



# **Volleyball Game Management Guide**

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# NEC Volleyball Game Management Guide

The NEC Volleyball Game Management Guide is meant to assist both the host institution and visiting team through the game management procedures for the sport of Volleyball. The following regulations should be followed and monitored closely throughout the regular season. Though this guide is intended to be comprehensive in assisting member institutions with volleyball game management regulations, additional regulations relating to volleyball may be found in the NEC Policy Manual and NCAA Women's Volleyball Rules Book. Violations of any regulations or procedures should be reported to the Conference office immediately, along with any action taken.

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## NEC Game Management Principles

1. The purpose of having sound game management procedures in place is to insure the competition, safety and enjoyment of an NEC athletic event for all participants and spectators alike.
2. All home NEC contests must have an administrator from the host institution present at the start of the contest. If possible, the administrator should remain throughout the contest, monitoring all game management issues. Should the administrator be called away from the site by other responsibilities, he/she must remain available via phone if circumstances warrant consultation and also identify an alternate administrator in charge.
3. The primary game management administrator *must* introduce himself/herself to the opposing team's head coach and game officials prior to the start of the contest to let those parties know they are available to assist with any crowd control or game management issues.
4. The host institution is responsible for providing a proper and appropriate level of security for all NEC contests. All on-site administrators should have immediate access to a phone in the event of a crowd control or medical emergency requiring additional assistance.
5. The host institution is responsible for giving the visiting team the same fair chance to compete that the host wants when it becomes a visitor. This includes insuring the security of the visiting team bench area and dressing room.
6. The host institution is ultimately responsible for controlling the behavior of its support groups and spectators. Incidents of physical abuse, repeated verbal abuse, throwing items at opposing teams or onto the playing field or court must not be tolerated. The host institution's security force should eject those committing these violations.
7. The NEC's sportsmanship announcement should be read once prior to the beginning of the contest. Additionally, an announcement should be made informing spectators of the proper procedure to register complaints or concerns they may have regarding the behavior of other spectators. The host institution is responsible for addressing any such reported concerns in an appropriate and timely manner.
8. The host institution is responsible for providing adequate security for all participants and game officials entering and leaving the area of play. Both team and officials' dressing rooms should be private and secure.
9. The host institution must not permit organized groups of students from sitting directly behind the visiting team bench to harass, intimidate or otherwise verbally or physically abuse visiting team personnel. Students who are more intent on verbally abusing the opponents rather than cheering for their own team should not be welcome at NEC intercollegiate contests.
10. Coaches and administrators critical of game management practices at another member institution must have the courtesy and fortitude to contact the administration of the other institution and express their concerns as soon as practical after the contest is concluded. Critical comments made to the Conference office should be made only after contact has first been made with the other administration.

# NEC Volleyball Game Management Guide

## General Administration

### **Artificial Noisemakers**

NCAA rules shall be followed regarding artificial noisemakers. Artificial noisemakers, including whistles, air horns, clackers and inflated sticks, may not be used in the playing or spectator areas. Fans are permitted to use non-electronic megaphones for voice amplification. Computerized noisemakers controlled by event management are permissible when the ball is out of play.

### **Ball**

The Molten IV58L-N Super Touch NCAA blue/silver/white volleyball will be the designated ball for all NEC contests.

### **Ball Crews**

The host institution is required to provide a ball crew (at least two persons) for each Conference match. The crew must be ready to work when the official game clock is at the 20:00-minute mark. The host must assist in shagging balls during the visiting team's time on the court.

### **Between Games**

A maximum interval of three minutes is allowed between all games of a match. An intermission of 10 minutes will be used between games two and three, unless otherwise agreed by both institutions. Promotional activities may take place during the extended intermission, but the intermission shall include at least three minutes of warm-up time.

