



Shamrock Shenanigans Tournament Procedures Reference Guide

This document is for officials at the 2026 NCR Shamrock Shenanigans.

Please keep a copy of this document courtside, either in printed or digital form to 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 each 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"> • <u>NCR Shamrock Shenanigans Officials Schedule</u> • 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 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	<u>Insufficient Players</u> <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	<u>If Spectator Issues Arise</u> <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	<u>End Line Presentation</u> <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	Jerseys must be identical with legal numbers. <ul style="list-style-type: none"> • Sleeve length may differ. • Manufacturer's logo on shorts may differ. Numbers centered right to left on the front and back. <ul style="list-style-type: none"> • Minimum 4" on front. • Minimum 6" on back. Get assistance from NCR Staff on-site before forfeiting or defaulting a set or match due to a uniform issue.
Libero Jersey	Must be clearly contrasting. <ul style="list-style-type: none"> • If not, ask coach for another jersey option. • 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"> o 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"> o 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"> o Answer questions from protest committee honestly and succinctly. Goal is to get call right for the players. o 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	<p>Do not clean up blood on the court; call for assistance from trainer.</p>

<p>Officials Uniform</p>	<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>
<p>Head Referees and Tournament Staff</p>	<p>Head Referee: Christina Fiebich • 651-210-0558 Legacy On-Site NCR Rep Saturday: Beth Modaff • 952-831-9150 x6 Sunday: Laura Bush • 952-831-9150 x1 Hope Fieldhouse On-Site NCR Rep Saturday: Trae Romine • 952-831-9150 x5 Sunday: Kaylee Hanger • 952-831-9150 x3</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
<p>Payment</p>	<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