



VOLLEYBALL HANDBOOK

2016~17

Revised 4/17

NWAC VOLLEYBALL HANDBOOK
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2016~2017 VOLLEYBALL SPORTS COMMITTEE

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NWAC Volleyball Coaches Checklist

1. NWAC Materials:

- Do you have a copy of the latest edition of the NWAC code book and rules update pages?
- Do you understand the constitution and bylaws especially, related to eligibility and recruiting?
- Have you read through the volleyball-specific sport regulations?
- Do you have access to a copy of the NWAC directory?
- Do you have a copy of the NCAA volleyball rule book? Additional books can be purchased through www.ncaa.org.

2. NWAC Volleyball Handbook:

- Do you have a copy of the latest edition of the volleyball handbook?
- Have you read all standard operating procedures regarding host school responsibilities, tournament guidelines, etc?
- Have you submitted your contact numbers to the volleyball sports chair?

3. Regional Guidelines:

- Do you have a copy of your region's standard operating procedures?
- Do you understand the updated volleyball standard operating procedures for your region?
Specific expectations and requirements may vary from region to region with regard to host guidelines, match times, scheduling, playoffs and league awards.

4. NWAC Coaching Certification:

- Have you completed the requirements necessary for NWAC coaching certification?
To become certified, you must first pass the NWAC Code Book test and NWAC volleyball specific rules test. You must also have a valid CPR/ First Aid card and Concussion training. Documentation of continuing education is recommended in the areas of coaching, legal issues, and medical. Van driver training is required by some institutions.

5. Important Dates and Deadlines:

- When are the first practice and first competition dates?
- When are the team pictures, team information and rosters due to the NWAC office?
- When are physical packets and eligibility due? When is the signing date for letter of intents?
- Do you know the “player of the week” information, including process, due date and time?
- When and where are the first regional coaches meetings? When is the annual coaches meeting?

6. AVCA Membership:

- Have you joined the AVCA - American Volleyball Coaches Association? (This is a requirement in order to nominate or vote for All-American athletes.) You may locate the AVCA at the following address: www.avca.org.

7. Communication within the NWAC:

- Do you know your regional volleyball sports committee representatives?
- Who is the NWAC sports committee chair?
- Who are the two commissioners representing your institution at each regional meeting?
- Do you know how to address a concern related to ethics, eligibility, procedure, etc?

2016~17 VOLLEYBALL IMPORTANT DATES

| <u>DATE</u> | <u>EVENT</u> | <u>LOCATION</u> |
|---------------------------|-----------------------|-----------------|
| Friday, July 15 | Schedule Due | NWAC |
| Monday, August 1 | First Practice | |
| Friday, August 19 | Team Photo & Roster | NWAC |
| Friday, August 26 | First Contest Date | |
| Friday, July 29 | Coaches Certification | NWAC |
| Friday-Sunday, Oct. 14-16 | X-Over Tournaments | |
| Wednesday, Nov. 9 | Crossover Bids Due | Kathie Woods |
| Thur. ~ Sun., Nov. 17-20 | Conference Tournament | Tac. Conv. Ctr. |
| Sunday , November 20 | All Star Event | Tac. Conv. Ctr. |
| Wednesday, November 23 | AVCA All American Due | TBA |

CONFERENCE PLAYERS OF THE WEEK SELECTION PROCESS

An offensive and defensive player and a setter will be selected for each week of the season. Each school will submit their nominations to the region representative by Monday at 5pm.

POW Form can be downloaded: http://www.nwacsports.org/documents/VB_POW_2016.xlsx

Regional Responsibilities

The volleyball sports committee members from each region will be responsible for establishing a process for selecting an offensive and defensive player and setter of the week for their region.

Each region's selections must be forwarded to the sports committee chair by noon on Tuesday. The chair will select the players of the week by noon on Wednesday of each week. That selection will be forwarded to the conference office by noon Wednesday for inclusion on the NWAC website. Winners will be expected to provide their athlete's picture to Tracy Swisher.

NWAC Events Rotation

The NWAC Volleyball Community & Executive Board approves the 3 year bidding process to host the championships. The next bidding process will begin in 2016 for the following season. At the Coaches meeting in 2015, the Volleyball Coaches voted to request the Tournament continue at the Tacoma Convention Center for the 2017-2019 years.

