



Officials Handbook

2025-2026 Season

KEYSTONE REGION OF USA VOLLEYBALL

PO BOX 3234

Allentown PA 18106

610-223-2288

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

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Purpose:

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

Officials Development Team

Neal Kenzakowski - referee@krva.org

Glenn Reid - greid969@gmail.com

Dave Jones - krvaofficials@gmail.com

Trish Hoover - KRVAofficiating@gmail.com

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 Keystone Region. For information on advancement, contact Dave Jones at krvaofficials@gmail.com.

- 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
- View the Keystone 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 Keystone Region.
- It is also recommended that all officials: Officiate USAV Keystone Region hosted events to the best degree practicable helping to meet Region needs.

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

How To View Online Modules

After getting USAV/Keystone Region membership via the Keystone Region website, you will then be assign modules which can be found in your sportsengine account.

1. Sign into Sports Engine
2. Click on your icon or picture in the upper right hand corner
3. Click on "my Sports Engine"
4. Click on "household" left column
5. Click on "view profile"
6. Click on "view details"
7. You will then see the USAV Academy blue button. Click it
8. Modules will be listed in "my training"
9. 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-Good-Standing Policy

The criteria listed below must be met on an annual basis. If a referee cannot meet these criteria, he or she may apply to the Officials Chair for a one-season waiver to become inactive, which will not be unreasonably withheld.

- Annual USAV Full Membership
- Annual USAV background screen
- Annual Safesport Training
- Completion of all required USAV modules assigned by Keystone Region
- Conduct themselves with an appropriate level of professionalism and are not under review or hold sanctions from the Keystone Region
- Official has been assigned to and has or will be working two separate Keystone Region-hosted events or other single day-approved events.

If an official does not officiate at least two Keystone Region tournaments in a season, they will be considered to have been inactive for that season (and until they have officiated a tournament in a subsequent season). If an official is inactive for two successive seasons, the official will be required to repeat the certification process, beginning with clinic attendance and practical evaluation before being reinstated and officiating for the Region again.

Good standing for advancement

To be considered for advancement AND in good standing in the Keystone Region, the referee must meet the criteria outlined below. If a referee cannot meet these criteria they will not be eligible for advancement.

- Annual USAV Full Membership
- Annual USAV background screen
- Annual Safe Sport Training
- Official has been assigned to and has or will be working two separate Keystone Region-hosted events or other single day-approved events.
- Official must be in good standing for one full season before they can be considered eligible for advancement.
- Conduct themselves with an appropriate level of professionalism and are not under review or hold sanctions from the Keystone Region

Rationale

- Important in order to prevent officials from just using the region to become certified and not officiate region events.
- Perception is that our officials pool increases but the number of “assignable officials” does not.
- Help the region retain officials to use in region events
- Officials Evaluations can only be scheduled for those officials working Keystone Region sanctioned events. Evaluations can be scheduled for officials during these events to help make those officials better. All evaluators are scheduled by the region and paid for by the Keystone Region. Our goal is to make our region officials better and help them towards advancement.
- This is common in most regions and helps unify policies region to region.

Provisional Referees

Provisional Official certification is an entry-level USA Volleyball certification for officials. A Provisional Referee has demonstrated and successfully applied volleyball rules and refereeing mechanics. This is a developmental level but can be permanent if an individual is unable to advance further or does not desire to advance further. Provisional Referees are assigned to matches appropriate to their skill level. This certification is awarded to a person who has met the minimum standards, as well as the following:

- Proper professional demeanor and skill as a first official
- Second official: Exhibits basic understanding of responsibilities and performs common duties efficiently
- Expanded rules knowledge including back-row player identification
- Basic awareness of net and centerline violations
- Aware of basic alignment and overlap issues
- Ability to start and stop play with correct whistle usage
- Use of recognizable signals
- Basic awareness of ball handling and use of whistle for throws and doubles
- Handling of basic match administration
- Fully understands and applies individual sanctions; shows a basic understanding of delay sanctions
- Proficient with scoring and Libero tracking systems
- Demonstrates reasonable match control for 16-, 17- and 18- American or Club competition

To Become Certified: Pass (2) separate on the court evaluations, as both a first and second official

Annual Recertification Requirements:

- After certification, the Provisional referee will be entitled to wear the official Provisional patch and approved official's uniform while officiating.
- The Provisional referee will have the opportunity to work assignments for approved volleyball competitions within the Keystone Region from the assignor.
- Pass (1) one on-court evaluation every year, as both a first and second official
- Optional but encouraged: Work with mentors and experienced officials. You can ask to be observed to assist you in preparing for an upgrade in certification

A Provisional Referee may elect to become a candidate for Regional Referee upon completion of 2 season as a Provisional Referee or by recommendation by a USAV National or Junior National referee and approval by the Official's Development Team. The Provisional rating may be retained indefinitely provided all re-certification requirements are met.

