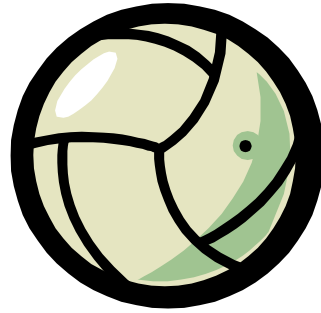


Off-Court Officials Handbook



Volleyball 2011-12



Participating Colleges

Augustana, University of Alberta
Briercrest College and Seminary
Concordia University College
Grande Prairie Regional College
Keyano College
Lakeland College
Lethbridge College

Grant MacEwan University
Medicine Hat College
Mount Royal University
NAIT
Red Deer College
SAIT Polytechnic
The King's University College

Building Character Through Athletic and Academic Achievement

**"Sample" Script for PA Announcers
PLAYER OF THE GAME AWARDS
(Soccer / Basketball / Volleyball / Hockey)**

Announce several times during the game:

"At the conclusion of the game, please remain seated for the presentation of the ACAC PLAYERS OF THE GAME awards.

Procedure:

- Immediately following the game (before the handshake with each team and officials) instruct both teams to line up facing each other approx. 15 - 20 feet apart.
- Announce the purpose of the Award.
- Introduce presenters.

"The Alberta Colleges Athletic Conference and (Host College) are pleased to recognize today's / tonight's Players of the Game."

"From the visiting team (team name) with (include game stats), number _____ (athlete's name).

"From the home team (team name) with (include game stats), number _____, (athlete's name).

"Thank you for your attention. The teams may now proceed to shake hands."

Men's and Women's Volleyball Game Day Schedule

Home vs. Visitor-Date: _____
Event Manager: _____
Home vs. Visitor: _____
Date: _____

Contact Number: _____

Bus Parking and Team Arrival

Game Night Activities of Note

Team Room Assignments

Home: _____

Visitors: _____

Officials: _____

Gates Open

Evening 5:15 pm Afternoon 12:15 pm

Pre-game Run Down (Women's Game):

Actual Time	Time on clock	Activity
Evening / Afternoon		
5:15 pm	12:15pm	45:00 Court Available for warm-up
5:30 pm	12:30pm	30:00 Clock starts
5:40 pm	12:40pm	20:00 Officials check net height
5:42 pm	12:42pm	18:00 Officials conduct coin toss
5:47 pm	12:47pm	13:00 Hitting begins for serving team
		Announce Roster (<u>Do not announce Scratches</u>)
5:52 pm	12:52pm	8:00 Hitting Begins for receiving team
		Announce Roster (<u>Do not announce Scratches</u>)
5:57 pm	12:57pm	3:00 Teams return to bench
5:57 pm	12:57pm	0:00 National Anthem
5:59 pm	12:59pm	0:00 Starters introduced- line up on end line
6:00 pm	1:00pm	0:00 Women's match begins

Pre-game Run Down (Men's Game):

Actual Time	Time on clock	Activity
TBD	20:00	Net Height Adjustment (Host staff responsible to set net)
START CLOCK AS SOON AS THE COURT IS CLEAR, "NOT" FROM THE TIME THE NET IS SET		
TBD	18:00	Officials conduct coin toss
TBD	17:00	Officials check net height
TBD	13:00	Hitting begins for serving team
		Announce Roster (<u>Do not announce Scratches</u>)
TBD	8:00	Hitting Begins for receiving team
		Announce Roster (<u>Do not announce Scratches</u>)
TBD	3:00	Teams return to bench
TBD	0:00	National Anthem
TBD	0:00	Starters introduced- line up on end line
TBD	0:00	Men's match begins

Player of the Game

Following the conclusion of the game the player of the game ceremony will be as follows:

- Players will return to their respective sidelines
- As teams return to sidelines announce to audience to remain seated for player of the game
- Present Visiting Team winner
- Present Home Team Winner
- Both POG Winners shake hands with the remaining teammates & file in and shake hands first with each other then with officials

GAME CHOREOGRAPHY (Court Activities for Women’s Game)

Promotion 1a

1st Set Break

Promotion 1b (5 minutes, if requested, prior to match, by home school event staff for promotion)

2nd Set Break

Promotion 1c

3rd Set Break (if necessary)

