

CONNECTICUT
VOLLEYBALL OFFICIALS
MANUAL
2025-26

OFFICIALS BOARDS

CBVO - CT Board of Volleyball Officials
(Northwest and North-central/east areas)
SCBVO - Southern CT Board of Volleyball Officials
(Southern and Eastern areas)
CFVO - CT Federation of Volleyball Officials
(Fairfield and Southwest areas)

***See updates in RED**

Revised: July 20th, 2025
by James Borbas
State Rules Interpreter

TABLE OF CONTENTS

Introduction & Member Responsibilities ~ Pg 2

Officials Uniform & Equipment ~ Pg 2-3

Match Play - NFHS / CIAC ~ Pg 3

R1 / R2 Pre-match Duties ~ Pg 4

Pre-match Conference ~ Pg 4

Warm-ups / Playing Area ~ Pg 5

Score Table ~ Pg 5

Score Books ~ Pg 6

Team Benches ~ Pg 6

Standing Coaches ~ Pg 6

Rosters & Lineups ~ Pg 7

Line Judge Instructions ~ Pg 7

Beginning the Match ~ Pg 8

Between Sets ~ Pg 8

End of Set / Match ~ Pg 9

Working Alone ~ Pg 9

Hair Devices & Jewelry ~ Pg 9-10

Electronic Devices ~ Pg 10

Injury Procedure ~ Pg 10

Pre-Match Protocol ~ Pg 11

Substitution Procedure ~ Pg 12-13

Time-Out Procedure ~ Pg 13-14

Officials Boards Info ~ Pg 15-16

INTRODUCTION

This manual is intended to provide consistency to all state officials for officiating CT high school volleyball contests. It is supplemental to the NFHS Volleyball Rules Book, Case Book, and Officials Manual Book. It has similar information in the CIAC Sport Information Packet for coaches and AD's. These items, in addition to each board's constitution, should be used as references for all volleyball officials.

Please read all documents above thoroughly. Some procedures and protocols below have been added, expanded, or tweaked to better serve our needs.

MEMBER RESPONSIBILITIES

It is the responsibility of each boards' members to contribute to their board's success! The following are **mandatory** requirements common to all three CT officials' boards:

1. Attendance at meetings:
 - a. Pre-season / Rules Interpretation meeting
 - b. Mid-season meeting (as required per board)
 - c. End of season meeting
2. Payment of dues and all fines incurred.
3. Be able to perform ALL required duties, procedures and signal mechanics.
4. Evaluation in the form of an annual NFHS exam.
5. Evaluation in the form of a practical examination for new officials.
6. Rated per each board's requirements.
7. Participation in preseason clinics, camps, and scrimmages when able.
8. Compliance with the uniform dress code; fines determined per board
9. Carry required equipment for every match.
10. Pay Scheduling Coordinator Fees as defined by each board.
11. Be a member in good standing.

* It is requested that board members volunteer for committees when necessary.

OFFICIALS' UNIFORM

The uniforms for volleyball officials will consist of the following:

1. White polo shirt (Default) with a board approved logo on left front upper chest.
2. Optional shirts: cyan blue or gray in that order. Officials must match!
3. Neat solid black pants, knit/polyester preferred, & Beltless ok. (NO JEANS; NO SHORTS!)
4. Solid black belt (No flashy big buckles).
5. Well-maintained SOLID BLACK SHOES and solid black laces. (No stripes of any kind.)
6. Solid black crew height socks. (No skin showing.)
7. Preferably black jackets worn to a match if cold or rainy. (Per NFHS Officials Manual book)
8. Magnetic patch with CBVO logo attached to left chest for non-white shirts. (TBD)
9. Adjustments to the uniform must be approved by the state officials' board. (CSBVO)

OFFICIALS' EQUIPMENT

Each official is required to bring the following to each assignment:

1. An equipment bag.
2. Black whistle (Default; **CIAC Tournament**). (Option during season - white; partners match)
3. Black lanyard (Default; **CIAC Tournament**).
4. A coin and a wrist watch.
5. Measurement chain to check the net height.
6. Penalty cards (Yellow & Red).
7. Air pump & air pressure gauge. (4.5 psi)
8. NFHS Rules Book, NFHS Case/Officials Manual Book, & CT VB Officials Manual.
9. For the postseason (optional): a set of Red Flags for doing lines.
10. For special events at contests, it is acceptable to change the color of the whistle & lanyard in solidarity of the event. Partners should match.
11. *Hand-held electronic whistles are optional. But when there is a loud noisy gym and during playoffs, a traditional whistle should be used. TRADITIONAL WHISTLE should be used in the CIAC Tournament.*

