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FEDERATION INTERNATIONALE DE VOLLEYBALL

BEACH VOLLEYBALL

FIVB REFEREE COACH MANUAL

2025 - 2026

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BEFORE THE TOURNAMENT

FUNCTIONAL RELATIONSHIPS

1. The FIVB Referee Coach will have a functional relationship with a number of personnel before arrival, and on site at a tournament. It is the Delegate's responsibility to work within the FIVB Beach Volleyball Regulations requirements to ensure the smooth running of the tournament.
2. It is important that prior and/or during the tournament, the FIVB Referee Coach establishes contact with the following persons (some before, some upon arrival, some during) ensuring that the requirements are fully understood and implemented according to the FIVB Beach Volleyball Handbook and the FIVB Beach Volleyball Sport Regulations.
3. Of particular importance to the FIVB Referee Coach, are (refer to the organizational chart):
    - FIVB Technical Delegate
    - Competition Director
    - Referee Manager and Assistants (includes e-scoresheet expert)
    - Eventual Assistant Referee Coach (in case of secondary or spread-out venue lay-out)
    - Technical Manager and Assistants
    - Court Manager and Assistants
    - Official Medical staff (doctor, physiotherapist, first aid)
    - PR & Protocol Director
    - Electronic Scoreboard Operators
    - FIVB TV Coordinator
    - Challenge Referees and VCS operators, in case applicable

PREPARATION BEFORE THE EVENT

1. Two months before a concerned event, the Referee Coach SHALL ensure that the following requirements are met. This must be done through platform “My Collaborate” and by establishing contact with the Referee Manager, so that there is no confusion over these requirements. Confirm that:
    - FIVB announces Technology being implemented at event (in case yes, which exactly?)
    - The lists of the Auxiliary Officials are submitted and meet the requirements before your approval.
    - The MIKASA balls will be ready for respective checking and homologation according to the “Step-by-step Ball Inspection procedure for Mikasa BV550C”. A ball checker designated by the Organizers must be available for daily handling the Mikasa balls for the entire tournament (including the initial homologation process).
    - ALL logistic requirements for the Referee Clinic and the eventual Extra Clinic, are in place
    - Travel arrangements of ALL refereeing related officials meet the Referee Clinic(s) schedule
    - As much as possible board and lodging of all Referees must be at the same hotel
    - The Referees and the Auxiliary Officials (linejudges and scorers) will have separate areas on site, meeting the requirements of the FIVB Beach Volleyball Handbook
    - The meals times and daily transport schedule, both, have enough flexibility built in to allow for all the needs of the Referees and the Auxiliary Officials while allowing the event to run smoothly
    - ALL Linejudges and Scorers shall attend the Referee Clinic from 10,30am on the day before the tournament starts
    - ALL Court Personnel (i.e.: Court Manager and Assistants, Ball-retrievers, Rakers, etc.) shall attend the Referee Clinic from 11am on the day before the tournament starts
    - ALL requirements and personnel will be in place in order to start the Country Quota Play Off (CQPO), if applicable, from 2pm on the day of the Referee Clinic (in conjunction with the practical session of the Clinic).
    - ***Note:*** *exceptions may apply to the three last points above depending on the tournament format.*
    - ***Note:*** *the Referee Coach may be required to run a mandatory 1 full day pre-preparation clinic for the local Referees and/or for the Auxiliary Officials and Key court related personnel the day before the standard event Referee Clinic, should an extra day on-site be necessary in order to train the local referees, the line judges and the scorers at first time events or at tournaments which have been reported as problematic in refereeing or poor in cooperation and/or poor in performance in this areas in general (marked below 4 at the previous edition’s respective Referee Coach Report).*

UPON ARRIVAL ON SITE

1. Minus 3 days IF REQUIRED to run the mandatory 1 full day pre-preparation clinic for the local Referees and/or for the Auxiliary Officials and court related personnel, the Referee Coach MUST upon arrival conduct a meeting with all the concerned members of the Organizational Chart to verify that all logistic

and technical requirements for this pre-preparation clinic to be staged next day are in due accordance to the communication previously exchanged, as well as verify that all logistic and technical requirements for the Referee Clinic to be staged in two days, including the agenda, timetables, arrival of concerned officials and personnel, plus that the coordination of action with the CQPO matches are meet (if applicable). An alternative solution must be secured for practical session in case no CQPO will apply.

2. Minus 2 days, in case NOT REQUIRED to run the pre-preparation clinic, the Referee Coach MUST upon arrival conduct a meeting with all the concerned members of the Organizational Chart to verify that all logistic and technical requirements for the Referee Clinic to be staged next day, including that the coordination of action with the CQPO matches are meet (if applicable, and if feasible).

3. In either case, he/she must ensure that the check and homologation of the MIKASA balls is conducted at the right day/time, in due accordance to the "Step-by-step Ball Inspection procedure for Mikasa BV550C", even if he/she is not yet arrived to the location.

PROGRAM FOR THE EXTRA CLINIC: FOR LOCAL REFEREES (IF APPLICABLE), SCORERS, LINEJUDGES, AND COURT PERSONNEL

1. **Session One:** **9:00 – 10:30**
   - Dedicated: - Court Personnel (various key personnel for court related functional areas)
   - Cover items: - Theory instruction of court related procedures and protocols
   - Location: - Conference room at the hotel, or press conference room at the venue
   - Technical facilities: - Enough seats and writing surfaces for all participants, PC with Microsoft Power Point plus Projector and screen, plus flip chart and pens.

2. **Session Two:** **11:00 – 12:30**
   - Dedicated: - Court Personnel (various key personnel for court related functional areas)
   - Cover items: - Practical instruction of court related procedures and protocols (special attention to the new 4 balls system and the procedure to give ball in the player's hands)
   - Location: - At the venue (two (2) adjacent playing courts)
   - Technical facilities: - Two playing courts, equipped with volleyballs, rakes, towels, scoreboards, etc

   Note: *Court Personnel required to attend - all key people responsible for the various court related functional areas (i.e.: court manager and assistants, various court personnel group leaders and/or various functional area's coordinators, etc, depending on the specific structure locally implemented)*

3. **Session Three:** **14:00 – 16:00**
   - Dedicated: - Scorers
   - Cover items: - Theory instruction for scoring procedures and protocols (includes instructions for the use of the e-scoresheet, and Challenge System details if applicable)
   - Location: - Conference room at the hotel, or press conference room at the venue
   - Technical facilities: - Enough seats and writing surfaces for all participants, enough copies of scoresheet, paddles, and table flip scoreboards, PC with Microsoft Power Point including Projector and screen, plus flip chart and pens.

4. **Session Four:** **15:00 – 16:00**
   - Dedicated: - Linejudges
   - Cover items: - Theory and practice instruction for line judging procedures and protocols
   - Location: - At one of the competition courts
   - Technical facilities: - Equipped with beach volleyballs, linejudge flags, etc

5. **Session Five:** **16:30 – 18:00**
   - Dedicated: - Scorers, Linejudges, and Court Personnel (various key personnel)
   - Cover items: - Full Dress Rehearsal (practical session addressing the overall coordination of the various procedures and protocols involving all above officials)
   - Location: - At one of the competition courts
   - Technical facilities: - Equipped with volleyballs, rakes, towels, scoreboards, linejudges' flags, paddles, table flip scoreboards, scoresheets, etc

Note: *in case the extra clinic applies also to the Local Referees, they are required to attend all Five Sessions above.*

STANDARD REFEREES' CLINIC PROGRAM

1. **Session One:** **8:30 – 10:30**
   Cover items: listed 2.1 - 2.6 Referees Theory Clinic (includes written test only exceptionally)

2. **Session Two:** **10:30 – 12:30**
   Note: *to be coordinated by the local Referee Manager under the supervision of the Referee Coach. Experienced International Referees may assist in the training and instructing of the working groups*
   Groups/Cover items:
   - **Scorers and Referees** briefing and theory instruction on the use of the e-scoresheet, including Challenge System and Referee Wireless Communication System details if applicable (the room used must be comfortable and of sufficient quality with enough seats and writing surfaces for all participants, and equipped with the e-scoresheet tablets and table electronic scoreboards, plus PC with Microsoft Power Point including Projector and screen, plus flip chart and pens).
   - **Linejudges** briefing and theory/practice instruction (the same room above can be used at the initial stages of the clinic for simultaneous addressing of common aspects in the training and instruction of the auxiliary officials). Then the linejudges should move to the venue and continue practice at one of the courts.
   - **Court personnel** briefing (court managers, rakers, ball retrievers, etc.). (emphasis to the 4 balls system and procedure to give ball in the player's hands)
   - **Referee Inspection of courts' area(s)** for the homologation of the venue by the TD. Referees should move to the venue after the e-scoresheet session.

