled to begin in the morning (e.g. 8, 9, or 10 am start)
- Arrive at the venue in uniform 30-45 minutes prior to the scheduled match start time, check in with the Tournament Director and/or Lead Official for match format and ground rules. The Match Official should follow the schedule (or amendments thereof) created for officials by the PSR Assignor and/or Lead Official and serve as the R1 on their assigned court(s). The total number of matches refereed depends on the number of Match and/or Junior Officials present, the number of courts used, and the number of teams present and is subject to change throughout the day.
- Attend the coaches meeting 30 minutes prior to the start of matches if assigned the first round.
- Officiate as the R1 on their assigned court (courts may be running ahead or behind schedule), remembering to complete all pre- and post-match duties as the R1. Officials should not deviate from their assigned schedule provided to them by the PSR Assignor. In very rare circumstances where this is unavoidable, these changes need to be communicated to the PSR Assignor immediately and reported on their Officials Daily Report Form.
- Ensure each match is run safely, fairly and keep play moving along in a timely manner.
- Assist work teams with their duties when necessary.
- Stop the match when legal protests are lodged and seek the guidance of a lead official at the site or gather the protest committee.
- Stop the match when warnings and/or Purple card issuances arise and bring over the Tournament Director and/or Tournament Staff to address the offending spectators and have them collect any identifying information on them.

- Report any problems to the Lead Official and/or Tournament Director including but not limited to issues with the legality of uniforms, inadequate and/or late work teams, inadequate or faulty equipment, safety hazards, and unsporting conduct or Purple cards issued.
- Report all unsporting conduct cards (yellow/red/purple) issued during the day to the Officials Chair and/or PSR Assignor that day using the Officials Daily Report form.
- Ensure that scoresheets from the matches on your court are filled out completely with the correct heading, correct work team information (especially your legible name as the R1), including signatures, correct scores for both teams, correct match winner, and turned into the Tournament Director as soon as the match is finished.
- If the site does not contain enough officials to provide breaks, the Match Official is encouraged to take a break every three matches (especially during pool play) and communicate that with the subsequent work teams. It is expected that Match Officials will be the R1 for playoff or crossover matches. Plan breaks accordingly.
- If your replacement does not arrive after your scheduled match, contact or find that official first. If applicable, notify the Lead Official if that official cannot be located and the Lead Official will determine what happens with the next scheduled match.
- Once the Match Official has completed their matches for the tournament, confirm with the other officials on site you are leaving and/or check out with the Lead Official, indicating if there were any deviations from the written schedule.
- The online Officials Daily Report Form must be completed within 24 hours of the assignment. The form can be found on the website: <https://www.psrvb.org/officials-daily-report>. Indicate the number of matches you worked, the date, the site, unsporting conduct and/or purple cards issued, and your current USAV rating. Failure to submit the necessary online form(s) may delay payment until the pay period following the form(s) submission. Please note that most matches played are best 2 out of 3 (25, 25, and 15 if necessary) and in rare circumstances (e.g. 3 team pools) all 3 sets are guaranteed to be played to 25 (25, 25, 25). Please do not report best 2 out of 3 matches (“2/3”) that play a deciding set to 15 as a guaranteed 3 set match (3/3) on the Officials Daily Report Form. Failure to fill out the Officials Daily Report Forms for PSR Hosted assignments by Monday at noon may result in your payment being delayed until the next cycle of payments for a PSR Hosted event.

### **What is a “Lead Official?”**

A Lead Official is a Match Official who currently has the highest USAV rating of the officials present or designated by the PSR Assignor and is the onsite liaison between all the officials and the tournament director and is responsible for establishing ground rules for facilities, implementing and keeping a schedule of assignments for officials on site and can amend them if necessary, and has the final ruling for resolving any protests during matches when they arise.

