



Southern Region Volleyball

Standard Operating Procedures

**NWAACC SOUTHERN REGION
VOLLEYBALL
STANDARD OPERATING PROCEDURES**

I. Members:

- A. NWAACC Volleyball Coaches and Respective Institutions.
- B. Rules from the NWAACC shall govern all participating member colleges.

II League Schedules:

- A. Shall be in accordance with NWAACC practice, competition, and championship dates.
- B. Shall be in accordance with NWAACC rules on members of playing dates and tournaments.
- C. League institutions shall adhere to the NWAACC policy on all cross-over tournament dates.

III Officials:

- A. Securing:
 - 1. Home matches: Home school will contract with the Oregon Collegiate Volleyball Officials Association and pay for officials. Certified linesmen in professional attire are recommended. A training dvd, pre-match practice and lining protocol should be reviewed prior to region matches.
 - 2. Entry fees may be charged for invitational tournaments to cover officiating and game management costs.
- B. Rating:
 - 1. One state or national official (minimum) shall officiate each match.
 - 2. Officials shall not be rated on league matches. If a non-league match is used as a rating session, all coaches are to be notified at least 24 hours in advance.

IV Squad Size:

- A. NWAACC regulations regarding squad size shall be used for all competitive play.

V. Match Management:

- A. All league matches shall consist of best 3 out of 5 sets, all rally scoring to 25 points with no cap and, if necessary, a fifth set to 15 points.
- B. Regulation playing facilities, including floor set-ups, shall follow NCAA set up for events. All institutions will follow NCAA court size regulations.
- C. Towels will be provided upon request of the visitors.
- D. Host College shall call appropriate news media and NWAACC office immediately following the home match.
- E. A video tape or DVD of the match will be given to the visiting team immediately following the contest. Arrangements to have the recording sent immediately by mail should be made if a copy is not available following match.
- F. The home team's uniform will be light in color for Wednesday and Friday matches and dark in color for Saturday matches.

VI Standardized start times for league matches:

- A. Single Match: 6:00 or 7:00 PM (Wednesday, Friday): 1:00 or 3:00 PM (Saturday).
- B. Start times for individual matches may be changed with consent of all competing parties and with information communicated in a timely manner to the Southern Region volleyball chair.
- C. Any scheduled change must be approved by both Athletic Directors and Coaches.

VII Playoffs:

- A. Southern Region will send four (4) teams to represent the region at the NWAACC Championship Conference Tournament.
- B. Seeding for the NWAACC Tournament will be determined by league record.
- C. If a tie exists (a tie being defined as two or more teams having the same league record and those teams involved have split head to head), cumulative league records of matches among the tied teams (Head to Head competition) will determine seeding for the NWAACC Tournament. Note: If a team has beat another team two times in league play, a true tie does not exist. However, if a tie still exists, playoff seeding or playoff sites will be determined by the Southern region tie-breaker system.
- D. In the case of a three way league record tie, the team with the best record (against other tied teams), will take the highest seed. The two remaining teams, if still tied (meaning they split in league play), will play-off. Site is determined by tie breaker system. If all teams are tied (meaning they all have the same league record and they have each split with the other tied teams, the tiebreaker formula will be used to determine site. Higher teams will get the bye and/or the site.
- E. Playoff games will be played on the Friday and Saturday following league games. If only one game is required, it will be played on Saturday.

VIII Scheduled Coaches' Meetings:

- A. Coaches shall meet during Southern Region fall in-service and again at the completion of the league season, prior to any required play-off matches.

IX. League Awards:

- A. Guidelines for all-league selections:

Each coach will have the opportunity to select a predetermined number of players from his/her team to be placed on the Southern Region All-league team. This predetermined number is based on final league standing after the tiebreaker process has been completely implemented.

The MVP of the league will come from one of the top two teams. The first and second place coach will each nominate one of their players. All Southern Region head coaches will then vote on the MVP. Each coach will nominate the number of their players based on league standings. All coaches will then vote to determine the placement of each of these players. Each coach will also have the opportunity to designate players to honorable mention.

The format and number of player selections that corresponds to final league status is as follows:

MVP _____ will come from first or second place team

First Team:

1. _____ first place
2. _____ first place
3. _____ second place (if 2nd place team gets MVP, then 1st place team gets this spot)
4. _____ second place
5. _____ third place
6. _____ third place

Second team:

7. _____ first place
8. _____ second place
9. _____ fourth place
10. _____ fourth place
11. _____ fifth place
12. _____ sixth place

The Sophomore All-Star team will automatically be made up of any sophomores on the above list. A second list will then be generated from nominated sophomores. Each team can nominate one player, unless more are needed, in which each team will nominate two. All coaches will vote on these players to fill remainder of the twelve team roster with an additional player to be the alternate. Based on the number of players nominated, a point total will be given. The athletes receiving the highest point total will be placed on the team. Coaches of the all-star team will be those coaching the 1st and 2nd place teams from the region based on the final seeding into the NWAACC tournament.

