



Smashanova

Tournament Procedures Reference Guide

This document is for officials at the 2026 NCR Smashanova. Please keep a copy of this document courtside, either in printed or digital form so you can reference as necessary.

Topic	Tournament Procedure/Information
Official's Lounge	Ask the Site Director at the front table upon arrival.
Site Director Desk	Pick up/turn in the scoresheets.
Officials' Check-In Procedures	Check-in with the Site Director at the Site Director desk on Saturday morning at least 45 minutes prior to your first scheduled match.
Officials' Check-Out Procedures	<ul style="list-style-type: none"> ● Check out with the Site Director and sign a paysheet. ● Confirm total matches and match position (2/3 vs 2 sets only vs mandatory 3 sets).
Arrival at Playing Site	<ul style="list-style-type: none"> ● Be at the playing site in complete uniform at least 45 minutes prior to the first assigned match. ● Be at court or picking up scoresheets at least 30 minutes before match time. ● If court is running very late, inform site director.
Match Assignments	<ul style="list-style-type: none"> ● NCR Smashanova Officials Schedule [check assignments carefully] ● Changed only by head referee. ● Notify head referee of tie-breakers right away. ● If assignments change due to courts running late, consult assignor or head referee right away. · If replacement referee sent to your court, replacement referee keeps the match. ● Do not miss a match assignment.
Match Responsibilities	<p>First referee:</p> <ul style="list-style-type: none"> ● Pick-up game ball and scoresheet(s) at Site Director desk (unless on court from previous match) ● Enter results of match right after the end of the match. Check live tournament schedule for website and password for mobile entry through your phone. ● After last match, return equipment to site director desk (game ball, folder, pens/pencils, line judge flags, towel, court number). · Leave flip boards on court.
Match Start Times	<ul style="list-style-type: none"> ● First match of waves may not start early. ● Other matches may start 15 minutes before scheduled start time (timed warm-ups may begin up to 25 min before match time) if ALL participants (including referee) agree. ● Last match of wave may start more than 15 minutes early if ALL participants agree.

	<p><u>First Match of Day</u></p> <ul style="list-style-type: none"> • Conduct captains meeting. • Start timed warm-ups.
Forfeits	<p><u>Insufficient Players</u></p> <ul style="list-style-type: none"> • Call head referee when team/player is missing. • Head referee should be there when the first set is forfeited at actual match time. • Forfeit second set 10 minutes after first set.
Expulsions/ Disqualifications and Unusual Situations	<ul style="list-style-type: none"> • Send responsible person to Site Director to contact head referee for all expulsions and disqualifications. Don't delay match! • Inform head referee at conclusion of match for all red cards.
Scoresheet Procedures	<ul style="list-style-type: none"> • Prior to the match: Check header and ensure referee names are correct. • After each set: be sure winning/losing teams, scores, and results sections are all accurate. • End of match: Add scorer and first referee signatures.
Benches - General Rule	<ul style="list-style-type: none"> • Maximum of 15 players and 3 bench personnel (must be adults) • Be sure to identify head and assistant coaches, and introduce yourself • Call head referee early for issues
Unusual Situations During Play	<p><u>If Spectator Issues Arise</u></p> <ul style="list-style-type: none"> • Referee sends person to Site Director desk. • Site Director with assistance of NCR staff will address. • Do not delay the match.
Match Warm-Ups	<ul style="list-style-type: none"> • ALL MATCHES <ul style="list-style-type: none"> ◦ 2 minutes shared court. ◦ 4 minutes, serving team. ◦ 4 minutes, receiving team. • Captains meeting before or at the start of shared court; assign heads and tails. • Off team at bench or shagging for opponent. <ul style="list-style-type: none"> ◦ No ball handling • Players may not wear unauthorized devices (headphones, etc.). • Only USAV members on playing surface.
Match Protocol	<p><u>End Line Presentation</u></p> <ul style="list-style-type: none"> • First referee on stand. • Second referee (coach) at the score table. • Protocol for finals may be different; further instructions prior to matches.
Player Uniforms	<p>Jerseys must be identical with legal numbers.</p> <ul style="list-style-type: none"> • Sleeve length may differ. • Manufacturer's logo on shorts may differ. <p>Numbers centered right to left on the front and back.</p> <ul style="list-style-type: none"> • Minimum 4" on front. • Minimum 6" on back. <p>Get assistance from NCR Staff on-site before forfeiting or defaulting a set or match due to a uniform issue.</p>
Libero Jersey	<p>Must be clearly contrasting.</p> <ul style="list-style-type: none"> • If not, ask coach for another jersey option.

