

2018 MEN'S VOLLEYBALL CHAMPIONSHIP

April 14.19.21



HOST & PARTICIPANT HANDBOOK

BRIGHAM YOUNG • CONCORDIA IRVINE
GRAND CANYON • PEPPERDINE
STANFORD • UCLA • USC

2018 MEN’S VOLLEYBALL CHAMPIONSHIP HANDBOOK

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CHAMPIONSHIP POLICIES & PROCEDURES FOR HOST INSTITUTIONS & PARTICIPATING TEAMS

1. MPSF Championship Calendar

- April 7, Saturday Last day of MPSF conference competition
- **April 9, Monday** **Championship T-shirt Order Form (Appendix F) due to abeaird@mpsports.org**
- **April 10, Tuesday** **Quarterfinal Travel Roster Forms (Appendix B) due to host institutions & MPSF**
- **April 10, Tuesday** **Call with host institution event managers, administrators, SIDs 1:00-2:00pm**
- April 14, Saturday MPSF Quarterfinal matches at sites of top-4 finishing teams. *7:00pm local start
- April 16, Monday **Semifinal Travel Roster Forms (Appendix B) due to host institution & MPSF**
- April 19, Thursday MPSF Semifinal matches at home site of #1 seed
- April 21, Saturday MPSF Championship match at home site of #1 seed
- April 22, Sunday NCAA Selection
- *April 27 or 28 or* *Play-in matches at Host Sites TBD or*
- *May 1, Tuesday* *Play-in matches at Host Sites TBD*
- May 3, Thursday NCAA Semifinal matches at UCLA
- May 5, Saturday NCAA Championship at UCLA
- **May 7, Monday** **MPSF Post-season Conference Call, 11:00am – 1:00pm, Pacific**
- **May 9, Tuesday** **MPSF MVB Championship Forms Due to MPSF office (Appendices C & D)**

2. Tournament Format

The MPSF Men's Volleyball Championship Tournament is a seven-team single-elimination tournament which determines the Federation's automatic qualifier to the NCAA Championship. The #1 seed has a quarterfinal bye and shall host the semifinal and championship matches.

3. Team Selection

All seven teams shall qualify to compete in the MPSF Championship Tournament.

4. Tournament Seeding

Teams will be seeded one through seven based on their final MPSF match records. The tiebreakers below will be used to break any ties in seeding.

5. Tie Breaking Procedures

- Ties affecting the selection or seeding for the MPSF Championship Tournament shall be broken by applying the following procedures in the order presented:
 - The tie shall be considered broken as soon as one procedure produces a difference between or among the tied teams.
 - If a multiple tie has been broken and two or more teams remain tied the tiebreaker will revert back to #A - head-to-head record comparison, then down the tiebreaker procedure until the remaining tie is broken.
 - If two or more teams remain tied, the process shall begin again with head-to-head and on down the list until all ties are broken.
- A. Head-to-head record in MPSF match play between tied teams.
 - B. Highest percentage of MPSF sets won between tied teams.
 - C. Points scored divided by points allowed in MPSF matches between tied teams.
 - D. Percentage of sets won in all MPSF matches.
 - E. Total points scored in all MPSF matches divided by total points allowed in all MPSF matches.
 - F. Coin Toss

6. Host Institution Participant Handbook

Quarterfinal and Semi-final/Championship round hosts shall produce and distribute participant handbooks with specific information relative to their sites and facilities. Copies of these handbooks shall be sent to head coaches, administrators and SIDs of teams traveling to host sites, as well as the MPSF Executive Director, Media Relations Coordinator and Coordinator of Officials.

7. Conference Call – Pre-Tournament Call with Host Institutions Event Managers, Administrators, SIDs

- The pre-tournament conference call will take place on:
- [Wednesday, April 11, 11:00am-12:00pm Pacific.](#)
- [Dialin 530-881-1212, passcode 515-110-637#](#)
- Participation of event managers and sport supervisors of the four MPSF championship host institutions is required.
- The purpose of this call is to review the host portion of this handbook. Please review in advance.

8. Sites and Dates

Saturday, April 14:

Quarter-final matches shall take place at the home sites of teams seeded 2-4, with the #1 seed having a quarterfinal bye and hosting the semifinal and championship matches. The team seeded #7 shall play at the home site of the team seeded #2; #6 shall play at the home site of team #3; #5 shall play at the home site of #4. Quarterfinal winners shall advance to the semifinals at the home site of the #1 seeded team.

Thursday, April 19 & Saturday, April 21:

The semifinals and championship matches will take place at the home site of the #1 seeded team. Teams shall be reseeded after quarterfinals. The No. 1 seed will play the lowest remaining seed available after the quarterfinal round. The host institution of the semifinal and final matches shall play in the time slot which is determined to provide the best spectator draw after approval of the match times by the Federation's executive director.

9. Tournament Bracket

Quarterfinals - Saturday, April 14, 7:00pm home team local time:

- #1 seed bye
- Match 2: #5 seed at #4 seed
- Match 3: #6 seed at #3 seed
- Match 4: #7 seed at #2 seed

Semifinal Matches - Thursday, April 19, home site of #1 seed:

- Teams shall be reseeded after quarterfinals. If seeds hold:
 - Match 5 – Semifinal 1: #1 will play lowest remaining seeds (if seeds hold 1 vs. 4)
 - Match 6 – Semifinal 2: Remaining semifinal winners (If seeds hold Winners of Match 3 vs. Match 4)
- In order to provide the best fan support for the evening's competition the playing order of the semifinal matches shall be determined jointly by the host institution and the MPSF executive director. Semifinal winners will advance to the Championship Match.

Championship Match – Saturday, April 21, home site of #1 seed:

- Match 7 – 7:00pm – Semifinal winners advance to championship match

10. Match Times

- All quarter-final matches shall take place at 7:00pm local time.
- Times for the semifinals and finals will be established by the conference office in conjunction with the host institution.
- There will be two and one-half hours (2½) scheduled between the first and second semifinal matches, with the second match scheduled to start no later than 8:00pm of the host institution's local time zone.

11. Protocol – Pre-match and Between Semifinal Matches (*Appendix A – page 11*)

Prescribed timelines and protocol for MPSF Championship play.

