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# WSCVL POLICY

## **I. EXECUTIVE RESPONSIBILITIES**

- Possess thorough knowledge of rules and regulations.
- Develop beneficial policies for the operation of the league.
- Attend Executive and general membership meetings.
- Obtain facilities for league and play-off matches.
- Provide game schedules for league and play-off matches.
- Manage and administer all league financial matters.
- Organize referees for league and play-off matches.
- Maintain league standings.
- Promote the league in a beneficial manner.
- Active involvement in league sanctioned or sponsored events.
- Represent the league at the Manitoba Volleyball Association (MVA) meetings.

## **II. ORGANIZATIONAL STRUCTURE AND INDIVIDUAL RESPONSIBILITIES**

- The Executive of the league may consist of a President, Vice-President, Past President, Referee and Schedule Coordinator, Secretary, Treasurer, Tier Convenors and MVA Representative.
- Candidates may volunteer or be nominated by any member of the league at the Spring Annual General Meeting or the Fall Organizational Meeting.
- If more than one candidate is interested in an Executive position, each team will be given 1 (one) vote. Voters are to indicate their choice of candidates for each Executive position by ballot.
- Executive members serve a 2-year term and may seek another term(s).
- All Executive members MUST be able to be bonded.

THE RESPONSIBILITIES OF THE EXECUTIVE MEMBERS ARE AS FOLLOWS:

## **PRESIDENT**

- Is responsible for the general management and supervision of the affairs and operations of the league.
- Acts as official spokesperson for the league.
- Calls and chairs meetings.
- Prepares meeting agendas.
- Books rooms at MSF for all Executive and league meetings.
- Responds to requests from MVA.
- Acts as a signing officer.

## **VICE-PRESIDENT**

- Assumes the President's duties in his/her absence.
- Assumes the Secretary's duties in his/her absence.
- Heads committee for year end social.
- Acts as a signing officer.
- Heads awards committee

## **REFEREE and SCHEDULE COORDINATOR**

- Prepares round robin and play-off schedules for all tiers.
- Responsible for evaluating and scheduling referees.
- Organizes officiating clinics for new and returning referees
- Acts as a liaison with Tier Convenors

## **SECRETARY**

- Records minutes at each meeting.
- Distributes minutes to all Executive members.
- Handles all correspondence, requests, and thank-you letters.
- Maintains up-to-date mailing list for the league.
- Proofreads all outgoing league correspondence.
- Ensures MVA receives copies of Team Packages and all league advisory notices.

- Heads committee for distributing Team Packages to each team and Executive member.

## **TREASURER**

- Prepares annual budget estimate to substantiate league fees.
- Maintains up-to-date financial records.
- Ensures all disbursements are up-to-date.
- Provides financial statements at Executive and general membership meetings or when required.
- Obtains permit for facilities.
- Handles all facility complaints and requests.
- Forwards necessary documentation and funds to MVA for registration.
- Acts as a signing officer.
- Sends fine report to teams not receiving full performance bond refund at year end.

## **TIER CONVENOR(s)**

- Collects team registration forms and league fees.
- Acts as liaison between teams in his/her tier and Executive.
- Collects score sheets and maintains official standings for teams in his/her tier and reports to Head Convenor as required.
- Ensures play-off eligibility requirements of each team in his/her tier are met.
- Keeps track of team defaults and fines in his/her tier & forwards report to treasurer for return at year-end.
- Ensures facility rules are followed.

## **PAST PRESIDENT**

- Must have served a 2-year term as President.
- Attends as a non-voting member of the executive, providing knowledge transfer to new executive.

## **MVA REPRESENTATIVE**

- Attends MVA meetings as required and reports any relevant issues to Executive.

### **III. LEAGUE FORMAT**

The league will ideally consist of 8 teams per tier. Each tier will be determined as follows:

- returning teams according to previous league standings.
- new teams according to tier vacancies and the discretion of the Executive.
- A returning team must have the lesser of:
  - 6 players from the previous season roster, or
  - 60% of players from the previous season roster.
- League play shall consist of 3 round robins.
- Tier movement will be determined by the 1st/2nd place and 7th/8th place ranking
- teams in each tier moving at the end of each completed round robin.
- After all round robin play is completed, all teams advance to a 2-week play-off in their respective tiers. The first week will be a single knockout play-off. The 4 remaining teams in each tier will play for 1st to 4th place on the second week of play-offs. Team standing shall determine seeding in play-off (1 vs. 8, 2 vs 7, 3 vs 6, 4 vs 5).
- Should an odd number of teams exist in a tier, the first place team shall receive a bye
  - in the tier play-off.
- All league matches (round robin and play-off) are best 3 out of 5 games.

