



2023 Women's Volleyball Opening Round Participant Manual



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For information about NAIA volleyball, contact: Fred Aubuchon (faubuchon@naia.org)

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Opening Round Important Dates

2023 OPENING ROUND CALENDAR

OCTOBER 1	DEADLINE – Return Opening Round Certification Form to the Championships Department.
NOVEMBER 1	DEADLINE – Return Opening Round Official Bid Form to Championships Department.
NOVEMBER 11	DEADLINE – Completion of conference / CAC / Unaffiliated tournament.
NOVEMBER 13	RELEASE – National Championship Qualifiers by 2:00pm (CDT) at www.naia.org AND Opening Round matchups
NOVEMBER 18	NAIA Women's Volleyball National Championship – Opening Round
NOVEMBER 29	SUBMIT – Event Evaluations and Travel Team Expense Report Form with receipts to the National Office.
NOV. 29 – DEC. 5	NAIA Women's Volleyball National Championship – Final Site
December 11	SUBMIT – Final Site Event Evaluations and Travel Team Expense Report Form with receipts to the National Office.

FIVE YEAR CHAMPIONSHIP CALENDAR

	2023	2024	2025	2026	2027
Conference Tournament Deadline	November 11	November 16	November 15	November 14	November 13
Opening Round	November 18	November 23	November 22	November 21	November 20
National Championship	Nov 29 – Dec 5	Dec 4 – Dec 10	Dec 3 - Dec 9	Dec 2 - Dec 8	Dec 1 - Dec 7



General Administration

I. Competition Dates and Sites

2023 NAIA Volleyball National Championship Opening Round – Saturday, November 18th, on the campuses of participating institutions.

2023 NAIA Volleyball National Championship Final Site – Wednesday-Tuesday, November 29th – December 5th at the Tyson Events Center, Sioux City, Iowa.

All opening rounds will be played at campus sites. Each Opening Round host site **MUST** be certified by the National Office.

The following criteria will be used in determining certification:

1. Minimum seating capacity of 500.
2. Availability of the facility for practice and competition. The facility must be exclusively available for two teams' practice and competition during the following times:
 - (a) Day before match: from noon to 9 p.m., minimum of 1 ½ hours of practice for each team.
 - (b) Day of competition: one hour of practice available for the two teams.
 - (c) Practices must end at least 1 ½ hours before the start of the match.
3. Separate locker rooms of comparable quality for each participating team.
4. Rights fee of \$4,000.00.
5. Quality hotel near the facility.
6. Institutions may use an off campus playing venue provided the facility is within 20 miles of the main campus and prior approval has been obtained from the NAIA.
7. Canadian schools must host all components of the event on the U.S. side of the border, due to constraints associated with obtaining travel documents within the timeframe that opening round site selection occurs. The minimum guaranteed requirements will be applied to Canadian host teams in the same manner as other top seeded teams.

PAIRINGS

1. Opening Round

a. Dates and Sites

- i. Host sites and pairings will be announced on November 13th after the release of the final national rating and review of all host bid applications. Potential hosts **MUST** submit a national championship opening round bid to the NAIA national office by November 1.
- ii. 48 teams will be matched up in the opening round.
- iii. The National Selection Committee shall develop a straight seed field (#1 vs #48, #2 vs #47 etc.).
- iv. The National Selection Committee shall then look at geographic distance for these matchups. The committee shall move teams up to 10 slots to eliminate a team from flying (a matchup that would result in travel of over 750 miles). Such movement is achieved by moving the lower seeded team.
- v. The National Selection Committee shall then attempt to have all matchups be within a 500-mile one-way travel distance. The committee may move teams up to seven slots to create these matchups.

b. Pairings

- i. The 24 opening-round pairings will be played on Saturday, November 18th at NAIA campuses nationwide. All pairings for the opening round will be based upon the following prioritized criteria:
 1. Geographical location of teams
 2. Financial considerations
 3. Final rating/seeding
 4. First round opponents shall not be from the same conference.



The administration of the Opening Round pairings is the responsibility of the Department of Championships, representatives of the NAIA-Volleyball Coaches Association (NAIA-VCA) and the NAIA-Sports Information Directors Association (NAIA-SIDA). The National Championship Opening Round Pairings are conducted in accordance with the policies of the NAIA-VCA and NAIA National Administrative Council.

Championship Personnel

NAIA SPORT MANAGER

The NAIA sport manager is a member of the NAIA Department of Championships staff responsible for overall operations and supervision of national championship matches and related activities.