Regional Referees

A Regional official certification is the highest-level USA Volleyball certification the Keystone Region can award to an official. This certification is awarded to a person who has held a Provisional certification for at least 2 season and who has met the minimum standards for Provisional officials. A Regional Referee must have a working knowledge of volleyball rules and mechanics, have good mechanics, be familiar with the USAV scoresheet, know how to transition to the R2 position, show awareness in rotational faults, and show back row awareness.

To Become Certified: A Provisional official may request to upgrade to a Regional certification by declaring his/her intention to Dave Jones, krvaofficials@gmail.com. An official may apply for this certification in the third year after receiving the Provisional certification with the approval of the Officials' Development Team. For you to advance to a Regional Official certification, you must show a sustained quality and commitment to officiating.

Annual Recertification Requirements:

- Attain a minimum score of 80 percent on the approved USA Volleyball Form "A" test for referees.
- Optional but encouraged: Pass an on-court evaluation once in a two-year cycle.

Junior National & National Officials

A Junior National/National Referee is certified to officiate any and all USA Volleyball-sanctioned junior competition in any of the 40 regions of USA Volleyball. This includes the USA Volleyball Junior National Championships and the USA Volleyball Adult Open National Championships. National Officials should follow and meet all USAV National Official Requirements found on the USAV website (and updated annually).

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

Qualifications for Candidates: A Regional official may request to become a candidate for Junior National official by declaring his/her intention to [Neal Kenzakowski](#) and [Glenn Reid](#). An official may apply for this certification in the first year after receiving a Regional official certification. Factors used to determine viable Keystone Junior National official candidates include but are not limited to professionalism, KRVA “in good standing”, exam results, and participation in KRVA-sponsored events.

KRVA offers a [Referee Advancement Program](#) for Regional officials desiring to become USAV Junior Nationals and is designed to prepare KRVA officials thoroughly and clearly for the [USAV Junior National Official candidate program](#).

Participation does not guarantee an official will be sent on as a Junior National candidate and not participating in the program does not eliminate an official from consideration for Junior National candidacy. However, not participating is not advised as it is more difficult for the region to accurately assess the official’s level of preparedness outside of the program.

Uniform requirements

The Keystone Region and USA Volleyball have the following guidelines for officials regarding uniforms.

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.
 - 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
 - If a certification patch is worn, it should be affixed in the right chest area.
 - 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

Assignments:

The Keystone Region uses vbschedule.com as assigning systems for Keystone Region events. This platform allows officials to search for events and sign up through vbschedule. If an official is accepted to an event, it will alert that official with acceptance. Other events outside of the Keystone Region use other platforms (Advanced Event Systems and Sportwrench) as a way for officials to browse for other tournaments, qualifiers, etc.

Officials can go to vbschedule.com 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 red card during a Keystone Region hosted event that you were assigned to, the Keystone Region Office 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 Keystone Region/USAV and clubs that are hosting through the Region:

Rating (R1/R2)	National	Jr National	Regional	Provisional
Best 2/3	\$55.00	\$53.00	\$48.00	\$45.00
3 Sets to 25	\$83.00	\$80.00	\$72.00	\$68.00
2 Sets to 25	\$49.00	\$47.00	\$42.00	\$38.00
Tie Breaker	\$28.00	\$27.00	\$24.00	\$23.00

Rating	National Scorer	Non-National Scorer	Line Judge
Best 2/3	\$53.00	\$45.00	\$43.00
3 Sets to 25	\$80.00	\$68.00	\$55.00
2 Sets to 25	\$48.00	\$40.00	\$34.00
Tie Breaker	\$27.00	\$23.00	\$18.00

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 Keystone Region official's assignor and they will investigate.

For Keystone Region hosted events, the Region utilizes electronic deposits through Quickbooks into your bank account. Once you work an event for us, email instructions will be sent to you to set up your account.

Hotel Policy: For events hosted by the Keystone Region, a shared hotel room will be provided if an official lives 35 miles or more (one way) from their assigned tournament site. Google Maps will be the site used to determine the accurate mileage (shortest route)

Mileage: The Keystone 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.

Officials should contact the specific tournament director of Club Hosted events for clarification of their Travel policy. A tournament director is not required to provide the official a room. If they do, consider that a benefit. There is also no requirement that a tournament director help you with parking fees. Again, if they do, consider that a benefit.

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 Keystone 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 Keystone 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 Keystone Region, please contact Neal Kenzakowski at referee@krva.org or Glen Glenn Reid at greid969@gmail.com

If you are a current provisional looking to be evaluated and/or upgrading your patch OR a current region looking for an on the court evaluation, contact Dave Jones at krvaofficials@gmail.com

If you are new Officials and need some guidance, contact Trish Hoover, KRVAofficiating@gmail.com

The Keystone Region Office can be reached via their contact information on the Keystone Region website: www.KRVA.org in order to facilitate quicker communication on questions.

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