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GENERAL PLAYING GUIDELINES

• Scheduling/Support Guidelines:

  o Start times/Scheduling:
    ▪ Start times for all weekend matches should be no earlier than 10:00 a.m. and no later than 4:00 p.m. on Saturday and no earlier or later than 2:00 p.m. on Sunday unless mutually agreed upon by all institutions involved in weekend play.
    ▪ Conference dates are scheduled as double-dual matches:
      • Host team plays first and last contest of the day. Travel partner plays matches 2 and 3. Match order may be adjusted to better suit travel needs. All opponents and the conference office should be notified of adjustments.
      • It is permissible to play concurrent matches if venues permit.
    ▪ Each team shall play once per season, at selected conference venue. Host opportunities will be distributed equitably among participating NAC full members over a three year period.
    ▪ NCAA guidelines apply for all matches.
      • Court should meet NCAA regulation standards unless approved through a conference waiver.

  o Cancellations/Rescheduling:
    ▪ Conference members must make conference matches their first priority at all times. All cancelled matches should be made up if at all possible. Decisions to cancel a match will be made by the host athletic director, with direct communication from the visiting head coach and visiting athletic director. The commissioner will also be notified within 24 hours of postponement.
    ▪ Once a visiting team has left campus en route to the competition site, every possible attempt will be made to complete the contest to avoid repeat travel.

  o Travel Support:
    ▪ Lodging-The host institution shall assist all NAC institutions by providing a list of hotel accommodations in the area.

  o Conference Scouting Policy:
    ▪ It is permissible to share scouting information on conference members with other conference members. It is impermissible to share any information beyond video on conference members with non-conference institutions.

• Home Team Responsibilities:

  o Setting competition times/sites-i.e. if a venue is not playable, if there are two matches, etc.
  o Providing a venue that meets minimum NCAA regulation standards.
  o Providing a certified athletic trainer at each contest.
All visiting teams must provide their own training supplies.

- Providing game personnel including: 2 certified officials, official scorer, stat keeper, ball/lines people, etc.
- Host will provide all sufficient number of game balls for all contests.
- Providing event programs including at minimum the lineups for each team.
- Providing locker rooms for the visiting team at all games.
- All home matches should be supervised by an athletic administrator/site director who is responsible for sportsmanship/behavior of fans.
- If an off-campus venue is used, the home team is responsible for having a match administrator present at least one hour prior to the contest to greet the visiting team.
- Announcing the following NCAA sportsmanship advisory prior to each match:

  The NCAA and the North Atlantic Conference promote good sportsmanship by the student-athletes, coaches and spectators at today’s contest. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from (site of competition). Any spectators that enter the playing area during a contest, will be removed from (site of competition).

- Official Conference Ball:

  - The NAC official ball is the Molten IV58L-N Super Touch NCAA blue/silver/white premium leather volleyballs and must be used for all NAC matches.
  - Molten will provide the NAC with 12 balls and one cart for the Championships - 1/2 will go to the champion and 1/2 will be given to the runner-up, while the host will receive the ball cart.

- Film Exchange Policy (2017)

  - Host institutions are expected to film all conference contests. If the host is unable to film, they are expected to inform the opponents a week in advance.
  - Krossover will be utilized for the exchange of film within the conference.
  - The film exchange will work as an open pool for conference contests.
  - Each institution hosting a conference match will be required to film and upload to (Krossover) within 48 hours following a weekend competition (upload by 6:00 p.m. on Monday after Saturday contests).
    - A fine of $25.00 shall be placed on the institution each time they do not follow through with the film exchange policy.
    - If there are any technical issues (filming or uploading), coaches MUST email their peers and the conference office prior to the 48 hour deadline.
• If there are issues “beyond the institution’s control,” fines may be waived.
  ▪ Hosts are not required to provide a DVD copy after the match.
  ▪ All uploaded conference film needs to be able to be downloaded into a raw film format to ensure flexibility for editing and sharing software.
  ▪ Tournament film will be required to be uploaded by the hosting institution, win or lose.
    • Coaches will discuss the timeframe for tournament film exchange on the pre-championship call (ie. If coaches would like to review semifinal film prior to the finals the timeframe would need to be adjusted for uploading).
  ▪ Dissemination of scouting information on member institutions to non-conference institutions is not permitted beyond video (phone, e-mail, written materials, etc.). It is permissible to share scouting information about conference opponents with other conference members.
  o Protocol for filming matches:
    ▪ It is important to place the camera in a position that will allow for the best picture and most useable/teachable format for the teams and their coaches.
    ▪ The camera should be positioned on an elevated, level, and stable surface located within the court’s lines. The camera view should be unrestricted and free of obstructions during filming to ensure a quality outcome.
    ▪ The camera person should cut to scoreboard shots during natural breaks in play within the match (between matches, timeouts, substitutions).
    ▪ Audio should be used.
    ▪ The video person may ONLY pause taping during long periods of “inaction”, meaning between matches, during timeouts, and injuries.