Fred Aubuchon, Championship Sport Manager
120 West 12th Street, Suite 700
Kansas City, MO 64105
faubuchon@naia.org

HOST INSTITUTION COORDINATOR

The host institution coordinator is the representative from the host institution who works directly with the NAIA National Office and the NAIA site supervisor for onsite championship event administration, including but not limited to the student-athlete experience event, championship officials, administrative services, publicity and promotion, championship personnel, insurance, facility, equipment rental, and medical services. The host institution coordinator is the liaison between the NAIA, visiting team and all local entities.

NAIA SITE SUPERVISOR

NAIA championships are under the direct control and supervision of the NAIA with assistance from the assigned NAIA site supervisor. NAIA site supervisors are selected to work the championship by the NAIA Department of Championships. Responsibilities include, but are not limited to, working with the host institution coordinator, acting as a liaison to the coaches and officials, and troubleshooting issues such as security, officials, weather changes, court conditions, etc. The NAIA site supervisor must observe all events and facilities and uphold all rules and regulations of the championships. It is recommended that the Site Supervisor has previous experience as a Games Committee member at a NAIA National Championship. The Site Supervisor cannot be any of the following: Athletic Director or any representative of the Opening Round Host Institution, coach of a team participating in the Opening Round, conference commissioner of a team participating in the Opening Round.

The host institution provides housing, meals and/or meal expenses up to \$35.00 per diem for the assigned NAIA site supervisor if that person is not a current employee of the institution.

Supervision of Participating Teams

- A. Conduct administrative conference call with specified personnel from both participating teams on Wednesday, prior to the opening round match.
- B. Double check itinerary for traveling team from time of arrival to time of departure from match site. The itinerary is given to the traveling team's head coach upon arrival at the match site, and adjustments in the schedule, if necessary, are made at that time.
- C. Confirm arrangements for housing and meals for the traveling team.
- D. Confirm practice schedule and site for traveling team.
- E. Confirm local transportation (if needed) for traveling team.
- F. Confirm opening round meal event details for both participating teams.
- G. Confer with the host institution coordinator and host sports information director and prepare schedule for both participating head coaches and their players, if necessary, with the news media.
- H. Attend practice session of the traveling team.
- I. The NAIA site supervisor will be stationed courtside for the entire opening round match.
- J. The NAIA site supervisor will provide assistance (as necessary) to the participating coaches to ensure the best possible conditions for both teams before, during and after the match.

Supervision of Match Officials

- A. Meet and brief officials upon their arrival at the venue.
- B. Confirm dressing and shower facilities for officiating team at the venue. Notify officials if these facilities are not available or inadequate so other arrangements can be made.
- C. Secure roster of officials from the host institution coordinator. Conduct pre-match meeting with officials to review expense reimbursement, match fees, and other pertinent information. The host institution is responsible for seeing that the officials are paid within one week of the contest.

Supervision of the Venue and Court Preparation

Complete facility walkthrough to ensure setup is complete and compliant with all championship specifications, including, but not limited to:

- A. Check the scoreboard and official clock for proper operation the day before the match.
- B. Check the public address system for proper operation. Confirm PA announcer is prepared with copies of team scripts, sponsorship announcements and Champions of Character PA scripts.
- C. Confirm National anthem, US/Canadian flags displayed and properly scripted in opening ceremony.
- D. Confirm proper set up of net, antennas, official's stand, court markings.
- E. Check the court area to eliminate safety hazards that might exist.
- F. Check locker room facilities at venue for use before and after match. Should include adequate lockers, showers, towels, and taping facilities. If any of the facilities are inadequate, notify the coaches of both teams the day before the match, work with host to secure alternate facility to meet needs of both teams.
- G. Confirm with host institution coordinator that trained statisticians, scorekeepers, ball control will staff the event.

Post Event Evaluation

Fill out and return the post-event evaluation form. This form will be sent to the NAIA site supervisor following the match and should be returned to the NAIA sport manager at the NAIA office within one week.

NAIA SPORTS INFORMATION/MEDIA RELATIONS

Katie Green, NAIA Athletic Communication Manager
120 West 12th Street, Suite 700
Kansas City, MO 64105
816.595.8104
kgreen@naia.org

II. Determination of Participants

The championship consists of a field of 48 teams. The teams are selected based on conference qualifications, with the remaining at-large berths selected by the Women's Volleyball Selection Committee. The 48 qualifying teams will play in 24 national championship opening round pairings. Winners of the national championship opening round matches advance to a 24-team final site tournament at the Tyson EventCenter in Sioux City, Iowa.

