

**MISSOURI VALLEY CONFERENCE  
2009 VOLLEYBALL PROCEDURES**

1. Date.
  - 1.1 Regular-Season Competition. Conference round-robin play shall begin ten weeks prior to the championship date.
  - 1.2 Tournament. The Conference tournament shall be conducted on Thursday, Friday and Saturday on Thanksgiving weekend.
2. Site.
  - 2.1 Tournament Site. The tournament shall be held at a predetermined site selected by athletics administrators.
    - 2.1.1 2009 Site. Creighton
    - 2.1.2 2010 Site. To be determined Fall 2009
  - 2.2 Bid. Institutions wishing to host must submit a minimum guaranteed bid of \$5,000 over host expenses not including banquet expenses. The timetable for submitting bids shall be determined by the Championships Committee.
3. Team Selection.
  - 3.1 Tournament. The results of double round-robin schedule shall determine the six teams which advance to the Conference tournament.
    - 3.1.1 Host. In the event the host team is not among the top six teams, the top five teams plus the host will advance to the tournament.
4. Conduct of Championship.
  - 4.1 Scheduling Requirement. A minimum of 90 percent of an institution's matches must be played against Division I teams.
  - 4.2 Regular-Season Competition.
    - 4.2.1 Regular-Season Scheduling.
      - a. Double Round-Robin. A long-range rotating schedule using the concept of travel partners shall be used by the Conference in scheduling double round-robin, regular-season competition.

## ***2009 MVC Volleyball Procedures***

- b. Travel Partners. The following travel partners shall be incorporated into the schedule: Bradley/Northern Iowa; Missouri State/Wichita State; Evansville/Southern Illinois; Drake/Creighton; and Illinois State/Indiana State.
  - c. Days of Competition. Conference matches shall be played on Fridays and Saturdays beginning ten weeks prior to the Conference tournament.
  - d. Travel Partner Scheduling. Each team must play its travel partner twice in each season. These matches may be scheduled at any time by mutual agreement of the two teams, provided it is played by the last date of the Conference schedule. The home/away order of travel partners' matches shall be alternated annually.
  - e. Sequence of Matches. The sequence in which a team plays two Conference matches on a weekend shall be the same for two years and then reversed in order each odd numbered year.
  - f. Scheduling Changes. It shall be the responsibility of the schools wishing any change in dates or starting times of matches to make the necessary arrangements with all schools affected. No changes shall be allowed without written notification to the Conference Office.
- 4.2.2 Scoring. Matches shall be the best three of five using NCAA scoring.
- a. Uncompleted Match. If a match cannot be concluded prior to the completion of the third set, the match is declared null. If a match cannot be concluded due to a prolonged interruption after the third set, the team leading the match shall be declared the winner. In game 4, if one team is ahead by at least 2 points and has scored at least 20 points, that team is declared the winner of that game. Otherwise, game 4 is declared null and the team that was ahead after the third game is declared the winner. If the sets are tied at 2, the match is declared a tie. In game 5, if one team is ahead by at least 2 points and has scored at least 10 points, that team is declared the winner of that game. If not, the match is declared a tie. Matches shall not be rescheduled. Statistics in tied matches are maintained. Statistics in null games or matches are not kept.
- 4.2.3 Starting Times. The standard match starting time shall be 7:00 p.m. local time. Exceptions shall be allowed for promotional or facility availability reasons with Conference Office approval or by mutual agreement of the two teams.

## ***2009 MVC Volleyball Procedures***

### 4.2.4 Match Agreements.

- a. Administration. Attendance by at least one athletic administrator, or designated representative, is mandatory at home matches. This person must be visibly in charge and introduced to officials before the match. It is recommended the administrator either sit at or near the scorekeeping table or should indicate to the officials prior to the match where s/he can be located during the match.
- b. Announcer. Each site must have an announcer and a public address system.
- c. Checklist. The NCAA match management checklist shall be used for home match management.
- d. Complimentary admissions. Host teams shall provide up to 50 complimentary admissions to the visiting team, with at least 25 located behind the team bench.
- e. Contracts. In lieu of contracts for conference matches, institutions shall use the conference scheduling form to confirm date, time, and place of matches.
- f. Facilities. Locker room and training facilities must be available two hours prior to match time unless mutually pre-arranged.
- g. Intervals Between Games. There shall be a 10-minute break between games two and three. The interval between all other games is 3 minutes.
- h. Personnel. Each site must provide the following personnel and services:
  - (1) two lines judges dressed in identical attire;
  - (2) one official scorer;
  - (3) libero tracker;
  - (4) PAVO certified lines judges and scorer (recommended);
  - (5) one person to manually keep the score visible to the teams and spectators;
  - (6) a minimum of two trained statisticians to record statistics