• Awards:
  o It is the responsibility of each institution to submit nominations for their student-athletes for weekly (SIDs) and annual (Coaches) awards through the NAC website.
  o Weekly awards will begin the Monday following the first week of competition in which at least half of the member schools have competed. Weekly honors will conclude the Monday following the NAC Championship. Weekly nominations are due Monday at 10:00 a.m. and winners will be selected by the conference staff.

The following weekly awards will be selected:
  ▪ Player of the Week
  ▪ Defensive Player of the Week
  ▪ Rookie of the Week
Nominations for annual awards will be submitted following the conclusion of regular season conference play. Annual awards will be selected through a vote by conference coaches and will be announced no later than the Thursday before the NAC Championship as long as there are no issues with voting.

The following annual awards will be selected:

- Player of the Year
- Defensive Player of the Year
- Rookie of the Year
- Senior Scholar-Athlete of the Year
- Coach of the Year
- Sportsmanship Team
- All-Conference First and Second Team

All-Conference First and Second Teams:

- The top 6 players - will be named to the first team, along with the Defensive Player of the Year (7 total). The next 6 players will be named to the second team, along with the second-highest voted player for Defensive Player of the Year (7 total).
- Coaches may nominate up to four players from their own team regardless of position. When nominating, coaches are required to rank their student-athletes (i.e. nominate 4 players, rank them 1-4; nominate 3 players, rank them 1-3) (December 2015). Only conference statistics will be included on the ballot.

- **Sports Information:**

  - Maintaining an accurate schedule, including non-conference contests and notifying the conference office when there are postponements and cancelations.
  - Maintaining an accurate stat roster on the NAC website.
  - Keeping statistics for both teams.
  - Submitting the score of all home contests and away non-conference contests to the Conference through the NAC website as soon as contests are complete.
  - Sending packed stat game file to the visitor and uploading the XML to both the NAC website and the NCAA statistics and score reporting site following the contest.
  - Submitting nominations for weekly honors and recaps through the NAC website.
  - Submitting nominations for annual awards through the NAC website.
SPORTSMANSHIP INITIATIVE
Women’s Volleyball
“Creating an Atmosphere of Respect.”

At the direction of the North Atlantic Conference Presidents and with the support of the Directors of Athletics, the conference embraces the theme “Creating an Atmosphere of Respect” for each of our sports. The ultimate goal for the NAC is to create an atmosphere that places the highest regard for exemplary behavior of all participants, coaches, administrators, fans and officials. The Women’s Volleyball community has agreed to a set of behavioral expectations for coaches and student-athletes.

Behavioral Objectives for “Creating an atmosphere of respect” Initiative

- All conference members will show respect for the opponent, teammates, coaches, officials and line judges.
- Student-Athletes will treat all opponents with the same level of respect, regardless of the score.
- Coaches will interact with game officials in a respectful manner.
- Coaches will establish a welcoming environment for visiting teams and commit to communicating collegially with other coaches and with the intent to enhance sportsmanship in the NAC.
- Institutions will take pride in the management of all contests and commit to educating those involved in event operations to create the best possible event.
- Conference members will establish high expectations for all remembering that all individuals must represent their team, institution and conference well.
- Following each NAC Conference Match, coaches and event managers will have the option to provide feedback on the behavior of other coaches, student-athletes and fans through the use of an evaluation tool aimed not at punitive action but on the enhancement of all NAC programs. To access the form online, go to www.nacathletics.com, and log into the administrative section of the website to obtain the Contest Feedback form. The Commissioner will follow up with appropriate individuals on all feedback submitted.

NAC Expectations for Good Sportsmanship (from NAC Bylaws):

- Observing and supporting the rules of the game.
- Promoting the spirit as well as the letter of the rules.
- Placing fairness first as a goal in all competition.
- Taking personal responsibility for high standards of play and conduct.
- Showing civility toward competitors, coaches and officials.
- Playing cleanly while playing hard.
- Showing maturity and integrity in conduct on and off the field of play.
- Being a gracious competitor and accepting both wins and losses with dignity.

