

2011-2012 Volleyball Operating Code

1. ORGANIZATION STRUCTURE

1.1 CONFERENCE STRUCTURE

1.1.1 The Conference consists of an Eastern Division and a Western Division.

1.1.1.1 East: Cheyney, East Stroudsburg, Kutztown, Lock Haven, Millersville, Shippensburg, and West Chester

1.1.1.2 West: California, Clarion, Edinboro, Gannon, IUP, Mercyhurst, and Slippery Rock

1.2 CONFERENCE COMMITTEES

1.2.1 Sports Chairperson: An athletic administrator shall be selected by the Chair of the Athletic Administrators as the chairperson to the volleyball coaches.

1.2.2 Duties of Volleyball Sport Committee Chair

1.2.2.1 Serve as the liaison between the volleyball coaches and the Conference.

1.2.2.2 Prepare and circulate the agenda for meetings of the PSAC volleyball coaches.

1.2.2.3 Chair meetings of the PSAC volleyball coaches.

1.2.2.4 Attend the championship and be prepared to handle any conference issues that may arise at the site.

1.3 MEETINGS: The Volleyball Sport Committee shall conduct an annual meeting; open to all conference volleyball coaches at a time designated by the Conference office. Recommendations that are passed by the coaches at this meeting shall be forwarded to the Athletics Administrators for action.

1.4 PERSONNEL

1.4.1 Staff Limitations

a. 1 head coach

b. 1 full-time assistant (coaching contract with benefits) or part-time assistant or volunteer

c. 1 paid part-time assistant (half time or less) or graduate assistant or volunteer

d. 1 volunteer

e. **4 TOTAL COACHES**

1.4.2 Additional Staffing Notes: In addition to the above limitations, an institution is permitted to utilize an unlimited number of full-time undergraduate students with no limitation of duties. In addition to the above limitations, an institution is permitted to utilize a maximum of four (4) social equity positions with a maximum of one (1) per sport. These positions shall be determined by the President and reported to the Commissioner.

1.5 NATIONAL LETTER OF INTENT: Each Conference member agrees to abide by the regulations and procedures outlined in the National Letter-of-Intent Program.

2. REGULAR SEASON PROCEDURES

2.1 GAME DAY PROCEDURES

2.1.1 Uniforms: Per NCAA rules.

2.1.2 Complimentary Passes: A minimum of two complimentary admissions will be provided to a visiting PSAC student-athlete at any member institution when admission is charged. The complimentary admission list is available online.

2.1.3 Ball: All Conference play will use the Molten IV58L-3 Supertouch (Blue/White/Silver Grey) ball, approved for use at the conference championships for all conference and crossover matches. The official ball of PSAC Volleyball is Molten.

2.1.4 Ball Rotation: All institutions must employ a three-ball rotation system in match play.

2.1.5 Mandated Schedules: All conference members that sponsor volleyball must follow the mandated schedules that have been established within the East and the West Divisions of the Conference.

2.1.6 Pre-Match Warm-up: The NCAA warm up should be used for all regular season matches. It will always start one hour (60 minutes) prior to the start of the scheduled contest. Teams may stretch on the court before that time.

2.1.6.1 One team should NOT use the out of bounds area behind or beside the opposing team to warm up. This creates barriers for the team that has the court.

2.1.7 The NCAA scoring system shall be used for all PSAC regular-season matches.

2.1.8 All NCAA rules are adopted for Conference play which may not be adjusted by the participating teams.

2.1.9 In the event of a transportation delay, the visiting team will be provided 45 minutes of preparation time before the start of competition upon their arrival at the competition site.

2.1.10 Written protocol regarding any intermission activities between games 2 and 3 must be provided to the visiting team and available at the scorer's table prior to the service coin toss. The host institution must provide the visiting team with a private gathering place to meet during the intermission.

2.2 GAME OFFICIALS

2.2.1 Officials Fees

2.2.1.1 Game Fee (No mileage)

2011 Single Match: \$130

Multiple Matches: \$130 single match; \$115 multiple matches

PSAC Playoffs (2011): \$130.00 for referees; \$40.00 per line person

2012 Single Match: \$140 Multi-Match: \$125

2.2.2 PSAC OFFICIALS ASSOCIATION

2.2.2.1 University Coaches

- a. Recommend the names of officials to the Assignor in your Division by April 1st.
- b. Develop policies/rules (performance standard, dress code, etc.).
- c. Prepare official evaluation forms.
- d. Contract for two PSAC Officials for all matches.

2.2.2.2 Head Assignor

- a. Conduct annual performance review and make recommendation to executive committee on which officials will remain active in the pool.
- b. Assist Commissioner with any regular season protests.
- c. Recommend PSAC playoff officials to Volleyball Liaison by October 1.
- d. Assignor will be paid \$200 per institution for assigning officials.
- e. The assignor will notify institutions of assignments by August 1st.

