

City of Marshfield  
Parks & Recreation Department



**Volleyball Referee**  
**Job Description**

**SPECIFIC JOB RESPONSIBILITIES**

1. Knowledge of National Federation of State High School Association rules and mechanics, as well as municipal league rules, regulations and by-laws.
2. Proper attire and equipment (white shirt, black or navy slacks/shorts, proper shoes and socks). Officials must supply their own whistle and coin.
3. Arrive a minimum of 15 minutes before the start of the first scheduled match, and make sure scorecards are filled out.
4. **You are responsible for finding your own substitute** if you are unable to work a match for which you have been scheduled. This substitute must be selected from the Department's official's list and reported to the office.
5. Responsible for keeping track of all equipment including balls, first aid supplies, etc. Note on scorecards any needed items or hazards. Lock it up at the end of the night. Only staff is allowed in the equipment storage box.
6. Use injury forms to report all injuries to players and incident report forms to report improper player behavior. Both should be turned in along with the scorecard immediately following the final match.
7. Hold pre-game conferences with both team managers before play begins to discuss how the match will be called. Call matches tightly to encourage proper play.
8. Do not allow anyone to tamper with the thermostats.
9. You must prevent children from running free during volleyball matches. You have every right to request that a player provide supervision of their children during play or be removed from the match.
10. **Make sure all players have removed JEWELRY.**
11. Enjoy officiating. YOU ARE IN CHARGE. Please use preventive officiating.
12. You are responsible for closing the building after program.  
Be sure to:
  - A. Be the last person to leave the building.
  - B. Turn off all showers and lights throughout the building.
  - C. Turn blowers back on if you had turned them off.
  - E. Lock all doors. Double check all entrances by pulling and pushing on doors.
  - F. Inventory & lock all equipment.