
**SOUTHERN
REGION**

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-year schools, 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, (see article VI, section 2 of the NWAC Code Book for a list of states).
4. Requiring student-athletes to attend organized practices/workouts during the offseason. (outside of the designated 12 weeks possible, as of the 2015-16 school year)
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 (2015-16) 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.

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 each sport.

SOUTHERN REGION PLAY-OFF TIE BREAKER

Revised August 21, 2015

	<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>
1	PCC	CLACK	SWOC	LANE	CLARK	LBCC	MHCC	CHEM	UCC
2	CHEM	UCC	PCC	CLACK	SWOC	LANE	CLARK	LBCC	MHCC
3	LBCC	MHCC	CHEM	UCC	PCC	CLACK	SWOC	LANE	CLARK
4	LANE	CLARK	LBCC	MHCC	CHEM	UCC	PCC	CLACK	SWOC
5	CLACK	SWOC	LANE	CLARK	LBCC	MHCC	CHEM	UCC	PCC
6	SWOC	LANE	CLARK	LBCC	MHCC	CHEM	UCC	PCC	CLACK
7	CLARK	LBCC	MHCC	CHEM	UCC	PCC	CLACK	SWOC	LANE
8	MHCC	CHEM	UCC	PCC	CLACK	SWOC	LANE	CLARK	LBCC
9	UCC	PCC	CLACK	SWOC	LANE	CLARK	LBCC	MHCC	CHEM

VOLLEYBALL

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. DVD's of the games can be given to the visiting team after the contest. (Will discuss this at August 2016 Coaches meeting.) 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 1st, 2nd and 3rd 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 All-star 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 20 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.

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 the final 4 coaches.

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

N W A C – SOUTHERN REGION			
Time Allotted	Actual Time	Visible Clock	Protocol
One hour before	5:30-6:11	:60-:19	Court available for shared warm-up
	6:00	:30	Coin toss
:04	6:11-6:15	:19-:15	Visiting Team Court
:04	6:15-6:19	:15-:11	Home Team Court
:05	6:19-6:24	:11-:06	Visiting Team Court
:05	6:24-6:29	:06-:01	Home Team Court
:00	6:30	:00	National Anthem, Player Introductions, Sportsmanship Intro (NCAA)
			Match Begins

The entire roster for each team will be introduced. All players will line up on the end line before the introductions start. Announce in numerical order.

On the signal from the officials, team captains proceed to the net to shake hands followed by their respective team members.

Each team then reports to its bench to prepare for the match. NWAC Sportsmanship protocol announced.

Starters are called to the end line and the match begins.

For different start times (ex. 1pm), follow same format.

The court shall be offered 30 min. prior the shared hour

for 15 min. each team serve/serve receive.

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

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

SOUTHERN REGION PLAY-OFF TIE-BREAKER

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
1	SWOC	LBCC	MHCC	CHEM	UCC	PCC	CLACK	LANE	SWOC
2	CLACK	LANE	SWOC	LBCC	MHCC	CHEM	UCC	PCC	CLACK
3	UCC	PCC	CLACK	LANE	SWOC	LBCC	MHCC	CHEM	UCC
4	MHCC	CHEM	UCC	PCC	CLACK	LANE	SWOC	LBCC	MHCC
5	LBCC	MHCC	CHEM	UCC	PCC	CLACK	LANE	SWOC	LBCC
6	CHEM	UCC	PCC	CLACK	LANE	SWOC	LBCC	MHCC	CHEM
7	PCC	CLACK	LANE	SWOC	LBCC	MHCC	CHEM	UCC	PCC
8	LANE	SWOC	LBCC	MHCC	CHEM	UCC	PCC	CLACK	LANE

For tie for first—play off using this sheet for site

Elimination – play off (ex. 3 way tie for 4th) – This sheet used for site between two lower teams.

This determines site only for elimination game.

