

SLVA OPERATIONAL MANUAL.

SCARBOROUGH LADIES VOLLEYBALL ASSOCIATION

Last Updated: April 2, 2023

Table of Contents

1	Overview	1
2	Contact Information	2
3	Captain's Update (Circulated annually in September)	3
4	Season Play Dates.....	5
5	Weekly Schedule	6
6	Play-off Structure.....	13
7	SLVA Checklist for Referees.....	15

1 Overview

This manual contains documentation for day-to-day running of the Scarborough Ladies Volleyball Association. The Executive members in charge of the various activities use it and members of the association should refer to it to fulfill membership requirements. Through the season and as new developments arise, information about the league is available at: www.slva.ca.

2 Contact Information

Executive 2019/2020				
Position	Name	Phone #	E-Mail address	Team
President	Veronica Utton	905.626.6301	veeutton@gmail.com	Invado
Treasurer	Cathy Hintermeister	416.873.0787	cathy@vanhinter@yahoo.ca	Sugar&Spike
On Leave	Ruth-Claire Alinas	416.450.8302	rcalinas@hotmail.com	Shockers
VP Scheduling, Statistics &Equipment	Georgina Handrinos	416.697.7418	geohand14@yahoo.com	nicePASS
Secretary	Sharon McPherson	905.767.7209	sharonmcperson@sympatico.ca	Serves You Right
Member at large	Lisa Caparelli		zavacapa@hotmail.com	No Bull
Member at large	Wendy Christiansen		christiansenwendy@ymail.com	Hot Flashes
Member at large	Shari Michaelson		smichae332@me.com	Bite Me
Member at large	tba			

3 Captain's Update (Circulated annually in September by electronic mail)

Be sure to familiarize to and point your team members to this operational manual so all can be aware of the leagues operations.

Captain's Meeting Not Required

- Please review the 2022/2023 Season Update circulated in September by electronic mail.

Need New/Substitute Players?

- The league secretary, Sharon McPherson has compiled a list of potential new and/or substitute players. While reference to the list was shared in the Season Update, you are free to contact Sharon at sharonmcperson@sympatico.ca for access to the list through the season. Note that skills have not been evaluated; this will be left to you and your team to determine during the three-week trial period.

Team Registration, Waiver, Release & Indemnity

- Provided to each Captain as an attachment to the Season Update message circulated by email
 - Ensure all players complete the Team Registration (it includes a click box waiver agreement)
 - Your Team Registration should be submitted to the [Vice President Scheduling & Statistics](#) by **October 5, 2022**.
 - **Your team will not be permitted to play in the absence of your Team Registration, which will result in a score of "0" (zero) for each game that your team forfeits.**

Team Fees

- **The team fee for the 2022/2023 season is \$1250**
- Your team balance, if any, and as per the team balances report, provided by the [Treasurer](#), is due with your Team Registration
- In an effort to be paperless, your e-transfer should be received **no later than EOD October 5, 2022**
- E-transfer funds to cathyvanhinter@yahoo.ca
- If you have questions about your team balance, please contact Cathy Hintermeister at cathyvanhinter@yahoo.ca

Game Balls

- The Executive will provide balls for league play – one per court. **Please ensure the court ball is returned to the game ball bag at the end of each night of play.**

Team Captain Expectations:

- To uphold the Constitution, By-Laws and Playing Rules and to support and participate in league operations and activities
- To share all information, you receive with your team members (i.e. Constitution, Play Dates, Game Schedule, Meeting Notices, League Updates, etc.)
- To ensure each team member reads, understands and commits to league rules.
- To fully complete the game score sheet with details requested; clearly indicate whether a player is or is not to be added to your team roster
- If on a late game schedule, your team wins, ensure the equipment box is locked at the end of each night of play
- When possible, please assign a player as a scorekeeper
- To bring any safety concerns to the attention of the Executive as soon as possible

