

The Organizing Committee  
**FIRST ASIAN VOLLEYBALL CHAMPIONSHIPS**  
Melbourne 1975



INSTRUCTIONS FOR I.V.B.F. OFFICIAL COMPETITIONS

Note: This document represents an interpretation of the full instructions of the I.V.B.F. Sport Organising Commission covering tournaments such as Olympic Games, World Championships, etc., as they are deemed to apply to the 1st Asian Volleyball Championships and in conjunction with the Rules and Regulations should serve as a total blueprint for every aspect applicable to the conduct of the Championships.

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1. CONDITIONS TO BE FULFILLED BY THE ORGANISERS

- 1.1 Candidates for official tournaments must apply six months before the opening of the previous corresponding tournament. These candidates must undertake to follow the conditions detailed below, indicate the chosen venues and dates, forecast the number of participating teams and submit detailed tournament regulations which must be in accordance with the Standard Regulations of the I.V.B.F.
- 1.2. Duties:  
The organisers must provide transportation, board and accommodation for the following:
  - President of the Jury
  - President of the Special Refereeing Commission
  - President of the Sport Organising Commission

PRESIDENT: SIR EDGAR TANNER, Kt., C.B.E., E.D., M.P.

CHAIRMAN: ERIC HAYMAN, J.P., 5 MALONGA COURT, NORTH CAULFIELD, VICTORIA 3161. 50 5522

SECRETARY: WALTER LEBEDREW, 3 OWEN AVENUE, BLAIR ATHOL, ADELAIDE 5084

1.3. Fees Payable to the I.V.B.F.

Continental Championships:	3000 Sw. Frs.	( \$A 875 )
Internal television:	500 "	( \$A145)
External television:	750 "	( \$A220)

2. GENERAL INSTRUCTIONS

- 2.1 The organisation of the tournament is entrusted to the National Federation of the organising country.
- 2.2 Matches must be played in accordance with I.V.B.F. Rules and under conditions prescribed by the Regulations for this tournament.
- 2.3 To manage the tournament an Organising Committee must be created, composed of responsible personnel with expertise in the various aspects of the event.
- 2.4 During all matches representatives of the Organising Committee responsible for preparations, technical and sports questions, must be present.
- 2.5 It is recommended that a competent member of the Organising Committee be appointed to be responsible for questions of refereeing, under the direction of the Special Refereeing Commission.
- 2.6 The Regulations for the tournament must be in accordance with the corresponding I.V.B.F. Standard Regulations and must include the following points:
  - a. Dates of tournament
  - b. List of participating countries.
  - c. Method of play and seeding of groups. (Berger Table)
  - d. Classification of teams and allocation of points for matches won lost and forfeited.
  - e. Classification of teams in the event of a tie on points.
  - f. Time table for matches.
  - g. Deadline for preliminary nominations.
  - h. Refereeing and referees aspects.
  - i. Financial conditions. ( transport, nominations, board, accommodation)
  - j. Allocation of training facilities.
  - k. Protocol for the tournament.
  - l. Opening and closing ceremonies.
  - m. Awards and presentations.
  - n. Composition of specialist commissions.
  - o. Official balls
  - p. Medical control (sex and anti doping)

3. TIME TABLE FOR MATCHES AND TRAINING

In setting up the time table the following points must be taken into consideration:

- 3.1 That all teams in the preliminary and final groups play, as far as possible, the same number of matches during the day and evening.
- 3.2 That important matches are played at times likely to attract the greatest number of spectators.
- 3.3 That, when men's and women's teams participate, they are alternated.
- 3.4 That the organising country has the right to chose 3 matches on 2 days. (vid. Berger Table)
- 3.5 That all participating teams have the opportunity to train for 1½ to 2 hours on each day. It is necessary to provide one hour's training for each team on the competition court, preferably before the commencement of the tournament.

