

Minor Officials Handbook



Volleyball 2019 - 2020



alberta colleges
athletic conference

Participating Institutions

Ambrose University
Briercrest College
Concordia University of Edmonton
GPRC
Keyano College
The King's University
Lakeland College

Lethbridge College
Medicine Hat College
NAIT
Olds College
Red Deer College
SAIT
University of Alberta-Augustana

*To be Canada's premiere collegiate athletic conference by developing and inspiring leadership
through excellence in academics, sport & citizenship*

Script for PA Announcers

Welcome message

Announce at the start of game #1, game #3 and game #5

To Our Fans.

(Name of College) Athletics and the ACAC are pleased to have your support during the ACAC's 55th Season. Thank you for your attendance, your encouragement of our student-athletes and your fan enthusiasm as we celebrate over a half century of offering the best post-secondary sport entertainment in Canada.

PLAYER OF THE GAME AWARDS

Announce several times during the game:

"At the conclusion of the game, please remain seated for the presentation of the ACAC PLAYERS OF THE GAME awards.

Procedure:

- Immediately following the game (**after** the handshake with each team and officials) instruct both teams to line up facing each other at the end line.
- Announce the purpose of the Award.
- Introduce presenters.

"The Alberta Colleges Athletic Conference and (Host College) are pleased to recognize today's / tonight's Players of the Game."

"From the visiting team (team name) with (include game stats), number _____ (athlete's name).

"From the home team (team name) with (include game stats), number _____, (athlete's name).

"Thank you for your attention. The teams may now proceed to shake hands."

Men's and Women's Volleyball Game Day Schedule

Home vs. Visitor-Date: _____

Event Manager: _____

Contact Number: _____

Home vs. Visitor: _____

Date: _____

Bus Parking and Team Arrival

Game Night Activities of Note

Team Room Assignments

Home: _____

Visitors: _____

Officials: _____

Gates Open

Evening 5:15 pm / Afternoon 12:15 pm

Pre-game Run Down (Women's Game):

Actual Time	Time on clock	Activity
Evening / Afternoon		
5:15 pm	12:15pm	45:00 Court Available for warm-up
5:30 pm	12:30pm	30:00 Clock starts
5:40 pm	12:40pm	20:00 Officials check net height
5:42 pm	12:42pm	18:00 Officials conduct coin toss
5:47 pm	12:47pm	13:00 Hitting begins for serving team
		Announce Roster (Do not announce scratches)
5:52 pm	12:52pm	8:00 Hitting Begins for receiving team
		Announce Roster (Do not announce scratches)
5:57 pm	12:57pm	3:00 Teams return to bench
5:57 pm	12:57pm	0:00 National Anthem
5:59 pm	12:59pm	0:00 Starters introduced- line up on end line
6:00 pm	1:00pm	0:00 Women's match begins

Pre-game Run Down (Men's Game):

Actual Time	Time on clock	Activity
TBD	20:00	Final Net Height Adjustment (Host staff responsible to set net)
START CLOCK AS SOON AS THE NET IS FINISHED, "NOT" FROM THE START OF NET ADJUSTMENT		
TBD	18:00	Officials conduct coin toss
TBD	17:00	Officials check net height
TBD	13:00	Hitting begins for serving team
		Announce Roster (Do not announce scratches)
TBD	8:00	Hitting Begins for receiving team
		Announce Roster (Do not announce scratches)
TBD	3:00	Teams return to bench
TBD	0:00	National Anthem
TBD	0:00	Starters introduced - line up on end line
TBD	0:00	Men's match begins

Player of the Game

Following the conclusion of the game, the player of the game ceremony will take place once teams have completed shaking hands and will proceed as follows:

- Teams will return to their respective benches
- As teams return to benches announce to audience to remain seated for player of the game
- Present Visiting Team winner
- Present Home Team Winner
- Both POG Winners shake hands and return to bench