4 Season Play Dates

2022

2023

SEPTEMBER

29 Exhibition/Practice Night

OCTOBER

6 Week 1
 13 Week 2
 20 Week 3 - Realignment
 27 **Permit Cancelled**

NOVEMBER

3 Week 4
 10 Week 5
 17 Week 6 - Realignment
 24 Week 7

DECEMBER

1 Week 8
 8 **Permit Cancelled**
 15 Weather Cancellation
 22 **Permit Cancelled**
 29 **Permit Cancelled**

JANUARY

5 **Permit Cancelled**
 12 Week 9 - Realignment
 19 Week 10
 26 Week 11

FEBRUARY

2 Week 12 - Realignment
 9 Week 13
 16 Week 14
 23 Week 15 - Realignment

MARCH

2 Week 16
 9 Week 17
 16 **March Break**
 23 Week 18 - Realignment
 30 **Permit Cancelled (AGM)**

APRIL

6 **Permit Cancelled**
 13 Play-offs Week 1
 20 Play-offs Week 2
 27 Snow Day

5 Weekly Schedule

Week 1

TIME	COURT #1	COURT #2	COURT #3	COURT#4
6:30-7:00	NETS UP & WARM-UP			
7:00-7:41	A1 VS. A2	A3 VS. A4	B1 VS. B2	B3 VS. B4
7:45-8:26	A1 VS. A3	A2 VS. A4	B1 VS. B3	B2 VS. B4
8:26-8:30	WARM-UP			
8:30-9:11	C1 VS. C2	C3 VS. C4	D1 VS. D2	D3 VS. D4
9:15-9:56	C1 VS. C3	C2 VS. C4	D1 VS. D3	D2 VS. D4

Week 2

TIME	COURT# 1	COURT# 2	COURT# 3	COURT# 4
6:30-7:00	NETS UP & WARM-UP			
7:00-7:41	D1 VS. D4	D2 VS. D3	C1 VS. C4	C2 VS. C3
7:45-8:26	D1 VS. D2	D3 VS. D4	C1 VS. C2	C3 VS. C4
8:26-8:30	WARM-UP			
8:30-9:11	B1 VS. B4	B2 VS. B3	A1VS. A4	A2 VS. A3
9:15-9:56	B1 VS. B2	B3 VS. B4	A1 VS. A2	A3 VS. A4

Week 3

TIME	COURT #1	COURT #2	COURT #3	COURT#4
6:30-7:00	NETS UP & WARM-UP			
7:00-7:41	B2 VS. B4	B1 VS. B3	A2 VS. A4	A1 VS. A3
7:45-8:26	B1 VS. B4	B2 VS. B3	A1 VS. A4	A2 VS. A3
8:26-8:30	WARM-UP			
8:30-9:11	D2 VS. D4	D1 VS. D3	C2 VS. C4	C1 VS. C3
9:15-9:56	D1 VS. D4	D2 VS. D3	C1 VS. C4	C2 VS. C3

Re-alignment

Week 4

TIME	COURT# 1	COURT# 2	COURT# 3	COURT# 4
6:30-7:00		NETS UP & WARM-UP		
7:00-7:41	C3 VS. C4	C1 VS. C2	D1 VS. D2	D3 VS. D4
7:45-8:26	C2 VS. C4	C1 VS. C3	D1 VS. D3	D2 VS. D4
8:26-8:30		WARM-UP		
8:30-9:11	A3 VS. A4	A1 VS. A2	B1 VS. B2	B3 VS. B4
9:15-9:56	A2 VS. A4	A1 VS. A3	B1 VS. B3	B2 VS. B4

Week 5

TIME	COURT #1	COURT #2	COURT #3	COURT#4
6:30-7:00		NETS UP & WARM-UP		
7:00-7:41	B2 VS. B3	B1 VS. B4	A1 VS. A4	A2 VS. A3
7:45-8:26	B3 VS. B4	B1 VS. B2	A1 VS. A2	A3 VS. A4
8:26-8:30		WARM-UP		
8:30-9:11	D1 VS. D4	D2 VS. D3	C2 VS. C3	C1 VS. C4
9:15-9:56	D1 VS. D2	D3 VS. D4	C3 VS. C4	C1 VS. C2

