



Volleyball Refereeing Courses

GENERAL REGULATIONS

(v10.2016)

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GENERAL REGULATIONS****TABLE OF CONTENTS**

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Forms

C-R1 APPLICATION FOR FIVB REFEREEING COURSES
C-R2 COURSE AGREEMENT
C-R3 REGISTRATION FORM
C-R4 INVITATION
M-4 MEDICAL CERTIFICATE FOR THE PARTICIPANTS
C-R6 LIST OF PARTICIPANTS
C-R7 PRACTICAL SCORE EVALUATION
C-R8 COURSE REPORT

VOLLEYBALL REFEREEING COURSES GENERAL REGULATIONS

1. GENERAL PRINCIPLES

- 1.1 International Refereeing Candidate Courses (IRCC), Continental Courses, National Courses, and Refresher Courses can only be organised by a National Federation, a Development Centre, a Continental Confederation or the FIVB.

The FIVB sponsors each year one refereeing course with international participation, per Development Centre.

Courses held by NFs/Confederations are staged under the exclusive financial responsibility of the organisers.

- 1.2 Courses that do not conform to these Regulations are not granted official FIVB recognition.
- 1.3 Refresher Courses (see Section 5) do not qualify referees but can be organised either at national or international level.

2. INTERNATIONAL REFEREEING CANDIDATE COURSES

2.1 CONDITIONS FOR FIVB RECOGNITION

Only under the direction and approval of the FIVB Refereeing Commission can International Refereeing Candidate Courses be organised by National Federations affiliated to the FIVB, Development Centres and Continental Confederations, provided the procedure is duly followed.

If a course does not provide the full duration, standard or programme, **if 6 countries at least do not take part**, or if no examination is held, participants will not receive an attestation and the course will not be validated by the Refereeing Commission.

2.2 APPLICATION

The NF, Development Centre or Confederation wishing to organise candidate courses must apply in writing **by November 30th of each year**, to the FIVB Sports Development Department or/and Volleyball Events Department, by using the standard forms C-R1 and C-R2. These can be copied from the current Regulations. The organiser should mention in the application form the maximum number of participants which take part in the Course.

2.3 PARTICIPANTS

a) *Entry conditions:*

Participants should have passed successfully the continental pre-course, the FIVB on-line and E-learning courses. Confederations to inform FIVB about the result of the pre-course and confirm its support for the application to register the candidate.

Participants should have been registered by the FIVB at least 3 times out of the last 5 years. National Federations are responsible for checking their registration with the FIVB. In case of doubt the FIVB can be consulted. In case of clashes between participants' applications from two or more countries within the deadline: the priority goes to a country which does not exceed its referee quota or has a low percentage of a referee quota to be filled. FIVB Sports Development shall decide this issue.

To be granted official recognition, a minimum of 10 referees must participate in the course and maximum 15.

Each invited National Federation may designate a maximum of 2 National Referees; the organising National Federation may appoint 3 Candidates. An additional candidate from each participating country or organiser may be accepted, if a female referee is one of the proposed candidates.

Candidates not passing the course may be designated again as candidates by their National Federations only 12 months after the date of the previous course and only once.

National Federations can cancel the participation of their Candidate(s) without any consequences only 30 days before the IRCC official opening day. If the cancellation takes place within 30 days before the IRCC opening day, without acceptable reason, the Federation will not have right to designate Candidate(s) to any IRCC during the next calendar year.

Participants will follow an entry test to check their basic knowledge of the Official Volleyball Rules and of English.

The FIVB reserves its rights to reject applicants who are not found in compliance with the present Regulations.

b) *Age limit:*

The minimum age to participate in an International Refereeing Course is twenty five (25) and maximum is forty-one (41) at any time during the year of the course, proven by passport which contains at least the year of the person's birth.

c) *Medical:*

Each participant must present the official Medical Certificate Form (*M-4*) enclosed to his Individual Registration Form (*C-R3*). Participants will follow, if necessary, an entry test to check their body mass index. Those participants who will not be found in compliance with the established standard shall not be allowed to take part in the course.

2.4 INSTRUCTORS

A Course Director will be nominated by the FIVB Refereeing Commission, together with a Rules lecturer nominated by the FIVB Rules of the Game Commission, at their annual meetings, from among their members.

