

KW Co-ed Volleyball League

Mission and Operating Bylaws

The Kitchener Co-ed Volleyball League provides co-ed recreational volleyball for adults in the Golden Triangle area. The league shall foster and promote the participation, recreation and sportsmanship aspects of co-ed volleyball.

1. LEAGUE MEMBERSHIP

- (a) The league shall be comprised of teams in good standing. Good standing will be defined as conforming to the rules and lawful decisions of the league, and following league playing and financial obligations to the satisfaction of the league.
- (b) As a condition of its membership in the league, a team implicitly endorses the League Constitution, Bylaws, and Rules.

2. LEAGUE ADMINISTRATION

- (a) The League will be administered by a Board of Directors (or Executive Committee), and shall be comprised of a Convener, a Division Coordinator for each division, a Secretary/Treasurer and a Web Site Administrator.
- (b) A Team Captain will represent each team and will represent their team to the Board.
- (c) Gym Supervisors will be named on each gym permit, as liaison agents between the League and the School, while at the school.
- (d) Unless otherwise ordered by the Board, the fiscal year of the League shall terminate on the 31st day of May each year.
- (e) Each team shall pay a team fee, the amount of which has been determined by the Executive Committee before each season.

- i. Team fee will be made up of a Deposit, Registration Fee, and Performance Bond (which is refundable, less any penalties assessed), each to be defined and communicated to Teams by the Convener.
- ii. If team fees are not paid within 30 days of due date, such teams will be deemed in default.
- iii. Teams in default shall thereupon cease to be members of the League.
- iv. A team in default may upon payment of all unpaid fees be reinstated by a simple majority vote of the Executive Committee, with membership reinstatement starting on the date of payment.

3. POWERS AND RESPONSIBILITIES OF THE LEAGUE AND EXECUTIVE COMMITTEE MEMBERS

- (a) The Executive Committee of the League will govern all affairs of the League in all things and is empowered to make or cause to be made for the League, in its name, any kind of contract which the League may lawfully enter into, and save as herein after provided, generally may exercise all such other powers and do all such other acts and things as the League is, by its constitution and by-laws or otherwise, authorized to exercise or do.
- (b) Without limiting the generality of the foregoing, the Executive Committee is empowered to:
 - i. establish, amend and enforce the League Mission and Operating Bylaws;
 - ii. accept or reject applications for membership;
 - iii. suspend or revoke membership in the League.
- (c) The Convener shall be charged with the responsibility of the day to day political, financial and administrative decisions of the League. Without limiting the generality of the foregoing, the Convener shall also:

- i. preside over meetings and record minutes (or assign that task to another Board member at each meeting);
 - ii. distribute minutes from meetings;
 - iii. approve all expenditures;
 - iv. review, and make recommendations on by-laws;
 - v. review, and make recommendations on rule changes;
 - vi. assemble and administer disciplinary and protest committees, as needed;
 - vii. determine special cases for waiting list.
- (d) The Treasurer, or person performing the usual duties of a Treasurer, shall:
- i. keep full and accurate accounts of all receipts and disbursements of the League in proper books of account;
 - ii. deposit all monies or other valuable effects in the name and to the credit of the League in such bank or banks as may from time to time be designated by the Board;
 - iii. disburse the funds of the League under the direction of the Convener, taking proper vouchers thereof;
 - iv. render to the Convener at 3 month intervals or whenever required of him/her, an account of all their transactions as treasurer, and of the financial position of the League.
 - v. perform other duties as may from time to time be determined by the Board.
- (e) The Division Coordinators are responsible for liaison between the teams in their division and the rest of the Executive Committee, as follows:
- i. oversee the statistics for their division, and forwarding any concerns to the Web Site Administrator;
 - ii. disseminate and/or collecting statistics and administrative data (roster lists, waiver forms, etc) to / from teams when required;
 - iii. report any missing equipment or school issues to the Convener as they.

- (f) The Web Site Administrator will be responsible for maintaining the League's presence on the Internet, including:
 - i. update divisional statistics on a weekly basis to the web site;
 - ii. periodically update and/or re-design the web site with final approval from the executive committee.
- (g) Team Captains shall:
 - i. maintain their team's roster, according to league roster rules;
 - ii. update game stats each week;
 - iii. look for and record any new damage or broken equipment at the schools, and record (pictures) and send to the Convener and Divisional Co-ordinator.
 - iv. communicate with the Divisional Co-ordinator on any issues that arise.
- (h) Gym Supervisors shall:
 - i. act as league contact persons for the custodial staff at schools, and be listed on Gym Permits as such;
 - ii. assist Team Captains in looking for and recording any new damage or broken equipment at the schools.

4. EXECUTIVE MEETINGS

- (a) Generally, Executive Meetings will be held at the beginning and at the conclusion of each season, as determined by the Convener, based on availability of Executive Committee members. Other meetings by email or by phone can happen as needed.

