

Professional is vital to everyone's success. As the season begins, I hope that each of you will focus on the task at hand and work towards making the upcoming season successful..

1. **Appearance and Uniform.** It is highly recommended that you wear at least business casual to the facility, dressy would be preferred. Jeans, sweats and most shorts would be inappropriate.

Please make sure the uniform is neat and in good repair. Either official can wear any combination of long/short sleeves, vest, &/or sweater. The other official does NOT need to duplicate. Ensure that you have blue pants, the PAVO approved shirt, white shoes, black/blue belt, etc. Check the rulebook if you need additional information regarding uniform attire.

2. **Match Reports.** For all institutions site reports are required and need to be filled out on a weekly basis. For all institutions make sure that your report any serious situations immediately on your match reports. All red card behavior issues need to be reported on your match report. Also, let me know if things went exceptionally well so I can recognize and applaud outstanding match administration or behavior. I would also like to start cataloguing unusual match/site issues. These reports are not optional, they are required. Please be thorough.

3. **Contact Procedure.** 1st Official contacts the 2nd Official at least **ONE** week prior to the assignment. Please confirm date, site, time and expected arrival time to the match. Please also exchange phone numbers (cell if possible) and carry these the day of the match. You may also want to check each school's website to confirm dates and times. The contact can be done via email or telephone as long as there is a **RESPONSE** from your partner, please read emails thoroughly. If the 2nd Official does not hear from the 1st within 5 days of the match, please initiate the contact and copy me! **This procedure is not optional, it is required.**

The 1st Official must contact the school, preferable the volleyball coach or a member of the volleyball coaching staff. This must be complete no later than four (4) days prior to the scheduled match. You must confirm your match time and assignment with them. If the volleyball coach is not available, leave a message in their voice mail and then contact someone in the athletic office to confirm arrangements. THIS PROCEEDURE IS NOT OPTIONAL!!! PERIOD!!!

4. **Arrival Time.** Please be in the locker room /facility no later than one hour prior to match time. Late arrival causes unnecessary stress and is a serious breach of the official's obligation. Be proactive concerning travel issues. If an official is late, it should be reported on both match reports, the offending officials' as well as the non-offending officials' reports. Habitual tardiness will not be tolerated and may be grounds for having your matches re-assigned. If your partner has not arrived by 45 minutes prior to match, please alert the administrator, try to CALL your partner. Remember to carry these necessary phone numbers. You should be able to secure all information from the school's website in case of emergency.

5. **Post-Match Meeting, including Line Judges and Scorers** (voluntary, but strongly encouraged)

1st Official debriefs crew in a positive, constructive manner. Please be brief with the line judges and scorers and let them leave if necessary.

Summary should include:

- a. Review of the contest administration
- b. Crowd/player/coach behavior
- c. Unusual or controversial contest situations, rule interpretations

1st & 2nd discuss the site report and both file.

6. I know some of you like to carry scoresheets etc. to your matches; they can be downloaded at - <http://www.pavo.org/49170-All.pdf>

“Attention to details” is the main theme this year. The rulebook is pretty detailed, the Guidebook gives good guidance.

PLEASE:

- know the rules
- apply the rules within "spirit and intent" philosophies
- strive for perfection
- allow for the human factor, but recover quickly
- know all protocols & use proper signals
- file in a timely fashion all appropriate reports
- uphold the highest standards of professionalism
- be the partner that you would like others to be

We all have a well-defined job to do, so let's "just do it"!!

There have been varying degrees of effort in the pursuit of excellence; let's continue to narrow the gap.