2015 Southern Region Coach Contact List

cell

1. Kimberly Lissinna kimberly.lissina@mhcc.edu 503-491-7453
2. Sarah Hoeke shoeke@clackamas.edu 971-645-9173
3. Traci Stephenson traci.stephenson@chemeketa.edu 503-807-7177
4. Jayme Frazier fraziej@linnbenton.edu 541-619-8163 (sports committee)
5. Lacy Pinard lacy.pinard@umpqua.edu 541-643-1313
6. Kathie Woods idig@aol.com 503-260-6439 (volleyball chair)
7. Steve George steve.george@socc.edu 206-549-3022
8. Mark Dunn mdunn@clark.edu 707-799-6964
9. Stephanie Willett willetts@lanecc.edu 541-217-8132

SOCCER

Standard Operating Procedures

NWAACC 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 clarification's 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 1st of each year. The maximum number of matches to be played for each school, including league and non-league, shall be limited to 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 - 2 scrimmages are allowed per school from the first practice to the first allowable contest. Rules and regulations for scrimmage competition are found under Article III, Section 15 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 12 Team Playoff Rotation 2013-2022 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. Division champions will be acknowledged with a trophy. The division championships will be determined on the basis of points accumulated in all league play. In case there is a tie for a division championship, the tie will be broken by the method that is stated in the NWAC Code Book, listed under Soccer.
- E. If a play-off game ends in a tie at the end of regulation play, it will be decided by two 10 minute overtime periods with no rest period between. If the teams are still tied, the winner will be determined by penalty kicks as recommended by NCAA rules.

V. Squad Size:

- A. The travel squad will be limited to 22 for all conference and play-off games except the league championship where the number is unlimited.

VI Game Management:

- A. Starting times will be 3:00 PM for all games on the weekday and 1:00 PM for all games that occur on a weekend day. The coaches of the opposing teams may make other arrangements if both coaches and Athletic Directors are in agreement.
- B. The minimum warm-up on the field will be 30 minutes prior to kickoff.
- C. The home team will provide a bench for the opposing team's players, as well as showers and towels. Water should be provided
- D. Home team is responsible for all NWAC statistics and is responsible for calling in the score to NWAC - Sports Information Director.
- E. The NWAC - SID will contact the Oregonian, etc. with the final score.
- F. For play-offs, the NWAC - SID will contact play-off site and arrange for game results to be called into the press.
- G. 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.

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 Sport Committee Chair.
- 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.

CROSS-COUNTRY (MEN & WOMEN)

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. 1st and 2nd place Men's & Women's Team Trophies and Combined Trophy.
 - 2. By the Host School
 - a. 1st 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.

15-16 Men's Chair, Dr. Mike Herbert/ Coach rep, David Abderhalden
15-16 Women's Chair, Dr. 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 be 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:

1st 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

2nd 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

3rd 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

4th 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 on away games shall be 12
- B. The maximum number of players in uniform for home games shall be limited to those student/athletes who are listed on the current eligibility roster.

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 (10), 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. Fall [meeting]
 - 2. Pre-playoff meeting held prior to the NWAC Tournament.
 - 3. Other meetings as scheduled as needed by the Sport Chair.
 - 4. [DELETED: Pre-season coaches/officials meeting]

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 1st. 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 1st 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 2nd 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									
	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
1	PCC	CLACK	SWOC	LANE	CLARK	LBCC	MHCC	CHEM	UCC
2	CHEM	UCC	PCC	CLACK	SWOC	LANE	CLARK	LBCC	MHCC
3	LBCC	MHCC	CHEM	UCC	PCC	CLACK	SWOC	LANE	CLARK
4	LANE	CLARK	LBCC	MHCC	CHEM	UCC	PCC	CLACK	SWOC
5	CLACK	SWOC	LANE	CLARK	LBCC	MHCC	CHEM	UCC	PCC
6	SWOC	LANE	CLARK	LBCC	MHCC	CHEM	UCC	PCC	CLACK
7	CLARK	LBCC	MHCC	CHEM	UCC	PCC	CLACK	SWOC	LANE
8	MHCC	CHEM	UCC	PCC	CLACK	SWOC	LANE	CLARK	LBCC
9	UCC	PCC	CLACK	SWOC	LANE	CLARK	LBCC	MHCC	CHEM
<i>Men's cross-over host...host the year listed</i>									
<i>SWOCC men will host the 2016 cross-over, LBCC men will host 2017, ect...</i>									
<i>Women's Cross- over host...host the year listed</i>									
<i>Chemeketa women will host in 2016, UCC in 2017, ect...</i>									
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 each year									