12. Squad Size & Travel Party (*Appendix A – page 9*)

MPSF men's volleyball regulations stipulate that for the Federation championship tournament all competing squads, including those of host teams and traveling teams, shall be **limited to a maximum of 15 eligible student-athletes with 21 individuals allowed in the bench area**. Traveling teams may include coaches, statisticians and athletic trainers on their official travel rosters, but are limited to a maximum of 21 in the official travel party. For the MPSF Championship Tournament only, teams may include players over the limit of fifteen (15) and allow them to serve in a non-playing capacity. Upon email request to the Executive Director, administrators may request additional credentials as institutional representatives.

505.5.3 For MPSF Men's Volleyball Championship play only, players may serve in a non-playing capacity. Teams shall be allowed to suit-up 15 student-athletes for official pre-match warm-ups and championship competition, however, the bench limit is restricted to a maximum of 21 total participants, including all coaches and staff. The playing roster for that match must be declared to the tournament director at the time.

13. Team Bench – Designation & Authorized Bench Seating

Higher seeded teams shall start the matches in the team bench area designated by the host institution as the "home team bench." The higher seeded team shall be designated the "home team" on the scoreboard. The bench area will provide seating for 21 individuals (including a trainer).

Players and staff of the traveling or host teams who are not eligible to compete or who are not designated as a member of the 21-participant competition squad (bench roster) must be in the spectator section of the stands and shall not be allowed to change sides with their teams. Non-roster players and staff are not allowed to sit with their teams or be in the vicinity of their team's bench. Non-roster players and staff shall not be issued participant credentials. Players, team staff members, coaches and event management staff who do not immediately comply with this regulation are subject to immediate removal from the venue by MPSF or host event management staff. Host institution event management shall ensure compliance.

14. Officials

The MPSF Coordinator of Volleyball Officials shall assign the match referees, scorer, and lines persons for each Championship Tournament match. Championship officiating expenses will be paid directly by the conference office. Parking permits, credentials, a secure locker room, refreshments and sufficient security shall be made provided to officials assigned to MPSF championship tournament matches. Event managers shall personally meet with officials and provide a copy of the match itinerary/timeline.

15. Host Institution Neutrality

It is imperative that institutions hosting MPSF Men's Volleyball Championship matches maintain a neutral posture throughout championship competition, including those in which the host team is participating. Host neutrality shall be specifically discussed with host institution public address announcers who, along with event staff shall be reminded that MPSF Championship Tournament matches are MPSF events, not events

sponsored by the host institution despite their hosting responsibilities. Any promotions must be cleared by the Executive Director. No intermissions shall be allowed during matches unless requested by television. Band, cheer and dance squads shall follow protocol detailed in item #27 on page 7.

It is the responsibility of the host institution's event management staff to ensure their staff is conducting themselves in a neutral manner and in compliance with MPSF championship regulations and protocol.

16. Tickets - Pricing and Availability to Visiting Teams

Tournament match ticket prices shall be established by the host institution and shall be no less than regular season match ticket prices.

- The minimum adult ticket price shall be \$10.00
- The minimum student ticket price shall be \$5.00
- There shall be no complimentary admissions
- Host institutions shall set aside 10% of the available seating capacity for purchase by visiting teams up to 48 hours prior to the start of the first championship match
- All participating institutions will work with the host institutions to maximize the sale and utilization of available tickets.

17. Guest Tickets for Participating Institutions

- Participating institutions may purchase tickets for guests
- Player Guest Lists (alphabetized and typed) must be submitted to the host institution ticket manager 24 hours prior to the start of the contest.
- Per NCAA Bylaw 16.2.1.1.1., Player Guest Lists must be submitted for each day of competition.
- Recipients of player guest tickets (maximum of six per student-athlete) shall be required to present proper photo identification in order to pick up tickets
- Player guest tickets will be distributed beginning 60 minutes prior to the start of competition.
- Following the tournament, each institution purchasing guest tickets will be billed by the host institution for the total number of tickets used by guests.

18. Participant Passes & Seating Arrangements for Players/Coaches

- Each competing team shall be provided a maximum of 21 participant passes for 15 players, and any combination of six coaches, trainers, managers and administrators. Administrators may request additional credentials.
- At semi-final matches, teams losing their first scheduled match will be provided seating for subsequent games by the host institution should they choose to stay.
- The semifinal host institution shall provide an extended table or space on press row for the semifinals and finals, which seats at least 3 participating semifinal coaches who are not currently competing.
- The host institution of the semifinal and championship matches shall designate a team seating area prior to the event for non-competing participating teams.
- Each participating head coach shall receive two all-access credentials and two complimentary tickets to each match in which his team participates, as well as to the semifinal and championship matches.
- Each non-participating MPSF men's volleyball head coach shall receive a maximum of two (2) general admission tickets with accompanying credentials to allow access to the host institution's hospitality area for MPSF Championship semi-final and championship matches. These tickets/credentials will be made available at the Will Call window at the host institution's arena.

19. Uniforms

In MPSF Championship Tournament matches higher-seeded teams shall wear light colored uniforms and lower-seeded team shall wear dark uniforms.

20. Practice Times

Two hours of practice time shall be allowed each participating team on non-competition days with one-hour of practice allotted on match days. All teams will practice on the match court. Practice times shall be assigned based on seeding and travel schedule priority. Please provide the contact name, telephone number and email address of the administrator scheduling practice times.

21. Tournament Financial Policy & Host Revenue Report Form (Appendix D – page 14)

All tournament approved host institution expenses plus allowable participating team transportation expenses (not to include lodging or per diem), plus all related Federation expenses shall be deducted from aggregate tournament revenue. Any resulting net loss shall be divided and assessed to all teams participating in Federation conference play. Any resulting net gain may be divided and distributed to teams participating in the championship tournament based on a formula determined by the MPSF Executive Committee.

22. Transportation Expenses (See Team Transportation Expense Form Appendix C – page 13)

Teams shall be reimbursed, for up to 21 participants, the lower of actual transportation expenses (not to include lodging or per diem) or the allowable transportation expense defined by the Federation as a daily bus rate or a 21-day advance coach airfare for teams flying beyond the NCAA's 400-mile radius policy. Teams reimbursed for airfare will not be reimbursed for ground transportation. Teams may elect to fly within the 400-mile radius, but will only be reimbursed the predetermined daily bus rate or actual expenses up to the established standardized rate, whichever is less, starting with the day of the team's first official practice (the day prior to competition) and ending on the day following the team's elimination from competition. Failure to submit forms and receipts by the date indicated will jeopardize your team's reimbursement. Scan to pdf file and email to abeaird@mpsports.org.