NWAC VOLLEYBALL PLAYER OF THE WEEK



Week: Date:

| Offensive Nomination | | | | | | | | | | | | | |
|----------------------|-----------|-----------|---------|-----------|---------|---------|------|----------------|-----------------|-----------|--------|---------|--------------|
| Name: | | | Region: | | | School: | | | Position: | | Class: | | |
| Date | Match vs. | # of sets | Kills | Kill Eff. | Block/S | Block/A | Digs | Ave. digs/ set | # of S.R. Balls | S.R. Eff. | Aces | Serve % | Total Serves |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Totals | | 0 | 0 | 0.000 | 0 | 0 | 0 | | 0 | | 0 | | 0 |
| Comments: | | | | | | | | | | | | | |

| Setter Nomination | | | | | | | | | | | | | |
|-------------------|-----------|-----------|---------|-----------------|-------|-----------|------|---------|--------------|------|----------------|---------|---------|
| Name: | | | Region: | | | School: | | | Position: | | Class: | | |
| Date | Match vs. | # of sets | Assists | Avg. assist/set | Kills | Kill Eff. | Aces | Serve % | Total Serves | Digs | Ave. digs/ set | Block/S | Block/A |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Totals | | 0 | 0 | | 0 | 0.000 | 0 | | 0 | 0 | | 0 | 0 |
| Comments: | | | | | | | | | | | | | |

| Defensive Nomination | | | | | | | | | | | | | |
|----------------------|-----------|-----------|---------|---------|--------------|-----------------|-----------|------|----------------|---------|---------|--|--|
| Name: | | | Region: | | | School: | | | Position: | | Class: | | |
| Date | Match vs. | # of sets | Aces | Serve % | Total Serves | # of S.R. balls | S.R. Eff. | Digs | Ave. digs/ set | Block/S | Block/A | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Totals | | 0 | 0 | | 0 | 0 | | 0 | | 0 | 0 | | |
| Comments: | | | | | | | | | | | | | |

Crossover Sites

Each region may choose one site selection and submit the bid to Kathie Woods, VB Chair. These bids are due Nov. 9, 2016 for the 2017 season. Use the Crossover Bid Form located in this packet.

October 14-16, 2016 Crossover Selections:

Lower Columbia:

South Puget Sound

Clackamas

Clark

Spokane

Walla Walla

Everett

Olympic

SWOCC:

Umpqua

Big Bend

North Idaho

Pierce

Highline

Skagit

Whatcom

Yakima

Lane

Centralia

Treasure Valley

Bellevue:

Edmonds

Columbia Basin

Wenatchee

Linn Benton

Chemeketa

Green River

Grays Harbor

Shoreline

Tacoma

Blue Mountain

Mt. Hood

Emergency Procedures

In case of emergency which causes you to be late to a contest, follow the guidelines in the NCAA Rule Book. Contact host Coach and/or Athletic Director of that institution immediately.

SITUATION 2: (Taken from 2016-17 NCAA Rule Book). See Rule Book for other examples of delay procedures.

Due to transportation difficulty, Team R has only five players present at the scheduled match start time. The referees are ready for play to begin.

RULING:

If the home institution has been notified that the visiting team is delayed by circumstances beyond its control, the referees will postpone the match for a reasonable amount of time. If there is no notification and the referees are prepared to start the match, the first set will be defaulted at match time, and recorded with Team S winning 25-0. A 10-minute waiting period is allowed before the second set is defaulted, and another 10-minute waiting period is allowed before defaulting the third set. Team R may use its two team timeouts before each set is defaulted. If, during the 10-minute waiting period, a sixth player for Team R arrives, each team will be allowed one-half of the time remaining in the 10-minute waiting period as its warm-up time on the court, and the set will begin. (See Rule 8.5.2 and Rule 9.1.1.)

Game Management for Volleyball Match

Host responsibilities include the following:

Minimum Standards

- 1) Regulation playing court (NCAA)
- 2) Net at appropriate height with antennas firmly secured to net
- 3) The playing court, including the net, should be set up and ready for warm up 1.5 hours before game time. 30 minutes before the shared hour, the court will be set up for serve and serve receive time to be split between the home and visiting team.
- 4) Visual scoreboard with clock counting down from 60 minutes before game time.
- 5) Towels for both team benches (minimum 6 each)
- 6) Provide two (2) approved Baden "Perfection" game balls for the match. A three (3) ball system is preferred, if possible.
- 7) Provide water, cups and towels for both teams.
- 8) Krossover will be used for film exchange.
- 9) Follow NCAA pre-match protocol which includes announcing both rosters
- 10) Have a copy of the pre-match protocol available at the scorer's table
- 11) Provide a stat crew of at least three (3) well trained individuals
- 12) Provide match statistics to visiting team within fifteen (15) minutes of the end of the match.
- 13) It is required during league matches for the host school to provide a break between sets 2 and 3 for promotional sponsorship and/or fan participation. The host school provides the visitors a secured location during this break. The rule book states you have up to 10 minutes between game 2 and 3.
- 14) Protocols for jersey color depends on home vs. away. Home uniform shall be light and visitors are dark. If schools have similar colors, have a conversation with the coach prior to the competition date.
- 15) No hats or cell phones at score table.
- 16) Upbeat music should be played during timeouts and between sets.
- 17) Visiting teams, out of respect to the host team and their facilities, should work to keep the bench area clean.

Recommended Standards

- 1) Warm up balls and carts for both teams
- 2) Shower towels for visiting team
- 3) Training area and services
- 4) Separate dressing area for players and officials
- 5) If unable to provide separate dressing areas for teams, provide a meeting space for visiting team
- 6) Have extra line-up sheets available at the scorer's table

NWAC Volleyball

Pre-Match Protocol

NWAC Volleyball will follow the Pre-Match Protocol as listed in the NCAA rulebook. After the warm-up is complete the following procedures are for team introductions and pre-match activities:

- 1) The National Anthem should be played after the teams have lined up on the end line.
- 2) The entire roster for each team will be introduced in numerical order.
- 3) On the signal from the officials, team captains proceed to the net to shake hands followed by their respective team members.
- 4) Each team then reports to its bench to prepare for the match.
- 5) Starters are called to the end line and the match begins.

As a reminder:

- A. Lineup sheets must be submitted no later than the three (3) minute mark on the clock.
- B. The roster limit shall be not more than fifteen (15) student-athletes.
- C. All players can warm up, even red shirt players. Before the start of the match, non-participants will change into neutral clothing.
- D. Uniform: All NCAA regulations concerning uniforms must be followed.

Coach Of The Year Selection Process

NWAC Coach of the Year

The selection of the NWAC Coach of the Year will follow these procedures:

- 1) Each region will vote in the manner they deem appropriate to select a Regional Coach of the year.
- 2) The nominations for NWAC Coach of the Year consist of the four Regional Coaches of the Year and each of the coaches from the final four teams in the NWAC Championship Tournament.
- 3) At the annual coaches meeting in November at the NWAC Championships, each school will get one vote for the NWAC Coach of the Year.
- 4) The winner will be announced following the NWAC Championship Match.

Criteria for the regional and conference Coach of the Year selections:

Professionalism

Effort to promote their sport

Support for the spirit and intent of the NWAC code and sports rules

Conduct of the coach's team

Contribution to the growth of the sport

Improvement in the program from previous year/during current season

Season Record

Volleyball All-Tournament Team SELECTION PROCESS

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

ALL-TOURNAMENT TEAM SELECTION PROCESS

Coaches from the schools that finish first through sixth will select tournament all-stars from their own team in the following numbers:

| | |
|-------------------|---|
| First place team | MVP, two 1 st team, one 2 nd team |
| Second place team | two 1 st team, one 2 nd team |
| Third place team | one 1 st team, one 2 nd team |
| Fourth place team | one 1 st team, one 2 nd team |
| Fifth place team | one 2 nd team |
| Sixth place team | one 2 nd team |

Coaches leaving the tournament prior to its conclusion should hand their selections to the tournament director.

Please Note: The above procedure is for a thirteen-person all-tournament team.

TIE~BREAKER PROCEDURES

NWAC Volleyball will use the following tie-breaker procedures for all tournaments (excluding the Championship tournament) formatted such that ties could occur. Please post this procedure at your tournament.

TIE~BREAKER PROCEDURES FOR CROSSOVER TOURNAMENTS

If two teams are tied:

- 1) Head to Head Record/Head to Head Match, Sets

If more than two teams are tied:

- 1) Match first, then Sets, then point differential.
- 2) Won-Loss ratio for the total number of games played, between the tied teams
- 3) Comparison of the point differential between the tied teams. Point differential shall be determined by subtracting the total points lost from the total points won. (The highest plus or lowest minus remainder shall be considered the superior team.)
- 4) Coin Toss

CROSSOVER TOURNAMENTS

CROSSOVER TOURNAMENTS

Refer to the NWAC Code Book for regulations regarding crossovers. In addition, the following philosophies are also important.