Notable Change: Team handshake will precede POG announcements

GAME CHOREOGRAPHY (Court Activities for Women’s Game)

Promotion 1a

1st Set Break

Promotion 1b (5 minutes, if requested, prior to match, by home school event staff for promotion)

2nd Set Break

Promotion 1c

3rd Set Break (if necessary)

Promotion 1d

4th Set Break (if necessary)

GAME CHOREOGRAPHY (Court Activities for Men’s Game)

Promotion 2a

1st Set Break

Promotion 2b (5 minutes, if requested, prior to match, by home school event staff for promotion)

2nd Set Break

Promotion 2c

3rd Set Break (if necessary)

Promotion 2d

4th Set Break (if necessary)

VOLLEYBALL

INSTRUCTIONS TO OFF-COURT OFFICIALS

GENERAL REMARKS:

1. The first referee directs the match from beginning to end and has authority over all officials of the officiating crew and members of both teams. She/he controls the work of the ball retrievers and has power to decide any matter involving the game, including any matter not provided for in the rules.
2. Off-court officials should refrain from criticizing the work of any other official at any time.
3. Off-court officials should arrive 20 minutes prior to match time and be at court side by 15 minutes prior to start time.
4. Off-court officials should follow those instructions as stated in the volleyball rules book, current edition, which relate to scorer and linespersons.
5. Off-court officials should refrain from engaging in a social dialogue with spectators during the performance of their duties and show no bias to either the home or away team. Concentration should be focused on the task at hand.

DUTIES OF OFF-COURT OFFICIALS

The following extracts from the Volleyball Rule Book (1999-2000) relate to the Scorer's duties and responsibilities.

A. SCORER

The Scorer keeps the score sheet according to the rules, making all necessary recordings to control the game.

1. POSITION

The Scorer performs her/his duties seated at the scorer's table on the opposite side and facing the first referee.

2. AUTHORITY

- She/he records the time-outs and substitutions granted to each team and notifies the referee/umpire as required.
- She/he cooperates with the umpire, in controlling legal interruptions, the registrations on the score sheet and the reports to the first referee, coaches, and public.
- She/he signals the umpire of any errors in the teams' line-ups or in a team's service order. (Comment: that is, after they have served.)

3. RESPONSIBILITIES

Prior to the match and set, the Scorer:

- a) Records the data for the match and teams, according to authorized procedures, and secures the signatures of the captains and coaches.
- b) Receives the line-up sheets to record the starting line-up of each team. If she/he fails to receive the line-up sheets on time, she/he immediately notifies the umpire. Before the first service, the line-ups are a secret to everyone except the two referees and the scorer.

During the match, the Scorer:

- a) Records the points scored for each team and ensures that the scoreboard indicates the correct score.
- b) Records the time-outs and player substitutions, controlling their number, and informs the umpire of each.
- c) Controls the serving order of each team and indicates any error to the umpire immediately after the service hit.
- d) In each authorized game interruption, she/he notifies the umpire of the number of the time-outs and substitutions recorded for each team.
- e) Notifies the referees of an error in the rotation order of players or of a request for interruption that is out of order.
- f) Announces to the referees the change of courts at the end of each set and when a team scores the 8th point of the deciding 5th set.
- g) Records the sanctions, warnings, and penalties.
- h) Scorers should then be made aware that teams will be able to change their libero for the start of each new game.

At the end of the match, the Scorer:

- a) Completes the score sheet and records the final game results.
- b) Secures the signatures of the referees and those of the team captains.
- c) In case of protest, the Scorer writes or allows the writing on the score sheet, of the captain's personal statement in connection with the facts protested during the course of the game.
- d) Signs the score sheet.

B. LINE JUDGES

The line judge are responsible for signaling the faults assigned to them.

1. POSITION

- Four linesmen are compulsory for international matches. They stand in the free zone between 1 to 3 meters from each corner of the court, on the imaginary extension of the line they control.
- If only two line judges are used, they stand at the corners of the court closest to the right hand of each referee, diagonally at 1 to 2 m from the corner.