   Note: *all Clinic times must be previously established in a very clear manner with the LOC and VW. This is to ensure that all staff involved and all activities will be covered in a timely and efficient manner, as well as the necessary transportation schedule is ensured.*
   Note: *Court Inspection should be a complete check (see **Court Inspection Checklist BVB/38**) of ALL competition related facilities and tournament equipment by all the remaining available referees.*

3. **Session Three:** **14:00 – 18:00 (estimated)**
   Cover items: listed under Referees' Practical Clinic.
   This should be as close as possible to a simulation of potential match situations. This MUST include any Technology being implemented during the tournament.
   ALL Referees, Auxiliary Officials and court personnel must be present (plus Challenge Referees in case applicable). A step-by-step demonstration of all major protocols and relevant procedures to be included in this session (emphasis to the Ball Mark Protocol).
   Note: *If feasible, this Practical Clinic may accommodate the CQPO matches in case applies.*

PREPARATION OF SESSION ONE AND SESSION TWO (REFEREE'S THEORY CLINIC / VARIOUS WORKING GROUP'S THEORY INSTRUCTION /VENUE COURT INSPECTIONS)

1. **FIVB Referee Delegate**
   The FIVB Referee Coach shall be nominated by the FIVB for each concerned Beach Pro Tour event.
   Note: *An Assistant Referee Coach shall be nominated by the FIVB, anytime there will be more than one venue or spread-out venue lay-outs at a given event.*

2. **Technical facilities**
   Prior to the theory clinic, the FIVB Referee Coach should ensure that the following facilities have been provided by the LOC, in due accordance to the FIVB Beach Volleyball Handbook:

   a) Meeting Room (preferably at the referee's hotel) equipped with:
   - enough seats and writing surfaces for all participants with space for observers
   - white board with markers, flip chart and pens
   - podium with table, chairs and microphone
   - PC with Microsoft Power Point plus PC Projector and screen
   - overhead projector and screen with transparencies and pens (if requested by the RC)
   - access to photocopier

   b) Meeting areas (at the venue or at the referee's hotel) to accommodate the various working groups' needs, equipped with:
   - enough seats and writing surfaces for all participants
   - PC with Microsoft Power Point plus PC Projector and screen
   - white board with markers, flip over and pens
   - podium with table and chairs

c) Copies of appropriate information on tournament and technical information, including:
- FIVB Official Beach Volleyball Rules
- Refereeing Guidelines and Instructions, plus Casebook
- Other RCM Appendixes (i.e.: Misconduct sanction fee scale implementation guidelines, etc.)
- Blank Scoresheets (BVB/11) plus Official Scoresheet Instructions
- Scorers, Line judges, ball-retrievers, rakers checklists

Note: *all above are available at the FIVB Referee e-learning platform*
- Any specific regulation(s)/procedure(s) for the concerned tournament
- Any new information shared by the preceding event(s) FIVB Referee Coach and/or by the FIVB Refereeing Commissioner/FIVB Beach Volleyball Department

d) In case new Technology being implemented (as applicable, depending on which)
- A safe and secure room equipped with sufficient energy sockets and internet is available for handling, charging and store all relevant equipment during the working day and the night.
- Tablets, litscores, etc are available, charged and ready for testing
- Referee wireless communication unit is available, configured and charged, ready for testing
- VCS equipment is installed and ready for testing (not necessarily at this session depending on the tournament format).

ADMINISTRATION OF SESSION ONE (REFEREE'S THEORY CLINIC)

1. **Working language**

1.1 English is the compulsory working language of the Referee Clinic.

1.2 A check of all referees English will be conducted during the theory session. This will be reported back to FIVB as part of the BVB Refereeing Report.

1.3 Referees who do not fulfil a Basic English requirement should not be allowed to participate in the tournaments' officiating. As much as possible they must not be assigned as first referees and as a minimum, they should not be assigned for any Centre Court match.

2. **Program for the theory clinic**

2.1 The theory clinic shall cover four main areas:
- General introduction
- Current status of FIVB Beach Volleyball competitions
- Current Rules and Guidelines (including latest interpretations, protocols and communications) For exceptional cases a written test on latest interpretations for specific regulations may apply.
- Tournament Specific Instructions (i.e.: any new Technology in case applicable, etc.).
- ***Note*****:** it is expected that ALL referees have a full working knowledge of the Official Beach Volleyball Rules and the Refereeing Guidelines and Instructions, including the various Protocols. Before the start of the season, referees will go through a mandatory theory annual test available at the FIVB referee's e-learning platform.

2.2 The following sub-areas must be covered during the theory clinic. It is important for all to understand these areas fully. Note that other items can be introduced during the season if it is seen that specific areas need to be addressed on an ongoing basis.
- Welcome / introduction
- Clinic schedule
- Written test (in case necessary)
- Current status of the FIVB Beach Volleyball competitions
- Philosophy of officiating
- Daily procedure re assessment of referees

- Daily procedure re appointment of referees
- Daily procedure re meetings / communications
- Any specific tournament regulations esp.: protocol, transport, board and lodging
- Uniform requirements for refereeing plus agenda for respective distribution
- Expectations of referees in all areas
- Procedures for inspection of courts' area (initial homologation of venue plus daily inspection)
- Discuss final individual assessment debrief meetings (RC/referee)
- Procedure for implementation of the Heat Stress monitoring, at all Center Court matches
- Procedure for implementation of the referee wireless communication system in case applicable
- Procedure for implementation of the Challenge System in case applicable
- Assign tasks for the second and third sessions of the clinic

2.3 Once these points are covered the FIVB Referee Coach should focus on current issues on Rules, Guidelines and Protocols with emphasis to latest interpretations. Discussion should be rigorous and each point clearly explained and illustrated.

a) Contained in the discussion of the Refereeing Guidelines the following should be covered:
- Rules changes or eventual Rules tests for this period
- Any clarification on new interpretations and applications from previous tournaments
- Ball handling (double contact, catch balls, hard driven ball, tip, etc)
- Any Beach Volleyball Handbook's new or amended regulations (players uniforms, etc)
- Communication with players
- Misconduct Sanction Scale application in due relation with the "money fine sanction scale"
- ALL Protocols especially Medical Assistance, Protest, Forfeit and Ball Mark
- Collaboration techniques between Officials
- Scoring system
- Time-outs and Technical Time-outs
- Delays, including management of the pace of the game (time between rallies)
- Interference at the net
- Coaching

b) The presentation can additionally include:
- Use of Power Point Presentations (FIVB prepared)
- Video or DVDs
- Diagrams or illustrations on a white board
- Practical situations or use of Case study-based discussion

2.4 Other theory clinic points to note:

a) Notes, especially on clarifications, should be taken and then circulated from this clinic.

b) Initiate procedure for referee's individual photo collection. If required time should be allocated to official photographs for FIVB purposes.

c) Initiate procedure for eventual collecting of cases for submission to the Casebook.

d) Brief referees on their VIS profile, emphasising the need for their active participation.

e) Verification of referee's uniform distribution.

ADMINISTRATION OF SESSION TWO (VARIOUS WORKING GROUPS THEORY INSTRUCTION, PLUS VENUE COURT INSPECTIONS)

1. **Theory Instruction for various groups**

1.1 This session will deal with the Auxiliary Officials and Court Personnel training and will be split into various working groups, i.e.: Scorers, Linejudges, Court Personnel (Court Managers, Ball-retrievers, Rakers, etc).

1.2 The aim is to instruct these groups with particular reference to the extra requirements needed for an FIVB Beach Volleyball tournament. Particular attention should be given to the protocols, uniform requirements and timings. Personal issues should also be covered in terms of food, drink and well-being / comfort. Experienced International top-level Referees may be used for assisting the Referee Manager in this instruction.

1.3 The Referee Coach and the Referee Manager should ensure that all relevant documents as well as all relevant technological equipment in case Technology applies, are available for each working group and all members fully understand what is required and expected. The need for interpreters needs to be assessed and dealt with in due time.

1.4 The Referee Coach should ensure that all recruited staff is of the minimum required level and to check the people in attendance against the submitted master list approved by the Commissioner and then take appropriate action.
Note: *For events where more than 10% of the names of the auxiliary officials have changed from the list submitted for FIVB's approval to the ones effectively officiating at the tournament or other extreme circumstances (i.e.: line judges not meeting quality, age, or referee certification requirements) the FIVB Referee Coach will be compelled to not use local line judges for the entire event. For semi-finals and finals Referee Delegates are entitled to select line judges among the referees officiating at a given event.*

2. **Court Inspections**

Simultaneously ALL remaining available referees will be in charge of carrying out a court inspection:

- This is to be carried out as part of the practical clinic. It is the initial check of ALL competition related facilities and equipment (see BVB/30). Care must be taken to cover all areas and a full report back on each court on the appropriate form made to the Technical Supervisor
- Referee Coach should ensure that Court Manager/assistants, equipment and forms (Court Inspection Checklist BVB/38) are available
- It is important that it should be regarded as an integral part of the clinic. It is becoming vital that the issues identified in the court inspection are rectified to ensure safety and presentation of the tournament is maximized

- In case of distant side courts check that that all communication requirements (i.e.: available fax machines, etc.) are in place.
- Where required check that the overall quality and components of the sound system for the 1st Referee Communication with the Audience are in accordance with requirements
- Copies of the court inspection forms to be submitted by the Referee Coach to the Technical Delegate for venue homologation purposes.
- Any major issue should be addressed to the Event Management / Court Management staff for resolution (through the relevant FIVB Officials).