III. Administration

ADMINISTRATIVE CONFERENCE CALL

An administrative conference call will be conducted by the NAIA site supervisors for all participating teams before the opening round to review the standards and expectations for all national championship participants and discuss event logistics. It is mandatory that each institution's athletic director or designated administrator other than a member of the coaching staff, and the head coach participate in the administrative conference call.

AWARDS

The NAIA maintains a standardized awards program for all championship events which includes the following for the National Championship Opening Round:

Champions of Character Individual Recognition – Prior to the national championship opening rounds, each participating team names one Champions of Character individual. During each opening round, recognition of the two Champions of Character individual honorees shall be incorporated into the opening round celebration and/or the opening ceremony for the match (see PA announcement for script).

BANDS, SPIRIT SQUADS, AND MASCOTS

Cheerleaders and/or spirit team members, not to exceed 12 in number, plus the cheerleader sponsor and a mascot shall be admitted, if in uniform, via the gate list furnished to the host institution by the competing institution's director of athletics; all other institutional representatives will be admitted upon presentation of a ticket or credential. A maximum of 12 cheerleaders and/or spirit team members shall be allowed on the floor during the progress of the match. The cheerleaders shall be seated on the apron of the playing area designated by the NAIA site supervisor. Cheerleaders and mascot will switch ends of the floor with their team. The institution must notify the host site coordinator prior to opening round competition.

CONDUCT

Each member institution is responsible for the conduct of its athletes, coaches and fans at all national championship opening rounds. Students are expected to act responsibly and perform as a positive role model for the institution, community, and association.

Institutions will be held financially responsible for damage incurred at hotels/motels or any facility directly involved with the national championship.

GIFT EXCHANGE

The gift exchange has traditionally been a revered part of the NAIA National Championship experience. The gift exchange should take place at the opening ceremony, contest, or whichever is most conducive to event operations. Teams will exchange gifts that have a strong connection to their own institution and/or geographic area of the country. Gift recommendations include: mugs/glasses/water bottles, sack-packs, hats, or similar items. Each team is responsible for bringing a quantity equal to the number of the official party for that particular event. This includes players, coaches, and other personnel listed on the official roster (total of 23 people—up to 18 student athletes and 5 support staff). The gift exchange will only take place during the Opening Round of the National Championships and not at the final site.

MATCH TIMES

In consultation with the host institution, the NAIA Department of Championships establishes match times for national championship competition. **All National Championship Opening Rounds shall be played on Saturday, November 18th and be completed no later than 10 p.m. CST.** Any exceptions or needed changes to match times must be approved by the NAIA national office sport manager in advance.

MEDICAL PERSONNEL AND PROCEDURES

The head athletic trainer at the host site shall be responsible for providing the visiting team with medical assistance at all practices and during the match.

Prior to arrival, athletic trainers from both teams should coordinate access to the athletic training clinic and services including, but not be limited to:

1. Special needs of the visiting team (towels, water, modalities).
2. Medical assistance needed for practice.
3. Athletic training clinic (location, hours, equipment, phone numbers).
4. Phone numbers for after-hour emergencies.
5. Map and directions to nearby medical facilities.
6. Description of patient care resources and staff being provided by host institution.
7. Emergency procedures and protocol.

Emergency Equipment - All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. This equipment includes but is not limited to AEDs (Automated External Defibrillators), backboards, crutches, splints/braces, and biohazard containers.

Water/Towels - Water, cups and towels will be provided by the host on team benches and in locker rooms.

Physician/Ambulance - The host shall provide medical care to include a physician and ambulance service on-site or readily available on-call.

Each team's athletic trainer shall be responsible for providing the NAIA National Office with a report of all injuries for all opening round matches. Copies of the NAIA-ATA Injury Report Form can be found in the [NAIA-ATA Manual](#). Following each match, the reports shall be forwarded to:

Sara Eckinger, NAIA Director of Student Athlete Experience and Development
120 West 12th Street, Suite 700
Kansas City, MO 64105
seckinger@naia.org
816.595.8116

OPENING CEREMONY/PRE GAME PROCEDURE

A scripted opening ceremony/pre-game ceremony, which includes the gift exchange and/or Champions of Character individual recognition, will be held at each site. Participation is mandatory for all teams and coaches. After the gift exchange, the National Anthem(s) will be played, and official rosters will be read before the match.

PARTICIPATION IN EVENTS

All participating institutions competing in a National Championship, including Opening Rounds, must attend all functions including coaches meetings and opening round celebrations. Failure to comply will result in a \$1,500 fine.