Week 6

TIME	COURT# 1	COURT# 2	COURT# 3	COURT# 4
6:30-7:00		NETS UP & WARM-UP		
7:00-7:41	C2 VS. C4	C1 VS. C3	D1 VS. D3	D2 VS. D4
7:45-8:26	C1 VS. C4	C2 VS. C3	D2 VS. D3	D1 VS. D4
8:26-8:30		WARM-UP		
8:30-9:11	A1 VS. A3	A2 VS. A4	B2 VS. B4	B1 VS. B3
9:15-9:56	A2 VS. A3	A1 VS. A4	B1 VS. B4	B2 VS. B3

Re-alignment

Week 7

TIME	COURT #1	COURT #2	COURT #3	COURT#4
6:30-7:00		NETS UP & WARM-UP		
7:00-7:41	B1 VS. B2	B3 VS. B4	A3 VS. A4	A1 VS. A2
7:45-8:26	B1 VS. B3	B2 VS. B4	A2 VS. A4	A1 VS. A3
8:26-8:30		WARM-UP		
8:30-9:11	D1 VS. D2	D3 VS. D4	C3 VS. C4	C1 VS. C2
9:15-9:56	D1 VS. D3	D2 VS. D4	C2 VS. C4	C1 VS. C3

Week 8

TIME	COURT# 1	COURT# 2	COURT# 3	COURT# 4
6:30-7:00		NETS UP & WARM-UP		
7:00-7:41	C2 VS. C3	C1 VS. C4	D1 VS. D4	D2 VS. D3
7:45-8:26	C3 VS. C4	C1 VS. C2	D1 VS. D2	D3 VS. D4
8:26-8:30		WARM-UP		
8:30-9:11	A1 VS. A4	A2 VS. A3	B2 VS. B3	B1 VS. B4
9:15-9:56	A1 VS. A2	A3 VS. A4	B3 VS. B4	B1 VS. B2

Week 9

TIME	COURT #1	COURT #2	COURT #3	COURT#4
6:30-7:00		NETS UP & WARM-UP		
7:00-7:41	B1 VS. B3	B2 VS. B4	A2 VS. A4	A1 VS. A3
7:45-8:26	B2 VS. B3	B1 VS. B4	A1 VS. A4	A2 VS. A3
8:26-8:30		WARM-UP		
8:30-9:11	D2 VS. D4	D1 VS. D3	C1 VS. C3	C2 VS. C4
9:15-9:56	D1 VS. D4	D2 VS. D3	C2 VS. C3	C1 VS. C4

Re-alignment

Week 10

TIME	COURT# 1	COURT# 2	COURT# 3	COURT# 4
6:30-7:00		NETS UP & WARM-UP		
7:00-7:41	C1 VS. C2	C3 VS. C4	D3 VS. D4	D1 VS. D2
7:45-8:26	C1 VS. C3	C2 VS. C4	D2 VS. D4	D1 VS. D3
8:26-8:30		WARM-UP		
8:30-9:11	A1 VS. A2	A3 VS. A4	B3 VS. B4	B1 VS. B2
9:15-9:56	A1 VS. A3	A2 VS. A4	B2 VS. B4	B1 VS. B3

Week 11

TIME	COURT #1	COURT #2	COURT #3	COURT#4
6:30-7:00		NETS UP & WARM-UP		
7:00-7:41	B2 VS. B3	B1 VS. B4	A1 VS. A4	A2 VS. A3
7:45-8:26	B3 VS. B4	B1 VS. B2	A1 VS. A2	A3 VS. A4
8:26-8:30		WARM-UP		
8:30-9:11	D2 VS. D3	D1 VS. D4	C2 VS. C3	C1 VS. C4
9:15-9:56	D3 VS. D4	D1 VS. D2	C3 VS. C4	C1 VS. C2