Promotion 1d

4th Set Break (if necessary)

GAME CHOREOGRAPHY (Court Activities for Men’s Game)

Promotion 2a

1st Set Break

Promotion 2b (5 minutes, if requested, prior to match, by home school event staff for promotion)

2nd Set Break

Promotion 2c

3rd Set Break (if necessary)

Promotion 2d

4th Set Break (if necessary)

VOLLEYBALL

INSTRUCTIONS TO OFF-COURT OFFICIALS

GENERAL REMARKS:

1. The first referee directs the match from beginning to end and has authority over all officials of the officiating crew and members of both teams. She/he controls the work of the ball retrievers and has power to decide any matter involving the game, including any matter not provided for in the rules.
2. Off-court officials should refrain from criticizing the work of any other official at any time.
3. Off-court officials should arrive 20 minutes prior to match time and be at court side by 15 minutes prior to start time.
4. Off-court officials should follow those instructions as stated in the volleyball rules book, current edition, which relate to scorer and linespersons.
5. Off-court officials should refrain from engaging in a social dialogue with spectators during the performance of their duties and show no bias to either the home or away team. Concentration should be focused on the task at hand.

DUTIES OF OFF-COURT OFFICIALS

The following extracts from the Volleyball Rule Book (1999-2000) relate to the Scorer's duties and responsibilities.

A. SCORER

The Scorer keeps the score sheet according to the rules, making all necessary recordings to control the game.

1. POSITION

The Scorer performs her/his duties seated at the scorer's table on the opposite side and facing the first referee.

2. AUTHORITY

- She/he records the time-outs and substitutions granted to each team and notifies the referee/umpire as required.
- She/he cooperates with the umpire, in controlling legal interruptions, the registrations on the score sheet and the reports to the first referee, coaches, and public.
- She/he signals the umpire of any errors in the teams' line-ups or in a team's service order. (Comment: that is, after they have served.)

3. RESPONSIBILITIES

Prior to the match and set, the Scorer:

- a) Records the data for the match and teams, according to authorized procedures, and secures the signatures of the captains and coaches.
- b) Receives the line-up sheets to record the starting line-up of each team. If she/he fails to receive the line-up sheets on time, she/he immediately notifies the umpire. Before the first service, the line-ups are a secret to everyone except the two referees and the scorer.

During the match, the Scorer:

- a) Records the points scored for each team and ensures that the scoreboard indicates the correct score.

- b) Records the time-outs and player substitutions, controlling their number, and informs the umpire of each.
- c) Controls the serving order of each team and indicates any error to the umpire immediately after the service hit.
- d) In each authorized game interruption, she/he notifies the umpire of the number of the time-outs and substitutions recorded for each team.
- e) Notifies the referees of an error in the rotation order of players or of a request for interruption that is out of order.
- f) Announces to the referees the change of courts at the end of each set and when a team scores the 8th point of the deciding set.
- g) Records the sanctions, warnings, and penalties.
- h) Scorers should then be made aware that teams will be able to change their libero for the start of each new game.

At the end of the match, the Scorer:

- a) Completes the score sheet and records the final game results.
- b) Secures the signatures of the referees and those of the team captains.
- c) In case of protest, the Scorer writes or allows the writing on the score sheet, of the captain's personal statement in connection with the facts protested during the course of the game.
- d) Signs the score sheet.

B. LINESMAN

The following extracts from the Volleyball Rule Book (1999-2000) relate to the linesmen's duties and responsibilities.

The linesmen are responsible for signaling the faults assigned to them.

1. POSITION

- Four linesmen are compulsory for international matches. They stand in the free zone between 1 to 3 meters from each corner of the court, on the imaginary extension of the line they control. The back lines are controlled from the service corner; the side lines from the opposite corner.
- If only two linesmen are used, they stand diagonally opposite each other, one at each end of the playing court at the corner away from the service zone in order to control the end line and the side line closest to her/him.