We all benefit by “Creating an Atmosphere of Respect.”
CHAMPIONSHIP GUIDELINES

• 2018 North Atlantic Conference Championship Dates and Format:
  o Coaches Chair: Tricia Carver, Maine Maritime
  o Coaches Vice Chair: Danielle Swanston, Canton
  o Sport Liaison: Randy Sieminski, Canton
  o Last play date: Saturday, October 27, 2018
  o Seeding will take place following the final NAC contest (note tiebreaking exception under seeding criteria).
  o The pre-championship call for all four participating teams is Monday, October 29 at 10 AM.
  o Format will be as follows:
    ▪ Top FOUR (4) teams qualify for tournament (2018)
    ▪ Semifinals and Finals will be a final four format and are held on Friday, November 2, and Saturday, November 3, at the site of the highest seed.
      • Semifinal match times are:
        o 6:00 p.m. - #1 vs. #4
        o 8:00 p.m. - #2 vs. #3
      Note: The No. 1 seed has the option of playing the 6:00 p.m. or 8:00 p.m. contest on Friday.
      • The Championship final will be 12:00 p.m. (preferred).
    ▪ Host of the “final four” is required to use certified officials as line judges during the semifinal and final rounds of play.

• Championship Game Times:
  o Game times listed for Championships are preferred. When preferred time is in conflict with a previously scheduled contest or another championship final using the same venue, efforts will be made to meet the needs of home and visiting teams.
    ▪ Sunday will be used as a last option for scheduling.
    ▪ In cases where a disagreement occurs between the competing institutions, an Ad Hoc Committee will convene to make a determination. The committee will include, Championship Chairperson, Commissioner, Sport Liaison (unless the Sport Liaison is from one of the institutions competing, then another AD will be selected by the Commissioner).

• Hosting:
  o Higher seed will have the opportunity to host, if they meet the following criteria:
    ▪ Court must meet minimum NCAA requirements for dimensions.
    ▪ Bench Capacity for 18.
- Viewing capacity of 400 persons.
- Adequate Parking.
- Adequate Security and Crowd Control.
- Official scorer’s table on the court.
- Adequate and trained stat crew.
- Visible score board and game clock.
- 2 NCAA regulation game balls must be provided by host institution. (Molten IV5L-3-tri-color, blue, white, and silver)

- Institutions should meet all guidelines to host conference championships.
- Any institution that does not exactly meet the standards, but wishes to host, may submit request w/hosting form to Commissioner for consideration at the August meeting of the Athletic Directors Council.
- Host institution may request permission to use off-site gym to meet host requirements for championship play.
- If higher seed is unable to host, the next highest seed will have the opportunity to host.

- Coaches Meeting:
  - Coaches will participate in a Pre-Tournament teleconference on Monday, October 29, 2018, at 10:00 a.m. (tentative). The Sport Liaison and Conference Commissioner will facilitate this meeting. All coaches are invited to participate; attendance is mandatory for coaches of teams participating in the tournament. When there is a conflict with a scheduled contest, the Athletic Director or another institutional representative may serve as a substitute for the coach.
  - A Conference call of all coaches will be scheduled following the season at which point volleyball issues and ideas will be discussed. The Sport Chairperson will be responsible for scheduling the call and will work with the conference office on the call agenda.
  - For all sport conference calls, all future Agenda items must be submitted two weeks prior to call so that these can be distributed to all coaches and AD’s prior to conference call. (November 2010)

- Seedings/Format:
  - The Conference Commissioner and Associate Commissioner will seed teams following the last NAC competition date using results provided by the institution through the Conference website. Tiebreaking results will be shared with the Sport Liaison, Sport Chair and Championships Chair. 
  *Please note: In case of any tiebreakers, all remaining scheduled games for tied teams will be played out prior to tournament seeding which will take place by the Sunday prior to the Tournament.*

The following criteria will be used to seed teams:
- Conference winning % - must have completed 2/3 of conference matches to be eligible. Regular season contests against institutions
failing to meet this requirement will not be counted as conference contests for purposes of seeding.