2.2.5. Officials

- a. Must attend an annual PAVO rules and mechanics clinic.
- b. Submit to a rating/evaluation system and annual PAVO performance review. The official's evaluation form for the PSAC will mirror the NCAA official's evaluation form.
- c. Adhere to a standard uniform dress code.
- d. Officials for all regular season Conference matches must be on court 30 minutes prior to the match.

2.2.6 Line Officials: Upper-classman athletes or students with prior volleyball experience shall be used as line judges, dressed appropriately with a white/gray polo (provided by the conference office), slacks, and appropriate footwear. Line officials must be provided by the host institution for all matches including cross-overs.

2.3 GAME ENVIRONMENT

2.3.1 Sportsmanship: The PSAC is committed to developing sportsmanship and creating healthy environments for competition. We believe that part of the role of education through sports is to educate all participants in athletic contests to conduct themselves with civility, dignity and respect for opponents.

2.3.2 Crowd Control Statement: Each member institution is expected to have the following announcement read prior to each contest (at a minimum). Institutions are encouraged to developed a format in which participating student-athletes or other enrolled student-athletes recite this (or a similar statement) prior to competition. “The PSAC and (host institution) promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages is prohibited. Thank you for your support of the PSAC and (host institution).”

2.3.1 The director of athletics or the designated representative is responsible for removing artificial noisemakers from the competition area.

2.3.3 Game Environment, The PSAC and Division II: Institutions have a unique opportunity to establish the link between the educational purpose of Division II athletics and the competition environment at Division II events. Game Environment goes beyond the behavior of players and coaches to include all that surrounds the event, including game administration, fans and student supporters. Sportsmanship should be regarded as a mandatory subset of game environment. That is, an institution can exhibit great sportsmanship without having a great game environment. However, it is not possible to have a great game environment without sportsmanship.

2.4 MEDIA SHARING

2.4.1 Film Policies

2.4.1.1 Only PSAC Mandated contests will be uploaded to Game Tape Exchange. **NOTE:** The last two matches played prior to the Sunday before the first mandated cross-over must be uploaded by Monday at noon prior to the cross-overs.

2.4.1.2 The home team will be required to upload matches following each divisional conference match. The upload following a divisional match **MUST** occur before noon the day following the match.

2.4.1.3 For cross-over matches, the member school from the host division of the particular crossover will be responsible for uploading the match. For example, if California is playing Kutztown at East Stroudsburg, Kutztown would be responsible for the Kutztown/Cal upload. All uploads from crossover play **MUST** be completed by Monday at noon following the crossovers. *Cross-over hosts MUST communicate in advance with teams attending the cross-over as to the videotaping capabilities that will be available in order to facilitate this process.*

2.4.1.4 An institution will not be permitted to download any contests until they have uploaded all matches played to date.

2.4.1.5 There will be full access to all mandated contests played in the exchange. Each institution will be able to download all other institutions matches regardless of home/away, divisional/cross-over.

2.4.1.6 In addition to timely uploading, the matches must be in the required format outlined by Game Tape Exchange.

2.4.1.7 Access to game tapes is restricted. The usernames and password should be treated as sensitive and not be shared with anyone. You may not provide video of a PSAC opponent to any non-conference opponent.

2.4.1.8 The PSAC tournament host institution will be responsible for taping and uploading all tournament matches.

2.4.1.9 Each head coach is encouraged to invest time to train camera personnel prior to the beginning of the season.

2.4.1.10 In the event of a catastrophic circumstance in which equipment is damaged or completely unable to be used, the institution must provide, in writing, a description of the problem and solution for immediate resolution. This document must be signed and submitted (emailed if possible) by the athletic director to the conference commissioner.

2.4.1.11 Filming Specifications:

a. NEW digital tapes must be used for EACH game during the original recording (max 2 matches on a tape).

b. Wide end court shot will be used and should show all players involved in the action.

2.4.1.12 The conference office will investigate any violation of the above rules. The conference office shall fine an institution \$100 per violation, as deemed appropriate.

2.4.1.13 If a problem occurs, the first contact should be Game Tape Exchange, then the conference office, then the institution that is expecting your game.

2.4.1.14 Only major issues are acceptable as excuses. Not knowing how to capture or upload, not having enough time, incompatible computer, internet speed (slowness) are not acceptable excuses.

2.4.1.15 The PSAC volleyball programs will exchange match score sheets either through the uploading process provided by Game Tape Exchange or by e-mailing.

2.4.1.16 No film exchange will be granted to a school outside our conference in order to scout another member institution.

2.5 CROSSOVER GAMES

2.5.1 Game Times: Institutions will run one court at each site for crossover games.

If 4 matches are played at the site, game times will be:

FRIDAY:	11:30 a.m.	SATURDAY	10:00 a.m.
	2:00 p.m.		12:30 p.m.
	5:00 p.m.		3:30 p.m.
	7:30 p.m.		6:00 p.m.