Comment: *They should stand 2 to 3 meters back from the corner. When a ball is hit toward their end or sideline, they should move directly behind the ball (toward the inside of that line) in order to make the best judgement.*

2. RESPONSIBILITIES DURING THE MATCH

- The linesmen perform their duties by means of flag (30 X 30cm) signals in the following manner:
 - a) When the ball falls inbound or touches a boundary line the flag is lowered, indicating **BALL IN**.
 - b) When the ball falls outside the boundary lines, the flag is raised, indicating **BALL OUT**.
 - c) When the ball falls "out" but was touched first by a player on the defending team, they raise their free hand to grasp the end of the flag, so that both hands are now on the flag, indicating **BALL TOUCHED**.
 - d) When the server steps out of the boundaries of the service zone as she/he hits the ball, they raise the flag and with the other hand point to both server and the end line.
 - e) When the ball crosses over, outside the space of the antenna above them, or touches them, they raise the flag, wave it and with the forefinger point to the antenna. It is primarily the linesman closest to the path of the ball that is responsible for the signal, indicating **BALL OUT**.
 - When the first referee asks them, they must repeat their flag signal. Only the linesman in charge of the line nearest to the place where the ball lands or where the fault was committed makes the signal.
 - The linesmen should endeavor to keep any obstructions (including spectators) free from the perimeter of the court to avoid interference with play.
 - It is recommended that linesmen wear identifiable dress (i.e. white sweater and/or grey slacks).
-

C. STATISTICIAN

The Statistician records the match statistics (except the score) according to the description provided herein.

1. POSITION

The statistician performs her/his duties from a location where the match can be observed free from obstruction and distraction. She/he may be seated at the scorer's table however; a lofty vantage point like the spectator seating area will under most circumstances provide much better view for statistic recording process.

2. RESPONSIBILITIES DURING THE MATCH

- **Prior to the match and set, the Statistician:**
Records the data for the match and team on the "Volleyball Statistical Summary Sheet" according to the information entered on the official score sheet located at the scorer's table. **Please make sure that you have only the 12 players recorded on the official score sheet on your statistical summary sheet.**
- **During the Match, the statistician:**
 - a) Keeps a record of the "*kills*" performed by each player on the court.
 - b) Keeps a record of the "*stuff blocks*" performed by each player on the court.
 - c) Keeps a record of the "*service aces*" performed by each player on the court.
 - d) Keeps a record of the "*digs*" performed by each player on the court.
- **At the conclusion of the match, the Statistician:**
 - a) Completes the information at the top of the 'Volleyball Statistical Summary Sheet.'
 - b) Enters the final statistical totals recorded by each player during the match beside her/his name on the 'Volleyball Statistical Summary Sheet.'

3. STATISTICAL DEFINITIONS

The following statistics are kept when play is terminated. Termination of play means the defending team is unable to gain control (there may be 2-3 contacts by the defenders, however ball control is not established).

- A. Kill** – An attack terminating a rally resulting in a point or for the attacking team. The attack may force a digging error, fault, or termination of play.
 - E.g.**
 - spike
 - tip
 - wipe-off
 - dump by setter
- B. Stuff Block** – A block causing a rally to terminate either by grounding of the ball on the attacking team's side or by a resulting forced error or termination of play (as above).

Note: Only one player involved in the block will receive credit for the stuff block.
- C. Service Ace** – A service, which terminates play and results in a point for the serving team. For example:
 - Ball hits floor directly.

- A fault is called (held or carried ball).
- A receiving error is committed resulting in a second hit being unplayable.
- Termination of play as per above.

D. Dig – A Dig is awarded to a player whenever they pass a ball which has been attacked by the opposition. Digs are only given when players receive an attacked ball and IT IS KEPT IN PLAY.

*** RECOMMENDATIONS:**

1. Stats should be kept on another working form and then recorded neatly on the official form at the completion of the match.
2. **STATISTICIAN SHOULD UNDERGO TRAINING.**
3. If at all possible, one trained statistician should be employed throughout the season.

D. PUBLIC ADDRESS ANNOUNCER GUIDELINES (for all sports)

1. The following duties of the public address announcer at the ACAC competitions include the following:
 - a) Announcing a welcome to the game including reference to the Alberta Colleges Athletic Conference.
 - b) Announcing the starting line ups for the game beginning with the visiting team. The introductions shall include the coaches, and major officials for the game.
 - c) During the game, the announcer shall announce the number and name of the player who scores, who fouls, who substitutes for another player. These are announced for both the home team and the visiting team.
 - d) Announcers may announce the match score and the match scoring highlights between sets. The final score and scoring highlights may be announced at the conclusion of the match.
 - e) If there is a Player of the Game Award, the announcer shall assist with the ceremony. At this time, (and at other times during the event) sponsorship announcements shall be made.
 - f) After the game and presentations are completed, the announcer should thank the spectators for attending and remind them of upcoming action.