### **Cheerleaders, Bands and Official Team Mascot**

Cheerleaders and official team mascots may be in non-playing areas on their team's portion of the facility at any time. During play, the designated area for cheerleaders and official team mascots is on their own team's portion of the playing area, beyond the sideline opposite the team bench or beyond the end line. During timeouts and between games, cheerleaders and official team mascots may be on their team's playing area or anywhere in the free zone on the first referee's side of the court. Bands and computerized noisemakers should cease playing when the first referee's arm is extended in preparation to authorize the service, and must refrain from performing while the ball is in play. Cheerleaders may use non-electronic megaphones in a non-disruptive manner.

### **Complimentary Passes**

The visiting institution shall notify home team SID, in advance, of any requests for administrative complimentary passes.

### **Facilities**

It is the duty of the host to have its facilities ready and in playing condition for Conference matches. As per NCAA Rules, the court should be available a minimum of 60 minutes before match time.

### **Officials**

The host institution is responsible for obtaining certified officials from its local assigning agency and for payment of the officials. It is also the host's responsibility to obtain officials for tri-matches. The host must hire officials to serve as the lines judges at all Conference matches.

The host must provide drinks and towels in the locker room or another designated area accessible to officials. Parking spaces close to the venue must also be secured for all officials.

It is required of all Conference member institutions to provide properly located, secure, safe and adequate dressing facilities for officials. If possible, dressing rooms should be isolated from competing teams and easily accessible without the necessity of officials mingling with crowds and/or players. Where it is impractical or impossible to provide ideal arrangements, a police escort shall be provided.

# NEC Volleyball Game Management Guide

## **General Administration (cont.)**

### **Practice**

Visiting schools should contact home schools in advance if they have any road practice requests.

### **Pre-Match Protocol**

NCAA Pre-Match Protocols should be followed for all matches. The host institution shall provide a pre-match timing sheet /itinerary to both the home and visiting teams. The competition court will be set-up and available at least one hour prior to the scheduled match time. An example of the pre-match protocol to be followed is listed below:

<i><u>Time Allotted</u></i>	<i><u>Game Clock</u></i>	<i><u>Event</u></i>
41 minutes	60:00-19:00	Court available for shared warm-up
	30:00	Coin toss
4 minutes	19:00-15:00	Visiting team court
4 minutes	15:00-11:00	Home team court
5 minutes	11:00-6:00	Visiting team court
5 minutes	6:00-1:00	Home team court
1 minute	1:00-0:00	Team huddles/announcements
	0:00	National Anthem
		Player Introductions (visiting then home team)
		Match Begins

### **Rules**

The NCAA Volleyball Rules will be followed. The substitution rule will be the same one used during the NCAA championship.

### **Sportsmanship Announcement**

The following announcement should be read by the P.A. announcer prior to all NEC competition. It should also be read again if problems occur.

“The Northeast Conference promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. If you experience a problem caused by the actions or words of another spectator, please report it to an event management representative.”

### **Videotape Exchange Policy**

Each institution is permitted to request two match videotapes from all NEC opponents. The recipient of the request must provide at least one of the two requested tapes. At least seven (7) days notice must be provided prior to the match by the institution requesting the tape. Requested tapes must be received within five (5) days of the match.

The following conditions apply to the tape exchange policy:

1. All matches should be recorded at the optimum viewing location, ideally from above the end line, with the court framed antenna-to-antenna.
2. If no natural position is available above the court, institutions will make platform “boxes” available to elevate the camera location and help protect the camera equipment.
3. All matches should be recorded through the handshake.
4. An official NCAA box score and score sheets must accompany each requested tape.
5. All costs associated with the preparation and shipping & handling of a requested tape are the responsibility of the recipient of the request.
6. Institutions that do not tape their matches, and therefore cannot provide requested tapes, are not permitted to request tapes from other NEC programs.

