



# WINNIPEG COED VOLLEYBALL LEAGUE

Executive Policy, League Format and Guiding  
Document for the Members of the WCVL.

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# WCVL POLICY

## 1. 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.

## 2. ORGANIZATIONAL STRUCTURE AND INDIVIDUAL RESPONSIBILITIES

- The Executive of the league may consist of a President, Vice-President, Past President, Schedule Coordinator, Secretary, Treasurer, Equipment Manager and Tier Convenors.
- 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.

### 3. THE RESPONSIBILITIES OF INDIVIDUAL EXECUTIVE POSITIONS ARE AS FOLLOWS:

#### 3.1 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.
- Acts as a signing officer.

#### 3.2 VICE-PRESIDENT

- Assumes the President's duties in his/her absence.
- Assumes the Secretary's duties in his/her absence.
- Acts as a signing officer.

#### 3.3 SCHEDULE COORDINATOR

- Prepares round robin and play-off schedules for all tiers.
- Acts as a liaison between the WCVL and MVOA

#### 3.4 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

#### 3.5 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.

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- Handles all facility complaints and requests.
- Acts as a signing officer.
- Sends fine report to teams not receiving full performance bond refund at year end.

### 3.6 WEB MAINTENANCE

- Monitor website health and functionality on different platforms
- administer captain logins
- update contact information
- input all accepted teams into system at season start
- ensure all online waivers are completed
- update site as required
- approve/decline sub list and free agent list

### 3.7 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.

### 3.8 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.

### 3.9 EQUIPMENT MANAGER

- Assist with facility closing procedures on Sunday.
- Deal with gym lockouts on Sunday Morning.
- Provide Facility & Equipment condition updates to the Executive Board
- Manages inventory at our facilities and ensures all equipment is taken care of.

## 4. 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
- Playoffs do not affect tier movement
- Teams in each tier move 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.
- Official volleyball of the WCVL is the Tachikara SV5W Gold



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### TEAM RESPONSIBILITIES:

A team representative MUST attend the Fall Organizational Meeting and provide a deposit of \$400.00 (\$100.00 performance bond plus \$300.00 league fee deposit) 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 to receive their performance bond refund. Failure to comply will 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 submit a complete the league's online registration process by the league imposed deadline.

Note: Registration Form must contain a minimum of 8 players - 4 male and 4 females. A team may make additions/deletions to its online registration prior to the league-imposed deadline.

NOTE: Any team changing their roster after the league deadline date will be charged a \$25.00 administration fee.

Teams are accountable for ensuring that their spectators adhere to facility rules and teams are liable for the behavior of their spectators during a game.

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 fined \$50.

Players will be allowed 1 (one) player transfer during the season. The player transfer must be made prior to the deadline for Final Registration and 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 Convener. 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. \$25.00 administration fee will be charged.

Each team MUST have uniforms by the league-imposed deadline.

### TEAM CAPTAIN RESPONSIBILITIES:

- Act as a liaison between their Tier Convenor and their team.
- Address all concerns, complaints or special requests to their Tier Convenor.
- Ensure team meets league fees, registrations and uniform deadlines.
- Ensures that team has purchased or acquired an official WCVL volleyball

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(Tachikara SV5W Gold) prior to first game.

- Inform their team of league schedules.
- Ensure up-to-date team contact addresses and phone numbers are entered into the league's Online Registration System.
- Be familiar with league policy and VC rules.
- If home team, captain is required to e-mail match result to their Tier Convenor within 24 hours of completion of the match. Late match submission will result in a \$10.00 fine.

### 6. ORGANIZATIONAL TIMETABLE

- NOTE: These are guidelines for league structure, as the executive schedule dates to best operate the league.
- Early August - Provide Notice 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 \$400.00 deposit and preliminary team Registration Form completed. Full league fees will also be accepted
- Last Sunday of September - League games begin.
- First Sunday of November - Deadline for team uniforms.
- First Day of new year in the season (Jan 1) - Deadline for Player Addition/Deletion due to Tier Convenor. (Deadline for final team registrations).
- March 31 - Executive resignations due to President.
- April/May - Spring Annual General Meeting.

### 7. 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.

### 8. 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 – high school, post-secondary (University, college etc.) players registered or practicing in the current season.
  - all current National Team 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.



