**Volleyball Protocol Guidelines**

Here are the proper procedures and communication techniques approved by the Minnesota State High School League and they must be followed every time you officiate a volleyball match. Any questions should be directed to your association head or a MSHSL clinician.

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### Pre-match Communications and Obligations

**Contact your partner**
- 2-3 days prior to the match by e-mail or phone
- Discuss any travel arrangements, site locations, and other important information

**Contact the school**
- After contacting your partner, one of the officials contacts the host administration
- E-mail first, then call if no reply within 24 hours

**Arrive at the school:** On court in uniform 30 minutes before the scheduled start time

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### Pre-match On-Court Procedures

**Meet With Home Site Administration**
- Go over ground rules, court and equipment issues, special events (parent’s night, etc.)
- Ask about crowd control procedures
- Fill out vouchers, checks, or other applicable documentation

**Equipment and Playing Surface Inspection**
- Is the net within proper height and tension parameters?
- Are the standards and officials stand in the proper place and properly padded?
- Are the benches in the proper place?
- Is the playing surface clear of potentially dangerous objects
- Are the game balls inflated between 4.3-4.6 p.s.i., and are they the new approved ball?

**Match Officials**
- R1 - Instruct line judges on proper techniques, procedures and positioning
- R2 - Instruct scorer and libero tracker of proper procedures and how they will communicate with officials
- Answer any questions any match personal may have

**Pre-match Conference**
- Call head coach and captains(s) from each team
  - Officials, coaches and captains introduce themselves upon arrival
- Ask coaches if every player is properly equipped
  - Ask them to double check jewelry, improper hair devices, etc. and in proper uniform
  - Ask if any braces need to be examined by the officials
- Go over ground rules and playing area concerns, designate the home team’s starting court
- State the sportsmanship requirements for the match
- Coin flip: Visiting team calls the toss, winner chooses “serve” or “receive”
- Ask for any final questions
- Wish both teams good luck
Warm-up Procedures

The R2 dictates the warm-up procedure, using the scoreboard or timing devise if a scoreboard is not available – times stated are the times seen on the scoreboard

20:00 – 5 minutes of shared court time
15:00 – 6 min. court time for the visiting team
9:00 – 6 min. court time for the home team
3:00 – 3 min. shared court time for serving
0:00 – clear the court and prepare for line-ups

Pre-match Protocol for Introducing Teams

Teams line-up on endlines
National Anthem is played
Announce visitors
Reserves, starters, coaches
Announce home team
Reserves, starters, coaches
R1 whistles both teams to shake hands at the net
Teams report to their respected benches
Prepare to start match

Match Protocol

Starting a set
- The R1 checks to see that the line judges and R2 are in position
- R2 whistles to direct the players to their respective end lines (1st set only). Note: If the teams have already been on the end line for introductions, the starting players may assume their positions on the court.
- Using the line-up card the R2 checks the positions of the starters
  - Receiving team then the serving team
  - R2 releases the liberos onto the court
- Floor captain of each team raises arm signaling R1 they are ready to play
- R2 presents the ball to the first server
- R2 checks to see that the official table is ready
- R2 signals ready for play to the R1
- R1 starts match

Ending non-deciding sets
- R1 whistles, signals end of set and directs teams to switch courts, counter-clockwise around the standards

Deciding set
- R1 whistles, signals end of set and directs the teams to their benches
- R2 double whistles and raises coin in the air to signal the captains to go near the officials’ table for deciding set coin toss with home team calling the toss.
- Upon completion of the deciding set coin toss, the R2 communicates the results of the toss to the R1 by extending an outstretched arm on the side of the team to serve first and giving the appropriate signal indicating if teams will remain on their own side or change courts.
- R1 whistles and gives the appropriate signal indicating whether the teams will remain on their sides or will change courts.
- Signal given to timer to start the 3 minute clock

Ending a match
- R1 ends the set like all others, then signals teams to shake hands at net instead of changing courts
- R2 initials the scoresheet to make the match official