If only 2 matches are played at the site, game times will be:

FRIDAY:	4:00 p.m.	SATURDAY:	12:00 p.m.
	7:00 p.m.		3:00 p.m.

2.5.2 Warm Up: The first match on Friday and the first match on Saturday will have the NCAA warm up in place each day. For all other matches, 40 minutes of warm up time will be in place which will follow the NCAA warm up format. If there is less than one hour but more than 40 minutes before the next match is scheduled to begin, both teams will follow the NCAA warm up format.

2.5.3 Facilities: Facilities need to be open (court available and set up) and staff available (training room, etc.) 1 ½ hours before the first match on Friday and Saturday (this would mean 3:30 p.m. the Friday of crossover play and 8:30 a.m. the Saturday of crossover play) and have balls available 1 hour prior to the first match on Friday and Saturday (4 p.m. Friday and 9 a.m. Saturday).

3. CHAMPIONSHIP PROCEDURES

3.1 TOURNAMENT FORMAT: The conference tournament shall consist of eight teams. The top four teams from the East division and the top four teams from the West division will qualify. All matches will be best three-of-five.

3.1.1 Seeding: The determination of division champions and seeding for the tournament is based on the win/loss record within the division based on the mandated schedule. The divisional standings for determining post-season berths will include all mandated matches, divisional and cross-over, without affecting the number of qualifying teams from each division. The following criteria shall be used in order to break any tie(s) in the selection process for the conference tournament:

- a. Sets won within the division in mandated schedule between tied teams.
- b. Set differential against remainder of division within division schedule.
- c. Record with teams above tied teams starting with the highest team, etc. and proceeding in descending order until the tie is broken within the division. If tie is for first place, start with the next team below and go in descending order until the tie is broken. If ties are for more than one place, the highest seeds must be determined first and then work in descending order.
- d. Sets won against teams above tied teams starting with the highest team, etc. and proceeding in descending order until the tie is broken within the division. If tie is for first place, start with the next team below and go in descending order until the tie is broken. If ties are for more than one place, highest seeds must be determined first then work in descending order.
- e. Matches in the PSAC mandated crossover schedule between tied teams.
- f. Sets won in the PSAC mandated crossover schedule between tied teams.
- g. Point differential within the division in mandated schedule between tied teams.
- h. Point differential in the crossover games in the PSAC mandated crossover schedule between tied teams.
- i. Coin toss.

3.1.2 Date/Time: The PSAC Championship shall be held the week (Tuesday, Friday and Saturday) prior to the NCAA Regional Qualifying round.

3.1.1.1 Quarterfinals: First round games will be played on the Tuesday prior to the championship at 7:00 p.m.

3.1.1.2 Semi-finals and Championship: Semi-final games will be played on Friday at 5:00 p.m. and 7:30 p.m. Host team will play 7:30 p.m. match. The Championship game shall not to be held earlier than 3:00 p.m. and no later than 7:00 p.m.

3.1.3 Site: Any member school with adequate facilities (one regulation size volleyball court, 30 foot ceiling, and adequate warm-up area) shall be eligible to host the PSAC Championship. The site of each year's tournament shall be at the top-seeded school, alternating between the East and the West. The championship shall be in the East in odd-numbered years and in the West in even-numbered years.

Quarterfinals: #4 seed from East at #1 seed from East
#3 seed from East at #2 seed from East
#4 seed from West at #1 seed from West
#3 seed from West at #2 seed from West

Semi-finals: Winner of #4 East vs. #1 East match VS. Winner of #3 West vs. #2 West match
Winner of #3 East vs. #2 East match VS. Winner of #4 West vs. #1 West match

3.1.4 No play-in games will be permitted.

3.1.5 In the event the PSAC championship is not completed, the highest remaining seed in the tournament would advance as the automatic qualifier. Should two teams with the same seed remain, then the automatic qualifier will be based on the head to head result in the regular cross-over match.

3.1.6 All institutions must follow NCAA Division II Volleyball Championship guidelines.

3.2 TOURNAMENT PROCEDURES

3.2.1 Tournament Director: The host Athletics Administrator shall assume the responsibility of “tournament director” of the PSAC Championship.

3.2.1.1 The Athletics Administrator shall organize and administer the tournament, and provide member institutions and officials with appropriate information regarding housing, dining facilities, directions to facilities, and services available during the tournament.

3.2.2 Championship Practice Times: At the PSAC Championship, a 60 minute practice session will be scheduled by the host team for each participating team the day prior to the tournament. On the day of the semi-finals, 60 minutes of court time will be provided for each team. On the day of the championship game, 60 minutes of court time will be provided to each team starting after 9 a.m. and ending no later than three hours before the scheduled start of the final game.