B. Coach of the Year selection guidelines:

A peer evaluation

Professionalism

Adherence to spirit / intent of NWAACC code and NCAA volleyball rules (coaching integrity)

Contribution and promotion of community college volleyball

NWAACC Coach of the Year selection will be made during the conference tournament.

The tournament director will collect ballots from all coaches present. Only participating coaches are eligible.

Note: Coaches not meeting administrative requirements will not be considered for honor.

- C. All-Stars shall be selected in accordance with Southern Region selection procedure and within the NWAACC time lines.
- D. Players of the Week: See attached player of the week and setter nomination form. Remember that a player may receive honors in each category twice. (example= 2 offensive and 2 defensive) However, they cannot receive back to back honors in the same category. A setter may only receive the setter honor one time per season.
- E. Please email your nominations to: Kathie Woods at woodsk@clackamas.edu by 3 pm. Tuesday of each week. Honors will be decided Tuesday evening and sent to the volleyball Chair Tuesday night. NWAACC honors will be decided on Wednesday and forwarded to NWAACC office for media / website release.

VOLLEYBALL ALL-TOURNAMENT TEAM SELECTION PROCESS

The all-tournament team selection process outlined below has been adopted by the NWAACC volleyball community for use as of the 2004 season. This procedure will be used at all tournaments hosted by NWAACC teams, except for the conference tournament.

ALL-TOURNAMENT TEAM SELECTION PROCESS

Coaches from the schools that finish first through fourth (or in the case of a third place tie) will select tournament all-stars from their own team in the following numbers:

| | |
|-------------------|-------------------|
| First Place Team | 3 All-Stars + MVP |
| Second Place Team | 3 All-Stars |
| Third Place Team | 2 All-Stars |
| Fourth Place Team | 1 All-Star |

The tournament MVP will be selected by the tournament director or the tournament selection committee (whichever has been designated by the tournament host) from the 6 all-stars selected by the first and second place coaches.

Coaches from the teams finishing fifth and below may nominate players from their team in the order of preference she/he would like to see them honored to be selected by the tournament director/selection committee for the remaining positions (3 for a twelve player all-tournament team).

Coaches leaving the tournament prior to its conclusion should hand their list to the tournament director/selection committee before leaving.

Please Note:

The above procedure is for a twelve-person all-tournament team. If the tournament host is honoring less than 12 players then the procedure should be adjusted accordingly.

| N W A A C C Pre - match Protocol | | | |
|---|--------------------|----------------------|--|
| Time Allotted | Actual Time | Visible Clock | Protocol |
| One hour before | 6:00-6:41 | :60-:19 | Court available for shared warm-up |
| | 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 | :01 | National Anthem & Player Introductions |
| :00 | 7:00 | :00 | Match Begins |

The entire roster of both teams will be introduced. There will be no designation of starting line-up.

On the signal from the officials, team captains proceed to the net to shake hands followed by their respective team members.

Each team then reports to its bench to prepare for the match.

Starters are called to the end line and the match begins.

For different start times (ex. 1pm), follow same format. Some variation may occur on a host school's sophomore night. Advance notice should be given to officials and visiting team.

VOLLEYBALL TOURNAMENT CHECK-LIST

One Month Prior to Event:

1. PRE-TOURNAMENT ARRANGEMENTS

Publicity

- a. Posters
- b. Flyers
- c. Announcement to Media
- d. Local Media Contacts
- e. Make sure all participating schools have tournament structure and schedule.

2. TOURNAMENT PROGRAMS

- a. Secure all current team rosters
- b. Include tournament schedule

3. CONCESSIONS

- a. Pre-order food
- b. Arrange workers

Day of Event:

4. TOURNAMENT DIRECTOR (a non-participant)

- a. Oversee officiating duties, team assignments, support workers
- b. Get and record results on tournament chart
- c. Set up Protest Committee (Tournament Director, 1 referee, 1 non-participating coach if possible, 1 participating coach)
- d. Set up All-Star Procedures
- e. Organize coaches meeting first thing before tournament begins and discuss ground rules, etc.
- f. Oversee entire tournament
- g. Call media and NWAACC with results after each day's events

5. SECURE THE FACILITY

- a. Extra garbage cans
- b. Restroom cleanup and extra supplies
- c. Personnel to help to set up and take down

6. HOSPITALITY ROOM

- a. Secure a private location available for coaches and officials
- b. Secure caterers and personnel to clean up

7. ATHLETIC TRAINER
 - a. Secure at least one trainer at all times
 - b. Designate area for taping, etc.
 - c. Ice available