### **IV. TEAM RESPONSIBILITIES**

A team representative **MUST** attend the Fall Organizational Meeting and provide a performance bond of \$100.00 and a preliminary Registration Form. Failure to comply may result in the team forfeiting their tier position.

A team representative **MUST** attend the Spring Annual General Meeting. Failure to comply may result in the team forfeiting their performance bond.

A team representative **MUST** attend all league scheduled meetings.

Each team **MUST** submit full payment of league fees by the league imposed deadline(s). Teams who have not paid their league fees by the deadline will be assessed a fine of \$25.00 per week that the fees are late, including default of all previously played matches. The team will be suspended from the league and all monies paid will be forfeited, if the league fees and additional performance bond (if required) is not received by the 4th week of league play.

Each team MUST complete the MVA Online Registration Process by the league imposed deadline.

Note: All information - name, date of birth, address, postal code, telephone number and signature - must be present on the MVA Registration Form for a player to be considered registered. Each VC Registration Form must contain a minimum of 8 players - 4 male and 4 female.

A team may make additions/deletions to its VC Registration Form prior to the league imposed deadline. A player being added to a team roster MUST sign the official VC Registration Form (on file with the Tier Convenor) or a Player Addition/Deletion Form and submit it to the Tier Convenor prior to playing in any match.

NOTE: Any team submitting an Addition/Deletion form after the league deadline date will be charge a \$25.00 administration fee by the MVA.

Any player who has not signed either the VC Registration Form and/or Addition/Deletion Form will NOT be considered registered with the league and, as such, will NOT be allowed to participate in the league.

The use of one or more ineligible players will result in an AUTOMATIC DEFAULT of that match by the offending team and the offending team will be further penalized in accordance with the VC Rulebook Code of Conduct (see section IX WSCVL policy)

Players will be allowed 1 (one) player transfer during the season. The player transfer must be made prior to the deadline for Final Registration Forms. Addition/Deletion Forms must be completed by both teams involved and submitted to the Tier Convenor for approval and processing before the league deadline.

A player may be registered with only 1 (one) team during the current year or season.

Any player(s) that a team wants to add or delete to their roster after the final deadline for team registrations must submit a request in writing to their Tier Convenor. The Executive will decide if the player can be added or deleted to the team's roster and will inform the team of its decision. MVA \$25.00 administration fee will be charged.

Each team MUST have uniforms by the league imposed deadline.

#### TEAM CONTACTS MUST:

- act as a liaison between their Tier Convenor and their team.
- address all concerns, complaints or special requests to their Tier Convenor.
- ensure their team meets league fees, registrations and uniform deadlines.
- inform their team of league schedules.
- ensure up-to-date team contact addresses and phone numbers are given to their Tier Convenor.
- be familiar with league policy (this document) and VC rules.
- home team MUST phone in (e-mail) match results to their Tier Convenor within 24 hours of completion of the match.

## V. ORGANIZATIONAL TIMETABLE

- Early August - Mailing of the Fall Organizational Meeting announcement to previous season team contacts and to prospective new teams.
- Early September - Fall Organizational Meeting. Attendance mandatory with payment of \$100.00 performance bond and preliminary team Registration Form completed.
- September - Distribution of Team Packages to teams.
- Last Sunday of September - League games begin.
- Third Sunday of League Play - League fees and initial VC Registration Form due to MVA Online Registration.
  - <http://www.manitobavolleyball.com/onlineregistration/registration.asp>
- First Sunday of November - Deadline for team uniforms.
- First Sunday of December - Deadline for Player Addition/Deletion Form due to Tier
- Convenor. (Deadline for final team registrations).
- March 31 - Executive resignations due to President.
- April - Spring Annual General Meeting.
- April - Year end Social.

## VI. FINANCES

- All costs (i.e. facilities, officiating and administration) are to be divided evenly among all the teams.
- The league will maintain a minimum reserve fund equal to 10% of the total operating budget. This reserve should be segregated on all league financial statements.

