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**SOUTHERN  
REGION**

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**S.O.P.'s**

Standard Operating Procedures

## **SOUTHERN REGION PURPOSE AND MISSION**

- 1) To promote success in athletics and academics as students bridge between community college and four-yearschoools, as it relates to the Southern Region of the NWAC.
- 2) To continue present athletic excellence by ensuring long term programs that provides equal opportunity - but yet recognize the uniqueness of each college within the Southern Region of the NWAC.
- 3) To join with NWAC in showing a partnership of integrity and pride in athletics.

## **REPORTING SUSPECTED VIOLATIONS PROTOCOL**

If a member of the coaching staff feels a violation might be occurring without the affected school's athletic director aware of it, proceed with the following steps:

1. Head Coaches will inform their Athletic Director if he/she hears of, or if someone reports to them that a school is in violation of the NWAC Code.
2. The Athletic Director will then call and inform the Athletic Director at the school in question, as to what is/may be occurring.
3. The Athletic Director at the school in question will then research the situation to determine if a violation is occurring. If so, correction should be made.
4. If the reporting school feels that the violation is continuing, the next step would then be to report to the NWAC.

## **IMPORTANT RULES REGARDING OFF-SEASON WORKOUTS AND RECRUITING**

The following are considered VIOLATIONS of the NWAC Code:

1. Recruitment of players who have already signed a letter of intent at another NWAC school.
2. Use of coaching staff at organized summer events.
3. Recruiting players from areas outside of the designated areas.
4. Requiring student-athletes to attend organized team practices/workouts during the offseason. (outside of the designated 12 weeks possible), and apart from the designated coach on 4 sessions.
5. Organized practices without an academic class offering before the first official practice can begin (outside of the designated 12 weeks). The NWAC calendar is published each year and distributed to the athletic commissioners.
6. Solicitation of free items, by school personnel, for the team member's personal use.

## **ANNUAL DUES**

1. The Southern Region Treasurer (currently Cassie Belmodis) will send invoices to each member school.
2. Member schools include Clark, PCC, MHCC, CLCC, CHEM, LBCC, LANE, UCC, ROGUE, and SWOCC.
3. Dues will be paid at the beginning each Academic School year.
4. Current dues (2017-18) are \$125.00 per school.

## **REVISION OF SOUTHERN REGION SOP's**

The SOP's for each sport will be updated every 2 years by their coach/commissioner representatives. The updates are due before the beginning of the Fall Sports season.

## **ORIGINATION AND UPDATES TO S. REGION WEBSITE**

A website was made in order to maintain documents and add information and links from the NWAC website and office. This will be maintained by Kathie Woods.

**Rotation Executive Board**

| <u>Year</u> | <u>Men</u> | <u>Women</u> |
|-------------|------------|--------------|
| 2015-16     | PCC        | LBCC         |
| 2016-17     | UCC        | LBCC         |
| 2017-18     | UCC        | LBCC         |
| 2018-19     | UCC        | SWOCC        |
| 2019-20     | Lane       | SWOCC        |
| 2020-21     | Lane       | SWOCC        |
| 2021-22     | Lane       | Clark        |
| 2022-23     | LBCC       | Clark        |
| 2023-24     | LBCC       | Clark        |
| 2024-25     | LBCC       | PCC          |
| 2025-26     | SWOC       | PCC          |
| 2026-27     | SWOC       | PCC          |
| 2027-28     | SWOC       | Mt. Hood     |
| 2028-29     | RCC        | Mt. Hood     |
| 2029-30     | RCC        | Mt. Hood     |
| 2030-31     | RCC        | CICC         |
| 2031-32     | CHCC       | CLCC         |
| 2032-33     | CHCC       | CLCC         |
| 2033-34     | CHCC       | RCC          |
| 2034-35     | Clark      | RCC          |
| 2035-36     | Clark      | RCC          |
| 2036-37     | Clark      | Lane         |
| 2037-38     | Mt. Hood   | Lane         |
| 2038-39     | Mt. Hood   | Lane         |
| 2040-41     | Mt. Hood   | CHCC         |
| 2041-42     | CLCC       | CHCC         |
| 2042-43     | CLCC       | CHCC         |
| 2043-44     | CLCC       | UCC          |

**Southern Region Chair**

| <u>Year</u> |            |
|-------------|------------|
| 2015-16     | F CLCC     |
| 2016-17     | M SWOC     |
| 2017-18     | F Lane     |
| 2018-19     | M CHCC     |
| 2019-20     | F CLARK    |
| 2020-21     | M LBCC     |
| 2021-22     | F UCC      |
| 2022-23     | M RCC      |
| 2023-24     | F Mt. Hood |
| 2024-25     | M PCC      |
| 2025-26     | F SWOC     |
| 2026-27     | M CLCC     |
| 2027-28     | F CHCC     |
| 2028-29     | M LANE     |
| 2029-30     | F LBCC     |
| 2030-31     | M Clark    |
| 2031-32     | F RCC      |
| 2032-33     | M UCC      |
| 2033-34     | F PCC      |
| 2034-35     | M Mt. Hood |

# GAME CANCELLATION PROCEDURES

## **DUE TO INCLEMENT WEATHER OR OTHER EMERGENCIES:**

- 1) Both Athletic Directors or designates are responsible for making (communicating) the final decision regarding the cancellation of any sport contest.
- 2) The decision to cancel will be made on the basis of travel distance and a prediction of the weather conditions and hazardous travel circumstances for the traveling teams.
- 3) The decision to cancel should occur as early as possible on game day so that the visiting teams travel may be canceled in as timely a manner as possible.
- 4) For visiting teams within a two hour travel distance, the decision to cancel, and notification to cancel should be made by 1:00 PM for a 6:00PM contest. For visiting teams traveling a greater distance, notification should be as early as possible so as not to inconvenience the traveling team any more than is necessary.
- 5) Postponed league contests shall be made up at the next earliest playable time without delay. This may be different for eachsport.

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## SOUTHERN REGION 9-TEAM PLAY-OFF TIE-BREAKER

|   | <u>2015-16</u> | <u>2016-17</u> | <u>2017-18</u> | <u>2018-19</u> | <u>2019-20</u> | <u>2020-21</u> | <u>2021-22</u> | <u>2022-23</u> |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 1 | PCC            | CLACK          | SWOC           | LANE           | CLARK          | LBCC           | MHCC           | CHEM           |
| 2 | CHEM           | UCC            | PCC            | CLACK          | SWOC           | LANE           | CLARK          | LBCC           |
| 3 | LBCC           | MHCC           | CHEM           | UCC            | PCC            | CLACK          | SWOC           | LANE           |
| 4 | LANE           | CLARK          | LBCC           | MHCC           | CHEM           | UCC            | PCC            | CLACK          |
| 5 | CLACK          | SWOC           | LANE           | CLARK          | LBCC           | MHCC           | CHEM           | UCC            |
| 6 | SWOC           | LANE           | CLARK          | LBCC           | MHCC           | CHEM           | UCC            | PCC            |
| 7 | CLARK          | LBCC           | MHCC           | CHEM           | UCC            | PCC            | CLACK          | SWOC           |
| 8 | MHCC           | CHEM           | UCC            | PCC            | CLACK          | SWOC           | LANE           | CLARK          |
| 9 | UCC            | PCC            | CLACK          | SWOC           | LANE           | CLARK          | LBCC           | MHCC           |

choosing cross-overs: We will use current year's numbers to choose the following year's cross-over

Team in the # 9 slot will have the cross-over bye for next year

### Southern Region Basketball Crossover Host Schedule

#### BYE Team

|         | <b># 9 slot off year prior</b> | <b>Men's Location</b> | <b>Women's Location</b> |
|---------|--------------------------------|-----------------------|-------------------------|
| 2016-17 | UCC                            | SWOCC & LBCC          | CHEM & PCC              |
| 2017-18 | PCC                            | CLARK & MHCC          | UCC & CLACK             |
| 2018-19 | CLCC                           | CHEM & UCC            | SWOCC & Clark           |
| 2019-20 | SWOC                           | PCC & CLACK           | Lane & LBCC             |
| 2020-21 | LANE                           | Clark & SWOCC         | MHCC & UCC              |
| 2021-22 | CLARK                          | LBCC & Lane           | CHCC & PCC              |
| 2022-23 | LBCC                           | MHCC & CHEM           | CLACK & Lane            |
| 2023-24 | MHCC                           | UCC & PCC             | SWOCC & CLARK           |
| 2024-25 | CHEM                           | CLACK & LANE          | LBCC & Mt. Hood         |

## **NWAC Southern Region Student-Athlete Sportsmanship Awards**

The Student-Athlete Sportsmanship Awards recognize student-athletes who have distinguished themselves through demonstrated acts of sportsmanship and ethical behavior. In conforming to the philosophy of the NWAC, the characteristics of Community, Character and Competition will be considered in the selection process.

### **Nomination Criteria:**

- Nominee(s) act positively affected a community's sports culture and game environment.
- Nominee(s) act clearly demonstrates sportsmanship. A sportsmanship act as behavior exhibited during competition by student-athletes based on values, respect and integrity.
- Nominee(s) displayed act(s) of integrity that go beyond the sport's playing rules and etiquette.
- Nominee(s) made decisions that while difficult or unpopular, are respectful of the game/opponent.
- Nominee(s) put others' needs ahead of his or her own.
- Nominee(s) must be a member of an NWAC athletics team during the most recent academic year.
- Multiple individuals may be considered if involved in the same act.

### **Nomination Process:**

- Each coach of every sport will submit to their Athletic Director their nomination for the award.
- The Athletic Director will meet with the other Commissioner and determine their school's selections for Student-Athlete Sportsmanship Awards.
- Each school will have two Student-Athlete Sportsmanship Awards. One female and one male per academic year.
- The Athletic Director of each school will submit to the Southern Region Chair their selections no later than June 15 of each year.
- The Southern Region Chair will submit the Southern Region Sportsmanship Team to the NWAC on June 15.

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# VOLLEYBALL

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**Standard Operating  
Procedures**  
SOUTHERN REGION



**NWAC SOUTHERN REGION  
VOLLEYBALL  
STANDARD OPERATING PROCEDURES**

**I. Members:**

- A. NWAC Volleyball Coaches and Respective Institutions.
- B. Rules from the NWAC shall govern all participating member colleges.

**II League Schedules:**

- A. Shall be in accordance with NWAC practice, competition, and championship dates.
- B. Shall be in accordance with NWAC rules on members of playing dates and tournaments.
- C. League institutions shall adhere to the NWAC policy on all cross-over tournament dates.