Please note the following daily bus rates which will be applied to MPSF men's volleyball transportation reimbursement calculations. Obviously if a team is flying these rates do not apply. Teams flying will only be reimbursed airfare for their official travel roster of 21 and will not include any associated ground transportation. Teams flying will only be reimbursed for airfare is the driving miles equal 400 miles or more per NCAA travel regulations.

Please scan to pdf file & email the MVB Championship Team Transportation Expense Form (Appendix C) to abeaird@mpsports.org no Later Than May 10. Failure to submit this form by the date indicated will jeopardize your team's reimbursement

- ✓ The allowable bus rate will be the lower of actual expense or the figure noted below.
- ✓ Transportation expense forms must be accompanied by a copy of receipts or contracts, including those submitted for airfare.
- ✓ Bus rates will apply starting with the day of the team's first official practice (the day prior to competition) and end the last day of competition unless traveling from Northern California to Southern California or vice versa, in which case the day following the team's elimination from competition will also be included.

Daily Bus Reimbursement Rates

- Southern California teams to Stanford/vice versa \$2,000 per day
- Grand Canyon to Southern California host \$1,500 per day
- Southern California team to Southern California team \$1,000 per day
- ✓ All teams traveling to BYU are OK to fly, as is BYU to all other hosts institutions.
- ✓ Stanford to Concordia = 415 miles, OK to fly)
- ✓ Grand Canyon to Pepperdine Canyon = 401 miles, OK to fly)
- ✓ Grand Canyon to Stanford = 730 miles, OK to fly)

23. Post-Season Conference Call – Mandatory for Head Coaches

- The post-season coaches' conference call is scheduled for:
- [Monday, May 7, 11:00am-1:00pm Pacific.](#)
- [Dialin 530-881-1212, passcode 515-110-637#](#)
- **Mandatory participation of head coaches required. If a head coach cannot make the call the Executive Director must be notified prior to the call regarding a substitute. Teams not represented by a head coach shall not be allowed to vote. Head coaches of teams without representation will be fined \$500 with a letter of reprimand submitted to their Athletic Director.**
- Meeting details will be distributed to head coaches prior to the call.

24. Locker Room Assignments

Appropriate locker room assignments will be made for visiting teams and a separate private locker room will be provided for match officials.

25. Hotel Accommodations

Host institutions shall work well in advance to secure 14-room blocks for visiting teams advancing to the quarterfinal, semifinal and final rounds. Participating institutions are responsible for the rooms reserved by the host institution for the championship. If an institution prefers to stay in another hotel, it must (1) obtain a release of the rooms in writing from the hotel's general manager; or (2) use the rooms for persons accompanying the official travel party. In either case, the institution is responsible for securing arrangements at another property. If an institution fails to make satisfactory arrangements for the use of the rooms at the assigned hotel, it will be charged for those rooms. There shall be no opportunity for appeal should a traveling team not abide by the conditions of this policy.

26. Athletic Training

Host institutions shall make their athletic training facilities and staff available to visiting teams per standard protocol.

27. Scouting – See MPSF Regulations (Appendix H – page 19)

- Federation members participating in the sport of men's volleyball shall not be allowed to give or receive scouting information about a Federation member with any Non-Federation opponent. (1/99)
- If the Federation Championship Tournament or a portion of the Championship takes place at a single site, all participants may videotape all matches at that site. (5/01)
- Coaches shall abide by the current policy and guidelines established for video exchange. (5/10)
- In-person scouting of opponents in any match involving MPSF teams is not allowed.
Exceptions
 - a. Teams participating in tournaments may scout in-person any opponents in that tournament.
 - b. Once a team's season is concluded that team's coaches may watch matches.
- Sanctions for violation of this policy will be reviewed by the MPSF Commissioner's office.
- No information derived from in-person scouting shall be received by coaches from any source. Student-athletes may watch matches in which they are not participating, but may not scout in any manner. (5/09) (5/10)

505.9 COMPLIMENTARY TICKETS

505.9.1 Complimentary tickets or press box credentials for the purpose of opponent scouting are prohibited in the sports of men's volleyball per NCAA Bylaw 11.6.2.2.

28. Band | Music | Cheer (5/03, 5/05)

The host institution's event management staff is responsible for ensuring compliance with this policy.

A maximum of 30 band members plus the director; 12 uniformed cheerleaders and the sponsor, and one costumed mascot shall be admitted with a purchased ticket and be seated in areas designated by the tournament manager. Electronic musical instruments, artificial noisemakers, air horns, etc., may not be used. Bands or any component thereof, are not allowed to play while the contest is in progress nor in the arena during open practice. In addition, bands are not allowed to perform pep rallies in parking lots or concourses adjacent to the arena. Participating institutions without bands may use recordings of school fight songs during their designated time-out.

The protocol of playing opportunities is as follows:

- a. Period of team warm-up: Music provided by arena staff
 - b. National Anthem: Band of highest seeded team will be asked to play.
 - c. Team Introductions: No music
 - d. First time-out for each team per game: The band or taped fight song for the team calling the time-out shall be played.
 - e. Additional time-outs: Music played by bands present alternate playing with band of highest seed first. If only one band, that band may play during the remaining time-outs.
 - f. Time between games is allocated to band playing using the following allocation of time:
(If only one band, that band may play between all games)
 - Between games 1 and 2, band of highest seeded team
 - Between games 2 and 3, band of lowest seeded team.
 - Between games 3 and 4, band of highest seeded team
 - Between games 4 and 5, band of lowest seeded team.
 - g. Following match, the band of the winning team may play alma mater or fight song.
- **Seating:** For their team's match, band members will be seated in the seats in the end zones or in an area designated by the tournament manager. Bands and cheerleaders will be provided seating when their team is not playing.
 - **Designated Areas:** A maximum of 12 cheerleaders and/or pompon squad members and mascot are allowed on the floor at any one time when the match is not in progress. They shall otherwise remain in an area designated by the tournament manager. They are not permitted to roam the stands or the arena. Immediately after the conclusion of a game, the team mascot and cheerleaders will change ends of the court with their respective teams. They must stay on their team's half of the court. Mascots must stay out of spectator seating areas. Tape on the floor will designate boundaries for cheerleader areas.
 - **National Anthem:** There will be a National Anthem played at the beginning of each session and just prior to the introduction of the starting lineups.
 - **Distractions:** No air horns or artificial noisemakers are allowed, and bands may not play when the match is in progress. Cheerleaders must refrain from pounding megaphones on the floor. Small bands (10 members or fewer) may use reasonable electronic amplification. Bands and computerized noisemakers shall cease playing when the first referee's arm is extended in preparation to authorize service and must refrain from performing while the ball is in play.