PREPARATION OF SESSION THREE (PRACTICAL CLINIC)

1. **Technical facilities**

Well in advance, the Refereeing Coach is required to check with the relevant Officials the competition program for the afternoon of the day before the tournament starts *(in case applicable, they should check if the Practical Clinic may accommodate the Country Quota Play-Off).*
Prior to the Clinic, the Refereeing Coach is required to check with the Referee Manager that the following facilities have been arranged by the organizer, as detailed at the Beach Volleyball Handbook:

a) Two (2) playing courts (or as many as needed in case of Country Quota Play-Off) that comply with FIVB Beach Volleyball regulations as per the FIVB Beach Volleyball Handbook. (e.g.: chairs, tables, refs stand, volleyballs, flags, tablets, litscores, paddles, scoreboards, towels, plus all relevant technological equipment in case other Technology applies etc.) (not necessarily the case of the Challenge System equipment depending on the tournament format).

Note: *sometimes all the equipment is not readily available, so every effort must be made to inspect the equipment to ensure conformity well in advance.*

b) A minimum of six (6) teams of either high national level and/or international players. (It is desirable to use as much as possible teams participating in the tournament for practice games).

c) Ensure that the two courts are not allocated to the teams for their practice sessions. These should be next two each other (given the later explanations).

d) Ensure availability of Hawkeye operators and Challenge Referees if Challenge System applies. (not necessarily at this session depending on the tournament format).

ADMINISTRATION OF SESSION THREE (PRACTICAL CLINIC)

1. **Administration**

1.1 The Practical Clinic should be divided into various sub-sessions and held on two courts (as close as possible to allow the RC to watch both courts). Use of Center Court will be mandatory every time the procedure for 1st Referee Communication and/or other new Technology will be implemented.

1.2 The first hour approx. will be dedicated to practice and training of ALL Protocols:

- On one of the courts Court Personnel will practice ball-retrieving, raking, etc
- On the other court Referees and Auxiliary Officials will practice all on court match protocols (i.e.: collection of weather data at C1 for Heat Stress monitoring purposes, 1st Referee Communication with the Audience, Medical Assistance, Protest, Ball Mark, Coin Toss with one missing team, etc) plus refereeing techniques with special focus on communication amongst officials.
- Video Challenge System and referee wireless communication system must be practised at Center Court in case any of this Technology applies. (for the case of the Video Challenge System not necessarily at this session depending on the tournament format).

1.3 The second half (2 hours approx) of the Practical Clinic will be dedicated to train real game conditions and will include all parties (Referees, Auxiliary Officials, Court Personnel and Players). This will be simultaneously implemented on the two allocated courts. As much as possible this part of the clinic should be held under the same full match conditions as the Qualification (if applicable) and Main Draw tournaments. This includes:

a) Use of Scorer and Assistant Scorers plus scoreboard (use of e-scoresheet is mandatory in case such Technology applies at the tournament).
b) Use of linejudges
c) Use of sand levellers and ball retrievers
d) Use of 4-ball system
e) Players utilising a uniform that will enable scoring to be practiced
f) Use of Challenge System and referee communication system in case any of this applies.
g) Use of Challenge Referees in case Challenge System applies. (not necessarily at this session depending on the tournament format).

This is to provide structured and supervised preparation for all officials and allows any problems to be corrected prior to the tournament.

Note: *if the Practical Clinic has been used to accommodate a Country Quota Play-Off, then a full revision of the various parties' roles performances will follow immediately upon conclusion of the CQPO. Also, a flexible approach will need to be taken in regards to the demonstration of the protocols. This will need to be accommodated in a different way during the clinic.*

Note: *Referee Coaches must very accurately check and report each missing auxiliary official, and/or, not a previously Beach Volleyball experienced auxiliary official, or non-recognized referee (refer to host NF), acting as line judge. Under extreme circumstances the Referee Coach is entitled to not use the locally provided linejudges for the entire event and to use referees as linejudges for the last 2 days of the event.*

2. **Organization of referees**

In organizing the practical clinic, the following should be considered:

- The use of the less experienced referees should be a priority as an initial assessment needs to be made of these referees. Give each referee, as much time as possible officiating, to get them used to the conditions.
- ***Note:*** *in case of Country Quota Play-Off, even if it is desirable that the host NF referees and candidates will be observed by the Referee Coach, care must be taken to ensure that the standard of officiating is kept consistently high, as very strong and balanced matches may occur at this stage*.
- This can be extended upon (or shortened) based on time and availability of courts.

- Referees' pairs should be rotated as appropriate.
- Feedback should be given as often as is practicable.
- Comments and feedback should largely focus on the practical aspects of refereeing and demonstrations etc. may be required.
- It is desirable to include practice of the before and after match protocols
- Referees should also be asked to practice scoring on a minimum of one set if possible
- It is desirable to pair referees, one experienced, and one inexperienced in the practical clinic
- During the practical clinic it is mandatory to have the presence of the scorers, linejudges, sand levelers, and other auxiliary officials, performing their designated functions. Feedback should also be given to these persons. The experienced referees (preferably local) can be utilized for this task especially if there is a language problem.

- Special attention should be made to the application of new interpretations.
- Special attention should be made to the implementation of new Technology if applicable.
- The new Ball Mark Protocol should be specifically reviewed.
- Instruction on sand leveling and court inspection.
- Positioning of the 1st and 2nd referee and all auxiliary officials plus collaboration procedures.
- It is especially important to use practical scenarios to demonstrate these areas. Practical application will always help with understanding as the requirements are visualized.

3. Organization of linejudges

- In organizing the practical clinic, the following should be considered:
- Referee Coaches are required to address as a priority area of the linejduge's training, the assessment of the small block contacts during play, the assessment of ball marks, and the assessment of balls recovered from the opponent's free zone.
- In case the VCS is implemented, dedicated training shall be provided to the linejudges with emphasis to establishing the correct position, keep the lines in the best possible conditions for meeting the needs of the VCS, etc.

ASSISTANT REFEREE COACH (IN CASE APPLIES)

The following are key tasks of the Assistant Referee Coach

- Works under the authority of and in close coordination with the FIVB Referee Coach assisting him/her:
  - in the running of the relevant clinics
  - in the running of the daily meetings
  - ensuring the smooth running of the competition on the field of play (at the courts he/she maybe assigned to) acting on behalf of the Referee Coach and deciding in close coordination with him/her every time required
  - observing the referees work at the concerned courts and reporting about their performance on a daily basis
  - reporting to the Referee Coach about the event's overall referee and on court related aspects
  - plus, any other tasks delegated to them by the Referee Coach.

Note: *decisions to be made at occasions such as Protocol Protests, eventual Forfeit, etc, must be taken only after consultation with the relevant FIVB Official(s), i.e.: Referee Coach, Technical Delegate, etc.*

REFEREE MANAGER

1. **Pre Event**
   - Establish contact with the Refereeing Coach (or the President of the Refereeing Sub-Committee, as applicable) minimum minus 2 months
   - Confirm with the FIVB the arrival flights and respective times of the Refereeing Coach (or Refereeing Sub-Committee, as applicable) plus all referees
   - Ensure adequate transportation from airport to hotels
   - Ensure all facilities will be available for the Theory and Practical Clinics (3 sessions)
   - Ensure preparation of documents, material and equipment required by the Refereeing Coach (or Refereeing Sub-Committee, as applicable) in order to perform their tasks
   - Confirm that ALL Linejudges and Scorers will attend the Referee Clinic from 10:30am on the day before the competition commences
   - Confirm that ALL Court Personnel (including Court Managers, Ball-retrievers, Rakers, etc.) will attend the Referee Clinic from 11am on the day before the competition commences
   - Confirm hotel bookings securing that All referees will share the same hotel, as much as possible All staying at a different hotel from the one of the athletes
   - Confirm the availability of an Assistant, or identify a member in the group of Scorers, dedicated to the various relevant operations in relation to the implementation of the e-scoresheet
   - Confirm near the Organizers the availability of the relevant technologic equipment in case of any new Technology implemented (as applicable)
   - Coordinate with the VIS Operator the registration of the name of the Scorers and the Linejudges

2. **During Clinic (theory and practical)**
   - Confirm the availability of Clinic facilities and appropriate equipment
   - This includes the relevant technologic equipment in case of any new Technology implemented
   - Make available all necessary documents for the clinic
   - Deal with administration requirements (this includes ensure adequate transportation if necessary)
   - Ensure availability of refereeing uniforms in the appropriate numbers
   - Confirm player, court availability and equipment for the practical clinic
   - Conduct auxiliary officials and court personnel clinics and instruct them appropriately
   - Arrange Delegate's meetings with other key personnel
   - Ensure the presence of men's and women's Beach Volleyball teams of a good technical level for the duration of the refereeing practice
   - Ensure resources for court inspections
   - Arrange for the payment of the "Per Diem" to the neutral and local referees in case applicable