## VII. REGULATIONS

- The league is open to all persons 18 years of age or older as of league start date of the current year, and who do not fall into any of the following categories:
  - all men/women university players registered or practicing in the current season.
  - all current National Team players.
  - all current high school varsity players.
- Each team MUST have a minimum of 8 players registered with 6 players dressed and ready to play each match (3 males and 3 females).

- Matching uniform shirts with contrasting 4" numbers on the centre front and contrasting 6" numbers on the centre back are mandatory for all teams.
- Matching team shirts with short sleeves and/or long sleeves are legal uniforms. Matching shorts are not required.
- Uniforms are required by the deadline date or a fine of \$25.00 will be imposed per match that team does not wear legal uniforms. The fine will be deducted from the team performance bond.
- Note: VC rules require uniforms with numbers between 1 and 18. At this time, the WSCVL is not enforcing the VC uniform numbering requirement.
- HOME TEAM is the first team listed on the schedule and is responsible for:
  - Provide the game ball.
  - Provide a score sheet and completing it correctly, including the referee's signature.
  - Non-receipt of the score sheet by the Tier Convenor within 2 weeks of the match will result in a \$10.00 administration fee. The fee will be deducted from the team performance bond.
  - Phoning in the match result to their Tier Convenor within 24 hours of completion of the match. Failure to report the match results to the Tier Convenor will result in a \$10.00 administration fee. The fee will be deducted from the team performance bond.
- BOTH TEAMS shall:
  - Mail in accumulate score sheets after their last home game for the round robin.
  - Set-up and remove net, standards, and court dividers (curtains).
  - Ensure the proper departure condition of the facility is met. All equipment must be stored properly and the facilities free of garbage. A warning shall be issued for the first offense and a fine of \$25.00 will be imposed for each infraction after that. The fine will be deducted from the team performance bond.

## **RESCHEDULED / CANCELLED MATCHES**

- The league is NOT responsible for rescheduled or cancelled matches.
- For rescheduled matches, the Tier Convenor must be given a minimum of 6 days notice of all matches that are not going to be played as scheduled. Failure to give 6 days notice to the Tier Convenor will result in a default. Teams are also required to give 3 days notice to the opposing team that the match will not be played as scheduled and to request a rescheduled match. Failure to give notice to the opposing team will result in a default. If the teams are unable to agree on a rescheduled date, the team requesting the rescheduled match will be charged with the default. A \$25.00 fine will be deducted from the defaulting team's

performance bond. The \$25.00 fine will only be given to the opposing team at the end of the season if the opposing team did not receive 3 days notice that the match was not to be played as scheduled. One (1) week notice must also be given to the Tier Convenor prior to the date of the rescheduled match or a referee may not be provided. All rescheduled matches should be played within 2 weeks of the original match date. All rescheduled matches must be completed before the end of the applicable round robin.

- For cancelled matches (i.e. match that will not be played at request of one team), the Tier Convenor and opposing team must be given a minimum of 3 weeks notice of all matches that are not going to be played. Failure to give 3 weeks notice to the Tier Convenor and the opposing team will result in a default. A \$25.00 fine will be deducted from the defaulting team performance bond and given to the opposing team at the end of the season. If 3 weeks notice is given to the Tier Convenor and the opposing team, the match will be forfeited (i.e. the team that cancelled the match will receive a loss), but the team that cancelled the match will not be fined.
- Teams that DEFAULT will be fined \$25.00 per match defaulted. The fine will be deducted from the team performance bond and given to the opposing team if the opposing team:
  - is not given 3 days notice that the game will not be played as scheduled, OR
  - is at the facility ready to play (i.e. 3 male and 3 female players dressed and on the court).
- In the situation where both teams default, each team will be fined \$25.00. The fines will remain in the league.
- Teams with \$50.00 in fines will be required to submit additional monies to keep a \$100.00 performance bond or the team will be suspended from the league and all monies paid will be forfeited. Teams with \$50.00 in fines will be notified by the Tier Convenor.