**III Officials:**

- A. Securing:
  - 1. Home matches: Home school will contract with the Northern Oregon Board and pay for officials.
  - 2. Entry fees may be charged for invitational tournaments to cover officiating and game management costs.
- B. Rating:
  - 1. One state or national official (minimum) shall officiate each match.
  - 2. Officials shall not be rated on league matches. If a non-league match is used as a rating session, all coaches are to be notified at least 24 hours in advance.

**IV Squad Size:**

- A. NWAC regulations regarding squad size shall be used for all competitive play. (As of June 2014, 15 eligible players may be designated on any squad 3 minutes prior to match)

**V. Match Management:**

- A. All league matches shall consist of best 3 out of 5 games, all rally scoring to 25 points with no cap and, if necessary, a fifth game to 15 points.
- B. Regulation playing facilities, including floor set-ups, shall follow NCAA set up for events. All institutions will follow NCAA court size regulations.
- C. Towels will be provided upon request of the visitors.
- D. Host college shall call appropriate media and NWAC office immediately following match.
- E. Host college will provide certified athletic trainer at matches at least 75-90 minutes prior to match start time.
- F. Krossover Film Room will be utilized following NWAC set guidelines for game exchange.
- G. **The home team's uniform will be light in color for Friday matches and dark in color for Saturday matches for purposes of media coverage.** (This does not include libero jersey)

## VI Standardized start times for league matches:

- A. Single Match: 6:30 (Wednesday, Friday) 1:00 (Saturday).
- B. Start times for individual matches may be changed with consent of all competing parties and with information communicated in a timely manner to the Southern Region volleyball chair.
- C. Any scheduled change must be approved by both Athletic Directors and Coaches.

## VII Playoffs:

- A. Southern Region will send four (4) teams to represent the Region at the NWAC Championship Conference Tournament.
- B. Seeding for the NWAC Tournament will be determined by league record.
- C. If a tie exists, (a tie defined as two or more teams having the same region record and those teams involved have split head to head) cumulative league records of games among the tied teams (Head to Head competition) will determine seeding for the NWAC tournament. Note: if a team has beat another team twice in region play, a true tie does not exist even if records are the same. If a tie does still exist, then seeding will be determined by number of sets won between tied teams. Sets would only be used for seeding 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place.
- D. If a tie still exists, playoff seeding or playoff sites will be determined by the Southern Region tiebreaker system. **Region playoffs occur if a team would be eliminated from the NWAC tournament by the tiebreaker system. In a 3-way tie, if one team has a better record among tied teams, the best record will get the first day bye and the site for the second day. If all teams are tied the tiebreaker formula will be used to determine site. Higher teams will get the bye and/or the site.**
- E. Playoff games will be played on the Friday and Saturday following region matches. If only one match is required, it will be played on Saturday.

## VIII Scheduled Coaches' Meetings:

- A. Coaches shall meet prior to start of season and again at the completion of the league season, prior to any required play-off matches. (Usually held on Thursday)

## IX. Region Awards:

- A. Guidelines for all-league selections:

Each coach will have the opportunity to select a predetermined number of players from his/her team to be placed on the Southern Region All-league team. **This predetermined number is based on final league standing after the tiebreaker process has been completely implemented.**

The MVP (only one MVP can be chosen even if there are co-champions) of the league will come from the first place team. If there is a tie for first, then the first and second place coach will each nominate one of their players. All Southern Region head coaches will then vote on the MVP. Each coach will nominate the number of their players based on league standings. Each coach will also have the opportunity to designate players to honorable mention. The format and number of player selections that corresponds to final league status is as follows:

MVP \_\_\_\_\_ will come from first place team (unless co-champions)

First Team:

1. \_\_\_\_\_ first place
2. \_\_\_\_\_ first place
3. \_\_\_\_\_ second place (unless second team receives MVP)
4. \_\_\_\_\_ second place
5. \_\_\_\_\_ third place
6. \_\_\_\_\_ fourth place

Second team:

7. \_\_\_\_\_ first place
8. \_\_\_\_\_ second place
9. \_\_\_\_\_ third place
10. \_\_\_\_\_ fourth place
11. \_\_\_\_\_ fifth place
12. \_\_\_\_\_ sixth place

The Sophomore Showcase team will automatically be made up of any sophomores on the above list. A second list will then be generated from nominated sophomores. Each coach may nominate qualifying sophomores. All coaches will then vote/discuss the players to fill the remainder of the 15 team roster. If a vote is necessary, based on the number of players nominated, a point total will be given. The athletes receiving the highest point total will be placed on this team. Four alternates are also chosen, in case playing of Championship match.

Nomination and voting should be based on the following criteria:

Setters

- a. Varying offense
- b. Utilizing hitters
- c. Transitional play
- d. Court awareness
- e. Ability to lose blocker
- f. Setting positioning
- g. Leadership
- h. Number of assists; games played

Hitters/Blockers

- a. Ability to follow ball (eye contact)
- b. Intelligent attacks (tips, wipe-offs, hitting around/over blocks)
- c. Court awareness both sides.
- d. Controls net play
- e. Setting block
- f. Balance
- g. Kill efficiency
- h. Block percentage (solo and assist)

Defensive Specialist / Libero

- a. Court awareness both sides
- b. Good movement and anticipation
- c. Always in proper position and/or coverage
- d. Good control of body and ball
- e. Keeps defense true
- f. Quick

All Around

- a. All of the above
- b. Good clutch performance
- c. Dependable
- d. Consistent
- e. Intense

B. Coach of the Year selection guidelines:

Peer evaluation

Professionalism

Adherence to spirit and intent of NWAC code and NCAA volleyball rules (coaching integrity)

Contribution and promotion of community college volleyball

NWAC Coach of the Year selection will be made during the conference tournament. The tournament director will collect ballots from all coaches present.

Nominees for NWAC Coach of year will include each regional coach of the year plus write-ins.

C. All-Stars shall be selected in accordance with Southern Region selection procedure and within the NWAC time lines.

| NWAC Pre-Match Protocol (for 7pm matches)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |                |                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------|--------------------------------------------------------------|
| Time Allotted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Actual time      | Visible time   | Protocol                                                     |
| :41                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 6:00pm<br>6:41pm | 60:00          | *Court available for shared warm-up                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 6:30pm           | 30:00          | Coin toss                                                    |
| :04                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 6:41pm<br>6:45pm | 19:00<br>15:00 | Visiting Team<br>Full Court                                  |
| :04                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 6:45pm<br>6:49pm | 15:00<br>11:00 | Home Team<br>Full Court                                      |
| :05                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 6:49pm<br>6:54pm | 11:00<br>06:00 | Visiting Team<br>Full Court                                  |
| :05                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 6:54pm<br>6:59pm | 6:00<br>1:00   | Home Team<br>Full Court                                      |
| :01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 6:59pm<br>7:00pm | 1:00<br>0:00   | Team huddle/Announcements<br>National Anthem & Introductions |
| <p>*15 minute Serve and Serve Receive time will start 30 minutes prior to the above stated protocol as stated in the volleyball SOPs.<br/>           *At the 3 minute mark, both coaches must have submitted lineup to official table.</p> <p>Comments: 3/5 rally to <b>25</b> - fifth game rally to 15 no cap. All players will line up in numerical order on the end line for introductions and national anthem. All players are introduced. Officials signal after intros and teams huddle. Starters then just enter the court (with Libero making exchange after line-up checks) without lining back up on the endline. Verify process with coaches.<br/>           Balls: Baden Perfection or Baden Elite-white or colored panel are acceptable for league play.<br/> <b>Promo – 10-minute intermission between sets 2 &amp; 3</b><br/>           Uniforms: NWAC rules state that the uniform numbers must be in the center front on all jerseys. All teams must comply.<br/>           Deciding game: Teams must switch at 8.<br/> <b>Note: Protocol should be at the scorers' table when the visiting team arrives.</b></p> |                  |                |                                                              |

## **VOLLEYBALL TOURNAMENT CHECK-LIST**

**(Helpful guide)**

One Month Prior to Event:

### PRE-TOURNAMENT ARRANGEMENTS

#### Publicity

- a. Posters
- b. Flyers
- c. Announcement to Media
- d. Local Media Contacts
- e. Make sure all participating schools have tournament structure and playing schedule.

### TOURNAMENT PROGRAMS

- a. Secure all teams current team roster
- b. Include tournament schedule

### 3. CONCESSIONS

- a. Pre-order food
- b. Arrange workers

### Day of Event:

### 4. TOURNAMENT DIRECTOR

Non Participant

- a. Oversee officiating duties, team assignments, support workers
- b. Get and record results on tournament chart
- c. Set up Protest Committee (Tournament Director, 1 referee, 1 non-participating coach if possible, 1 participating coach)
- d. Set up All-Star Procedures
- e. Organize coaches meeting first thing before tournament begins and discuss ground rules, etc.
- f. Oversee entire tournament
- g. Call media with results

5. SECURE THE FACILITY
  - a. Extra garbage cans
  - b. Restroom cleanup and extra supplies
  - c. Personnel to help to set up and take down
  
6. HOSPITALITY ROOM
  - a. Secure a private location available for coaches and officials
  - b. Secure caterers and personnel to clean up
  
7. ATHLETIC TRAINER
  - a. Secure at least one trainer at all time
  - b. Designate area for taping, etc.
  - c. Ice available
  
8. COURT SET
  - a. Game net
  - b. Antennae
  - c. Center court standards
  - d. Standards safety pads
  - e. Padded referee stand
  - f. Four court towels (for wiping up floor moisture)
  - g. Two ball containers with 12 to 15 balls each for warm-up
  - h. Floor dust mop
  
9. SCORER'S TABLE SETUP
  - a. Score sheets and pencils
  - b. Team roster
  - c. Lineup cards or sheets
  - d. Rule book
  - e. Two programs
  - f. Score clock console
  - g. Three game balls
  - h. Ball pump and needle
  - i. Linesmen flags
  - j. Flip score (for backup if scoreboard fails)
  - k. Statistic sheets and pencils
  - l. Microphone, program, team rosters for announcer
  - m. One garbage can

#### 10. BENCH SETUP

- a. Water cooler, filled with ice water, and cups, trash can
- b. 15 towels
- c. Towel cart for team equipment storage
- d. Protocol schedule sheets
- e. 10 chairs per side

#### 11. VIDEO SETUP – Krossover regulations will be followed according to NWAC regulations

- a. Secure area for video camera (home team and visitor)
- b. Extension cord
- c. Camera, tripod, recorder
- d. Streaming possibilities

#### 12. MUSIC SETUP

- a. CD player
- b. Protected area for equipment
- c. Warm-up music, preset tape with march-in music and anthem.
- d. Microphone and speaker set-up

#### 13. PERSONNEL

- a. Two to four lines persons (in matching, appropriate attire)
- b. One official scorer and libero tracker
- c. One scoreboard operator
- d. One floor announcer
- e. Three to six statisticians (2 or 3 for each team)
- f. Six people for 3-ball system and warm-up shagging (for two courts)
- g. One person operating video (trained as to what to record, what to say, i.e., score, server, what player blocked, spiked, etc.)
- h. One person to operate music
- i. Two officials (will be assigned under league or association guidelines)
- j. One or two people at the gate selling programs and tickets, checking passes. It is a good idea to store match equipment by setup category.

