

## VOLLEYBALL POLICIES – UPDATED 8/22/16

### A. GENERAL ADMINISTRATION

1. **Competition Rules.** Conference competition (regular season and Conference championships) shall be governed by NCAA Women's Volleyball Rules. All matches consist of the best three-of-five sets. The first team to win three sets is the winner of the match.
2. **Competition Site.** All Conference matches are to be played in the gymnasium of the scheduled home team, except by mutual agreement of the Directors of Athletics of the competing teams. When, because of extenuating circumstances, a substitute home court is required, an athletics administrator of the home team is required to notify the affected team in advance of the scheduled match.
3. **Complimentary Tickets.** If an institution charges admission to regular season home contests, it must provide 20 complimentary tickets to each visiting Conference opponent. *(Revised February 2000)*
4. **Conference Schedule:**
  - a. The Conference volleyball schedule shall feature twelve Conference matches for each team. Each member institution shall play two regular season matches against each of the schools that sponsor volleyball. One match will be at home and the other match will be on the road. The schedule shall include single matches played each weekend on Fridays and Sundays. The Conference office shall be responsible for preparing the annual Conference schedule. Institutions may alter the schedule only with prior approval from the Conference office. No Conference games may be scheduled after the Sunday preceding the annual championship. *(Revised July 2014)*
    - The Conference will schedule matches involving travel partners on the first weekend of conference play and again at mid-season; thus eliminating the need to play travel partners back to back on the same weekend.  
*(Revised July 2013)*
  - b. All America East Conference volleyball matches must be played prior to the end of the regular season. In the event an America East Conference match must be postponed from its original starting time, all attempts should be made to have both teams remain at the competition site to determine if the contest should be delayed until a later time that day. If the game site is deemed unplayable for the entire day, the contest must be made up on the first mutually agreed upon date available for both institutions, as determined by athletic administrators, and must be made up prior to the end of the regular season. If necessary, teams shall pre-empt a non-Conference match in order to obtain an open date for the Conference game. *(Revised February 2003)*

5. **Home Game Administrator.** A game management representative from the host institution must be designated for each contest. The representative shall be identified to all game officials and the visiting team's coaching staff prior to the contest and shall be located at the scorer's table or in another central and visible location for the duration of the contest. In addition, this individual shall be versed in the operation of all equipment and/or shall be equipped with a means of communication to contact necessary personnel in the event that problems arise. *(Revised March 2010)*
6. **Inflation Pressure of Ball.** The balls used for Conference matches must be inflated to a pressure of 4.3 – 4.6 lbs. /sq. in. The host institution shall have a pressure gauge at the scorekeeper's table for use by the officials.
7. **Match Management Policies.**
  - a. Ball Retrievers. Each member institution shall be responsible for securing an appropriate number of ball retrievers for each home volleyball match. These people will be used to employ the three-ball system during the match.
  - b. Introductions. Introductions will be done in a format decided upon by the host institution. All information announced for the host institution must be announced for the visiting team as well. For instance, if the names, hometowns and positions are read for the hosts, they must be read for the visitors. *(Revised November 1998)*
8. **Match Protocol.** The NCAA pregame protocol shall be used for all Conference volleyball competition (regular season and Conference championship). Should the host institution require additional time for a special event (e.g., senior day), five minutes will be allotted immediately prior to the match. The host administration should start a continuous, visible countdown clock at least one hour prior to match time. Under normal circumstances, that clock will not be stopped between segments of the warm-up.
9. **Match Statistics.** Statistics shall be recorded using the methods described in the AVCA Statistics Manual. Each Conference host institution must provide a suitable statistical crew under the supervision of the sports information office to record statistics at all Conference matches. Institutions shall use a computerized statistics program for the compilation of match statistics and shall ensure that there are knowledgeable individuals operating the program. If in-match courtside statistics are utilized, the host institution shall make them available to both benches at the end of each set. Whenever possible, the individual operating the courtside statistics program shall be seated at the scorekeeper's table and not on the home bench. The host institution is responsible for ensuring that each team receives a copy of the official match box score. The head coaches are responsible for checking the box score for accuracy prior to leaving the competition site and, if there are errors, they must bring it to the attention of the sports information representative present. All institutions that compete in volleyball shall be responsible for providing the Conference office with box scores of each regular season volleyball match.
  - a. **Stats Packet.** During the regular season play the home/host team is required to print a stats packet following the match to give to the visiting team. The latest version of Stat Crew software must be purchased. *(Revised July 2007)*

