



## Officials Guide: Working for Top Court Events & 3Step Sports

### About Top Court Events and 3Step Sports

Top Court Events is a group of regional and national events that are run by the 3Step Volleyball events team inside of 3Step Sports, LLC.

3Step Sports, LLC is an independent sports organization that provides its own insurance and has its own requirements for individuals working events. It is not affiliated with any governing body.

Officials are not required to be a member of a governing body (i.e. USAV region or AAU), but they must comply with the requirements below before being eligible to work any 3Step events.

Occasionally we will run events sanctioned by USAV or JVA. In those cases, we follow the officials requirements of the sanctioning body.

### Officials Requirements

Everyone that works for 3Step is required to have:

- *Current Background Screening*
  - Required to be renewed annually
  - 3Step accepts either of the following:
    - 3Step background screening via Player's Health Protect
    - USAV, AAU, and/or JVA Background screening
- *Abuse Prevention Training*
  - Required to be renewed annually
  - 3Step accepts either of the following:
    - 3Step Abuse Prevention Training (APT) via Player's Health Protect
    - SafeSport
- *Concussion Training*
  - Required to be renewed annually
  - Must be 3Step Concussion training via Players' Health Protect
    - Substitutes NOT accepted for concussion training
- *Payment information and W-9 on file*
  - Required to be completed through Vensure and updated as needed by individual
- *Independent Contractor Agreement*
  - Required to be done through Vensure and renewed annually
- *Any new forms/documents*
  - If any additional forms are required, they will be available and required through Vensure



*\*\* Vensure is a new program that 3 Step is using as of August 2024, company wide to pay Independent Contractors. Officials are required to set-up their account to be paid by Vensure. Officials can track when their payments were issued and method of payment via their Vensure account.*

*If these requirements are not completed and tracked in Vensure, the system will not issue any payment until criteria is met. Follow the directions on the [Top Court Officials Requirements](#) webpage.*

## **Top Court Event Series**

Below is a list of the Event Series and the events that make up the series. *(updated 10.11.24)*

- Top Court National Event Series
  - MLK Invitational (FL)
  - Colorado Crossroads (CO)
  - Prez Day Invitational (FL)
  - Bluegrass (KY) - *\*this event is run in partnership with KIVA Sports and is subject to their referee policies*
  - **The Under Armour 18u National Championship at the JVA World Challenge (KY) - *\*JVA sanctioned***
  - Emperor's Cup (NV)
- Northeast Power Series (NEPS)
  - MLK Kickoff Challenge (PA)
  - Prez Day Showdown (PA)
  - Irish Rumble (PA)
  - Boardwalk Block Party (NJ)
  - Coastal Clash (VA)
  - May Madness (PA)
  - Summer Rumble (MD)
- Florida Power Series (FLPS)
  - Winter Warm-up (FL)
  - Tamiami Open (FL)
  - Florida Frenzy (FL)
  - Cloverleaf Invitational (FL)
  - Spring Bash (FL)
  - Clash of Champions (FL)
- Pacific Northwest Power Series (PNWPS)
  - MLK Seattle Kickoff (WA)
  - MLK Oregon Kickoff (OR)
  - President's Day Seattle (WA)
  - Prez Day Pacific Showdown (WA)



- March Mania (WA)
- PNW Championship (WA)
- Willamette Volleyball Classic (OR) - *\*USAV sanctioned*
- NW Power League (WA)
- Emerald City Classic (WA)
- Other events
  - Charm City Challenge (MD) - *\*JVA sanctioned*

### Event Registration and Acceptance

- There are two places to register for Top Court Events, depending on the power series
  - Northeast Power Series: [ForgePath – Referee event registration](#)
    - Create a profile (or sign in) and sign up for events
    - Hotel roommate requests, dates available, and can be submitted at time of event registration
  - Top Court, Florida Power Series, & Pacific Northwest Power Series: AES
    - Events will be open for officials' registration in AES
- Officials are placed in a pending status upon applying to work an event
- Officials are accepted in order of event needs, requirements completed, knowledge of rules, and professionalism

### Event Expectations

- Be professional
- Know the game
- Be on time for the morning meeting and for each match
- Enter scores remotely within 5 minutes after the match concludes
- Follow 3Step policies and procedures
- Follow 3Step protest procedure
- Do not engage in arguments/ heated discussions with coaches, parents, or players
- Respect the players and the coaching staff, act appropriately
- Treat site directors with respect; any decision a site director makes is final

### Event Policies

#### GENERAL

- Referees do not answer questions about team schedules or work assignments. Officials should refer coaches with questions to the tournament desk and AES.
- Uniforms are standard blue pants with white shoes and socks. NO patches. As supplies are available, Polos or a Jacket will be given to new referees that have not worked a 3Step event before.

- Black, White, Gray, and/or Carolina Blue
- Top Court Events, NEPS, or FLPS branded jackets
- Bring the apparel you have to any 3Step / Top Court Event that you work
- Hotels
  - Assignments are typically sent the Thursday before the event
  - If there are any issues with hotels upon check-in, reach out to the contact provided by your head referee ahead of each event..
  - Roommate assignments are based on requests upon sign up and registered officials in the event
    - You may not have a roommate depending on the number of officials working, but everyone should expect to share a room
    - IF an individual room is requested, official will be required to pay for half the room fee