- **Warm-up and Storage Space:** Cheerleader warm-up and band storage space will be available only if requested in advance and if the facility allows. There will be no dressing facilities available for the bands or cheerleaders. Both groups will have to use public restrooms.
- **Cheerleaders:** All cheerleading squads must conform to the guidelines set by the American Association of Cheerleader Coaches and Advisors (AACCA). Neither the NCAA nor the host institution shall be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of cheerleading squads, their activities, yells and stunts are solely the participating institutions' responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform. Tournament managers must inform participating institutions if the host facility has more stringent requirements. If so, the director of athletics at each institution must apprise his or her cheerleading squad of such requirements and ensure compliance. Cheerleaders will change ends of the court with their team. A warm-up area will be available only if requested in advance and if the facility allows.
- **Non-playing Participant Seating:** Teams and other individuals comprising the 21 members of the official traveling parties shall have designated seating when not participating.

29. Photography and Video

Flash photography is not allowed. Individuals using video cameras and still cameras with professional-style lenses are not allowed unless authorized in advance and issued appropriate credentials by the host institution. Credentialed photographers will be allowed to shoot only in areas designated by the MPSF in conjunction with the host institution. Use of strobe lights by credentialed photographers must be authorized in advance by the MPSF and the host institution. Failure to comply with these conditions is grounds for expulsion from the facility.

30. Official Team Roster (*Appendix B – page 12*)

Please complete and provide the host institution with your team roster and travel party list on the Official Team Roster/Participant Credential Form by the [Tuesday](#) prior to the quarter-final and [the Monday prior to semi-final matches](#) as indicated on the form and [on the MPSF Championship Calendar on page 2](#). Please note that team rosters are limited to 15 competing student-athletes and 21 maximum persons in the team bench area.

31. Event Itinerary

Host institutions shall produce an event itinerary including the attached pre-match protocol (*Appendix A – page 9*) and distribute at least one copy to each head coach and each official, including the scorekeeper.

32. Sportsmanship Announcement (*Appendix G – page 18*)

The Federation sportsmanship announcement shall be read immediately prior to the start of each match and as often as necessary in order to promote a safe competition environment.

33. Merchandising

Outside vendors authorized by the MPSF will be subject to a fee of 15% of gross proceeds payable to the Mountain Pacific Sports Federation. If the host institution has vendors who would like to participate in the championship tournament, have the tournament director contact the executive director. Express consent from the Federation's executive director must be given prior to participation.

34. Live Streaming

Each host institution will provide a live video stream which will be broadcast through CBS Sports Interactive and the MPSF channel at <http://www.mpsports.org/ot/mpsf-championships.html>. Host institutions shall not stream matches on their usual web portal as CBSi holds exclusive digital media rights for all MPSF championship events. Host institutions shall publicize the live stream on their websites and any information distributed regarding the championship tournament. The CBSi stream is a subscription service available to viewers for \$9.99 for a month or \$99.00 for an annual subscription.

Immediately, please have your producer contact CBSi's MPSF liaison Zach Booth, CBS Advanced Media, Manager Client Services, zachary.booth@cbsinteractive.com o: (760) 481-3602.

35. Sponsorships

The MPSF may have sponsor presence at the championship site. Generally, the MPSF will allow host site sponsors to maintain their presence. In the event there is a conflict, the MPSF sponsor shall have priority since the championship is a Mountain Pacific Sports Federation event, not an event of the host institution. If the host institution has sponsors who would like to participate in the championship tournament, have the tournament director contact the executive director. Express consent from the Federation's executive director must be given prior to participation. All promotions must be cleared by the Executive Director in advance.

36. Championship Trophy, All-Tournament and MVP Presentations

The MPSF will recognize an all-tournament team following the presentation of the championship trophy. Losing teams in the semifinals shall receive one selection. The losing team in the championship match shall receive two selections, and the MPSF Champion receive three selections, including the most valuable player award. In advance, the conference office will request selections from head coaches of teams participating in the semifinal matches. While the conference office is presenting the championship trophy, the host SID shall request selections from head coaches of teams in the championship match which will then be provided to the PA Announcer to read following the trophy presentation.

37. Championship Participant T-shirts – See Order Form Appendix F, Due April 9

Instituted in 2016, each team participating in the MPSF Men's Volleyball Championship tournament shall purchase MPSF championship T-shirts at a price of approximately \$11 per shirt. This policy was developed to ensure participants in all MPSF championship events receive mementos of equal quality and value.

Please fill out the attached Championship T-Shirt order form (Appendix C). This is not an optional amenity. If you elect not to order the shirts, your team will still be invoiced for 25 as part of your championship expense. Shirts will be shipped to each team after the quarterfinal round, except those teams participating in the semifinal will receive them on site. These shirts are performance quality and as such are somewhat more fitted than typical cotton or polyester T-shirts, so please order accordingly as we will not be swapping out or exchanging sizes.

MPSF MEN’S VOLLEYBALL PRE-MATCH PROTOCOL
Pregame Countdown for First and Championship Match

7:00 Start	Clock	Allotted Time	Action
• 5:30 pm	90:00	30 minutes	Open court
• 6:00 pm	60:00	15 minutes	Ball control, own side of net, no balls crossing the net
• 6:15 pm	45:00	10 minutes	Serve and pass only, no stretching on court, no pepper
• 6:25 pm	35:00		Coin Toss with Clock Stopped
• 6:25 pm	35:00	10 minutes	Visiting Team on Floor
• 6:35 pm	25:00	10 minutes	Home Team on Floor
• 6:45 pm	15:00	5 minutes	Visiting Team on Floor
• 6:50 pm	10:00	5 minutes	Home Team on Floor
• 6:55 pm	5:00	5 minutes	National Anthem, Team Introductions (international protocol)
• 7:00pm	0:00		Match Begins

Notes:

- Home team chooses its bench.
- Coin Toss will take place 35 minutes prior to the match start time with clock stopped.
- No ball handling on the playing area by the team off the court.
- National Anthem: International protocol shall be used for introduction of teams and officials and for the national anthem. All players shall line up at center court and face their respective benches with referees and linespersons in the middle between teams; team captains shall be on the 3-meter line with starting libero next in line followed by the remaining players by order of jersey number. When a team has two liberos, the second libero will be the last player in the team presentation line. After the anthem, players shall shake hands of the opposing team and return to their benches. Introductions shall commence with the visiting team announce first.
- Each host institution shall have balls and carts on the court(s) at 90 minutes prior to the official start time of the match with the court in game-ready condition including nets.
- Host institution SID shall provide visiting teams and officials with official match itinerary/protocol prior to the game.
- The host institution SID will provide visiting team with a copy of the match scoresheet and box score immediately following the match and will immediately post the match result on that institution’s website and convey the results to the MPSF’s volleyball media relations contact **Darren Preston** at dp725@sbcglobal.net.
- Host institutions shall provide 30 properly inflated balls and two ball carts, or if there is a separate warm-up court available, the host team shall provide balls and a ball cart on the warm-up court.
- Intermissions: allowed but not mandated.
- Celebrations or promotions such as Senior Night, etc., are not allowed for MPSF championship competition.

*Any changes to above protocol must be approved by both coaches and the conference office no later than one-week prior to the match and will be noted on the pre-match itinerary distributed to both head coaches, the officials, the scorer’s table and game management personnel. **With the express consent of the Executive Director, this protocol may be altered to accommodate television broadcast production requirements.***

- Time Outs shall be **75 seconds in duration unless altered by television broadcast needs.**

Timing between Semifinal Matches

The countdown clock shall start 36 minutes before the appointed start time of the second semifinal match and after both teams from the first match have cleared the court, approximately 5 minutes after the conclusion of the first semifinal:

- 36:00 to 26:00 Lower seed entire court – unshared (10 minutes)
- 26:00 to 16:00 Higher seed entire court – unshared (10 minutes)
- 16:00 to 8:00 Lower seed entire court – unshared (8 minutes)
- 8:00 to 0:00 Higher seed entire court – unshared (8 minutes)
- 0:00 Introductions using international protocol

2018 MPSF CHAMPIONSHIP TEAM ROSTER FORM

Team/Institution: _____

TEAM PARTICIPANTS – 21 Maximum on Travel Roster

- Each team may designate a maximum of 21 individuals to receive participant credentials.
- Of this 21, a maximum of 15 may be designated for participating competition-eligible student-athletes.
- Up to 6 credentials may be designated at the institution's discretion for non-participants.
- Non-participants must have a specific affiliation with the team in order to be issued a bench credential.
- The MPSF will provide transportation expense reimbursement for up to 21 participants.

MEN'S VOLLEYBALL PLAYERS ONLY (Maximum 15)	CREDENTIALLED NON-PLAYERS (Maximum 6 coaches, trainers, physicians, managers, SID)
1.	Name Position w/Team
2.	1.
3.	2.
4.	3.
5.	4.
6.	5.
7.	6.
8.	
9.	<i>Note: The travel roster may include up to 15 competition-eligible student-athletes but the total travel roster may not exceed 21 individuals.</i>
10.	
11.	
12.	
13.	
14.	
15.	

FLIGHT INFORMATION

Arrival Date: _____ Time: _____ Airline: _____ Flight #: _____

Departure Date: _____ Time: _____ Airline: _____ Flight #: _____

TRANSPORTATION/LODGING INFORMATION

Number of rental cars/vans: _____ Bus: _____

Team Hotel: _____ Phone # _____

Head Coach: _____ Cell #: _____

Asst. Coach: _____ Cell #: _____

Fax this form to the tournament director when the host institution is determined for the appropriate round. The tournament director or the MPSF office will provide you with the fax number.

MPSF MVB CHAMPIONSHIP TEAM TRANSPORTATION EXPENSE FORM

Coach Submitting Form: _____ Team: _____

Championship Event: MVB Qfinal / Semifinal / Champ. Host Institution: _____
Circle one

Head Coach Signature: _____ Date Submitted: _____

*Please scan to pdf file & email to abeird@mpsports.org no later than **May 8, 2018**
 Include all supporting documentation*

Failure to submit this form by the date indicated will jeopardize your team's reimbursement

^Number in official travel party listed on this form must conform to that submitted to the host institution on the MPSF Official Championship Travel Squad Form from championship handbook for this event which is 21, including 15 competing student-athletes.

Your institution may submit one of the three options indicated below as reimbursable transportation expense. This completed form must be accompanied by a verifiable copy of receipts or contracts. In the event there is net revenue available from this championship event, all or a portion of this transportation expense may be reimbursed. In the event of a negative net revenue situation from this championship, all institutions participating in this sport may be assessed a pro rata portion of the negative revenue total.

MODE OF TRANSPORTATION – CHOOSE ONLY ONE

AIRFARE: \$ _____ per 21-day advance round trip coach fare* *(Include copy of receipt or contract)*
 *Applicable only when travel is over 400 miles between your institution and host institution published addresses as noted by mileage sheet compiled by the MPSF office.

x _____ ^Number in official travel party \$ _____

OR

BUS CHARTER: ACTUAL EXPENSES

Verifiable actual expense \$ _____
(Include copy of receipt or contract)

OR

VAN: ACTUAL EXPENSES

Verifiable actual expense \$ _____
(Include copy of receipt or contract)

 Supervising Administrator Name

 Title

 Supervising Administrator Signature

 Date

*Please scan to pdf file & email to abeird@mpsports.org no later than **May 8, 2018**
 Please include all supporting documentation
 Failure to submit this form by the date indicated will jeopardize your team's reimbursement*

2018 MPSF MVB CHAMPIONSHIP HOST REVENUE REPORT

Host Institution _____ Opponent _____

Match Date _____ First-Round _____ Semis _____ Finals _____
(check one)

TICKET SALES

No. Tickets Sold		Ticket Price	Subtotals	Totals
_____	@	\$ _____	= \$ _____	
_____	@	\$ _____	= \$ _____	
_____	@	\$ _____	= \$ _____	
_____	@	\$ _____	= \$ _____	\$ _____

OTHER REVENUE *(itemize on separate sheet)* \$ _____

TOTAL REVENUE \$ _____

EXPENSES \$ _____

(Itemize on separate sheet to accompany this completed form)

NET REVENUE (LOSS) \$ _____

Report Submitted By

Name

Title

Signature

Date

Please scan to pdf file & email to abeaird@mpsports.org no later than May 9, 2017
Please include all supporting documentation
Failure to submit this form by the date indicated will jeopardize your team's reimbursement

Final disposition of championship budget details will be communicated by June 1, for reconciliation prior to June 30 fiscal year end.