PRACTICE

The NAIA site supervisor, in consultation with the athletics director of the host institution and the traveling team's head volleyball coach, shall establish a practice schedule for the traveling team at the site of the host institution. The facility must be exclusively available for two teams' practice and competition during the following times:

1. Day before match: from noon to 9 p.m., minimum of 90 minutes of practice for each team.
2. Day of competition: 60 minutes of practice for each team.
3. Practices must end at least 90 minutes before the start of the match or 30 minutes prior to the official 60-minute match warm-up period.

**SOUVENIRS**

The name, National Association of Intercollegiate Athletics and initials, NAIA, logo, and other NAIA symbols and insignia are the registered and exclusive property of the Association. The host institution is awarded all rights and privileges in using the NAIA name, initials, and marks to promote and market the Championship. Such use is restricted in the following areas, which require written approval by the NAIA:

1. Commercial Sales: Any product featuring the NAIA name or marks and being sold prior to or after the opening round.
2. Promotional Items: Any product featuring the NAIA name or marks which is given to fans, coaches, or athletes before, during or after the opening round.

National championship merchandise will be available to all participants and may be purchased online through the NAIA website via Fine Designs. Instructions for purchasing souvenirs online will be provided to teams in the opening round box sent to each host site.

SPORTS INFORMATION/MEDIA MANAGEMENT

Subject to the limitation of space, the press box will be accessible to the working media at the discretion of the sports information director in consultation with the NAIA site supervisor. For all opening round sites, the host institution's sports information director will handle press box operations, providing services to the media, game statistics and other needs as prescribed by the NAIA Department of Communications and Sports Information.

All requests for hook-ups of radio broadcasts, TV, or web-streaming, etc. should be directed to the sports information director of the host institution. See below for applicable broadcast fees.

Post-Game Interview Procedures - Upon completion of the opening-round game, coaches and players will be made available to all members of the news media. Post-game interviews will be conducted in either an open dressing room or interview area, whichever is deemed appropriate by the sports information director after consultation with the NAIA site supervisor.

Live Statistics - The official statistician is required to record live statistics via Presto Stats, the official statistical software of the NAIA.

	RADIO	TELEVISION	WEB BLOGGING**
Commercial	\$50 (Pool); \$75 (Opening Round); \$100 (Quarter, Semi, Championship) + \$25 per*	\$500/match/station (live); \$250/match/station (delayed)	\$25 (Pool); \$50 (Opening Round, Quarter, Semi, Championship)
Non-Commercial	Same as Commercial	\$250/match/station (live or delayed)	Same as commercial

Radio/Television/Web Streaming - The broadcast of any tournament game is governed by NAIA broadcast policies as printed in the NAIA Policy Handbook. Broadcast rights fees are made payable to the host institution.

**Extra charge associated with any additional radio stations that pick up radio feed.*

For information relative to these policies, contact:

Brad Cygan, NAIA Director of Athletic Communications and Media
120 West 12th Street, Suite 700
Kansas City, MO 64105
BCygan@NAIA.org
(816) 595-8119

**SQUAD SIZE AND TEAM BENCHES**

Participating teams are limited to a maximum of 18 players in uniform. Roster changes are permissible between the opening round and the start of the final site competition but only in the event of injury, illness or family emergency. Replacements are permitted from among eligible athletes only.

The number of athletes in uniform shall not exceed the maximum number at the start of the contest. Failure to comply with squad limitations (18 eligible players in uniform) will result in forfeiture of the match to the opposing institution. A team's bench is limited to 25 persons, including all coaches (5) and Athletic Trainers (2).

Each institution shall submit an official postseason team roster with official party (found in the volleyball coaches' manual) to the NAIA Department of Championships.

TICKETS

Maximum ticket prices for national championship opening rounds are \$20 for adults and \$10 for students/youth.

The chief executive officers and athletic directors of the participating institutions are each provided two (2) complimentary tickets to the match.

NAIA members shall receive one complimentary ticket upon presentation of the NAIA card and appropriate identification. All cards are non-transferable. No other complimentary tickets should be issued to either participating institution.

An allotment of tickets for sale should be reserved for the participating institutions. The number of tickets designated for the traveling team's institution and the location of seating will be determined by the game administrator after consultation with both the host and traveling institution.

The traveling team's institution and fans should receive space in the competition facility comparable to that provided for the host institution.

UNIFORMS

Playing uniforms must be in accordance with NCAA rules. Participants shall wear exclusively the official uniform of their institution in competition and during related ceremonies. This applies to warm up shirts and uniforms.

The host team is designated the home team and will wear light-colored uniforms. For all sessions of the championship, teams must bring light and dark uniforms. It is suggested that institutions bring an extra uniform in the event the blood rule is applied.