3. **During Competition**
   - Produce recommendations for referee appointments under guidelines of Referee Coach and input into refereeing assignments and evaluations if requested, supporting RC where appropriate
   - Maintain referee appointment summary (of number of matches) if possible, on computer and provide an updated version of the appointments schedule and summary of nominations
   - Coordinate nominations of auxiliary officials and respective system of rotation at all courts
   - Work with court staff to ensure good quality facilities / equipment
   - Arrange venues for daily refereeing meetings securing that the referees and the auxiliary officials will have separate areas at the site
   - Conduct daily debrief meetings with auxiliary officials
   - Assist RC on the daily implementation of the alcohol test for referees and auxiliary officials
   - Manage scoresheet production, copying, and distribution (through a dedicated assistant ensure operations in relation to the implementation of the e-scoresheet)
   - Obtain copy of relevant scoresheets for RC and TD on a daily basis. Provide him/her with a daily summary of data (see remarks section of the scoresheets) concerning regulation violations occurring at the courts. This is done through the use of the "RM scoresheet delivery protocol" (BVB/43). Any case of BVB/49 reported at the remark section of the scoresheet as been distributed to a given player at the end of the match, must be immediately reported to the RC/TD
   - Daily fill-in the BVB/45 "Heat Stress Monitoring Overall Results" with basis on the data collected at the BVB/44 "Heat Stress Daily Monitoring Form", at every C1 matches
   - Be the advocate for all off court refereeing issues and the point of contact for minor problems
   - Provide some feedback for referee's Daily meetings

- Distribution of any updates of appointments, memos, messages etc.
- Ensure transportation, food and security is to FIVB requirements. Focus on meals times and daily transport schedule making sure that both have enough flexibility built in to allow for all the needs of the referees to allow the event to run smoothly
- Assist the RC in obtaining any information relating to FIVB tests, analysis, or investigations
- Arrange for the Official FIVB Photographer to take individual digital photos of each International Beach Volleyball referee and the Referee Coach duly uniformed. These photos to be send directly to the FIVB Referee Commissioner under the supervision of the Referee Coach
- Ensure organization of final assessment meeting (assisting RC at any required administration)
- Ensure daily custody of all relevant technologic equipment

4. **After**

- Provide any recommendations/comments to the Referee Coach
- Ensure the Referee Coach receives copies of all scoresheets
- Provide the RC with the signed printouts of the BVB/44 and the Excel file of the BVB/45
- Ensure Referee Coach has summary of numbers of matches officiated
- Provide all Referees and Auxiliary Officials information form duly completed (Ref Del -Local Officials Additional Information) to Referee Coach
- Collect and provide any case for submission to the Casebook to the Referee Coach
- Collect and give back all relevant technologic equipment
- Attend a post Tournament debrief with the Referee Coach

E-SCORESHEET DEDICATED ASSISTANT

The Referee Manager should either recruit an Assistant, or identify a member in the group of Scorers, dedicated to the various relevant operations in relation to the implementation of the e-scoresheet. This person, in addition to knowing the scoring regulations and the e-scoresheet software, must also have technical expertise in computer software and hardware management, internet, etc.

In addition to that, VolleyStation experts shall be attending the tournaments in order to assist operations as well as train this extra dedicated local e-scoresheet / computer expert, as well as the scorers. For tournaments that have already implemented the e-scoresheet in previous seasons, the plan is that the organizers identify from their scorers or from their local refereeing corps, someone that has the abilities and competences listed above and that can take that role.

The e-scoresheet is, from 2016 and onwards, the official match result document. However, based on the results of the scorer's theoretical and the practical training sessions for the implementation of the e-scoresheet, as well as on the technical expertise displayed by the dedicated assistant, it will be the responsibility of the Referee Coach to decide if the paper scoresheet will still be implemented in parallel as a backup in order to prevent any major issue in this area. This could be enforced just for the start or for all tournament, as appropriate.

BALL – CHECKER

The designation of a person in charge at the competition site as the "ball checker" is mandatory. His/her name must be submitted to the relevant Referee Coach 60 days prior to the competition, together with the nominal lists of all local refereeing related officials for the tournament.

The "ball checker" will be under the authority of the Competition Director and will work in close coordination with the FIVB Technical Delegate and the FIVB Referee Coach.

The "ball checker" must be available on site from the arrival of the FIVB Technical Delegate until the end of the tournament.

<u>The following is the role and the key tasks of the "Ball – Checker", starting with:</u>

- Assisting the FIVB Technical Delegate in verifying that the chain of custody of the Beach Volleyball balls delivered from MIKASA is correct. All balls are individually packaged and shipped to the venue in a sealed clear bag.
- This includes the confirmation of availability of the "Ball Inspection Kit" plus the relevant forms ("check list" and "evaluation sheet");

<u>Step-by-step Ball Inspection procedure for Mikasa BV550C:</u>

- Correctly inflate all Mikasa balls (aiming to 0.400 kgf/cm2 inner pressure), one day ahead of the arrival of the Referee Coach. MUST ensure to lubricate the needle prior to use.

NOTE: Mikasa NDLSC lubricant (Glycerin) is recommended. Alternatively use any other lubricant

- Store in a room with controlled temperature and humidity for **24 hours maximum** at the pressure 0.400 kgf/cm2. The temperate should be kept at 20 +/- 2 C and if possible, the humidity at 65% +/- 5%;
- After the 24-hour period, already in the presence of the Referee Coach check the ball pressure for each ball. This process should be done one ball at the time. Again, MUST ensure to lubricate the needle prior to use;
    i. If the ball pressure is below 0.360 kgf/cm2, put the ball aside to be retested. (see last step at the bottom);
    ii. If the ball pressure is 0.360 kgf/cm2 or above proceed to the next action which is to lower the pressure of the ball to 0.195 kgf/cm2 and leave in the room with controlled temperature of 20+/- 2 degrees Celsius **for 1 hour**.
- Then with the assistance of the appropriate equipment and the BVB/47 checklist, measure the weight of each ball, followed by measuring the circumference;
  IMPORTANT NOTE: The circumference test MUST be repeated 3 times, each time rotating the ball in a different direction and dropping it through the measuring tool.
- For the balls that had dropped below the 0.360 kgf/cm2, it must be pumped back to 0.400 kgf/cm2 and repeat steps 1-3. If they hold the pressure at 0.360 or above, the balls can be weighed and tested for circumference at 0.195 kgf/ cm2 (see steps 5 and 6 above).
  IMPORTANT NOTE: Any balls once again below the desired 0.360 kgf/cm2 must be put aside and marked as “Not Ok” at the BVB / 47 checklist.

The role and the key tasks during the tournament:

- Daily assist the Referee Coach inspecting the pressure of the competition balls, also the weight and circumference if deemed necessary, including balls for the warm up courts, seventy-five (75) minutes before the start of the day/session. Again, MUST ensure to lubricate the needle;
- Being permanently available for responding to any calls on the courts whenever a ball is rejected by the referees or the players;
- Assisting the TD/RC, by monitoring the balls when used under rainy conditions and by implementing a procedure for replacing them as much as possible after each set/match (if feasible) in order to avoid excessive water absorption;
- Permanently keep the balls dry by wiping them with a dry cloth whenever applicable;
- Assisting the Referee Coach inspecting the inner pressure, weight and circumference of the competition balls at the end of each competition day (session), if deemed necessary;
- At the end of every competition day and after the individual ball inspection, wipe and store the balls in a dry place where there is no (or very low humidity). Recommended temperate should be 20 +/- 2 C and the humidity at 65% +/- 5%;
- At the end of the tournament return all balls to the organizers;
- At the end of the tournament assist the FIVB Referee Coach completing the form BVB/46 report “MIKASA EVALUATION SHEET FOR BV550C”

The above notes are to be used in conjunction with the “Ball Inspection Manual” provided by Mikasa, which highlights the step-by-step sequence for the ball’s pre-use inspection process. Refer to Appendix 8.

To ensure consistency and prevent unnecessary damage to the balls, these steps MUST be followed accurately.