- I. All crossovers have standardized officiating.
 - A. R1 - state rated
R2 - state rated
 - B. Trained lines people should be provided, as well as scorekeeper and libero tracker.
- II. If you chose not to participate in a crossover, **you may not compete at all on those dates.**
(NWAC Code)
- III. Host colleges are encouraged to invite additional teams to fill vacancies (acceptable teams: 4 year college or 2 year colleges).
- IV. Site Selection
 - A. Each college selects a site for the next season at the coaches meeting during NWAC Championships.
 - B. A representative from your school must be present to select for your school. All coaches not represented will be placed in a tournament.
- V. Entry Fees
 - A. Entry fee costs will be determined by each host institution and should cover the cost of officials and awards. This includes the R1 and R2 officials and all scorers. Other costs should be borne by the host.

- B. This is not designed to be a major money maker for the college. A guideline of no more than \$500 entry fee has been determined.
- VI. October Crossover
- A. Held on the third weekend in October. (Dig Pink)
 - B. “Dig Pink” shall be held during the October Crossover, on Saturday’s play. Each institution needs to let the NWAC office know what activities they will be doing on this date so they can help promote the event.
- VII. Match Guarantees
- A. For tournaments hosting 7 or fewer teams, the format should include as many 3/5 matches as possible. If the facility allows for larger crossovers to include more 3/5 matches, that is preferred.
 - B. For the October crossover, the tournament structure should resemble the NWAC tournament format whenever possible.
 - C. If the structure is pool play with 7 teams, play 3/5 matches outside of your region.
- VIII. Format Guidelines
- A. For tournaments hosting 8 teams, it is recommended pool play 2/3, then bracket 3/5. Guarantee at least 2 matches 3/5, total 5 match guarantee.
 - B. For tournaments hosting 7 teams, round robin play out of region, 3/5 guarantee 4 matches.
 - C. For tournaments hosting 6 teams 3/5 pool play and 3/5 bracket.
 - D. A tie breaker protocol should be posted prior to the start of the tournament.
 - E.** The tournament structure should resemble the NWAC tournament whenever possible.

NWAC Crossover Bid Form

_____ bids to host a Volleyball Crossover Tournament
(College)

Days/Date: _____ Estimated Entry Fee: \$ _____

Maximum Number of Teams : _____

Facility: (Describe briefly): _____

Officials Assigned by: _____

Probable Format: _____

Submitted by: _____
(Director of Athletics) (VB Coach)

Date: _____

Send by email to: Kathie Woods, VB Chair, ldig@aol.com

- Due no later than Nov. 9, 2016

GUIDELINES FOR HOSTING A CROSSOVER

- I. See NWAC Code Book for further guidelines regarding hosting a Crossover.

- II. Basic Criteria
 - A. Minimum of two courts for play
 - B. Warm up time should be predetermined and adequate for all matches
 - C. The tournament coordinator/director shall not be a coach
 - D. Facilities need to be safe for play
 - E. There shall be a tournament protest committee
 - F. Trained lines people provided

- III. Tournament Format
 - A. The schedule for the tournament should be sent to participating colleges by mid-August. (Also include hotel information)
 - B. All Tournament selection at crossover tournaments should include 13 players (MVP, 6 first team and 6 second team). Tournaments with less than 10 teams should have at least 7 players (MVP, 6 players). Method of selecting all star team will be left up to tournament director. See NWAC Championship Tournament guidelines for example.

- IV. Entry Fee
 - A. Cap of entry fee at \$500

NWAC CHAMPIONSHIP TOURNAMENT PROTOCOLS

In addition to rules and procedures found in the NWAC Code Book, the following protocols should be followed:

First Round Regional Rotation

| | | | | | |
|-------------|-------------|-------------|-------------|-------------|-------------|
| <u>2013</u> | <u>2014</u> | <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> |
| S-N | S-W | S-E | S-N | S-W | S-E |
| W-E | N-E | N-W | E-W | N-E | N-W |

In scheduling first round matches, team in the upper and lower brackets will be switched on alternating years.

Coin Toss Protocol

In rounds one and two of the tournament, the highest seeded team will call the coin toss. In subsequent rounds, the team on the top of the bracket will call the toss.

All-Star Tournament General Guidelines

The following general guidelines are provided to hosts of the NWAC All-Star Event. The guidelines cover preferred scheduling for practice times, meetings and the tournament.

Players should wear their own team uniform for the All-Star matches.

