



WINNIPEG WOMEN'S VOLLEYBALL LEAGUE

GUIDELINES

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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

A team is responsible for the actions of individual members of the team and for spectators directly related to the team. Teams will be held responsible for their actions before, during and after every match. A team may be immediately banned from the WWVL for conduct deemed inappropriate.

For further details refer to the current VC Indoor Volleyball Rule Book. Questionable 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 (when applicable).
- 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 (when applicable).
- 6) Provide tier schedules.
- 7) Maintain WWVL statistics.
- 8) Inform the membership of important WWVL dates.
- 9) Settle complaints and concerns from the membership and notify affected parties of decisions.
- 10) Provide WWVL related material to the membership as required.
- 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 75% of meetings per WWVL volleyball season.
- 15) Maintain and update WWVL website as required.

C.3 POSITIONS AND DUTIES

President

- Serves a maximum two year term as President.
- Calls and chairs meetings, including the Fall Organizational Meeting (FOM), the Annual General Meeting (AGM), and Executive meetings.
- Prepares meeting agendas.
- Assigns tasks as required.
- Distributes team registration information to Executive members.
- Is a member of the Protest Committee.
- Is signing officer.

- Maintains and updates WWVL website as required.
- Sends electronic reminders to team contacts for FOM and AGM.

Past President

- Must have served a minimum of two years as President.
- Provides knowledge transfer to new President.
- Is signing officer.
- Is a member of the Protest Committee.

Vice President

- Serves a two year term as Vice-President, prior to becoming President.
- Performs the President's duties in her absence.
- Is a 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.
- Is a member of the Protest Committee.
- Maintains and updates WWVL website as required.

Treasurer

- Collects and refunds team performance bonds as required (maintains Performance Bond online tracking throughout the season).
- Is 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.
- Annually maintains listings of signing officers with appropriate institutions.
- 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.
- Is a member of the Protest Committee.
- Maintains and updates WWVL website as required.

Insurance Liaison

- Coordinates annual renewal with insurance broker.
- Confirms all information is correct at the beginning of the season and forwards any accident reports to the insurance broker.

Facility Coordinator

- Contacts school boards, parks and recreation, etc. for facilities.
- Obtains permits for facilities for WWVL matches.
- 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 thank you notes are sent to all organizations that provide facilities.
- Maintains and updates WWVL website as required.

Social Media Coordinator

- Develops and maintains WWVL presence and content in social mediums.
- Acts as the administrator for all WWVL social media pages.
- Moderates user-generated content in alignment with WWVL policies.

Tier Convenor

- Prepares schedules for assigned tier and posts to WWVL website.
- Forwards a copy of the round robin and playoff schedules to the MVOA Liaison, Facility Coordinator, President and Vice President.
- Coordinates with the MVOA Liaison and Facility Coordinator to reschedule matches and referees.
- Collects scoresheets weekly and maintains tier standings.
- Verifies scoresheets regularly for illegal players.
- Provides Executive with tier standings at the end of the rounds 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.
- Notifies applicable team contacts of rule violations and applicable team fines and reports fines online and to the Executive for tracking against team performance bonds.
- Acts as a liaison between the team contacts in the assigned tier and the Executive.
- Notifies any teams in the tier affected by an Executive decision.
- Ensures teams have the required players to be classified as a returning team.
- 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 three round robins. Playoffs (if applicable) will follow the completion of the third round robin.
- 3) Team placement in each tier will be determined as follows:
 - a) Placement will occur only for Round Robin 1 (RR1) of a new season. Movement of teams for RR2 and RR3 will be as outlined in **Section E.9 Tier Movement**.
 - b) Initial placements of returning teams for RR1 will be determined by RR3 results from the previous season. Existing teams can request special placement review at or before annual Fall Organizational Meeting. Consideration will be given to those teams with at least 60% roster return who demonstrated very strong previous year results.
 - c) New teams will be automatically assessed based on the player information for the top six players on the preliminary roster submitted during the pre-registration process. Teams that choose not to provide the necessary information will be placed in the bottom tier.

A general framework of assessment will be used to evaluate previous volleyball experience that includes the level of previous play, how recent play was, and the overall strength of team experience. **Note:** *Actual placement will be determined by available openings within the league. It is not the WWVL's objective to determine perfect placement of new teams but to*

help expedite the process where team skill is assessed to be strong.

- d) Number of spots available for higher placement will be limited to the number of teams not returning with initial placement results that would have placed them above the lowest tier. Generally speaking, the highest opening is determined by the tier vacancy that results from departing teams. However, where team skill/experience is evaluated to be significant, a team may be placed higher than any available opening. Please note this will result in a shift of existing teams (i.e. a team expecting to move up a tier may not and/or a team not expecting to move down a tier may).