MATCH PLAY - NFHS / CIAC

1. Follow NFHS and CIAC rules and procedures.
2. Varsity: Best 3 out of 5 sets. Four sets to 25 pts, deciding set to 15 pts.
3. Sub-Varsity (JV, FR, MS): Best 2 out of 3 sets. All three sets to 25 pts.
4. All levels, all sets are won by two (2) pts.
5. **If a visitor arrives late and the first match would likely start 30 minutes or more after the scheduled start time, then the coaches, officials, and host school AD may abbreviate the JV and/or Freshmen matches by agreeing to shorten the sets and/or reduce the warm-up times.**
 - a. **If at all possible, every effort should be made to complete all varsity and sub-varsity matches as scheduled.**
 - b. **A courtesy call from the visiting coach/school to home coach/school is expected.**
 - c. **The AD or their designee will make the final decision when altering sub-varsity matches.**
6. **Some suggestions when talking to coaches with late buses (sub-varsity only):**
 - **Ask if the home team will do their warmups including hitting & serving before the visitor arrives. Ask the visitor how much time they will need - 8,9,10 min? Then do a prematch meeting.**
 - **Reduce the warmup period for both to 15 min (4-5-5-1). Reduce a 3rd deciding set to 15 pts.**
 - **IF NO AD on-site, work it out with the coaches.**
7. The official assigned as the 1st Referee will be the R1 for the Varsity match, and the 2nd Referee will be the R1 for the JV match.
8. **The pre-match conference meeting shall be called 25 minutes prior to the start-time of the first match whether it's JV or Varsity first.**

*** For ALL OFFICIALS: If a visiting team has not arrived and without contact to the host school or coach, you are NOT to leave the site until given approval by the home AD and/or your Assignor. Notify your assignor when you know there will be a late bus.**

R1/R2 PRE-MATCH DUTIES

(Applies to All Levels)

1. Arrive in the gym at least 30 minutes before the scheduled start time.
2. If you are arriving late, please notify your partner immediately. Call the host coach/school if necessary. Apologize to partners and coaches. (After the match, inform your assignor of the late arrival and reason.)
3. Introduce yourselves to host school coach, site management, and visiting coach.
4. Inspect the playing area for safety issues and court obstructions.
5. Inspect the court for proper lineage: side lines and attack lines all solid and of the same color that are clearly contrasting from other painted areas. Plus, the center line through any logo must be clearly identifiable - if not, ask that 2" wide tape be used to make corrections. (Report any discrepancies.)
6. Inspect the equipment. (Net, antennas, poles, officials stand, padding, etc.)
7. When working with a partner, review responsibilities and expectations of each other.
8. Both the R1 & R2 are responsible for monitoring the warm-up period and briefing all score table personnel. The R2 is responsible for timing the warm-up period.
9. Check the net height and antenna adjustment:
 - a. The host school is responsible for making adjustments to the net system.
 - b. Start measurement at the center of the net first.
 - c. Move to officials stand side, check height at outside edge of antenna - adjust antenna.
 - d. Finish at score table side, check at outside edge of antenna - adjust antenna.
 - e. If the net at those areas is not close to the correct height, then net/poles must be readjusted.
 - f. *The net should be dead-on in the middle, not more than 3/4 inch high at the ends.*
10. Check the game balls:
 - a. Two (2) leather balls with an NFHS approved logo stamped on them.
 - b. For playoffs, 2 leather Spalding TF-VB5 are required, provided by the higher seed.
 - c. Air pressure shall be between 4.3 - 4.6 psi.
 - d. DO NOT USE SALIVA on needles as this dries out the valve. Use water, glycerin, or olive oil. Insert needle gently while slowly turning in a screw-like manner.
 - e. **Textured volleyballs are NOT allowed in 2025-2026.**
11. The R1 meets with the lines people (if used) to cover expectations for signals & protocols.
12. After the match, officials should debrief and discuss any calls, plays, or issues.

PRE-MATCH CONFERENCE

1. With officials standing in front of the score table (R1 left, R2 right), the R1 raises a coin high in the air and signals with double-whistle bursts to summon coaches & captains.
2. The R2 collects the Roster/Lineup Sheets from the coaches. (see Rosters) **[The penalty for a late roster submittal is an Unnecessary Delay prior to the start of the match.]**
3. Greetings.
4. Ask both coaches if teams are properly equipped and in legal uniforms. **(IMPORTANT!)**
5. Remind coaches jewelry is not allowed except: **small studs or posts above the chin (2023).**
6. Express good sporting conduct throughout the match.
7. Review the facility playing rules (i.e. court lines, overhead, backboards, non-playable areas, replay situations, etc.) **[Must be done prior to every CIAC contest! Especially in the tournament!]**
8. Remind coaches all requests should go through the R2.
9. Ask your partner if they have anything to add.
10. Coin toss - show both teams the sides of the coin. The Visitor calls the toss. Toss the coin, catch it

- and do not turn over. Show to both sides. The winner of the coin toss chooses SERVE or RECEIVE.
11. Team serving first has the full court and playable area for the *first 6-minutes* at 13:00 on the clock. The receiving team has the *second 6-minutes* at 07:00 on the clock.

