

KCAC VOLLEYBALL GUIDELINES

Updated January, 2008

Statement of Responsibility

The coach will be held accountable to the Athletic Director, Faculty Athletic Representative, and President of the College for properly and professionally monitoring and abiding by the guidelines set forth by the KCAC. Each coach is required to sign the following document prior to the beginning of the academic year stating that he/she will abide by the KCAC and NAIA regulations. A coach is defined as any staff member, volunteer or paid, student-assistant and / or manager.

Coaches Agreement

I have read and clearly understand the regulations that are set forth by the KCAC for in season and out of season sports participation. I accept responsibility for monitoring and abiding by the guidelines set forth for my sport and will be held accountable to my A.D., F.A.R. and C.E.O. I further understand and accept responsibility for the rules of the NAIA.

Head Coaches Signature _____

Date _____

KCAC Procedures

The following procedures in the KCAC provide for more clarity in the operation of conference policies. It should be of particular value to athletic personnel new to the conference that occasionally finds it difficult to know various conference procedures.

1. Any proposed amendment to the By-Laws must be emailed as an attached word document to the 2nd Vice President of the Conference and to the President of the Conference in time for the 2nd Vice President to provide each member of the Governing Council with a copy of the proposed amendment at least ten days prior to the time for the meeting at which the amendment is to be considered.
2. A proposed specific-sport amendment must be presented as a written document. Documents initiated by coaches must show that the amendment was discussed, voted on, and passed (recorded) by a majority of the coaches in that sport whose sports chair shall then submit the proposed amendment to the KCAC sport supervisor. The Governing Council sport supervisor will bring the proposal to the governing body at a regular meeting of the Council.
3. Limitations on scheduling will not include NAIA or other affiliated post-season contests. Exceptions need to be cleared with the KCAC Governing Council.
4. In the KCAC, a regular varsity contest is interpreted as one which is advertised and for which admission is charged." Volleyball may not compete in varsity competition against junior colleges. A "junior varsity" contest can only be played during the regular season, and the team shall consist of non-varsity starters who are primarily freshmen and sophomores. Junior varsity contests shall in no way be used to enhance a varsity schedule.
5. Conference SID - KCAC news releases should be through this channel through the KCAC SID. Each school is responsible to report sport's results to the KCAC SID.
6. Statistics and reporting of game results - The host school is responsible for providing the visiting school with game statistics and reporting game results to the media.

7. Sports camps, which involve college athletes, shall not be scheduled in a way that would violate pre-season regulations.
8. Head coaches, SID, head athletic trainer and athletic directors from each college are expected to attend KCAC Coaches' meetings.
9. It is expected that all KCAC member colleges honor a letter-of-intent and refrain from further recruitment of an athlete who has been signed. Violations can be sent to the compliance/protest committee.
10. If during, or particularly after the season, a team must forfeit games/matches for any reason, the win/loss records of all participating schools will be revised and a champion determined.
11. Sportsmanship: No noisemakers in the gym (i.e. cow bells, horns, drums, etc.); signs are to be in good taste and not provoke or stimulate ill will; bands, and/or drums, are to refrain from playing during play in gymnasium.
12. The KCAC Council decides standard student admission prices for visiting students. That price may not exceed \$2.00 for conference games. NAIA Passes are honored at all KCAC games including tournaments or Classics.
13. Faculty/staff ID's are honored at all KCAC contests. – 2 people allowed in per ID.
14. Host schools will admit up to ten (10) visiting spectators into the volleyball game. It is the responsibility of the visiting school to email the pass list to the host school athletic director prior to the contest.
15. Each game must have someone designated as a game administrator.
16. If during, or particularly after the season, a team must forfeit games/matches for any reason, the win/loss records of all participating schools will be revised and a champion determined.
17. Officials should have a secure locker room with shower facilities available and supervised by security. Additional hospitality of drinks, sandwiches and towels are encouraged.

Maximum Weeks of Participation

Each volleyball program must adhere to a maximum of 24-week of participation. There shall be no more than three break periods during the 24 weeks. NAIA approved postseason shall not be counted as part of the 24-week period. A week is defined as Sunday (12:01 a.m.) through Saturday (11:59 p.m.) Any practice, competition or conditioning during this period shall constitute one of the 24 weeks permitted. Participation is defined as follows:

1. **Preseason.** A member institution shall not commence official volleyball practice sessions before 5 days prior to the Monday of the week that September 1 falls. Five contact hours per day is permissible and includes teaching and /or practicing the game of volleyball and required conditioning workouts. Meetings involving orientation, policies, rules, guidelines, and checking out equipment are not included in the five contact hours.