2015 NWAC SOUTHERN REGION
BASEBALL Standard Operating Procedures
(Last updated 10/14/15)

I. Members

- A. Members will include Head Baseball Coaches from the Southern Region of the NWAC; Clackamas, Clark, Chemeketa, Mt. Hood, Lane and SWOCC. Assistant Coaches may represent a head coach from a member school.
- B. Sports Chair assigned to Baseball, also included as members.
- C. The current NCAA Baseball rule book, NWAC code book, and Special Southern Region regulations found in the S.O.P. will govern league play.

II. Schedule (we play 22 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 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 12 weeks would be utilized.

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.

- 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 Six (6) teams will play each other three (3) Double headers to conclude the season. S.R. DH = 9 inning / 7 inning games.

Played on Friday's and Saturday's

- 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 two (22) dates

G. The last regular season games will be scheduled on the Thursday (7 days) prior to the NWAC tournament.

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, the numbering system will be used to determine tournament seeding (1st & 2nd).

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.

J. The Region schedule and Play-offs must be completed by the Monday preceding the Thursday start of the NWAC Baseball championship tournament.

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 1st and 2nd place teams.

B. The 1st place team will be the Southern Region Top Seed in the NWAC tournament. The 2nd place team will be the Second Tournament Seed.

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.

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. Add a Bull pen Catcher can be added for the Tournament; Pen only.

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. 6 Head coaches vote on the First and Second team All-stars. An Assistant coach can represent the Head coach.
- B. 6 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 select the Returning players for the Sophomore Showcase.

we need new alternate player language HERE)

- 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 1st and 2nd 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: Richard Magruder; Portland C.C.

Baseball Coach: Nate Pratt; Chemeketa C.C.

Southern Region S.O.P.s has been updated to 2015. S.R. Coaches need to update every two years to stay current.

APPENDIX 1

BASEBALL – Southern Region Champion & 2nd place/Tiebreaker/Playoff Scenarios

The number 1 and Number 2 teams in the Southern Region final standings will be representatives to the NWAC Tournament with final league record determining seeding and placement into the NWAC Tournament.

Tie-Breakers

Decisions are based on the following criteria:

Head to Head competition of teams involved in the tie.

Southern Region tiebreaker numbering system.

Situations

1 – **Two teams** tie for first place by league record. They will go as Number 1 and Number 2, with the Head to Head/Tie-breaker Formula to determine.

2 – **Three teams** tie for first by league record. Determine 1, 2 and 3 by Head to Head. If tied, go to tiebreaker formula. The Number 1 team will host while Number 2 plays Number 2 in a single 9-inning game (loser out). The winner plays the Number 1 team (Home team) in a second, 9-inning game. The Winner of this game will be the number 2 seed from the Southern Region to the NWAC Tournament and the losing team is the Number 2 seed. The Number 1 (host team) is responsible for officials while Number 2 and Number 3 will split the game balls for both games.

3 – **Four teams** tie for first by league record. Use the tiebreaker formula to place 1, 2, 3 and 4. Number 1 hosts 4 while Number 2 hosts Number 3 for one, 9-inning game. Winners

Go to the NWAC Tournament with the highest seed winner being the number 1 representative from the Southern Region.

Other Ties

1 – Two teams tie for second. Host team and site is determined by Head to Head competition. If still tied, use the tiebreaker formula. A playoff game would be one, 9-inning game with the winner becoming the Number 2 seed from the Southern Region.

2 – Three teams tie for second. Determine 1, 2, and 3 by Head To Head. If still tied, use the tiebreaker formula. 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 second seed to the NWAC Tournament from the Southern Region. Split game balls between team Numbers 2 and 3 with team Number 1 covering game officials.