Please note that balancing these factors is a very difficult assessment, and will be evaluated by consensus of the WWVL Executive.

D.2 TEAM CONTACT DUTIES

- 1) Ensures her team is represented at all required meetings. Failure of a team representative to attend the FOM or AGM will result in a Meeting Fine (**see Appendix**).
- 2) Provides an initial registration via the WWVL online registration system prior to the FOM. Ensures the team has a performance bond submitted for the new season at the FOM.
- 3) Ensures each team member has a valid and current email address in the registration system to ensure each team member receives all league communications.
- 4) Registers the team and pays the WWVL fees by the deadline.
- 5) Ensures that the first and second team contact information is updated with the WWVL as required throughout the season.
- 6) Ensures that her team has a minimum of 8 players registered using the WWVL registration system, by the deadline.
- 7) Informs her team when round robin and playoff schedules are available online.
- 8) Comprehends the WWVL Guidelines and ensures her teammates are knowledgeable of and adhere to current guidelines.
- 9) Ensures the match schedule, scoresheet, scorecards and WWVL Guidelines are with her for every match.

- 10) Ensures proper completion of match scoresheets and forwards scoresheets to her Tier Convenor within 48 hours of the match date.
- 11) Keeps a record of all match results for future reference.
- 12) Forwards all concerns or complaints to her Tier Convenor.
- 13) Acts as liaison between her Tier Convenor and her team.
- 14) Casts team vote for WWVL motions, as required.

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.

D.4 DECISION MAKING

Decisions made in the operational management of the Winnipeg Women's Volleyball League will be made by the Executive.

- 1) A minimum quorum of 50% of the Executive is required for all Executive meetings. Voting on motions will require a majority of the Executive to pass.
- 2) When making decisions that significantly impact league structure or operation, the Executive will coordinate a vote by the membership. Depending on the nature of the vote, the Executive will set up a vote with one of the following formats:
 - a) the Team Contact may cast a vote on behalf of her team; or
 - b) each member with a valid email address in the registration system may cast a vote individually.

A majority decision will be required based on the population of the format selected by the Executive for the vote (number of teams, number of registered players).

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.
- 3) Individuals eligible to participate in a high school volleyball program are not eligible to participate in the WWVL during the same volleyball season.
- 4) Players added after the registration deadline must be registered with the WWVL before playing in any WWVL matches.
 - To delete a player, teams must submit a written request to their Tier Convenor for Executive approval.
 - A player may transfer teams once per season. In order to transfer teams, the request must go through the Executive for approval.

E.2 TEAM NAMES

- 1) Submissions for team names that are deemed inappropriate may be denied by the Executive. For example, a name that references violent acts or sexually explicit content will be rejected.

E.3 UNIFORMS

- 1) Uniforms for all teams must consist of the following:
 - a) Same colour and style shirts with numbers between 1 and 20 on the centre front and centre back. The Libero must 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.
- 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) Substitute players must wear a numbered shirt, but are permitted to wear a different style/colour. *The substitute player must be clearly indicated on the scoresheet to avoid a uniform infraction.* This exception applies **only** to substitute players who are registered with another team. All players listed on a team's roster must be in uniform as outlined above.

- 4) 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.
- 5) Any player with a bloodied uniform must change immediately into a clean uniform.

E.4 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 five (5) days 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 five (5) days 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.
- 4) Multiple cancellations may result in withdrawal from the league.

E.5 SUBSTITUTIONS

If a team is concerned they cannot field six players for an entire match from their roster, the team may use a player registered in the same or lower WWVL tier as a substitute for the match (where Tier 1 is the highest tier). Teams in the lowest tier may only use players registered in the tier directly above or in the same tier as substitutes. The substitution (player name, registered team and tier) must be noted on the match scoresheet.

- Teams may only use one (1) substitute from a different team per match.
- Players may substitute three (3) times for any one team per round robin.
- Substitute players are permitted during playoffs (when applicable), only with prior approval from Executive.

- When utilizing a substitute player from the same tier, the substitute must:
(i) not be a player registered with the opposing team for the match in question; and (ii) be clearly listed on the scoresheet as a substitute prior to the match start and cannot be listed as a player on another scoresheet for the same time slot.
- Team contacts are encouraged to contact their Tier Convenor immediately if extenuating circumstances arise.

Teams that violate the substitution rule will be assessed a match loss and fined (**see Appendix**).

E.6 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 a maximum of only four sets are played in the match instead of five.

E.7 INCLEMENT WINTER WEATHER

The WWVL does not cancel matches for inclement winter weather.