3.2.3 Bench Personnel: Each team will be permitted up to 20 personnel in the bench area. No more than 6 non-uniformed personnel are permitted in the bench area. Medical personnel are excluded from the bench personnel limit, i.e. ATC, student-trainers, physicians.

3.2.4 Warm-up: The net must be set-up and ready for use no later than 60 minutes prior to the start of the scheduled match. The higher seeded team shall be designated as the home team unless the host institution is playing. Teams may stretch on the court before that time. During warm-up, one team should not use the out of bounds area behind or beside the opposing team to warm-up. This creates barriers for the team that has the court.

3.2.4.1 Pre-Match Warm-up: The higher-seeded team shall be designated as the home team, unless the host institution is playing. In that case, the host shall be the home team. The pre-match warm-up shall be identical to that which is designated in NCAA matches.

3.2.4.2 Warm-up Time Between Matches: If an auxiliary area is available at the championship site for teams’ warm-up, teams will be guaranteed 30 minutes of warm-up time on the championship court prior to their respective matches. However, if an auxiliary area is not available at the site, teams will be guaranteed 45 minutes on the championship court.

3.2.5 Scoring: The NCAA scoring system shall be used for all championship matches.

3.2.6 Promotions: No mid-match promotions will be permitted during any of the rounds of the PSAC tournament.

3.2.7 Officials: Two officials (PAVO State or National/Junior National, USVBA) shall be used in each tournament match. Two “local” (PSAC affiliated) officials will be hired as lines officials for each tournament match.

3.2.7.1 A separate scorekeeper, provided by the host institution, will be used for normal scorekeeping procedures. The scorekeeper should have kept score (at any school) for several women’s collegiate matches prior to working the playoffs.

3.2.7.2 For the quarters, semis, and finals, all officials must be on-site (e.g. in the gymnasium) no later than 45 minutes prior to the match time.

3.2.8 Protests: The Tournament Protest Committee shall be responsible for all tournament regulations for the Championship. The three-person Tournament Protest Committee shall consist of the chair of the Volleyball Sport Committee or his/her designee, the head official or one official who is not involved in the dispute, and one non-partisan official. The Tournament Protest Committee shall be responsible for the interpretation and application of NCAA rules, and shall handle any disputes or protests that arise during or following the tournaments. The Tournament Protest Committee also shall be responsible for making recommendations to the Conference for all matters pertaining to the championship.

3.2.8.1 Questions of officiating judgment are not subject to protest.

3.2.8.2 All protests shall immediately be brought to the attention of the Tournament Director who immediately calls the Tournament Protest Committee together for clarification or a

decision, which is final. During this time period, play will cease and players must remain on the court until clarification or a decision has been made.

3.2.9 Awards

3.2.9.1 Awards will be provided by the conference office. Championship team receives a trophy and 20 individual plaques to the championship team. The Runner-up also receives a trophy.

3.2.9.2 A Tournament Most Valuable Player shall be selected by the Games Committee and will receive a plaque.

3.2.9.3 Awards Ceremony Protocol: The second place team is required to remain present at the site of competition until they are presented with their runner-up trophy.

4. ALL-CONFERENCE AWARD PROCEDURE

4.1 TEAM COMPOSITION and INDIVIDUALS AWARDS

4.1.1 Each Division shall select an All-Conference Team consisting of first and second teams with seven players on each. Players shall be selected regardless of position.

4.1.2 Each Division shall select an Athlete, Coach, Freshman, and Defensive Player of the Year. To be eligible for the Freshman of the Year Award, a student-athlete should be listed by the institution as a freshman or red-shirt freshman and must be competing in their initial year of eligibility for that sport.

4.2 NOMINATION PROCEDURES

4.2.1 A coach may nominate no more than the total number of players selected on a first team (7) from his/her team only.

4.2.2 A player must have played in at least 66% of her team's games in order to be nominated.

4.2.3 Pertinent statistics must be included with each player's nomination.

4.2.4 A coach may only nominate a Freshman of the Year from his/her own team.

4.3 VOTING PROCEDURE

4.3.1 A coach may **not** vote for his/her own players or himself/herself.

4.3.2 A coach must cast votes equal to the total number of players elected on the first and second teams (14).

4.3.3 A coach must rank his/her votes for the total number of players selected.

4.3.4 A ballot must be completed fully in order to be counted.

4.3.5 Ties shall be broken by a revote of uninvolved coaches.

4.3.6 Athlete and Defensive Player of the Year will be named by utilizing the highest vote total on the ballot.

4.4 MISCELLANEOUS

4.4.1 The All-Conference Teams shall be released during the week following the Conference championship.

4.4.2 The selection process will be conducted by the Conference Media Relations Director in accordance with the PSAC policy.