### **General Expectations of the Lead Official**

- Perform all the duties expected of a Match Official
- Arrive at site 45-60 minutes before start time and in uniform
- Introduce yourself to the Tournament Director

- Confer with Tournament Director regarding ground rules, tournament format, age groups, number of courts being used, where to turn in scoresheets, and protest committee
- Check playing facility for safety and correctness
  - Serving area
  - Overhead & floor obstructions
  - Playable and non-playable areas
  - Sideline, endline, attack and center lines marked
  - Ensure the net height, antennas, and ball pressures are checked by yourself and/or Match Officials
  - Ensure proper padding of poles and ref stands
- Attend coaches pre-tournament meeting, usually held 30 minutes prior to first match, introduce yourself. Go over the following if the TD has not done so:
  - Verify teams have a legal libero jersey (must be contrasting to team jerseys)
  - Review warm-up protocol
  - Identify non-playable areas
  - Match format (number of games, to what points, cap or no cap)
  - Identify protest committee
  - Go over the region's Purple Card Policy
  - If applicable, reminder of U14 and younger specific rules
- Verify with the Tournament Director that official Sports Engine team rosters are collected, compared to the actual team present (prior to each team's first match), and all coaches IDs have been verified (physically checked). Rosters are NOT to be posted in the facility. Rosters will be kept by the Tournament Director at the tournament desk.
- Create a schedule of assignments for Match Officials on site only if the PSR assignor has not provided one already.
  - If a schedule of assignments is provided, they will also be allowed to amend the schedule when necessary (e.g. injury, illness, emergency of officials, changes in the number of teams/format of matches/number of matches played, the need to avoid potential coaching/refing conflicts, etc).
  - Inform the PSR Assignor of any deviations of the schedule and/or confirm match counts for each Match Official at the conclusion of the tournament.
- Resolve any protests that occur.
- Collaboratively work with the Tournament Director to make sure safe, legal, and timely play is achieved throughout the event.
- Stay until the conclusion of all play or until another Lead Official arrives to take over.
- Address any other questions or concerns from Match Officials, Coaches or the Tournament Director.
- Complete an Officials Daily Report Form for yourself if matches were worked within 24 hours of the assignment.

### **What is a "Day Official?"**

Occasionally a Day Official may be used at a PSR sanctioned tournament venue where only one official is employed and/or no other officials are available to serve as Match Officials or if PSR assigns a Day Official to a PSR Club hosted event that has opted to use Day Officials. In these situations, Day Officials are the region's paid officiating representative. The Day Official is expected to follow the General Expectations of PSR Officials and General Expectations of the

Lead Official (with a few exceptions). The Day Official must also serve as the Lead Official on site and help develop junior work teams by providing educational feedback via observation.

### **Expectations:**

It is the Day Official's job to ensure that the tournament runs on time. The Day Official must be available to participants at all times and accessible to the Tournament Staff. The Day Official must spend most of their time in the playing area and be available in case a rule clarification is needed. The Day Official will informally observe junior work teams and their officiating abilities. The Day Official will report to the Officials Chair any major deficiencies with specific work teams using the Officials Daily Report Form. The Day Official shall remain on site until all play has concluded.

The Day Official shall do the following:

- Provide mentorship and guidance to all work teams.
- Review score sheets and provide feedback.
- Observe coaches and junior players serving as R1 and/or R2 and provide feedback.
- Keep score for one match.
- Complete all responsibilities as outlined by a Lead Official with the exception of creating a schedule of Match Officials onsite.
- Be the R1 for the last round of pool play (1 vs 2) on one court
- Be the R1 for all playoff rounds on a court in the age group you were assigned with the most consequences. This could be the semifinal and final for a tournament or for power league the 3 v 3 and the 2 v 2 crossover matches (or 1 v 1 in flight 1) since the losing and/or winning team is likely to move up or drop a flight.
- Complete online the Officials Daily Report Form as a Day Official.

### **What is a “Junior Official?”**

The Junior Referee Program (JRP) is to introduce 16, 17, and 18-year-old players to paid officiating. The benefits include building confidence, leadership skills, improving skill as a volleyball official, teammate and player, while earning some extra money.