Week 12

TIME	COURT# 1	COURT# 2	COURT# 3	COURT# 4
6:30-7:00		NETS UP & WARM-UP		
7:00-7:41	C1 VS. C3	C2 VS. C4	D2 VS. D4	D1 VS. D3
7:45-8:26	C2 VS. C3	C1 VS. C4	D1 VS. D4	D2 VS. D3
8:26-8:30		WARM-UP		
8:30-9:11	B1 VS. B3	B2 VS. B4	A1 VS. A3	A2 VS. A4
9:15-9:56	B2 VS. B3	B1 VS. B4	A2 VS. A3	A1 VS. A4

Re-alignment

Week 13

TIME	COURT #1	COURT #2	COURT #3	COURT#4
6:30-7:00		NETS UP & WARM-UP		
7:00-7:41	A1 VS. A2	A3 VS. A4	B1 VS. B2	B3 VS. B4
7:45-8:26	A1 VS. A3	A2 VS. A4	B1 VS. B3	B2 VS. B4
8:26-8:30		WARM-UP		
8:30-9:11	C1 VS. C2	C3 VS. C4	D1 VS. D2	D3 VS. D4
9:15-9:56	C1 VS. C3	C2 VS. C4	D1 VS. D3	D2 VS. D4

Week 14

TIME	COURT# 1	COURT# 2	COURT# 3	COURT# 4
6:30-7:00		NETS UP & WARM-UP		
7:00-7:41	D1 VS. D4	D2 VS. D3	C1 VS. C4	C2 VS. C3
7:45-8:26	D1 VS. D2	D3 VS. D4	C1 VS. C2	C3 VS. C4
8:26-8:30		WARM-UP		
8:30-9:11	B1 VS. B4	B2 VS. B3	A1VS. A4	A2 VS. A3
9:15-9:56	B1 VS. B2	B3 VS. B4	A1 VS. A2	A3 VS. A4

Week 15

TIME	COURT #1	COURT #2	COURT #3	COURT#4
6:30-7:00		NETS UP & WARM-UP		
7:00-7:41	B2 VS. B4	B1 VS. B3	A2 VS. A4	A1 VS. A3
7:45-8:26	B1 VS. B4	B2 VS. B3	A1 VS. A4	A2 VS. A3
8:26-8:30		WARM-UP		
8:30-9:11	D2 VS. D4	D1 VS. D3	C2 VS. C4	C1 VS. C3
9:15-9:56	D1 VS. D4	D2 VS. D3	C1 VS. C4	C2 VS. C3

Re-alignment

Week 16

TIME	COURT# 1	COURT# 2	COURT# 3	COURT# 4
6:30-7:00		NETS UP & WARM-UP		
7:00-7:41	C3 VS. C4	C1 VS. C2	D1 VS. D2	D3 VS. D4
7:45-8:26	C2 VS. C4	C1 VS. C3	D1 VS. D3	D2 VS. D4
8:26-8:30		WARM-UP		
8:30-9:11	A3 VS. A4	A1 VS. A2	B1 VS. B2	B3 VS. B4
9:15-9:56	A2 VS. A4	A1 VS. A3	B1 VS. B3	B2 VS. B4

Week 17

TIME	COURT #1	COURT #2	COURT #3	COURT#4
6:30-7:00		NETS UP & WARM-UP		
7:00-7:41	B2 VS. B3	B1 VS. B4	A1 VS. A4	A2 VS. A3
7:45-8:26	B3 VS. B4	B1 VS. B2	A1 VS. A2	A3 VS. A4
8:26-8:30		WARM-UP		
8:30-9:11	D1 VS. D4	D2 VS. D3	C2 VS. C3	C1 VS. C4
9:15-9:56	D1 VS. D2	D3 VS. D4	C3 VS. C4	C1 VS. C2

Week 18

TIME	COURT# 1	COURT# 2	COURT# 3	COURT# 4
6:30-7:00		NETS UP & WARM-UP		
7:00-7:41	C2 VS. C4	C1 VS. C3	D1 VS. D3	D2 VS. D4
7:45-8:26	C1 VS. C4	C2 VS. C3	D2 VS. D3	D1 VS. D4
8:26-8:30		WARM-UP		
8:30-9:11	A1 VS. A3	A2 VS. A4	B2 VS. B4	B1 VS. B3
9:15-9:56	A2 VS. A3	A1 VS. A4	B1 VS. B4	B2 VS. B3

