BALL RETRIEVER'S CHECKLIST

General Area	Specific Area	Specific Instructions
Appearance	**Uniform (shirt)** *** FIVB BVB Official supplier (if applicable)**	Clean, Tidy in nature, Tucked into shorts, Complies with regulations.
	Uniform (shorts) *** FIVB BVB Official supplier (if applicable)**	Clean, Tidy in nature, Aligned clearly with shirt, complies with regulations.
	Uniform (socks)	White, Clean, Tidy in nature, complies with regulations, Compulsory to wear.
	Uniform (shoes)	Predominately white, Clean, Tidy in nature, complies with regulations, no other forms of footwear acceptable.
	Uniform (hat or cap) *** FIVB BVB Official supplier (if applicable)**	Aligned well on head, Clean, Tidy in nature, complies with regulations, consistent among wearers (off or on).
	Towel *** FIVB BVB Official supplier (if applicable)**	Always have towel available esp. ball-retrievers who give ball to server, importance if humid or wet. Correct place at side for presentation.
	Uniform (glasses)	Optional to wear, Clean, tidy in nature, complies with regulations.
	Jewellery	Clearly visible jewellery in most cases not allowed E.g.; necklace.
	ID Cards	Must be hidden from sight, wear under T Shirt.
	Hair	Clean, tidy, well presented in nature, avoiding excess in style colour etc.
	General appearance	Tidy, photogenic etc. Avoid excesses of appearance esp. in filmed matches.
Position on Court (Location)	**Distance from court**	Close to the sign panels, complies with FIVB diagrams, position must not present an obstruction to any players or refereeing corps member.
	Location	Complies with FIVB diagram at all times.
	What to do if too close to the server?	Ball retriever can move at time of service if it is considered to interfere with server approach, landing etc or reception team view of that server. Move to an appropriate position esp. just before or after giving ball. (see new policy for giving the ball to the server at page 3).
Other	**Sickness / Medical problem**	Any medical problem that affects performance must be reported to the officials as soon as possible. One or two reserve ball retrievers should be prepared to work.

	Reserve ball retriever	Sit near the match at all times prepared to replace someone, full uniform, cool place, drink fluids etc. Ensure that active ball retrievers obtain fluids. Should be of same level as other ball retrievers.
	External interference and safety to the players	Ball on court should be removed and objects in sand should be brought to attention of officials etc. Always consider the safety of the players in all circumstances.
Physical Position (Stance)	**Image conveyed**	Professional, attentive, active and well presented. Moves to position in all aspects quickly and efficiently. All motions esp. ball retrieving quick and professional.
	Posture	Stand in upright position, shoulders and arms in upright position, hands correct, legs in comfortable stance, knees not together (ready for action) Hands not on hips, weight balanced. Head and eyes focused on the needs of ball movement.
	Basic movement	At time of throwing, rolling or receiving as little movement as possible (3 steps).
	Disturbing the game	No waving of arms, signalling to others, cheering, talking at a minimum etc. Should not be heard, seen only in background is excellent game. Most common disturbance is no ball to server, ball movement during rally and moving after service
	Avoiding the players at service	Avoid any disturbance to the concentration of all players both receiving and serving. This may require adjusting your position esp. in relation to the server.
	Avoiding the players generally	Completely avoid as much as possible. Some degree of anticipation is required. Do not touch the ball if play has not finished, stand out of the way of any player esp. in general play.
	When to move	Quickly to required position but not to draw attention. Once in this position limit movement unless it is a problem to the match.
	Importance of eye contact with the players	At appropriate times ball retriever should ensure to have eye contact with the players, especially at the time of service and giving the ball to the server.
	Importance of eye contact with the other ball retrievers	Ball retriever to always establish eye contact with the receivers on each side. The key to ball retriever success is to work as a team. The eye contact should not be disrupted under normal circumstances by the game.