The following can be done prior to the conference:

- a. Determine if teams are using a Libero. (Verify legal jerseys and shorts matching teammates.)
- b. Remind coaches that “off-team” warmups are no longer allowed when the “on-team” has the entire playing surface area. That includes behind team benches. (This is for safety reasons and to keep teams ready to move on/off the court in a timely manner.)
- c. Ask the home team coach if there are pre-game announcements & national anthem. If so, remind them that the starting 6 + Libero shall be on the endline for the anthem. (New 2024: Non-starters may stand on the endline during the anthem, but retreat to their benches after the anthem.)
- d. ONLY rostered players, coaches, and managers are allowed at the bench or court during the announcements. Sub-varsity players and student helpers must go to their bleachers after warm-ups.
- e. Ask the home team coach if there’s a planned 5 min intermission between sets 2 & 3, Varsity only.
- f. When a head coach is absent or late to the pre-match conference, an approved assistant coach or administrator may step in for the head coach. That person assumes the role of head coach until the head coach arrives.

WARM-UPS / PLAYING AREA

1. When a home team enters the gym to music and fanfare, they must do so from their side of the gym to avoid contact with the visitor’s side of the court/gym. Teams are not allowed to enter the gym from the opponent's side and run around or through their court area. (This is to prevent intimidation, taunting or unsporting behavior from either team.) ALL levels.
2. During warm-ups, it is recommended that players have a visible uniform number for officials to check against the roster. Warm-up attire with or without a rostered player’s uniform number visible is permissible. (see Rosters)
3. During announcements and national anthem, all starting players must be in legal uniform and not in warm-up gear.
4. The area behind the score table and benches is technically a non-playable and a restricted area. No ball warm-up activities in this area. (Balls/players should not intrude on anyone seated at the score table, behind the table, or on the benches that could pose a safety concern.)
5. When a team has their six (6) minute unshared warm-up period, they are afforded the entire playable surface, not just the lined court area. (The “off team” could be at their bench area, nearby locker room or hall, but not in the full playable area.)
6. Teams shall remain on their side for all activities except during their 6 min full playing area period.
7. Any non-rostered student helpers assisting during warm-ups must have proper athletic footwear on court and follow the jewelry & piercing restrictions similar to the team for safety reasons.
8. The above should be discussed with coaches prior to the pre-match conference.

SCORE TABLE

1. Table should be centered with respect to the net/center line and at least 6 ft. from the sideline (10 ft. minimum preferred). In some cases due to floor issues, it may be offset.
2. Table should be in-line with the team benches. (Adjustments may be made where electrical floor connections are made.)
3. Score table only needs 5-6 chairs: home clock operator, home scorekeeper & libero tracker, visitor’s scorekeeper and announcer. No other people should be at the table.
4. A scorekeeper & clock operator should be at the table during the pre-match conference.

5. A clock operator must be present for all timed intervals during warm-ups.
6. A back-up, flip-scoreboard should be available in the vicinity of the score table.
7. Two (2) leather game balls with NFHS approved logo.
8. If a large gym is used for the match, request the host school provide ball retrievers beyond each endline to keep the match moving without delays. (A 3-ball system would be ok to use.)
9. At least one towel should be available to the R2 to dry game balls or any sweat spots on the court.
10. Flags should be provided by the host school when adult lines people are used.
11. No food or open liquid containers at the table. Cell phones put away.
12. No electronic devices should be used at the score table unless one is used for music during warm-ups, set intervals, and time-outs.

SCORE BOOKS

1. NFHS approved score books/sheets **are required** for all contests. (Varsity & JV)
2. If a school is using a generic version, then report that to your assignor and state rules interpreter.
3. The head referee can designate the visitor's scorebook as the official match record, if necessary.
4. Scorebooks should never leave the table, nor be used by an official to do lineup checks.
5. Any scorekeeper not sitting at the official score table will have no bearing on the match! It is expected that the host school's scorekeeper will be seated at the score table.
6. It is the coach's responsibility to train scorekeepers & libero trackers prior to the first contest using NFHS Rules Book instructions and/or online courses.