GUIDELINES FOR THE APPOINTMENT OF OFFICIALS

1. The initial appointment of officials should be made the night before the matches as much as permissible by the draw and then distributed by the Referee Manager in the next morning meeting. This should primarily be done in rounds and then continuously modified / progressed during the day through the Referee Manager. As a minimum pairings, preliminary thoughts or patterns to be used should be discussed with the Referee Manager. It may be necessary initially to use a groupings strategy for each court, as resources may not allow another option. Take into account any historical information gathered for each referee, their English skills, and the observations gained during the practical clinic.
2. It is desirable that all referees get a balanced schedule and the opportunity to both 1st and 2nd referee (especially International Referees) but care must be taken to ensure that the standard of officiating is kept consistently high. In this case it is acceptable to appoint persons only as 1st or 2nd referee depending on issues of neutrality and performance.
3. The balance of matches officiated during a day should be managed to ensure quality of officiating and also to a balanced program, both in number of matches, spacing between matches (see points 8 and 9 below) and teams officiated except where obvious differences exist in standard of officiating, taking into consideration the neutrality issues.
4. Referees should ideally be appointed to multiple courts (if they are operating), and have a good balance of matches, this is especially important at events where both men and women are competing.
5. Neutral referees by country shall be applied, as much as possible, especially during the elimination stage of the competition. If numbers prohibit during the qualification's stages of the tournament, the emphasis should be the appointment of a neutral 1st referee with the 2nd referee being from the host country.
6. The application of neutrality in appointments should additionally be made under the following guidelines as much as possible: (Playoffs, Semi-Final, and Finals)
    - Neutrality by country in the individual matches
    - 1st/2nd referee neutrality on all final day's matches
    - Neutrality not required to be based on countries left in competition
7. A referee should ideally referee no more than six matches in a day; this may vary due to local conditions at each event relating to number of entries and expertise of the refereeing group**.** It is acceptable for the International Referees to receive more nominations therefore during a tournament.
8. In case a referee is appointed for two consecutive matches, the pattern used should ideally be 1st referee then 2nd referee. A break should then follow.
9. If the ratio implemented is 4 referees per court, then the referee should be appointed for two matches in a row (see pattern above), with a two matches break following.
10. Under special circumstances, it is also acceptable to referee one match on and then one match off (match on, match off), as well as sometimes may be necessary for a referee to officiate several matches in a row. This should be reserved for the most experienced referees who can handle the situation and should only happen on rare occasions especially where neutrality is involved.
11. Nomination of officials can be recommended first by the local Refereeing Manager and approved by the FIVB Referee Coach. Generally, this process takes into account the views of the Referee Manager, but this depends purely on their experience. (See note re Final matches)
12. It is not necessary for the Referee Coach to personally write the schedule (this can be delegated) but the pairings, pattern, groupings etc. must originate from the Refereeing Coach. It is ultimately the Refereeing Coaches responsibility for referees to be appointed correctly obeying all the underlying principles.
13. Refereeing Coaches should generally follow the principles below in due coordination with the number of referees considered for match appointments:
    - To use all referees in early rounds (Pool play or Double Elimination, Qualification and Main Draw) pairing up any new and inexperienced referees with those of greater experience.
    - In the early rounds (Pool or Double Elimination, if applicable) ensure that the level of refereeing is as high as possible while also monitoring the referees and noting who are not of the required standard and taking appropriate nomination procedures to minimize their opportunities for officiating.
    - In the final phases (both Qualification and Main Draw) use the most experienced referees as 1st officials. The other referees depending on their ability should be used conservatively and not in matches beyond their clear level of ability.

    This is suggested as enabling the most difficult matches (quarter finals onwards) to be refereed by the best referees at the Tournament, including the desirable element of the host country referees of sufficient

standard. This should be communicated at the referees meeting and discussed as appropriate with the referees concerned.

Note: *at the events where the "1st Referee communication with the audience" as well as the events where the Video Challenge System will be implemented, only referees of the highest officiating standard and English communication skills are to be assigned as 1st referee at the Centre Court.*

14. As an objective, match appointments should reflect your individual rating of the individual referee. It is highly desirable that the last match that each referee officiates as 1st referee reflects his/her overall performances.
15. Based on the principles above it is important that you discuss with the Technical Delegate the appointments to be made for the final 4 matches.
    - It is required to discuss with the TD the relative rankings of all referees to ensure that a common understanding of performance levels is achieved with a view to the final match appointments.

    It is extremely important that this meeting takes place, as it is difficult once a pattern in your appointments is undertaken to alter it to reflect performance, balance, neutrality etc. Good ongoing communication with the Technical Delegate is vital during the event to ensure all issues are dealt with in a timely manner.
16. For all Video Challenge System matches, plus TV and semi-final and final matches a reserve referee and a reserve linejudge (in case applicable) shall be appointed. They will seat behind the scorer's table and assist the game referee's (i.e.: measuring the weather conditions; availability of water; replacement of match balls if required; etc. (refer to the 2025-26 Referee Guidelines and Instructions).
17. The following procedures shall be enforced at matches where the VCS is implemented:
    - Scorer fills in the official e-scoresheet of the match;
    - Assistant scorer fills in the paper scoresheet of the match, together with the BVB-52;
    - Reserve referee sits at the scoring table and fills in a reserve version of e-scoresheet of the match at a parallel tablet, together with the BVB;
    - Reserve referee shall take the middle position in the table between the two scorers (the paper version of the scoresheet must be autonomous and not copy data from the e-scoresheet).
    - Eventual NO use of linejudges to be considered in the future.
18. Alterations to the appointments originally made may need to be undertaken due to unforeseen circumstances, diminished performance, etc, but responsibility for these changes' implementation lies with the Referee Coach. The timing is important when publishing these nominations as changes at the VIS with a possible reupload of the match at the e-scoresheet may be necessary close to the matches.
19. The Referee Coach in conjunction and agreement with the FIVB Technical Delegate has the overall right to reduce the refereeing corps at any time based on availability, performance and ability etc.

GUIDELINES FOR EVALUATION AND ASSESSMENT OF REFEREES

1. **Scoring**

   All referees should know how to use and complete the score sheet and the e-scoresheet; any doubts in this area should be checked prior to the competition.

2. **Evaluation during the tournament**

   In case no e-learning pre-preparation of the tournament will apply, a written test before the start of the referee clinic will be implemented. The results of this test must be communicated to the referees before the start of the tournament.
   These results, as well as the feedback received during the daily debriefs, will contribute in helping ascertain the theoretical knowledge of the referee and will reflect at the practical officiating assessment.
   The referees will undergo practical evaluation during both the qualification and main draw tournaments.
   Overall performances as 1st and as 2nd referee are evaluated according to the following scale:
   100 (Level A – Role model); 75 (Level B – Very Good); 50 (Level C – Good); 25 (Level D – Sufficient); under 25 (Level E - Insufficient).

3. **Daily Referee Performance Summary Sheet (BVB/26)**

   During the competition, daily, the overall BVB/26 referee performance summary sheet must be distributed to each referee (ideally at the end of the day, or as a minimum at the next day's starting meeting). This should give an accurate assessment of the performance of each referee in the technical areas as highlighted at the R4 form (see 1st referee; 2nd referee criteria at page 15 below). The overall BVB/26 of that day must also be posted (on a daily basis) at the Referee Coach Hub at the FIVB Collaborate platform.
   Action: start from the "Referee Assessment Forms" Excel file and fill in the relevant day's BVB/26 notes throughout the day. At the end of the day print that day's overall BVB/26 to be copied and distributed to

each referee and posted at the RC Hub. Then print individual forms and reset for next day. Individual BVB/26 shall be distributed to the concerned referee, either daily and at the end of the tournament.

4. **Getting assistance from video evidence**

With the support of the team video program – VW is currently producing every match/court at the BPT tournaments to store and be available to the teams scouting – plus the VW produced matches (all matches in the tournament), the Referee Coach is able to prepare video evidence for better illustrating daily debrief meetings with the referees, as well as other projects (please refer to page 17).
Action: While assessing the referees during the tournament, the RC takes note of any relevant case that might be of use for such projects. In case feasible, he/she will then download that footage, identify the case and produce a video clip for presenting at the next referee debrief meeting, and/or other purposes.

5. **Referee Self Evaluation (through the use of the BVB/R4)**

At FIVB Beach Volleyball tournaments, all referees officiating will self-evaluate by filling in an Excel standalone electronic version of the BVB/R4 form.
Action: At the referee clinic, an Excel standalone electronic non numeric version of the BVB/R4 form must be distributed to each referee. Referees shall fill in their self-evaluation report during the tournament and give it back to the FIVB Referee Coach at the end, at the same time they receive their evaluation report from the Referee Coach.

6. **Referee Evaluation form (BVB/R4)**

At the end of the tournament, the complete non numeric BVB/R4 form for each referee must be distributed by the Referee Coach to the respective referee(s), while the numeric version of the BVB/R4 form being posted at the Referee Coach's Hub - at the FIVB Collaborate platform - within the next 24 hours. These will reflect the technical evaluation respectively for the roles of 1st and 2nd referee.
Action: after having daily filled in the relevant day's BVB/26 notes at the "Referee Assessment Forms" Excel file and daily applied "print individual forms", you should go to "prepare R4 forms" and complete the R4 as stated at the relevant filling in guidelines. For cases of early releases, please note that the relevant R4 form should only be generated after the last BVB-26 for that referee has been printed.

7. **Referee Group Supplemental Report (BVB/41)**

With basis on the R4 form of the various referees officiating at the tournament, the "Referee Group Supplemental Report" (BVB/41) will be automatically produced. This must be posted at the Referee Coach's Hub - at the FIVB Collaborate platform - within 24 hours after the end of the tournament. Please note that during the first couple of the days of the tournament you must e-mail to the database administrator any required updated version of a referee's passport style photo. This is crucial so that these are already uploaded at the database when latter in the week the "load BVB-41" is activated by you
Action: after having completed the R4 forms you must "load BVB-41" as stated at the filling in guidelines. Note that the BVB/41 when edited must include the updated version of each referee's photo. At the end of the process, you must then "save all forms as PDF and then upload at Collaborate as appropriate.

8. **Principles for evaluation**

8.1 All referees should as much as possible be observed on a daily basis. This may mean that the FIVB Refereeing Coach watches more than one game at a time and the referees may rotate through different courts. It also means that the FIVB Refereeing Coach should be in a position such that they are able to watch as many games as possible.