## ***2009 MVC Volleyball Procedures***

using definitions from the AVCA manual. Statistics shall be tabulated and made available to both coaches and the media immediately following the match;

Note: It is recommended that four statisticians (two of them trained) be used to record Conference statistics.

- (7) at least four ball shaggers; and
- (8) speed wipers (recommended).
- i. Practice. Visiting team requests for practice and training needs must be made two weeks in advance of the match. The court set-up and amenities (i.e. water, balls, etc.) for practice shall be the same as those for matches.
- j. Protocol. The pre-match protocol in Appendix 1 shall be followed.
- k. Radio. One complimentary radio line shall be provided for the visiting team.
- l. Scoresheets. Each coach is to receive a copy of the match scoresheets at the conclusion of the match.
- m. Scouting.
  - (1) In-Person. In-person scouting shall be prohibited consistent with NCAA and MVC rules for volleyball. MVC coaches may scout, in-person, matches involving only non-conference opponents. MVC coaches participating in the same tournament may scout each other's team during the tournament.
  - (2) Videotape Exchange. The Conference videotape exchange program for the purpose of intra-conference scouting shall be conducted via internet exchange and administered by GametapeXchange. [See Appendix 3 for videotaping guidelines.]
- n. Set-up. The court must be set up and available to both teams two hours prior to match time. The home team has the option to select its preferred ½ hour time slot during the hour preceding warm-ups. If the court is available sooner than two hours prior to the match, there shall be an equitable arrangement for access by mutual agreement of coaches.

## ***2009 MVC Volleyball Procedures***

- o. Towels. Host shall supply 20 clean towels to visitors upon their arrival. These should be counted and returned to the host institution prior to leaving that evening.
  - p. **Travel Squad**. **There are no travel squad limits**; however, teams shall adhere to participant limits, consistent with NCAA limits, during the regular season.
  - q. Uniforms. The home team shall wear white jerseys on Fridays and Sundays and dark jerseys on Saturdays. Visitors shall do the opposite. Uniforms for other days shall be negotiated by participating teams and noted in the match memo.
  - r. Videotape.
    - (1) Video of all matches shall be made available to all teams via Internet video exchange using Game TapeXchange.
    - (2) The home team shall provide a game video to the visiting team immediately following the game plus provide a person to operate the camera at all times with a VCR/DVD attached to the camera. Box scores and score sheets shall be included with the tape.
  - s. Volleyballs. Host must provide a minimum of 10 balls for the visiting team for practice and pre-match activities. The match ball is the Molten IV58L-N Super Touch NCAA blue/silver/white leather volleyball.
  - t. Water. Host shall supply adequate water and cups for each match and practice.
- 4.3 Tournament. Tournament competition shall be single elimination consisting of best three-of-five sets.
- 4.3.1 Team Selection. The results of double round-robin competition shall determine the six teams which advance to the Conference tournament.
  - 4.3.2 Tiebreaker. In the event of a tie, the following tie-breaking procedures shall be implemented:
    - a. Winner of head-to-head competition (two-way tie) or comparison of composite head-to-head records among tied teams (3 or more tied);
    - b. Power rating using Conference matches:

**2009 MVC Volleyball Procedures**

		<u>Road Win</u>	<u>Home Win</u>
vs.	1st place team	20 pts.	19 pts.
	2nd	18	17
	3rd	16	15
	4th	14	13
	5th	12	11
	6th	10	9
	7th	8	7
	8th	6	5
	9th	4	3
	10th	2	1

- c. Games winning percentage among tied teams;
- d. Games winning percentage for all conference matches; and
- e. **The most recently available RPI ranking.**

4.3.3 Bracket. Traditional six-team single-elimination bracket: 1 and 2 receive first round byes; 3 vs 6 in prelim with winner playing 2; 4 vs 5 in prelim with winner playing 1. The prelims shall be scheduled on day 1; the semis on day 2 and the final on day 3.

