



BADGER
REGION VOLLEYBALL

OFFICIAL'S HANDBOOK

This handbook is dedicated to officials of all levels who help make the Badger Region club volleyball experience the best in USA Volleyball

Updated November 2022

TABLE OF CONTENTS

Purpose.....	2
Mission/Vision.....	2
Items For Certification	3
In-training officials.....	3
Provisional officials.....	3
Regional officials.....	4
Junior National & National officials.....	5
Uniform requirement.....	6
Additional equipment.....	7
Zebraweb assigning.....	8
Badger Region sanction reporting.....	9
Ref compensation, hotels, mileage.....	10
Social media policy.....	11
Badger Region contact information.....	12

Purpose:

The purpose of “Badger Region’s Officials Manual” is to provide consistent procedures and policies for USAV Badger Region officials. The manual will be consistently updated and fluid to provide the most up to date information. Several procedural and policies include stem and are required from USA Volleyball but referenced here for a comprehensive manual.

Badger Region Volleyball Association Mission Statement:

The Badger Region Volleyball Association promotes initiatives for safe, structured and fun life-long volleyball experiences!

Our Vision:

Grow the number of players, coaches, officials, spectators and other volleyball enthusiasts;
Provide the highest quality volleyball experience in education, training, and competition;
Provide advocacy, support, recognition and administration to the volleyball community

ITEMS FOR CERTIFICATION

In an effort to maintain consistency and adhere to safety requirements, all officials (new and experienced) must meet the following items annually to become or remain a certified official in USA Volleyball and the Badger Region. For information on advancement, contact Sara Voigt at sara@badgervolleyball.org.

- Be a member of USA Volleyball for the current year and have paid associated dues.
- Must take and pass the online SafeSport training
- Complete and pass the USAV Background Screening
- Pay Badger Region Officials ref/scorer fee of \$25 [2023 Ref Scorer Fee](#)
- Submit Independent Contractor and W9 forms to the region.
<https://badgervolleyball.org/independent-contractor-agreement-2/>
- Attend an in-person or virtual Officials clinic
- View the Badger Region required online USAV academy modules.
- Pass the written USA Volleyball referees test as defined by the referee's level of certification.
- Honor all verbal and written agreements for assignments and commitments made to the Badger Region.

It is also recommended that all officials:

- Officiate USAV Badger Region hosted events to the best degree practicable helping to meet Region needs.

Non-Badger Region officials are welcomed to complete the above steps to become assignable within Badger Region and USA Volleyball.

How To View Online Modules

- After getting USAV/Badger Region membership via the Badger Region website or a renewal notice via email, email Sara at sara@badgervolleyball.org to let her know you have secured a membership. She will then assign modules.
- Sign into Sports Engine
- Click on your icon or picture in the upper right hand corner
- Click on "my Sports Engine"
- Click on "household" left column
- Click on "view profile"
- Click on "view details"
- You will then see the USAV Academy blue button. Click it
- Modules will be listed in "my training"
- Launch and complete training

There are different minimum yearly modules and obligations based on the referee's level of certification, in addition to the above items listed

In-Training Referees (New)

- Must be at least 16-years-old
- Submit Officials Interest form <https://badgervolleyball.org/new-officials-registration-form/>
- Attend a Badger Region “new officials” zoom meeting
- Participate in an on-court observation for one set (scheduled by assignor)
- Work with an assigned Badger Region mentor (This is discussed in the new officials in-person meeting)

Provisional Referees

- Initial Requirement to obtain a Provisional patch: Pass an on-court observation for one full match (scheduled by assignor)
- Annual recertification requirements for Provisional Officials certification
 1. After certification, the Provisional referee will be entitled to wear the official Provisional patch and approved official’s uniform while officiating.
 2. The Provisional referee will have the opportunity to work assignments for approved volleyball competitions within the Badger Region from region designated assignor(s).
 3. U14 will be the highest age level officiated, unless Officials assignor and/or mentors determine a higher level.
 4. Practical ratings as a Provisional referee are valid for a period of one year, however, annual clinic attendance and a passing score (or corrections to 100) on the referee exam is required to maintain certification each year.
 5. Optional but encouraged: Work with an assigned Badger Region mentor throughout the season. To do this, please make a request to Badger Region Officials assignor

Regional Referees

- Maintain an annual Provisional Scorers certification
- Meet the requirements of USAV/ Badger Region as listed annually on the Badger Region Website.

Duties of a Regional referee:

1. After certification by the Referee Chair/Badger Region Officials Assigner, the Regional referee can accept assignments for sanctioned and other approved volleyball competitions within the Region from Region designated assignor(s). After certification by the Regional Referee Chair, the Regional referee will be eligible to wear the official USAV Regional patch while officiating at USA Volleyball-hosted events, and will be authorized to purchase and wear the official approved uniform for USA Volleyball referees.
2. Practical rating as a Regional referee is valid indefinitely however, an annual clinic attendance and a passing score on the referee and scorekeeper written tests is required to maintain certification each year.

