



NCR NIKE Ace of Clubs Region Qualifier Tournament Procedures Reference Guide

Please keep a copy of this document courtside to reference as necessary.

| Topic | Tournament procedure/information |
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| Official's lounge | Room 102B |
| Championship Desk | Pick up/turn in game balls and scoresheets. Rosters will be picked up for any Qualifier matches. |
| Officials' check-in procedures | Check-in daily with the Site Director at Championship Desk. Attend the daily officials' meeting in Room 102 B: Saturday at 6:30 am or 7:30 am Sunday at 7:15 am |
| Officials' check-out procedures | <ul style="list-style-type: none"> • Check out with head official. • Confirm total matches and match position. |
| Arrival at playing site | <ul style="list-style-type: none"> · Be at the playing site in complete uniform at least 45 minutes prior to the first assigned match. (1 hour prior on Saturday morning) · Be at court or picking up scoresheets and equipment at least 30 minutes before match time. <ul style="list-style-type: none"> o If court is running very late, inform head referee. |
| Match assignments | <ul style="list-style-type: none"> • <u>NCR NIKE Ace of Clubs Region Qualifier Officiating Schedule</u> • Changed only by head referee. • Notify head referee of tie-breakers right away. • If assignments change due to courts running late, consult assignor or head referee right away. · If replacement referee sent to your court, replacement referee keeps the match. • Do not miss a match assignment. |
| Match responsibilities | <p>First referee:</p> <ul style="list-style-type: none"> · Pick-up game ball, scoresheet(s) & rosters (if Qualifier match) at Championship Desk (unless on court from previous match) · For Qualifier matches, check rosters: Verify player numbers match the roster. Once confirmed, sign the roster. If any discrepancy, go straight to the site director - do not start the match until all discrepancies are clarified. · Enter results of match right after the end of the match. Check Official's Lounge OR live tournament schedule for website and password for mobile entry through your phone. If you run into any issues, check in at the Championship Desk. · For Bid matches & Ace championships matches, an Awards certificate will be provided to officials along with the scoresheet. · For Bid matches, a certified R1 and R2 will be provided. Following the match, the officials are responsible to complete the Bid Winner certificate for each team and direct the team to bring it to the Awards Area. · For Ace division championships matches, officials are responsible to complete the Championship certificates for each team (1st & 2nd) and direct the team to bring it to the Awards Area. · After each match, return game ball, scoresheet, & rosters to Championship Desk (unless given to next match referee). · After the final match on each court on Sunday, bring all equipment to Championship Desk: court number, table banner, folder, pens/pencils, towel, line judge flags, & game ball. Leave flip boards on court. |

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| Match start times | <p>First match of waves/divisions may not start early. Other matches may start before scheduled start time if ALL participants (including referee) agree. First match of day:</p> <ul style="list-style-type: none"> · Conduct captains meeting. · Start timed warm-ups. |
| Format Clarifications | <ul style="list-style-type: none"> • All matches will be Best 2/3 • Remind teams to check their work schedule after the match. Teams will likely be responsible for working a match on the same court for a different division |
| Forfeits | <p>Insufficient players:</p> <ul style="list-style-type: none"> · Call head referee when team/player is missing. · Head referee should be there when the first set is forfeited at actual match time.. · Forfeit second set 10 minutes after first set. |
| Expulsions/ Disqualifications | <ul style="list-style-type: none"> · Send responsible person to Site Director to request head referee and arbitrator to your court for all expulsions and disqualifications. Don't delay match! · Inform head referee at conclusion of match for all red cards. |
| Unusual situations during play | <p>If spectator issues arise:</p> <ul style="list-style-type: none"> · Referee sends person to Championship. · Championship sends Arbitrator. · Do not delay the match. |
| Score sheet procedures | <p>Prior to the match: Check header and ensure referee names are correct. After each set: be sure winning/losing teams, scores, and results sections are all accurate. End of match: Add scorer and first referee signatures.</p> |
| Benches - General Rule | <ul style="list-style-type: none"> · Maximum of 15 players and 5 bench personnel (head coach + any combination of assistant coaches (maximum of 3), chaperone, team representative, and/or team manager) · Be sure to identify head and assistant coaches, and introduce yourself <ul style="list-style-type: none"> o Call head referee early for issues |
| Match warm-ups | <ul style="list-style-type: none"> · ALL matches <ul style="list-style-type: none"> o 2 minutes shared court. o 4 minutes, serving team. o 4 minutes, receiving team. · Captains meeting before or at the start of shared court; · Warm-up time starts at whistle for the meeting unless court is running early and they do the coin toss early. · Assign heads and tails. · Off team at bench or shagging for opponent; no ball handling · Players may not wear unauthorized devices (headphones, etc.). · Only USAV members on playing surface. |
| Match protocol | <p>End line presentation.</p> <ul style="list-style-type: none"> · First referee on stand. · Second referee (coach) at the score table. <p>Protocol for finals may be different; further instructions prior to matches.</p> |