TEAM BENCHES

1. The home team determines their bench and side of the court.
2. Bench seating starts from the attack line extended out to the end line and beyond. They should be in line with the score table if possible.
3. There should be enough seating primarily for coaches and rostered players. If there are not enough seats available, then student managers or statisticians should take seats in the bleachers.
4. Players are not allowed to stand behind, at the end of the bench, or seated on the floor.
5. Non-rostered students are not allowed to sit on the bench, on the floor at the end of benches, nor in a playable area. They should be seated in the bleachers.
6. During Varsity contests, JV players should take seats in the bleachers and vice versa. JV players keeping stats can do so from bleachers designated for visitor or home teams. All students on the bench should be wearing appropriate athletic footwear, for safety reasons.
7. No posters, signs, noisemakers, hats, or props of any kind allowed at the team bench. Proper decorum is expected throughout the match.
8. During play, a player may be behind the bench warming up or stretching to be ready for play.

STANDING COACHES

1. A "Coaching Zone" has been created for live & dead balls. It is 6 ft from the sideline beginning at the 10 ft line and extended beyond the endline. **(New 2023)**
2. During play, only the head coach may stand in the "Coaching Zone."
3. Coaches should NOT enter the sub-zones as this is considered unsporting conduct. If it is minor, then give "one" verbal warning. If again or intentional then a USC card.
4. ONE assistant coach at a time may stand in the coaching zone to coach during a DEAD BALL ONLY. Other assistants must remain seated. **(New 2023)**
5. If a coach, staff, team, or bench gets an unsporting conduct yellow card, then the HC is assessed the

warning penalty but retains their standing privilege. If a RED card is issued, then the HC loses their standing privilege for the remainder of the match and must be seated during play. (It is advised that the HC take the first seat on the bench closest to the score table after the penalty.)

ROSTERS

1. The Roster/Lineup Sheet must be handed to the R2 at the pre-match conference. (Penalty for late or no submission to the officials is unnecessary delay prior to the start of the match.)
2. Roster changes can be made until the 11:00 min mark on the countdown clock. Lineups must be entered and submitted to the R2 by the 3:00 min mark on the countdown clock. (1 min between sets)
3. For any discrepancies found after that deadline, loss of rally/point to the opponent to start the set.
4. Officials should check each team's roster against the players' uniforms when able.
5. It is okay if players are wearing warm-up attire with or without uniform numbers on them.
6. If players have warm-up attire without a visible uniform number, politely tell the coaches it is your job to verify players listed on the roster to prevent discrepancies that could later cost a loss of rally/point.
7. If you are unable to verify uniformed players on the roster sheet, ask the coaches to verify. The R2 at the very least, can verify lineup uniform numbers to rostered uniform numbers listed before each set. If any errors exist, penalize them accordingly.

LINEUPS

1. Remind score keepers & libero trackers that they are the ONLY people besides the officials allowed to view the lineups once they have been submitted. (Lineup Cards are optional for R2's. 2025)
2. R/L sheets should be kept upside down on the score table until a coach retrieves it to fill in their lineup. (It is best if the R2 writes the team name initials on the back of each sheet.)
3. No lineup should be entered onto score sheets until BOTH lineups have been submitted to the R2. When one is handed in, it should be upside down on the table until the other is turned in.
4. The R2 collects lineup sheets from each coach and reviews them before giving BOTH to the home scorer first. The R2 confirms that the lineups were entered on the score sheet correctly.
5. The penalty for late submission after the 1:00 mark is unnecessary delay. A second unnecessary delay penalty shall be assessed if the lineup is NOT submitted by 0:00 on the countdown clock.

LINE JUDGES' INSTRUCTIONS

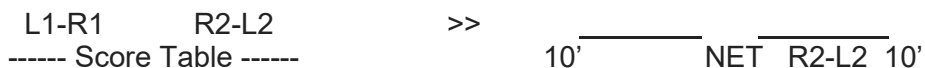
1. High school students are NOT permitted to serve as line judges for contests. Varsity options are: No LJ's, adults (not parents) provided by home school, or paid officials.
2. Use of flags is still mandatory in the postseason.
3. Only those who attend the conference with the R1 are allowed to line judge for the entire match.
4. This instruction should be done in a meaningful and efficient manner.
5. Make sure line judges can demonstrate each of the 6 signals correctly.
6. Tell the lines people when judging lines they must try to "beat the ball to the line with their eyes" in order to make a quick & accurate call.
7. Ask the lines-people if they have any questions regarding the signals or protocols.