National Officials - Junior National and National

National Officials should follow and meet all USAV National Official Requirements found on the USAV website (and updated annually), in addition to the items below:

1. Complete Badger Region recommended USAV modules
2. Attend annual Badger Region pre-season clinic (online or in person)

Junior National and National officials are an important resource in the Badger Region, as you have shown the dedication and commitment to advancing. You may be asked to assist in mentoring new officials in the Badger Region and sit in on advancement meetings/evaluations, in addition to other opportunities with the Region.

Uniform requirements

The Badger Region and USA Volleyball have the following guidelines for officials regarding uniforms. In-training and provisional officials should wear pure white collared shirts with no certified logo.

OFFICIAL UNIFORM FOR USA VOLLEYBALL INDOOR APPROVED REFEREES AND SCORERS

USAV polo-style shirt that is one of the three approved colors, with the following specifications:

- Approved official designation on the left sleeve (“Volleyball Certified Official”), which is protected by copyright.
- Long or short sleeves
- For matches played using USAV rules, the appropriate USAV patch is worn on the right side of the chest.
- Regarding the variations of uniform colors:
 - Each tournament can determine whether the referees must be in the same color.
 - Line judges and scorers do not need to match each other in color, nor do they need to match the referees.
 - The white shirt is the default, so all officials must own a white shirt.
 - Dark navy-blue slacks that are pressed and in good repair (not faded).
 - Black or dark navy blue leather belt (if slacks are made for a belt).
- Shoes and socks that meet the following specifications:
 - Clean, white athletic shoes
 - Non-marking rubber soles
 - No exposed “coils” (for example, the “Z-Coil” style)
 - All white socks, at least crew length
- Optional outerwear that may be worn while officiating a match, if permitted by the region or head referee
 - Sport-Tek ¼ Zip Sweatshirt - white, with approved official embroidered designation on the left sleeve (“Volleyball Certified Official”).
 - Also, a lightweight jacket - white, with approved official embroidered designation on the left sleeve (“Volleyball Certified Official”).
- Guidelines for wearing outerwear.
 - Both the fleece-cadet and the jacket will be worn with the uniform shirt following these guidelines:
 - If a certification patch is worn, it should be affixed in the right chest area.
 - Line judges and scorers do not have to match the referees regarding outerwear.
 - A uniform shirt must be worn underneath.
 - Zipper should be placed in an appropriate location to allow the collar to be worn “polo-style” (not zipped to the top).
 - Sleeves will not be pushed up.
 - Nothing stored in the pocket.

Other equipment for referees:

- Whistle attached to a lanyard
- Red and Yellow sanction cards concealed from view
- Timing device that can track seconds and minutes
- Ball gauge
- Ball pump
- Net measuring device
- Tossing coin
- Current USAV DCR (rulebook or link to online rulebook easily accessible)
- Line Judge Flags, when officiating with junior crew
- Blue/black pens and pencil
- White out/eraser/correction tape
- Extra scoring paperwork

ZebraWeb Assigning

Below is information you need to know to navigate the officials' assigning systems. Part of maintaining professionalism as an official is making the effort and taking the time to learn the assigning systems that affect assignments. Badger Region staff is available to assist in any questions you may have about assigning systems.

All assignments to Badger Region hosted events are made and confirmed through ZebraWeb, and occasionally AES, more on that below. An acceptance from any system other than ZebraWeb is a preliminary acceptance, and should not be considered final.

In order to be assigned, officials must enter their availability into ZebraWeb a minimum of 6-8 weeks in advance of tournaments. Officials are responsible to keep it updated at all times. Officials will start out the season BLOCKED for all dates from December 1-June 30. Officials must UNBLOCK the days you want to work. ***In other words, you will start the season as "busy" for all dates Dec. 1 to June 30. If you are available to work, you must manually declare that by unblocking your schedule. If you accept an assignment from outside of Badger Region or something comes up and you are unavailable to work, you must manually-reblock your schedule. Badger Region staff goes by these calendars when assigning events.***

If officials want to be considered to work a tournament listed in ZebraWeb, they should make sure they are AVAILABLE in ZebraWeb.

If officials are asked to work a tournament that is not hosted by Badger Region officials should REMOVE availability from ZebraWeb as soon as they accept that assignment.

All ZebraWeb assignments MUST be confirmed or turned back in ZebraWeb within 48 hours of assignment in order for the assigner to continue their assigning process in an efficient manner. A brief explanation must accompany all turnbacks in case there are circumstances that are unknown to the assigner. It is not possible for an official to be assigned unless they are available for that date. Badger Region-hosted events will be added to ZebraWeb in late fall, early winter, and all events in Badger Region will start to be listed in November of each year.

Officials are encouraged to block as many weeks or months as their schedules allow. Officials can always go back in and open any dates they like at a later point in time as circumstances change. If officials do not plan to work at any future Badger Region events, email sara@badgervolleyball.org to be removed from the system.