#### 14. TOURNAMENT DESK

- a. Large tournament poster
- b. Phone
- c. Extra pens and pencils
- d. Results file
- e. Computer for stats
- f. Area to hand out match stats
- g. List of coaches hotel rooms and phone numbers



## 2017 Southern Region Coach Contact List

## cell #

1. Kimberly Lissinna [kimberly.lissina@mhcc.edu](mailto:kimberly.lissina@mhcc.edu) 503-491-7453
2. Sarah Hoeke [shoeke@clackamas.edu](mailto:shoeke@clackamas.edu) 971-645-9173
3. Traci Stephenson [traci.stephenson@chemeketa.edu](mailto:traci.stephenson@chemeketa.edu) 503-807-7177
4. Jayme Frazier [fraziej@linnbenton.edu](mailto:fraziej@linnbenton.edu) 541-619-8163 (sports committee)
5. Lacy Pinard [lacy.pinard@umpqua.edu](mailto:lacy.pinard@umpqua.edu) 541-643-1313
6. Kathie Woods [idig@aol.com](mailto:idig@aol.com) 503-260-6439 (volleyball chair)
7. Michael Edmond [Michael.edmond@socc.edu](mailto:Michael.edmond@socc.edu) 218-491-3071
8. Mark Dunn [mdunn@clark.edu](mailto:mdunn@clark.edu) 707-799-6964
9. Stephanie Willett [willetts@lanecc.edu](mailto:willetts@lanecc.edu) 541-217-8132

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# **SOCCER**

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## Standard Operating Procedures

# NWAC SOUTHERN REGION SOCCER STANDARD OPERATING PROCEDURES

## **I. Members:**

- A. Southern Region NWAC Coaches.
- B. Rules from the NWAC shall govern all participating member colleges.
  - 1. NCAA Rules and Regulations will be followed with the following additions and clarifications that is stated in the NWAC Official Code Book listed under Soccer.

## **II Schedule:**

- A. All participating colleges will be members of the NWAC and the Southern Region.
- B. The league schedule shall consist of a double round robin of all the Southern Division colleges. The league schedule will be submitted for approval from the coaches before March 1<sup>st</sup> of each year. The maximum number of matches to be played for each school, including league and non-league, shall be limited to twenty-four 24 matches, excluding playoffs. Each college shall be allowed to participate in a tournament that will count as one of the permissible 24 matches.
- C. Scrimmages – A maximum of four (4) scrimmages dates may be split between fall and spring seasons. Fall scrimmages must be played after the first practice and prior to the first scheduled league contest. All scrimmages, dates, opponents and times must be registered with the conference office immediately upon finalization. Rules and regulations for scrimmage competition are found under Article III, Section 17 of the Bylaws.

## **III Officials:**

- A. Officials for all home games in Oregon shall be assigned by the Oregon Intercollegiate Soccer Officials Association.
- B. Joint meetings of the officials and coaches will be held prior to the start of the season that is scheduled by the soccer sports chair.

## **IV NWAC Championships:**

- A. The conference play-offs would involve the top three teams from each division.
- B. The Conference Championships will be played according to the NWAC Soccer Playoff Rotation 2017-2022 listed in the NWAC Codebook Appendix A-5.
- C. The winners from the second round will play the semi-finals of the NWAC Championship tournament at an NWAC selected site.

D. The division championship will be determined on the basis of points accumulated in all league play. If there is a tie for a division championship, and if one team has a head to head advantage over the over team, then the team with the head to head advantage will be the division champion and will receive the championship trophy. If the two teams are tied head to head, then the two teams will be co-champions and the tournament seeding will be determined by:

1. Head to head competition between the tied teams vs. the highest finisher and on down through the bottom of the order
2. If still tied: refer to Soccer Tie-Breaker Matrix numbers below
3. For the final post season spot direct head to head competition is the only tiebreaker. If this does not break the tie then we go to step 1 to determine host site for a playoff game. If step 1 does still not determine the home site then we go to step 2 to determine the home site for the playoff

| South Region Soccer Tie-Breaker Matrix |         |      |      |      |      |      |      |      |
|----------------------------------------|---------|------|------|------|------|------|------|------|
| Draw Order                             | Place   | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
| Men->                                  | First   | 6    | 7    | 1    | 2    | 3    | 4    | 5    |
|                                        | Second  | 3    | 4    | 5    | 6    | 7    | 1    | 2    |
|                                        | Third   | 5    | 6    | 7    | 1    | 2    | 3    | 4    |
|                                        | Forth   | 7    | 1    | 2    | 3    | 4    | 5    | 6    |
|                                        | Fifth   | 1    | 2    | 3    | 4    | 5    | 6    | 7    |
|                                        | Sixth   | 4    | 5    | 6    | 7    | 1    | 2    | 3    |
| Women->                                | Seventh | 2    | 3    | 4    | 5    | 6    | 7    | 1    |

\*Find your institutions number in the matrix to determine your tie-breaker place

- 1= Chemeketa
- 2= Clackamas
- 3= Clark
- 4= Lane
- 5= Portland
- 6= Rogue
- 7= SW Oregon

- E. In case of a tie for second or third place in division refer to codebook Soccer 1400.3 and 1400.4
- F. If a play-off match ends in a tie at the end of regulation time, two (2) sudden-victory periods of ten (10) minutes each shall be played. A coin toss called by the visiting team will determine choice of ends of the field or the kick-off before the start of the first sudden-victory overtime period. If, after the second overtime period, the score is still tied, the tiebreaker procedure of taking kicks from the penalty spot, as set forth below, shall be used to determine advancement, or in the case of the Championship match, the winner. Only players who are listed on the official NWAC match roster form shall be eligible to participate in the tiebreaker. Each team shall designate either: (a) 10 different kickers, one of whom may be the goalkeeper; or (b) 10 different kickers and a goalkeeper who will not participate as a designated kicker in the tiebreaker procedure. The kicking order shall be at the discretion of the kicking team; however, after all the eligible kickers have kicked once, the order of the designated kickers may change. If any of the designated players, except for the goalkeeper; are ejected during the tiebreaker, the game will continue with the remaining designated players; and the opposing team, if desired, shall have the option to reduce or adjust its kicking order to avoid being penalized or placed at a disadvantage if the No. 1 kicker from the offending team ends up kicking against the No. 10 kicker from the non-offending team. In addition, if the designated player ejected is the goalkeeper, his/her replacement may be from any of the eligible players listed on the official NWAC game roster for that game. The game will continue with the remaining designated players. The penalty kick is taken after the referee's whistle from any place on the penalty line or spot.

## V. Squad Size:

- A. The travel squad will be limited to twenty-two (22) for all conference matches. For all playoff and league championship matches, the number will be unlimited.

## VI Game Management:

- A. Starting times will be 1:30PM (and 4:00PM 2<sup>ND</sup> game) for all games on the weekday and 12:00PM (and 2:30PM 2<sup>nd</sup> game) for all games that occur on a weekend day. If you do not have a double header with Women and Men playing back to back the program that is playing takes the earlier time slot. The coaches of the opposing teams may make other arrangements if both coaches and Athletic Directors are in agreement.
- C. The minimum warm-up on the field will be 45 minutes prior to kickoff.
- D. The home team will provide a bench for the opposing team's players, as well as showers. Water must be provided but cups are optional.
- E. Home team is responsible for all NWAC statistics and is responsible for inputting the score via Presto Sports.
- F. The NWAC - SID will contact the Oregonian, etc. with the final score.
- G. For play-offs, the NWAC - SID will contact play-off site and arrange for game results to be called into the press.

- H. Both home and visiting coaches must provide the official scorer with clearly printed or typewritten roster of all suited players fifteen (15) minutes prior to the match. The roster should include the players who have received a yellow or red card in any previous games and any bench personnel.

## **VII All-Conference Teams, All-Star Teams and Coach of the Year:**

- A. The All-Star members shall be selected by a vote of the coaches with a ballot distributed via email by the Soccer Committee Chair.
  - 1. Coaches are asked to submit the name, positions, and numbers of eight (8) or less of their team's players to be included on the Soccer All-Star Team ballot for the Southern Region. Coaches are encouraged to include a brief profile of their nominees. The number of nominees allowed is based on the position your institution finishes in. The nomination for must be returned by the published deadline.

The Soccer Committee Chair compiles the submitted information and prepares a regional ballot containing the nominated players, their position, name, college, and number. The ballot is sent to the respective region coaches for the voting process. Coaches vote for the athletes they feel deserve inclusion on the All-Star Team. Coaches **MAY NOT VOTE** for their own nominated players. Coaches not returning ballots by the published deadline will have their nominee omitted from the All-Star Team.

- B. Coach of the year will be voted on in this same manner.

## **VIII Committees:**

- A. The Soccer Committee shall consist of twelve (12) members, three (3) from the South, three (3) from the North, three (3) from the East, and three (3) from the West. The chairperson shall be appointed by this committee.
- B. Responsibilities of the committee:
  - 1. Review and revise schedule as necessary.
  - 2. Present new proposals to the various regions.
  - 3. Make decisions on game protests.
  - 4. Review the Official Evaluation Forms.

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# **CROSS-COUNTRY (MEN & WOMEN)**

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Standard Operating Procedures



**NWAC SOUTHERN REGION  
MEN-WOMEN'S XCOUNTRY  
STANDARD OPERATING PROCEDURES**

- I. Members:
  - A. Southern Region NWAC Coaches.
  - B. Rules from the NWAC shall govern all participating member colleges.
  
- II **Schedule:**
  - A. Participating colleges will be members of the NWAC and the Southern Region, or invited colleges, mutually agreed upon for competing schools.
  - A. The following will govern the participants in NWAC hosted events.
    - 1. All participants in league competition must meet the NWAC eligibility.
    - 2. Sports club teams and unattached participants may not in any way imply that they are connected with the athletic program of a member school. (Using the name of the school mascot is acceptable.)
    - 3. Athletic funds may not be used to support unattached participants. This includes, but is not limited to, travel, meals, lodging, meet entry and uniforms. No club team and varsity team may compete in the same year, same season, same sport in a NWAC sanctioned event.
    - 4. Sports club teams and unattached participants shall not be allowed to participate in NWAC member league or regional and NWAC Championships.
    - 5. All sports club team members and unattached participants must be informed that participation in any invitational event hosted and sanctioned by a NWAC member school, may result in the loss of a year's eligibility when transferring to an NCAA school.
  