10. **Match Times.** It is strongly recommended that all Conference matches be held on Friday and Sunday; however, there must be a minimum of twenty hours between start times of conference matches. If a host institution needs to change a day of the week or a start time due to scheduling conflicts or the unavailability of the court, it is the responsibility of the host to notify the visiting team and the Conference office. *(Revised July 2009)*
11. **Official Ball.** The volleyball ball used for Conference play shall be the Molten Volleyball and must be used exclusively for all regular-season home matches. A three-ball system shall be employed at all Conference matches to eliminate delays. It is mandated that each institution be required to have, at a minimum, 48 colored volleyballs and four carts for use in warm-up by both teams. *(Revised January 2006)*
12. **Officials.** Each member institution shall use referees secured by the America East Conference Coordinator of Volleyball Officials for all home matches (both Conference and non-Conference matches). All regular season matches shall have two referees. Officials may not be publicly criticized by Conference member institution's personnel; including comments to media outlets *(see administrative policy manual)*.
  - Line Judges. Each member institution shall be responsible for securing certified line judges for each Conference match. Line judges shall be dressed in a white collared shirt and blue pants and sneakers and should arrive at least 15 minutes prior to the match. Clinics, videos and manuals can be used to improve competence and consistency in those positions.
    - i. Line Judge Training. Each institution must provide a clinic before the season, trained by a certified official for line judge, scorekeeper and libero tracker training. A pre-match Conference with the line judges shall be conducted by the first referee, who also gives instruction to the ball retrievers. A three-year waiting period is required of all student-athletes after graduation before serving as a line judge for the institution. *(Revised January 2006)*
    - ii. A list of all line judges who have completed the training course by a certified official shall be forwarded to the America East assignor at the beginning of the season. This must be done on an annual basis. *(Revised July 2007)*
13. **Practice Times.** Institutions are advised to make every effort to provide a visiting Conference team with a practice time on the day preceding a Conference contest if there are no facility conflicts. Visiting institutions shall request practice time no later than September 1<sup>st</sup> to receive best consideration for practice opportunities. *(Revised July 2009)*
14. **Pre-match Practice and Warm-up.** Teams will have 90 minutes of warm-up time before each conference match. If the visiting team needs additional time for warm-up, the visiting team may request from the home team more time to warm-up, if available. The

first 30 minutes shall be evenly split between the two teams with the visiting team occupying the playing area for the first 15 minutes and the home team practicing the second 15 minutes. At the 60 minute mark, the NCAA standard match protocol shall commence. *(Revised July 2008)*

15. **Scouting Policy.** There shall be no verbal or visual (including videos, photographs or films) exchanges of scouting reports on any Conference team given to non-Conference opponents.
16. **Sporting Conduct.** Please refer to the America East Administrative Policy Manual.
17. **Time Between Sets.** The breaks after sets one, three and four shall be three minutes. The break following set two shall be a 10-minute break and whenever possible, the teams shall be accommodated in a gender-neutral room. The 10-minute intermission must include three minutes of warm-up time. The host institution shall confirm the length of the break between sets two and three with the visiting team and the officials prior to the match. Teams may leave the competition area during the intermission, but are responsible for returning in time for warm-ups and the resumption of the match. *(Revised July 2009)*
18. **Time-out.** All time-outs for conference matches shall be 75 seconds in length. *(Revised December 2000)*
19. **Uniforms.** When institutions are involved in two matches on a weekend, the home teams shall wear white or light uniforms on the first night of competition and shall wear dark uniforms on the second night. *(Revised August 2010)*
20. **Video Exchange Program.** Each institution must upload all conference home matches, as well as non-conference matches, to the America East Volleyball master account on the Krossover platform. *(Revised January 2016)*