2.5 DURATION

Not less than 10 days and to insure that each participant will have at least one match as first referee and one match as second referee during the practical sessions.

2.6 WORKING LANGUAGE

English is the compulsory working language of the course. Lectures, written and oral examinations as well as all communications will be in English. Therefore, the Course Director must check, before the beginning of each course, the candidates' basic knowledge of the Official Volleyball Rules and basic knowledge in English (written and oral). Candidates who do not fulfil this requirement cannot participate. **Interpreters are not allowed.**

This condition must be clearly stated in the official invitation letter sent to NFs by the organiser (**Form C-R4**) and must also appear in the Individual Registration Form.

2.7 TECHNICAL FACILITIES (provided by the organiser)

2.7.1 Lecture hall

- lecture hall, equipped with seats and writing surface for all participants
- flip chart with marking pens
- podium, table and chairs for the instructors
- LCD projector to attach to computer
- overhead projector with screen and pens
- video camera, photocopier
- video recorder and monitor are recommended
- Official Volleyball Rules, Refereeing Guidelines and Instructions, Casebook
- E-scoresheet system and line-up sheets

2.7.2 Sports facilities and equipment

- one indoor Volleyball court equipped according to FIVB standards. This must be clean, regularly marked, well maintained and illuminated, with chairs
- and benches for all participants beside the court
- scorers' table, E-scoresheet system, line-up sheets and flags for line judges, FIVB homologated head-sets and bench tablets system
- regular net for matches
- podium, table and chairs for the instructors
- manometer

2.7.3 Teams: players and personnel

- high level international competition (including continental senior, junior or youth Championships) or national senior competition or international junior competition for the practical part and examination of the candidates, in which each candidate must have the possibility of officiating one complete match at least as first referee, as second referee, as scorer, assistant scorer and line judge under the control and supervision of the director and instructors.
- assistant personnel for the matches: ball-retrievers (6), floor-moppers (8)

2.8 PROGRAMME

The course must cover the following theoretical and practical subjects:

2.8.1 General

- Organisation of the FIVB
- History of Volleyball in the world
- System of qualification of referees by the FIVB
- Fundamental skills of a referee
- Rights and duties of an international referee

2.8.2 Theory of officiating

- Current Official Volleyball Rules
- Administration of the matches (FIVB Regulations for official competitions)
- Guidelines and Casebook for practical applications of the Official Volleyball Rules
- Hand signals for officiating
- Psychological requirements of refereeing (for the function of VB referees)
- Scoring method

2.8.3 Practice of officiating

(1st, 2nd referee, scorer, assistant scorer and line judge)

- Confirmation and investigation of standard of judgement in play
- Practice of officiating (1st, 2nd referee, scorer, assistant scorer, line judges) for each participant
- Management of special cases, criticism of personal achievement during practice

2.9 EXAMINATIONS / Attestations and Certificates

2.9.1 Once the theoretical instruction has been completed, the participants will sit theoretical and practical examinations as follow:

- Scoring test (with scoring practice)
- Written examination (official test of the RC)
- Practical examination during Volleyball tournament (one complete match during the tournament)
- Oral examination (20 minutes for each participant)

2.9.2 Performances are evaluated according to the following scale:

Very Good - Good - Sufficient – Insufficient

Form C-R6 reflects the performance including two main scores: Theoretical and Practical. The Practical score is divided into two portions: Refereeing (80%) and Scoring (20%). The Refereeing score is apportioned as follows: 1st Referee (55%), 2nd Referee (35%) and Line Judge (10%). Scoring is apportioned as follows: Scoring (80%) and Assistant Scoring (20%). Passing performance requires at least a performance of “Good” on one of the criteria (Theoretical and Practical) and at least “Sufficient” on the other criterion.

Very Good = 85 and higher. Good = 75 to 84. Sufficient = 65-74. Insufficient = less than 65.

2.9.3 When the examinations are over, the Course Director will give an **Attestation** to every participant showing the result of the examinations.

2.9.4 The FIVB Sport Development Department will send a **Certificate** to candidates having passed the examination and having been approved by the Refereeing Commission.