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| Player uniforms | <p>Jerseys must be identical with legal numbers.</p> <ul style="list-style-type: none"> · Sleeve length may differ. · Manufacturer's logo on shorts may differ. <p>Numbers centered right to left on the front and back.</p> <ul style="list-style-type: none"> • Minimum 4" on front. • Minimum 6" on back. <p>Get assistance from head referee before forfeiting or defaulting a set or match due to a uniform issue.</p> |
| Libero jersey | <p>Must be clearly contrasting.</p> <ul style="list-style-type: none"> · If not, ask coach for another jersey option. · Do not delay match searching for contrasting jersey or awaiting head referee opinion. · If not contrasting, head referee will make a determination if Libero may play in that jersey. |
| Rule of play | <p>Current USAV Rule Book is used.</p> <ul style="list-style-type: none"> · Best of 3 sets unless noted on score sheet. · 3-team pools (noted on schedule) without a crossover match <ul style="list-style-type: none"> o 3 sets to 25 points. o Coin toss between sets 2 and 3. |
| Officiating teams | <p>Report to referees by start of timed warm-ups.</p> <ul style="list-style-type: none"> · Full officiating team is 6 people. Must report by start of receiving team's warm-up. · If a certified R2 is not provided, R2 must be a rostered adult. (If a team has a player with a Junior-Aged Paid Official Membership who has passed all requirement, they may R2 while wearing their Referee Badge.) An additional rostered adult should be at or near the score table to assist with officiating duties. · If adult serving in one of the positions at the score table, then complete officiating team is 5. · If missing, check with site director; team may be coming from other court. · Note late work team on score sheet and notify head referee immediately. <ul style="list-style-type: none"> o Penalty: 1 point per minute up to 25-0 forfeit of first set. · Match cannot start early if officiating team is not present. <p>No unauthorized devices while officiating the match. Line judge flags will be supplied by NCR.</p> |
| Protest procedures | <p>Judgement decisions are not subject to protest. A protest related to a judgement decision may result in a penalty (red card) being assessed to the coach. When a protest is accepted by the first referee, the first referee should get off the stand. If the protest can be quickly decided by referencing the rule book to the coach/captain's satisfaction, the match continues.</p> <p>If the Coach/Captain is attempting to protest a judgement decision, the first referee should explain that their protest is regarding the referee's judgement, is not protestable, and may result in a penalty (red card). If the Coach/Captain insists, the first referee should accept the protest and send a responsible party to report the protest to the Championships desk.</p> <ul style="list-style-type: none"> · Wait without discussion for protest committee to arrive, hear protest, & resolve issue. <ul style="list-style-type: none"> o Answer questions from protest committee honestly and succinctly. Goal is to get call right for the players. o After protest resolved, finish refereeing match; further discussion with head referee may be appropriate. o Protest committee may direct the first referee to issue the penalty (red card) if appropriate. The first referee should not issue a penalty for a judgement protest without direction from the protest committee. · Protest recorded on score sheet only to show the reason for delay to the match. <p>Protests to be considered by the first referee (Protest or Tournament Committee) include:</p> <ol style="list-style-type: none"> 1. Misinterpretation of a playing rule 2. Failure of the first referee to apply the correct rule to a given situation 3. Failure to charge the correct penalty-sanction for a given fault, or 4. A scoring discrepancy. |

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| Prolonged match interruption | <p>Set resumes at point of interruption. No set is started over.</p> <p>Less than 10 minutes.</p> <ul style="list-style-type: none"> · No warm-ups. <p>10-30 minutes, maximum warm-up (can be less if both coaches agree).</p> <ul style="list-style-type: none"> · 3 minutes serving team. · 3 minutes receiving team. <p>More than 30 minutes, maximum warm-up (can be less if both coaches agree).</p> <ul style="list-style-type: none"> · 2 minutes shared court. · 3 minutes serving team. · 3 minutes receiving team. |
| Logistics | <ul style="list-style-type: none"> · Tournament credentials required to enter playing area, but do NOT wear on court. · Do not clean up blood on the court; call for assistance from trainer. |
| Officials uniform | <p>Referee Equipment at a minimum, the following is required:</p> <ul style="list-style-type: none"> • Whistle with lanyard • Timing device (watch preferred) • Flipping coin (we will provide this onsite) • Yellow/Red card (we will provide these onsite if needed) <p>Nike has been very generous as our sponsor for the tournament. We would appreciate not wearing shirts from competitor sponsors at this event (such as the USAV Mizuno branded shirts). Certified Official shirts are always preferred. Officials should wear the navy or maroon shirt provided for this event. Bring an NCR polo or Certified Referee Polo in case your provided shirt does not fit comfortably. NCR officials' jackets and the officials' swag received at this event may be worn as part of the official uniform at NCR hosted events!</p> |
| Group Communication | <p>Remind will be used for group text communication with officials throughout the event.</p> <ul style="list-style-type: none"> • Group Name: 2026 NCR Ace & RQ Officials • Join by texting @aceref26 to 81010. |
| Head referees and tournament staff | <p>Head referee:</p> <ul style="list-style-type: none"> · Christina Fiebich: 651-210-0558 <p>Do not rely on phone/text only to communicate with tournament staff. Go to the site director desk or send a responsible person.</p> <p>When texting head referee or scorer please provide the following information AT ALL TIMES</p> <ul style="list-style-type: none"> · Your name · Court Number · Reason for text |
| Payment | <ul style="list-style-type: none"> • Payment made directly by NCR. <ul style="list-style-type: none"> ○ Official must complete NCR Independent Contractor Agreement and complete Officials Pay Sheet. ○ Option to set up Direct Deposit Authorization |