



## Professionalism Protocol Guidelines

When we display professionalism in our conduct, communication and appearance our clients' attitude and confidence in our chapter is strengthened. The Dallas Volleyball Officials Chapter is committed to the following standards of professionalism from our membership.

### *Personal Professionalism*

1. Represent your fellow officials and the chapter well by demonstrating personal integrity, solid character, strong morals, sound ethics, and conduct that is above reproach.
2. Give your very best in every match regardless of the level and/or quality of play.
3. Dress appropriately for your assignment. Make sure your uniform is clean, fresh and neatly ironed or pressed. Shoes should be clean and meet uniform standards. Look the part of a well-dressed and groomed official.
4. Practice good personal hygiene.
5. Use dressing rooms, or a restroom, to change clothes if you arrive to your site out of uniform. Never dress in the parking lot or in open public spaces.
6. Language should be free of vulgarity, harsh or critical words, gossip, or inappropriate over tones.
7. Refrain from using your cell phone once you enter the court. Do not use your cell phone during a match (between sets). Do not have your cell phone in your pocket.
8. Do not arrive under the influence of any substance. Do not arrive for a match having consumed alcoholic beverages. Do not smoke on campus.
9. Do not approach concession stands about free drink or food. If a school or coach provides and/or offers it is permissible to accept – and only then.
10. Take full responsibility for your actions and own them.

### *Procedural Professionalism*

1. Follow DVOC guidelines and TASO guidelines as prescribed. Apply NFHS rules.
2. Accept your assignments through Zebra-Ware in a timely manner. *You should check your schedule at least once a day during the season.*
3. Should you not be able to fulfill your assignment notify the Assignment Secretary as soon as you are aware of the need to cancel. A phone call is the immediate priority. NEVER text!
4. Keep your personal information up to date on Zebra-Ware. Should any contact information change during the season not only should you update Zebra-Ware but you should notify the Assignment Secretary of the changes.
5. Be punctual and on time. Arrive at least 30 minutes prior to the start of your first assigned match.

6. Provide and complete proper paperwork at your matches. This includes TASO pay sheets, school pay sheets and W-9's.
7. Carry the equipment you need for your match assignment.
8. Participate in a pre-game meeting with your co-official and lines judges.
9. Introduce yourself with your co-official to coaches and gym administrator.
10. Report any situations or instances that are controversial or problematic to the Assignment Secretary. You will be instructed to take additional steps with local or state agencies if warranted or necessary.

### *Public Professionalism*

1. Treat coaches, players, school administration, and fans with the utmost respect.
2. Do not make any comments that are racial, religious, sexist, rude, or unconstructive in any manner – or can be construed as such.
3. Do not engage coaches, players, administration, or school supplied lines judges in unnecessary conversations.
4. Whatever amount of time you share with one coach share equally with the other.
5. Do not confront fans. Allow school administration to handle any situations that need attention.
6. Do not criticize other officials, coaches, schools, players or teams.
7. Do not talk down to your co-official. Treat your co-official with the respect you would want to be treated and would expect from others toward you.
8. Communicate and work as a team.
9. Handle all situations with calm and level headedness. It will keep you out of trouble.
10. Never yell or speak across a court to a coach, player, table, or co-officials.

Thank you for representing the Dallas Volleyball Officials Chapter with consummate professionalism.