



2024-2025

OFFICIALS' HANDBOOK

North Country Region Volleyball
4445 West 77th Street, Suite 237
Edina, MN 55435

952-831-9150

ncrusav.org

Travis Karlin, Officials Chair
Travis.Karlin@gmail.com

Christina Fiebich, Officials Coordinator
officialscoordinator@ncrusav.org





Welcome to USA Volleyball (USAV) and its affiliated association, North Country Region (NCR). This officials' handbook is a guide to USAV and NCR and provides detailed information regarding guidelines, procedures, and requirements for officiating with NCR.

NORTH COUNTRY REGION (NCR)

North Country Region Volleyball is a non-profit, membership organization. As one of 40 regions under the umbrella of USA Volleyball, which is the National Governing Body of Volleyball in the United States as designated by the United States Olympic Committee, North Country Region is the upper Midwest chapter of USA Volleyball. The Region serves as the foremost agency for junior and adult players, club directors and coaches, parents and spectators, officials and scorekeepers, sitting and sand with the intent of Growing the Game. High quality service with high quality experiences is the Region's operating standard.

For additional information regarding NCR, please visit our website: ncrusav.org.

NCR MISSION AND VISION

Mission: Service | Opportunity | Growth | Education | Safety

Vision: Volleyball for Life™: For all ages, skill levels and aspects both within and surrounding the game within Minnesota, North Dakota, South Dakota and the Upper Peninsula of Michigan.

NCR CONTACT INFORMATION

Office Address: 4445 West 77th Street, Suite 237, Edina, MN 55435

Office Phone: (952) 831-9150

Office Email: northcountryregion@gmail.com

Events, Tournament, & High Performance Director Phone: (952) 831-9150 x 6 (Beth Modaff)

Officials' Coordinator Email: officialscoordinator@ncrusav.org (Christina Fiebich)

Officials' Chair Email & Phone: officials@ncrusav.org or travis.karlin@gmail.com 612-807-7900 (Travis Karlin)

NCR/USAV MEMBERSHIP

All NCR officials who reside within NCR's geographical jurisdiction are required to be a member of NCR-USAV. Out of Region officials must register within the Region where they reside. NCR-USAV membership registration can be found here: [NCR-USAV Membership](#).

BACKGROUND SCREENING POLICY

All adult officials are required to have a background screening through USAV. USAV will not accept a background screen that is completed outside of the organization. Such a policy better ensures that adult members working with minor age athletes have been thoroughly vetted at a consistent, high standard across all Regions.

Updated Background Screen Policy: Beginning with the 2020-2021 season, background screens will be required yearly. This is a United States Olympic Paralympic Committee (USOPC) policy for all National Governing Bodies which requires full background screen yearly.

SAFESPORT TRAINING

SafeSport is a required training for adults who have regular contact with amateur athletes who are minors, and/or have regular contact with or authority over an amateur athlete who is a minor. The training must be completed before regular contact with an amateur athlete who is a minor begins, including officiating any matches or participating in any on-court training. All adult members must complete the SafeSport Core training initially. A 30-minute Refresher course is available in subsequent years with Core training being required again every few years. This training is available to USAV-NCR members for free.

Paid officials who are 16 and 17 years of age are also required to complete SafeSport training prior to any regular contact with an amateur athlete who is a minor begins; however, parental consent must be given for the course to be issued. The parental consent form can be found here: [SafeSport Parental Consent Form](#).

INDEPENDENT CONTRACTOR AGREEMENT

Officials who are certified by North Country Region/USA Volleyball are not employees of NCR or USA Volleyball. All officials serve as independent contractors when officiating at NCR/USAV sanctioned events. The term as an independent contractor lasts for one year and must be annually renewed.

As independent contractors, officials are responsible for maintaining appropriate financial records for tax filing purposes. NCR will issue an IRS Form 1099-MISC to officials who are paid more than \$600 in a calendar year. Since officials are independent contractors, NCR officials are not entitled to benefits, including workers' compensation or unemployment. As current members of NCR/USAV, officials are covered by USA Volleyball's liability and secondary health insurances during NCR/USAV sanctioned events. NCR is not obligated to guarantee a minimum number of officiating assignments.

PAYMENT IDENTIFICATION

Officials must have either an accurate IRS Form W-9 on file at the NCR office in order for payment to be issued OR include their Social Security number on the Sign-Off Sheet at each NCR event. IRS Form W-9 can be found here: [IRS Form W-9](#).