MPSF CHAMPIONSHIP GUEST TICKET LIST - (Page 1 of 2)

APPENDIX E

BILLING INFORMATION - Please type or print clearly

DATE: _____ SCHOOL: _____

Name: _____ Phone: _____ Email: _____

NAME (Last Name, First Name)

SIGNATURE

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Submit via email to host institution ticket manager no later than 24 hours prior to contest

MPSF CHAMPIONSHIP GUEST TICKET LIST - (Page 2 of 2)
Please type or print clearly - use additional sheets as necessary

DATE: _____ SCHOOL: _____

NAME (Last Name, First Name)	SIGNATURE
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Submit via email to host institution ticket manager no later than 24 hours prior to contest

MPSF CHAMPIONSHIP T-SHIRT ORDER FORM

Due to Al Beard – Monday, April 9

Team: _____

Championship: **2017 Men’s Volleyball**

Date Form Submitted: _____

Submitted By: _____

Cell & email: _____

T-shirt Description:

- Heather grey, 50/50 blend, short-sleeved with MPSF logo and championship details.

Instructions:

- This is a new program for MPSF championships providing all championship participants with T-shirts.
- Your team must submit an order as this is not an optional championship amenity.
- All T-shirts are adult unisex sizes. Please order accordingly.
- Teams will be charged \$11 per shirt – no maximum.
- Should you not submit an order by the indicated date, your program will still be invoiced \$280 in your team’s championship expense share.
- Shirts will be shipped to teams after the quarterfinal round except those teams participating in the semifinal round may pick them up on site. See Al Beard for your team’s allotment.
- Please indicate the number of shirts for each size below.
- **Submit form by completing, scanning and emailing to Al Beard abeard@mpsports.org**
- Order must be submitted by **Monday, April 9** to provide sufficient lead time.

Adult Small: _____

Adult Medium: _____

Adult Large: _____

Adult XL: _____

Adult XXL: _____

Adult 3XL: _____

Other Size(s): _____ please indicate the Adult Size (no XS).

TOTAL _____

MPSF SPORTSMANSHIP ANNOUNCEMENT

In the interest of sportsmanship and fair play the Mountain Pacific Sports Federation encourages fans to support teams and officials in a positive manner and to refrain from directing derogatory comments toward participants. Profanity, racial or sexist comments, or other intimidating actions directed toward event participants will not be tolerated and are grounds for immediate removal from this competition.

Mountain Pacific Sports Federation regulations do not allow spectators to change seats when teams change benches, however, cheer squad members and mascots shall move with their teams.

The use of artificial noisemakers is prohibited and such items will be confiscated if cooperation with event management staff is not immediately forthcoming. The consumption or possession of alcoholic beverages, tobacco products and other illegal substances is prohibited and constitutes grounds for removal. Non-compliance with MPSF and host institution seating and conduct policies are also grounds for removal.

The Mountain Pacific Sports Federation thanks you in advance for your cooperation.

MPSF Bylaw 505 - MPSF MEN'S VOLLEYBALL REGULATIONS

2017-18

505.1 FEDERATION CHAMPIONSHIP

505.1.1 The Mountain Pacific Sports Federation shall be composed of a single division for play in the sport of volleyball.

505.1.2 Federation Conference Schedule

The Federation conference schedule shall consist of a 12-match format, playing home and away against each team.

505.1.2.3 Any scheduling changes proposed after the schedule has been adopted must be mutually agreed upon by the institutions and the Federation's Executive Director. (6/11)

505.1.3 Championship Tournament Format

The Federation Championship shall be determined by a single-elimination post-season tournament culminating two Saturdays prior to the NCAA Championships.

505.1.3.1 The site of the semifinal and final rounds of the championship tournament shall be at the home site of the top-seeded team after the conclusion of the conference season.

505.1.3.3 All seven teams shall compete in the championship tournament, with seeds based on their Federation won-loss record after the conclusion of the conference schedule.

505.1.3.4 Seeding

Teams participating in the championship tournament shall be seeded one through seven based on their Federation conference records. (5/99)

505.1.3.5 Privileges of the Top-Seeded Team

The top-seeded team shall have a quarterfinal bye during the MPSF Championship Tournament (5/17)

505.1.3.6 Play-In Match

There shall be no play-in matches in the MPSF Championship Tournament. (5/08)

505.1.3.7 Quarterfinal Tournament Matches

The number seven-seeded team shall compete at the home site of the number two-seeded team; the number six-seeded team shall compete at the home site of the number three-seeded team; and the number five-seeded team shall compete at the home site of the number four-seeded team. Quarterfinal matches shall start at the same time as the host institution's regular conference match start times. (5/08)

505.1.3.8 Semifinal Tournament Matches

The No. 1 seeded team after completion of the regular season shall host the MPSF championship semifinal and final matches. Winners of the quarterfinal matches shall advance to the semifinal round at the home site of the MPSF's top-seeded team on the Thursday preceding Saturday's Federation Championship match. **The No. 1 seed will play the lowest remaining seed available. The other two remaining highest seeds will compete in the other semifinal.** The start time of the semifinal matches shall be determined by the

Federation's executive director in conjunction with the host institution, with priority given to television broadcast considerations. (5/08)

505.1.3.9 Championship Match

Semifinal match winners shall advance to the MPSF Championship Match which will take place **two Saturdays prior to the** NCAA Tournament. The start time of the final match shall be determined by the Federation's executive director in conjunction with the host institution, with priority given to television broadcast considerations.

505.1.3.10 Tiebreakers

Ties affecting the seeding for the MPSF Championship Tournament shall be broken by applying the following procedures in the order presented:

- The tie shall be considered broken as soon as one procedure produces a difference between or among the tied teams.
- If a multiple tie has been broken and two or more teams remain tied, the tiebreaker will revert to #A: head-to-head record comparison, then down the tiebreaker procedure until the remaining tie is broken.
- If two or more teams remain tied, the process shall begin again with head-to-head and on down the list until all ties are broken. (5/01).
 - A. Head-to-head record in MPSF conference matches play between tied teams.
 - B. Highest percentage of MPSF conference sets won in the matches played between tied teams.
 - C. Points scored divided by points allowed in MPSF conference matches between tied teams.
 - D. Percentage of sets won in all MPSF matches.
 - E. Total points scored in all MPSF matches divided by total points allowed in all MPSF matches.
 - F. Coin toss.

