



# **WINNIPEG WOMEN'S VOLLEYBALL LEAGUE**

## ***GUIDELINES***

***Revised September 2011***

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### **APPENDIX: 2011/2012 Information**

## **A. PURPOSE**

The purpose of the Winnipeg Women's Volleyball League (WWVL) is to provide a tiered level of volleyball competition for women in Winnipeg.

## **B. CODE OF CONDUCT**

*Volleyball, because of its regulation and its tradition, offers a philosophy of competition guided by the highest standards of good sportsmanship.*

*For that reason, all participants (teams, players, coaches, officials, managers and administrators) in tournaments and meetings under the authority of Volleyball Canada (VC) have a duty to conduct themselves in a reasonable and acceptable manner. They must avoid all unsportsmanlike conduct, acts or practices which are, in the opinion of VC, detrimental to the sport. Whenever a penalty occurs, a fine will be given and/or performance bond will be lost.*

*Indoor Volleyball Rule Book, Volleyball Canada*

For further details refer to the current VC Indoor Volleyball Rule Book. Unacceptable behaviour will be addressed at the discretion of the WWVL Executive.

## **C. EXECUTIVE**

### **C.1 FORMAT**

- 1) The WWVL Executive shall consist of a minimum of eight persons.
- 2) Executive members are expected to serve a minimum two-year term. Upon resignation, Executive positions shall be filled in a timely manner.
- 3) Persons may volunteer, be recommended, or be nominated for Executive positions as vacancies arise.

### **C.2 RESPONSIBILITIES**

- 1) Review WWVL Guidelines and update as required.
- 2) Assign eligible teams to appropriate tiers within the WWVL.

- 3) Obtain facilities for WWVL matches and playoffs.
- 4) Establish fees in order to operate the WWVL.
- 5) Enlist the Manitoba Volleyball Officials' Association (MVOA) to assign referees for WWVL matches and playoffs.
- 6) Provide tier schedules.
- 7) Maintain WWVL statistics.
- 8) Inform the Manitoba Volleyball Association (MVA) Director and membership of important WWVL dates.
- 9) Settle complaints and concerns from the membership and notify affected parties of the decision.
- 10) Provide WWVL related material to the membership when requested.
- 11) Notify membership and any other interested parties of all relevant decisions, including any revisions to the WWVL Guidelines.
- 12) Be accountable to the membership.
- 13) Recruit persons for Executive positions as required.
- 14) Attend a minimum of eight meetings per WWVL volleyball season.
- 15) Maintain and update WWVL website as required.

### **C.3 POSITIONS AND DUTIES**

#### ***President***

- Serves a maximum 2 year term as President.
- Calls and chairs meetings.
- Prepares meeting agendas.
- Assigns tasks as required.
- Distributes team registration information to Executive members.
- Member of the Protest Committee.
- Is signing officer.
- Maintains and updates WWVL website as required.

***Past President***

- Must have served a two year term as President.
- Provides knowledge transfer to new President.

***Vice President***

- Serves a two year term as Vice-President, prior to being elected President.
- Performs the President's duties in her absence.
- Member of the Protest Committee.
- Is signing officer.
- Maintains and updates WWVL website as required.
- Ensures the WWVL Guidelines are reviewed on an annual basis and updated as required.

***Secretary***

- Records and distributes minutes of each meeting.
- Member of the Protest Committee.
- Is signing officer.
- Maintains and updates WWVL website as required.

***Treasurer***

- Collects and refunds team performance bonds as required.
- Responsible for WWVL payables and receivables.
- Maintains financial records.
- Prepares annual operating budget.
- Provides financial statements to the membership at the Fall Organizational Meeting (FOM) and the Annual General Meeting (AGM) and to the Executive as requested.
- Member of the Protest Committee.
- Is signing officer.
- Maintains and updates WWVL website as required.

***MVOA Liaison***

- Liaises with MVOA.
- Provides MVOA with current league schedule and WWVL Guidelines.
- Notifies MVOA of any schedule changes.
- Reviews MVOA invoices prior to payment.

- Member of the Protest Committee.
- Maintains and updates WWVL website as required.