8.2 However, the Referee Coach must manage their time effectively to ensure that as a minimum they are able to watch a complete game of every referee during the week, and that they have the opportunity to see each referee perform in both functions on an equal basis.

8.3 Evaluation should take into account both positive and negative points. The evaluation should be used to give feedback to the referees at the appropriate time. (As soon as is practicable during the day, and as a minimum at the debrief meeting mandatory to be staged at the end of every day)

8.4 Daily, the Referee Coach must compile a summary sheet, which highlights the major points of the day covering all areas of officiating, the Daily Referee Performance Summary Sheet (BVB/26). This should be used at your daily referee's meeting being the basis for ongoing feedback on refereeing points. It must be distributed ideally at the end of the day, or as a minimum at the next day's starting meeting. The organizers may assist in printing these documents.

8.5 The Referee Coach should record any incidents/comments regarding a referee off court behaviour. This also should be discussed with the individual referee explaining the effect this has on their assessment and ranking.

8.6 Both points covered at 8.4 and 8.5 will help to ascertain each referee's overall ranking and evaluation). See BVB/26 and BVB/R4.

OVERALL CRITERIA FOR RATING REFEREES

100 **Level A** (all 4 criteria is «a» - role model)	• Displays exceptional qualities in officiating techniques and game management, judgment consistent and precise, is seen to be a high quality role model on and off the court, contributes fully in meetings both professionally and collaboratively, etc. • Demonstrates excellent English abilities and other communication skills. • Usually involved in finals, semi-finals and /or key matches. May undertake specific tasks, outside of the refereeing role, for the Referee Coach including observations, auxiliary officials training, etc. • Fully understands the rules of the game and the principles behind the rules, the refereeing guidelines, all protocols, meeting instructions, TV requirements and instructions etc. • Is of a standard consistent with top International Refereeing in all areas.
75 **Level B** (all 4 criteria is «b» - very good)	• Displays very good qualities in officiating techniques and game management, judgment consistent and precise, is seen to be a good quality role model on and off the court, contributes fully in meetings both professionally and collaboratively, etc. • Demonstrates very good English abilities and other communication skills. • Likely to referee finals, semi-finals and /or key matches. May undertake specific tasks, outside of the refereeing role, for the Referee Coach including auxiliary officials training, etc. • Fully understands the rules of the game and the principles behind the rules, the refereeing guidelines, all protocols, meeting instructions, TV requirements and instructions etc. • Is of a standard consistent with top International Refereeing in all areas.
50 **Level C** (all 4 criteria is «c» - good)	• Displays good qualities in officiating techniques yet still required improvements in game management, judgment is generally consistent and most of the times precise, shows good qualities on and off the court, contributes in meetings both professionally and collaboratively etc. • Demonstrates good or acceptable English abilities yet still required to further improve other communication skills. • May in special circumstances referee some major matches, but very seldom used as R1 at the final days. • Has a good understanding of the rules of the game, refereeing guidelines, most protocols etc. in most situations and is of a standard consistent with a good International referee, but not suitable as a Neutral Referee at present. • Has the possibility to develop further as a referee.
25 **Level D** (all 4 criteria is «d» - sufficient)	• Displays acceptable qualities in officiating techniques yet many problems in game management, judgment often lacks consistency and precision, inconsistent role model on and off the court, rarely contributes in meetings, etc. • Has low/mixed English skills and relevant problems in communication ability. • Seldom appointed to any difficult matches as R1, will not be appointed to any major matches especially from the 2nd day of the Main Draw onwards. • Clearly has some misunderstandings in interpretations of the rules of the game, refereeing guidelines, protocols etc. • Needs improvements to attain standard consistent with International refereeing.
Under 25 **Level E** (all 4 criteria is «e» - insufficient)	• Displays poor qualities in officiating technique, many problems in game management, judgment is highly inconsistent and lacks precision, poor role model on and off the court, rarely if at all contributes in meetings. • Has very low English and other communication abilities • Seldom appointed as R1, never appointed to any major or difficult matches. • Clearly misunderstands the rules of the game, refereeing guidelines, protocols etc. • Not of a standard required to be an International referee or nominated in future as National local referee at World Tour events. In need of more experience at a national level before further exposure to a World Tour event.

1. First Referee Criteria

REFEREEING TECHNIQUES AND MECHANICS

1.1

- **ORGANIZATION:** Game Preparation, Official Match Protocol, Punctuality, Score Sheet
- **DECISION MAKING:** Whistle – Collect Information –Timing
- **TEAMWORK WITH 2ND REFEREE**
- **TEAMWORK WITH LINE JUDGES**
- **HAND SIGNALS AND USE OF WHISTLE**

KNOWLEDGE, INTERPRETATION, APPLICATION OF THE RULES

1.2

- **BALL CONTACT CONTROL:** Adequate Level, Conformity and Constancy, First Hit, Second Hit, HDB
- **PLAY AT THE NET:** Crossing Space, Interference, Net Touch, Attack-Hit & Block
- **OTHER ACTIONS & SITUATIONS:** Service, Service Order, Screen, 4 Hits, BMProtocol
- **HANDLING OF UNUSUAL SITUATIONS:** Protest Protocol, Medical Injury Protocol
- **CHALLENGE SYSTEM:** All related activities
- **ATTENTION TO DETAILS**

MATCH MANAGEMENT AND PERSONALITY

1.3

- **DISCIPLINE:** Minor Misconducts, Prevention, Sanctions
- **IMPROPER REQUEST AND DELAYS**
- **GENERAL DEALING WITH THE TEAMS**
- **LEADERSHIP:** Sovereignty, Mental Strength, Consistency Fairness, Acceptance
- **EMOTIONAL COMPETENCE:** Feeling for the Match, Communication, Conflict Management, Credibility
- **OVERALL PERFORMANCE IN RELATION TO DIFFICULTY**

PRESENTATION, APPEARANCE

1.4

- **PRESENTATION:** Appearance (including image), Behavior, Concentration, Body Language

2. Second Referee Criteria

2.1

- **ORGANIZATION:** Game Preparation, Official Match Protocol, Punctuality, Score Sheet
- **ATTENTION TO NET AND INTERFERENCE**
- **TEAMWORK WITH 1ST REFEREE**
- **TEAMWORK WITH SCORER**
- **POSITION, ACTIVITY, COORDINATION OF MOVEMENT**
- **HAND SIGNALS AND USE OF WHISTLE**

2.2

- **NET ACTIONS:** Crossing Space, Interference, Net Touch, Attack-Hit & Block Control
- **OTHER ACTIONS & SITUATIONS:** Service Order, Screen, 4 Hits, Ball Contact with Outside Object
- **HANDLING OF GAME INTERRUPTIONS:** TO, TTO, Side Switches
- **HANDLING OF UNUSUAL SITUATIONS:** Protest Protocol, Medical Injury Protocol
- **CHALLENGE SYSTEM:** All related activities
- **ATTENTION TO DETAILS**

2.3

- **CONTROL OF TEAM BENCHES AND PLAYING AREAS**
- **CONTACT WITH THE TEAMS AND CONFLICT PREVENTION**
- **LEADERSHIP:** Sovereignty, Mental Strength, Consistency Fairness, Acceptance
- **EMOTIONAL COMPETENCE:** Feeling for the Match, Communication, Conflict Management, Credibility
- **OVERALL PERFORMANCE IN RELATION TO DIFFICULTY**

2.4

- **PRESENTATION:** Appearance (including image), Behavior, Concentration, Body Language

REFEREES DAILY MEETINGS

1. Unless for exceptional circumstances, meetings MUST be held at the completion of each day's playing schedule and prior to commencement of play the next day.
2. The meeting held after play completion should focus on reviewing the day's play, while meetings held before play should set the scene for the coming matches concentrating on the major areas of focus.
3. Discussion should be of a general nature, focusing on common errors and significant areas for improvement as per the daily summary sheet compiled by the Referee Coach (see "BVB-26 Daily Referee Performance Summary Sheet").
4. During this meeting, questions and discussion should take place. Interaction between all participants is necessary for there to be a common understanding or the objectives of the day and the event. Effort should be made to involve all in the discussions.
5. Any guidance established at these meetings must be circulated to the referees and be summarized in the Referee Coach's reports at the completion of the tournament.
6. This meeting can be held either at the playing court or in a meeting room or another appropriate place. ***Note:*** *meetings should also address auxiliary officials for respective areas of performance*.