AES Assigning-

Badger Region uses AES as well as ZebraWeb as assigning systems for Badger Region Championships and the Badger Region Power League. AES allows officials to search for events and sign up through the AES platform. If an official is accepted to an event, it will alert that official with acceptance. Other events outside of Badger Region use AES as a way for officials to browse for other tournaments, qualifiers, etc.

Officials can go to the AES website and sign up for a profile. Once signed up follow the prompts to build an "officials profile" which will be visible to tournament directors once that official is signed up for their specific event.

Sanction Reporting Form

If you gave out a yellow or red card during a Badger Region hosted event that you were assigned to, the Badger Region staff would like to know about it in order to address it with the club. This is a good education tool to encourage a change of behavior, or at least shine a light on less-than-acceptable behavior or attention that is coming to the club based on behavior. Please submit the information on the Card Report Form Link. To submit a form, please click on the link [Card Reporting Form](#).

Referee Compensation

Minimum referee pay scale for tournaments hosted by Badger Region/USAV clubs or outside entities that are hosting through the Region (i.e. universities):

Referee Rating	1 Game To 15 Points	1 Game To 25 Points	Best Of 3 Games	Best Of 5 Games	3 Games To 25 Pts	1 Semi and a Final	2 Semis and a Final
1st Year	\$15.00	\$19.00	\$27.00	\$37.00	\$35.00	\$65.00	\$85.00
Provisional & Up	\$17.00	\$21.00	\$30.00	\$41.00	\$39.00	\$72.00	\$95.00

The pay scale for events hosted by Badger Region, including Badger Region Championships, Badger Region Power League, Dale Rohde Memorial Boys Tournament and Badger Region Qualifier are as follows for a per-match rate:

- In-Training - \$27.00
- Provisional - \$31.00
- Regional - \$33.00
- Jr National - \$36.00
- National - \$36.00

*While we acknowledge these rates are likely not as high as some for-profit events are paying, we are indeed a nonprofit organization and the funds that we collect from our events goes back into programming, training and providing opportunities across the state of Wisconsin.

Payment

Event directors should pay their officials within two weeks of the event. Please be sure to have a W9 with you the first time you work for a tournament director each year and confirm your address so that the check goes to the right place. If you have moved since the last submitted W9, please submit another one. If you have not been paid within three weeks of the event, please contact the tournament director, or if uncomfortable with this, please contact the Badger Region official's assignor and they will investigate.

For Badger Region events like Badger Region Championships, Dale Rohde Memorial, Qualifier and Power League, the Region offers electronic deposits through bill.com into your bank account. Please follow the instructions [here](#) and send the PNI that is given at the end of registration to Executive Director Jennifer Armson-Dyer at jarmsondyer@badgervolleyball.org in order to connect your account to the Badger Region account.

Hotel Policy

If an official is traveling to an event that is a distance of 60 miles or more one-way away from their home, they can get reimbursement for a hotel for up to \$100.00. This must be approved by Badger Region staff no later than 72 hours before the event

Mileage

The Badger Region does not provide a mileage payment for officiating. Please contact your tax professional to learn how to recoup those costs on your year-end tax filing.

Social Media / Communication Policy

Social media is prevalent in all forms these days, and officials must take care and understand the policies surrounding its usage. Officials should pay attention to the age of anyone they are messaging or communicating with, including but not limited to minor athletes or officials.

The Badger Region as well as USA Volleyball, the USOPC (the United States Olympic and Paralympic Committee) and the U.S. Center for SafeSport have a strict social media and communication policy, as outlined below:

- Electronic communication includes but is not limited to phone calls, video calls, texts, social media platforms (e.g., Facebook, Twitter, Instagram, WhatsApp, Snapchat, etc.), fitness applications, emails, and direct messaging that occurs between an adult participant and minor athlete(s) or participant(s)
- A parent/guardian, another adult family member of the minor, or another adult participant must be copied or included on any communication.
- This includes all communication initiated by a minor.
- Only electronic platforms that allow open and transparent communication can be used. This means that no “direct messages” should be sent to a minor, as those are private.
- All team communication or communications from an adult participant to more than one minor must copy or include another adult participant, or all the minors’ parents/guardians.
- All communication should be professional in nature.
- Organizations and adult participants must honor a parent/guardian’s request to discontinue communication with their minor, unless there is an emergency.

We understand and appreciate that many officials like to be personable with their work crews at junior events. Please have situational awareness of the topics that are spoken about, jokes that are told or any conversations that are had. It is a SafeSport violation as well as a violation of the Badger Region Ethics and Eligibility policy to tell an inappropriate joke to a minor, to show them an inappropriate meme or to send them an inappropriate social media post or message.

If you have any questions regarding the information found in this handbook, or any other information regarding officiating in Badger Region, please contact Sara Voigt at sara@badgervolleyball.org.

All Badger Region staff members can be reached via membership@badgervolleyball.org in order to facilitate quicker communication on questions.

All individual Badger Region staff and board members can be reached via their contact information on the Badger Region website, found here: <https://badgervolleyball.org/board-of-directors/>

We appreciate you becoming an official within the Badger Region and would love any feedback that you may have to improve the experience for officials or any participants at Region events.