### ***Facility Coordinator***

- Contacts school boards, parks and recreation, etc. for facilities.
- Obtains permits for facilities for WWVL matches and playoffs.
- Prepares facility schedules by tier at the beginning of each season.
- Handles all facility complaints or requests.
- Reviews invoices for all facilities prior to payment.
- Ensures that thank you's are sent to all organizations that provide facilities.
- Maintains and updates WWVL website as required.

### ***Bingo/Awards/Social Chairperson***

- Coordinates bingo fundraising with the MVA.
- Organizes and purchases play-off awards.
- Maintains a historical record of play-off awards.
- Liaises with the Winnipeg Men's Volleyball League and the Winnipeg Co-Ed Volleyball League to organize the year-end social.
- Maintains and updates WWVL website as required.

### ***Tier Convenor***

- Ensures teams have the required players to be classified as a returning team.
- Prepares round robin and playoff schedules for the tier she represents and posts them on the WWVL website prior to the first game in each round robin and playoffs.
- Forwards a copy of the round robin and playoff schedules to the MVOA Liaison, Facility Coordinator, President and Vice President.
- Coordinates with the Facility Coordinator and MVOA Liaison to reschedule matches and referees.
- Collects scoresheets weekly and maintains tier standings.
- Provides Executive with tier standings at the end of the first and second round robins as well as playoff results.
- Records defaults, rescheduled matches, no show referees, and referee complaints and provides this information to the Executive in a Tier Convenor report at each Executive meeting.
- Determines player eligibility for playoffs.

- Maintains list of team fines, performance bond status and completion of facility monitor duties.
- Acts as a liaison between the team contacts in her tier and the Executive.
- Notifies any teams in her tier affected by an Executive decision.
- Informs team contacts of the FOM and AGM.
- Maintains and updates WWVL website as required.

## **D. WWVL ORGANIZATION**

### **D.1 LEAGUE FORMAT**

- 1) Tiers will ideally consist of eight teams.
- 2) The regular season will consist of two round robins. Playoffs, if applicable, will follow the completion of the second round robin.
- 3) Team placement in each tier will be determined as follows:
  - a) For returning teams, according to their WWVL standing in the previous season.
  - b) For new teams, according to the discretion of the Executive based on tier vacancies and team rosters.

### **D.2 TEAM CONTACT DUTIES**

- 1) Ensures their team is represented at all required meetings. Failure of a team representative to attend the FOM or AGM will result in forfeiture of the \$100 team performance bond.
- 2) Provides an initial registration form and a \$100 performance bond at the FOM.
- 3) Registers the team and pays the WWVL fees and the MVA/CVA fees using the MVA/CVA on-line registration system by the deadline.
- 4) Ensures their team meets all registration and payment deadlines.
- 5) Ensures that the first and second team contact information is updated with the WWVL and MVA as required throughout the season.
- 6) Informs their team of all round robin and playoff matches.
- 7) Reads and is familiar with the WWVL Guidelines.

- 8) Ensures the match schedule, scoresheet, scorecards and WWVL Guidelines are with them for every match.
- 9) Ensures proper completion of match scoresheets and forwards scoresheets to their Tier Convenor within two weeks of the match date.
- 10) Keeps a record of all match results for future reference.
- 11) Forwards all concerns or complaints to their Tier Convenor.
- 12) Acts as liaison between their Tier Convenor and their team.
- 13) Casts team vote for WWVL motions, as required, at the FOM or AGM.

### **D.3 FINANCES**

- 1) All costs are to be divided evenly among all teams.
- 2) After each season, surplus monies, if feasible, are to be used to offset future WWVL fees.

## **E. REGULATIONS**

### **E.1 REGISTRATION**

- 1) All players must be registered with the WWVL prior to participating in any WWVL matches. Any team using an illegal player will be assessed a match loss and fined (**see Appendix**). Players may only be registered with and play full-time on ONE WWVL team.
- 2) Women turning 18 years of age prior to December 31 of the current season are eligible to play in the WWVL. Individuals participating or having participated in a high school volleyball program are not eligible to participate in the WWVL during the same volleyball season.
- 3) WWVL players under 20 years of age prior to December 31 of the current season must complete an Under 20 Declaration Letter and submit it to their Tier Convenor at the beginning of the season.
- 4) Players added after the registration deadline must be registered with the WWVL before playing in any WWVL matches.
  - To add or delete a player before the MVA addition/deletion deadline, teams must use the MVA/CVA on-line registration system and pay the appropriate fees.