COLLECTING VIDEO EVIDENCE

1. VW is currently producing every match at the BPT tournaments. For the team video program, they are also videotaping matches at every court – back of the court view – assisting the teams scouting
   Note: *for the access code to the VWTV please contact our colleague André Trottier. For access to the team video program dedicated footage, please contact the Technical Delegate at the tournament.*
2. So, while assessing the referees during the tournaments, the Referee Coach is required to take note of any interesting case that might be of use to the various tools here below listed, as well as for the video Library that we are creating at the FIVB Referee Education Platform.
3. For this, the Referee Coach shall use a code identifying: tournament/date/court/phase/gender/match number/set/score. Example: The Hague/3.01.18/C3/MD/M15/set2/11:15
4. A summary of all notes from the tournament will be then included at the BVB-25 tournament's report. This will allow us to track the video sequence and create a clip to be used for referee education purposes

LIVE QUIZ DURING THE TOURNAMENT

1. Especially for outstanding cases, and cases that have repeatedly occurred during the tournament, usually object of debate at the daily meetings, the Referee Coaches are strongly advised to produce themselves such video clips, in a timely manner as to assist such debates, as well as assist the production of a "Live Quiz".
2. The recommended contact tool would be WhatsApp, and the process should be implemented on a daily basis (when and if necessary), and as much as possible ahead of the next daily meeting as to feed the relevant debates, with the interpretation /" ruling" of such situation being then announced at the meeting.
3. The process comprises: the posting of the relevant video clip (numbered in sequence as Quiz 1; Quiz 2; etc. in reference to the tournament as it progresses), plus a question for the referee's feedback. In their responses, the referees must state their name and the Quiz number, plus their interpretation.
   Note: *for complex or controversial cases, you are requested to kindly submit your interpretation ruling to the FIVB Refereeing Commissioner, for prior approval before you announce it at the referee's meeting.*
4. At the end of the tournament, the Referee Coach is required to include a note at the "Situation/Question of the Month" section of the BVB25 informing if a Quiz has been implemented, and in case so, how many Quiz questions in total, and then report in detail to the FIVB Referee Commissioner (at a specific separately folder - please name it "Live Quiz, tournament XXX), the various Quizzes implemented during the tournament, including its video, the question raised, and the "ruling" announced to the referees.
   Note: *information extracted from the referee's feedback to the Quizzes, i.e.: sound knowledge of the regulations, level of English, etc., should be used to assist you in the tournament's referee assessment (refer to R4 form).*

SPECIAL CASE INTERPRETATION

1. In order to prevent dissemination around social media or other online discussion platforms, of possible wrong interpretation for cases occurred during our competitions, the FIVB Rules of the Game and Refereeing Commission shall start a "Special Case Interpretation" procedure, for producing and posting the FIVB official interpretation of such cases.
2. In line with this, the Referee Coach is required to collect video evidence of any outstanding case situation occurring during the tournament, and report it the quicker the possible to the FIVB Refereeing Commissioner, for being studied and ruled by the RGRC for sequent posting at the "Global Resources" section of the FIVB e-learning platform, which is currently accessible to around forty-seven thousand Volleyball family members around the world (i.e.: officials, referees, other stakeholders, fans, etc).
   Note: *the timing of such reporting of the occurrence by the Referee Coach is critical, as to as much as possible allow an anticipation move to prevent wrong interpretations to spread out, avoiding the possible discrediting of our Referees and also the FIVB refereeing as a whole.*
3. At the end of the tournament, the Referee Coach is required to include a note at the "Situation Alert/Update" section of the BVB25 informing if a "Special Case Interpretation" situation has been implemented, and in case so, how many in total.

SITUATION / QUESTION OF THE MONTH

1. In order to encourage and feed debate through the referee e-learning platform via "Situation/Question of the Month", from the video evidence collected during the tournament, the Referee Coach shall select outstanding case situations occurring during the tournament that might be of use for this purpose, i.e.:
   a. an outstanding case, even if isolated;
   b. cases that have repeatedly occurred during the tournament;
   c. situations that have arisen from discussions at the referee clinic or at the daily meetings.
2. Referee Coaches are then required to identify and report these at the relevant section of the BVB-25 through written description and if possible, refer to the relevant video evidence.

ENFORCEMENT OF EVENTUAL MONETARY SANCTIONS

1. A monetary sanction will be enforced by the relevant FIVB Official(s), in due accordance with the hereunder scale every time the Organizers will not comply with the Handbook requirements for refereeing and court personnel related matters such as the anticipate preparation, i.e.: submission of official's lists, confirmation of arrangements for eventual extra clinic and the referee clinic, etc, set up and attendance of the extra clinic and the referee clinic, facilities in general, i.e.: meeting rooms, lounges with privacy, comfort and security, reliable transportation system, quality nutrition all day long, etc.

Breach of organizational requirement as per Handbook	Controller	Fine
Deadline for submission of official's lists (Ref Manager, Ball checker, Local Referees, LJ, Sc, etc) by 2 months prior to the event	Ref Commissioner Prior to the event	From USD 500 up to USD 2500
Deadline for confirmation of eventual extra clinic and standard referee clinic set-up, etc, by 1 month prior to the event	Ref Coach Prior to the event	From USD 500 up to USD 2500
Set up requirements plus attendance of standard referee clinic and eventual extra clinic	Ref Coach On site	From USD 1000 up to USD 5000
More than 10% changes at the previously approved nominal lists for the Auxiliary Officials and/or insufficient quantities and/or quality requirements established for this area during the tournament	Ref Coach On site	From USD 1000 up to USD 5000
Meeting room (equipment, location, size and privacy requirements)	Ref Coach On site	From USD 1000 up to USD 5000
Separate lounges for Referees and Auxiliary Officials (location, security, size, comfort, availability of snacks, fruit and drinks)	Ref Coach On site	From USD 1000 up to USD 5000
Quality and time appropriateness of main meals (breakfast, lunch and dinner). Lunch on site may be replaced by a quality ongoing supply of snacks, fruit and drinks.	Ref Coach On site	From USD 1000 up to USD 5000
Transportation system (reliability and time appropriateness)	Ref Coach On site	From USD 1000 up to USD 5000
Insufficient quantities and/or quality requirements established for the court personnel area (Court Managers, Assistants, ball-retrievers, rakers, scoreboard operators, player assistants, etc)	Ref Coach On site	From USD 1000 up to USD 5000
Note: a different policy may apply to first time events while fines may suffer adjustments on a case by case basis		

2. A monetary sanction will also be enforced by the Refereeing Coach, in due accordance with the hereunder scale, every time the Organizers will not comply with the Handbook requirements for court and competition equipment in general (i.e.: mandatory supply of cellular phones as the communication system to run the competition, reliable net systems, court lines meeting the requirements, flat rakes, etc).

Breach of organizational requirement as per Handbook	Controller	Fine
Mandatory supply of cellular phones as the communication system to run the competition	Ref Coach On site	From USD 500 up to USD 2500
Alcohol test device	Ref Coach On site	From USD 500 up to USD 2500
Reliable net systems (allowing good cable tension, quick net high changes, not presenting any danger to the athletes, etc)	Ref Coach On site	From USD 1000 up to USD 5000
Appropriateness of court lines easily adjustable on all 4 corners, not presenting any danger to the athletes not excessively light or elastic	Ref Coach On site	From USD 1000 up to USD 5000
Enough flat rakes (minimum 2 per court) in appropriate sizes (80 to 100cm length / 10 to 15cm high) and material (wood recommended)	Ref Coach On site	From USD 1000 up to USD 5000
Appropriateness of other court equipment, i.e.: number 1 and 2 paddles (same number on both sides), table scoreboard readable from either side, quantities and appropriate sizes of towels for LJs and B-r, numbers, flags, etc at the side courts scoreboards, etc	Ref Coach On site	From USD 1000 up to USD 5000
Note: a different policy may apply to first time events while fines may suffer adjustments on a case by case basis		

USE OF INTERNET

It is important that the FIVB Referee Coach utilizes the Internet facilities provided by the organizer or their own if they have one available.

It is MANDATORY that on a daily basis, the Referee Coach posts at the Referee Coach Hub - at the FIVB Collaborate platform - the “Daily Referee Performance Summary Sheet” (BVB/26).

The Referee Coach should at the end of the tournament supply to the Referee Commissioner very accurate information concerning the tournament Referees and refereeing Auxiliary Officials (FAMILY NAME, and name, etc). For this purpose, you will use the BVB/24, the BVB/25 and the “Referee Assessment Forms” Excel file, which will then populate other relevant forms (R4 and BVB/41).

In order to quickly share information a Summary of relevant comments (BVB-25) MUST be posted at the Referee Coach Hub – at the FIVB Collaborate platform – while as a precautionary measure being also advised that this is e-mailed to the concerned Referee Coach and Technical Delegate before the start of the next event’s Referee Clinic. In order to ensure that this can be done in the correct timeframe, the email of the next event(s) FIVB Coaches must be obtained in anticipation.

The use of the Referee Coach Hub at the FIVB Collaborate platform will ensure that all 2024/25 active Referee Coaches will be supplied on a regular basis with all relevant and necessary information. This procedure is to be implemented regardless if the next event is not due to start during the following week.

It is MANDATORY to attend a post tournament meeting with the FIVB Technical Delegate, the Volleyball World Event Operations Supervisor, the Promoter and the National Federation representative to give initial feedback on the event and to cover all points that will be identified in the Referee Coach’s Report – BVB/24 (SECTION K: CLOSING REMARKS ON TOURNAMENT, to be submitted as a minimum requirement).

The BVB/24 is specifically for the Host Federation, the Promoter and the Beach Department, and MUST be sent to these entities by e-mail within 24 hours after the end of the tournament. The BVB/24, as well as the BVB/25; the BVB/45; the BVB/46; and the BVB/47 must also be posted at the FIVB Collaborate’ Referee Coach reports section of the relevant tournament within 24 hours after the end. The BVB/24, and the BVB/25 must as well be uploaded at the Referee Coach Hub.