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- Substitution players are required to wear a numbered shirt (Does not have to be matching color)
- Matching team shirts with short sleeves and/or long sleeves are legal uniforms. Matching shorts are not required. Bandanas are permitted.
- If you are planning to record your match, you will need to receive consent from the opposing team as a courtesy before the match starts. Not everyone is comfortable with being recorded so be mindful of your fellow athletes.
- 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 WCVL is not enforcing the VC uniform numbering requirement.
- HOME TEAM is the first team listed on the schedule and is responsible for:
  1. Providing the official game ball (Tachikara SV5W Gold) for the match.
  2. Providing a scoresheet and completing it correctly, including the referee's signature.
  3. Home Team is responsible for emailing in the match results 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 penalty. The fee will be deducted from the team performance bond.
  4. Home is responsible for submitting the score sheets to their Tier Convenor upon completion of match via e-mail, fax or in person. In addition, the home team is responsible to submit via e-mail any additional comments or notes made on the score sheet by an official or opposing team, within 24 hours from completion of match. Failure to comply will result in a \$10.00 penalty. Penalty will be deducted from performance bond.
- BOTH TEAMS shall:
  - 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 fine of \$25.00 will be imposed for each infraction that is reported. The fine will be deducted from the team performance bond.

### 9. RESCHEDULED / CANCELLED MATCHES

- The league is NOT responsible for rescheduled or cancelled matches.

#### 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 **\$50.00 charge** will be deducted from the defaulting team's performance bond. The **\$50.00** will be added to the opposing team's performance bond 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

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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 **\$50.00** 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 **\$50.00** 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.

### 10. 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 will have no cap.
- 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 at all times. (note exceptions below)
  - o In the event that a team cannot field a full team from their roster, a player registered with another team, in the WCVL, may participate with a team in the same or higher tier (with the exception of 2 bottom tiers – see below) for a maximum of five matches within a season (not round robin). Should they compete for a sixth time with the team in the same or 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.

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- o The bottom 2 tiers may pull substitution players from the 3 bottom tiers.

***All special substitutions must be noted on the match's score sheet – the team and the tier the player is registered with.***

- o **Playoff substitution** – during playoffs players may ONLY substitute for teams they have substituted for during regular season (completed minimum 1 round robin game with the team they wish to sub for in playoffs)
- o **Injury/Sickness & Emergency:** In case of injury/sickness or emergency during a **game that is already in play**, if there are no substitute players available, team can continue and complete the game with 5 players on the court (only if the game started with 6 players. The game cannot start with only 5 players). For a player exhibiting covid symptoms **PRIOR** to the start game see COVID information on Page 11.
- A team is allowed to bring in 2 subs (one male, one female) from a lower tier to be 7<sup>th</sup> player to avoid having to play with 5 should an injury or emergency occur.
  - 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 attack the ball from behind the 3-meter attack line. At take-off, his feet must neither have touched, nor crossed over the attack line. After his hit, he may land on or in front of the attack line. However, he may complete an attack hit in front of the attack line if at the moment of contact any part of the ball is below the top of the net. See diagrams 1 and 2 at end of Policy for further information.
- Side-by-side blocking (attempted or completed) by 2 males is only allowed against a male attacker, otherwise participating female blocker must be present between 2 male blockers for the block to be legal. 2 males blocking a female side-by-side is not allowed.
- Regular VC rules will apply to blocking (see VC Rulebook).

**COVID (If Necessary)**– Note that these COVID guidelines were voted in for the 2021-2022 season and do not apply for the 2023-2024 season except for the section below that states **ACTIVE**. Please refer to Manitoba Health for guidance if you are experiencing symptoms. Covid related policy is subject to change at the discretion of the Board in accordance to MB Health orders

**(ACTIVE) We will continue to implement the rule that in the event that a player exhibits covid symptoms BEFORE a game, the team is allowed to start and complete the match with only 5 players. An email must be sent to their convenor 20 min prior to game time if following this guideline. No ghost player rule, as the team is already playing with one less player. If a player suddenly exhibits covid symptoms DURING a game that is already in play please refer to Section 10 Injury/Sickness & Emergency.**

**INACTIVE (Covid related policy is subject to change at the discretion of the Board in accordance to MB Health orders)**