OFFICIATING UNIFORM AND EQUIPMENT

- USAV Certified Officials Polo: red, white, or blue OR Certified Officials Polo: white, blue or gray or any NCR Officiating Polo.
- Navy Slacks (polyester or wool blends preferred over cotton)
- White Crew-length or longer socks
- White Shoes (with no or as little colored accents as possible)
- Black or Navy Belt
- Certification Patch (if applicable): worn on chest in front of right shoulder. May be worn in the center of the chest or on the left shoulder so as to not cover a sponsor logo.

***NCR Event Uniform Modifications for Apprentice and Provisional Officials:** Plain polo shirt (any color), dark pants in good repair, clean shoes in a reserved color (ie. white or black). No patch is required.

Minimum Equipment Needed: Whistle with lanyard, flipping coin, timing device (digital watch preferred), Yellow/Red card

Additional Recommended Equipment: Net chain and/or tape measure, ball pump and pressure gauge, line judge flags, small referee bag to hold items, USAV current rule book (digital is ok).

ANNUAL ONLINE OFFICIATING TRAINING

New, Provisional and Regional officials are all required to complete online training and certification/recertification through USA Volleyball **yearly**. Detailed instructions on how to register for the online training can be found here: [Online Officiating Training Registration](#).

CERTIFICATIONS OF OFFICIALS

National Referee

A National referee rating is awarded by USA Volleyball at a USA Volleyball National Championship event or other designated national rating site.

- After USA Volleyball National referee certification, you will be able to wear the official USA Volleyball National referee patch while officiating at USA Volleyball-sanctioned events.
- A USA Volleyball National referee is qualified to officiate USA Volleyball-sanctioned competition within all USAV regions and is qualified to officiate at the USAV Boys and Girls Junior National Championships and the USA Volleyball Open Championship.
- Certification as a USA Volleyball National referee is valid for a period of five (5) years. To maintain certification, the referee must complete the following:

Requirements to obtain a National referee certification are stated in the USAV guidelines which can be found here: [USAV Referee Certification Guidelines](#). Applications are due by Feb 12th 2025 to the National office and certification will take place at 2025 Girls 18s JNC in Salt Lake City, UT April 24-27. NCR will reimburse candidates for their application fees, please contact the Officials Chair for instructions. NCR does not reimburse for travel or other expenses associated with your candidacy. If you are having financial trouble, please reach out to the Officials Chair.

Junior National Referees who wish to apply for National Referee should indicate their interest by December 31st, 2024 by filling out this form: <https://forms.gle/YRdvHUpBYtrbDeqA9>

This will allow the NCR Training Team and Official's Chair to ensure you have the opportunity and training needed to get you ready for your candidacy.

Junior National Referee

A Junior National referee rating is awarded by USA Volleyball at the USA Volleyball Girls' Junior National Championships or other designated national rating site.

Responsibilities and Opportunities

- After USA Volleyball Junior National referee certification, you will be able to wear the official USA Volleyball Junior National referee patch while officiating at USA Volleyball-sanctioned events.
- A USA Volleyball Junior National referee is qualified to officiate all USA Volleyball-sanctioned competition within any of the USA Volleyball regions, including qualifiers and National competitions, and is qualified to officiate at the USA Junior National Championships and the USA Volleyball Open Championship.
- Certification as a USA Volleyball Junior National referee is valid for a period of five (5) years. To maintain certification, the referee must complete the following:

Requirements to obtain a Junior National referee certification are stated in the USAV guidelines, which can be found here: [USAV Referee Certification Guidelines](#) The Junior National Candidate application material must be uploaded into the USA Volleyball Academy by **Tuesday April 1, 2025 at 11:59 PM Pacific Time**. PDF format is no longer required. Certification will take place at GNJC in Dallas, TX June 25-July3. Candidates are required to attend a candidates meeting on Saturday June 29th at 7:00pm at the playing venue. NCR will reimburse candidates for their application fees, please contact the Officials Chair for instructions. NCR does not reimburse for travel or other expenses associated with your candidacy. If you are having financial trouble, please reach out to the Officials Chair.

Regional Referees who wish to apply for Junior National Referee should indicate their interest by December 31st, 2024 by filling out this form: <https://forms.gle/YRdvHUpBYtrbDeqA9> This will allow the NCR Training Team and Official's Chair to ensure you have the opportunity and training needed to get you ready for your candidacy.