All video must be exchanged online using the Krossover platform. All uploaded video should be checked to ensure that the video was uploaded successfully. All teams are required to upload all non-conference matches by noon on Monday or within a 24-hour period, whichever comes first. As for conference matches, the host institution is responsible for uploading that video to the exchange program, also by noon on Monday or within a 24-hour period, whichever comes first. The NCAA box score, libero stat sheet and score sheets must be scanned and emailed or faxed to each institution within the same timeframe as the online exchange. *(Revised January 2016)*

The following standards must be met by each institution in regards to quality of game films:

- i. Must be filmed so that the court is framed antenna to antenna, if possible, preferably from an elevated position.
- ii. The video must be in color, with a wide angle view.
- iii. All video must be recorded in high-definition digital format.
- iv. All video must be of high quality and be in good working order.

Each institution must provide a similar videotaping area for the visiting team, or provide a copy of the game to the opponent following the game. *(Revised January 2016)*

The visiting institution is also required to film the match, when the host institution is able to provide a location for them to do so. If the host is unable to provide a suitable location, the host institution is required to provide a camera operator to supervise the recording of the match. *(Revised January 2016)*

If a video malfunction prohibits the host institution from meeting its obligation to provide match film, it will be the responsibility of that institution to obtain a copy from the opponent and upload. Any issues or problems with uploading or downloading matches MUST be reported immediately to the Conference office.

## **B. CONFERENCE CHAMPIONSHIP**

- 1. Championship Eligibility.** An institution shall be prohibited in both team and individual sports from competing in Conference championship postseason play if a team falls below the 930 APR benchmark. *(Revised July 2012)*
- 2. Championship Format.** The annual championship shall consist of a four-team single elimination format conducted at a single site. The top four teams shall participate and be seeded based upon won-lost percentage in regular season play. The highest seed shall host the championship. Practice sessions shall be held on the day prior to competition. *(Revised August 2010)*
  - **Tie-Break Criteria.** Ties shall be broken from the top of the standings down. In the event of a tie between two or more teams, the tie shall be broken using the following criteria in order:
    - i. Winning percentage in conference matches versus the other teams with which it is tied (i.e. head-to-head competition).
    - ii. Winning percentage in sets versus the other teams with which it is tied.
    - iii. Winning percentage in conference sets vs. all conference opponents.
    - iv. Winning percentage in conference matches vs. other conference opponents in descending rank order. In the event of arriving at another group of tied teams when comparing records, each team's record (winning percentage) versus the combined tied teams is used rather than the performance versus the individual tied teams.
    - v. Winning percentage in conference sets vs. other conference opponents in descending rank order. In the event of arriving at another group of tied teams when comparing records, each team's record (winning percentage) versus the combined tied teams is used rather than the performance versus the individual tied teams.

- vi. Point winning percentage in conference sets vs. other teams with which it is tied. Point winning percentage computed by dividing total points won by total points played (i.e. points won plus points lost).
- vii. Point winning percentage in conference sets. Point winning percentage computed by dividing total points won by total points played (i.e. points won plus points lost).
- viii. Draw conducted by the Commissioner or his/her designee.

Once a tie is broken among three or more teams, immediately return to (1) to break the tie between the remaining teams. *(Revised August 2016)*