Duties of Lead and Day Officials when there is a Junior Official on site:

1. JRPs should make contact with the Lead or Day Official (DO) at the start of the tournament.
2. Assist them in rule interpretations or aid them in situations where an adult is needed to keep a match safe, fair and moving along.
3. Give them feedback when observed.
4. Certified Junior Referees will be assigned by the PSR Assignor once cleared as a Provisional official to officiate at U12 or U14 tournaments or other lower level U15-U18 matches and paid as a Match Fee Provisional Official.
5. Junior Officials under the age of 18 will not have to have a background check and will complete age-appropriate SafeSport training. Junior Officials that turn 18 in the season will have to complete a background check and complete SafeSport training once they turn 18.

## **SECTION C: PROCESS TO BECOME A PSR CERTIFIED OFFICIAL**

## Steps to be completed to become a Certified PSR Official

Before performing any of these roles, an official must complete the following actions:

1. New officials and those who took the previous season off should contact the Puget Sound Region Officials Chair at [officialschair@psrvb.org](mailto:officialschair@psrvb.org)
2. Those officials who wish to take a leave of absence for the season and maintain their certification should contact [officialschair@psrvb.org](mailto:officialschair@psrvb.org)
3. Become a member of USA Volleyball through the Puget Sound Region
  - Complete and pay for the annual USAV Membership through Sports Engine
  - Agree to and sign the USAV Code of Conduct, USAV Use and Agreement Release, Acknowledgment of SafeSport and MAAPP, the Concussion Management and Sudden Cardiac Arrest Acknowledgement, the Spectator/Parent Code of Conduct, the PSR Refund Policy, and the PSR Region Member Expectation.
  - For junior national and national officials or scorers, pay USAV National Dues
4. Pay for a USAV background screening through Sports Engine
  - Consent to and pass a mandatory annual background screen (unless under 18)
5. Complete SafeSport training (or age specific SafeSport training if under 18)
6. Accept the invitation to join the PSR group via ArbiterOne account.
7. Create an ArbiterPay account (link to ArbiterOne account) to be paid
8. Electronically complete and sign a W-9 via the PSR Officiating Resources website
9. Electronically complete and sign a PSR Officials Contract via the PSR Officiating Resources website
10. Electronically complete and sign the PSR Officials Handbook via the PSR Officiating Resources website
11. Complete the necessary online training in USAV Academy and pass the online USAV exams
12. Complete the free Concussion Training protocols accessible online via the PSR website, unless you have already completed concussion training through the WOA. Email a copy of the completion certificate to the Officials Chair (only needs to be completed once and not every year)
13. For new officials attend a court training event and be observed as an R1, R2, and scorer.
14. Attend the Annual Officials Meeting at the beginning of each season
15. **Obtain the Approved Uniform and Equipment**
  - A. Uniform
    - **Shirt:** The USA Volleyball approved uniform polo shirt must be either the white, blue or gray polo with the official embroidered logo on the left sleeve. Local High School approved wear will not be allowed in lieu of the USA Volleyball attire.
    - In region, officials may substitute the certified polo for a Puget Sound Region polo or National USAV polo or jacket. First year officials and all Certified Junior Referees may wear a plain white polo in Region. Sweater or Sweatshirt (Optional): Must be white in color and have the official embroidered USAV logo containing “Certified Official” on it. Local High School and College Board approved wear will not be allowed in lieu of USA Volleyball attire.

- Pants: Appropriately fitted, Dark navy dress slacks. No denim, corduroy or Dockers.
  - Belt: Black leather
  - Socks: White
  - Shoes: All white, no colored trim
  - Patch: As earned and given by the certifying body, will be worn on the right side of the chest when required (not worn in region)
- B. Equipment
- Whistle
  - Ear plugs (strongly recommended)
  - Sanctioning Cards (yellow, red, and purple)
  - Flipping Coin
  - Ball Gauge
  - Ball Pump
  - Net Chain
  - Watch
  - Pens
  - Online access to the current Rule Book
- C. Places to order official uniforms and accessories:
- RoofSportsWear and Amazon (gear)
  - VBOfficialsGear (certified polos)