Re-alignment

Week 19

TIME	COURT #1	COURT #2	COURT #3	COURT#4
6:30-7:00		NETS UP & WARM-UP		
7:00-7:41	B1 VS. B2	B3 VS. B4	A3 VS. A4	A1 VS. A2
7:45-8:26	B1 VS. B3	B2 VS. B4	A2 VS. A4	A1 VS. A3
8:26-8:30		WARM-UP		
8:30-9:11	D1 VS. D2	D3 VS. D4	C3 VS. C4	C1 VS. C2
9:15-9:56	D1 VS. D3	D2 VS. D4	C2 VS. C4	C1 VS. C3

Week 20

TIME	COURT# 1	COURT# 2	COURT# 3	COURT# 4
6:30-7:00		NETS UP & WARM-UP		
7:00-7:41	C2 VS. C3	C1 VS. C4	D1 VS. D4	D2 VS. D3
7:45-8:26	C3 VS. C4	C1 VS. C2	D1 VS. D2	D3 VS. D4
8:26-8:30		WARM-UP		
8:30-9:11	A1 VS. A4	A2 VS. A3	B2 VS. B3	B1 VS. B4
9:15-9:56	A1 VS. A2	A3 VS. A4	B3 VS. B4	B1 VS. B2

Week 21

TIME	COURT #1	COURT #2	COURT #3	COURT#4
6:30-7:00		NETS UP & WARM-UP		
7:00-7:41	B1 VS. B3	B2 VS. B4	A2 VS. A4	A1 VS. A3
7:45-8:26	B2 VS. B3	B1 VS. B4	A1 VS. A4	A2 VS. A3
8:26-8:30		WARM-UP		
8:30-9:11	D2 VS. D4	D1 VS. D3	C1 VS. C3	C2 VS. C4
9:15-9:56	D1 VS. D4	D2 VS. D3	C2 VS. C3	C1 VS. C4

Realignment

Season Standing and Play-offs

6 Play-off Structure

Play-off Week 1

TIME	COURT #1	COURT #2	COURT #3	COURT#4
6:30-7:00	NETS UP & WARM-UP			
7:00-8:22	C1 VS. C4 WIN: E LOSS: EE	C2 VS. C3 WIN: F LOSS: FF	D1 VS. D4 WIN: G LOSS: GG	D2 VS. D3 WIN: H LOSS: HH
8:22-8:28	WARM-UP			
	LATE GAMES BEGINS AS SOON AS EARLY GAMES ARE COMPLETED			
8:28-9:50	A2 VS. A3 WIN: J LOSS: JJ	B2 VS. B3 WIN: L LOSS: LL	B1 VS. B4 WIN: K LOSS: KK	A1 VS. A4 WIN: I LOSS: II

Early games default is declared

- after 10 minutes after the start time (7:10)
- after 10 minutes after 7:10 (7:20)
- after 10 minutes after 7:20 (7:30)

Late games default is declared

- after 10 minutes after the start time (8:38)
- after 10 minutes after 8:38 (8:48)
- after 10 minutes after 8:48 (8:58)

Play-off Week 2

TIME	COURT #1	COURT #2	COURT #3	COURT#4
6:30-7:00	NETS UP & WARM-UP			
7:00-8:22	KK VS. LL WIN: B-3 LOSS: B-4	GG VS. HH WIN: D-3 LOSS: D-4	II VS. JJ WIN: A-3 LOSS: A-4	EE VS. F WIN: C-3 LOSS: C-4
8:22-8:28	WARM-UP			
	LATE GAMES BEGINS AS SOON AS EARLY GAMES ARE COMPLETED			
8:28-9:50	E VS. F WIN: C-1 LOSS: C-2	G VS. H WIN: D-1 LOSS: D-2	K VS. L WIN: B-1 LOSS: B-2	I VS. J WIN: A-1 LOSS: A-2

Early games default is declared

- after 10 minutes after the start time (7:10)
- after 10 minutes after 7:10 (7:20)
- after 10 minutes after 7:20 (7:30)

