

ADDENDEUM F

2011 VOLLEYBALL POLICIES AND PROCEDURES

I. CONFERENCE SCHEDULE

- A. All Conference institutions will play a double round-robin schedule.
- B. The conference office shall prepare the schedule which shall be reviewed by the coaches and approved by the Executive Committee.
- C. Any changes made to the conference schedule must first be submitted to the commissioner by agreement of the involved teams.
- D. The standard starting time for conference matches shall be 7:00 p.m. The time may be changed by mutual agreement of the involved institutions and the assent of the commissioner.
 1. All regular season Saturday matches involving Simpson University shall begin at 5:00 p.m., regardless of the site of the contest.

II. CHAMPION & TOURNAMENT FORMAT

- A. If the Cal Pac possesses a direct qualification to the NAIA national tournament, the conference representative shall be the winner of the post-season Cal Pac tournament.
- B. If the Cal Pac is part of an unaffiliated grouping, the regular season champion shall be the conference representative to the play-in match.
 1. If a tie exists at the top of the standings, the tied teams shall be declared co-champions.
 2. If two or more teams are tied, the champion shall be determined by the Cal Pac seeding and tie-breaking mechanism. (8/11)
- C. If the Cal Pac has a post-season tournament, those contests shall commence the week following the end of the Cal Pac regular season schedule as follows:
 1. The top five teams shall qualify for the tournament. All matches shall be played at the home site of the higher seeded team and shall begin at 7:00 p.m.
 - a. The time may be adjusted with the mutual agreement of the involved institutions and the commissioner.
 2. The first round match shall be played on the Tuesday following the conclusion of the regular season and will include the #5 seed playing at the #4 seed.

1. The winner of the first-round match shall play the #1 seed in the semifinals.
3. The top three seeds shall receive an automatic spot in the semifinals which shall be played on Thursday at the site of the higher seeded team.
4. The championship match shall be played on the Saturday following the conclusion of the regular season at the site of the highest remaining seed following the semifinal contests.
5. The playing dates of the tournament may require adjustment should the Cal Pac be placed in an unaffiliated grouping.

- D. The conference will arrange and initially pay the appropriate assigning agency for officials for any Cal Pac tournament games.
1. Host institutions shall bear all other costs of hosting the event. Visiting institutions are responsible for their own travel expenses.
 - a. Each host institution for the first two rounds will reimburse the conference the actual cost of officials for those contests.
 2. The conference will bear the cost of officiating expenses for the championship game.
 3. The conference will prepare and provide table-sized championship banners for display at each home tournament site.

III. TIE-BREAKER PROCEDURES

- A. The final seedings for conference teams to participate in post-season play, either in a Cal Pac tournament or NAIA qualifying match, shall be determined by the order of finish in the final regular season conference standings.
- B. In the event there is a tie in the final standings, the following steps shall be used, in order, to resolve the tie:
- i. Head-to-head match results among the tied teams.
 - ii. Most sets won in head to head matches among the tied teams.
 - iii. W-L record against the rest of the conference, based on descending order of finish.
 - iv. Most sets won against the rest of the conference, based on descending order of finish.
 - v. Point differential in head to head matches among the tied teams.
 - vi. Point differential against the rest of the conference, based on descending order of finish.
- C. In the event of a tie involving more than two teams, the same tie-breaking process will be used until one team is removed from the deadlock.
- D. Once a team is removed from the tie, the remaining ties are broken by reverting back to step one of the procedure (head to head results).

- E. The procedure is to continue, including comparing results on a descending basis.
- F. If there is more than one tie in the standings, the tie which can be broken via the earliest tie-breaking step shall be decided first.
- G. The review of ties will begin with the lower tie.
- H. If the lower tie cannot be resolved using step one (head to head results), the higher tie shall be considered.
- I. If the higher tie cannot be resolved using step one (head to head results), the lower tie will be reviewed under step two (results in descending order of finish).
- J. Once a tie is resolved, the remaining tie(s) will be reviewed again under step one.

IV. GUIDELINES FOR CONFERENCE PLAY

- A. The Cal Pac will abide by the NAIA volleyball manual.
- B. NCAA rules will be used to govern all contests (with unlimited substitution exception).
- C. The official volleyball utilized for conference play will be the Tachikara NAIA Gold.
- D. All Conference matches will be three sets out of five.
- E. Contracts: All Conference institutions are required to send contracts for home events, confirming dates and times.
- F. Coaches are permitted to share game tapes or DVDs and may discuss conference opponents only with other conference members.
 - 1. Coaches are not to discuss a conference opponent with a non-conference institution.
 - 2. The home team shall videotape all conference matches and supply a copy of that tape or DVD immediately after the match to the opponent.
 - 3. It is prohibited to record contests of an opponent if that contest does not include an institution's own team.
 - 4. No videotape or DVDs of Cal Pac members shall be shared with non-conference opponents.

V. OFFICIALS

- A. The conference office will contract with a single assigning agency for all matches played at Cal Pac institutions.
- B. The host institution shall work directly with the assigning agency to assure there are certified officials for all contests.
 - 1. For the 2010 season, institutions shall have their contests assigned by PAVO.
 - 2. The host institution is responsible for the payment of match officials.
 - 3. The referee, assistant referee and linespersons shall be assigned by the agency.