## VIII. RULES

- Volleyball Canada Reverse Co-ed Rules will apply.
- The net is Women's regulation height (2.24m or 7'4").
- Matches will consist of best of 3 out of 5 games. A game (except the deciding 5<sup>th</sup> game) is won by the team that first scores 25 points via rally-point scoring with a minimum lead of 2 points. In the case of a 24-24 tie, play is continued until a 2 point lead is achieved (for example, 26-24, 27-25, etc). There is no point cap. Where teams have won 2 games apiece, the deciding game (5<sup>th</sup> game) is played to 15 points with a minimum lead of 2 points. The 5<sup>th</sup> game is capped at 17.
- Libero players are not allowed.

- Only 1 (one) service attempt is allowed.
- All matches are assigned 75 or 90 minutes to complete. If a match is completed before the end of the allocated time, both teams must leave the court to allow the next teams 15 minutes for warm-up. If the match exceeds the time allocated, the next two teams will receive a 10-minute warm-up prior to the start of the match.
- Teams must have 3 registered male and 3 registered female players on the court (Playing Area) at all times. (note exceptions below)
  - In the event that a team cannot field a full team from their roster, a player registered with another team, in the WSCVL, may participate with a team in a higher tier for a maximum of two matches. Should they compete for a third time with the team in a higher tier, they shall be ineligible for play on their original team and may transfer to the higher tier team. This special substitution must be noted on the match score sheet – the team and the tier the player is registered with.
  - The lowest tier may apply this rule only to players in the immediate above tier. (i.e. a Tier 11 team may have a player from tier 10 play, but not tiers 1-9) This special substitution must be noted on the match score sheet – the team and the tier the player is registered with.
- Starting rotation of each rally must alternate between male and female.
- Teams must be warmed up and ready to play at the scheduled match start time.
- A penalty is assessed to a team for being late for a match:
  - scheduled start time = 1 game default
  - 15 minutes after scheduled start time = 2 games default
  - 30 minutes after scheduled start time = match default, \$25.00 default fee
- Males can only complete a legal attack, if it performed as a back-row player, irrespective of their position on the court. (Back Row Attack as per VC) See diagrams 1 and 2 at end of Policy for further information.
- Side-by-side blocking (attempted or completed) by 2 males is not allowed. A participating female blocker must be present between 2 male blockers for the block to be legal. Regular VC rules will apply to blocking (see VC Rulebook).
- Unlimited substitutions are allowed. (i.e. rotational substitutions)

## **IX. CODE OF CONDUCT (see VC Rulebook)**

- All participants (teams, players, officials, league Executive) in league matches, tournaments and league meetings have a duty to conduct themselves in a reasonable and acceptable manner. They must avoid all unsportsmanlike conduct, acts or practices which are, in the opinion of V.C., detrimental to the sport. Whenever a penalty occurs, a fine will be assessed and/or performance bond will be lost and/or a player or team may be suspended. All disciplinary action is subject to Executive review. Such acts include but are not limited to:

- a. Committing any act which is considered an offense under any duly promulgated law.
  - b. Penalty - suspension for 1 (one) year plus.
  - c. Willfully damaging property.
  - d. Penalty - replacement and suspension from 1 (one) month to 1 (one) year
  - e. Cheating:
    - I. entering a competition and then failing to appear without valid reason and adequate notice.
    - II. defaulting a game or match in a competition except as a result of injuries or other valid reason.
    - III. withdrawing a team from a match except as a result of injuries or other valid reason.
    - IV. playing in a competition or match under an assumed name, falsifying a team entry form or giving false information to a tournament official.
  - f. Penalty - forfeit of the match or tournament plus fine equal to default fee or registration fee and possible suspension from 2 weeks to 1 (one) year for team or individual.
  - g. Violence:
    - i. showing outward displays of temper.
    - ii. deliberately throwing or hitting a ball in the direction of an official, spectator, or opponent.
    - iii. threatening bodily injury to anyone.
- Penalty - suspension as assigned by Executive.

e. Poor Attitude:

- i. swearing at an official, linesjudge, scorekeeper, spectator, or opponent.
  - ii. using profanity or obscene language or gestures.
- Penalty - suspension as assigned by Executive.
- Possible fine/suspensions are listed in the VC Rulebook. The WSCVL Executive will consider these fines/suspensions when determining the action to be taken for infractions of the code of conduct.