	<ul style="list-style-type: none"> Do not delay match searching for contrasting jersey or awaiting head referee opinion. If not contrasting, head referee will make a determination if Libero may play in that jersey.
Rule of Play	<ul style="list-style-type: none"> Current USAV Rule Book is used. Best of 3 sets unless noted in Tournament Guide Addendum. Format Clarifications for this event (noted on schedule) <ul style="list-style-type: none"> All matches are Best 2/3
Prolonged Match Interruption	<p>Set resumes at point of interruption. No set is started over.</p> <p><u>Less than 10 minutes</u></p> <ul style="list-style-type: none"> No warm-ups. <p><u>10-30 minutes</u></p> <p>Maximum warm-up (can be less if both coaches agree)</p> <ul style="list-style-type: none"> 3 minutes serving team 3 minutes receiving team <p><u>More than 30 minutes</u></p> <p>Maximum warm-up (can be less if both coaches agree)</p> <ul style="list-style-type: none"> 2 minutes shared court 3 minutes serving team 3 minutes receiving team.
Officiating Teams	<p>Report to referees by start of timed warm-ups.</p> <ul style="list-style-type: none"> Full officiating team is 6 people. Must report by start of receiving team's warm-up. · Rostered adult MUST be <u>either</u> R2 <u>or</u> at score table to assist with officiating duties. If adult serving in one of the positions at the score table, then complete officiating team is 5. · If missing, check with site director; team may be coming from other court. · Note late work team on score sheet and notify head referee immediately. Penalty: 1 point per minute up to 25-0 forfeit of first set. Match cannot start early if officiating team is not present. No unauthorized devices while officiating the match.
Protest Procedures	<p><u>Prior or concurrent to first serve of match</u></p> <ul style="list-style-type: none"> Second referee to site director to report protest has been filed. Indicate whether rules or scoring protest. Second referee returns to court. Site Director contacts head referee while at court to discuss and resolve issue. <p><u>Once play has begun</u></p> <ul style="list-style-type: none"> Match suspended. First referee gets off stand. Send responsible party site director to report protest has been filed. <ul style="list-style-type: none"> Do not call head referee on mobile. Indicate whether rules or scoring protest. Wait without discussion for Site Director with Head Referee to arrive, hear protest, and resolve issue. <ul style="list-style-type: none"> Answer questions from protest committee honestly and succinctly. Goal is to get call right for the players. After protest resolved, finish refereeing match; further discussion with head referee may be appropriate. Protest recorded on score sheet only to show the reason for delay to the match.

Logistics	Do not clean up blood on the court; call for assistance from trainer.
Officials Uniform	<p><u>Modified Uniform allowed for new officials</u> For newer referees, the following accommodations are allowed at NCR events:</p> <ul style="list-style-type: none"> • Polo shirt - can be a plain polo (any color). • Pants should be a clean dark color - NO LEGGINGS • Shoes should be clean. Preferred colors that are reserved, such as plain black, white, etc. • No patch is needed. <p><u>Referee Equipment at a minimum, the following is required</u></p> <ul style="list-style-type: none"> • Whistle with lanyard • Timing device (watch preferred) • Flipping coin (we will provide this onsite) • Yellow/Red card (we will provide these onsite if needed) <p>NCR quarter-zip jackets, full zip jackets, and polos may be worn as part of the official uniform at NCR hosted events!</p>
Head Referees and Tournament Staff	<p>On-Call Head Referee: Christina Fiebich • 651-210-0558 On-Site NCR Rep: Laura Bush • 952-831-9150 x1</p> <p>Report ALL issues by going in-person to the site director desk or send a responsible person.</p> <p>NO TEXTS! Provide the following information AT ALL TIMES</p> <ul style="list-style-type: none"> • Court Number • Reason for text
Payment	<p>Payment made directly by NCR.</p> <ul style="list-style-type: none"> • Official must complete NCR Independent Contractor Agreement and complete Officials Pay Sheet. • Option to set up Direct Deposit Authorization