



Evergreen Region

Evergreen Region – USA Volleyball OBSERVER'S Procedure Outline

12/15/15

- A. PAYMENT AND PROCEDURE:
1. Observer pay: \$100.00
 2. Mileage - if > 25 miles one way = \$15 flat rate
 3. Before any payment will be honored by the Region, each observer **must complete the following three sections.**
 - a. REGION REQUIREMENT:
 1. Register to be a USAV full member. Be sure to indicate referee under the affiliation section.
 2. Must send a completed W-9
 - b. REFEREE REQUIREMENTS:
 1. Must complete referee online test by Feb. 15.
 2. If you miss any questions, you must send corrected referee test answers by Feb.15 to Linda Kildew at: lkildew@wsu.edu or lkildew@gmail.com
 - c. SCOREKEEPER REQUIREMENTS:
 1. You must complete scorer keeper online test by Feb. 15.
 2. If you miss any questions, you must send corrected scorer test answers by Feb.15 to Barb Twohig at: htonml@gmail.com
 3. You must score a match and send to Barb Twohig before March 1.
 4. It is advisable to keep a copy of all forms sent to Linda Kildew and Barb Twohig.
- B. GENERAL Forms and Materials (available on the Evergreen Region website: evergreenregion.org)
1. FORMS used by observer:
 - a. TEAM Observation Sheets – located at the bottom of the home page
 - b. SUMMARY Observer Report Forms – available on website
 - c. VOUCHER Form – available on website
 2. MATERIALS and EQUIPMENT
 - a. Arrive at the assigned site in UNIFORM 45 minutes before the first match.
 - b. Make sufficient copies of TEAM Observation sheets (6) prior to assignment.
 - c. Take a pen/pencil and clipboard OR something to write on to the assignment.
- C. PROCEDURE
1. Check in with the Day Official and meet other Observers to verify schedules and court assignments. You must also check out with the Day Official before you leave.
 2.
 - a. U12's - U14's will have one Observer for each court
 - b. U15's - U18's will have one Observer for every two courts *{Dependent on availability of officials}*
 3. Fill out team's information on the "TEAM" Observation sheet.
 4. Choose a good vantage point from which to observe. For U12-U14 this will be **at the scorer's table**. Check for items on observation sheet. Watch line judges, R2, R1 and scorer. Keep notes on the "TEAM" Observation Sheet.

5. Do not insert yourself into the match. You are an "observer." If it necessary to give instruction during the match, do so quickly and without interrupting play. DO NOT slow down the tempo of the match. You should be interacting with the officiating team to help them gain a better understanding of the job.
6. After completing a "TEAM" Observation sheet, **give forms to Day Official.**
7. You are a paid Observer, not a referee of the match - direct all protest/ rule interpretation to the Day Official.
8. **You must referee as R1 or R2 the last round of POOL play and the first round of BRACKET play.**
9. You will fill out a "SUMMARY" report form; summarizing what you observed. All pertinent areas need to be filled in, especially the comment section.
10. Complete online the "Summary" form and your voucher (**both** must be received to be paid)

D. ASSISTANCE

The following officials are available to assist you with registration, questions regarding the position of observer and clarification regarding USAV policy and rules.

1. Spokane Linda Kildew or Barb Twohig
2. Tri-Cities Mike Baker
3. Yakima Virginia Hays
4. Montana Michelle Peterson