4.3.4 Squad Size. The NCAA squad size restrictions shall not be applied to conference tournament teams.

4.3.5 Match Times. The top-seeded team shall be scheduled to play the first semi-final match. 8:00 p.m. shall be the latest scheduled starting time for a semi-final match; 2:00 p.m. shall be the earliest scheduled starting time for the final. A later start time is preferred. The standard time between scheduled starts of matches shall be 2-1/2 hours.

4.3.6 Warm-up. If a separate warm-up court is available, the teams participating in the second semifinal match shall be given 30 minutes for warm-up on the championship court. If a separate warm-up court is not available, teams will be given 45 minutes for warm-up on the championship court.

4.3.7 Practice.

- a. Practice - day preceding competition. Practice times shall be assigned subject to approval by the Conference Office using the following guidelines (not listed in priority order):

- (1) Time on the championship court shall be divided equitably

## ***2009 MVC Volleyball Procedures***

among participating teams.

- (2) Arrival time shall be the first consideration in assigning practices.
  - (3) The host team should be assigned to practice at a time that will permit student-athletes to attend classes.
  - (4) Team(s) traveling greater distance(s) shall be given priority in assigned practice times.
  - (5) Higher seeded teams shall be given priority in assigned practice times.
- b. Practice - day preceding competition. For practice times the day of competition, those teams participating in first scheduled match shall be assigned in the first two practice times with the lower-seeded team assigned the earlier period. Those teams participating in the second match shall be assigned the last two practice times with the lower-seeded team practicing first.

4.3.8 Match agreements. All regular-season match agreements are in effect; except there shall be no complimentary admissions. (Note: NCAA travel party policies shall be in effect.)

- a. Ceremonies. No special ceremonies or highlighting of individuals/teams shall be permitted.
- b. Introductions. For the tournament only, all players shall be introduced and shall participate in the pre-match team handshake. The entire team shall then return to the bench for a quick cheer and play shall begin.
- c. Speed Wipers. Speed wipers shall be used throughout the tournament.
- d. Uniforms. The highest-seeded team in each tournament match shall wear the light-colored jerseys.
  - (1) In the case of a tie for fourth seed, the seeding procedures shall be used to determine the higher-seeded team which will wear light-colored jerseys.
  - (2) Teams participating in the televised championship game must display the Valley logo on their uniforms.

## **2009 MVC Volleyball Procedures**

- e. Videotape.
  - (1) The tournament host shall provide videotape of all matches including the championship match.
  - (2) Teams are permitted to videotape their own tournament matches, but may not videotape matches in which they are not participants.
  - (3) The television broadcast videotape is not suitable for the NCAA videotape exchange program.
  
- 5. Officials. Officiating information, including match dates and times, officials assignments, payment information, evaluation forms and other pertinent information can be found on the MVC volleyball officiating website:  
<http://www.mvcadmin.org/VB/online/MvcLogIn.asp>.
  
- 5.1 Regular-Season Officials.
  - 5.1.1 Assignments. The Conference Office shall assign first and second referees for all matches, Conference and non-Conference unless approved by waiver on a case-by-case basis.
  
  - 5.1.2 Payment. The host institution shall be responsible for payment of officials.
    - a. Conference members shall share equally in all officiating costs for conference matches through an adjustment to the Conference's annual distribution.
  
  - 5.1.3 Fees.
    - a. Match Fee. \$210, first and second referees.
  
    - b. Mileage. \$1.00 per mile one-way.
  
    - c. Lodging. Provided by host for Friday/Saturday assignments and/or when mileage is greater than 300 round trip.
  
    - d. Per Diem. \$35 per diem when round trip mileage is greater than 150.
  
    - e. Tickets. Two complimentary admissions shall be provided to each official for all conference contests, when requested at least one week in advance.