BEGINNING THE VARSITY MATCH

1. After 1:00 min ends in the timed warm-up period, officials line up as follows in front of the score table:

10'----- Pole -----10'

10' L1-R1 NET _____ 10'



2. The R1 (& LJ1) ONLY walk across the court and stand at their sideline between the centerline and attack line right of the net/pole. The R2 (& LJ2) move forward and up to their sideline right of the net/pole between the centerline and attack line. Pivot to face the Flag when the anthem is played. (LJ1 flag is rolled up & placed on the ref stand, while LJ2's flag is on the table.)
3. For varsity contests where there are announcements and/or National Anthem, each team's starting 6 + libero (7 players) *should be in legal uniform and on the endline during the anthem. Rostered non-starters may or may not be on the endline for the anthem only. (NFHS New 2024)*
4. After the anthem, officials remain where they are while the R1 STEPS FORWARD ONTO THE COURT, arms pointing to each side, blows a single-whistle and beckons both starting teams to enter and greet each other at the net via their right sideline. *(The non-starters go back to their bench.)* The R1& R2 then step back just past their pole/pad from the sideline.
5. Both the R1 & R2 stay to observe the greetings at the net for any possible unsporting conduct. (Line Judges may grab their flags and go to their corners.)
6. After the greetings end, the R1 goes up on the stand and the R2 to the score table to collect the R/L sheets for lineup verifications.
7. The R2 checks each team's serving order using the lineup sheets (or cards). The order is Team R first, then Team S. (The game ball remains on the score table during this time.)
8. The R2, after verifying serving order and signaling the libero to enter their court, identifies the captain to the R1. *(This sequence is necessary in case the libero is the captain.)*
9. The R2 asks the scorer to confirm each team's first server is in the correct position, then takes a ball from the table and rolls it to the serving team's first server.
10. The R2 takes their position on the receiving team's side, does a final scan of team benches & court areas for safety and ready to play before giving the court back to the R1 to start the match.

** IF there are NO announcements or anthem follow the same procedure above. The R1(L1) walks across the court to the other sideline, the R2(L2) moves up to the sideline right of the net in front of the score table, and line judges go to their corners. The R1 beckons teams to enter from the floor (V & JV). The R1/R2 remain on the floor backing up to the pole to observe the greetings and watch for unsporting conduct.*

BETWEEN SETS (R2)

1. The R2 shall make sure the 3:00 min interval clock has started. (For a deciding set, it shall start after the coin toss decision. This should be done quickly.)
2. Observe & monitor teams changing sides.
3. Secure the game ball at the table.
4. Give the lineup sheets to the coaches and also collect them before the 1:00 minute mark.
5. Keep the lineups face down on the table at all times.
6. Verify the score books accuracy, game score, and initial where appropriate.
7. Stand ready near the table facing R1 scanning both benches and the clock/scoreboard.
8. Issue a double-burst whistle warning at 0:15s remaining and make sure the HORN ends the interval.
9. Check each team's lineups: Team R, then Team S, and then remove the ball from the table & roll it to the 1st server.
10. R2 moves to their base position on Team R's side, squared up to the court, scans both sides one more time, and then gives the court back to the R1 to begin play.

END OF SET / MATCH

1. After "set point" mechanics are completed, R1 shall single-whistle and signal teams to change sides.

2. Between sets the R2 secures the game ball, checks & initials the score sheet, and obtains the line-ups for the next set. The R2 also monitors the score table and team benches for any improprieties.
3. The R1 should remain on the stand between all sets. The R2 does not approach the R1 at the stand unless either official has important information to share with the other.
4. For a deciding set, the R1 directs teams to their benches.
5. The R2, standing in front of the score table, will hold up a coin and double-whistles to summon the captains for a coin toss. **The R2 will instruct the home captain that they have the following choices: Serve/Receive or Side, and in that order!** The result will be communicated to the R1 using appropriate signals and then to the scorekeepers. The R1 will whistle and signal teams to change sides if necessary. (The timed 3 minutes begins at this point.) The R2 monitors the side change.
6. After Match Point, R1 whistles & signals teams to their end lines. Then, R1 whistles and signals teams to the net to shake hands, thus ending the contest.

WORKING ALONE

(MS & Frosh matches are 2 out of 3 or 3 out of 5)

When an official works alone, they follow standard procedures as well as the following guidelines:

1. Give special instructions in the pre-game conference concerning substitutions and time-outs.
2. Instruct scorers regarding the procedures used when working alone and their help with substitutions, time-outs, wrong server, etc.
3. At the end of a set, signal teams to their respective benches then get off the stand to check the scorebook and receive new line ups.
4. During rallies primarily focus your attention on the play of the ball. Net and centerline violations should be called only as you see them. (*Be lenient with ball handling at this level.*)

HAIR DEVICES

1. Soft stretch material up to 3" wide maximum and *unadorned* are allowed.
2. Bobby pins or flat barrettes without sharp edges, *unadorned* are allowed.
3. Players shall not wear body paint or glitter on their face, hair, uniform or body.
4. Hair adornments are allowed provided they are securely fastened and do not present a safety hazard. Use common sense here and consult with the coach. (2022)
5. Head coverings worn for religious reasons no longer need CIAC approval. But they must be soft material, unadorned, and properly secured to the head. Anything that falls off repeatedly can be assessed as an unnecessary delay.