505.1.3.11 Tournament Champion

The winner of the MPSF Championship Tournament will be the Federation Champion and receive the automatic berth to the NCAA Tournament.

505.2 PRE-MATCH PROTOCOL (4/02, 12/04, 5/05, 4/06, 9/07/, 1/08, 5/09, 5/10, 6/14)

The following pre-game time schedule shall be followed for all Federation volleyball matches: Courts shall be game ready with the net set up and available for both teams to begin pre-match warm-up ninety minutes (1½ hours) prior to the match start time. For one portion of the warm-up period, the court will be shared by both teams with each having one side. Coaches shall set-up their shared court warm-ups and jump serving with student-athlete safety in mind. Courtesy shall be provided to opponents during shared-court warm-ups. Note: With the express consent of the Executive Director, this protocol may be altered to accommodate television broadcast production requirements.

See Pre-Match Countdown Protocol for a 7:00 p.m. match on the next page

PRE-MATCH PROTOCOL for 7:00pm start time:

7:00 Start	Clock	Allotted Time	Action
• 5:30 pm	90:00	30 minutes	Open court
• 6:00 pm	60:00	15 minutes	Ball control, own side of net, no balls crossing the net
• 6:15 pm	45:00	10 minutes	Serve and pass only, no stretching on court, no pepper
• 6:25 pm	35:00		Coin Toss with Clock Stopped
• 6:25 pm	35:00	10 minutes	Visiting Team on Floor
• 6:35 pm	25:00	10 minutes	Home Team on Floor
• 6:45 pm	15:00	5 minutes	Visiting Team on Floor
• 6:50 pm	10:00	5 minutes	Home Team on Floor
• 6:55 pm	5:00	5 minutes	National Anthem, Team Introductions (international
• 7:00pm	0:00		Match Begins

Notes:

1. Home team chooses its bench.
2. Coin Toss will take place 35 minutes prior to the match start time with clock stopped.
3. No ball handling on the playing area by the team off the court.
4. National Anthem: International protocol shall be used for introduction of teams and officials and for the national anthem. All players shall line up at center court and face their respective benches with referees and linespersons in the middle between teams; team captains shall be on the 3-meter line with starting libero next in line followed by the remaining players by order of jersey number. When a team has two liberos, the second libero will be the last player in the team presentation line. After the anthem, players shall shake hands of the opposing team and return to their benches. Introductions shall commence with the visiting team announce first.
5. Each host institution shall have balls and carts on the court(s) at 90 minutes prior to the official start time of the match with the court in game-ready condition including nets.
6. The host institution SID shall provide visiting teams and officials with the official match itinerary/protocol prior to match.
7. The host institution SID will provide visiting team with a copy of the match scoresheet and box score immediately following the match and will immediately post the match result on that institution's website and convey the results to the MPSF's volleyball media relations contact Darren Preston at dp725@sbcglobal.net.
8. Host institutions shall provide 30 properly inflated balls and two ball carts, or if there is a separate warm-up court available, the host team shall provide balls and a ball cart on the warm-up court.
9. Intermissions: allowed, not mandated. MPSF members shall declare whether an intermission will take place at their home matches or not. It is inappropriate for an institution to have an intermission for one opponent but not others.
10. Celebrations or promotions such as Senior Night, etc., must start promptly at 7:00pm or the designated match start time, and will be limited to no more than five minutes maximum. Activities of longer duration may take place at the end of the match. Such events shall be noted on the game itinerary and the opposing coach shall be notified 24 hours in advance.

Any changes to above protocol must be approved by both coaches and the conference office no later than one-week prior to the match and will be noted on the pre-match itinerary distributed to both head coaches, the officials, the scorer's table and game management personnel.

Time Outs shall be 90 seconds in duration with a warning whistle to be blown at 75 seconds.

- Each team shall receive two timeouts of 90-seconds per set.
- There shall be a media timeout in sets 1 through 4 when the first team reaches 15 points.

- In set 5, the media timeout will be taken when the first team reaches 8 points.
- The media timeout (90 seconds) will be cancelled if either team calls a timeout prior to the scheduled media timeout. If media determines a time out is not necessary, both teams shall defer to the producer's decision.
- The timing of timeouts shall be worked out with attendant media (including TV, radio and internet) and a timeline shall be provided to participating teams in a pre-match itinerary sheet.

MEDIA TIMEOUTS – see additional information ADDENDUM #1

505.3 GAME BALLS

505.3.1 Official MPSF Ball

The Molten V5M5000-3N NCAA Flistatec is the official ball of the Federation.

505.3.2 Balls, Carts Available for Warm-ups

The host institution shall provide 30 balls (same brand and inflation as game balls) and two ball carts on the court(s) at 5:30pm or one and one-half hours prior to the official match start time; or if there is a separate warm-up court available, the host team shall also provide balls and a ball cart on the warm-up court.

505.4 BALL ROTATION

505.4.1 The following three-ball rotation system shall be used in all Federation volleyball matches.

1. A different ball is used for each rally.
2. The two balls not in play are held by the ball person in the right back position, one on each side of the court.
3. Balls are circulated to the person in right back who does not have a ball during play. Balls are always rolled from corner to middle to corner. This circulation is done as fast and as inconspicuously as possible.
4. When not chasing or rolling balls shaggers should place themselves out of sight lines of spectators.

505.5 TRAVEL REGULATIONS

505.5.1 Squad-size

The squad limit for Federation conference volleyball matches shall be limited to **fifteen (15)** eligible student athletes, **both at home and on the road.** (5/08, 6/09, **2/18**)

505.5.2 Player Limitations

During regular season MPSF Conference Matches, only the **15** players designated on the e-scoresheet are allowed to play, however for the home team there is no limit as to how many players may be on the bench or allowed to warm-up.

Notes:

- 1.** For MPSF Conference matches on the road, teams may not travel more than **15** student-athletes.
- 2.** If a road trip involves both a conference and non-conference match, teams may not suit-up more than **15** student-athletes for the conference match.