## ***2009 MVC Volleyball Procedures***

- 5.1.4 Institutional Employees. Employees of member institutions shall not be assigned to officiate any conference or non-conference game.
- 5.1.5 Lines judges, scorer. The host institution shall be responsible for securing qualified lines judges and scorer.
- a. Lines judges shall be paid a minimum of \$30 to work Conference matches and be dressed in identical attire, dark blue pants and MVC shirt.
  - b. Institutions shall be responsible for conducting line judge training sessions annually. The sessions may be conducted by officials in the local area for a fee no greater than a match fee.
  - c. Institutions shall enter line judge names, addresses, telephone numbers and e-mail addresses on the MVC officiating website by August 8 annually to allow forwarding of information to the NCAA.
  - d. Institutions shall enter line judge assignments on the MVC officiating website at least one day prior to the match. Any change in assignments must be entered as soon as possible after the information becomes available.
- 5.1.6 Arrival Time.
- a. Officials (first referee, second referee) are to arrive one hour prior to scheduled match time and are to remain court-side to carry out all pre-match duties.
  - b. Lines judges and scorer are to arrive 30 minutes prior to scheduled match time.
  - c. Tardiness is to be reported by the host institution by the Monday morning following the match and a standard penalty shall be applied as follows: 1st offense - reprimand, 2nd offense -forfeiture of match fee, 3rd offense - dismissal.
- 5.1.7 Evaluation. Officials and lines judges shall be evaluated by coaches.
- a. Post-match meetings shall be conducted between officials and lines judges.
- 5.1.8 Ball System. The host shall secure ball shaggers to employ the three-ball system.

## ***2009 MVC Volleyball Procedures***

- 5.1.9 Emergencies. When due to an emergency, a lesser number of game officials than required are present for any contest, the official(s) present shall proceed to work the match unless a substitute official(s), agreeable to both coaches, is available. If no officials are present, the host athletic administrator shall make any necessary decisions.
- 5.1.10 Security. Uniformed security shall escort officials to and from the court area if officials must exit via the same area where fans exit.
- 5.1.11 Floor Wipers. Floor wipers are recommended for regular-season matches and required for the tournament.
- 5.1.12 Protest Procedure. Protest procedures are outlined in Appendix 2.
- 5.2 Tournament Officials.
  - 5.2.1 Assignments. The Conference Office shall assign first and second referees and an alternate for all tournament matches.
    - a. The alternate official shall assist the scorer.
  - 5.2.2 Requirements. All regular-season officiating requirements are in effect.
  - 5.2.3 Payment. The Conference Office shall be responsible for all officiating expenses including match fees, (\$235 for first and second referees and \$85 for the alternate; \$50 for lines judges), mileage, lodging and per diem for meals.
  - 5.2.4 Lines Judges. Lines judges shall be assigned by the conference coordinator of officials.
- 6. Awards.
  - 6.1. Team Trophies. Team trophies shall be awarded to the following:
    - 6.1.1 Regular-season champion
    - 6.1.2 First-place tournament team
    - 6.1.3 Second-place tournament team
  - 6.2 First-Place Team Individual Awards. Watches shall be awarded to members of the first-place team, regular season and tournament. [Duplicate watches shall not be provided if the same team wins both titles].
  - 6.3 All-Conference.



## ***2009 MVC Volleyball Procedures***

6.3.3 Individual Awards. The Player of the Year, Defensive Player of the Year, Freshman of the Year and Libero of the Year shall be the athlete(s) receiving the most votes in each category; in case of tie, weight of votes received in all-conference balloting shall be considered.

- a. Nominations for Defensive Player of the Year shall not be restricted by position.
- b. The freshman of the year shall automatically be nominated for the National AVCA Freshman of the Year Award. If the MVC freshman of the year is a redshirt or medical hardship and not eligible for the AVCA award, the highest vote-getter among true freshmen will be nominated.
- c. The libero of the year shall be recognized as an additional member of the All-Conference First Team.

6.3.4 Procedures.

- a. It is recommended that each coach nominate up to four players from his/her own team (in rank order).
- b. Member sports information directors shall forward nominations and supporting data, including all-match and conference-only statistics, to the Conference Office.
- c. The Conference Office shall establish guidelines and deadlines as needed.
- d. The All-Conference selections shall be announced the Wednesday prior to the tournament and awards presented at the tournament banquet. Coaches shall be notified via e-mail when all-conference selections will be posted on the web. Coaches of specialty awards winners shall be notified in advance of the banquet so parents can be invited to attend.