- 1) In the event of inclement winter weather during a scheduled WWVL match, a team that cancels in advance or does not have six players at the match will be assessed a match loss and potentially a fine as per **Section E.3 Rescheduling/Cancelling Matches** and **Section E.5 Defaults**.
- 2) If Environment Canada had issued a winter weather watch (blizzard, winter storm, blowing snow or freezing rain) for the City of Winnipeg during the match, then they can submit a request to the Executive to reschedule the match as per **Section E.3 Rescheduling/Cancelling Matches**. All inclement winter weather requests must be submitted within five days of the originally scheduled match and will be reviewed by the Executive on a case by case basis. Additional consideration may be given by the Executive if a team has a number of players travelling to the match from outside of Winnipeg.

E.8 COMPLAINTS AND PROTESTS

E.8.1 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 24 hours of the match. Tier Convenors will notify the MVOA liaison, who will forward the complaint to the MVOA.

E.8.2 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 from the discussion. 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, Past President, Vice President, Secretary, and MVOA Liaison. If any of these individuals is directly involved in the protest, she shall abstain and the Treasurer 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 in writing.

E.9 TIER MOVEMENT

- 1) The Executive will determine movement after completion of the first, second, and third 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, nor are second round robin to the third round robin.
- 2) If a team is unable to field a team in the second round robin or in the third round robin due to tier movement and a change in game night, the team will 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: (complete steps a to f, in order, do not go back to a; if part of the tie is broken in an

earlier step then continue on through remaining steps for the remaining tied teams)

- 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.10 PLAYOFFS

- 1) If Tiers consist of eight (8) or fewer teams, all teams make playoffs, if applicable. If there are more than eight (8) teams in a tier the playoff format will be determined by the Executive.
- 2) Playoff results will not be used to determine tier movement.

E.11 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.
- Each match won will result in 3 points. Each match tied will result in 1 point for each team. Each match lost will result in 0 points.
- Playoff format may vary, and will be communicated to all teams at the FOM, as applicable.

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 the 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 the 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) Submitting completed scoresheets to the Tier Convenor within 48 hours of the match. If the scoresheet is not received within one (1) week, 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 referee.
- 4) Winning team must be clearly identified.
- 5) Any substitute player must be clearly identified on the scoresheet, including the substitute's team name and her regular assigned tier.
- 6) Any medical incidents must be reported on the back of the scoresheet in the incident report section.
- 7) When submitting a copy of the scoresheet electronically to the Tier Convenor, images of both sides of the scoresheet must be submitted to be considered complete (unless the "No" box is checked for the "Complaint and/or Injury Report listed on reverse" question). Electronic copies are adequate; paper copies do not need to be submitted in this instance.

F.6 SCORECARDS

Teams must bring scorecards to every match. Failure to bring scorecards will result in a fine being assessed. (**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. APPLICATION OF GUIDELINES

Each team must review and abide by the WWVL Guidelines. Every effort has been made to make the scope of the Guidelines comprehensive. It is recognized that the Guidelines cannot address every situation that arises. The WWVL Executive reserves the right to exercise discretion in the interpretation and enforcement of the Guidelines in the best interest of the league.

H. DEFINITIONS

Illegal Player – Any person who is not registered as a player with the WWVL or a registered WWVL player who does not meet the league requirements to be considered an eligible substitute for the match under review.

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.

Facility Monitor – Performs a variety of duties overseeing the facility (based on the facility's requirements) on behalf of the league.

APPENDIX

2017/18 INFORMATION

IMPORTANT DATES

- **September 6, 2017** – Fall Organizational Meeting (Bronx Park Community Centre). One representative from each team must attend and a \$100 performance bond and preliminary registration is due from each new and returning team. Failure to attend will result in a \$100 fine. The fine plus the performance bond must be received by her Tier Convenor within 48 hours of the Fall Organizational Meeting or the team will not be allowed to participate in the WWVL for the season.
- **September 9, 2017** – Withdrawal Deadline. Any teams withdrawing from the WWVL after this date will forfeit their \$100 performance bond.
- **September 22, 2017** – 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.
- **Last week of September** – Start of first round robin.
- **October 31, 2017** – Uniform deadline.
- **Mid- December** – Start of second round robin.
- **Mid February** – Start of the third round robin.
- **May 9, 2018** – Annual General Meeting (Bronx Park Community Club). One representative from each team must attend or the team will be fined \$100.

WWVL FEES

- **WWVL League Fee** – \$1,300 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 legal players on the court for a scheduled match. The opposing team will be awarded the \$25.
- **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.
- **Scorecard Fine** – Teams will be fined \$10 for failure to provide scorecards.
- **Scoresheet Fine** – Teams will be fined \$25 for each scoresheet not received by the Tier Convenor within one week of the match.