- III **Officials:**
  - A. Officials for all Cross Country meets shall be provided by the host school.
  
- IV **Meet Management**
  - A. Meet starting time will be 11:00 AM.
  - B. The host school shall send a time schedule, course description, and a list of participating schools to each head coach at least five days before the meet.
  - C. The host school is responsible for compiling the meet results. Copies of the meet results shall be available to coaches of the participating schools in a timely manner following the meet.
  - D. The host school's coach is responsible to provide meet results to the NWAC Sports Information Director.

## **V Championship Meet Procedures:**

- A. Rules governed by NCAA rulebook except where noted.
- A. Starting time and date:
  - 1. The starting time of the Southern Region Championships shall be 11:00 AM for women and 11:45 AM for men. The meet will be held two weeks prior to the NWAC Championship.
- C. Team Size
  - 1. The number of persons in the Southern Region Championship Meet is governed by the following rules:
    - a. One (1) team member shall constitute minimum team size.
    - b. Seven (7) team members shall constitute maximum team size for scoring purposes and awards.
    - c. Each college shall be allowed ten (10) entries.
      - 1. The names of the seven scoring entries shall be designated 30 minutes before post time to the Meet Director.
- D. Scoring:
  - 1. The number of scoring persons in the Championship meet is governed by the NCAA rulebook.
    - a. Five (5) team members finishing the Championship race shall constitute the minimum team size for scoring.
    - b. Seven (7) team members finishing the Championship race shall constitute the maximum team size for scoring. Five (5) scoring, two (2) bumpers.
  - 2. The complete team with the lowest points shall be declared as the team winner.
  - 3. Two or more complete teams with the same lowest scores shall be called a tie.
  - 4. Teams that begin competition with five or more team members, but finish with four or less, shall not be allowed to score as a team, however, individuals shall receive individual awards.
  - 5. Teams without a minimum of five (5) team member entries shall receive individual awards, however, their place shall not count in team scoring.
  - 6. Non-scoring team members shall be identified as non-scoring on the official entry tag.
- E. Course Length and Marking:
  - 1. A course of at least 8000 meters in length and no longer than 5.0 miles shall be run for the Southern Region Championships for men and at least 3.0 miles and no longer than 5,000 meters for women.
  - 2. Cross country coaches and athletic directors shall be notified at least two (2) weeks prior to the championships of the course surface and length.
  - 3. Refer to NCAA rulebook for course markings.

- F. Meet Information:
1. The host school, at least two weeks in advance of the Southern Region championship meet, shall notify the other member schools of the time schedule for the meet, giving details of the meet and such related details as housing, coaches meeting, publicity needed and shall inform the member schools of the deadline for entries.
- G. Deadline for Entries:
1. The deadline for entries shall be noon, five (5) days prior to the day of the championship meet.
  2. Alternates names shall be included on the entry form.
  3. Confirmation of the entry shall be made to the Meet Director, 30 minutes before post time. No alternates will be allowed after that time unless approved by the Meet Director due to injury or illness.
- H. Awards:
1. The team or teams in the Men's and Women's races with the lowest number of points shall receive the official championship trophy.
  2. A trophy will be awarded to the school with the lowest combined Men's and Women's scores.
  3. Individuals finishing in places one through seven shall be declared first-team and individuals finishing in places eight through fourteen shall be declared second-team; all shall receive ribbons. Host school will pick up individual awards cost.
  4. Coach of the Year plaques will be awarded in the Men's and Women's Divisions based on a vote of competing coaches. Southern Region will pick up award cost.
  5. All awards shall be presented at the conclusion of the Championship Meet.
- I. Award Expenses :
1. By the NWAC
    - a. 1<sup>st</sup> and 2<sup>nd</sup> place Men's & Women's Team Trophies and Combined Trophy.
  2. By the Host School
    - a. 1<sup>st</sup> place individual awards (Men's champion and Women's champion).
    - b. Ribbons 1 - 14 (Men and Women).
    - c. Coach of the year awards (Men/Women) (Paid for by Southern Region).
- J. Results:
1. The results of the Southern Region Championship Meet shall be sent by the host school to the following:
    - a. Cross country coaches and athletic directors of all Southern Region members.
    - b. Coaches will do their local news media.
    - c. Championship Meet Host shall notify Oregonian, Registrar Guard and NWAC Sports Line.
- K. Publicity and News Media:
1. The host school will provide a photographer for team champion or champions and individual award winners.

# MEN/WOMEN'S BASKETBALL

## Standard Operating Procedures NWAC SOUTHERN REGION

### MEN/WOMEN'S BASKETBALL STANDARD OPERATING PROCEDURES

#### I Members

- A. Members will include Head Basketball Coaches from the Southern Region of the NWAC. Assistant Coaches may represent the Head Coach from member schools when necessary.
- B. Sport Chair assigned to basketball from the Southern Region Commissioners will also be included as a member.

**17-18 Men's Chair, Dr. Mike Herbert/ Coach rep, David Abderhalden**  
**17-18 Women's Chair, Jim Martineau/ Coach rep, Greg Sheley**

#### II Schedule

- A. The league schedule shall consist of a double round robin home schedule. The rotating schedule developed and approved by the Southern Region Coaches will be used as the master schedule for the league games.
- B. Crossover host sites shall follow a rotating schedule utilizing the basketball tiebreaker schedule as the guide. (see Appendix II)

#### III Officials

- A. Officials for all games shall be assigned, governed and evaluated by the current Officials' Association as per agreement by the Southern Region Commissioners.
- B. The head of the Officials' Association shall meet with members of this body prior to the start of the basketball season, when determined necessary.

#### IV Tournament Qualifications

- A. Qualifying for the NWAC Tournament will determined by league record.

##### Order of Tie-breaker Procedure

- B. **Head to Head**- If a tie exists, cumulative league records of games among all tied teams (head to head competition) will determine seeding for the NWAC Tournament.

- C. If a tie still exists, **Head to Head competition vs highest finisher**, then next highest finisher, etc.
- D. If a tie still exists, the current year's **SR Tiebreaker number** (see Appendix II) will be used to determine seeding UNLESS one of the tied teams would miss the tournament.
- E. In cases of ties that would result in a team missing the NWAC tournament, C and D (head to head vs highest finisher and/or tiebreaker number) would be used to determine Seeding and then host of play-off site and possible bye team. **A team cannot be eliminated from the NWAC Tournament based on either C or D. However, a team could earn a higher/lower seed based on C and D.**
- F. Playoffs games will be played on the Monday following the end of the regular league schedule. If two games are needed, they will be played on Monday and Tuesday. If league play ends on a Wednesday, the playoffs will be Friday and Saturday (if needed).

Some examples:

#### 1<sup>st</sup> place

- Two way tie- Use B, then C, then D
- Three way tie- Use B, then C, then D
- Four way tie- Use B, then C, then D
- Five (or more) way tie- Use B and C to separate teams if possible. Use C and then D to determine site of play-off game (s) and possible bye team

#### 2<sup>nd</sup> place

- Two way tie- Use B, then C, then D
- Three way tie- Use B, then C, then D
- Four (or more) way tie- Use B and C to separate teams if possible. Use C and then D to determine site of play-off game (s) and possible bye team

#### 3<sup>rd</sup> place

- Two way tie- Use B, then C, then D
- Three (or more) way tie- Use B and C to separate teams if possible. Use C and then D to determine site of play-off game (s) and possible bye team

#### 4<sup>th</sup> place

- Two way tie- Use B, if tie is not broken then use C and then D to determine site of play-off game
- Three (or more) way tie- Use B, if tie is not broken then use C and then D to determine play-off game (s) and possible bye team

## **V Maximum number of players in uniform:**

### **Region Play**

- A. The maximum number of players in uniform for all games shall be limited to those student/athletes who are listed on the current eligibility roster...max 15

### **Pre/Post-season play:**

- A. The maximum number of players in uniform for home and away games shall be limited to those student/athletes who are listed on the current eligibility roster (Pre-season games) and final eligibility roster (Post-season games).

## **VI Game Management:**

- A. Game times shall be Wednesdays at 5:30 PM for Women and 7:30 PM for Men. Saturday and holiday games are at 2:00 PM for Women and 4:00 PM for Men. The gym shall be available for the first game one hour prior to tipoff and there shall be a minimum of 20 minutes for warm-up prior to the second game.
- B. The home team is responsible to provide statistics at half-time and after completion of the game. Results of the game are to be forwarded to the NWAC sports information person. The latest version of cybersports should be used.
- C. The official game ball for league play shall be the same ball designated as the official game ball of the NWAC Tournament.
- D. The home team shall provide dressing facilities, towels, water, and meeting area with whiteboard [or equivalent] for the visiting team.
- E. The home team shall keep the official book and provide space for visiting scorekeeper if requested.
- F. The home team shall provide the visiting team a [film] of the game immediately after the game (if requested) and upload to Krossover by noon the following day (preferably night of).
- G. The current NCAA Basketball men's and Women's Rules and interpretations shall govern any rules interpretations not covered in the NWAC codebook or Southern Region SOP's.
- H. Cancellation of games due to inclement weather or other emergencies will be the decision of the Athletic Directors of the institutions involved. The next available Monday will be the makeup date if possible. Make up games will be done in order whenever possible.

## **VII Player and Coach Recognition**

- A. The Southern region will select a Men's and Women's MVP (1), men's and women's defensive POY (1), a First Team All-Region Team (5), a Second Team All-Region (5), A Sophomore All-Star Team (5 with alternates), an All-Freshman Team (10), and an all-defensive team (5), as well as, a Coach of the Year Recipient ( as outlines Appendix 1). Members must be present in order to vote for recognition awards.
- B. The coach from the region championship team will be named the head coach of the All-Star Game. The assistant coaches will be selected from the regions second place team coach. If ties occur, Co-Coaches will represent the Southern region.

## **VII Meetings**

- A. The Southern region Basketball Coaches meetings will be held as follows:
  - 1. Pre-playoff meeting held prior to the NWAC Tournament.
  - 2. Other meetings as scheduled as needed by the Sport Chair.

## APPENDIX 1

### Southern region M/W Basketball Player and Coach Recognition process

The following guidelines will be used in the selection of the Southern region MVP, the Southern region All-Conference teams, the Sophomore All-Star team the All-Freshman team and the Coach of the Year Award.