IV. Match Specific Information**INTERVAL BETWEEN SETS OF A MATCH**

A maximum interval of three minutes is allowed between all sets of a match.

OFFICIAL BALL

The Baden Perfection NAIA-branded volleyball is the official NAIA volleyball and is the only ball to be used in all NAIA post season competition. Opening round host sites will receive four (4) complimentary championship volleyballs by the Friday prior to the match and shall be used for all national championship opening round play.



PLAYING RULES

The official NCAA Volleyball Rules are followed with exceptions:

Rules governing NAIA regular season and postseason play are the NCAA Rules, as modified. At publication here are the following exceptions:

1. Matches between NAIA institutions will follow an unlimited substitution rule.
2. Unlimited substitution applies whether a team uses a libero or not.
3. No requirement for two meters depth for the service area.

PRE-MATCH SCHEDULE

The following time schedule should be followed for all opening-round matches:

1. The playing area will be set up and available 60 minutes prior to the start of the opening round match.
2. Match administrators must ensure any non-playable areas used for warm-up are equally available to both teams.
3. Officials shall be required to report to the playing area at least 30 minutes prior to the start of the match. Their jurisdiction begins upon arrival at the court.
4. A countdown shall be started on the visible clock 60:00 prior to match time.
5. A coin toss shall be conducted with 30:00 remaining on the visible clock.
6. Pre-match protocol follows the following schedule:

First 41 minutes	Court available for shared warm up (visible clock time – 60:00 – 19:00)
30 minutes on clock	Coin Toss
19 minutes on clock	Visiting Team court
15 minutes on clock	Home Team court
11 minutes on clock	Visiting Team court
6 minutes on clock	Home Team court
1 minute on clock	Team huddle and announcements
0 minutes on clock	Match begins with national anthem and introductions

7. Team Introductions - Following team warm-up, the following protocol will be used for the national anthem and player introductions at opening rounds and for the quarterfinal, semifinal and final rounds.
 - The visiting team will be announced first. Players proceed from the team bench to end lines as their names are called. The announcer will begin with non-starters followed by starters and then coaches. All players (starters and non-starters) should line up on the endline.
 - Home team introductions follow visiting team introductions.
 - Referees are introduced after the home team.
 - The referee whistles for the captains and starters to go to center court to shake hands.
8. The public address announcer should begin opening remarks 20 minutes prior to match time. The NAIA shall provide scripts for sponsor and Champions of Character announcements during warm up and breaks in play.
9. At 15 minutes prior to game time, the public address announcer should recognize distinguished guests (where applicable).
 - a. The chief executive officers of the participating institutions
 - b. The directors of athletics of the participating institutions
 - c. Dignitaries from local government (mayor, city council member, etc.)
 - d. Conference commissioners/supervisor of officials/independent dignitaries in attendance
 - e. NAIA site supervisor
 - f. Host institution coordinator



Traveling Teams

EVALUATION

Within 15 days after participating in a national championship opening round, the traveling team shall submit an event evaluation form to the NAIA National Office.

EXPENSE REPORT

Within 15 days after participating in a national championship opening round, the traveling team shall submit the Traveling Team Expense Report Form with receipts to the NAIA National Office. The institution's president and the director of athletics will be notified when expense reports are not submitted within 15 days following the opening round competition.

Submitting incomplete or late expense reports may jeopardize the institution's eligibility for reimbursement.

TEAM TRAVEL

Qualifying institutions are responsible for making their own travel arrangements to the National Championship.

The Official Travel partner of the NAIA is Short's Travel Management. Please contact **Short's Travel (816-323-6405)** to book your travel arrangements.

Traveling teams are no longer required to receive a quote from Short's Travel to be eligible for postseason reimbursement.

Short's Travel has contacts with charter air travel as well as charter buses for ground travel.

HOUSING

The host institution arranges a hotel block of **15 double/doubles** for the traveling team's official party while at the competition site. The traveling team is financially responsible for the cost of the rooms and must provide receipts with the Traveling Team Expense Form to be eligible for reimbursement.

1. All traveling teams must stay at the designated hotel or assigned property in order to be eligible for the event and any reimbursement funds.
2. A team will have up to **15 rooms** available. However, a maximum of 8 double/doubles will be eligible for expense reimbursement.
3. For trips under 400 miles (one way), a maximum of 1 night stay will be eligible for reimbursement.
4. For trips between 400 and 750 miles (one way) a maximum of 2 nights stay will be eligible for reimbursement.
5. For Trips 750 miles or greater, a maximum of 3 nights stay will be eligible for reimbursement.