- 3. **Championship Site.** The site of the Conference championship shall be based upon regular season finish. The highest seed shall host the semifinals and championship match. If the #1 seed (host institution) is unable to host on their home court, the institution may seek an alternate facility in the local vicinity that meets the minimum facility standards and is available for the entire duration of the tournament, including scheduled practice times, with the understanding that the Conference office will not assume the facility rental cost. The CCC will require the host to submit an action plan with details regarding the proposed facility in advance of the championship for their review and recommendation to the Conference office. *(Revised August 2006)*
- 4. **Dates.** The annual America East Championship shall take place two weeks prior to the start of the NCAA Division I Volleyball Championship. The preferred dates are the Friday and Saturday prior to Thanksgiving; however, if an institution has a facility conflict, the championship may be conducted on Saturday and Sunday. *(Revised February 2002)*
- 5. **Event Management.** The host institution shall be responsible for providing:
  - Playing court that meets NCAA regulations
  - Internet Access
  - PA system and public address announcer
  - Scoreboard operator, official scorekeeper/statistician, libero tracker
  - Certified line judges
  - Visible scoreboard and spectator stands
  - Separate medical area for athletic trainers and doctors
  - Restroom facilities
  - Ticket sellers, ticket takers, ushers and other security personnel
  - An appropriate number of ball retrievers for each game
- a. Locker Rooms. The host institution shall make every effort to provide two separate and secure locker room areas for competing teams during both the regular season and the championship tournament. *(Revised August 2006)*
- b. Team Scouting. The host institution must reserve three seats per team for scouting on the end line, if possible at the facility. If it is not possible at the host facility, three seats must be reserved for scouting on the sideline near the end line. *(Revised July 2007)*

6. **Game Ball.** The tournament ball shall be the Molten volleyball. The host institution shall receive a limited number of balls for use in the championship. *(Revised August 2005)*
7. **Introductions.** Following team warm-up, the following protocol will be used for the national anthem and player introductions: *(Revised July 2007)*
  - a. Teams return to their benches for team huddles and announcements.
  - b. Teams stand at their benches for the playing of the national anthem.
  - c. The visiting team (non-starters, then starters) and coaches will be announced first. The home team (non-starters, then starters) and coaches will be next.
  - d. Both teams' starters go to the end line and starters ONLY shake hands.
  - e. Referee whistles for the captains
  - f. Players go to starting positions.
  - g. Play begins immediately.
8. **Match Protocol.** The NCAA pregame protocol shall be used for all Conference championship volleyball competition. The breaks after sets one, three, and four shall be three minutes. The intermission after set two shall be 10 minutes and whenever possible, the teams shall be accommodated in a gender-neutral room. The 10-minute intermission will include three minutes of warm-up time.
9. **Match Times.** There must be two and one-half hours between posted start times of the semifinal matches. A minimum of 20 hours must occur between the start times of the second semifinal and the championship match. The second semifinal may not be slated to begin later than 8pm. The second semifinal match will start 30 minutes after the conclusion of the first match or the designated time, whichever is later. *(Revised August 2010)*
10. **Officials.** There must be four officials assigned to all tournament matches; two for the first semifinal and two for the second semifinal match; in addition, an alternate referee shall be assigned to each match and shall have supervision over the scorekeeper's table. All referees shall hold a nationally recognized rating. Referees, line judges and a scorekeeper shall be secured by the Conference office. The host institution is responsible for securing libero tracker for each match. Payment of championship officials shall be completed by the Conference office upon conclusion of the championship. *(Revised August 2010)*
11. **Playing Rules.** The America East Conference Volleyball Championship shall be conducted according to NCAA Volleyball rules.
12. **Practice Time:**
  - a. Practice the day prior to the start of the Championship. On the conference call prior to the America East Championship, practice time for each institution shall be determined. The Conference office shall make every effort to alleviate missed class time for the #1 seed by assigning it to its normal regular-season practice time. However, travel time and facility availability for the visiting teams shall also be taken into consideration. If the facility is available, the host institution shall provide 1.5 hrs of practice time to each institution the day prior

to the championship. If the host cannot provide 1.5 hrs of practice the day prior to the championship, the host must make available to each team a minimum of 1 hr. practice time. *(Revised July 2007)*

- b. Practice the day of the semifinal matches. The semifinal matches day practice times will be chosen by the highest seed in each game. The higher seed of the first semifinal will pick from either of the first two practice times and the lower seed of the first game will take the practice time left of the first two practice times. The higher seed of the second semifinal game will pick from either of the second two practice times and the lower seed of the second game will take the practice time left of the last two practice times. *(Revised July 2007)*