6.4 Coach of the Year. Coaches shall select a coach of the year by ballot prior to the tournament.

6.5 All-Tournament. An All-Tournament Team of nine players plus an MVP shall be recognized at the conclusion of the tournament. The team members shall be selected by coaches as follows:

1st place team: 3, including MVP  
2nd place team: 2

## ***2009 MVC Volleyball Procedures***

3rd, 4th, 5th and 6th place teams: 1 each

- 6.6 Scholar-Athlete Team. Student-athletes shall be named to the MVC scholar-athlete team using the following all-academic criteria and procedures.
  - 6.6.1 **3.2** cumulative GPA
  - 6.6.2 Sophomore in academic and athletic standing
  - 6.6.3 Participation in 75% of regular-season
  - 6.6.4 Voted upon by sports information staff before the championship
  - 6.6.5 Receipt of at least two votes to be named honorable mention.
7. Coaches Meeting. The volleyball coaches shall meet annually in St. Louis. The 2008 meeting is scheduled for Monday, January 14, beginning at 10:00 am.
8. Finances.
  - 8.1 Budget. To be eligible to host the tournament, an institution must submit a tournament budget to the Conference Office for approval. Only pre-approved budgeted host expenses shall be eligible for reimbursement from tournament receipts.
  - 8.2 Distribution of Tournament Revenue. Tournament revenues shall be distributed as follows:
    - 8.2.1 The host shall receive 25% of net income over guarantee
    - 8.2.2 The host will pay guarantee plus 75% of net income to the conference office for distribution as follows:
      - a. reimbursement of actual transportation expenses or at a rate of \$2.25 per mile round trip, whichever is less, or % thereof, to the visiting teams using NCAA transportation guidelines,
      - b. payment of per diem to visiting teams (not to exceed \$30 per diem for travel party of 22), and unreimbursed expenses of host, including per diem when necessary, or % thereof; [If a sports information director does not travel with the team to the MVC championship, the institution shall be reimbursed for one less person in the team travel party.]
      - c. payment of Conference Office tournament expenses,

***2009 MVC Volleyball Procedures***

- d. balance to be divided equally among sponsoring members plus Conference Office.

Y:\max\procedures\vbprocedures Rev. 8/09

**2009 MVC Volleyball Procedures**

Appendix 1

Missouri Valley Conference  
Volleyball Match Protocol

<u>Clock</u>	<u>Action</u>
6:00 - 6:41	Court available for shared warmup
6:30	Coin toss
6:41 - 6:45	Visitor court
6:45 - 6:49	Home court
6:49 - 6:54	Visitor court
6:54 - 6:59	Home court
6:59 - 7:00	Team huddle / Announcements
7:00	National Anthem followed by Player Introductions Team Handshake/Sportsmanship Announcement
	Match begins

Times are adjustable for different starting time (e.g. 7:05 start to accommodate radio or television).

The scoreboard operator should set the clock to countdown one hour prior to match time. The time should be set to count down three minutes between sets 1 and 2 and 3 and 4 immediately after the R1 signals the change of court for the teams. It should be set at 10 minutes between sets 2 and 3 immediately after the R1 releases the teams to their benches. If a fifth set is necessary, the time should be set to count down from three minutes after the R2 has indicated the result of the coin flip.

Note: Please advise the visiting team of any circumstances which may alter the pre-match protocol. It is advised that introductions and/or special ceremonies in conjunction with senior night or parents' night be kept brief or be scheduled in lieu of a promotion between games 2 and 3. Any deviation from MVC protocol can only be by mutual consent of participating coaches.

Teams will be introduced in traditional format from the endlines.

Coaches shall retain two time-outs regardless of television time-out format.