Regional Referee

A Regional referee rating is the highest level USA Volleyball certification North Country Region can award to an official. This rating is awarded to a person who has held a Provisional certification for at least one season, preferably two, and who has met the minimum standards for Regional referees as noted below:

- Must be a current USAV member.
- Has a clear current USAV background screening.
- Has current SafeSport training certification.
- Serve a minimum of one year as a Provisional referee or have a direct recommendation from the NCR Officials Chair or NCR Training Team member
- Attend a referee clinic (in person, virtual, or recorded on-line) as scheduled by the NCR Officials Chair or USA Volleyball Officials Development
- Complete online Officiating Training – Regional as assigned
- Complete the USAV Online Examination (included in Officiating Training) by February 1st, 2024
- Completes On-Court training with the NCR Training Team once per two-year cycle (There are two cycles per Olympiad. The current Olympiad began following the 2024 Summer Olympic Games, so this is the first year of the next NCR cycle) and receive a recommendation for Regional certification
- Completes requirements for Regional Scorer
- Technical Requirements:
 - Has strong knowledge of the rules, mechanics and techniques for both R1 and R2, including R2 transition consistency and correctness
 - Shows awareness of rotational faults and back row faults, including libero rules
 - Exhibits match and bench control/awareness
 - Time management (warm-ups, timeouts, between sets)
 - Correctly administers timeouts, substitutions, and sanctions
 - Utilizes correct signals/mechanics. Signals and whistle are crisp, clear, and sharp
 - Wears official uniform and has the basic tools of a referee
- Exemplifies attention to professional detail: demeanor, attitude, appearance, teamwork, time management

Provisional Referees who wish to apply for Regional Referee should indicate their interest as soon as possible by filling out this form: <https://forms.gle/Vh6xDG9JLJGJZKcf7>

This will allow the NCR Training Team and Official's Chair to ensure you have the opportunity and training needed to get you ready for your candidacy.

Provisional Referee

A Provisional referee rating is a mid-level USA Volleyball certification for referees. This rating is awarded to a person who has met the following minimum standards for referees.

- Must be a current USAV member.
- Has a clear current USAV background screening.
- Has current SafeSport training certification.
- Has served one year as an Apprentice or Junior referee, or have the recommendation from a member of the NCR Training Team
- Complete online Officiating Training – Provisional
- Complete the USAV Online Examination (included in Officiating Training) by February 1st, 2024
- Completes On-Court training with the NCR Training Team once per two-year cycle (There are two cycles per Olympiad. The current Olympiad began following the 2024 Summer Olympic Games, so this is the first year of the next NCR cycle) and receives a recommendation for Provisional certification
- Technical skills:
 - Possesses general knowledge of the rules, mechanics and techniques used by USA Volleyball officials
 - Uses whistle to correctly start and stop play, with appropriate and recognizable signals
 - Awareness of net and centerline violations
 - Beginning understanding of rotational faults, back row awareness, and libero rules
 - Handles basic match administration, including delays and sanctions as appropriate
 - Understands the basics of transitioning and positioning as an R2.
 - Has basic knowledge of the use of the USAV scoresheet and libero tracking sheet

Apprentice (New) Referee

An Apprentice referee rating is the entry-level USA Volleyball certification for referees. This rating is awarded to a person who has met the following minimum standards for referees.

- Must be a current USAV member
- Has a clear current USAV background screening
- Has current SafeSport training certification

- Complete online Officiating Training – New Referee
- Complete the USAV Online Examination (included in Officiating Training) by February 1st, 2024
- Possesses basic knowledge of the rules, mechanics and techniques used by USA Volleyball officials.
- Must be 16 years of age

Junior Referee

A Junior referee rating is a certification for USA Volleyball referees who are under 18 years of age and wish to participate as paid officials at USA Volleyball sanctioned events. This rating is a rate way to build confidence, leadership skills, and improve your volleyball IQ, while earning some money.

- Must be a current USAV member
- May complete SafeSport training with parental consent, but not required
- Complete online Officiating Training – New Referee
- Complete the USAV Online Examination (included in Officiating Training) by February 1st, 2024
- Recommended to complete On-Court training with the NCR Training Team once per two-year cycle (There are two cycles per Olympiad. The current Olympiad began following the 2024 Summer Olympic Games, so this is the first year of the next NCR cycle) and receives a recommendation Junior Referee
- Request certification as a Junior Referee from the officials chair at: officials@ncrusav.org or travis.karlin@gmail.com
- Certified Junior Referees will receive a patch once they are available (expected sometime in 2024-2025 season) and a green colored lanyard to help identify them to participants and spectators. This is consistent across sports where a green lanyard is used to indicate an official under 18.
 - Green = Under 18 → These referees are gaining experience and developing their skills.
 - Be Kind & Encouraging → Just like athletes, officials need time to grow and improve.
 - Veteran Referees: Be a Mentor → Help guide and support younger referees to build their confidence.
 - Coaches & Spectators: Set the Example → Respect goes both ways—keep the energy positive and constructive!