1. Each coach may nominate players from their team for the MVP.
2. Each coach will vote for one player for MVP. Coaches cannot vote for players from their team.
3. The player with the most votes is the MVP. The remaining players will remain on the nomination list for 1<sup>st</sup>. Team All-Region. Coaches may nominate other players to the list.
4. Each coach votes for the 5 players not from their team. Voting is counted (5, 4, 3, 2, 1) where the top 5 scorers will represent the 1<sup>st</sup> Team. Coaches may nominate other players to the list.
5. Coaches will again vote for 5 players not from their team with the top 5 scores representing the 2<sup>nd</sup> Team.
6. Coaches may choose to nominate or choose players to a Non NWAC recognized "honorable mention" team.
7. Steps 3 and 4 are repeated to come up with Defensive POY and All-Defense team
8. The top 10 freshman on the teams will make up the All-Freshman Team
9. The sophomores with the top eleven scores will make up the All-Star Team. [Coaches may nominate] other players to fill the 11 spots. The eleventh rated player will be designated as an alternate.
10. Coaches will each vote for 1 Coach of the year. The Coach with the most votes will be so designated.
11. The Basketball Commissioners will release the results to the NWAACC and the media following the league playoffs.

**APPENDIX II**

| SOUTHERN REGION 9-TEAM PLAY-OFF TIE-BREAKER                     |                |                |                |                |                |                |                |                |                |                |
|-----------------------------------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
|                                                                 | <u>2015-16</u> | <u>2016-17</u> | <u>2017-18</u> | <u>2018-19</u> | <u>2019-20</u> | <u>2020-21</u> | <u>2021-22</u> | <u>2022-23</u> | <u>2023-24</u> | <u>2024-25</u> |
| <b>1</b>                                                        | PCC            | CLACK          | SWOC           | LANE           | CLARK          | LBCC           | MHCC           | CHEM           | UCC            |                |
| <b>2</b>                                                        | CHEM           | UCC            | PCC            | CLACK          | SWOC           | LANE           | CLARK          | LBCC           | MHCC           |                |
| <b>3</b>                                                        | LBCC           | MHCC           | CHEM           | UCC            | PCC            | CLACK          | SWOC           | LANE           | CLARK          |                |
| <b>4</b>                                                        | LANE           | CLARK          | LBCC           | MHCC           | CHEM           | UCC            | PCC            | CLACK          | SWOC           |                |
| <b>5</b>                                                        | CLACK          | SWOC           | LANE           | CLARK          | LBCC           | MHCC           | CHEM           | UCC            | PCC            |                |
| <b>6</b>                                                        | SWOC           | LANE           | CLARK          | LBCC           | MHCC           | CHEM           | UCC            | PCC            | CLACK          |                |
| <b>7</b>                                                        | CLARK          | LBCC           | MHCC           | CHEM           | UCC            | PCC            | CLACK          | SWOC           | LANE           |                |
| <b>8</b>                                                        | MHCC           | CHEM           | UCC            | PCC            | CLACK          | SWOC           | LANE           | CLARK          | LBCC           |                |
| <b>9</b>                                                        | UCC            | PCC            | CLACK          | SWOC           | LANE           | CLARK          | LBCC           | MHCC           | CHEM           |                |
| Team in the # 9 slot will have the cross-over bye the next year |                |                |                |                |                |                |                |                |                |                |
| Cross over Hosts                                                |                |                |                |                |                |                |                |                |                |                |
|                                                                 | <u>2015-16</u> | <u>2016-17</u> | <u>2017-18</u> | <u>2018-19</u> | <u>2019-20</u> | <u>2020-21</u> | <u>2021-22</u> | <u>2022-23</u> | <u>2023-24</u> | <u>2024-25</u> |
| Men                                                             |                | SWOCC          | CLARK          | CHEM           | PCC            | CLARK          | LBCC           | MHCC           | UCC            | CLACK          |
|                                                                 |                | LBCC           | MHCC           | UCC            | CLACK          | SWOCC          | LANE           | CHEM           | PCC            | LANE           |
| Women                                                           |                | CHEM           | UCC            | SWOCC          | LANE           | MHCC           | CHEM           | CLACK          | SWOCC          | LBCC           |
|                                                                 |                | PCC            | CLACK          | CLARK          | LBCC           | UCC            | PCC            | LANE           | CLARK          | MHCC           |



# NWAC SOUTHERN REGION (Revised by September 2017)

## BASEBALL Standard Operating Procedures

### I. Members

- A. Members will include Head Baseball Coaches from the Southern Region of the NWAC; Clackamas, Clark, Chemeketa, Mt. Hood, Lane, Linn Benton and SWOCC. Assistant Coaches may represent a head coach from a member school when the head coach is not present.
- B. Sports Chair assigned to Baseball, also included as a member.
- C. The current NCAA Baseball rulebook, NWAC codebook, and Special Southern Region regulations found in the S.O.P. will govern league play.

### II. Schedule (25 Dates)

- A. Participating colleges will be members of the NWAC and Southern Region, or invited colleges, as needed to fulfill the playing schedule.

#### B. Fall Playing Season

Each institution shall be allowed a total of twelve (12) weeks for fall baseball and pre-season practice, which may be utilized in between the dates of September 1 through November 15 and January 15 through February 28. Each institution would report to the NWAC office by August 30 the time-periods in which the twelve (12) weeks would be utilized. *Passed 5/31/13; Effective 7/1/13*

#### C. Fall Playing Season - Scrimmages

The fall and spring baseball programs may include scrimmages with outside teams. A maximum of four (4) scrimmage dates may be split between the fall and spring programs, and must be played prior to a team's first contest in the spring. *Passed 5/31/13; Effective 7/1/13*

- D. Players who are selected to play in the Fall Showcase games will also be allowed to participate in the four (4) scrimmage dates during the fall practice times.

E. The league schedule shall consist of 30 games and the seven (7) teams will play each other five (5) games (Two Double Headers and One Single 9 inning game).

S.R. DH = 9 inning / 7 inning games.

Played on Tuesday's (9) Friday's and Saturday's (DHs). **Proposed 5/17/17; Approved**

- F. A team may enter a maximum of two (2) Double Elimination or Single Elimination/Consolation Round Robin Tournaments during the season. Each tournament shall count as two (2) dates towards the maximum twenty five (25) dates

G. The last regular season games will be completed by the **Tuesday** before the regional playoffs. **Proposed 5/17/17; Approved**

- H. If the schedule cannot be completed, league record (winning percentage), if ties occur then head to head will be used and if still non-conclusive, Tiebreaker scenarios (see Appendix A).

- I. Rain-outs: It is the responsibility of both coaches to call for a weather check before leaving on a trip and the responsibility of the home coach to communicate any schedule changes or delays with the visiting coach as soon as possible. Telephone numbers to be called must be included on the schedules mailed to opponents. If the weather is

questionable, call the day before the scheduled game. When possible, game sites should be reversed. If an earlier round is reversed, the next round shall be reversed from the original schedule. Rain outs should be made up on the next playable date. *Passed 2/25/14; Effective 3/1/14*

\*Exception: Games may not be played on the first Monday and Tuesday of the Spring Academic Quarter or Easter Sunday unless approved by the athletic directors from both institutions.

J. The Region schedule and Play-offs must be completed by the Tuesday preceding the Friday start of the NWAC Baseball Cross-Regional Tournaments.

K. The Southern Region schedule shall be presented to the Southern Region Commissioners for final approval each year.

### **III. Umpires**

A. Umpires for ALL games shall be assigned, governed, and evaluated by the Northwest Collegiate Umpires Association on agreement per our Southern Region Commission.

B. The Head of the Umpires Association shall meet with the Region Commissioners prior to the start of the baseball season.

### **IV. Tournament Seeding**

A. League play will determine 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> place teams.

B. The 1<sup>st</sup> place team will be the Southern Region Top Seed in the NWAC tournament. The 2<sup>nd</sup> place team will host a Cross-Region Playoff. The 3<sup>rd</sup> and 4<sup>th</sup> place teams will play in Cross-Region Playoff as designated by the NWAC playoff rotation format.

C. In case of ties, Head to Head competition will determine seeding; Then goes to the Tiebreaker formula.(Check App 1)

~~D. Teams will NOT be eliminated by Head to Head or by the Tiebreaker Formula. A game must be played.~~ **Proposed 5/17/17; Approved**

### **V. Squad Sizes**

A. The Maximum number of players on a traveling squad shall be 24 ALL season.

B. The Maximum number of players for Home games is Unlimited.

C. Preseason is unlimited travel number.

### **VI. Region Players of the Month process (N/A at this time)**

### **VII. ALL-Southern Region Teams, ALL-Stars, and Coach of the Year**

A. 7 Head coaches vote on the First and Second team All-stars.

An Assistant coach can represent the Head coach.

B. 7 Head coaches vote on Coach of the Year. (or Assistant)

C. Freshmen and Sophomores can be chosen to the All-stars.

D. Voting will be done at the end of Season; May meeting

E. At this time we nominate/select the Returning players for the Sophomore Showcase. The showcase roster will be complete in September at least one week prior to the event.

F. NWAC All-Conference Team selections will be conducted at the Friday morning Baseball business meeting during the NWAC Baseball Tournament. Head coaches in attendance will vote on 1<sup>st</sup> and 2<sup>nd</sup> NWAC teams and MVP

## VIII Committees

The NWAC Baseball committee shall consist of One Athletic Commissioner (the Chair), and One Baseball Coach, they shall be appointed by coaches at the end of the season meeting.

Responsibilities of Committee:

- A. The Athletic Commissioner will be the Chair and will organize all meetings of the Baseball Coaches.
- B. The Chair and the Coach will be responsible for the agenda at each coaches meeting and send one to Coaches.
- C. Review and Revise S.R. Baseball schedule as necessary.
- D. Represent the Southern Coaches at the Annual Meeting \*

Commissioner: Dr. Kim Hyatt; Mt. Hood C.C.

Baseball Coach: Nate Pratt; Chemeketa C.C.

Southern Region S.O.P.s has been updated to 2017. S.R. Coaches need to update every two years to stay current.

### APPENDIX 1 (Current) *\*see proposed Tie-Breakers below*

#### BASEBALL – Southern Region Champion & 2<sup>nd</sup> place/Tiebreaker/Playoff Scenarios

##### Appendix 1 \*Proposed\* 1/9/15; Approved

The number 1 team in the Southern Region final standings will be representatives to the NWAC Tournament and will be determined by highest winning percentage. The number 2, 3, 4 teams will be representatives in the Cross-Region Playoff. Seeding for the Cross-Region Playoff will be determined by league record (winning percentage).

##### **Tie Breakers** Proposed 5/17/17; Approved

###### Order of Tie-breaker Procedure

A. Head to Head- If a tie exists, cumulative league records of games among all tied teams (head to head competition) will determine seeding for the Cross-Region Playoffs and/or League Champion.