4. TECHNICAL ORGANISATION OF THE TOURNAMENT

The Jury, the Special Refereeing Commission, the Sport Organising Commission and a representative of the International Medical Commission must inspect the venues and facilities, each in their own field of competence. They should inspect and verify the following:

- 4.1 That the size of the courts, distance between court and spectators and the width of the lines are in accordance with the International Rules of the Game. It is recommended for the organisers to use as floor covering a material which would permit rapid absorption of perspiration.
- 4.2 That lighting in the hall is placed so as not to affect players, particularly on receiving service and at the net. Lights for television must not exceed 1200 lux and must be placed at least two meters above ground level.
- 4.3 That the net is firmly fixed without any fittings liable to injure players and that reserve nets, cables and floor wipers are provided.
- 4.4 That the referee's chair overlooks the net, with the eye level approximately 50 cm above the top cord.
- 4.5 That a device is available permitting the height of the net to be changed for men and women, conforming with the rules of the game.
- 4.6 That a pole is available to measure the height of the net, with height indications for men and women.
- 4.7 That an electric or mechanical score board is available, indicating names of the teams, changes of service, scores in sets and points and the number of time outs taken.
- 4.8 That instruments to measure circumference, weight and pressure of the balls are available and that the trade mark of the official balls is the same as that specified in the Regulations.
- 4.9 That a container to hold the two match balls is available.
- 4.10 That two substitute flexible antennae are available.
- 4.11 That international score sheets are available.
- 4.12 That a public address systems for official announcements and information are installed.
- 4.13 That flags for linesmen are provided.
- 4.14 That benches for substitutes are placed in conformance with the rules of the game.
- 4.15 That a table for the Sport Organising Commission, Jury and the Special Refereeing Commission is provided.
- 4.16 That seats and necessary materials are provided for the Jury, Special Refereeing Commission and the Organising Committee.
- 4.17 That change rooms are provided for competitors and referees.
- 4.18 That seats for members of the Jury, Special Refereeing Commission, referees, participants, officials, press, radio and television are reserved in the stadium.
- 4.19 That training and warm-up facilities are adequate.

- 4.20 The representatives of the Medical Commission should inspect the medical facilities in cooperation with the medical services of the Organising Committee and establish a method for sex and doping control. For the duration of the tournament a medical room with the necessary equipment for urgent treatment must be provided. First aid for accidents during the tournament must be free of charge.

#### 5. JURY

- 5.1 The Jury is the highest authority of the tournament and its decisions are final and without appeal.
- 5.2 The Jury supervises the execution of sex and antidoping controls, following procedures indicated by the I.V.B.F. Medical Commission.
- 5.3 It examines and rules on all protests lodged on sport and technical grounds after consultation with the respective Commission. Any representatives of the teams involved must not participate in the voting.
- 5.4 At least one member of the Jury must be present at all matches. This member must not be of the same nationality as either of the participating teams.
- 5.5 Members of the Jury must always have the opportunity to consult with the president of the Jury by telephone if required.

#### 6. SPECIAL REFEREEING COMMISSION

The terms of reference of this Commission are as follows:

- 6.1 To organise a special course of two days duration for all referees prior to the tournament.
- 6.2 To give specific instructions to referees and other match officials before the commencement of the tournament.
- 6.3 To appoint the referees and umpires for the matches, taking into consideration that neither must be of the same nationality as the participating teams and rotate referees to provide versatility.
- 6.4 To observe the officiating and evaluate the work of each referee in the tournament.
- 6.5 To disqualify a referee if necessary, for lack of objectivity, unsatisfactory performance or poor physical condition.
- 6.6 Members of the Commission rostered for a particular venue must be present at all matches and must supervise the application of the measures outlined in the previous paragraphs.
- 6.7 They must approve the facilities, courts, balls (circumference, weight, pressure), net, posts, referee's chair and international score sheets.
- 6.8 It is necessary to put two chairs near the substitutes benches for players who are about to enter the court during requested substitutions.

## 7. MEETINGS AND CONFERENCES

- 7.1 Before the commencement of the tournament it is essential that the referees who will officiate meet for two days for practical exercises in order to achieve uniform and consistent refereeing.
- 7.2 Before the tournament it is also desirable to consider meetings with heads of delegations, doctors, coaches and referees as well as a special conference for referees nominated to officiate at matches.
- 7.3 The meetings mentioned are necessary to pass on essential information and details of the organisation of the tournament. To clarify if necessary some aspects of the interpretations of the rules of the game and to reaffirm the functions of the referee and the umpire. To present members of the jury and other officials and convey information on sex and anti doping controls.
- 7.4 The meeting should also serve to announce the time table and to explain the method of lodging appeals.