Comment: *They should stand 2 to 3 meters back from the corner. When a ball is hit toward their end or sideline, they should move directly behind the ball (toward the inside of that line) in order to make the best judgment.*

2. RESPONSIBILITIES DURING THE MATCH

- The line judge perform their duties by means of flag (40 X 40 cm) to signal:
 - a) When the ball falls inbound or touches a boundary line the flag is lowered, indicating **BALL IN.**
 - b) When the ball falls outside the boundary lines, the flag is raised, indicating **BALL OUT.**
 - c) When the ball falls "out" but was touched first by a player on the defending team, they raise their free hand to grasp the end of the flag, so that both hands are now on the flag, indicating **BALL TOUCHED.**
 - d) When the server steps out of the boundaries of the service zone as she/he hits the ball, they raise the flag and with the other hand point to both server and the end line.
 - e) When the ball crosses over, outside the space of the antenna above them, or touches them, they raise the flag, wave it and with the forefinger point to the antenna. It is primarily the linesman closest to the path of the ball that is responsible for the signal, indicating **BALL OUT.**
 - f) When any player (except the server) stepping outside of his/her playing court at the moment of the service hit. Line judge waves flag over their head and points to the line where the player has stepped outside the court **ROTATION FAULT.**
- When the first referee asks them, they must repeat their flag signal. Only the linesman in charge of the line nearest to the place where the ball lands or where the fault was committed makes the signal.
- The linesmen should endeavor to keep any obstructions (including spectators) free from the perimeter of the court to avoid interference with play.
- It is recommended that linesmen wear identifiable dress (i.e. white sweater and/or grey slacks).

C. STATISTICIAN

The Statistician records the match statistics and score according to the description provided herein.

It is recommended to supply two (2) spotters to record stats on pen & paper to be transferred to the statistical program at a later time. Otherwise a more advanced method, for direct statistical input into the statistical package, a spotter and a recorder/stats entry person is best for this statistical process.

1. POSITION

The statistician performs her/his duties from a location where the match can be observed free from obstruction and distraction. She/he may be seated at the scorer's table however; a lofty vantage point like the spectator seating area will under most circumstances provide much better view for statistic recording process.

2. RESPONSIBILITIES DURING THE MATCH

➤ Prior to the match and set, the Statistician:

Records the data for the match and team on the 'Volleyball Statistical Summary Sheet' according to the information entered on the official score sheet located at the scorer's table. **Please make sure that you have only the 14 players recorded on the official score sheet on your statistical summary sheet.**

➤ During the Match, the statistician:

- a) Keeps a record of the "*kills*" performed by each player on the court.
- b) Keeps a record of the "*assists*" performed by each player on the court.
- c) Keeps a record of the "*solo stuff blocks*" performed by each player on the court.
- d) Keeps a record of the "*service aces*" performed by each player on the court.
- e) Keeps a record of the "*digs*" performed by each player on the court.

➤ At the conclusion of the match, the Statistician:

- a) Completes the information at the top of the 'Volleyball Statistical Summary Sheet.'
- b) Enters the final statistical totals recorded by each player during the match beside her/his name on the 'Volleyball Statistical Summary Sheet.'
- c) Transfer/enters the statistics into the statistical program used by the ACAC.

3. STATISTICAL DEFINITIONS

The following statistics are kept when play is terminated. Termination of play means the defending team is unable to gain control (there may be 2-3 contacts by the defenders, however ball control is not established).

A. Kill – An attack terminating a rally resulting in a point or for the attacking team. The attack may force a digging error, fault, or termination of play.
E.g. Spike, tip, wipe-off, dump by setter

B. Assist - an assist is recorded when a player passes, sets or digs ball to a team mate who gets a kill

C. Stuff Block – A block causing a rally to terminate either by grounding of the ball on the attacking team's side or by a resulting forced error or termination of play (as above).