In Good Standing policy:

The RVA (Regional Volleyball Association) has a policy that all volleyball officials (referees & scorers) are to remain in “Good Standing” within their region. The regional Officials Chair sets up this policy. It is the responsibility of the Officials Chair to aid officials in maintaining their “Good Standing” status. Along with the standards of the USAV National Office, each region has set its own “Good Standing” policy. In order to maintain your certification as an official, both levels of “Good Standing” will need to be satisfied. The Official’s Chair has set up a “Good Standing” policy. It is listed below. Some of these requirements are also national standards. This policy is in place to alleviate problems that may arise from any misunderstanding by officials regarding their responsibilities to this region.

These standards apply to all certified and registered officials within North Country Region. Jr. National and National officials cannot have their status removed by the Officials Chair, they are still subject to the Good Standing policy. Members who are not in Good Standing are subject to disciplinary action as detailed below. NCR will enforce or abide by any disciplinary action mandated by another RVA or the National Office. Members may appeal to the Officials Chair or follow NCR standards for appealing a decision.

- 1) Membership requirements – If membership, Safe Sport, or background screen is not completed by the deadline, region certifications may be suspended and the member placed Not in Good Standing.
- 2) If coursework is not completed, you will not be able to attend Regional or National Qualifiers or any National events.
- 3) If coursework and training requirements are not completed by the end of the season, the official will be placed on probation. Failure to complete requirements by the following season will result in the member placed Not in Good Standing, and their certification will be revoked.
- 4) All NCR Provisional and above officials must work at least one NCR Event, a USAV National Event, OR conduct an NCR Junior or Adult Clinic, or serve as a JOT or referee trainer every certification year to maintain their status.

- 5) If work requirements are not met, and a sabbatical or other consideration was not requested, the official will be placed on one-year probation. If requirements are not met in a second year, the certification will be suspended.
- 6) If training requirements are not met, and a sabbatical or other consideration was not requested, the official will be placed on one-year probation. If training is not completed in the second year, the certification will be suspended.
- 7) All officials must adhere to the code of conduct, dress, and professionalism set forth by the USAV Association listed in the rulebook, guidebook, and NCR Officials' Handbook. Code of Conduct and professionalism violations may result in immediate suspension of USAV membership. The official may be placed in Not in Good Standing status.

Expired Certifications

Certifications that have expired or have been revoked, and a sabbatical or other consideration was not requested, will have no referee certification. They will be granted an Apprentice level certification when they complete those requirements. Officials who have had their certification revoked or expired, may waive the time-in-position requirements. Officials with expired or revoked certifications may request a training and evaluation from the Officials Chair.

Sabbatical

Any official encountering unusual difficulty in meeting the attendance and work requirements may request a sabbatical. National officials should follow the procedures outlined in <https://usavolleyball.org/resources-for-officials/indoor-referees/>. Regional and below officials should request directly to the Officials Chair.

EVENT ASSIGNMENTS

North Country Region Events

- NCR Boys Smashanova (Woodbury), Dec 16 & 17
- NCR Boys Winter Warm-Up (Woodbury), Jan 13 & 14
- NCR White Tornado Classic (Blaine & St. Cloud), Jan 27 & 28
- Northern Lights Qualifier 15, 17, 18 (Minneapolis CC) Jan 26-28
- NIKE Ace of Clubs Volleyball Festival* (Minneapolis CC) Feb 10-11
- NCR Girls Region Qualifier (Woodbury), Mar 9-10

- NCR Shamrock Shenanigans (Shakopee), Mar 16-17
- March Melee (Rosemont, Woodbury), Mar 23-24
- Northern Lights Qualifier 11, 12, 13, 14, 16 (Minneapolis CC) Mar 22-24
- Volleysaurus (South Dakota), Apr 13-14
- NIKE The Finale* (Minneapolis CC), Apr 27-28
- ND Area Championships (Fargo, ND) May 4-5

For all NCR events, assignments are requested and confirmed through Advanced Event Systems ([AES](#)). Registrations for officials will be confirmed as soon as possible. Total number of officials is dictated by team registrations, but you will receive information if you are confirmed or not for that assignment. Detailed schedules are sent out the week of the Event. For instructions on how to register in AES go here: [AES Registration Instructions for Officials](#).

For Northern Lights Qualifier, register here: [Officials Registration for NLQ events](#)

All officials are responsible for arriving at the designated location and being ready to perform their officiating duties at least 30 minutes prior to the start of their first scheduled match. Officials provide their own transportation to and from Events.