## 8. OPENING AND CLOSING CEREMONIES

- 8.1 The opening and closing ceremonies and the presentation of trophies must be determined by the character of the tournament and the capacity of the stadium.
- 8.2 For the opening parade teams must provide the official flag of their country. At the closing ceremony the flags of the top three teams will be raised and the national anthem of the victorious team played.
- 8.3 All participants must be notified of the format of the opening parade and the closing ceremony. In this it is desirable to be guided by precedent.

## 9. ENTRY AND PRESENTATION OF TEAMS ON THE COURT

- 9.1 Teams must be ready 30 minutes before their match is due to start. Special courts must be made available for men's and women's teams to warm up for at least one hour before each match.
- 9.2 Before a match an appointed official must inspect both teams to examine their uniforms, numbers and captain's insignia.
- 9.3 Before the teams enter the court the referee tosses a coin for service or choice of courts.
- 9.4 Teams enter the court in the following order: match officials (referee, umpire, scorer, linesmen); teams in column (the first being the team playing on the far court, led by the captain). Match officials fall in line near the net and the teams on the back lines.
- 9.5 Teams on the back lines salute each other, then come forward to shake hands, exchange badges and pennants and return to the back lines.
- 9.6 The commentator will announce the teams including coaches, doctors and the match officials. When the commentator calls a player and his number the player will take one step forward, then return to his place. As their names are called the coaches and doctors will stand up from the substitutes bench. The presentation of match officials including their nationality is made in the same manner.

10. INFORMATION SERVICE DURING THE TOURNAMENT

- 10.1 The success of a tournament depends largely on prompt transmission of information to all participants, coaches referees, spectators and the press. During play a daily bulletin must be distributed daily before the commencement of each session to all officials and teams. This bulletin must include all essential communications, results of the previous day's play and the current positions of all teams.
- 10.2 A qualified person who has a sound knowledge of the rules of the game, volleyball techniques and practice and the organisational activities, must be chosen to act as the announcer. He will have to convey the following information to spectators and participants:
- a. At the commencement of the tournament, the title of the event, names of the participating nations and points of special importance from the Regulations.
  - b. Results of the previous day's matches and the positions of the teams in the overall classification.
  - c. The time table for that day and the following days.
  - d. Presentation of players and officials before each match, which shall be done in the following order: name of the country, names of the captain and players, names of the coach, doctor, referee and other officials.
  - e. Line-ups of the teams and personal information on players.
  - f. Substitutions of players, e.g. 'Change in team A, player No.7 (name) is replaced by No. 4 (name).'
  - g. Time-outs for rest.
  - h. Names of the players deserving special mention.
  - i. If necessary, an explanation of a referee's decision in an unusual situation. In this case it is essential that the information is correct.
- 10.3 Before each set coaches must hand the line-up card of their team to the scorer.
- 10.4 The referee must give the signal for official warm-up to commence.
- 10.5 Before the commencement of the first match of the day, teams must enter the court 15 minutes prior to the time the match is due to start. For the following matches teams must enter the court immediately after the end of the previous match. Each team has the right to warm-up on the court for 2 to 3 minutes. However if the warm-up facility does not contain a net, the warm-up on the court can be extended to 5 minutes for each team. Between the 4th and 5th sets the teams may leave the court.
- 10.6 Before the first set the umpire shall take charge of the official ball which has been tested previously.
- 10.7 At the end of each set and before the court change during the final set, the teams will line up on the back lines and change court on the referee's signal.

- 10.8 After each match the teams will line up on the back lines, salute each other, come forward to shake hands and return to the back lines. Substitutes who are on the benches do not line up. At the referee's signal the teams begin to leave the court, the team furthest from the exit. The match officials march off first and the second team brings up the rear. The substitutes collect track suits, balls and other belongings leaving benches free.