2. Post Competition Handshake Protocol

At the conclusion of each contest, the teams shall acknowledge each other, the game officials, and the spectators at the event for their effort and support as per OC, Article I, Section 3 – Ethics:

5.1 At the conclusion of each contest, the teams shall acknowledge each other, the game officials and the spectators at the event for their effort and support. This important aspect of the contest is the very essence of the competitive experience and therefore, should be of high profile. The following sequence shall be undertaken by all Conference teams at the conclusion of a contest:

5.1.1 At the conclusion of the contest, the teams will congregate at their respective areas.

5.1.2 The teams (including coaches and staff), will then move to the centre of the playing surface (they must be a significant distance from the players' benches) and line up in a single file. If a Player-of-the-Game award is to be presented, this is an opportune moment to make this presentation.

5.1.3 The team members will proceed to shake each opposition team member's hand. This includes the coaches and staff of each team as well.

5.1.4 If it is possible to involve the game officials in this ritual, they too should be included in the handshake process. The captains of the teams could approach them and shake their hands to acknowledge their work in the contest.

5.1.5 If a public address announcer is available for the contest, she/he could ask the spectators to remain seated until the game-ending event is completed.

5.1.6 It is important to keep the team members of the subsequent game from entering the playing area until the hand shake process is completed. This is particularly necessary in basketball and volleyball.

3. The duties of the public address announcer at the ACAC competitions **DO NOT INCLUDE** the following:

- a) Providing play-by-play coverage of the game (e.g. making comments like "what a great block!")
 - b) Providing color commentary for the event (e.g. "a bad pass by #11...)
 - c) Providing a cheerleading role for the home team. It is assumed that encouraging fans to cheer is the responsibility of someone other than the public address announcer.
4. Suggested announcement by all PA Announcers at ALL games:

E.g. ***"To Our Fans.
The ACAC, Augustana Athletics and the Vikings are very happy to have your support during our games. We hope that this game will provide you with the opportunity to encourage and support the home team, our visiting team guests, and the officials. All of these individuals have put in great efforts to be able to participate – they deserve respect and to be treated with dignity. Remember – good sports make good sport !
Thank you."***

This may be announced approximately four or more times during games.

E.g. Twice in the first half and twice in the second half.

These guidelines are intended to create a positive atmosphere at ACAC events and at the same time allow competition to proceed and be of great interest to fans. It is assumed that the public address announcer can be part of this interest by adding some special inflections of voice for the home team in introductions and scoring. At all times the public address announcer should refrain from utilizing the microphone to demean, degrade, or distract the visiting team. As well, it is understood that these guidelines will vary from sport to sport depending on the venue and competition.

WOMEN'S VOLLEYBALL**MEN'S VOLLEYBALL****Competitive Format:**

League Schedule

Sport Convenor:

Francois Fournier (GPRC)

Phone:

780-539-2230

Length of Season:

October to February

Championship Dates:

Feb. 25-27, 2011

Participating Colleges:

- Augustana, U of A
- Briercrest College
- Concordia University College
- Grande Prairie Regional College
- MacEwan College
- Keyano College
- Lakeland College
- Lethbridge College
- Medicine Hat College
- Mount Royal University
- NAIT
- Red Deer College
- SAIT Polytechnic
- The King's University College

2009-10 Team Champions:

RDC Queens

Competitive Format:

League Schedule

Sport Convenor:

Francois Fournier (GPRC)

Phone:

780-539-2230

Length of Season:

October to February

Championship Dates:

Feb. 25-27, 2011

Participating Colleges:

- Augustana, U of A
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- Lakeland College
- Lethbridge College
- Medicine Hat College
- Mount Royal University
- NAIT
- Red Deer College
- SAIT Polytechnic
- The King's University College

2009-10 Team Champions:

SAIT Trojans

The ACAC gratefully acknowledges our sponsors:

**Government
of Alberta** ■



This guide is updated and published each year by the Alberta Colleges Athletic Conference. Any comments, questions, or suggestions can be forwarded to the ACAC Office at:
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