NWAC, other notes:

L.O.I. can be offered on January 15th

Talent Grants/**Tuition waivers** limit is 33

Recruiting area; Alaska, British Columbia, California, Hawaii, Idaho, Montana, Nevada, Oregon, & Washington: 8 States & B.C.

November/December are Conditioning only. Coaches 4 & 1 or Two hours a week with team; Either choice needs to be documented.

SOFTBALL

Northwest Athletic Conference - NWAC

Southern Region

Standard Operating Procedures

(Southwestern, Mt. Hood, Chemeketa, Clackamas, Lower Columbia, Clark)

NWAC SOUTHERN REGION SOFTBALL STANDARD OPERATING PROCEDURES

I Members:

- A. Softball Southwest Region NWAC Coaches.
(Chemeketa, Clackamas, Clark, 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.
- C. The Region Schedule, including makeup games, and tie breakers, must be completed by the first Monday preceding the Friday start of the NWAC Tournament.
- D. The League Schedule, prepared by the Softball Committee, shall be presented to Softball Coaches for final approval each year during a Fall Term meeting before the end of October.
- E. The maximum number of dates to be played is 25 (reduction year = 22)

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 10th 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 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.

V Southern Region Softball Tiebreaker Procedures:

General Guidelines:

- A. Teams will not be eliminated from division play-off, the NWAC tournament, or lose a direct entry in the championship tournament because of the tiebreaker numbering system.
- B. No games will be played for seeding purposes only.
- C. Head to head competition, the tiebreaker numbering system will be used for seeding.

- A. Two-Way Tie:
 - 1. First Place, Second Place, Third 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.
 - 2. Fourth Place (One game is played)
 - a. Use head to head in league to determine site.
 - b. Use tiebreakers numbering system to determine site. The team with lowest number is the host school.

- B. 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.
 - 2. Third Place (2-3 games played)
 - A. League record against each other to determine site and first round bye.
 - B. If league record split, use the numbering system to determine site for games.
 - i. The team with the lower number will host the game and have the first round bye.
 - ii. The teams with the higher numbers will play in game 1.
 - iii. Winner of game 1 will play the team with the first round bye in game two.
 - iv. The winner of game 2 will be the third place entry into NWAC Championship tournament.
 - v. If the team with the first round bye loses, they must play the loser of game 1 in game 3.
 - vi. Winner of game 3 is fourth place seed to NWAC championships.
 - 3. Fourth Place (2 games played)
 - A. League record against each other to determine site and first round bye.
 - B. If league record split, use the numbering system to determine site for games.
 - i. The team with lower number will host and receive first round bye.
 - ii. The teams with the higher numbers will play 1 game.
 - iii. Winner of game 1 will play team with first round bye the winner will be fourth place entry into NWAC Champions.

Southern 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

VI. Game Management:

- A. It is the responsibility of the visiting coach to call for a weather check before leaving on a trip. Telephone numbers to be called must be included on the schedule mailed to opponents.
- B. All double headers begin at 3:00 PM unless there is an agreement by schools involved, and appropriate changes made on the contest agreement.
- C. Home team will provide water and cups in dugout area for visiting teams.
- D. **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. The coaches shall notify the Athletic Director at each institution, the umpires, and the NWAC office by phone call or e-mail regarding the schedule change.

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.

E. *A college representative responsible for game management must be present.*

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

- A. 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 that is coordinated by the southern region commissioner representative.
 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.

VIII Committees:

- A. The Softball Committee shall consist of one Athletic Commissioner (the Chair), and one Softball Coach, and shall be appointed by the Southern Region Commission.
- B. 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 2nd Softball Committee meeting in Jan./Feb. and will report to the Southern Region coaches.
 3. Spring - Prior to the first contest, the southern region coaches will either have a conference call or communicate via email regarding questions, concerns, or updates.