### 11. DISCIPLINE ON THE COURT - SUBSTITUTIONS

- 11.1 To carry out substitutions the player(s) who will enter the court must sit on special chairs provided near each substitutes bench and must receive permission from the umpire. The coach must indicate the number of the player being replaced, who will raise his arm and walk towards the scorers table. If the substitute(s) are not seated on the chairs, the umpire will not permit substitution. If they are seated but not ready to enter the court immediately, the substitution will not be authorised and a penalty awarded according to the rules of the game. When the substitution has been entered on the score sheet, the umpire will raise his hand towards the referee, who will then give the signal for play to resume.
- 11.2 In each case the umpire will indicate to the referee when play is ready to resume - substitution, time out, commencement of a set, repairs to the net, change of the ball, medical assistance, etc.
- 11.3 The referee must not tolerate loud sounds from players about to receive the ball or after an unsuccessful play by an opponent. He must not permit arguments or rude gestures among opponents or applause for an opponent's error. If the same player persists, he must receive a personal warning (yellow card). In case of repetition the player must receive a new warning (red card) and be penalised by the loss of service or the opponents winning a point.
- 11.4 The referee and the umpire must take charge of the ball during time outs for rest, intervals between sets and the end of the match as well as during any interruption of the game and when play is ready to resume, convey the ball to the server by rolling it along the floor.
- 11.5 A player who has committed a fault must raise his arm.
- 11.6 When a captain is substituted, his replacement must raise his arm to indicate acceptance of this responsibility.
- 11.7 If he deems it necessary, the referee can call the two captains and explain to them a specific decision. No discussion can be permitted between players and referee.

### 12. COACHES AND SUBSTITUTES

- 12.1 It is not permitted for coaches, doctors and substitutes to give instructions to the players, to shout or express disagreement with the referee's decisions. The referee must identify the person at fault and issue a warning (yellow card). In case of repetition a personal warning must be issued marked on the score sheet and followed by the loss of service or a point to the opponents. It is recommended that warning to the coaches or substitutes are conveyed through the captain.

- 12.2 During time-outs for rest, only the coach can talk to the players on the court and he must stay outside the court boundaries. He can be attended by another member of the team with towels and refreshments. If the need arises the team doctor can attend to players during time-outs with the referee's permission.
- 12.3 During the change of courts between sets, the coach can confer with his players, except during the change of court in the final set.
- 12.4 Referees must ensure that intervals between sets do not exceed the time necessary to fill in the score sheet, two to five minutes.
- 12.5 Coaches, substitutes, doctor or masseur may sit on the substitutes bench maximum nine persons, six substitutes and three officials. An interpreter can be added in case of necessity.

### 13. REFEREE AND REFEREEING FUNCTION

- 13.1 Before a match the referee must check the height of the net, its fittings and the referee's chair, ensure that the match officials and the commentator are ready and verify the availability of all the necessary documents, linesmen's flags and microphone.
- 13.2. At each competition venue, it is necessary to verify the fixing of the antennae at each extremity of the net. The antennae must pass through the meshes of the net and fixed at opposite sides. Tools must be available to carry out repairs to the cables, net, antennae if necessary.
- 13.3 Before the match the referee should have a discussion with match officials to ensure correct indication of events during the match by other officials.
- 13.4 The referee must realise the honour accorded to him and should conduct himself accordingly.  
Respect towards the coaches and participants and objectivity in decision making are qualities required from the referees.  
The best referee is not one who whistles frequently and stops the game continuously, but one whose decisions are understood by all and who is not afraid to have a doubtful ball replayed in order to maintain objectivity and by his actions helps the players to reach ultimate standard.  
The referee should be like a friend and teacher supervising and maintaining discipline among coaches and players and not admitting rude and unethical actions towards the opponents, referees or spectators.  
The cases not provided for in these instructions will be settled by the referee and/or jury, based on principles of international cooperation and objectivity.

### 14. REPORTS

- 14.1 A detailed general report on the tournament and score sheets of all matches must be sent to the I.V.B.F.  
It is also recommended to include other material, such as posters, press clippings, photographs, composition of participating teams minutes of meetings of the jury, Special Refereeing Commission and others.
- 14.2 The score sheets must be written in four copies, signed by captains, coaches and referees and distributed to the participating teams, the Organising Committee and the I.V.B.F.

Note: The above is an approximate transcript of pages 33 to 43 of the I.V.B.F. Board of Administration meeting held in Montevideo, October 1973.