- To add or delete a player after the MVA addition/deletion deadline, teams must submit a written request to their Tier Convenor for Executive approval. If approval is granted, teams must submit a WWVL Player Addition/Deletion Form signed by a member of the WWVL Executive and payment of MVA registration fees, as applicable, to the MVA. The MVA charges an additional administration fee for each Addition/Deletion Form submitted after the MVA addition/deletion deadline. This fee must also be submitted to their Tier Convenor.

All forms and fees must be received by the WWVL and MVA prior to the player participating in a match.

## E.2 UNIFORMS

- 1) Uniforms for all teams must consist of the following:
  - a) Same colour and style shirts with numbers between 1 and 18 on the centre front and centre back. Only the Libero may have a different colour shirt.
  - b) Numbers are to be a minimum of 10 cm in height on the front and a minimum of 15 cm in height on the back. The stripe forming the numbers must be a minimum of 2 cm wide.
  - c) Same colour shorts.
  - d) The team captain must have on her jersey a stripe of 8 cm by 2 cm underlining the number on the chest.
- 2) Teams must have uniforms by the uniform deadline. If any team or player is not in uniform after the deadline, the team will be fined (**see Appendix**). The referee shall indicate the player or team not in uniform on the back of the scoresheet.
- 3) No objects may be worn which may cause injury or give artificial advantage to a player. For more information please see the Forbidden Objects rule in the current VC Indoor Volleyball Rule Book.
- 4) Any player with a bloodied uniform must change immediately into a clean uniform.

## E.3 RESCHEDULING/CANCELLING MATCHES

- 1) Teams will be allowed to reschedule one match per round robin. A match loss will be assessed for any additional matches the team is unable to play. Playoff matches cannot be rescheduled.

- 2) A minimum of one week notice prior to a match must be given to the Tier Convenor and the opposition in order to reschedule a round robin match. If less than one week notice is provided, the match cannot be rescheduled and a match loss will be assessed.

The team wanting to reschedule a match must arrange an alternate date and facility before the end of the current round robin that is acceptable to both teams. If this is not possible, the team requesting the rescheduled match will be assessed a match loss. If a new date is agreed upon, the team must contact their Tier Convenor at least one week before the rescheduled match is to take place. The Tier Convenor will notify the MVOA Liaison who will arrange for an official.

- 3) A team may cancel a match and accept a match loss. If they notify their Tier Convenor and the opposition that they are unable to play in advance of the match, a fine will not be assessed. The opposition must acknowledge the cancellation of the match.

#### **E.4 SUBSTITUTIONS**

If a team cannot field six players for a match from their roster, the team may use a player registered in a lower WWVL tier as a substitute for the match. Teams in the lowest tier may only use players registered in the tier directly above as substitutes.

- Teams may only use one substitute from a different tier per match.
- Players may substitute three times for any one team per round robin.
- Substitute players are generally not permitted during playoffs. However, the Executive may approve a substitute under certain conditions.
- The substitution (player name, registered team and tier) must be noted on the match scoresheet. Teams that violate the substitution rule will be assessed a match loss and fined (**see Appendix**).

#### **E.5 DEFAULTS**

- 1) If a team does not have six players at the scheduled match start time, the first set is defaulted. Fifteen minute intervals are allowed for the second and third sets. Therefore, after 30 minutes, the entire match is defaulted and a match loss and fine (**see Appendix**) are assessed.
- 2) If a team defaults the first set, the team is permitted to warm-up until the start time of the second set (i.e., if the sixth player arrives at 7:05 p.m. for a 7:00 p.m. match start, the first set is defaulted and the team may warm up until 7:15 p.m.).

- 3) If both teams have less than six players at the scheduled match start time, the first set is not played and the second set will start 15 minutes later (assuming both teams have six players at the new start time). If this occurs, then only four sets are played in the match instead of five.