The Referee Coach must also ensure that the BVB/41 and the numeric version of the individual R4 forms for each referee officiating at the tournament, plus any eventual BVB/33 and BVB/48 are posted at the Referee Coach Hub - at the FIVB Collaborate platform - within the next 24 hours following the end of the tournament.

The Referee Coach MUST complete any pending aspects of their reporting within 24 hours following the end of the tournament. By this deadline the FIVB Beach Department and the FIVB Refereeing Commissioner – as appropriate – must have received all relevant documents either directly or through the FIVB Collaborate.

Relevant contacts

FIVB Beach Volleyball Department, beachvolleyball@fivb.com

Mr. Yu Cao, Beach Volleyball Events Director, yu.cao@fivb.com

E-mail addresses for FIVB Referee Coaches to follow up on their concerned tournaments, etc., are:

Note: *as much as possible address the specific BVB Project manager, as applicable*

Ms. Raheleh Ahadpour, raheleh.ahadpour@fivb.com

Beach Volleyball Manager / Overall Department Management / Contact for BVB RGRC)

Ms. Charlotte Bourquin, charlotte.bourquin@fivb.com

Beach Volleyball Project Manager / Event Management / Referees contact

Ms. Megane Bianco, megane.bianco@fivb.com

Beach Volleyball Junior Project Manager / Event Management / Athletes liaison

Mr. Brendan Chiang, brendan.chiang@fivb.com

Beach Volleyball Junior Project Manager/Event Management / Officials contact (travel and finance related topics)

Mr. José Casanova, Beach Volleyball Refereeing Commissioner, jcasanovajcasanova@outlook.pt

Mr. André Trottier, access code to the VWTV plus video clips production, trottiera@gmail.com

Dr. Roald Bahr, submission of the Excel file of the BVB/45, roald.bahr@nih.no

FIVB Web site: https://www.fivb.com/en/beachvolleyball

1. **BVB / 24**

For all sections A, B, C and D

- Indicate YES (provided) or NO (not provided)
- Evaluate on scale 1(poor) to 5 (excellent) for each individual item
- Include all comments especially noting both concerns and positive comments under “remarks and proposals”. Be realistic with your comments

Section A – Refereeing Clinic Organization

- Note the location of the rooms used and any additional areas used during the event
- Also rate the success of both the Theory and Practical Clinics
- List any additional equipment used during the clinic in the area provided

Section B – Meetings and Rooms

- Report on the rooms used for all meetings (respective location and eventual problems)
- Within each area remark on the requirements both positive and negative

Section C – Officials Equipment

- This area is of specific importance, care must be taken to record the information accurately
- It is important to comment of those area affected by the new rule changes
- Pay special attention to the court personnel’s equipment in terms of quality of quantity
- Ensure also that ALL court equipment is safe and presents no danger

Section D – Evaluation of Personnel

- Record the Referee Manager and the Court Manager by name including any assistants used
- Quantify and assess the level of performance of the Auxiliary Officials used during the event
- Quantify and assess the level of performance of key court officials used during the event
- Quantify and assess the level of performance of the various job-related areas court personnel used during the event. Be careful not to double count as some may be used for more than 1 area

Section E – List of Scorers

- Record the family name, name and country of the Scorers officiating at the event
- Confirm that their names where registered at the official list approved by the FIVB and informed by the FIVB Referee Commissioner for this tournament
- Acknowledge and register their respective referee status or years of experience at FIVB tournaments (including this event), age and gender, plus any other relevant information.

Section F – List of Line judges

- Record the family name, name and country of the Linejudges officiating at the event
- Confirm that their names where registered at the official list approved by the FIVB and informed by the FIVB Referee Commissioner for this tournament
- Acknowledge and register their respective referee status and years of experience at FIVB tournaments (including this event), age and gender, plus any other relevant information.

Section G – Summary Comments on Personnel

- Give overall summary of each area highlighting both positive and negative areas
- Suggest improvement in these areas
- Summarize organizational structure and working methodology

Section H – List of eventual monetary Sanctions to the Organizers

- Record any fines or sanctions applied due to breach of organizational requirements
- Record any fines or sanctions applied due to breach of sport equipment requirements

Section I – Assessment of Facilities and Administration for Referees

- Complete this section highlighting a “Yes” or “No” for each element
- Also indicate the frequency of the feedback given to the referees and the frequency and timing of the meetings held
- Give overall comments on Food, Accommodation, Uniform and Per Diem distribution
- Evaluate on scale 1(poor) to 5 (excellent) each of this individual items

Section J – Referees for Final Matches

- List both 1st and 2nd referee for the women’s and the men’s final matches of the tournament
- Ensure that both name and country are recorded
- In case of one gender event only the appropriate column should be used.

Section K – Closing Remarks

- To be submitted as a minimum requirement to the closing meeting with the Organizers
- Give a general summary of the tournament
- Identify any issues relating to refereeing or rules interpretation of local (NF) interest
- List any key recommendation that will improve the event in the future
- Submit the report to the organizers within 24 hours from the tournament in order to obtain the signatures of the Tournament Director and National Federation Representative
- ***Note**: Send to FIVB Beach Department within 24 hours from the tournament duly signed by you.*
- ***Note**: Upload at the FIVB Collaborate' Referee Coach reports section of the relevant tournament within 24 hours from the end. Upload also at the Referee Coach Hub.*

2. **BVB / 25**

Summary Referee Coach Report

- This section is an overall summary for the attention of FIVB Beach Department, the Refereeing Commissioner and the following event's Referee Coaches. It MUST be uploaded at the FIVB Collaborate' Referee Coach Hub immediately following the end of the tournament so that it can be accessible before the start of the Clinic of the next event(s).
- Must also be posted at the FIVB Collaborate' Referee Coach reports section of the relevant tournament, as well as sent to the concerned contact at the Beach Department within 24 hours.
- Summarize your views on the overall tournament focusing on the improvements required in this area. Mainly focus on the big issues arising from the tournament identifying them by subject and make suggestions for the resolution of these issues.
- Identify and report through written description and/or video evidence, situations happened during the tournament that might be of use for the "situation/question of the month", or the "situation alert/update", or any "Special Case Interpretation" (through the "situation alert/update" section).
- Identify through the "situation/question of the month" section, any Quizzes implemented.
- Identify with the use of the relevant code all cases that might be of use for the video Library at the FIVB Referee e-learning platform.
- Indicate the total amount of referees officiating at the tournament, and specify how many FIVB / IR / IC / National, followed by how many female referees.
- Indicate how many scorers and how many line judges officiated at the tournament.
- Indicate the total amount of team or referee BMP requests (including their respective outcome where applicable), throughout the entire tournament.
- Indicate the amount of Medical Assistance protocols for each respective specific nature i.e.: MTO; RIT (no blood related); RIT (severe weather related); RIT (use of toilets related).
- Indicate the overall amount of misconduct sanctions (during or after the match), for equipment abuse, and for verbal or nonverbal abuse (if any).
- Indicate at the bottom of the report, under "Statistic information" the total number of matches, the information on the amount and nature of Protest Protocol Reports attached (if any).
- Finally sign the report when complete and before upload.

3. **Enclosures to complete the BVB Refereeing Reports:**

- BVB-26 to be daily uploaded at the Referee Coach Hub (including the last day).
- BVB-41 to be uploaded at the RC Hub within the next 24 hours following the tournament.
- Numeric version of referee's R4 forms to be uploaded at the RC Hub within the next 24 hours.
- Excel file of the BVB/45 "Heat Stress Monitoring Overall Results", e-mailed to Dr. Roald Bahr who in charge of the "FIVB Heat Illness Surveillance. Also upload at the FIVB Collaborate' Referee Coach reports section of the relevant tournament.
- Any BVB Refereeing Coach's Protest Protocol Report(s) including a copy of the scoresheet
- The Mikasa reports (BVB/46 Mikasa Evaluation sheet for the BV550C, plus BVB/47 Mikasa BV550C checklist_1st Inspection). Upload at the FIVB Collaborate' Referee Coach reports section of the relevant tournament.
- Any case for submission to the Casebook collected during the event (upload at the RC Hub)
- Folder including detailed report on the various Live Quiz implemented during the tournament, including its video, the question raised, and the "ruling" announced to the referees.
- Any other useful information concerning the refereeing of the event and/or eventually requested by the Refereeing Commissioner, such as: passport size digital photo of FIVB / IR and IC officiating at the event, plus action shots from various referee officials (during play), etc.

LIST OF APPENDIXES

Appendix 1 – Refereeing Guidelines and Instructions NEW!
Appendix 2 – Scoresheet Instructions NEW!
Appendix 3 – Misconduct sanction fee scale – implementation guidelines
Appendix 4 – Auxiliary Officials Checklists
Appendix 5 – Court Personnel Checklists
Appendix 6 – Code for Coin Toss Communication
Appendix 7 – Heat Stress Monitoring Protocol
Appendix 8 – MIKASA Ball Inspection Manual