RELEASE FROM ASSIGNMENT

- **EVENT CANCELLATION**
 - When an official is notified of cancellation prior to an event, the official is not compensated for scheduled matches at that event.
- **MATCH FORFEIT**
 - When an official is notified of the forfeit less than 30 minutes prior to the match, the official will be compensated for that match.
 - When an official is notified of the forfeit at least 30 minutes prior to the match, the official is not compensated for that match.
- **CANCELLATION BY AN OFFICIAL**

- Officials who no-show or cancel within one week of an event for non-emergent regions will significantly hinder their further officiating opportunities within North Country Region.

FEES/COMPENSATION

NCR-USAV OFFICIALS 2024-2025 INDOOR PER MATCH PAY SCALE			
Official Level	NIKE Ace of Clubs Volleyball Festival & Region Qualifier and NIKE The Finale	NCR Region Events	3 Sets to 25
New	\$45.00	\$30.00	\$37.00
Provisional	\$45.00	\$34.00	\$42.00
Regional	\$45.00	\$38.00	\$47.00
Jr. National	\$45.00	\$40.00	\$49.50
National	\$45.00	\$45.00	\$55.00

- North Country Region is unable to issue payment until a completed [W9](#) (or SS# provided on Sign-Off Sheet at each event) and a current [Independent Contractor Agreement](#) are on file.
- At each NCR Event, officials will receive a Sign-Off Sheet which must be completed, signed and turned into the site director to verify matches worked.

REGIONAL TRAVEL POLICY

- Officials are responsible for all travel expenses to and from events.
- Clinicians who travel greater than 100 miles round trip to facilitate an NCR In-Person Clinic will be compensated for mileage > 100 at the standard IRS mileage rate.

INCIDENT AND INJURY REPORTS

Any incident which includes, but is not limited to, damage to property, conduct violations by players, coaches, spectators will be reported ***in detail*** to the NCR Executive Director on the next business day following the event. These reports must be in writing and can be done by memo or email message.

Any incident which involves a physical injury will be reported to the NCR site director the day of the event so appropriate paperwork can be complete by all parties.

Any incident in which Fire, Rescue, Police or Ambulance are summoned to a playing venue should be reported immediately to ***the NCR Executive Director***.

PROMOTION TO NEXT CERTIFICATION LEVEL

Officials who would like to be considered for promotion to the next certification level should indicate their interest as soon as possible by filling out this form: <https://forms.gle/Vh6xDG9JLJGJKcf7>

This will allow the NCR Training Team and Official's Chair to ensure you have the opportunity and training needed to get you ready for your candidacy. Training and reviews for promotion and recertification will only occur at USA Volleyball sanctioned events.

APPLICATION FOR JUNIOR NATIONAL REFEREE OR NATIONAL REFEREE/SCORER CANDIDATES

All potential candidates must complete the entire application form which can be found on the [USA Volleyball website](#) under Levels of Indoor Refereeing. This completed form and a completed score sheet (with a deciding game included) must be sent to the Officials Chair by January 31st to be considered a potential candidate from North Country Region. *Interested candidates must notify the Officials Chair by December 31st of their interest to submit an application.*

Junior National Referee Certification Process

- Be an active officiating member of NCR in good standing for three (3) years.
- Attend/officiate a USAV out-of-region tournament within two (2) years of application.
- Request in writing to be rated/evaluated by the Officials Chair or designee by December 31st of the current season by completing the NCR Officials' Promotion Application
- Follow the USA Volleyball requirements for application. <https://usavolleyball.org/resources-for-officials/indoor-referees/>

National Referee Certification Process

- Be an active officiating member of NCR in good standing
- Be a certified Junior National Referee or a PAVO National Referee
- Request in writing to be rated/evaluated by the Officials Chair or designee by December 31st of the current season by completing the NCR Officials' Promotion Application

- Follow the USA Volleyball requirements for application <https://usavolleyball.org/resources-for-officials/indoor-referees/>

National Scorer Certification Process

- Be an active officiating member of North Country Region in good standing for three (3) years.
- Request in writing to be evaluated by the Scorer Chair or designee by December 31st of current season by completing the NCR Officials' Promotion Application
- Follow the USA Volleyball requirements for application <https://usavolleyball.org/resources-for-officials/indoor-referees/>

HAVE A GREAT SEASON!

THANK YOU

NorthCountry
REGION VOLLEYBALL

 **FFICIALS**

*for all you do to support and grow the game of
volleyball – you are appreciated!*