2. **Playing Season.** Volleyball is limited to 20 participation hours per week during the playing season and one day per week with no participation. Participation includes practice, team meetings, individual meetings, conditioning, strength training, and games. Games count as four hours of participation.
3. **Out of Season.** Out of season volleyball is limited to 8 participation hours per week. Out of season conditioning is defined as the Monday after the KCAC Post-Season Volleyball Tournament and ends with the completion of the spring term. Student-athletes and members of the coaching staff shall not engage in athletically related activities outside the playing season, except for the following:
 - a) **Conditioning.** A student-athlete may participate in a conditioning, strength training, and agility program. A coach may conduct a conditioning, strength training and agility program. No balls can be used in the conditioning, strength training and agility program.
 - b) **Practice.** A student-athlete shall be limited to 10 (one hour per day) out of season practice sessions with no practices permitted on Sundays and shall be conducted according to the following guidelines:
 1. A practice activity conducted by a coach is limited to small group classroom/office teaching, film review, and on the field/court technique work. Small group is defined as up to 4 student-athletes. No other student-athlete may be observing or present during the practice activity.
 2. Volleyballs can be used
 3. A practice session shall not exceed one hour per day and shall be limited to a total of 10 sessions of instruction per athlete. Videotaping is permitted within the 10 practice sessions.
 4. Each institution has the responsibility to monitor the out of season practice activities that may occur according to the above-mentioned guidelines.

Pick-up Games

KCAC does not recommend out of season pickup games in volleyball. If an institution chooses to permit out of season pick up games, a coach may observe out of season pickup games but cannot teach/coach/conduct drills or practice from the stands, floor, or field. Unit practices involving the offense, defense, and specialty phases of the game cannot be conducted. No videotaping or script is permitted.

Out-of-Season Competition

KCAC colleges and universities do not sponsor out-of-season teams or individuals to participate in contest or scrimmages against other colleges, sports clubs, leagues, etc. KCAC colleges and universities should not be used as the team name for such events. A coach (as defined above) may not coach student-athletes with eligibility remaining in intercollegiate volleyball in such events. The KCAC Governing Council must approve exceptions.

Article 1 – Seasons

Sec. 1: Organized practice may be scheduled to start five days prior to the Monday of the week that September 1 fall in. Schools electing not to practice on the following Sunday may begin official

practice on Tuesday of that week otherwise the official starting date is Wednesday of that week. Competition may not be scheduled until the Monday of the week that September 1 fall in.

Sec. 2: One scrimmage with a team or local group where no score is kept is allowed. An alumni game is also allowed.

Sec. 3: The starting date for conference matches shall be no earlier than the Wednesday of the second week of September.

Sec. 4: The scheduling of conference matches shall be the responsibility of the coach or school representative and shall be finalized in the spring semester prior to the fall season.

Sec. 5: The school that initiates a change in the KCAC schedule must notify their Athletic Director after both volleyball coaches have agreed on a date and time. The Athletic Director will notify the Executive Council for approval.

Article 2 – Number of Matches

Sec. 1: A school may schedule a maximum of 26 varsity playing dates and 20 junior varsity playing dates in any one season. A two day tournament shall count as 2 playing dates.

Sec. 2: Post-season tournament play shall not be counted among the 26 playing dates as outlined in Section 1. The KCAC Tournament is a post-season event.

Article 3 – Rules

Sec. 1: The official rules of the current 2002 NCAA Women’s Volleyball Rules and Interpretations rule book shall be used. Rule books will be provided by the conference commissioner or it can be downloaded from the NCAA webpage at http://www.ncaa.org/library/rules/2002/2002_w_volleyball_rules.pdf A rule book can be purchased through the NCAA at 1-888-388-9748. The cost of the rule book is \$7.50 each.

*Note: The NAIA has adopted substitution rules that vary from the rule book.

Sec. 2: The official ball for conference play will be the NAIA-scarlet, white, and navy Tachikara SV-5W.