Note: Only one player involved in the block will receive credit for the stuff (solo) block.

- D. Service Ace** – A service, which terminates play and results in a point for the serving team. For example:
- Ball hits floor directly.
 - A fault is called (held or carried ball).
 - A receiving error is committed resulting in a second hit being unplayable.
 - Termination of play as per above.
- E. Dig** – A Dig is awarded to a player whenever they pass a ball which has been **attacked** by the opposition. Digs are only given when players receive an attacked ball and IT IS KEPT IN PLAY. Passed balls off of a serve or from a “free ball” are excluded and are not considered a dig
- F. Sets Played** – A match in volleyball is won by winning a total of 3 out of 5 sets for any team. A player appearing in any given set will be recorded as 1 set played. Each player can be recorded a maximum of once per set. The total sets played will be the addition of the sets each player appeared at least once in each set.

e.g. a starting player or a substituted player will be recorded as 1 in that particular set. If a returning “starter” is substituted back into the same set, they’re sets played do not increase since they have already been accounted for as a “starter”

*** RECOMMENDATIONS:**

1. A spotter and a recorder shall be employed as a stats crew.
2. Stats should be kept on another working form and then recorded neatly on the official software at the completion of the match.
3. **STATISTICIAN SHOULD UNDERGO TRAINING.**
4. If at all possible, one trained statistician should be employed throughout the season.

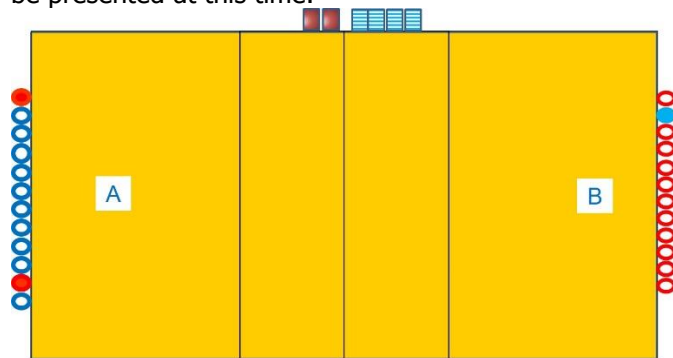
D. PUBLIC ADDRESS ANNOUNCER GUIDELINES (for all sports)

1. The following duties of the public address announcer at the ACAC competitions include the following:
 - a) Announcing a welcome to the game including reference to the Alberta Colleges Athletic Conference.
 - b) Announcing the starting line ups for the game beginning with the visiting team. The introductions shall include the coaches, and major officials for the game.
 - c) During the game, the announcer shall announce the number and name of the player who scores, serves, substitutes for another player, has a service ace, or stuff block at the end of the rally/termination of play. These are announced for both the home team and the visiting team.
 - d) Announcers may announce the match score and the match scoring highlights between sets. The final score and scoring highlights may be announced at the conclusion of the match.
 - e) If there is a Player of the Game Award, the announcer shall assist with the ceremony. At this time (and at other times during the event) sponsorship announcements shall be made.
 - f) After the game and presentations are completed, the announcer should thank the spectators for attending and remind them of upcoming action.

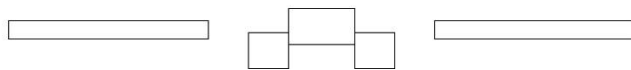
2. Post Competition Handshake Protocol

At the conclusion of each contest, the teams shall acknowledge each other, the game officials, and the spectators at the event for their effort and support as per OC, Article I, Section 3 – Ethics. This important aspect of the contest is the very essence of the competitive experience and therefore, should be of high profile. The intent is to have the home team shake the officials hand last. The following sequence shall be undertaken by all Conference teams at the conclusion of a contest:

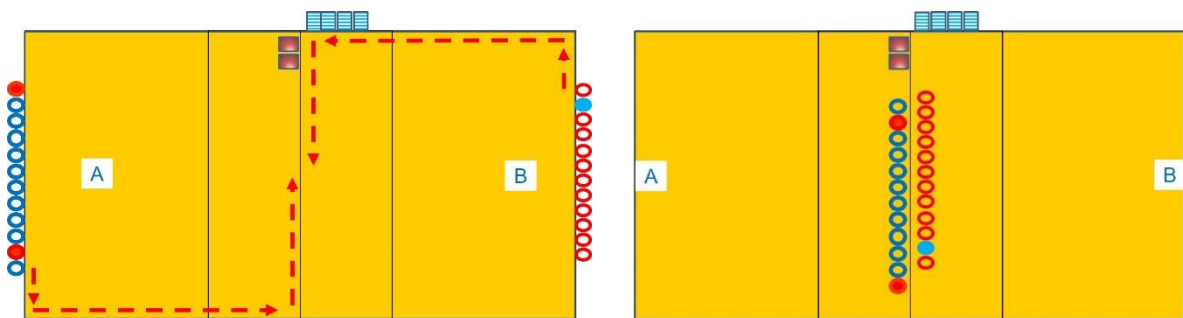
- 2.1 The public address announcer will ask the spectators to remain seated until the game-ending event is completed.
- 2.2 The teams (including coaches and staff), will then move to the “end line” of the playing surface and line up in a single file. The Player-of-the-Game award is to be presented at this time.



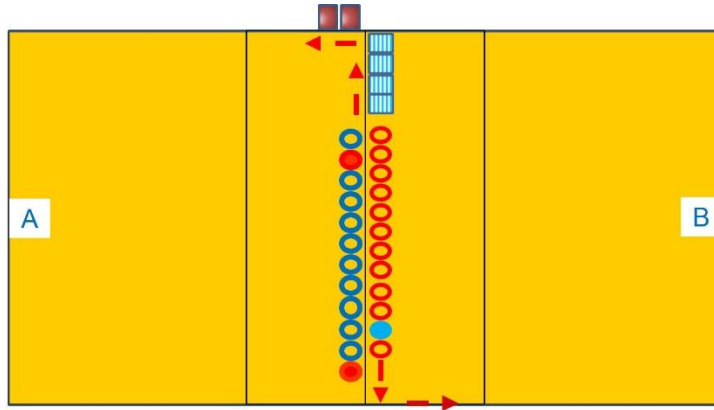
Teams and Referees during Player of the Game Protocol



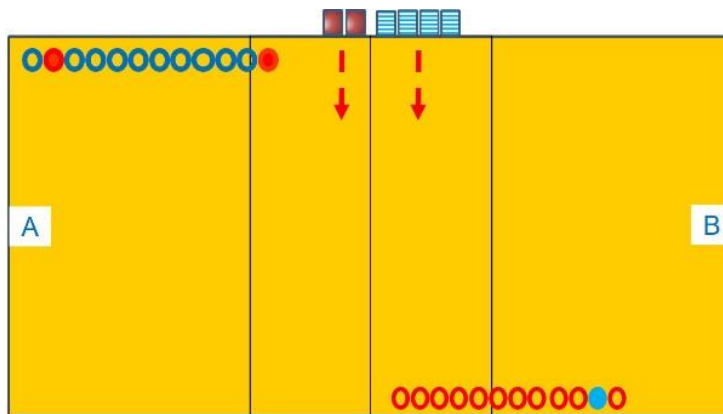
- 2.2 The team members will proceed to shake each opposition team member’s hand. This includes the coaches and staff of each team.
 - 2.2.1 The team on side B will move immediately to the Line Judges and shake hands. The team on side A will immediately move towards the net and walk towards the referees. The first and second referee will step into the court to shake hands with side B.