### **OFFICIATING**

- Keep things moving. Time management is vital.
  - Minimize time in between matches by getting the next warm up going immediately after the preceding match ends.
  - Report to your assigned court before the preceding match is completed so you are ready to begin immediately at its conclusion.
- Warm Ups and Coin Toss
  - Coin toss to choose side, serve or receive
  - Warm ups are 2-4-4 after each teams' first match, go 1-3-3 the rest of the day
    - The first 1-2 minutes is during the captains meeting and coin toss
- Matches
  - Best of 3 (25-25-15, start at 0-0 for all sets)
  - Challenge matches (one set 1-25)
  - Tie-Breakers (one set 1-15)
    - If you are the last referee on the court, ensure there are no tie breakers that need to be played. If there are, you will be responsible to work them and will be paid accordingly.
    - If you work a tie breaker, inform the chief referee so he can add it to the schedule and make sure you are compensated.
- Rosters
  - Teams should have a copy of their roster with them for the weekend. Defer to the chief referee at each event regarding checking rosters.
    - Give the roster back to the coach once it has been checked!
    - Electronic copies are accepted
  - Any issues must be sent to the tournament desk prior to that player being allowed to play

- Someone from the team must be sent to the tournament desk (not the work team or referee)
  - Do NOT hold up the match or warmups waiting for the issue to be resolved.
  - A rostered adult must be on the bench at all times.
- Communication with Coaches and Captains
  - Only the Head Coach may request to talk to the R2 to verify a question at the table or request timeouts
  - If there are any questions, the captain may approach the R1 for clarification
    - No coaches or other players may approach or yell across the court to the R1
  - Allow the coach to speak with the captain about their question and then address the captain, answering the question calmly
    - Do not let a situation go on and on
- Team Uniforms
  - USAV regulations
  - Inform chief official of uniform issues
  - Teams will not be barred from competing for incorrect uniforms
    - Keep the match moving
  - Libero jersey must contrast, use your own discretion
    - Players/teams will not be barred from playing if the jersey is not contrasting
    - Keep the match moving and inform the chief official
- Sport Court Rules
  - PLAYING: Body part must be in contact with playing surface or be above the sport court when ball is played
    - A player CANNOT enter an adjacent court before, during, or after playing the ball
  - SERVING: (new) when beginning a service attempt, a body part CAN be touching the concrete floor as long as the servers foot is touching the Sport Court.
- Divider nets
  - Balls that hit divider nets are out of bounds (like a wall)
- Substitutions
  - There are no verbal substitution requests, only players entering the zone
- Scoresheets
  - Pick up score sheet for each match at tournament desk & return ASAP after the conclusion of your scheduled matches for that court
  - Since you are entering scores remotely, you may take multiple score sheets at a time
    - Only for the matches you are working on one court at a time
  - Return the completed scoresheets when your assignments are completed on that court
- Verify scoresheets
  - Upon the completion of each match, review quickly to verify the winners, losers, and scores are correct.

- Do not worry about other items like number of subs, times, etc.
- Enter scores remotely in AES and keep track of the completed scoresheets
- Return the completed scoresheets to the tournament desk after your scheduled matches on that court are completed
  - If you are working two in a row, do the coin toss and get warm ups going first
    - Then verify & enter scores remotely
- Entering scores remotely
  - Referees will be responsible to enter the scores of each completed match remotely through AES using their smartphone
  - Scores must be entered in a timely manner at the conclusion of the match (within 5 minutes of it ending)
  - Ask Chief Officials for assistance if you are having issues
- First match
  - Pick up the ball and scoring notebooks that contain line-up sheets, libero tracking sheets, & writing utensils. Flip scores will already be at the court.
  - At the end of the day, return the ball and scoring notebooks with any remaining materials back to the desk where you got them.
  - **YOU are RESPONSIBLE for the ball.** Keep track of it!!!
- Court cleanliness
  - Encourage the teams to police their bench for trash and keep it clean.
- Benches
  - Head coach and one (1) assistant may stand during play.
    - Verify who the head coach is before each match
  - Players not on the court or sitting on the bench, must stand off the court and beyond the bench during play
- After Last Match for the day
  - Check with tournament desk to verify there are no tie breakers
  - Check out with your site chief referee to make sure there are no additional matches to be worked before leaving

### ***Protest Procedures***

- First, the referee must determine if the protest is valid. If it is valid or you are unsure (err on the side of caution), then proceed with the steps below.
- When a protest is requested, determined valid, and granted, the referee should do the following in order:
  - Come down from the officials' stand
  - Send a responsible person to tournament desk to declare the protest
  - Walk to the sideline opposite of the team benches
  - Do not speak to coach(es), player(s), or parents until protest committee arrives
  - The protest committee will meet with the head coach and the floor captain only

- They may then discuss the issue with referees, scorekeeper, line judges, or opposing coach as they see fit
- Once the decision is reached, the protest committee will inform the scores' table, referee, protesting coach, and opposing teams' coach of the decision. The Committees' decision is final.

**Protestable & Non-Protestable Situations:**

- Coaches have purposely been using invalid protests as opportunities to slow down the game. The official must first decide if the protest is valid. If it is valid or you are unsure (err on the side of caution), call the protest committee to the court. The Protest Committee will then determine if the protest is valid.
  - **Non-Protestable Situations:**
    - Judgment calls
      - Ball in/out
      - Carries and/or double contacts
      - Perceived favoritism by the referee(s)
    - Uniforms
- **Penalty for Misuse of a Protest:** If the Committee determines the coach is using a protest to slow down the game by protesting a non-protestable call:
  - the committee can charge the team with a time out
  - If the team does not have a time out left, the penalty will be a Team Delay Sanction resulting in a red card and a point for the other team.
- **Penalty for Removal of Team from the Court:** If a coach removes their team from the court and refuses the play after being told their protest is not valid, it will be treated as a "default" (6.4.1) and the match is over. The Protest Committee will respond to the court to hear the issue. However, if they decide in favor of the referee that it was not protestable, the match is forfeited.