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## Sportsmanship Policy

1. Preface  
NEC member institutions value the principles of sportsmanship and the ideal of pursuing victory with honor in intercollegiate athletics. The Conference believes that athletics should be conducted in a way that reflects positively on the individual participants and institutions. The standards of sportsmanship below are written to emphasize the basic expectations of the Conference related to sportsmanship and provide the Commissioner with broad authority to ensure that Conference activities are consistent with these principles.
2. Principles of Sportsmanship  
The essential elements of sportsmanship and ethics in sports are embodied in the concept of character building and seven core principles: respect, responsibility, fairness, honesty, integrity, caring and civility. The highest potential of sports is achieved when competition reflects these seven principles.
3. Standards of Conduct
  - a. Member institutions' student-athletes, coaches and staff shall conduct themselves in an appropriate manner in connection with all intercollegiate sporting events in which they participate ("Events"). They shall conduct themselves as positive role models and represent their institutions in a manner that exhibits the principles of sportsmanship. They shall exhibit respect and courtesy towards all participants, and comment about other institutions, coaches and student-athletes only in a positive manner.
  - b. Behavior that is not considered sportsmanlike or appropriate in connection with Events includes, but is not limited to, the following:
    - i. Striking (e.g., kicking, hitting, throwing objects at) or other acts of violence, attempted acts of violence or attempts to incite violence;
    - ii. Obscene, profane, demeaning or unduly provocative language, gestures or actions directed towards an opposing team, institution, contest official, staff member or spectator;
    - iii. Public criticism of or publicly disparaging statements about an opposing team, institution, contest official, staff member, spectator, or the conference;
    - iv. All other actions, as determined by the Commissioner, in violation the principles and standards of sportsmanship.
4. Recruiting
  - a. Institutional staff members shall maintain the highest standards of integrity in their recruitment of prospective student-athletes.
  - b. The staff shall only comment about other institutions, coaches, and student-athletes in a positive manner.
  - c. The staff shall fully disclose to prospective student-athletes all relevant information regarding the institution, its programs and the nature of any financial aid being offered.
  - d. Negative recruiting concerning another member institution of the Conference shall not be tolerated. This includes derogatory statements about another institution's program, any of its personnel, or the quality of its facilities to a prospect, the prospect's parents, high school coach, or other person interested in the prospective student-athlete.
5. Competitive Environment
  - a. The management and conduct of Events is the responsibility of the hosting institutions. In their discharge of this responsibility, all member institutions shall ensure a competitive environment that is safe, fair, and consistent with the principles and standards of sportsmanship.
  - b. All ancillary support groups subject to institutional control (e.g., spirit squads, bands, mascots) shall conform to the principles and standards of sportsmanship.
  - c. Institutions are responsible for the conduct of spectators at Events they are hosting. Spectators whose conduct is abusive to officials, participants or spectators, or that violates reasonable social standards of conduct, should be removed from the Event.

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## Sportsmanship Policy (cont.)

- d. Spectators should be located in the stands during a contest. They may not stand or sit near the edge of the playing area in order to harass the opposing team or officials.
6. Member Institution Obligations
  - a. Each member institution shall be responsible for promoting sportsmanship and appropriate conduct and for ensuring that its participants conduct themselves in a sportsmanlike manner in connection with intercollegiate sporting events.
  - b. Each member institution shall adopt policies and procedures to implement the principles and standards of sportsmanship.
  - c. Each member institution shall take appropriate disciplinary or remedial actions in response to any conduct in connection with sporting events that is not sportsmanlike or appropriate by its participants.
  - d. The athletic director of a member institution shall promptly inform the Conference Commissioner of any conduct or actions by participants in connection with events that are not sportsmanlike or appropriate, and of any actions to be taken in respect of such conduct.
7. Powers of the Conference Commissioner