- Players during the 2021-2022 season must be fully vaccinated, in exception to individuals that successfully receive a medical exemption from the Government of Manitoba. This remains consistent until further notice.
- QR code, photo, and signed online waivers are required due on date online. Captain will collect and send to their convenor for scanning and confirm that all their players have signed their waivers on the site. Any new additions during the season require this as well and approval from the league.
- A team passport will be created. The league and captain will have a copy for verification.
- Any use of false information is subject to the player being banned from the league, team ejection from the season, and no refund. Rules are harsh as the League's status could be in jeopardy.
- WCVL Board to complete random audits in which the passports must be presented.
- Still have your QR codes for when entering facilities. Requirements for each gym will be posted online once confirmed. You require a mask on unless you are warming up or playing on the court. The facility rules trump league rules in any given case.
- For the safety of all, no spectators allowed. We want to limit the amount of people at the facilities.
- Do not arrive at the court any earlier than 20 min beforehand unless you are the first slot. The expectation is you come already dressed and ready to go and vacate the court as soon as you can once done.
- The scoresheet has been updated to include a screening tool for captains to ask their teams before entering the facility. Both captains and the referee must sign that it was completed. Home team must submit both sides within 48hrs after the game.
- In the event the majority of a team is considered close contact to an individual by MB health, the game can be defaulted with no default penalty if at notice is given. The team will not be permitted to play during isolation, automatic losses will be given with the opportunity to reschedule any affected games before the round ends. Subject to normal rescheduling protocol.
- Because a lot of teams combined, the jersey rule is more relaxed this season. We just require the same colour shirt and a different number for each player.
- Final Placement status from 2019-2020 will be considered for next season, due to the pandemic.

**10.1. 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.
- h. Poor Attitude:
  - i. swearing at an official, lines-judge, 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 WCVL Executive will consider these fines/suspensions when determining the action to be taken for infractions of the code of conduct.

**10.2. PROTESTS**

- ALL protests must be recorded on the score sheet and signed by the referee. The team contact submitting the protest must contact 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.

10.3. DIAGRAMS

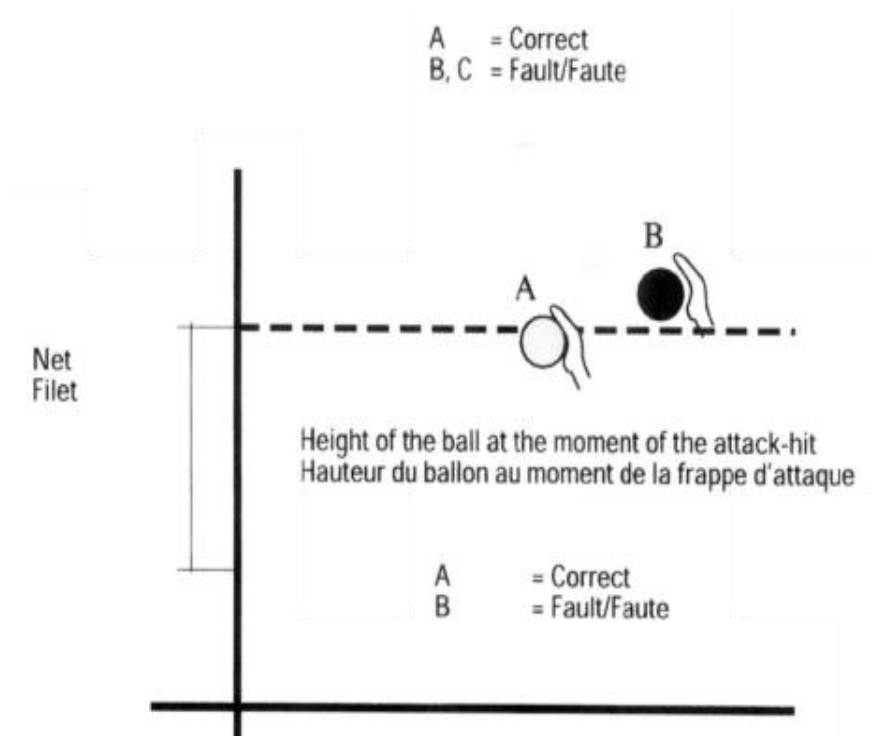


Diagram 2