## **X. PROTESTS**

- ALL protests must be recorded on the scoresheet and signed by the referee. The team contact submiting the protest must phone the respective Tier Convenor informing him/her of the protest within 24 hours.

· ALL protests (i.e. match result, rules, etc) must be submitted in writing to the respective Tier Convenor within 1 (one) week of the incident. ALL affected parties will be given the opportunity to submit in writing their concerns.

· The Executive will decide whether the protest is to be upheld or denied and will inform all affected parties of the decision.

· If the protest is upheld, the Executive will decide on a further course of action.

· The Executive decision will be final.

## XI. APPEALS

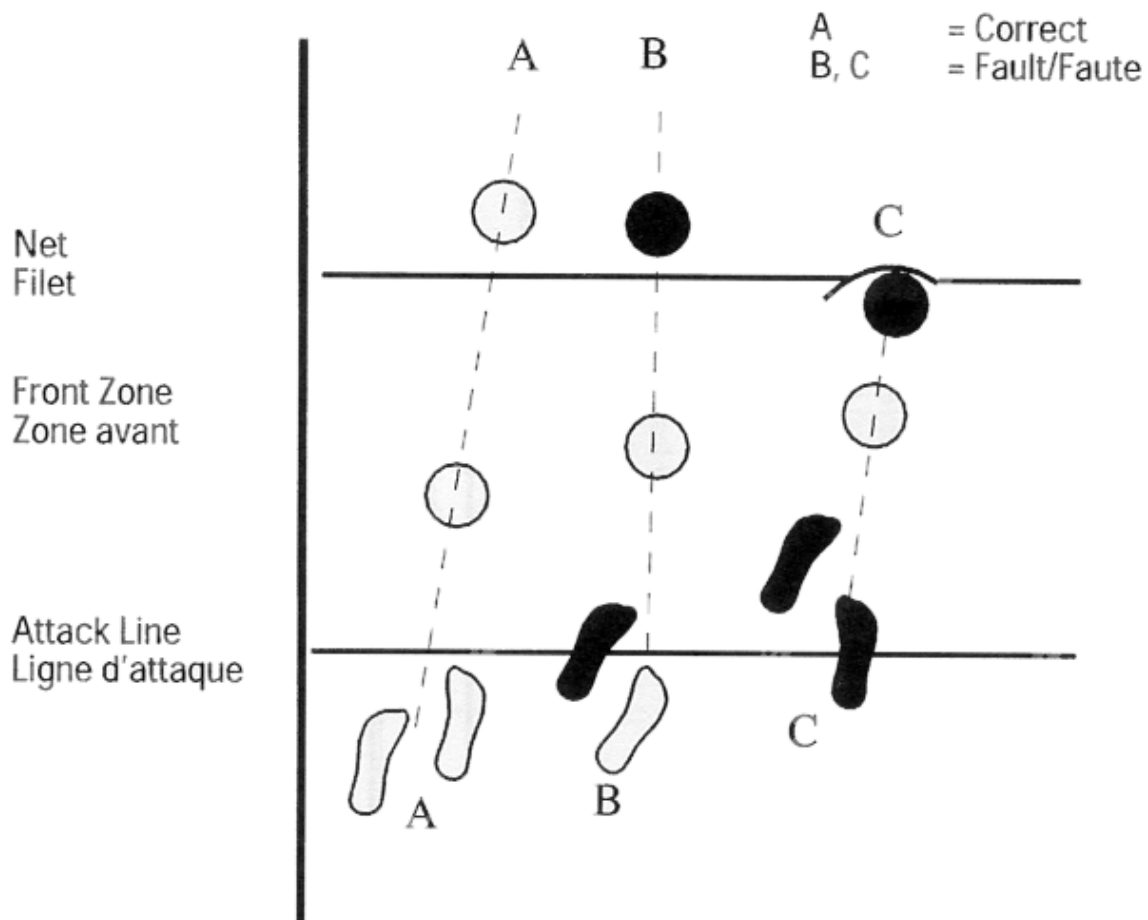
· ALL appeals are to be filed with the MVA within 1 (one) week of the Executive decision on the protest.

· The MVA will charge a \$150.00 fee to hear all appeals.

· The MVA will set the time for the appeal.

## XII. DIAGRAMS

Diagram 1



## Diagram 2

A = Correct  
B, C = Fault/Faute

