

**City of Marshfield  
Parks & Recreation Department**

**Adult 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 10 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. You will be paid \$10, \$10.50, \$11.50, & \$12.50 plus \$.25 for each additional year up to four years per match according to the department's pay plan. Officials normally start at the lowest rate and advance one step each season. W.I.A.A.-certified officials will start one step higher than non-certified officials. Officials may also start at a higher step depending on experience. If working alone you will be required to coordinate both courts and record scores for both courts. Officiate on one court and have the other court call their own games. Keep both courts on approximately the same time. You will be paid at time and one half.
7. **Accept NO profanity or violence or abuse.** Eject those players and report their names to the Department office on an incident report form. Please see bylaws.
8. Never argue with a player, manager, or spectator.
9. It is the responsibility of officials to accurately report scores to the Department on proper scorecards. These serve as your time sheet. Scores must then be turned in to the Department immediately after the final match of the evening. Place cards in Parks & Recreation Department box located on the corner of 7<sup>th</sup> and Central outside of entrance.
10. 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.
11. 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.
12. Do not allow anyone to tamper with the thermostats.
13. 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.
14. **Make sure all players have removed JEWELRY.**
15. Enjoy officiating. YOU ARE IN CHARGE. Please use preventive officiating.
16. You are responsible for closing the armory.  
Be sure to:
  - A. Be the last person to leave the building.
  - B. Turn off all showers and lights throughout the building.
  - C. If you turned off blowers, please turn them back on.
  - E. Lock all doors. Double check all entrances by pulling and pushing on doors.
  - F. Inventory & lock all equipment.