It shall be the responsibility of the Commissioner to promote and enforce these principles and standards of sportsmanship in connection with all Conference activities involving a member institution, including competition against non-conference opponents. The Commissioner shall have broad authority to interpret the standards, review disciplinary action taken by member institutions, and further penalize those deemed to have violated the standards.
8. Penalties
  - a. Specifically and without limitation, the Commissioner has the authority to require a member institution to take any one or more of the following actions: (i) publicly or privately reprimand any participant; (ii) forfeit any sports events or competitions; (iii) suspend or expel any person from attendance at or participation in one or more events; or (iv) pay a fine to the Conference (not to exceed \$50,000) for each occurrence of unsportsmanlike or inappropriate conduct.
  - b. In instances of flagrant misconduct, regardless of circumstance, all individuals involved shall receive a minimum penalty of a suspension from one or more contests. Flagrant misconduct shall include, but not be limited to, striking (e.g., kicking, hitting, throwing objects at), or attempting to strike an official, coach, player or spectator.
  - c. Repeat violations by an individual, team or institution will subject them to increasingly greater penalties.
9. Procedure
  - a. Incidents that may involve violations of these standards shall be immediately reported to the president and the director of athletics of the involved member institution and the Commissioner.
  - b. The director of athletics shall immediately review the incident to determine whether these standards have been violated.
  - c. As soon as possible, but no later than 48 hours or prior to the next competition, whichever is first, the director of athletics shall advise the Commissioner in writing of the finding and specific disciplinary action, if any, imposed by the institution. A copy shall go to the institution's president and faculty representative.
  - d. The Commissioner shall promptly review the incident and action taken, and make a determination regarding whether additional penalties should be imposed. The Commissioner will notify the institution of any directive with additional penalties accordingly.
  - e. Penalties shall be imposed prior to the next competition.
  - f. Subject to the right of appeal established in Section 10 below, each member institution shall comply with all written directives issued by the Commissioner.
  - g. The Commissioner and athletic director may designate another member of their respective staffs to act on their behalf, and the Commissioner shall have the authority to waive the timing requirements set forth above.

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### Sportsmanship Policy (cont.)

10. Right of Appeal
  - a. Any member institution shall have the right to appeal any directive of the Commissioner to the Council of Presidents' Executive Committee. To properly appeal a directive, the member institution must submit a written statement to the Conference office within 24 hours of receipt of the directive. The appeal should include the nature of the institution's objections to the proposed directive, supporting information, and the actions, if any, that the institution contends should have been taken or required by the Commissioner in the directive at issue.
  - b. The Commissioner shall promptly notify the Executive Committee and provide them with the institution's appeal materials, a summary of the directive, and supporting information.
  - c. The Executive Committee may affirm, modify or set aside the directive with or without affording the appealing institution a formal or informal hearing. All decisions by the Executive Committee shall be final.
  - d. If the Executive Committee finds that the appeal was made without basis, and determines that it was done in an effort to gain competitive or other advantage, it shall have the power to impose a fine to the institution no less than \$5,000 and no greater than \$50,000.
  - e. An Executive Committee member from the institution making the appeal shall be recused from hearing the appeal.

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## Adherence to Conference Bylaws and Regulations