2.10 FINANCIAL CONDITIONS

The organiser must cover:

- Administrative expenses
- Instructors' transportation (air return ticket, economy class)
- Instructors' per diem according to art. 1.6.11 of the FIVB Financial Regulations

- Visa, airport tax and vaccination costs upon presentation of the receipts.
- Local transportation and accommodation

The FIVB covers the following:

- For courses held in Development Centres, the FIVB is responsible for the per diem and transportation of the Instructors

2.11 PROCEDURE FOR THE SETTING-UP OF AN INTERNATIONAL REFEREE CANDIDATE COURSE

- a) Applications to be submitted as mentioned in Art 2.2:
- b) *During the annual meeting:*

Applications to be studied for approval/rejection by the FIVB Refereeing Commission. Appointment of Course Director/Instructors by the FIVB Refereeing and Rules of the Game Commissions.

- c) *After the annual meeting:*

The FIVB to inform the organisers that the course has been granted/rejected and to communicate the names of the Instructors after having checked their availability.

- d) *2-3 months prior to the course:*

Organiser to send out the invitation letter **(C-R4)** together with enclosures **(CR3 and M-4)**. Documents to be returned by participants **at least 45 days prior to the course as follows:**

- **to the organiser : copies of CR3 and CR4 forms**
- **to FIVB Sports Events/Sports Development department: the originals of CR3, CR4 and M4 and travel schedule**

The organiser must also guarantee that entry visas will be delivered to each participant.

- e) *1 month prior to the course:*

The Course Director to prepare, on the basis of the current Regulations, the course programme with daily timetable, which should be communicated to the organiser, copy to FIVB, with any specification of required material.

- f) *1 month prior to the course:*

After receiving in return the forms CR-3 and M-4, the FIVB to confirm the registration to the organiser and participants. It will be the obligation

of the organiser to provide the registered candidates with all the relevant information including accommodation, visa / vaccinations requirements, final daily programme, etc.

2.12 FINAL REPORT

A final report (Forms C-R6, C-R7 and C-R8) must be submitted to the FIVB by the Course Director and Instructor(s), within the following two weeks, including the number of participants, their names, country, general results and remarks and the examination results.

The daily programme and a group picture of the participants have to be attached to the final report.

3. NATIONAL COURSES

Courses run by National Federations are recognised by the FIVB if previously approved by the latter. They differ from Development Centre courses in that the FIVB has no financial obligations.

National Federations establish their own procedure for nomination of national referees and then may register them with the FIVB Volleyball Events Department (Articles 40.2.2 and 40.2.3, FIVB Event Regulations). However, the FIVB makes the following recommendations:

3.1 APPLICATION

The request to hold National Courses with FIVB instructors must be submitted by the standard forms C-R1 and C-R2, which can be copied from these Regulations.

Applications must be submitted to the FIVB Sports Development Department and/or Volleyball Events Department **by November 30th of each year** for courses to be held during the following season. The calendar of courses starts in November of each year to end in July of the following year.

3.2 PARTICIPANTS

a) Entry conditions:

When a NF applies for the organisation of a National Course with FIVB instructors and if no referee training exists in the country, participants should be former players or sportsmen who have some practical knowledge of Volleyball.

b) Age limit:

Minimum 18 years, maximum 35 years

c) Working language:

English, French, Spanish, Portuguese and Arabic. Simultaneous translation into the national language may be provided by the organiser.

d) Entries:

Maximum 20 participants (per two instructors), taking facilities into consideration.

In principle no entry fee is requested from the participants; at the organising National Federation's discretion.

e) Medical:

Good physical condition. The National Federation is advised to request a medical certificate from the participants. The FIVB Medical form (**M-4**) may be used.

3.3 INSTRUCTORS

Instructors must be either the President or a member of the organising Federation's Refereeing Commission, or an experienced International Referee. They must have complete knowledge of refereeing theory (Official Volleyball Rules) and practice (Refereeing Instructions and Guidelines and Casebook), as well as some teaching experience.

If FIVB instructors are requested by the organiser for its national programmes, they are nominated by the FIVB Refereeing Commission at its annual meeting.

3.4 DURATION

Intensive course: Seven days (at least 45 working hours), with a practical session of at least three sets per participant.

Part-time course: Six weeks, with two weekly afternoon sessions lasting four hours.