## **E.6 COMPLAINTS AND PROTESTS**

### **E.6.1 Referee Complaints**

Referee complaints should be indicated on the reverse of the scoresheet or on a separate letter and forwarded immediately to the Tier Convenor. Complaints must be received by the Tier Convenor within **one week** of the match. Tier Convenors will notify the MVOA liaison, who will forward the complaint to the MVOA.

### **E.6.2 Protests**

- 1) All protests are to be submitted in writing to the Tier Convenor within **one week** of the incident.
- 2) The Tier Convenor will bring the protest to the Executive at the next Executive meeting. The protest will be discussed and a decision made to uphold or deny the protest. If any Executive member is directly involved in the protest, she shall abstain. If the protest is upheld, the Executive will decide on any further course of action. All affected parties will be notified of the Executive's decision.
- 3) If a decision regarding the protest is required before the next Executive meeting, the protest will be heard by the Protest Committee, which is comprised of the President, Vice President, Secretary, Treasurer, and MVOA Liaison. If any of these individuals is directly involved in the protest, she shall abstain and the Past President and/or Facilities Coordinator will take her place. The Protest Committee will decide whether the protest is to be upheld or denied. If the protest is upheld, the Protest Committee will decide on any further course of action. All affected parties will be notified of the Protest Committee's decision.
- 4) A final appeal may be made to the MVA Board of Directors within **one week** of the Executive or Protest Committee decision. The appeal must be submitted in writing to the Executive Director of the MVA.

## **E.7 TIER MOVEMENT**

- 1) The Executive will determine movement after completion of the first and second round robins. Mandatory movement for each tier will consist of

two teams moving up and two teams moving down. Results from the first round robin are not carried forward to the second round robin.

- 2) If a team is unable to field a team in the second round robin due to tier movement and a change in game night, the team would lose all games in the second round robin but would not incur any fines.
- 3) If two or more teams in a tier are tied at the end of a round robin, the criteria will be applied in the following order to break the tie:
  - a) The team having the best ratio of won/lost matches in matches between the tied teams will be ranked higher.
  - b) The team having the best ratio of won/lost sets in matches between the tied teams will be ranked higher.
  - c) The team having the best ratio of won/lost sets in all matches in the current round robin will be ranked higher.
  - d) The team having the best ratio of points for/against, considering matches between the tied teams, will be ranked higher.
  - e) The team having the best ratio of points for/against in all matches in the current round robin will be ranked higher.
  - f) As determined by the Executive.

## **E.8 PLAYOFFS**

- 1) If tiers consist of eight or fewer teams, all teams make playoffs. If there are more than eight teams per tier, the playoff format will be determined by the Executive.
- 2) Playoff results will decide prizes and will not be used to determine tier movement.
- 3) In order to be eligible for playoffs, all registered players must participate in a minimum of five round robin matches during the current season. The Executive must approve any exceptions prior to the player participating in a playoff match.

## **E.9 FINES**

- 1) All fines assessed will be deducted from the team performance bond.
- 2) If a team's performance bond reaches a nil or negative balance at any time during the season, a replacement \$100 performance bond must be

received by the Treasurer before the team's next scheduled match. If the performance bond is not received by the deadline, all subsequent matches will be defaulted until payment is received.

## **F. MATCH PROCEDURES**

### **F.1 FORMAT**

Both teams are responsible for setting up and taking down the net at every match.

Matches are best of five sets; all sets are rally point. The first four sets are to 25 points; the fifth set is to 15 points. All sets must be won by two points.

### **F.2 TIME LIMITS**

Time limits will be imposed for all facilities with less than four hours of time for two WWVL matches. Teams will be notified of facilities with time limits at the beginning of each season. The time limits will be as follows:

- The first match will have one hour and 45 minutes from the scheduled start time to complete their match. If the match is not finished after the allotted time, the match stops.
- Teams from the second match have 10 minutes to warm up before starting play. The second match will therefore start one hour and 55 minutes after the scheduled start time of the first match. The second match has until the end of the facility time to play their match. If the match is not finished after the allotted time, the match stops.