8. COURT SET
 - a. Game net
 - b. Antennae
 - c. Center court standards
 - d. Standards safety pads
 - e. Padded referee stand
 - f. Four court towels (for wiping up floor moisture)
 - g. Two ball containers with 6 to 10 balls each for warm-up
 - h. Floor dust mop

9. SCORER'S TABLE SETUP
 - a. Score sheets and pencils
 - b. Team roster
 - c. Lineup cards or sheets
 - d. Rule book
 - e. Two programs
 - f. Score clock console
 - g. Two game balls (NWAACC Baden balls)
 - h. Ball pump and needle
 - i. Linesmen flags
 - j. Flip score (for backup if scoreboard fails)
 - k. Statistic sheets and pencils
 - l. Microphone, program, team rosters for announcer

10. BENCH SETUP
 - a. Water cooler, filled with ice water, and cups, trash can
 - b. 15 towels
 - c. Protocol schedule sheets
 - d. 10 chairs per side

11. VIDEO SETUP
 - a. Secure area for video camera (home team and visitor)
 - b. Extension cord
 - c. Camera, tripod, recorder
 - d. Blank tapes (pre-labeled with match, date, and place) and/or DVD's

12. MUSIC SETUP
 - a. Protected area for equipment; cd player
 - b. CDs: Warm-up music, preset cd with march-in music and anthem.
 - c. Microphone and speaker set-up

13. PERSONNEL

- a. Two to four lines persons (in matching, professional attire)
- b. One official scorebook person, one scoreboard operator or flip scorer
- c. One floor announcer
- d. Three to six statisticians (2 or 3 for each team)
- e. Six people for 3-ball system and warm-up shagging (for two courts)
- f. One person operating video (trained as to what to record, what to say, i.e., score, server, what player blocked, attacked, etc.)
- g. One person to operate music
- h. Two officials (will be assigned under league or association guidelines)
- i. One or two people at the gate selling programs and tickets, checking passes. It is a good idea to store match equipment by setup category.

14. TOURNAMENT DESK

- a. Large tournament poster
- b. Phone
- c. Extra pens and pencils
- d. Results file
- e. Computer for stats
- f. Area to hand out match stats
- g. List of coaches hotel rooms and phone numbers

SOUTHERN REGION PLAY-OFF TIE BREAKER

| | <u>2006-07</u> | <u>2007-08</u> | <u>2008-09</u> | <u>2009-10</u> | <u>2010-11</u> | <u>2011-12</u> |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1 | UCC | PCC | CLACK | LANE | SWOCC | LBCC |
| 2 | MHCC | CHEM | UCC | PCC | CLACK | LANE |
| 3 | SWOCC | LBCC | MHCC | CHEM | UCC | PCC |
| 4 | CLACK | LANE | SWOCC | LBCC | MHCC | CHEM |
| 5 | PCC | CLACK | LANE | SWOCC | LBCC | MHCC |
| 6 | LANE | SWOCC | LBCC | MHCC | CHEM | UCC |
| 7 | LBCC | MHCC | CHEM | UCC | PCC | CLACK |
| 8 | CHEM | UCC | PCC | CLACK | LANE | SWOCC |

For tie for first—play off using this sheet for site

Elimination – play off (ex. 3 way tie for 4th) – This sheet used for site between two lower teams.

This determines site only for elimination match.

NWAACC VOLLEYBALL PLAYER OF THE WEEK

REGION: _____

Offensive Nomination

Name: _____ Position: _____ Class: _____

| | Match VS. | # of Games | Kills | Kill Eff. | Blck/S | Blck/A | Digs | Avg.digs/ game | # of S.R. balls | S.R. Eff. | Aces | Serve % | Total Serves |
|---------------|-----------|------------|-------|-----------|--------|--------|------|----------------|-----------------|-----------|------|---------|--------------|
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| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Totals | | | | | | | | | | | | | |

Comments: (only 1-2 sentences max)

Setter Nomination (Only submit setter nominations once in Oct & Nov – dates TBA)

Name: _____ Class: _____

| | Match VS. | # of Games | Assists | Avg. Assist/ Game | Kills | Kill Eff. | Aces | Srv % | Total Serves | Avg.digs/ game | Block/S | Block/ A | Avg.dig game |
|---------------|-----------|------------|---------|-------------------|-------|-----------|------|-------|--------------|----------------|---------|----------|--------------|
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Totals | | | | | | | | | | | | | |

Comments: (only 1-2 sentences max)

Defensive Nomination

Name: _____ Position: _____ Class: _____

| | Match VS. | # of Games | Aces | Srv % | Total Serves | # of S.R. balls | S.R. Eff. | Digs | Avg.digs/ game | Block/S | Block/A |
|---------------|-----------|------------|------|-------|--------------|-----------------|-----------|------|----------------|---------|---------|
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| Totals | | | | | | | | | | | |

Comments: (only 1-2 sentences max)