- C. At least one certified NCVA official must be present to begin a match.
- D. All Cal Pac institutions shall participate in the on-line officials' evaluation process.

VI. DUTIES OF HOST INSTITUTION

- A. The host institution shall provide at least twelve (12) balls to the visiting team for use during warmup.
- B. All schools shall use the official NCAA-style box score for the reporting of statistics (as produced by a computerized statistical system) and shall keep statistics for both teams.
 - 1. Final statistics must be provided no later than 30 minutes after the conclusion of the contest.
- C. A visual scoreboard shall be used for all matches.
- D. It is strongly suggested that institutions employ a three-ball-rotation system. A match may proceed if only a two-ball system is available.
- E. Access to the host institution's training facilities and equipment, and a certified athletic trainer shall be available at least 90 minutes prior to a match.
- F. Team benches, if possible, are to be located opposite from spectator bleachers and must be kept free from spectator traffic.
- G. Both a game manager and a crowd control supervisor are to be present and available at every contest. The game manager shall identify themselves to the visiting coach prior to the match.

VII. STATISTICS AND SCORE REPORTING

- A. Match results are to be reported immediately after the contest to the conference SID and the conference website.

VIII. PRE-MATCH PROTOCOL

- A. The playing surface shall be prepared and available 60 minutes prior to the match starting time. (8/11)
- B. The conference sportsmanship statement shall be read over the public address system before every match.
- C. Pre-match procedure (7:00 p.m. match time).

<u>Time Allotted</u>	<u>Actual Time</u>	<u>Visible Clock</u>	<u>Protocol</u>
41	6:00—6:41	:60—:19	Shared Court
	6:30	:30	Coin toss
04	6:41—6:45	:19—:15	Visiting team court
04	6:45—6:49	:15—:11	Home team court
05	6:49—6:54	:11—:06	Visiting team court
05	6:54—6:59	:06—:01	Home team court
01	6:59—7:00	:01—:00	Team huddle/announcements
	7:00	:00	Prayer, Anthem, Introductions

- D. All shared court time shall take place on each team's own half of the court.
- E. Any game management concerns are to be addressed with the host game manager at the time of the issue. Subsequent to that opportunity, a coach shall first carry any concerns to their own institutions director of athletics.
- F. All Cal Pac institutions shall make every effort to videotape conference matches. The host institution shall prepare a DVD of the match immediately following conclusion of the contest. The visitor may supply any medium (flash drive, portable hard drive) for copying the match, and shall confirm with the host institution at least 24 hours prior to the contest on the best way to share the video.
(8/11)

IX. CONFERENCE MEETINGS

- A. All head coaches are required to meet at Cal Pac Convention in August.
- B. A post-season meeting shall be take place in-person or via conference call on the Monday following the conclusion of conference competition.

X. ALL-CONFERENCE AWARDS

- A. An all-conference team shall be selected by the coaches immediately following the regular season by this process.
 - 1. On the Monday immediately preceding the final regular season games, the conference shall forward to each institution a computer form to be used in submitting nominations. Institutions shall use the form, completing all requested data.
 - 2. On the Sunday immediately following the final regular season games, each coach shall submit to the conference office a list of nominations from his or her own institution to be included on the conference ballot.
 - a. The nominations must be submitted using the official conference spreadsheet and shall include updated statistics for Cal Pac contests only.
 - b. Coaches shall rank their own players on the nomination form in descending order of preference.
 - c. In addition to the nomination form, coaches may submit a separate one-page document discussing the merits of the players they nominate. The document will be forwarded with the official ballot to all other coaches for consideration.
 - d. Failure to meet the submission deadline could result in players being excluded from the official ballot.

3. Coaches shall also submit any individuals who should be placed on separate ballots as the Most Valuable Athlete, Libero of the Year, Newcomer of the Year, and Freshman of the Year.
4. The official ballot shall be prepared by the conference office and forwarded to the coaches immediately upon completion of the nominations.
5. Coaches shall complete the ballot and return it to the conference office electronically by 3:00 p.m. on the Tuesday following the conclusion of regular season.
 - a. Coaches may not vote for themselves or for players from their own institutions.

XI. SPORTS CHAIR AND RATERS

A. The volleyball chair shall be elected at the end of each season by a vote of the coaches. The chair shall serve a two-year term and may be re-elected.

1. The chair shall work with the conference liaison and commissioner to establish meeting agendas.
2. Ensure that a copy of the coaches meeting minutes are correct and provided to the commissioner following that meeting.
3. Communicate regular with the conference liaison on matters pertaining to the play and management of Cal Pac volleyball.
4. Assist and monitor the successful completion of the NAIA rating duties.
5. Assist the conference office in the timely reporting of any national awards nominations.

B. The volleyball rater shall be selected at the end of the season coaches meeting. The rater may be re-elected annually.

1. The rater is to participate and represent the conference in all required NAIA functions, including the weekly rating of conference members and the participation in any other NAIA duties.

Approved: 5/9/01

Revised: 8/26/01, 8/25/02, 2/11/04, 6/09, 12/09, 8/11