Sec. 3: The host school will provide warm-up balls for visiting teams. The mandatory procedure to be followed for pre-game protocol at the start of each conference match shall be:

Varsity Match:

	TIME	ACTION
	6:00 pm	41 min. warm-up available on court*/officials report
	6:30	coin toss with captains
	6:41	4 min. visiting team court
	6:45	4 min. home team court
	6:49	5 min. visiting team court

6:54	5 min.	home team court
6:59	1 min.	team huddle/announcements
7:00		match begins with national anthem and introductions

Junior Varsity Match:

TIME		ACTION
5:00	41 min.	warm-up available on court*/officials report
5:30		coin toss with captains
5:41	4 min.	visiting team court
5:45	4 min.	home team court
5:49	5 min.	visiting team court
5:54	5 min.	home team court
5:59	1 min.	team huddle/announcements
6:00		match begins

*Note: the NAIA recommends a minimum of 15 minutes private time available to visitors on the competition court prior to match protocol.

Times are adjustable for different starting times. For example, when a JV match with the same conference opponent delays the start of the varsity match.

Sec. 4: Conference matches are scheduled for 7:00 pm on weekdays and 2:00 pm on Saturdays. Junior varsity matches (when played) begin at 6:00 pm on weekdays and 1:00 pm on Saturdays. Matches will begin no earlier than their scheduled time. When junior varsity matches are played, varsity matches will begin 20 minutes after the conclusion of the junior varsity match. A team may elect to schedule non-conference junior varsity matches prior to a conference varsity match when the scheduled conference opponent does not have a junior varsity program. However, these junior varsity matches must be scheduled in such a way that the match concludes 25 minutes prior to the scheduled varsity match starting time, allowing the conference varsity match to start at the scheduled time.

Sec. 5: There will be a break lasting 4 minutes in length after the third game of all conference matches. Matches that are won or lost in the first three games of the match will not have a break. Teams are required to stay in the gym during this break and must be prepared to resume play at the end of the 4 minute break.

Sec. 6: A three ball rotational system is mandatory for all conference matches. The host school must have 3 game balls and two ball retrievers available for all home matches.

Sec. 7: Each host conference school needs to film for the visiting school. Each host school needs to provide two new tapes before the match. The copy will be provided to the visiting team before the visiting team departs.

Article 4 – Team Rosters

Sec. 1: A copy of an official eligibility list must be sent to the appropriate Eligibility Chairperson prior to the first intercollegiate match of the season. When a name is added to the eligibility list, a copy of the addition must be sent to the appropriate chairperson before the athlete competes in an intercollegiate match.

Sec. 2: Equipment managers, scorekeepers and other personnel assisting the squad shall not be considered players unless their names appear on the official affidavit.

Sec. 3: All conference coaches are responsible for sending a current team roster to each coach and Sports Information Director of all competing KCAC schools by September 1.

Article 5 – Conference Alignment

Sec.1: Each member school must play each other member school within the conference twice each season. Member schools include: Bethany College (Lindsborg), Bethel College (North Newton), Friends University (Wichita), Kansas Wesleyan University (Salina), McPherson College (McPherson), Ottawa University (Ottawa), Southwestern College (Winfield), Sterling College (Sterling), Tabor College (Hillsboro), and University of Saint Mary (Leavenworth).

Sec. 2: Conference play will be of double round-robin format with all matches consisting of a best of five game match. Each member school will play each other member school once on their home court and once on their opponent's court. Rotation of conference matches shall be agreed upon by KCAC coaches. Changes from the yearly conference schedule may be made by mutual agreement of participation schools. All changes should be stated in writing and submitted to the Coach and Athletic Director at each participating school.

Sec. 3: The conference statistician shall keep the official record of all matches. Each school via e-mail must report Conference statistics to the conference statistician each week. Upon completion of the season, the season's record for each team shall be sent to the conference statistician. Match results shall be reported by the host school to appropriate media personnel. The conference statistician will circulate weekly information to all coaches reporting statistics.

Sec. 4: A KCAC Player of the Week, KCAC Libero/Defensive Specialist of the Week and a KCAC Setter of the Week will be chosen from among nominations submitted to the KCAC Sports Information Director and the KCAC Statistician. Nominations must be submitted on the official nomination form via e-mail. Submitting incomplete information will likely result in removing the nomination from consideration. The KCAC Volleyball Chair will be consulted in the event of a tie and will be the deciding vote.

Sec. 5: The KCAC Commissioner shall assign the officials for all scheduled matches. Officials holding a NAGWS rating shall be used whenever possible.

Article 6 – Conference Championship

Sec. 1: The final standing of the Kansas Collegiate Athletic Conference double round-robin match play shall determine the conference champion. In the event of a tie, co-champions will be named.