JEWELRY

1. **New 2023:** Piercings such as SMALL studs or posts are allowed above the chin only!
2. All other jewelry is still *ILLEGAL* anywhere on the body. (Including ear grommets)
3. The above goes for all players and student helpers/managers.

ELECTRONIC / VIDEO DEVICES

1. Allowed in non-playable areas and at the discretion of the head referee.
2. Allowed at team benches for team purposes only.
3. Not allowed in restricted areas as deemed by host management or head referee.
4. Not allowed on any volleyball equipment as the equipment is considered a restricted area, a neutral area to both teams in which neither team should gain from it. It also poses a safety concern.

INJURY PROCEDURE

1. When during a rally any player goes down on the court or extended playable area and does not get up immediately due to an apparent injury, the R1 or R2 shall immediately whistle multiple times to stop play and signal #18 for "Replay."
2. The R2 (or R1) shall double-whistle and signal #19-b for "Officials Time-Out."
3. The R2 will begin the 30 second injury time-out and monitor it from his/her wrist watch.
4. The R2 informs the Head Coach or Asst Coach of the 30 sec injury time-out and the 3 choices they have at the end of the 30 seconds, if the player cannot continue: a) Request a substitution, b) Complete a legal libero replacement for the injured player, or c) Use a team time-out, if available.
5. If another minute or more goes by after the 30 sec injury time-out and the player is able to continue, then a time-out can be charged to the team. If no time-outs are available, then the R2 (R1) can sanction the team with an unnecessary delay.
6. If no time-outs remain and no other legal or exceptional substitute is available, then the R1 can call a special injury time-out of 3 minutes. If the player cannot return at the end of 3 minutes, the team will play short a player for the remainder of the set. The injured player could return in the following set. (Only one special injury time-out per player, per match is allowed.)
7. **IMPORTANT: USE COMMON SENSE.** If the injury is serious and the player needs attending by a trainer or medical professional after the 30 sec, then allow for the extra time needed to safely remove the player from the playable surface. If there is a minor injury whereby the player can be assisted off the playable surface in a timely manner, then the above procedure should be followed by the R2.
8. It is up to the R2 to monitor the situation closely, to be cordial & respectful with the coach, yet try not to let the delay drag on unnecessarily.
9. Note the injury on the score sheet in the comments section under the appropriate team. (Ex: Injury #5, 15-18)

CIAC VOLLEYBALL

PRE-MATCH PROTOCOL

(Rev. Aug 16, 2025 - JB)

Officials are to arrive in the gym no later than **30** minutes prior to match start time. Upon arrival, officials will introduce themselves to the home coach, visitor coach, and site supervisor. Inspect the court and equipment for safety issues and proper padding. Check the net and the antennas. Determine facility playing rules and restricted areas. The scoreboard clock should be set to **20:00** minutes.

Approximately **25** minutes prior to the scheduled first match (JV or V) with the R1/R2 standing in front of the score table, *the R1 shall raise a coin & issue double-whistle bursts* to summon the captains & head coaches to the pre-match conference. Coaches submit their Roster/Lineup Sheet to the R2. After the conference, the R1 tells the clock operator to start the clock and the scorer who will serve first.

<u>Clock</u>	<u>Protocol (7-6-6-1)</u>
20:00 -	Court available for shared warm-up (7 min.)
13:15 -	<i>Warning - R2 whistle - 2 short bursts</i>
13:00 -	HORN - Serving team warm-up (6 min.)
11:00 -	<i>Roster Changes Deadline</i>
07:15 -	<i>Warning - R2 whistle - 2 short bursts</i>
07:00 -	HORN - Receiving team warm-up (6 min.)
03:00 -	<i>Lineup Submission Deadline</i>
01:15 -	<i>Warning - R2 whistle - 2 short bursts</i>
01:00 -	HORN - Teams LAST huddle at bench prior to start
00:15 -	<i>Warning - R2 whistle - 2 short bursts (If no announcements)</i>
00:00 -	HORN - Match ready to begin OR after the following: ▪ Announcements - starting lineups (6 + libero) to their endline ▪ National Anthem (non-starters may join on the endline) ▪ R1 steps onto court, whistle's & beckons teams (6 + libero) to enter via sideline to greet each other (non-starters go back to their bench area) ▪ R1/R2 stay & observe greetings, then move to their positions ▪ Line-up checks & start the match!

Note: Should the scoreboard HORN fail to sound, then the R2 blows *double-whistle-bursts* where HORN is listed above.

SUBSTITUTION PROCEDURE

(Rev. July 2025 – JB)

PURPOSE: To establish consistent substitution mechanics & procedures so that across the state all officials are performing the same techniques. To ensure that all players, coaches and spectators are seeing the same thing at all high school matches during the regular season and postseason.