505.5.3 Player Limitations – Championship Tournament

For MPSF Men's Volleyball Championship play only, players may serve in a non-playing capacity. Teams shall be allowed to suit-up 15 student-athletes for official pre-match warm-ups and championship competition, however, the bench limit is restricted to a maximum of 21 total participants, including all coaches and staff. The playing roster for that match must be declared to the tournament director at the time. (5/08) (6/11)

505.5.3.1 Non-Roster Player Limitations – Championship Tournament

Players and staff of the traveling or host teams who are not eligible to compete or who are not designated as a member of the 21-participant competition squad (bench roster) must be in the spectator section of the stands and shall not be allowed to change sides with their teams. Non-roster players and staff are not allowed to sit with their teams or be in the vicinity of their team's bench. Non-roster players and staff shall not be issued participant credentials. Players, team staff members, coaches and event management staff who do not immediately comply with this regulation are subject to immediate removal from the venue by MPSF or host event management staff. (5/16)

505.6 OFFICIALS

505.6.1 All match officials and linespersons shall be assigned by the Federation's coordinator of volleyball officials. (9/93)

505.7 SCOREKEEPERS AND MEDIA RELATIONS DIRECTORS

505.7.1 All MPSF men's volleyball institutions shall use the NCAA electronic scoresheet. (6/11)

505.7.2 The host institution shall provide the NCAA statistical form and scoresheet to the visiting team within one-half hour of the end of the match. The host institution must post the box score on its athletic department website after each home match. (4/02)

505.7.3 Game Statistics

The host institution shall provide at least two competent adults (not redshirts) per team (total of four) knowledgeable of NCAA volleyball statistics to keep the game stats.

505.8 SCOUTING

505.8.1 No Federation member participating in the sport of men's volleyball shall be allowed to give or receive scouting information about a Federation member with any Non-Federation opponent. (1/99)

505.8.2 Videotaping of Tournament Matches

If the Federation Championship Tournament or a portion of the Championship takes place at a single site, all participants may videotape all matches at that site. (5/01)

505.8.3 Videotape Exchange

Coaches shall abide by the current policy and guidelines established for video exchange. (5/10)

505.8.4 In-Person Scouting (9/06) (5/10)

505.8.4.1 In-person scouting of opponents in any match involving MPSF teams is not allowed.

505.8.4.2 Exceptions to 505.8.4.1:

- a. Teams participating in tournaments may scout in-person any opponents in that tournament.
- b. When a team's season is concluded coaches from that team may watch matches.

505.8.4.3 Sanctions for violation of this policy will be reviewed by the MPSF Commissioner's office.

505.8.4.4. No information derived from in-person scouting shall be received by coaches from any source. Student-athletes may watch matches in which they are not participating but may not scout in any manner. (5/09) (5/10)

505.9 COMPLIMENTARY TICKETS

505.9.1 Complimentary tickets or press box credentials for the purpose of opponent scouting are prohibited in the sports of men's volleyball per NCAA Bylaw 11.6.2.2.

505.9.2 Number of Complimentary Tickets

A total of forty (40) complimentary tickets for seats shall be provided for the visiting team in volleyball. Under no circumstance are any of these 40 tickets to be resold. (4/02) (5/05) (5/10)

505.9.3 Championship Credentials for Coaches

During MPSF Championship semifinal and finals matches, each MPSF head coach shall receive two all-access credentials with access to the host institution's hospitality area. For MPSF quarterfinal matches, non-participating coaches shall receive two general admission tickets each available at will call. Coaches shall email the host institution's tournament director one day prior to the match. (4/06) (6/11)

505.10 UNIFORMS

505.10.1 For televised matches, the home team in all Federation volleyball matches must wear light colored jerseys, while the visiting team must wear dark colored jerseys unless otherwise mutually agreed upon in advance by the two institutions' Directors of Athletics or their designees.

505.10.2 For conference matches, the home team shall wear light colored uniforms and traveling teams shall wear dark colored uniforms unless otherwise agreed upon by the coaches. (5/15)

505.11 CONTRACTS

505.11.1 There shall be no financial guarantees between institutions in Conference volleyball contracts.

505.12 GAME MANAGEMENT

505.12.1 During matches spectators may not change sides with their teams. (4/02)

505.12.2 Event managers shall make an explicit effort to introduce themselves to all members of the officiating crew, so they are aware of the institution's contact person in the event of need during a contest. Game managers shall make themselves readily available at all times during contests. (5/09)

505.12.3 Event managers shall provide a 10-minute period after each match where spectators are not allowed on the court for teams to warm down without distraction or interference. (5/10)

505.13 HOST INSTITUTION CHAMPIONSHIP RESPONSIBILITIES

505.13.1 The top-seeded team remaining after the quarter-final round shall host the semifinals and finals matches which determine the Federation volleyball champion. Prior to the semifinal round, the host institution shall produce a participant manual based on the Federation's tournament handbook and championship regulations.

505.13.1.1 Host institutions shall work well in advance to secure 14-room blocks for visiting teams advancing to the quarterfinal, semifinal and final rounds. Participating institutions are responsible for the rooms reserved by the host institution for the championship. If an institution prefers to stay in another hotel, it must (1) obtain a release of the rooms in writing from the hotel's general manager; or (2) use the rooms for persons accompanying the official travel party. In either case, the institution is responsible for securing arrangements at another property. If an institution fails to make satisfactory arrangements for the use of the rooms at the assigned hotel, it will be charged for those rooms. There shall be no opportunity for appeal should a traveling team not abide by the conditions of this policy.

505.13.2 Alcohol shall not be sold during MPSF Championship events.

505.14 GAME DAY PRACTICES

If the visiting team requests practice time for the day prior to the contest the home team shall make every attempt to provide or arrange for practice time in the game (or other suitable) facility. Requests must be made a minimum of three weeks prior to the contest. If the visiting team requests practice time for the day of the contest the home team must accommodate them in the game facility for a minimum of one hour. If the game facility is not available for the visiting team but time is reserved for the home team then the home team shall either share time with the visitors or use the alternate site as well. The visiting team should contact the home team as soon as is possible if it intends to cancel any practice time that has been reserved. Practice shall be closed to all rostered staff and student-athletes from the opposing team. (5/13)

Addendum # 1**MPSF MVB Media Timeouts**

Media timeouts will only be conducted for matches which are being televised and shall not be conducted when live streaming only.