- In case of a tie, the following tie-break procedures will be followed:
  - Head-to-head result (two-way tie).
  - In ties among three or more schools, the following criteria will be applied, in order, until a team is (or teams are) separated. At that point, the process begins anew, (returning to the first criteria) with the remaining teams.
    - Best record among tied teams. During this step, the conference will only examine records of tied teams in contests with each other.
    - Comparison of results against conference opponents one team at a time starting with the highest ranked team and continuing in downward rank order until the tie is broken.
    - Comparison of results against non-conference common opponents. During this step, non-conference matches with conference opponents will not be considered.
    - Comparison of winning percentage vs. NCAA Division III opponents (added 3/2009) with .500+ winning.
    - Overall winning percentage.
    - Coin toss.

- **Uniforms:**
  - The higher seed will be the home team during all rounds of championship play and will wear home uniforms.
  - Color of uniforms may be changed to accommodate teams playing back-to-back if agreed upon by both athletic directors.

- **Officials:**
  - It is the responsibility of the host institution to secure and pay certified officials for all rounds of tournament play.
  - The same officiating crews should not be used for more than one round of championship play.
  - All games in each round are to have two certified officials. Semifinal and Final rounds must also use certified officials as line judges.

- **Pre-game announcement:**
  - The standard conference announcement regarding good sportsmanship (shown previously on page 5) must be read prior to each match.
• Athletic Training:
  o Certified on-site training personnel must be available one and a half hours before game time and one half hour post-game.
  o Supplies to be provided by each institution.
  o Access to emergency transport required.

• Locker rooms:
  o Must accommodate two teams/match.
  o If only two available, match times should reflect needs.
  o Chalk Talk board should be available for each team.

• Bathroom Facilities:
  o Must be adequate, in close proximity to playing venue, and meet ADA requirements.

• Contest Management:
  o Site Director
  o Security/crowd control
  o Official scorer
  o Stat personnel
  o Ball/lines people
  o Official timer/clock operator
  o Official Announcer
  o Official Videotape Personnel
  o Student or Staff hosts to show teams to locker rooms and other parts of the athletic facility

• Game Programs

Game programs should include:
  o Name of all competing institutions
  o Complete roster of teams participating at specific site
  o Institutional synopsis of participating teams
  o NAC history/information etc.
  o Previous year’s tournament information including the previous sports champions
  o NAC/NCAA Sportsmanship expectations
  o NAC logo
  o School logos
  o Molten logo (sponsor)
  o Conference Awards Sponsor Logo (Currently Award Guys)
• **Championship Awards:**
  
  o  Awards must be presented by a Conference Representative, the Sport Chairperson, the Athletic Director of host institution or other host institution representative. A script will be distributed to the host for awards ceremony.
  o  Awards will be presented after championship contest. All-Tournament Team members from previous matches should be mentioned during the presentation.
  o  Awards should be displayed prior to championship game if possible.
  o  It is the responsibility of the conference office to order awards and to have them delivered to the host institution in a timely manner.
  o  All-Tournament Team will be named for each championship.
    ▪  3rd and 4th place teams receive one selection each
    ▪  2nd place team receives two selections
    ▪  Champion receives two selections plus an MVP selection

• **Host site SID/Site director:**
  
  o  Entering contests into NAC Scoreboard and confirm match times.
  o  Providing programs for all tournament contests.
  o  Must have a certified official scorer for all rounds of the tournament.
  o  Maintaining in contest scores on the NAC website.
  o  Providing updates on social media platforms using institution and conference handles and conference hashtags.
  o  Submitting the final score to the Conference through the NAC website.
  o  Sending packed stat match file to the visitor and uploading the XML to the NAC website following the contest.
  o  Share neutral match summary and box score with opponent, conference office and media outlets following all hosted contests (media outlets must be provided to host institution in advance).
  o  Taking a digital Championship Team Photo and sending it to the conference office with the neutral contest story. Photo should also be shared with championship team.

• **Protests:**
  
  o  All protests will be handled in accordance with NCAA Regulations.

• **Weather:**
  
  o  If the inclement weather occurs and games cannot be rescheduled by the day prior to the semifinals and the quarterfinals cannot be played, the higher seeds will automatically advance to the semifinals. The decision to postpone/cancel must be made by Host AD, traveling AD and conference commissioner. A rain or snow date will be built into the championship dates,
should inclement weather continue, the top seed will be declared the conference champion for the NCAA selections of the AQ’s.

- **Tickets/Concessions:**
  
  - Ticket sales and concessions are optional.
  - If a gate is charged, institutions are permitted to charge the same prices they utilized during the regular season.
  - If a gate is being charged, all institutions must be notified in advance and complementary tickets for each tournament participant must be provided.
  - # of complementary tickets will be limited to two institutional representatives and two/roster member.