B. If a tie still exists, Head to Head competition vs highest finisher, then next highest finisher, etc.

C. If a tie still exists, the current year's SR Tiebreaker number will be used to determine seeding.

E. In cases of ties that cannot be resolved with A, or B and would result in a team missing the NWAC tournament, a playoff game would be one, 9-inning game with the winner becoming the Number 4 seed from the Southern Region. Host team and site is determined by SR Tiebreaker number. Home team is responsible for game balls and umpires. If inclement weather prevents home team from playing at the home site, the baseball committee chair and the Athletic Directors of the involved schools will determine alternate site. The games must be completed by the Wednesday prior to the Cross-Region Playoffs.

If three teams tie for fourth and B or C does not break the tie: use the SR tiebreaker number. Team 1 will Host while team Number 2 (Home) plays team Number 3 in one, 9-inning game (loser out). The winner will play team Number 1 (Home) in a 9-inning game with this winner being the fourth seed from the Southern Region. Split game balls between team Numbers 2 and 3 with team Number 1 covering game officials. If inclement weather prevents home team from playing at the home site, the baseball committee chair and the Athletic Directors of the involved schools will determine alternate site. The games must be completed by the Wednesday prior to the Cross-Region Playoffs.

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# **SOFTBALL**

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## **Northwest Athletic Conference - NWAC**

### **Southwest Region**

#### **Standard Operating Procedures**

***Mt. Hood, Centralia, Clackamas, Lower Columbia, Clark,  
Grays Harbor, Southwestern, Chemeketa***

## NWAC SOUTHWEST REGION SOFTBALL STANDARD OPERATING PROCEDURES

### **I Members:**

- A. Softball Southwest Region NWAC Coaches.  
Centralia, Chemeketa, Clackamas, Clark, Grays Harbor, Mt. Hood,  
Lower Columbia, Southwestern Oregon

### **II Schedule:**

- A. All participating colleges will be members of the NWAC and Southwest Region.
- B. The League schedule shall consist of double headers in a round robin home and home schedule. ( As negotiated in the realignment for 2017 & '18, Centralia,
- C. G. Harbor, Southwestern Oregon and Chemeketa will schedule a 4 game series between the OR & WA colleges to support current travel budget limitations.)
- D. The Region Schedule, including makeup games, and tie breakers, must be completed by the first Monday preceding the Friday start of the NWAC Tournament.
- E. The League Schedule, prepared by the Softball Committee, shall be presented to Athletic Directors & Softball Coaches for approval each year prior to October 1<sup>st</sup> of the upcoming season.
- F. The maximum number of dates to be played is 25.

### **III Game Procedure:**

- A. All Region double headers shall consist of two seven (7) inning games.
- B. If at the end of five (5) innings of any game, one team is ahead by eight (8) runs, or more, the game automatically ends.
- C. Current NCAA Softball Rules will govern all competition.
- D. The International tie-breaker rule will be used starting in the 10<sup>th</sup> inning of all applicable games.
- E. Team jacket and Sweatshirts are allowed on the field, but not for a current batter.
- F. Home team will notify the visiting team regarding uniform color the day before the contest.

### **IV Game Day Officials:**

- A. Each team contracts services of the officials association approved by their region.
- B. Home team will be responsible for umpire fees.
- C. Each team will provide a qualified scorekeeper, with the home scorekeeper being designated as the official scorer. Submission of Point Streak will be the responsibility of the home team.
- D. A. college representative responsible for game management must be present.**

**V Southwest Region Softball Tiebreaker Procedures:**

General Guidelines:

- E. The NWAC tournament RPI system will be used for direct tournament entry participation. League champions, second, and third place teams from each region automatically qualify for nine (9) of the 16 NWAC tournament entries. All remaining NWAC softball teams will have a chance to qualify for the remaining seven (7) at-large tournament entries based on the NWAC tournament RPI system.
- F. No games will be played for seeding purposes.
- G. Head to head competition or the tiebreaker numbering system will be used for seeding.

Two-Way Tie:

- 1. First Place (No game is played)
  - A. League record against each other to determine first place.
  - B. If league record is split, use the numbering system to determine seed. The team with the lower number will have the higher seed.

Three-Way Tie:

- 1. First Place or Second Place (no game is played)
  - A. League record against each other to determine seed.
  - B. If league record is split, use the numbering system to determine seed. The team with the lower number will have the higher seed.

**Southwest Region Tie-Breaker Rotations**

| # | School         | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 |
|---|----------------|------|------|------|------|------|------|------|------|------|
| 1 | Chemeketa      | 1    | 6    | 2    | 5    | 3    | 4    | 1    | 6    | 2    |
| 2 | Clackamas      | 6    | 1    | 5    | 2    | 4    | 3    | 6    | 1    | 5    |
| 3 | Clark          | 5    | 2    | 4    | 3    | 6    | 1    | 5    | 2    | 4    |
| 4 | Lower Columbia | 2    | 5    | 3    | 4    | 1    | 6    | 2    | 5    | 3    |
| 5 | Mt. Hood       | 3    | 4    | 1    | 6    | 2    | 5    | 3    | 4    | 1    |
| 6 | Southwestern   | 4    | 3    | 6    | 1    | 5    | 2    | 4    | 3    | 6    |

| # | School       | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 |
|---|--------------|------|------|------|------|------|------|------|------|------|
| 7 | Grays Harbor |      |      |      |      |      |      |      |      |      |
| 8 | Centralia    |      |      |      |      |      |      |      |      |      |
|   |              |      |      |      |      |      |      |      |      |      |

**VI. Game Management:**

- B. It is the responsibility of the visiting coach to call for a weather update before leaving their campus.
- C. All double headers begin between 2 and 3 p.m. on weekdays, unless there is an agreement by schools involved. This is to assist programs who do not have fields on campus and utilize other venues.  
Saturday games are advised to be played between noon and 1 p.m.
- D. An official playing facility and Baden game balls will be provided by the home team.
- E. Home team will provide water and cups in dugout area for visiting teams.
- F. Home teams are to provide "old towels" to assist with wiping of game balls.

**G. RAIN OUT:**

1. If the weather is questionable, call the day before the scheduled game.
2. When possible, game sites should be reversed.
3. If any earlier round is reversed, the succeeding round shall be reversed from the original schedule.
4. Games shall be rescheduled, within 24 hours of the rained out date, by the coaches of the institutions involved. The games shall be played on the first available date within the next 7 days. If this is not possible due to weather, facility and academic classroom situations, coaches shall involve the Athletic Director at each institution. Please notify umpires, and the NWAC office by phone call, or e-mail regarding the schedule changes as soon as possible.
5. If the coaches cannot agree on a date, the Athletic Directors of the institutions will have an additional 24 hours to reschedule the game. Written notification must be given to the coaches at each school, the NWAC office and the Softball Chair regarding the schedule change.
6. If the coaches and Athletic Directors cannot agree on a playing date within 48 hours of the original scheduled date, the Softball Committee Chair will reschedule the contest and notify the coaches, Athletic Directors and the NWAC office in writing regarding the schedule change.
7. Games rained out on the last Friday and Saturday of play must be played on the Sunday of that weekend if league ties are in play.
8. All games must be completed by the first Monday, preceding the Friday start of the NWAC Tournament. If league schedules are not completed, a percentage will be used to determine league standing for playoffs and entry into the NWAC Tournament.

## **VII All-Region All Star Team, and Coach of the Year:**

- A. All-Region All Star Team and Coach of the Year
  1. Freshmen and sophomores may be chosen
  2. Coaches will vote for the All-Stars, a Player of the Year, Pitcher of the Year, and Coach of the year by email. This process is coordinated by the southern region commissioner representative for softball.
  3. NFCA All-American nominations will be coordinated by a softball committee representative. Your team can nominate only if you have participated in one or both NWAC Softball tournaments: Pre-Season or Crossover tournaments.
  4. Information for the above awards will be communicated and sent out to all coaches in the month of May prior to the end of region play.

## **VIII Committees:**



- B. The Softball Committee shall consist of one Athletic Commissioner (the Chair), and one Softball Coach, and shall be appointed by the Southern Region Commission.
- C. Responsibilities of the Sport Committee:
  - 1. Shall recommend the revision of sport rules and tournament regulations to the Executive Board.
  - 2. Shall serve as the Tournament Committee for the tournament of that sport over which it has jurisdiction.
  - 3. Shall serve as resource person for the regions coaches and as commissioner for that sport.
  - 4. Review with coaches and commissioners rules that were changed by the national governing body of that sport.
  - 5. When sport alignment is not by region, make recommendations to the regions and Executive Board for league balance within the sport.
  - 6. Help insure that the sport is being conducted in the manner proper for that sport and in the best academic interest of the NWAC conference student athlete.

## **IX Meetings:**

- A. The Southern Region Coaches are required to attend and participate in the annual NWAC Softball Coaches meeting held in late September. This meeting may be held the same weekend as the Sophomore All-Star games and the Fall Classic Scrimmages.
  - 1. Fall – Southern Region reps. will attend the Softball Committee meeting and will report to the Southern Region coaches.
  - 2. Winter – Southern Region reps. will attend the 2<sup>nd</sup> Softball Committee meeting in Jan./Feb. and will report to the Southern Region coaches.

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# **Track and Field (MEN & WOMEN)**

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Standard Operating Procedures

**NWAC SOUTHERN REGION  
MEN & WOMEN'S TRACK AND FIELD**

**Updated 2017**

**I. Members:**

- A. Southern Region NWAC coaches.
- B. Rules from the NWAC shall govern all participating member colleges.

**II Schedule:**

- A. Participating colleges will be members of the NWAC and the Southern Region, or invited colleges, mutually agreed upon by competing schools. All competing athletes will meet their institutional eligibility requirements for any Southern Region League meets.
- B. The League schedule shall be created by the Southern Region commissioners each year at the Fall Coaches In-Service for final approval.

**III Officials:**

Officials for all track meets shall be provided by the host school.

**IV Meet Management:**

The following will govern the participation of sports club teams and unattached participants in NWAC hosted events.

- A. All participants in invitational track meets and league competition must meet the NWAC eligibility.
- B. Sports club teams and unattached participants may not in any way imply that they are connected with the athletic program of a member school. (Using the name of the school mascot is acceptable)..
- C. Athletic funds may not be used to support unattached participants. This includes, but is not limited to, travel, meals, lodging, and uniforms. No club team and varsity team may compete in the same year, same season, same sport in a NWAC sanctioned event.
- D. Sports club teams and unattached participants shall not be allowed to participate in NWAC member league or invitational regular season meets, or Regional and NWAC Championships.
- E. All sports club team members and unattached participants must be informed that participation in any invitational, hosted and sanctioned by a NWAC member school, may result in the loss of a year's eligibility when transferring to an NCAA school.
- F. Meet starting time will be established by the host school and should be mutually agreed upon by all participating schools, taking into consideration travel distance.
- G. The host school shall send a time schedule, order of events and a list of participating schools to each head coach at least ten (10) days before the meet.