General Work	**Holding the ball**	Ball retriever to hold the ball in front of his/her body, non-throwing hand cupped below the ball. Free arm used if ball comes towards ball retriever from the game; give the ball up esp. to server before gaining a ball under most circumstances.
	Giving ball to the server	Quick steps towards the server actively, Use of underhand motion, friendly disposition at this time is important but neutral, ensure eye contact, ensure ball given to server without delay. Ball should be given into the hands of server as soon as he/she leaves the court, by the ball retriever closest to the point in the court where the player going to serve will step out of the court.
	At time of service	No movement at this time or in disturbing position to receiving or serving team. If ball retriever is caught out of position, should remain motionless.
	Moving the balls (rolling or receiving)	Small steps are best (probably less than 3). Similar movements to shortstop in baseball, visibly show concentration and accuracy to task. No movement of balls during play. Only after the play has finished can the ball retriever move the balls.
	Servers ball availability	This is the ball retriever prime aim. Balls at each end (as much as possible 2 on the side of the serving team) ready as soon as the player goes back to serve. Anticipate the game needs in ball retriever's movement of the balls.
	Retrieving balls	Mid court, ball retrievers retrieve mostly balls and carry back to starting position (especially from the court positions). Far court corner positions by nearest available ball retriever.
	Between court changes	Stay in position (generally). Monitor what is happening on the court and assist if required.
	At timeouts and technical timeouts	Stay in position (generally). Monitor what is happening on the court and assist if required.
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	At timeouts and technical timeouts	Stay in position (generally). Monitor what is happening on the court and assist if required.
	Between sets	Time allowed is 1 minute.
	After the game	Follow the official protocol, which will include march off in strict order, after game meeting with official's etc.

RAKING AND WATERING GUIDELINES

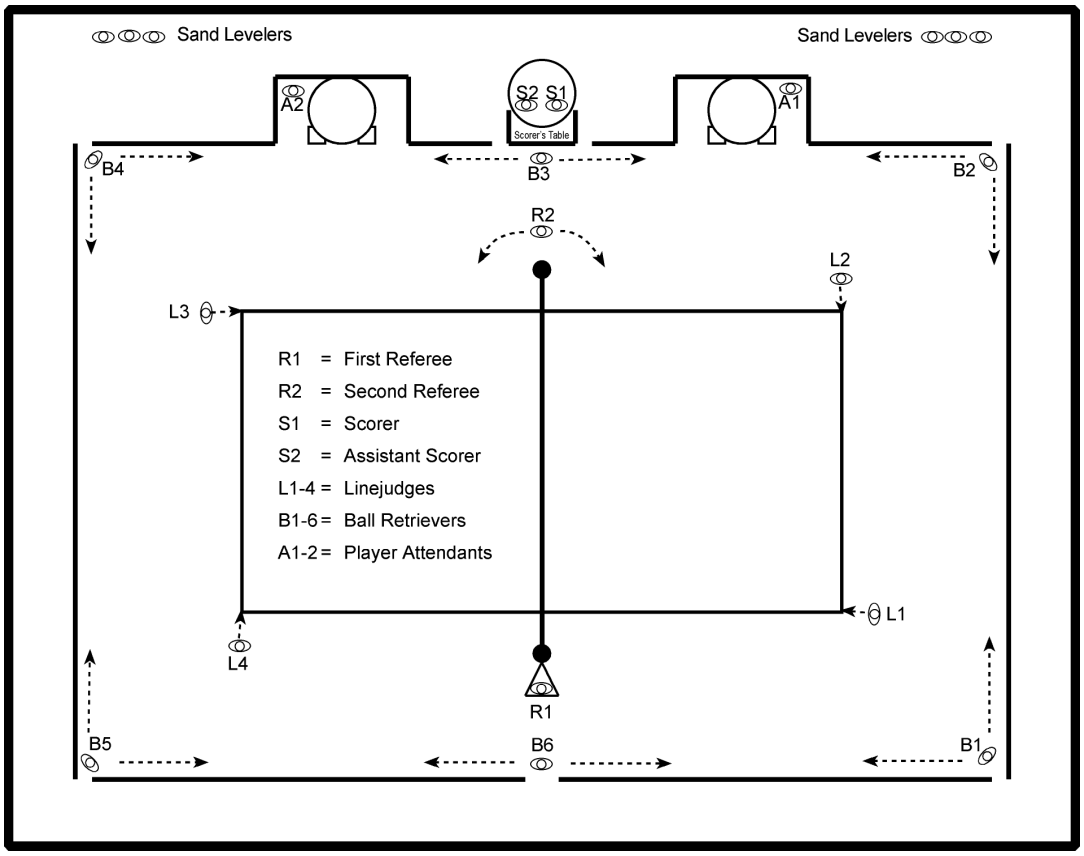
- Both raking and watering should equally benefit both sides of the playing court.