Late games default is declared

- after 10 minutes after the start time (8:38)
- after 10 minutes after 8:38 (8:48)
- after 10 minutes after 8:48 (8:58)

Standings after Play-offs

7 SLVA Checklist for Referees

- 1) Referees will set-up the nets. The winning team of the last set of the match are required to take down the nets and put all equipment away at the end of the evening's play, placing league items into the designated storage box. Game balls should be collected at the end of the evening's play and stored in the ball bag. A designated referee should return the ball bag to the storage locker for safe-keeping.
- 2) A five-minute period of grace is allotted to games scheduled to begin at **7:00p only**. A team that does not have five players on the court at the start of scheduled play is in default. The second game of the match will be in default at 7:15p. A team that does not have five players on the court at 7:15p will be in default of game 2. If the teams still want to play, the referee is expected to referee but the team in default will lose and in instances of a defaulted game, the score will be 15-0.
- 3) Referees must officiate fairly and consistently, so that both teams are judged equally.
- 4) Referees must check to ensure that the scores entered on the score sheets are clear.
- 5) Referees must be aware of By Law 3 of the SLVA constitution, which states:
 - a) The referee shall be responsible for the timing of the games, as determined by the Executive.
 - b) No time outs shall be called during the last 2 minutes of play. The referee in charge will call out loudly when there are 2 minutes remaining.
 - c) Both the captain and the referee must sign the score sheet. If there is a dispute, it has to be settled on the spot and then can be recorded on the score sheet. The referee must be an impartial participant in any dispute and is responsible to ensure that scores are accurate, even if s/he is not the one flipping the numbers. If available, please call an executive member to join the discussion.
 - d) All players' names must appear on the score sheet.
 - e) Each team will play 4 sets a night, 2 sets each against 2 different teams. First set of each match will be played to 25 points. Second set to 25 points or to the end of regulation time.
 - f) The referees will be responsible for putting up the nets before each play date.
 - g) The team that wins the last set of the match is responsible for taking down the net at the end of each play date.
- 6) Referees must also be aware of By Law 5 of the SLVA constitution, which states:
 - a) Any disqualifications, suspensions or defaults shall be left up to the discretion of the referees.
 - b) Players who are ejected from the League or play-off game by a referee, are to leave the playing area immediately, failing which, the referee shall award the game to the opposition and the referee shall report the incident to the executive of the S.L.V.A. for further review.

- c) Suspensions may occur in the following circumstances:
- i) Unsportsmanlike behaviour, including behaviour detrimental to the safe enjoyment of the game for any player.
 - ii) Wilful intent to injure, including, physical violence, verbal abuse, deliberate distraction of an opposing team member during play.
 - iii) Deliberate misuse of League equipment, or abusing League Rules.
- d) All disqualifications, suspensions and defaults must be reported to an SLVA Executive member immediately and if necessary, the Executive will investigate the complaint or infraction.
- e) A decision will be handed down to the Team Captain within fourteen (14) days of the incident.
- f) All S.L.V.A. Executive decisions are final.

7) Referees must adhere to the weekly schedule outlined below.

(a) To allow for maximum playing time, the following schedule is in effect:

	Early – Match 1	Early –Match 2	Late – Match 1	Late – Match 2	NOTE
Game 1 & 2	7:00 – 7:41	7:45 - 8:26	8:30 - 9:11	9:15 - 9:56	Late starts will NOT influence the end-times.

- The Warm-up for early matches starts at 6:30, we cannot enter the gym prior to that.
- Warmup prior to the late match will begin promptly following the completion of early matches
- Minimal time is allowed for change of court.

- 8) The Rules of volleyball apply as set out in the “C.V.A. Rule Book” as updated annually, with the exception of the deciding game in play-offs. This rule will not affect S.L.V.A. play off games.
- a) The OVA’s Net Fault rule was adapted by majority vote at the 2009 AGM effective January 7th, 2010
 - b) SLVA **has not** adapted the ‘playing the ball off the ceiling’ rule as is currently in force in the USA.