Sec. 2: A post season KCAC Conference Tournament will be held to determine the KCAC automatic qualifier to the Region 4 Tournament. The conference tournament will be held on Tuesday,

Thursday, and Saturday in the 10th week of conference play from the first scheduled conference match. The top 6 teams will compete in the post season tournament which will be held at the site of the higher seed. Seeding into the tournament will be determined by regular season conference finish. The national tie-breaker will break ties from regular season play for the purpose of seeding into the post season tournament only. If needed, a best of 5 play-in match will be used to break ties for the play-off spot(s) and will be held on the Saturday following the end of regular conference play and the weekend prior to the conference tournament.

Sec. 3: The format for KCAC Post Season play will consist of the top 6 of 10 conference schools (according to regular season conference finish) being seeded into a single elimination best of 5 tournament. Seeds 1 and 2 will draw a bye in the first round to be held on Tuesday. Seed 3 will host seed 6 and seed 4 will host seed 5 in the first round at 7:00 pm at their respective home courts. Winners will advance to the semifinals on Thursday. Seed 1 will host the winner of seed 4 vs seed 5 and seed 2 will host the winner of seed 3 vs seed 6 at 7:00 pm. The championship match will be Saturday 7:00 pm at the site of the highest remaining seed. The winner claims the KCAC automatic bid to the Region 4 Tournament.

Sec. 3.a. : Ticket sales for the post season tournament need to be sold until the end of game two at each host site.

Sec. 3. b. : Certified officials shall be paid to line and score at the semifinal matches and the final match.

Sec. 3. c.: The KCAC Sports Information Director shall prepare the KCAC Volleyball Tournament Program for the post season tournament. The program will be available by email to the top 6 teams at noon, the Monday of the week that the post season tournament falls in.

Sec. 4: A conference JV tournament may also be held when coaches desire. In the event that such a tournament is held, the site will be determined by participating coaches. A JV team electing to participate in the tournament must have played every other participating JV team at least once. Furthermore, any individual player participating in the JV conference tournament must have played in at least half of the regular season JV matches against conference opponents.

Sec. 5: The teams that are ranked 1 and 2 during the 8th week of conference play will agree on a hotel for the regional tournament. The first ranked team will make the reservation.

Article 7 – All-Conference Selections

Sec. 1: KCAC Volleyball coaches will select a first team All-KCAC consisting of 12 members. A second team All-KCAC or honorable mention team will be selected. Nominations must be made on the appropriate nomination form (the same form used for All-American nominations found in the NAI A Volleyball Coaches Handbook) and must be accompanied by a 3X5 black and white photo for forwarding on for All-Region and All-American consideration. Nomination forms with statistics must be faxed to the KCAC Volleyball Chair by NOON the Friday before the KCAC Tournament. The meeting to vote for All-Conference selections will be held the Monday of the week that the KCAC Tournament is held.

Sec. 2: Post-season honors will be determined as follows:
Nominations accepted for first team only by each coach or representative of the institution in person.

Vote for first team from 12 down to 1 with 12 being the top vote getter and determined rankings of first team athletes based upon overall points. All unanimous are athletes listed on each ballot.

Player of the year will be voted on. The top 5 point getters are then voted on for player of the year.

Remove all names for first team and leave all others nominated for honorable mention. Then add additional nominations from all coaches and revote for Honorable Mention selections

If a defensive specialist is not listed on the first team or honorable mention team, then a separate vote to add a defensive specialist of the year to the first team honors will be added. A coach can not vote for their own player.

Freshman of the year is nominated and voted separately. A coach can not vote for their own player.

Coach of the year is voted on.

Article 8 – Duties of KCAC Volleyball Chair

Sec. 1: The KCAC Chair is Julie Konrade, Southwestern College, 100 College Street, Winfield, KS 67156, 620-229-6241. The duties of the volleyball chair are as follows:

1. Send a current copy of KCAC Volleyball Guidelines to each conference coach prior to the start of the season.
2. Work with commissioner in assigning officials by submitting a complete conference schedule.
3. Work with conference statistician on the reporting of appropriate statistics.
4. Organize and chair meetings of the KCAC Volleyball coaches.
5. Circulate a complete conference schedule to each KCAC coach upon completion of the schedule in spring.
6. Keep a record of meeting minutes and circulate after each meeting.
7. Serve as a focal point for communication among and between all KCAC volleyball coaches.

Sec. 2: The KCAC representative to the Region 4 Rating Committee is Kendra Oberzan, Ottawa University, Ottawa, KS, 785-242-5200 ext.5469. Concerns regarding regional or national policies should be conveyed to the KCAC representative to the Region 4 committee.