The head coach may hand signal or verbalize a request for substitution OR a substitute entering the sub-zone will be recognized. Remind coaches a hand signal helps to recognize the request quicker.

Mechanics R2 (R1 follows):

1. Double-whistle, step-out, and Signal #15 is presented to the R1. (Always face the R1)
2. The signal is presented in front of the chest.
3. Hands are closed fists. Rotate one over the other forward no more than two times.
4. The mechanic is the same for both left and right sides. (Practice please)

Procedure R2:

1. R2 should be in Team R's sub-zone after the last dead ball. REMAIN THERE.
2. Double-whistle, step-out, face the R1 and signal #15. (R1 follows R2)
3. Remove the whistle from the mouth and do not hold on to it.
4. Step out again if needed or backup slightly towards the end of the score table on Team R's side so all table personnel can see the exchanges. It's best to execute the substitution for both teams from that position. (This keeps R2 open to the subs, the R1 & the score table. It also keeps your movement minimal. Do not move back and forth across the centerline between sub-zones!)
5. Make sure the exchange is delayed so the table personnel can see & read the numbers of the players.
6. Facing the court, display signal #16 to allow the substitute to enter. IMPORTANT: For the left side, wave in the sub with the LEFT ARM. For the right side, wave in the sub with the RIGHT ARM.
7. The R2 is not required to verbalize the numbers of the exchange. Check with the scorer pre-match as to his/her preference. The assistant scorer (libero tracker) or clock operator can verbalize the subs to the scorekeeper.
8. If more than one substitution is to be made, the subsequent subs should be up and waiting just outside the sub-zone.
9. The R2 may record the substitution on their line-up card. R2 verifies the sub was a legal exchange.
10. The scorer will notify the R2 when a team reaches their 15th-18th subs. As a courtesy, the R2 informs the coach. But ultimate responsibility lies with the coaches in tracking their substitutions.
11. While standing in Team R's sub-zone, place the whistle back in mouth, scan both sides and then give back the court to R1 with eye contact. (Left side, Left arm. Right side, Right arm.)

Additional Scenarios:

- a. Only one double-whistle & signal #15 is needed when both teams request substitution.
- b. Only one substitution request is allowed per dead ball. If subsequent subs are not up and ready at the same time as the first sub, then they shall be denied entry.
- c. If time-out and substitution request occur simultaneously, then the substitution will occur after the time-out procedure has been completed.
- d. If R2 does a sub for Team A and then for Team B, Team A cannot request an additional sub on the same dead ball. R2 shall wave off that request.
- e. Do not recognize a substitution just because a player on court is standing opposite the sub-zone

- waiting, signaling or yelling “sub.” No player on court can request a sub!
- f. If the R1 looks away from R2 and towards the server to beckon for service, R2 should not try to squeeze in a last second sub by a coach. R2 should wave off that request letting R1 continue. (Use good judgment here.)
 - g. If an illegal substitute is found in the sub-zone or has entered the court prior to serve, an Unnecessary Delay shall be issued to the offending team and the lineup made correct.
 - h. If an illegal player is found in the set after service, fault is “illegal alignment” with loss of rally/point to the opponent. The R2 will make corrections to the line-up with input from the scorer and remove any service points gained.
 - i. If R1 recognizes the sub before R2, the R1 should hold signal #15 in front of chest until R2 sees it.

TIME-OUT PROCEDURE

(Rev. July 2025 – J.B.)

PURPOSE: To establish consistent time-out mechanics & procedures so that across the state all officials are performing the same techniques. To ensure that all players, coaches and spectators are seeing the same thing at all contests. The clock operator should be briefed prior to match on expectations for time-outs.

The head coach may hand signal or verbalize a request for Time-Out. Remind coaches a hand signal helps to recognize the request quicker.

SUMMARY:

***Request = double-whistle, step out, signal #19, 19a > Warning = double-whistle > End = HORN !!
(After 19a, R2 gives the number of time-outs used in front of the chest to R1. At Horn, give T-Os used high out in front of head to R1.)***

Mechanics R2 (R1 follows):

1. Signal #19 in the rules book is presented to the R1.
2. The signal is held in front of the chest momentarily.
3. The signal mechanic *is different* for each side’s request:
 - a. On the LEFT side, the left hand is the base and points to the team’s court after making a “T”.
 - b. On the RIGHT side, the right hand is the base and points to the team’s court after making a “T”.
4. Please practice in front of a mirror until you are comfortable with the mechanics for both sides.