- H. The host school shall provide all track and field events that are a part of the southern Region Championships, with the exception of all distance events. Selected distance events shall be based on available facilities. Either the 10,000 or steeple chase shall be run for the men, and either the 3,000 or 5,000 shall be run for the women, at the discretion of the host school.
- I. The host school is responsible for compiling the meet results. Copies of the meet results shall be available to coaches of the participating schools in a timely manner following the meet. (No more than 30 minutes). If more time is needed to produce results, the host school is responsible for Faxing results to all coaches as necessary. Coaches leaving when results were produced in time will have results mailed by the host school.
- J. The host school's coach is responsible to provide meet results to the NWAC Sports Information Director, and send to all head coaches in the Southern Region.

**V. Seeding Lanes and Heats in Quadrangular Competition:**

- A. Rotation of lane assignments will be used for all track races, except distance events that use a curved/waterfall start line. Competitors in events utilizing the curved/waterfall line will be placed on the starting line at the discretion of the meet starter.
- B. Each competing school may have two competitors in the first heat of all sprint and hurdle races. In the 800, additional runners may share a lane with a teammate, or a second heat may be run if needed. The Meet Director shall draw lane assignments by lot prior to the start of the track meet. Teams will rotate lanes on each succeeding event. (See example below.) If a second heat is needed the same rotation shall be followed.
- C. The fastest heat winner will always be assigned lane #4 for the final in that event. The 2<sup>nd</sup> heat winner will receive lane #5 and the rotation will continue from inside to outside lanes.

Example of lanes and assignments: 400 Relay Hurdles, 400 M, 100 M

| #1 | #2 | #3 | #4 | #5 | #6 | #7 | #8 |
|----|----|----|----|----|----|----|----|
| A  | B  | C  | D  |    |    |    |    |
| B  | C  | D  | A  | B  | C  | D  | A  |
| C  | D  | A  | B  | C  | D  | A  | B  |
| D  | A  | B  | C  | D  | A  | B  | C  |
| A  | B  | C  | D  | A  | B  | C  | D  |

- C. If there are enough competitors to require two or more heats, it is recommended that the heats be divided as equally in number of competitors as possible.
- D. Scoring quadrangular meets shall follow the NCAA guidelines.

VI. OPEN PIT-LONG & TRIPLE JUMP

- A. The Meet Director may opt to conduct the long and triple jump events using the traditional rotation of jumpers (NCAA guidelines), or opt to have an open pit for each of these events. The long and triple jump events shall be conducted separately.
- B. Depending on the number of competitors, the pit may be designated as open to any jumper, to complete three preliminary jumps, within a specified time. The finalists will each receive three additional jumps, starting at the specified time.

VII. Championship Meet Procedures:

- A. The Southern Region Championship Meet will be held two weeks prior to the NWAC Championships with whatever modifications deemed necessary by the host school. The NWAC codebook schedule will be modeled as closely as possible. Adjustments to the schedule will be made by the host school when necessary for smooth operation of the meet, for the safety of the student-athletes, or where dictated by the facility layout. Once the Southern Region time schedule is set, it will not be changed due to eliminated heats in the preliminary races.
- B. The track selected for the championship meet shall be a regulation 440 yard or 400 meter, 8 lane (42-inch recommended) track which meets minimum standards for tracks.
- C. Entry forms and a copy of the meet time schedule will be issued three weeks in advance of the Southern Region championship meet by the Meet Director. Entry forms must be postmarked and returned on the Tuesday, ten (10) days prior to the Southern Region meet. (Final scratches must be made by the Monday prior to the meet at noon.) Any additional scratches after Monday noon will be considered scratches from the entire meet.
- D. It is mandatory that there shall be a representative in attendance at the scratch meeting from each competing school.
  - 1. The scratch meeting shall be held on Friday before preliminaries.
- E. The individual Multi-Event Championship Meet points will carry over to the Southern Region Championship Meet.
  - F. There shall be a three (3) person JURY OF APPEALS.
    - 1. The meet referee and two (2) members appointed by the Southern Region Track commissioner shall serve on the JURY OF APPEALS.
    - 2. Any protests during the championship meet must be in writing within 30 minutes after completion of the event accompanied with \$5.00 to the JURY OF APPEALS.
      - a. \$5.00 Return if protest is upheld.
      - b. \$5.00 to Host school if protest is overruled.
- G. If fully-automatic timing is not available, preliminary heats shall be hand-timed and advancement to the next round shall be determined by place.

H. The Meet shall be scored to eight (8) places for both track and field events as follows: 10,8,6,5,4,3,2,1

- I. After taking into consideration the weather and meet conditions, the Meet Director will consult with the Meet Referee and the affected coaches to determine the starting height for the high jump and pole vault.

J. Southern Region Track and Field Events: TRACKFIELD

|                          |                   |
|--------------------------|-------------------|
| 400 M Relay (M&W)        | Pole Vault (M&W)  |
| 1500 M Run (M&W)         | High Jump (M&W)   |
| 400 M Dash (M&W)         | Shot Put (M&W)    |
| 100 M Dash (M&W)         | Long Jump (M&W)   |
| 110 M High Hurdles (M)   | Javelin (M&W)     |
| 100 M High Hurdles (W)   | Discus (M&W)      |
| 800 M Run (M&W)          | Triple Jump (M&W) |
| 200 M Dash (M&W)         | Hammer (M&W)      |
| 5000 M Run (M&W)         |                   |
| 3000 M Run (W)           | MULTI-EVENTS      |
| 1600 M Relay (M&W)       | Heptathlon        |
| 10,000 M Run (M&W)       | Decathlon         |
| 3000 Steeplechase (M)    |                   |
| 400 M Int. Hurdles (M&W) |                   |

K. Awards:

1. The team or teams with the highest number of points (including points scored at the multi-event championship) shall receive a championship trophy: NWAC Southern Region Women's/Men's Track Champions. A second place trophy shall also be awarded. Host school will provide the second place trophy (M & W).
2. Ribbons shall be awarded to 1st through 5th place finishers. Host school will provide these.
3. High Point Award plaque shall be awarded to the male and female athlete scoring the most points in the Southern Region Championship meet, including points scored at the multi-event championships. Host school provides these awards.
4. A Coach of the Year award plaque shall be awarded to the men's and women's coaches voted on by participating schools and paid for by the Southern Region. (One vote per school, per award).
5. Awards shall be presented at the conclusion of the Championship Meet.
6. Award expense: 1st place team trophy expenses furnished by NWAC. (Individual awards) - standardized NWAC awards furnished by host school.

L. Publicity and News Media:

1. Complete results of the Championship Meet shall be sent by the host school to the following:
  - a. Track coaches and athletic directors of all Southern Region members.
  - b. Teams entered in Championship Meet shall notify local news media.
  - c. NWAC SportsLine.



CHARACTER, COMPETITION AND COMMUNITY

*STANDARD OPERATING PROCEDURES for*

***GOLF***



**NWAC GOLF SPORT CHAIR:**

***Barry Janusch, Olympic College***

(360) 475-7458 (office)

[bjanusch@olympic.edu](mailto:bjanusch@olympic.edu)

**NWAC GOLF SPORTS COMMITTEE:**

|                     |                               |
|---------------------|-------------------------------|
| Bjorn Bjorke        | Olympic College               |
| Christie Dalsanders | Community Colleges of Spokane |
| John Dunn           | Highline College              |
| Dave Klovdahl       | Centralia                     |
| Ray Fabien          | Southwestern Oregon           |

**NWAC GOLF STANDARD OPERATING PROCEDURES**

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### **NWAC Mission:**

It is the mission of the Northwest Athletic Conference (NWAC) to foster athletic participation in an environment that supports equitable opportunities for students consistent with the educational objectives of member colleges. (NWAC Constitution, Article II)

### **NWAC Golf Mission:**

The mission of NWAC Golf is to provide student-athletes the opportunity to approach competition, academics, and life with respect, accountability, and integrity.

### **INTRODUCTION:**

The information found in the SOP's for golf is designed to provide student-athletes, administrators, coaches, and event directors with the necessary information to provide a quality and competitive experience. Please review the document carefully and contact the NWAC office if you have any questions. The SOP's are set forth by the NWAC golf sports committee and are subject to review and modification by the NWAC executive board and golf committee.

## ***GOLF***

### **100**

#### ***GOVERNANCE***

#### 100.1

USGA rules (where not superseded by local ground rules) govern all play. Interpretation of local rules and USGA rules shall be determined by the golf course professional and/or golf committee. (Rule 4)

### **200**

#### ***GENERAL ADMINISTRATION***

#### 200.1

Awards are given to 1<sup>st</sup>-3<sup>rd</sup> place finishers at conference championships along with 1<sup>st</sup>-4<sup>th</sup> Medalists (Article XI, NWAC Trophy Policy)

200.2 All conference and non-conference events combined must be played within a limit of thirteen (13) playing dates; long invitational will be counted as one event. Invitational meets should be determined and announced the spring prior to the season in question so that the upcoming year's schedule can be established without numerous changes. (Golf, General Regulations, Rule 5)

### **300** ***SPORT SEASON CALENDAR***

300.1 The NWAC Golf season will consist of a split season. The first fall competition date will be September 22. The fall schedule will be completed by October 31<sup>st</sup>. The first spring competition date will be March 15. The season will conclude by the third week of May (Golf Championships). The total maximum playing events for the fall and spring combined may not exceed thirteen (13), NWAC Championships are not included in the thirteen (13) total. (Golf, General Regulations, Rule 1)

### **400** ***SCRIMMAGES/PRACTICES***

400.1 Each institution shall be allowed a total of twelve (12) weeks of practice which may be utilized in between August 1 and the end of the current academic year/spring quarter.

400. 1. A. Time period between the first allowable official contest and end of playing season shall not be considered in the calculation of the twelve (12) weeks.