3.5 TECHNICAL FACILITIES (provided by the organiser)

3.5.1 Lecture hall

- table and chair for each participant
- blackboard with chalk (different colours), or flip chart with marking pens
- podium, table and chairs for the instructors
- overhead projector with screen and pens
- LCD projector to attach to computer
- video cassette recorder (if possible)
- one copy of the Official Volleyball Rules for each participant (in the national language or in English)
- one block of scoresheets and Libero control sheets for each participant

- one block of line-up sheets for each participant
- one copy of the Refereeing Guidelines and Instructions and the Case Book for each participant

3.5.2 Sports facilities and equipment

- Volleyball court, with clear lines and lighting
- regular net, posts, antennae, side bands
- referee's chair
- team benches
- scorer's table with scoreboard, and chair
- table and chairs behind the scorer's table for the instructors
- chairs for the participants
- balls, manometer
- 4 line judges' flags
- 6 mops (for indoor hall)

3.5.3 Teams: players and personnel

- two teams with 12 players each and coaches, wearing uniforms with numbers
- at the instructors' request, the players must demonstrate the different faults connected with ball touch and those made in the various skills
- the teams play matches to give the course participants the opportunity to practices
- such matches may be organised during a tournament, but each participant must officiate at least 3 sets as 1st and 2nd referee, line judge, scorer and assistant scorer

3.6 MODEL COURSE PROGRAMME

Day 1 – Morning

- Opening; brief history of the FIVB and the respective National Federation Rules
- Rules 1-5 (if possible with video)
- Referee's role in Volleyball: competence, objectivity, fairness, humanity

Day 1 – Afternoon

- Information on national and international classification of referees
- Rules 6-7 - completion of the scoresheet and line-up sheet
- Hand signals of referees
- Cooperation between referees, scorers and line judges before, during and after the match

Day 2 – Morning

- Rules 8-11
- Protocol before and after the match
- Discussion of faults made in completing the scoresheets

Day 2 – Afternoon

- Rules 12-14 and 19

Day 3 – Morning

- Cooperation of the 1st and 2nd referees and scorer during substitutions
- Preparation of the afternoon's practical session
- Cooperation with hand signals (repetition)

Day 3 – Afternoon

- Practice with teams: players demonstrate regular and irregular ball touches under the direction of the instructors and coaches
- Practical refereeing: at least 6-8 sets
- Refereeing evaluation after each set; wrong Rule application may be corrected during play

Day 4 – Morning

- Rules 15-18 and 20-21: difference between improper request and delay, and distinction from misconduct Explanation and repetition of 2nd referee (changing court sides to be on the side of the receiving team before each serve)

Day 4 – Afternoon

- Practical refereeing: 6-8 sets, with special attention to service, attack and block

Day 5 – Morning

- Rules 22-28:
- Practical refereeing evaluation of day 4

Day 5 – Afternoon

- Practical refereeing: 6-8 sets, with special attention to application of Rules 25-30

Day 6 – Morning

- Practical Refereeing Evaluation of Day 5
- Repetition and questions by the participants
- Written examination: 40 questions prepared by the instructors

Day 6 – Afternoon

- Practical refereeing: 6-8 sets (refereeing duties to be given preferably to the least capable participants)

Day 7 – Morning

- Practical Refereeing Evaluation of Day 6
- Oral examination on the basis of the written examination
- Final review of the Official Volleyball Rules

Day 7 – Afternoon

- Examination on scoring
- Practical refereeing: final evaluation
- Closing of the course

3.7 FINANCIAL CONDITIONS

The organiser must cover:

- Administrative expenses
- Instructors' transportation (air return ticket, economy class)
- Instructor's per diem and travel allowance according to art. 1.6.11 of the FIVB Financial Regulations
- Visa, airport tax and vaccination costs upon presentation of the receipts
- Local transportation and accommodation

The FIVB covers the following:

- For courses held in Development Centres, the FIVB is responsible for the per diem and international transportation of the instructors.

3.8 CERTIFICATE / ATTESTATION

No FIVB certificate or attestation is delivered after a National Course. However the NF may deliver its own diploma.

3.9 FINAL REPORT

A final report (**Forms C-R6 and C-R8**) must be submitted to the FIVB by the instructors, within the following two weeks, including the daily programme, the number of participants, their names, country, general results and remarks and the examination results according to the following scale of performance:

Very good – Good – Sufficient – Insufficient

4. REFRESHER COURSES

Refresher courses do not qualify referees. These courses are aimed to update the referees' knowledge on the Official Volleyball Rules, Refereeing Guidelines and Instructions as well as their practical refereeing skills, and to draw their attention on the new Rules and their interpretation after the approval of new Rules or amendments by the FIVB Congress.