- 1) The host shall provide a 1½-hour practice time for each regional team. Each team should have access to one court.
- 2) The practice time should end no later than 9pm. Practice times will be 6-7:30pm (closest regions) and 7:30 -9pm (furthest regions).
- 3) The host region and the next closest region will be scheduled for the early practice time.
- 4) The Sports Committee will meet Saturday at 3pm.
- 5) The Annual Conference Coaches Meeting will be scheduled for Saturday at 6pm.
- 6) For the tournament, 2-out-of-3 matches will be scheduled for 10:30am and 12 noon. Each region would play one opponent, which would be the same alignment as the tournament seeding for that year. Then the winner would play the winner and losing teams would play one another.
- 7) The host region will provide a meal for the coaches meeting.
- 8) Each region will have a 20 member sophomore all-star team. A maximum of 12-20 players will be participating in the event. Process: Each region will select sophomore all-stars from first and second all-star teams, along with honorable mention, if needed.

STATISTICS

Stat Definitions

Term (stat crew key)

Attack (A)

An attack attempt (A) is recorded any time a player attempts to attack (hit strategically) the ball into the opponent's court. The ball may be spiked, set, tipped or hit as an overhead contact.

There are three possible outcomes of an attack attempt.

- (1) There can be a kill.
- (2) There can be an attack error.
- (3) The ball can stay in play. This is referred to as a "0 attack (zero attack)."

Philosophy: Any ball that is played over the net in an attempt to score a point should be considered an attack. Any ball played over the net simply to keep the ball alive should not be considered an attack attempt.

The exceptions to an attack are:

- (1) An attempt is not charged on a ball played over the net on serve reception that is kept in play by the opposing team. This is called an overpass.
- (2) An attempt is not charged on a free ball played over the net when, in the opinion of the statistician, the free ball is passed only to keep the ball in play.
- (3) An attempt is not charged to a player if, in the opinion of the statistician, the set is bad and the player plays the ball over the net to keep the ball in play.
- (4) An attempt is not charged to a player if, in the opinion of the statistician, the player passes the ball over the net only to keep it in play.

However, if in any of the four above-mentioned instances the action results directly in a point for the team playing the ball, a kill, and therefore an attack attempt, must be awarded.

KILL (K)

A kill (K) is awarded to a player any time an attack is unreturnable by the opposition and is a direct cause of the opponent not returning the ball or any time the attack leads directly to a blocking error by the opposition. A kill leads directly to a point. When a player is awarded a kill, the player also is awarded an attack attempt.

ERROR (E)

An attack error (E) is charged to a player whenever an attack or attacker:

- (1) Hits the ball out of bounds.
- (2) Hits the ball into the net resulting to a four-hit violation.
- (3) Is blocked down by the opposition to the same side at the attacker, and cannot be kept in play as a direct result of the block.
- (4) Goes into the net.
- (5) Is called for center-line fault.
- (6) Is called for an illegal contact on the attack.
- (7) Is called for an antenna fault.
- (8) Is called for a 3-meter (10-foot) line violation.
- (9) Is called for a thrown ball or illegal hit during an attack attempt.

When a player is given an attack error it also counts as an attack attempt and is counted in the player's total attacks.

ZERO ATTACK (C)

A "O attack" (Zero attack) is any attack attempt that is kept in play by the opposition. Total attempts (TA) equal the sum of kills, errors, and "O attacks."

Documentation is required on the work sheet for this play and should be included in the individuals' totals on the Box Score Form.

ASSIST (A)

A player is awarded an assist (A) whenever that player passes, sets or digs the ball to a teammate who attacks the ball for a kill. There are three possible outcomes of a ball that is being set:

- (1) An assist.
- (2) An assist error or ball-handling error.
- (3) A zero assist. This occurs when a ball that is set does not directly lead to a kill.

Documentation on the work sheet only is required if the statistician is calculating assists percentage.

SERVES (V)

Article 1. A serve is when a player attempts to serve the ball over the net into the opponent's court. There are three possible outcomes for every served ball:

- (1) A service ace.
- (2) A service error.
- (3) A zero serve. This occurs when a serve does not result in a service ace or service error but play continues. Documentation on the work sheet is required only if the statistician is calculating server percentage.

SERVICE ACE (X)

A service ace (SA) is a serve that results directly in a point. A service ace is awarded to a player:

- (1) If the serve strikes the opponent's court untouched.
- (2) If the serve is passed by the opponent but cannot be kept in play.
- (3) If the referee calls a violation on the receiver (i.e., lift, double hit).
- (4) If the receiving team is out of rotation (i.e., overlap).