For matches that are not completed within the allotted time limit, the following procedure will be used to determine the match result:

- All sets that have been completed are counted.
- In sets to 25, the leading team must have a minimum of 15 points for the set to count.
- In the fifth set, the leading team must have a minimum of 8 points for the set to count.
- If the match is tied, each team will be awarded one point in the standings.

### F.3 WARM-UP TIME

All teams are guaranteed 10 minutes of warm-up time (i.e., if the 7:00 p.m. match finishes at 8:40 p.m., the second match will start at 8:50 p.m.). The game may start earlier if both teams are in agreement.

### F.4 HOME TEAM

The home team is the first team listed on the schedule and is responsible for:

- 1) Providing a match ball.
- 2) Providing and recording match scores on scoresheet.
- 3) Mailing completed scoresheets to the Tier Convenor within two weeks of the match. If the scoresheet is not received within two weeks, a fine (**see Appendix**) will be assessed.
- 4) Documenting on the scoresheet all no-show referees. Names and addresses of replacement referees should also be recorded.

### F.5 SCORESHEETS

- 1) Full names of all players participating in the match must be listed on the scoresheet (first and last names), as well as the rotational order for each set.
- 2) Both team captains and the referee must sign the scoresheet.
- 3) The actual start time and completion time of the match are to be written on the scoresheet by the scorekeeper and verified by the referee.
- 4) Winning team must be clearly identified.

### F.6 SCORECARDS

Teams must bring scorecards to every match. Failure to bring scorecards will result in a fine (**see Appendix**).

### F.7 OCCUPIED COURT

If a ball enters a neighbouring court while it is OCCUPIED (that is, a team is warming up, in a time-out, or a match is in progress), the ball shall be declared dead and a point shall be awarded. It is not a re-serve.

**F.8 VOLLEYBALL CANADA INDOOR VOLLEYBALL RULE BOOK**

Except as noted in these Guidelines, the WWVL follows the rules as stated in the current VC Indoor Volleyball Rule Book.

**G. DEFINITIONS**

***Illegal Player*** – Any person who is not registered in the WWVL.

***Performance Bond*** – Monies held in trust by the Executive to cover any fines incurred throughout the season.

***Returning Team*** – Any team that retains 60% of its roster from the previous WWVL season.

# ***APPENDIX***

## ***2011/2012 INFORMATION***

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## IMPORTANT DATES

- **September 7, 2011** – Fall Organizational Meeting. One representative from each team must attend and a \$100 performance bond and preliminary registration form is due from each new and returning team. Failure by a returning team to attend will result in a \$100 fine. The fine plus the performance bond must be received by their Tier Convenor within 7 days of the Fall Organizational Meeting or the team will not be allowed to participate in the WWVL for the season.
- **September 30, 2011** – Final registration and fees due. Teams not registered by the deadline will be fined \$25. A \$25 fine will be charged each week after the deadline and all matches will be defaulted until the team is registered and fees are paid.
- **First or Second Week in October** – Start of first round robin.
- **October 31, 2011** – Uniform deadline.
- **First or Second Week in January** – Start of second round robin.
- **January 23, 2012** – MVA addition/deletion deadline.
- **Early March** – Start of tier playoffs.
- **April 11, 2012** – Annual General Meeting. One representative from each team must attend or the team will be fined \$100.

## WWVL FEES

- **MVA/CVA Registration Fee** – \$40 (plus GST) per person.
- **WWVL League Fee** – \$950 per team.

## WWVL FINES

- **Meeting Fine** – Teams will be fined \$100 if a representative is not present at the Fall Organizational Meeting or the Spring Annual General Meeting.
  - **Default Fine** – Teams will be fined \$25 if they do not have at least six players on the court for a scheduled match.
  - **Illegal Player Fine** – Teams will be fined \$25 if an illegal player participates in a match.
  - **Uniform Fine** – Teams will be fined \$25 if a player is out of uniform after the uniform deadline.
  - **Scoresheet Fine** – Teams will be fined \$25 for each scoresheet not received by the Tier Convenor within two weeks of the match.
  - **Scorecard Fine** – Teams will be fined \$10 for failure to provide scorecards.
-