400. 2. B. Those who have not graduated from high school or whose high school class has not yet graduated (e.g. incoming recruits) cannot participated in practices for the current academic year. (Golf, General Regulations, Rule 2)

### **500** ***SCHEDULE***

500.1 League and Championship matches are for NWAC schools only.

500.2 The total maximum playing events for the fall and spring combined may not exceed thirteen (13). NWAC Championships are not included in the 13 total. (Golf, General Regulations, Rule 1)

### **600** ***EVENT/TOURNAMENT MANAGEMENT***

- 600.1 There shall be no smoking, chewing or other use of tobacco products by team members on the golf course. (Golf, General Regulations, Rule 8)
- 600.2 Spectators must stay away from players. (Golf, General Regulations, Rule 9)
- 600.3 Tournament Host Responsibilities
- 600.3. A Pre-Event
- 600.3. B Make course arrangements for the following including:
- Dates
  - Cost
  - Availability of practice rounds
  - Tee times, split tees or shot gun starts
  - Range balls
  - Coaches' carts
  - Scoring area
- 600.3. C Communicate with the NWAC Golf Chair regarding site and date
- 600.3. D Communicate with NWAC schools regarding tournament specifics including:
- Course name/s and contact numbers
  - Entry forms
  - Payment arrangements
  - Lodging recommendations
  - Tournament format information
  - Time and place of coaches meeting to introduce the rules committee, discuss local rules and go over miscellaneous business.

- 600.3 E. Arrange for rules committee. i.e., tournament director, PGA pro, two coaches
- 600.3 F. Generate tournament paperwork including Rules Sheet, Pairings, Scorecards and Scoreboard
- (1) Rule Sheet should include:
- The conditions of the competition(How teams are scored)
  - Definition of the boundary and margins of the course
  - Establishment of rules for abnormal conditions (i.e. preferred lies, embedded ball, etc.)
  - Possible dropping zones
  - The NWAC rule for pace of play
  - The NWAC rule for breaking of ties
  - The members of the Rules Committee
- (2) Pairings and Team Line-up:
- (3) Pair participants in groups of three or four according to school.
- 600.3 G. Players from the same team are not allowed to play in the same group. Every attempt needs to be made to make players scheduled for continuous tee times, thus making the “coaching” of the players reasonable.
- 600.3 H. Provide pairing sheets and hole assignments to coaches, pro shop and officials as soon as possible for both days.
- 600.3 I. After the first round, pair the schools according to team scores, not according to individual scores. Tee time send-off format should allow for the highest scoring teams to start first and so on until the lowest team scores from day one are teeing off last (high to low). Shot gun format can place them anywhere on the course but pairing them by scores (high to low).
- 600.3 J. Provide written receipts for entry fees.
- 600.3 K. On-Course Administration

- 600.3 L. Arrange for starters if players are playing according to tee times. Each starter should be furnished with copies of the rules sheet, scorecards, pencils and a clock.
- 600.3 M. Arrange for people to receive competitors' score cards when they finish their rounds
- 600.3 N. Arrange for a way to referee the golf course
- 600.3 O. Arrange for a way to enforce NWAC Pace of Play policy
- 600.3 P. Scoring
- (1) Accept scorecards in scoring area to attest there are two signatures and every hole has the correct score
- (2) Arrange for rules committee member to be in scoring area to settle rules questions
- 600.3 Q. Maintain Scoreboard
- 600.3 R. Birdie Fire is the official NWAC Golf tournament management program. Birdie Fire is to be used in all NWAC member hosted events.
- 600.3 S. Birdie Fire live scoring is to be used at all NWAC hosted events. Live scoring can be done by using volunteers or designating players.
- 600.3 T. The host school determines who is scoring with Birdie Fire.
- 600.4 Administration
- 600.4 A. Results from each day and pairings need to be sent to coaches as soon as possible.
- 600.4 B. Report team and individual results to NWAC office and participating coaches and schools.
- 600.4 C. Provide awards for team and medalist champion (men and women, league matches only)
- 600.4 D. Provide completed NWAC Golf Tournament Financial Form to NWAC office, NWAC golf chair and all coaches.
- Failure of host to comply with NWAC Golf SOP's will result in a \$100 fine.*
- 600.5 The first group (s) to start will be considered out of position if, at any time during the round, the group is behind a 15 minute per hole pace of 4.5 hours. Any following group will be considered out of position if

it (a) is taking more than the allotted time to play (15 minutes per hole) and (b) reached the teeing ground of a par -3 hole and the preceding group has cleared the next tee; reach the teeing ground of a par-4 hole and the putting green is clear; or reaches the teeing ground of a par-5 hole when the preceding group is on the putting green. Both (a) and (b) must apply for a group to be out of position.

600.5 Continued When a group is out of position the group is penalized two strokes. If the group subsequently gets back in position by their 18 tee, the two stroke penalty will be taken away.

The player concerned about a non-responsive fellow-competitor in his/her group should request the tournament committee to monitor the group in case the group is liable to be penalized under these guidelines. (Golf, General Regulations, Rule 11)

600.6 Swearing or throwing of clubs will not be tolerated. Flagrant violations may result in suspension from the next conference match. Suspension will be determined by a majority decision of the Tournament Committee. (Golf, General Regulations, Rule 12)

600.7 Players may have the option to carry bags or use a pull cart. (Golf, General Regulations, Rule 13)

600.8 There is no substitution of players once a match has started. (This a clarification of USGA rules). (Golf, General Regulations, Rule 14)

600.9 All matches shall be medal play.

600.10 In case of ties for league matches, the winner will be determined by a sudden death playoff. The men's teams will have four (4) players from each team earning a tie play in a playoff. The women's team will have the three (3) players from each team earning a tie play in a playoff. For non-league matches, the host coach will announce tiebreaker rules at the coaches meeting prior to the tournament. (Golf, General Regulations, Rule 16)

600.11 All players will be instructed to check, sign, and attest scorecards at the end of the match. (Golf, General Regulations, Rule 17)

**700 ROSTERS**

**800 PLAYER LIMITS**

800.1 Six (6) women, six (6) men will represent each college in each match. The team score is the sum of the four (4) lowest scores for the men and (3) lowest scores for the women to determine the total medal scores. Forfeits will occur if there are less than four (4) men and three (3) women players. (Golf, General Regulations, Rule 7)

800.2 Teams can bring individuals to invitationals if the host approves.

### **900 TRAVEL SQUAD**

900.1 The traveling squad shall be six (6) men and six (6) women for conference matches. When any deviation from the standard six (6) team members is used, the host must notify all participants of the limits on team size. (Golf, General Regulations, Rule 6)

900.2 In the event the school does not have a full team, individual entries are permitted.

### **1000 TOURNAMENTS**

1000.1 Scoring: The team score is the sum of the three (3) lowest scores for the women and four (4) lowest scores for the men to determine the total medal scores. (Rule 6)

1000.2 The lowest scoring individual man and woman are medalists

1000.3 Tie-Breakers:

A. Team

B. Sudden Death Play-off (if course available)

C. Three counting women/four counting men from the final round of the respected schools.  
Tournament rules committee determines hole rotation. (lowest combined score wins)

D. Compare Cards (if course not available)

E. Fourth/Fifth player's scores from the final round will be used to break the tie. If one team only has three/four players then the highest counting score in the final round from all tied teams will be compared to determine the champion. Lowest score wins. If tie still exists, the third /fourth score from the first round will be used to determine winner.

F. Medalist

- (1) Sudden Death Play-off (if course available)
- (2) Compare Cards (If course is not available)
- (3) Compare last 18 hole score, if still tied compare final nine holes of the last day. If the tying players have the same score for the last nine, determine the winner on the basis of the last six holes, last three holes and finally the 18<sup>th</sup> hole. If the final round is a multiple tee start, the last nine holes are considered to be holes 10-18, last six are holes 13-18 and the last three are holes 16-18. Lowest score wins.

## **1100**

### ***UNIFORMS***

- 1100.1 Appropriate school issued golf attire must be worn by all team personnel during season and championship play. The host school will communicate to match participant schools the dress code for the club site. This code shall be the dress code for the match, If the club host does not have a dress code, then attire shall be school issued golf attire such as pants (khaki's, slacks, yoga pants), collared shirts, tailored shorts, or skirts. Denim is not acceptable. Shoes must be worn. Rain gear or windbreakers may be worn over this when necessary. This applies to coaches also. The penalty for breach of dress code is disqualification from the day's match. Golf Rule, General Regulations, Rule 10)
- 1100.2 Teams may put one sponsor logo and/or NWAC logo (no bigger than 3"x3" on the left/right chest, left/right sleeves, or on the back of the shirt just below the neck line. (Golf Rule, General Regulations, Rule 10)

## **1200**

### ***OFFICIALS***

## **1300**

### ***PLAYOFFS***

## **1400**

### ***CHAMPIONSHIPS***

- 1400.2 All men and women's NWAC golf teams will be invited to participate in the conference tournament. (Golf Rules, Conference Golf Tournament Procedures, Rule 1)
- 1400.1 The NWAC Championship is conducted the 3rd week of May. (Golf, General Rules, Rule 3)
- 1400.2 The teams will play a thirty-six (36) hole tournament. The tournament will be a two-day event played on an eighteen (18) hole course or courses. The site will be determined by the Executive Board with



recommendations from the golf coaches. The tournament site will rotate each year among the regions. (Golf Rules, Conference Golf Tournament Procedures, Rule 2)

1400.3 A practice round on the tournament course will be allowed on the Saturday prior to the tournament only if the tournament director obtains permission from the host golf course. (Golf Rules, Conference Golf Tournament Procedures, Rule 3)

1400.4 A committee appointed by the Tournament Director shall decide disqualifications due to unsportsmanlike behavior at the conference tournament. (Golf Rules, Conference Golf Tournament Procedures, Rule 4)

1400.5 The NWAC champions will be determined by lowest team score. The men's team score will be the sum of the four (4) lowest scores of the six (6) members of the team, determined by the total medal scores for each eighteen (18) holes. The women's team score will be the sum of the three (3) lowest scores of the six (6) members of the team, determined by the total medal scores for each eighteen (18) holes. (Golf Rules, Conference Golf Tournament Procedures, Rule 5)

1400.6 In addition to the first, second, and third place team awards, a tournament All-Star Team will be recognized. This All-Star Team will be the top four (4) men and women medalists. Then number one (1) men and women's medalists will also be recognized.

1400.7 In the event of a tie, the Team Champions will be determined by a sudden death playoff. The men's teams will have four (4) players from each team earning a tie play in a playoff. The women's team will have the three (3) players from each team earning a tie play in a playoff. (Golf Rules, Conference Golf Tournament Procedures, Rule 7)

## **1500 POST-SEASON HONORS**

1500.1 An All-League All-Star team will be selected based on the golfer's stats from league play only using three of four possible matches. Six (6) men and six (6) women will be selected as First Team All-League. Additionally there will be six (6) men and six (6) women will be selected as Second Team All-League. (Golf, General Regulations, Rule 18)

1500.2 MVP of the league is the player with the lowest scoring average in all four league matches.

1500.3 National Awards

Information in blue are new SOP's

Information in red are new codes/policies

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