**NWACC SOUTHERN REGION
MEN & WOMEN'S TRACK AND FIELD
Updated 2015**

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 2nd 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
 - B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. The individual Multi-Event Championship Meet points will carry over to the Southern Region Championship Meet.
 - G. 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.
- H. If fully-automatic timing is not available, preliminary heats shall be hand-timed and advancement to the next round shall be determined by place.

I. 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

J. 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.

K. Southern Region Track and Field Events:

TRACK	FIELD
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 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: NWAACC 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 OPERATION PROCEDURES for

GOLF



NWAC GOLF SPORT CHAIR:

Barry Janusch, Olympic College

(360) 475-7458 (office)

bjanusch@olympic.edu

NWAC GOLF SPORTS COMMITTEE:

Bjorn Bjorke	Olympic College
Christie Dalsanders	Community Colleges of Spokane
Tyler Gaston	Grays Harbor College
Dave Klodahl	Centralia
Ray Fabien	Southwestern Oregon

NORTHWEST ATHLETIC CONFERENCE

c/o Clark College TBG 121

1933 Fort Vancouver Way

Vancouver, WA 98663

Phone: (360) 992-2933

URL: www.nwacsports.org

NWAC Staff:

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NWAC GOLF STANDARD OPERATING PROCEDURES

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.

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 2)

200 GENERAL ADMINISTRATION

200.1 Awards

200.2 Forfeits Forfeits occur if there are less than (3) women players and four (4) men players. (Rule 6)

300 SPORT SEASON CALENDAR

The NWAC Golf season will consist of a split season. The fall schedule will begin September 15th and be completed by October 31st. There will be a maximum of four (4) playing dates for the fall. The spring practice and playing dates will begin March 1 and conclude by the third week of May (NWAC Championships). There will be a maximum eight (8) playing dates for the spring. The total maximum playing dates for the fall and spring combined may not exceed eleven (11). (Rule 1)

400 SCRIMMAGES

500 SCHEDULE League and Championship matches are for NWAC schools only.

600

GAME MANAGEMENT

600.1

Tournament Host Responsibilities

Pre-Event

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

Communicate with the NWAC Golf Chair regarding site and date

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.

Arrange for rules committee. i.e. tournament director, PGA pro, two coaches

Generate tournament paperwork including Rules Sheet, Pairings, Scorecards and Scoreboard

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 (ie. 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

Pairings and Team Line-up:

Pair participants in groups of three or four according to school.

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.

Provide pairing sheets and hole assignments to coaches, pro shop and officials as soon as possible for both days.

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).

Provide written receipts for entry fees.

On-Course Administration

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.

Arrange for people to receive competitors' score cards when they finish their rounds

Arrange for a way to referee the golf course

Arrange for a way to enforce NWAC Pace of Play policy

Scoring

Accept scorecards in scoring area to attest there are two signatures and every hole has the correct score

Arrange for rules committee member to be in scoring area to settle rules questions

Maintain Scoreboard

Administration

Results from each day and pairings need to be sent to coaches as soon as possible.

Report team and individual results to NWAC office and participating coaches and schools.

Provide awards for team and medalist champion (men and women, league matches only)

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.

700

ROSTERS

800

PLAYER LIMITS Six (6) women Six (6) men will represent each college in each match.

800.1

Teams can bring individuals to invitationals if the host approves.

900

TRAVEL SQUAD Six (6) women, six (6) men (Rule 5)

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:

Team

Sudden Death Play-off (if course available)

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

Compare Cards (if course not available)

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.

Medalist

Sudden Death Play-off (if course available)

Compare Cards (If course is not available)

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 18th 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** Slacks, collared shirts, tailored shorts (of mid-thigh length or longer or skirts. Shoes must be worn. Denim is not acceptable. Rain clothes or windbreakers may be worn over this when necessary. This applies to coaches also. (Rule 9)

1200 **OFFICIALS**

1300 **PLAYOFFS**

1400 **CHAMPIONSHIPS**

1400.1 The NWAC Championship is conducted the 3rd week of May and is outlined in the codebook.

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. (Rule 17)

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

1500.3 National Awards