SERVICE ERROR (E)

A service error (SE) is charged to a player:

- (1) If the serve fails to go over the net and lands on the side of the team serving.
- (2) If the serve is out of bounds or hits the antenna.
- (3) If the server foot-faults or takes too much time.
- (4) If the server tosses more than once for a service.
- (5) If a player serves out of rotation. The service error (SE) is charged to the player who should have been serving.

DIGS (D)

A dig (D) is awarded when a player passes the ball that has been attacked by the opposition.

The pass or play of any ball that's attacked is awarded a dig. The ball can be kept in play on the digger's side of the net or can go back to the opposition. In either case a dig is awarded. Free balls or serve receive do not count as a dig.

BLOCKS (B)

A block is awarded when a player(s) blocks the ball into the opponent's court leading directly to a point. There are three possible outcomes when a player(s) is blocking:

- (1) The player(s) is credited with a successful block solo or block assist.
- (2) The player is charged with a block error.
- (3) The attack attempt is deflected off the blocker's hands and is kept in play by one of the teams.

BLOCK SOLO (B + S)

A block solo (BS) is awarded when a single player blocks the ball into opposition's court leading directly to a point. That player must be the only blocker attempting to block the ball.

BLOCK ASSIST (B + A)

A block assist (BA) is awarded when two or three players block the ball into the opponent's court for a point. Each player blocking receives a block assist even if only one player actually makes contact with the ball.

Note: Both a block solo and block assist cannot be awarded on the same play.

BLOCKING ERROR (B + E)

A blocking error (BE) is a call made by the referee that end play.

A player is charged with a blocking error when:

- (1) A blocker goes into the net.
- (2) A blocker is called for a center-line fault.
- (3) A blocker is called for reaching over the net.
- (4) A back-row player is called for blocking.
- (5) A blocker is called for a thrown ball during a block.

Note: A kill is awarded to the attacking team when a blocking error is charged to the defending team.

3 POINT SERVE RECEIVE EVALUATION

Points are given to the person receiving the serve based on how many hitters can be set effectively.

- (1) A (3) rating is awarded if the ball is passed to the setters zone and can set all 3 front row players effectively.
- (2) A (2) rating is awarded if the ball is passed in front of the 3 meter line and the setter can effectively set 2 hitters.
- (3) A (1) rating is awarded if the ball is passed so the setter can effectively set one front row hitter.
- (4) A (0) rating is a pass that is not able to be set and is figured as a part of total sum divided by attempts.

VOLLEYBALL CHAMPIONSHIP RESPONSIBILITIES

CONFERENCE OFFICE STAFF

All-championship Team Selection Committee
Awards
Banners
Credentials/Passes
Hospitality functions
Lodging – Secure Headquarters
Meetings
Official Coordinator
Officials’ Game Fees
Officials’ Travel and Per Diem
Programs
Publicity and Promotion (Conference)
Sponsors (Conference)
Television/Radio/Video streaming
Ticket Prices
All Star T-shirts

CONFERENCE OFFICE INFORMATION STAFF

All-Championship Team Selection Committee
All-Championship Ballots
Awards
Awards Ceremony Script
Media Credentials
Press Conferences
Scoring Table Personnel
Sponsors
Statistics Crew
Television/Radio

CHAMPIONSHIP HOST MANAGER

Arena Set-up
Athletic Training Room/Medical Facilities/Physicians
Awards display/set up
Bands
Financial Report
Hospitality Functions
Locker room assignments
Lodging/Championship Headquarters
Game Video/DVD
Meetings
National Anthem
Participant Seating
Pass Lists
Practice and Game Balls
Practice Schedules
Program sales
Publicity and Promotion (Local)
Security and Crowd Control
Sponsors (local)
Television/Radio
Tickets

MEDIA COORDINATOR

Arena Set-up/Banners
Statistics/Scoring Table Personnel
Media Seating/set-up/Television/Radio
Official Photographer
Participant Packets
Public Address Announcer Accountability
Publicity and Promotions

PARTICIANTS' ATHLETIC ADMINIRATORS

Band
Cheerleaders/Mascot
Meeting Attendance
Pass List
Team Lodging
Team Travel/Transportation

PARTICIPANTS' SID

Awards Ceremony Team List
Assistance with Statistics
Updating Team Statistics following each round