This type of courses can be organised at the international level by National Federations, Development Centres and Continental Confederations.

4.1 APPLICATION

The organiser must apply in writing by November 30th of each year, to the FIVB, by using the standard forms C-R1 and C-R2. These can be copied from the current Regulations.

4.2 PARTICIPANTS

a) *Entry conditions*

Participants can be

- International Referees (not very often nominated to FIVB and/or Continental competitions)
- Candidates for International Referee
- Highest level National Referees.

b) *Working language*

The official working language of the Refresher courses is English. For National Referees simultaneous interpretation to other languages is allowed.

c) *Entries*

The number of participants is fixed by the organiser, taking into consideration the facilities for practice. To be granted official recognition **a minimum of 15 and maximum of 25 referees** must participate in the course. **At least one third of the participants should be International Referee or Candidate International Referee and a minimum of two countries must participate.**

d) *Medical*

Each participant must present the official Medical Certificate (Form M-4).

4.3 INSTRUCTORS

A course director is nominated by the FIVB Refereeing Commission at its annual meeting.

If the practice is in more than one hall, the FIVB Refereeing Commission nominates an instructor, as well, from among its members, or from the FIVB referee instructors.

4.4 DURATION

Between 4-7 days (depends on the number of participants).

4.5 TECHNICAL FACILITIES (provided by the organiser)

4.5.1 Lecture hall

- lecture hall, equipped with seats and writing surface for all participants
- adequate space for interpreters
- blackboard with chalk (different colours), or flip chart with marking pens
- podium, table and chairs for the Director/Instructor
- LCD projector to attach to computer
- overhead projector
- video camera
- video recorder and monitor are recommended
- Official Volleyball Rules, Refereeing Guidelines and Instructions, Case Book for each participant in English
- scoresheets, Libero control sheets and line-up sheets

4.5.2 Sports facilities and equipment

- one indoor Volleyball court for every 16 participants. This must be clean, regularly marked, well maintained and illuminated, with chairs and benches for all participants beside the court
- scorers' table, score sheets (official international), Libero control sheets, line-up sheets and flags for line judges
- regular net for matches
- podium, table, chair for the Director, Instructor

4.5.3 Teams: players and personnel

- high level teams for regular tournament (if possible international senior or junior) playing at least 3 sets for each participant for practical refereeing and practical examination,

- assistant personnel for the matches: ball-retrievers (6), floor-moppers (8)

4.6 PROGRAMME

Day 1:

- The latest amendments made to the Official Volleyball Rules by the FIVB Congress.
- Preliminary examination

Day 2 – Morning

- Updating referees' knowledge on those issues which are required by the course participants (based on a preliminary examination).

Day 2 – Afternoon

- Practical evaluation of the participants, verbal evaluation after each game (priority is given to the interpretation of the new Rules).

Day 3 – 7

- Practical evaluation of the participants, evaluation after each game (priority is given to the interpretation of the new Rules).
- Closing of the course.

4.7 EXAMINATIONS / Attestation and certificate

The participants receive no attestation / certificate. However, the organiser may issue a diploma printed for this occasion.

4.8 FINANCIAL CONDITIONS

The organiser must cover:

- Administrative expenses
- Director's and instructor's (if nominated) international transportation (air return ticket, economy class)
- Director's and instructor's (if nominated) per diem and travel allowance according to art. 1.6.11 to the FIVB Financial Regulations
- Visa, airport tax and vaccination costs upon presentation of the receipts.
- Local transportation and accommodation

The FIVB covers the following:

- For courses held in Development Centres, the FIVB is responsible for the per diem and international transportation of the Director and Instructor (if nominated).

4.9 FINAL REPORT

The Course Director must submit a final report (Forms C-R6 and C-R8) to the FIVB including, the number of participants, their names, country, general results and remarks.

The daily program and a group photo of the participants must be attached to the final report.

The Director and Instructor (if nominated) have to submit an interim report to the FIVB Refereeing Committee concerning International Volleyball Referees' performance and recommendations.