- A. Commissioner's Authority.** The Commissioner, in his/her sole discretion, shall have power and authority to enforce all Conference Bylaws and Regulations. Should a member institution not comply with these Bylaws and Regulations, the Commissioner may impose penalties including, but not limited to: 1) issuing public or private letters of reprimand, 2) removing privileges provided in Conference regulations, 3) assessing fines, and/or d) declaring ineligibility for Conference Championships and awards.
- B. Responsibility of Member Institutions.** It is the responsibility of each member institution to know and abide by all Northeast Conference Bylaws and Regulations.
- C. Procedure for Processing Violations of Conference Bylaws and Regulations.**  
(Separate from Sportsmanship Policy.)
1. An infraction is reported to the Conference office (through any source).
  2. The Conference office staff researches the alleged infraction, getting information from the institution(s) and other parties involved.
  3. The Commissioner, or designee, reviews the information, determines if an infraction occurred, the severity of the infraction, if it is a repeat offense, and issues a penalty.
  4. Violations of Conference Bylaws and Regulations should be reported within 60 days of the incident.
  5. Cases will be processed as timely as possible.
- D. Guidelines on Penalties**
1. **Regulations**
    - a. In regulations structured to maintain competitive equity (e.g., video exchange, practice accommodations, squad size), the Commissioner may impose penalties that would remove like privileges from the offending party. The penalty would double the action of the offense for first time infractions and could escalate for additional infractions. For example, if a coach does not provide a videotape in the appropriate time frame or format, that coach would not be permitted to receive the next two requested tapes from opponents.
    - b. In regulations affecting scheduling (e.g., Division I opponents), the Commissioner may impose fines ranging from \$1,000 to \$5,000.
    - c. In regulations requiring meeting deadlines (e.g., entries), the Commissioner may impose fines ranging from \$100 to \$500 per day, beginning the day of the deadline.
    - d. In regulations structured to increase awareness of the Conference (e.g., uniform, venue logo rules), the Commissioner may impose fines ranging from \$1,000 for low exposure sports to \$25,000 for high exposure sports.
    - e. In regulations affecting game management (e.g., tarp, video, visiting team fan seating, facility availability), the Commissioner may impose fines from \$500 - \$5,000 based on the impact the violation has to the league and its members. For example, not having a tarp in baseball has greater impact than not having stat monitor in basketball.
  2. **Bylaws.** Violations of Conference Bylaws (e.g., participation in championships, television, obligations of membership) shall be subject to a higher standard of scrutiny and penalty than the above Regulations. Penalties may consist of fines and/or ineligibility for Conference championships and awards.
  3. **Repeat or Egregious Offenses.** In cases where an individual or institution repeatedly or egregiously violates a rule or series of rules, or damages the image of the Conference, the Commissioner can impose additional, more punitive sanctions.
- E. Fines.** Fines received by the Conference office shall be placed in the NEC reserve account.
- F. Hearing and Appeal Process.** In cases involving financial penalties and eligibility for championships only, a member institution may request a hearing with the Commissioner and/or appeal per NEC Bylaw 5.5.

# NEC Volleyball Game Management Guide

## Media/Sports Information

### **Announcement of NEC Scores**

When possible, sports information directors should provide the announcement of out-of-town NEC scores via P.A. system and radio announcers (when applicable). All SIDs should have a list of press room telephone numbers available for this purpose.

### **Broadcast of Matches**

Visiting institutions should notify the home SID in advance if they plan on broadcasting a volleyball match via radio, internet or TV. Website links to radio or internet coverage should be included on the home, visiting and conference website, when possible.

### **Postgame Interviews**

At the conclusion of the match, and following a brief cooling off period, coaches and players from both teams shall be available to the media. Each team's SID will be responsible for arranging the forum in which interviews are conducted.

### **Statistics**

All NEC schools are required to provide a minimum of a three-person stat crew for all home contests. A complete NCAA box score must be provided for all teams involved. When possible, the host institution should provide updated game statistics to each coach between games.

### **Weekly Release/Score Reporting**

A Player and Rookie of the Week shall be selected as part of the NEC's weekly release. Reporting forms for volleyball are due to the conference office via e-mail by 9:30 AM every Monday during the season. Scores and Stat Crew games files should be reported immediately following all matches via e-mail to stats@northeastconference.org.

### **What's In A Name?**

The following is a list of school names of NEC member institutions. Please be sure to use and that your PA announcer uses the correct usage/nicknames when referring to the Northeast Conference and its schools

<b>Conference</b>	<b>Nickname</b>	
Northeast Conference	NEC	

  

<b>School</b>	<b>Usage/Nickname</b>	<b>Acceptable Abbreviations</b>
Central Connecticut State University	Central Connecticut Blue Devils	CCSU
Fairleigh Dickinson University	Fairleigh Dickinson Knights	FDU
Long Island University	Long Island Blackbirds	LIU
Monmouth University	Monmouth Hawks	MU/MON
Mount St. Mary's University	The Mount or Mount St. Mary's Mountaineers	Mount/MSM
Quinnipiac University	Quinnipiac Bobcats	QU
Robert Morris University	Robert Morris Colonials	RMU
Sacred Heart University	Sacred Heart Pioneers	SHU
St. Francis (NY) College	St. Francis Terriers	SFC/SFNY
Saint Francis (PA) University	Saint Francis Red Flash	SFU/SFPA
Wagner College	Wagner Seahawks	WC/WAG

Note: Saint of Saint Francis (PA) University should never be abbreviated (i.e., St.).