**Missouri Valley Conference  
Volleyball Protest Procedure**

**For League Matches:**

1. Protests must be made prior to the whistle for the next serve.
2. Officials must accept protests unless there is no question that the decision is based on judgement. If there is any doubt, officials should accept the protest.
3. A protest must normally be entered by the captain. If the coach wants to enter the protest, a timeout must be taken. If the team wins the protest, the team out is removed. If the team loses the protest, and the timeout was the third timeout for the team, a team delay red card is issued. If a coach requests a timeout to enter a protest, the other coach may participate in the protest. Neither coach can participate if a timeout is not taken.
4. After the protest is entered, the game is completed. Once the game is completed, a call must be made to Wally Hendricks (217) 352-1520) or cell phone (217) 840-6268. The final resolution of the protest will be made at this time. If the protest is upheld, the game will recommence at the point of the protest with the appropriate call. If it is not possible to contact Wally Hendricks, the ruling of the officials is final. Matches will not be replayed due to a protest.
5. The first official should contact Wally Hendricks as soon as possible after the match and explain the circumstances of the protest.

**For Non-League Matches:**

1. Points 1 through 3 above should be followed.
2. After the protest is entered, the match is completed. If the coach still wants to follow the protest procedure, a copy of the score sheet with the write-up of the protest must be sent to Marcia Alterman, the NAGWA rules interpreter (e-mail: [rules.director@pavo.org](mailto:rules.director@pavo.org)). The decision to replay a match in which a protest is upheld falls to the two schools that are involved. No protests are allowed over scoring errors.
3. The first official should contact Wally Hendricks as soon as possible after the match and explain the circumstances of the protest.

MVC WOMEN'S VOLLEYBALL  
VIDEOTAPE EXCHANGE PROGRAM

The following rules and regulations will be used to monitor the game tape exchange program for the Missouri Valley Conference volleyball season. The Director for Operations at the MVC, will be monitoring the program. Each school is expected to comply with the policies and procedures. If you have any questions regarding the game tape exchange process you may contact Dwayne Richard at [dwayne@gametapeexchange.com](mailto:dwayne@gametapeexchange.com) or the MVC staff.

1. Only the home MVC schools will be required to upload matches from conference play.
2. The visiting MVC schools will not be responsible for any uploads of conference matches.  
**Visiting schools will not be penalized if home schools are delinquent in loading video.**
  - a. Visiting schools can still videotape all their road matches but will not need to upload them.
3. All MVC schools will be responsible for the uploading their first home non-conference match and last two non-conference matches before their first MVC match regardless of home or away status. 3a. **Note:** If you play your travel partner before your last non-conference match(es), you are required to upload your final two non-conference matches that follow.
4. Required games should be captured and uploaded using the following procedures:
  - a. **Note:** *All MVC matches will be played on Thursday, Friday, Saturday or Sunday this year.*
  - b. For MVC matches, home teams are required to upload the contest(s) by noon on the Monday following those matches.
    - i. **EXAMPLE:** If Bradley hosts Creighton, on Friday night, and Drake, on Saturday night, both matches must be uploaded by Bradley by the following Monday at noon.
  - c. This does not mean you should start uploading the match at 11:59 a.m., the matches must be completed and available for download by noon, Monday.
  - d. If a school does not meet the deadline, it will not be able to access any matches from the database.
5. In 2008, home schools (uploading video) are required to fax or email the scoresheets of each match, to each MVC school.
6. In addition to timely uploading, the quality and length of the games must be in the required

## ***2009 MVC Volleyball Procedures***

format outlined and communicated by Dwayne Richard and [www.gametapeexchange.com](http://www.gametapeexchange.com). Per MVC requirements, the video must be taken from an elevated position, and the match action must be filmed with the camera zoomed between the net antenna.

7. In the case of catastrophic circumstances in which equipment is damaged, or completely unable to be used in the procedure the school will not be penalized but will have to provide in writing a description of the problem, in addition to a solution for the issue. This document **MUST** be signed by the athletic director and submitted to the MVC Director of Operations.
8. Lack of time or knowledge about the equipment or process are not acceptable excuses for failure to comply with the videotape exchange.
9. Each school will have the ability to download as many conference matches against future opponents as it wishes, plus two non-conferences matches.
10. The host institution must videotape and upload all the matches for the MVC Championship. Schools remaining in the championship will have the ability to download those matches.
11. The general public will not have access to the videos; each school will have its own username and password.