RAKING GUIDELINES

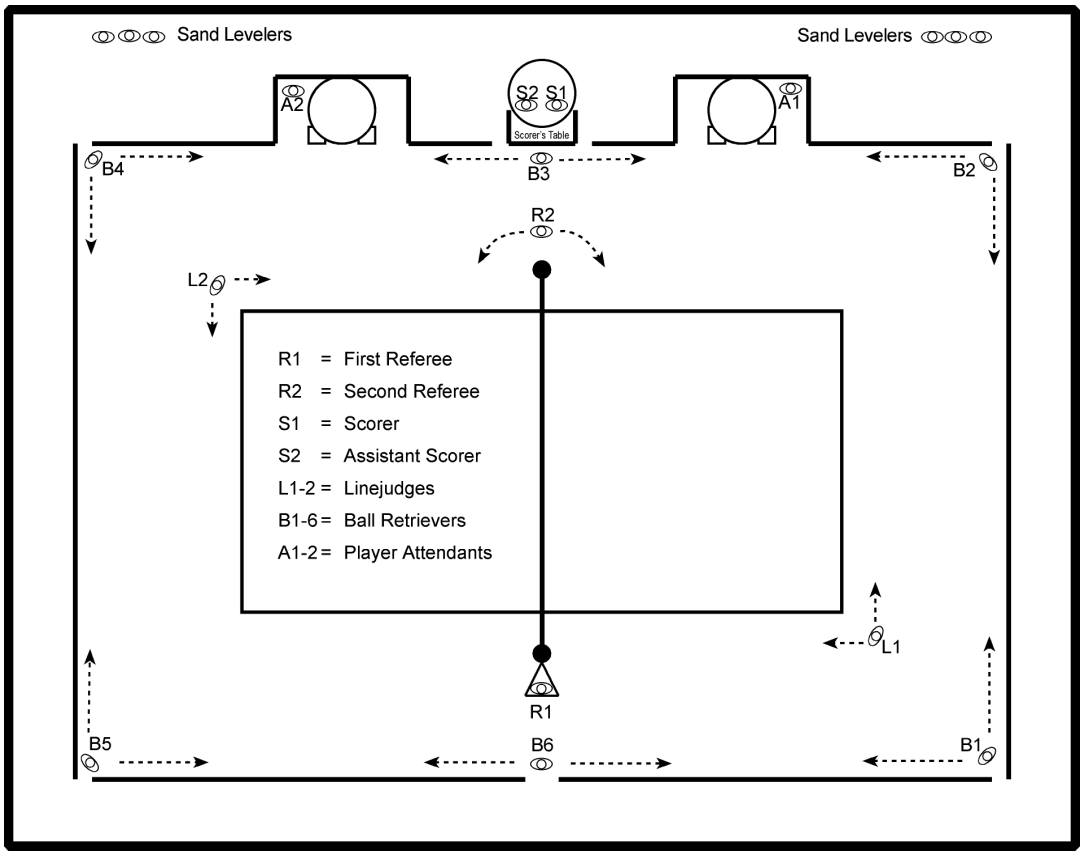
- Should focus on 4 areas (lines, reception positions, around net and service zone).
- Sand moves by the players actions from the centre to the outside of each side of the court.
- Raking should first ensure court is flat (in 4 areas) and then if time allows full court raking. It is not desirable to make long sweeps up and down the court as this unevenly distributes the sand.
- Raking should include service zone plus 1-2m outside other lines.
- The low and highest points of the court must be carefully maintained.
- Conducted as soon as possible after completion of matches ensuring a fair playing court for the players in the next matches.
- Should not present danger to players especially those warming up.
- During match only raking of lines (1m in and out) and across under net.
- Rakes should be removed when not in use to outside panels (i.e.: outside the free zone).
- Referee Coaches or Technical Delegates may authorize special raking techniques.
- In the case of a weather or sand condition affecting the safety of the players, (e.g.: compacted sand) there may be special raking such as digging, tilling or use of pronged rakes.

WATERING GUIDELINES

- Conducted after raking but before match commences and during the games whenever deemed absolutely necessary.
- Watering should be all court, service zone plus 1-2m outside other lines.
- Should be careful not to wet the match equipment especially the balls.
- Only conducted with permission of the FIVB Referee Coach under prior authorization of the FIVB Technical Delegate.



Location of Personnel - Fig. 1



Location of Personnel – Fig