Procedure R2:

1. REQUEST -- When recognizing a time-out, first whistle a loud double-burst.
2. Then, Step Out or Move to the side of the request and **present signal 19 (3a or 3b above)** to the R1.
3. Discretely give to R1 the time-outs used with hands in front of the chest.
4. Make sure the 1 minute clock has started. Remove the whistle from your mouth. (The clock operator should be briefed not to start the clock until you finish your signal mechanics.)
5. Check the score sheet for proper time-out entries and confirm the score is correct.
6. Check with the libero tracker the status of each team’s Libero – In or Out?
7. Move to the receiving Team’s side near the score table in a position where you are square to the court and able to observe both teams and the clock at any time. (Make sure both teams are between the attack and service lines at their bench area or on court.)
8. WARNING Whistle -- *at 0:15 sec or before, whistle a double-burst! (R2 or R1).* Verbally request delaying teams to take their court. Move to the side delaying and repeat the request to the coach.

9. END Time-Out -- *at 0:00 (or any time), cue the HORN to end the time-out.* (No whistles needed!)
10. At the Horn from Team R's sub-zone, the R2 gives to the R1 the time-outs used with hands high out in front of head. (The R2 may inform a coach when they have used their 2 T-O's.)
11. Before giving back the court to the R1, replace the whistle to your mouth and scan both sides for ready to play! (From the left side, use the left arm and from the right side, use the right arm to signal the R1.)

Additional Scenarios:

- a. If both teams are ready to play under 0:05, let the clock run down to automatic end-horn. Easy.
- b. If both teams are ready to play before 0:15, whistle a loud double-burst and cue the clock operator for an immediate end-horn. Give back the time-outs used to the R1. (No whistles at the horn!)
- c. DO NOT END the time-out until all 6 players are on their court **and the coach** has finished coaching their player(s) if time is still available on the clock.
- d. To avoid issuing an unnecessary delay sanction, monitor both teams to make sure they begin moving to their court after the 15s warning whistle. Move to the side of the team delaying & again request they take their court.
- e. IF a team has delayed entry to court after end-horn, the R2/R1 may issue an unnecessary delay sanction. (At the very least, a verbal warning needs to go to the delaying team's coach.)
- f. IF a horn device is malfunctioning or unavailable, then the end of time-out will be a loud double-whistle.
- g. If the R1 sees a time-out request before the R2, the R1 should present the appropriate mechanic to the R2 as a means of directing the R2 to the side of the request.
- h. Please, do not hold or play with your whistle during time-outs. Perform your duties & stay attentive.

OFFICIALS' BOARDS INFO

Girls' Season Assignors

For the girls' volleyball season, coordinators are responsible for the high schools in their proximity.

CBVO:	Candy Perez (Northwest Area) 605 West Wakefield Blvd. Winsted, CT 06908 (H) 860-379-7778 (C) 860-309-3972 Email: perezcandywinsted@gmail.com Website: www.ctvolleyballofficials.org
	Heather Kursman (North Central Area) 349 Monson Rd Stafford Springs, CT 06076 (C) 860-558-9966 Email: hkcbvo@hotmail.com Website: www.ctvolleyballofficials.org
SCBVO:	*Tom Digiovanni (Southern & Eastern Areas) 131 Harold Avenue Derby, CT 06418 (H) 203-734-8381 (C) 203-915-4557 Email: thmdig@aol.com Website: N/A
CFVO:	Marie Lavin (Southwestern Area) 3 Valley View Rd. Unit 3 Norwalk, CT 06851 (H) 203-354-7173 (C) 203-209-6438 Email: marie405@optonline.net Website: www.cfvo.org

* CIAC Tournament Assignor

Boys' Season Assignors

Northern & Southern Areas: Heather Kursman*
349 Monson Rd
Stafford Springs, CT 06076
(C) 860-558-9966
Email: hkebvvo@hotmail.com
Website: www.ctvolleyballofficials.org

Southwestern Area: Marie Lavin
3 Valley View Rd. Unit 3
Norwalk, CT 06851
(H) 203-354-7173
(C) 203-209-6438
Email: marie405@optonline.net
Website: www.cfvo.org

* CIAC Tournament Assignor

Membership Dues and Fines:

CBVO: Checks payable to "CBVO" and should be forwarded to treasurer:
Jeff Brewer
8 Caulkins Rd
Norwich, CT 06360
(C) 860-662-0575
Email: cbvotreasurer@gmail.com

SCBVO: Checks payable to "SCBVO" and should be forwarded to treasurer:
Lynn D'Aurio
1345 Barnum Ave, STE 114
Stratford, CT 06614
(C) 203-522-1431
Email: shibakay9@aol.com

CFVO: Checks payable to "CFVO" and should be forwarded to treasurer:
Mark Spektor
11 Briarwood Lane
Milford, CT 06460
(H) 203-878-4173
Email: pek27@aol.com

Training Information

Contact your respective scheduling coordinator.