### **Steps to become a PSR Certified Match or Day Official:**

1. Complete steps 1-15 of to become a PSR certified official
2. Officiate with the Puget Sound Region
3. Train and work to improve your skills
4. Be current with USAV rules, techniques, and rule interpretations.
5. Indicate Availability
  - A. To be assigned to work, you must indicate your availability to the PSR Assignor through ArbiterOne. It is vital to the efficiency of the Region that you keep your availability current (both adding and removing blocks when necessary).
  - B, Availability must be updated no later than the 15th of the month prior to the month being assigned (e.g. December 15<sup>th</sup> for the month of January).
6. Accept Assignments
  - A. The PSR Assignor will make assignments based on availability, competency level, history of not declining or turning back assignments, satisfactorily completing assignments accepted, and completing their Daily Report in a timely manner. Officials will receive their assignments via Arbiter. You must log in and click accept and then submit to accept the assignment.

Assignments must be accepted/declined within 48 hours of notification. If an assignment is made within the week of the assignment the official must accept/decline within 24 hours.

## **SECTION D: RATINGS OF CERTIFIED OFFICIALS**

### **Officials Certifications:**

The region encourages and supports the professional and continued development of its officiating cadre, to achieve their individual goal(s). All officials regardless of certification level must:

1. Complete the requirements published in section C (the process to become a PSR certified official), complete the USAV coursework commensurate with their rating, and abide by rules set forth by the Officials Handbook, Officials Contract, USAV Code of Conduct and/or other publications by the Puget Sound Region.
2. Be clear of any disciplinary actions taken for violations of the PSR Policies and/or USA Volleyball.

### **Work Team Official:**

Work Team official refers to players and coaches who officiate as a role on their club team. This is not a paid position and is not to be confused with the Junior Referee Program.

All players and coaches must complete standard online coursework specific to their USAV membership registration.

### **Provisional Referee:**

All new officials and those returning provisional referees that complete Section C (steps 1-15) will retain a USAV rating of Provisional Referee. Provisional Referees are expected to be proficient in USAV scoring.

### **Regional Referee**

All regional referees that complete Section C (steps 1-15) will retain a USAV rating of Regional Referee. Regional Referees are expected to be proficient in USAV scoring. It is recommended that Regional Referees volunteer to help train new officials.

A candidate applying for promotion from a Provisional to a Regional referee must:

1. Serve as a Provisional Referee for at least **two full** consecutive seasons, and
2. Complete at least 20 PSR sanctioned event assignments (e.g. assigned workdays). USAV sanctioned events outside of the Puget Sound Region **will not** be counted. USAV assignments worked in another region will only be counted for those officials transferring from one region to the PSR on a case-by-case basis.

Certification Process:

1. Candidates will attend a PSR Rating session - U16 or U18 division
  - a. Jan/Feb PSR Power League
  - b. PSR Regionals
2. Candidates will be observed & rated as:
  - a. R1 for 2 matches
  - b. R2 for 2 matches
  - c. Scorekeeper for 1 match
3. Candidates will be paid 50% of their match fee pay during the rating session.
4. Raters will be paid Day Official pay commensurate with their rating.

If the candidate is successful, the candidate will be awarded the Regional rating by the Officials' Chair and will be paid as a Regional Referee for all future matches.

If the candidate is not successful, the candidate may be observed and rated at another session offered by the region. It is recommended candidates who are not successful seek out mentorship from qualified USAV officials with a rating of Junior National or higher.

### **Junior National Referee**

Junior National Referees are expected to volunteer to help train new officials.

To apply for a Junior National Referee rating, the candidate must meet the requirements published by USAV. View requirements at: <https://usavolleyball.org/resources-for-officials/indoor-referees>.

Candidates applying for a Junior National Referee rating, who wish to be endorsed by the region, must serve as a Regional Referee for **two full** seasons, officiate 10 PSR sanctioned event assignments (e.g. assigned workdays). Candidates are encouraged to be observed during a PSR Rating session.

### **National Referee or National Scorer**

National Referees or National Scorers are expected to volunteer to help train new officials.

To apply for a National Referee rating, the candidate must meet the requirements published by USAV. View requirements at: <https://usavolleyball.org/resources-for-officials/indoor-referees>.