# NEC Volleyball Game Management Guide

## Marketing

### **Logo Usage**

The NEC logo should appear on all media guides.

The NEC logo should be prominently displayed in all conference gyms, whether on a banner or on the court.

### **Molten - Official Ball of the Northeast Conference**

Molten USA is the Official Volleyball Provider of the NEC and the IV58L Super Touch is the official game ball. NEC membership schools must promote on a “best effort” basis Molten USA and its volleyballs in photographs, newsletters, media/press guides, brochures, press releases, team photos and other publications.

### **NEC Logo Placement on Uniforms**

All volleyball teams are expected to either wear NEC logo patches or have the NEC logo screened onto one set of both home and road uniforms. Institutions are responsible for all costs associated with screening and/or sewing patches onto uniforms. The NEC office does have a limited number of logo patches left in stock, which are available on a first-come, first-served basis.

For placement purposes, please note the following guidelines for Volleyball:

- 1st option: High on the left side of chest, facing front.
- 2nd option: High on the right side of chest, facing front.

### **Promotions**

A promotional activity may take place in the playing area during the intermission between the second and third games, or only on the home team side between other games.

# NEC Volleyball Game Management Guide

## 2007 Major Rules Changes and Clarifications

The following rules-change proposals have been approved by the NCAA Women's Volleyball Rules Committee and by the Playing Rules Oversight Panel. The rule and page references are from the 2006 Women's Volleyball Rules Book.

**Center Line.** (Rule 1-2-2, page 13)-Instead of the solid 2-inch line currently required by the rules, a shadow-bordered 2-inch wide line (1/4-inch borders) is permissible. The center line may also be an interrupted line, with a series of 4-inch lines separated by 2-inch spaces.

**Net Pole Location.** (Rule 2-3-1, page 19)-For facilities constructed after 2008, the net pole shall be at least 1 meter from the sideline.

**Communication with Officials.** (Rule 5-2-4-c, page 26)-Only one coach per team may address the referee at a time.

**Improper/Illegal Substitution.** (Rule 6-2-4-b, page 32)-An improper substitution request will result in a team delay sanction if the request is recognized by a referee.

**Improper Request.** (Rule 6-2-5-b, page 32)-An improper request should be assessed for the first improper request, even if a team delay has already been assessed in the current game.

**Improper Request.** (Rule 6-3-2-d, page 33)-The penalty for a request for entry of an illegal player (illegal number/uniform, disqualified or expelled player, etc.) will be penalized with an improper request.

**Uniform Numbers.** (Rule 7-1-2, page 38)-Beginning with the 2009 season, if numbers are worn on the shorts, the number on each player's shorts shall match the number on the jersey.

**Media Timeouts.** (Rule 11-1-3, page 55)-The recommended length of media timeouts is 75 seconds. The maximum shall be 90 seconds.

**Substitution Procedure.** (Rule 11-2-1, page 56)-When a team is making multiple substitutions, only one incoming substitute can be in the substitution zone at a time.

**Interruptions of Play.** (Rule 11-3-1, page 61)-A team delay penalty will not be assessed if the game is stopped because necessary player equipment is lost on the court.

**Officials Arrival.** (Rule 18-1, page 83)-New rule language will be added to specify that the officials shall arrive on site 45 minutes before the start of the match and their jurisdiction will begin when they arrive on the court, at least 30 minutes before the start of the match.

**Officials' Mechanics Signals.** (Officials' Mechanics, Signal No. 1, page 172)-The signal for a point will be an extended arm indicating which team will serve next.

**Signals.** (Officials' Mechanics, Signal No. 2, page 172)-The signal for the ball crossing under the net will be pointing at the center line area with an extended index finger.