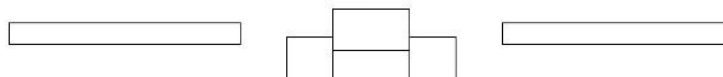
- 2.2.2 After the Line Judges shaking hands with the team on side B:
 The Line Judges will step into the court to shake hands with the team on side A.
 The first and second referee will return to their normal position to await side A.



- 2.2.3 Once the lead member on side A has shaken the hand of the last team member on side B, they will proceed to shake the hands of the Line Judges and Referees
- 2.2.4 After the last handshake, the referees will proceed to the Scorer's table to finish all match administrative duties.



Teams and Referees during the Handshake Protocol



- 2.4 It is important to keep the team members of the subsequent game from entering the playing area until the hand shake process is completed.
3. The duties of the public address announcer at the ACAC competitions **DO NOT INCLUDE** the following:
- a) Providing play-by-play coverage of the game (e.g. making comments like "what a great block!")
 - b) Providing color commentary for the event (e.g. "a bad pass by #11...")

- c) Providing a cheerleading role for the home team. It is assumed that encouraging fans to cheer is the responsibility of someone other than the public address announcer.
4. Suggested announcement by all PA Announcers at ALL games:

E.g. ***"To Our Fans.
The ACAC, Augustana Athletics and the Vikings are very happy to have your support during our games. We hope that this game will provide you with the opportunity to encourage and support the home team, our visiting team guests, and the officials. All of these individuals have put in great efforts to be able to participate – they deserve respect and to be treated with dignity. Remember – good sports make good sport ! Thank you."***

This may be announced approximately three or more times during the match. At the discretion of the game day staff, it is recommended to make the announcement during sets 1, 3 and 5 but additional announcements can be made if the match progresses quickly (i.e. the match only goes to 3 or 4 games out of 5)

E.g. Sets 1, 3, and 5 in a 5-set match, or Sets 1, 3, and 4 in a 4 set match.

These guidelines are intended to create a positive atmosphere at ACAC events and at the same time allow competition to proceed and be of great interest to fans. It is assumed that the public address announcer can be part of this interest by adding some special inflections of voice for the home team in introductions and scoring. At all times the public address announcer should refrain from utilizing the microphone to demean, degrade, or distract the visiting team. As well, it is understood that these guidelines will vary from sport to sport depending on the venue and competition.

SOCIAL MEDIA

As part of the ACAC Communications Plan, the ACAC recognizes the vital importance of participating in online conversations and offers the public service of posting information and content through social media applications.

Please keep in mind that as a representative of the ACAC (not the host institution or home team), it's expected that all hosts will protect the ACAC's reputation. The tone of the feed is positive, welcoming and informative. The overall goal is to provide followers with instant updates and equal exposure of all participating teams and generate more interest and excitement about the ACAC and its Championships.

The ACAC will send out Twitter and Instagram login information to each institution at the beginning of the season. If you require this information, please contact Alyssa Davies at 403-471-9923 or alyssad@acac.ab.ca.

TWITTER ACCOUNT TAKEOVER:

A. REGULAR SEASON

1. Host are **ENCOURAGED** to inform fans of the outcome of the volleyball game through live tweet *structured by sport (men or women's), final match score & set score, and winning team*
e.g. MVB: @TeamA 3 - @TeamB 2 (26-24, 25-19, 24-26, 13-25, 15-11) #ACAC
(it is encouraged to use the @name_tag of the team/sponsor to link the original tweet to the team)
2. Optional: the host may further inform fans of the score between sets *structured by sport (men or women's), match & game/set score, and winning team*
e.g. WVB: @TeamB 2 - @TeamA 1 (25-21, 20-25, 25-19) after three sets #ACAC
3. Tweet critical moments (i.e. meaningful timeout, record break, significant comeback, etc.)
4. Tweet technical difficulties (i.e. ACACtv)