Candidates applying for a National Referee rating, who wish to be endorsed by the region, must serve as a Junior National Referee for **two full** seasons, officiate 10 PSR sanctioned event assignments (e.g. assigned workdays). Candidates are encouraged to be observed during a PSR Rating session.

Referees who wish to pursue a National Scorer rating should seek further information from the USAV website: <https://usavolleyball.org/resources-for-officials/indoor-referees>.

### **International Referee or International Scorer**

International Referees or International Scorers are expected to volunteer to help train new officials.

To become an International referee, the referee must meet the requirements published by USAV. View requirements at: <https://usavolleyball.org/resources-for-officials/indoor-referees>

Referees who wish to pursue an International Scorer rating should seek further information from the USAV website: <https://usavolleyball.org/resources-for-officials/indoor-referees>.

### **Retired National Level Referee (JN and N)**

To request retirement, the National Level Referee must meet the requirements published by USAV. View requirements at: <https://usavolleyball.org/resources-for-officials/indoor-referees>.

All national level ratings and certifications are controlled by USAV. Current Junior National, National or International Referees, or National or International Scorers must meet the

requirements set forth and published by USAV. To apply for or view re-certification requirements visit: <https://usavolleyball.org/resources-for-officials/indoor-referees>.

**PSR highly recommends that all national level officials and scorers volunteer to serve as raters and mentors for the region and help train new officials.**

## **SECTION E: PSR REFEREE DISCIPLINARY ACTIONS**

As part of the membership process, each referee is required to complete and execute the current USA Volleyball Code of Conduct, Waiver and Release Liability, and Background Check. Accordingly, each referee will be held to those standards of conduct and are subject to whatever disciplinary action is deemed appropriate by the authorized person, persons, boards or committees of the Puget Sound Region. The severity of the violation will determine the degree of sanction. The different degrees of sanctions are probation, suspension, and removal of certification. Official notice will be given via email. A referee who is placed on probation may not be offered a contract to serve as a PSR Certified Official in the following year.

USA Volleyball Officials Division/Council, USAV National Qualifier directors, and USAV Events Department will be notified of all disciplinary actions imposed on certified officials who have memberships within the PSR.

### **Appeals**

A letter of appeal must be submitted to the Region Office within 14 days of receiving official notification via email.

## **SECTION F: OFFICIALS PROGRAM ADMINISTRATIVE ROLES**

### **Official's Chair:**

The chair will ensure that all activities of the region referees are in compliance with national USAV directives, and will:

1. Create, implement, and manage official's development programs including:
  - New officials on the court training
  - Ratings for current PSR Officials
2. Manages the Junior Referee Program
3. Maintains a database (Excel) of certified officials who are eligible to work as a Puget Sound Region Match, Lead, Day, or Junior Official.
4. Select the certification coursework for all region members, with the exception of National level referees.
5. Coordinates with operational staff to ensure programs are delivered appropriately
6. Enforces rules of the region
7. Is a resource to the membership for all officiating issues
8. Personally models the core values of the Region
9. Annually edits the PSR Officials Handbook and Contract
10. Annually provides a budget for programs
11. Monitors Officials Daily Report Forms
12. Verifies the payment amounts in Arbiter

**Officials Assignor:**

1. Maintains the Arbiter database of certified officials who are eligible to work as a Puget Sound Region Match, Lead, Day or Junior Official
2. Develops, maintains and communicates an assigning hierarchy, matching referee skill with associated playing levels and those a part of the mentor/rating program
3. Assigns officials and raters to events, based on the assigning hierarchy
4. May create an officiating schedule for tournament(s)
5. Verifies the number of matches that each official works at each tournament
6. Enters/updates in Arbiter, officials' pay according to certification level and enters the mileage payment per the officials' contract
7. Enforces rules of the region
8. Personally models the core values of the Region

SECTION G: ACKNOWLEDGEMENT

In signing this, electronically or otherwise, I acknowledge that I have read and understand this document.

\_\_\_\_\_  
OFFICIAL'S SIGNATURE

\_\_\_\_\_  
DATE