- 13. **Pre-Championship Call.** A pre-championship conference call of head coaches, tournament administration, and match officials shall be held at the week prior to the Championship to discuss details of the tournament
- 14. **Squad Size.** Players in uniform shall be restricted to the NCAA limit of eligible players and shall be designated on the official roster form that shall be due preceding the championship. Only those players listed on the official roster shall be eligible to play in the tournament. Final match rosters shall be declared up to 10 minutes prior to each match.
- 15. **Stats Packet.** During Conference championship play the home/host team is required to print a stats packet following the game to give to the visiting team. The latest version of Stat Crew software must be purchased. *(Revised July 2007)*
- 16. **Team Benches.** Teams shall adhere to NCAA Division I Volleyball Championship guidelines regarding the number of individuals allowed in team bench area in any given match. *(Revised June 2000)*
- 17. **Time-outs.** All time-outs shall be 75 seconds in length. During the championship there will be an automatic electronic timeout at 15 points if a timeout has not been called by either team *(Revised July 2007)*
- 18. **Uniforms.** Participants in the championship shall wear exclusively the official uniform of their institution in competition and during related ceremonies. The higher-seeded teams shall wear light jerseys.
- 19. **Videotaping.** Each institution has the ability to use their own video equipment and staff to record all matches during the championship, regardless of whether they are participating in the match. *(Revised July 2007)*

## C. AWARDS

- 1. **Weekly Regular Season Awards.** The Conference office shall name a Player, Setter, Defensive Specialist and Rookie of the Week each week during the season. It is the responsibility of each institution to nominate players for these awards. To be eligible for



the Rookie of the Week, a student-athlete must be in her first year academically (true freshmen). *(Revised August 2015)*.

2. **Selection of Postseason Awards.** The coaches shall select recipients of all volleyball awards. Coaches shall not be allowed to vote for themselves or for their own players for any of the awards.
3. **All-Conference Teams:**
  - a. The All-Conference First and Second team shall consist of seven (7) players regardless of position. Each coach may nominate as many of their players as they wish in rank order based on overall contribution to their team. The ballot shall be distributed by the Conference with the players remaining in ranked order as submitted by the head coaches. The All-Conference team shall be the seven (7) individuals receiving the highest number of votes, regardless of position. *(Revised July 2007)*
  - b. All-Conference ballots shall include each nominee's overall and conference-only statistics. The form shall be completed by each head coach and returned to the Conference office either electronically or via facsimile.
  - c. The All-Conference team shall be recognized in a Conference media release and shall receive certificates from the Conference office. The award winners will be announced on the day before the championship. *(Revised December 1999)*
4. **All-Rookie Team:**
  - a. The All-Rookie Team shall consist of a maximum of seven (7) members (a player in her first year of NCAA eligibility). There will be no position restrictions for the All-Rookie Team. Institutions may have an unlimited number of All-Rookie nominations. *(Revised March 2011)*
  - b. The All-Rookie team shall be recognized in a Conference media release and shall receive certificates from the Conference office. The award winners will be announced on the day before the championship.
5. **Individual Awards.** Individual awards from the Conference office shall be provided to the Player, Setter and Rookie of the Year, the Defensive Specialist and to the Coaching Staff of the Year. To be eligible for the Rookie of the Year, a student-athlete must be in her first year of NCAA eligibility. *(Revised July 2013)*
6. **Regular Season Champion.** A team trophy shall be awarded to the regular season champion.
7. **All Championship Team.** An All-Championship team shall be selected by the participating coaches. One player shall be selected from each of the teams losing in the semifinal round, two players shall be chosen from the runner-up team and three players shall be chosen from the championship team. The Most Outstanding Player shall be one

of the three players selected from the winning team and shall receive an individual award. Members of the All-Tournament team shall receive plaques.

8. **Championship Team Awards.** A team trophy shall be awarded to both the championship team and the runner-up. Additionally, members of the championship team shall receive champion gifts.
9. **Fan Choice Player of the Year.** America East Fans, through on-line voting, will select an America East Fan Choice Player of the Year. *(Revised August 2015)*