B. CHAMPIONSHIP – mandatory

1. The host must inform fans of the outcome of the volleyball game through live tweet *structured by sport (men or women's), final match & set scores, and winning team*
e.g. MVB: @TeamA 3 - @TeamB 1 (26-24, 19-25, 25-18, 27-25) #ACAC
(it is encouraged to use the @name_tag of the team or @sponsor to link the original tweet to the team/sponsor)
2. The host must inform fans of the score between **SETS** *structured by sport (men or women's), score, and winning team*
e.g. WVB: @TeamB 1 - @TeamA 1 (25-19, 17-25) after 2 sets #ACAC
3. Tweet critical moments (i.e. meaningful timeout, record break, significant comeback, etc.)
4. Tweet technical difficulties (i.e. ACACtv)

INSTAGRAM ACCOUNT TAKEOVER:

1. On ACAC account: do not post any photos. Send them to the Communications Coordinator to ensure they match our branding and are quality content.
2. Encouraged, but not mandatory: feel free to use the Instagram story for photo updates that are timely and fun.

Please update both Instagram and Twitter with the final score of the game in a timely manner.

Member	Twitter Handle	Instagram Username
Ambrose University	@AmbroseLions	@AmbroseLions
Briercrest College	Individual Sports	@briercrestathletics
Concordia University of Edmonton	@CUE_athletics	@CUE_athletics
Grande Prairie Regional College	@gprcwolves	@gprcwolves
Keyano College	@keyanohuskies	@huskiesathleticsofficial
King's University	@kingseagles	@thekingsueagles
Lakeland College	@GoRustlers	@GoRustlers
Lethbridge College	@LC_Kodiaks	@LC_Kodiaks
MacEwan University	@MacewanGriffins	@MacewanGriffins
Medicine Hat College	@MHC_rattlers	@mhc_rattlers
NAIT	@naitooks	@naitooks
Olds College	@oldsbroncos	@oldsbroncos
Portage College	@WeAreVoyageurs	@portagecollege
Red Deer College	@rdcathletics	Individual Sports
SAIT	@sait_trojans	@sait_trojans
St. Mary's University	@stmuathletics	@stmulightning
University of Alberta - Augustana	@uofa_augvikings	@uofa_augvikings
Prairie Bible College	@prairiepilots	@prairiepilots

WOMEN'S VOLLEYBALL	MEN'S VOLLEYBALL
<p>Competitive Format: League Schedule</p> <p>Sport Convenor: Leigh Goldie (AMB)</p> <p>Phone: 780-933-3633</p> <p>Email: leigh.goldie@ambrose.edu</p> <p>Length of Season: October to February</p> <p>Championship Dates: Feb. 27-29, 2020 Host: Medicine Hat College</p> <p>Participating Colleges:</p> <ul style="list-style-type: none"> • Ambrose University • Briercrest College • Concordia University of Edmonton • GPRC • Keyano College • The King's University • Lakeland College • Lethbridge College • Medicine Hat College • NAIT • Olds College • Red Deer College • SAIT • U of A, Augustana <p>2018-2019 Team Champions: The King's University Eagles</p>	<p>Competitive Format: League Schedule</p> <p>Sport Convenor: Leigh Goldie (AMB)</p> <p>Phone: 780-933-3633</p> <p>Email: leigh.goldie@ambrose.edu</p> <p>Length of Season: October to February</p> <p>Championship Dates: Feb. 27-29, 2020 Host: Lethbridge College</p> <p>Participating Colleges:</p> <ul style="list-style-type: none"> • Ambrose University • Briercrest College • Concordia University of Edmonton • GPRC • Keyano College • The King's University • Lakeland College • Lethbridge College • Medicine Hat College • NAIT • Olds College • Red Deer College • SAIT • U of A, Augustana <p>2018-2019 Team Champions: SAIT Trojans</p>

The ACAC gratefully acknowledges our sponsors:



This guide is updated and published each year by the Alberta Colleges Athletic Conference. Any comments, questions, or suggestions can be forwarded to the ACAC Office at:

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Visit our website: www.acac.ab.ca

Watch us on: www.aactv.ca