5. TEAM ROSTERS

- (a) All players must be 18 years of age or older.
- (b) Rosters must be submitted to the respective coordinators no later than November 1st.

- i. Barring extenuating circumstances, teams are not allowed to add players to their roster within 8 weeks of the end of the regular season.
- (c) Team rosters will be made up of a minimum of seven (7) players, and a maximum of (10).
- (d) In addition to the regular roster, teams will be able to add up to four (4) 'spares' to their rosters.
 - i. Spares may be called upon to play during the regular season, but are not be eligible for playoffs.
- (e) Players are not transferable from team to team.
- (f) Every player must play a minimum of eight (8) full nights to be eligible to participate in any play-off matches.
 - i. Any complaints from opposing teams during playoffs should be submitted via a protest form.
 - ii. Protests will be considered by the Executive Committee and the appropriate action taken.
- (g) A waiting list for teams and “free agent” players will be maintained by the Convener.
 - i. Those on the lists will generally be contacted on a first come, first served basis.
 - ii. Exception: Special priority will be given to certain cases as determined by the Executive Committee or returning League players who wish to change teams.

6. LEAGUE FORMAT

- (a) The League is currently comprised of 4 divisions broken down as follows:
 - i. Wednesday C - 9 teams
 - ii. Wednesday D1 - 9 teams
 - iii. Wednesday D2 – 9 teams
 - iv. Wednesday E - 9 teams
- (b) The Executive Committee may review and alter this composition from time to time, based on current demand and competitive balance.

7. SCHOOL RULES

- (a) To ensure that we do not lose our school permits, it is necessary that the school rules and the wishes of the custodians be followed. WE ARE GUESTS IN THE SCHOOLS SO PLEASE ACT ACCORDINGLY!
- (b) If a problem arises, please contact the Division Co-ordinator or Gym Supervisor immediately. If they are not present, please deal with the custodian politely and contact the League Convener as soon as possible.
- (c) Each year, a copy of the guidelines for school usage as set down by the Waterloo County District School Board will be posted on the website.

8. LEAGUE PLAY

- (a) Divisional Assignment:
 - i. Before the beginning of the new season, any movements of teams between divisions will be at the discretion of the executive, in order to place teams in the most appropriate division, taking into account final standings, perceived team skill level, changes in team rosters, and new teams to the league.
 - ii. At any point in the season, the Executive Committee may determine that the competitive balance would be better served by having 2 teams switch divisions. The teams that move will have their record reset to 0-0, while all other teams will continue with their record as is.
- (b) Regular season: The League shall program its regular League play for each division in a round-robin schedule.

- (c) The League play shall start in mid to late September of each year, and the regular season will end in early April, to be followed by 2 weeks of Playoffs.
- (d) League Standings will be based on Winning Percentages, calculated as such: Wins / Total Games Played.
- (e) Tie-breaker: If there is a tie for any position in the final standings (teams with equal winning percentages), the following procedure will be used to break the tie:
 - i. Most number of wins over the entire season
 - ii. One game playoff between the two teams that are tied
- (f) Team in Charge Definition and Duties:
 - i. General: The league requires the help of everyone to ensure its' smooth operation. Often there will be a division coordinator present should any problems arise but generally the TEAM IN CHARGE is responsible for the running of regular league play.
 - ii. Each week it is noted on the schedule which teams are in charge – there are 2, one on each side of the gym. The teams in charge each week are responsible for the following items:
 - Have the equipment at the school at least 10 minutes before start time (Primary Team in Charge).
 - Designate one person from the team to monitor the door designated by the school for entry from outside (Primary Team in Charge).
 - Setup the poles and nets on their side of the gym (Both Teams in Charge).
 - Fill out the appropriate information in the score sheets including team names and team numbers, school name, date and gym number (Both Teams in Charge).
 - Lay out the scorecards, pens, whistles and score sheets for their gym (Both Teams in Charge).

- Pass the equipment along to the team taking the equipment for the following week (Primary Team in Charge).
- iii. Each week it is noted on the schedule which team is taking the equipment. The team taking the equipment each week (as noted on the schedule) is responsible for the following items:
- Score sheets must be submitted to the division coordinator within 1 business day by email.
 - Double check that all Kitchener Co-Ed Volleyball equipment is returned to the equipment bags (Note: If any equipment appears to be missing, please inform your division coordinator immediately)
 - Ensure all poles are returned to the equipment rooms
 - Return the gym to the proper order at the end of the evening
 - Once play has finished in a gym, all teams shall assist in taking down and storing equipment, and cleaning up.
- iv. Each week, each Team Captain or designate will submit their scores, either directly on the website or league app, or to the Division Co-ordinator, if the website is unavailable.
- Divisional Co-ordinators will track completeness and accuracy of score submittal.
- v. Score sheets are to be stored in the equipment bag in the score sheet folder, where the division coordinator can periodically collect them.
- (g) December Tournament: the league will have a mini-tournament during the last 2 weeks of play in December each year, format to be determined and executed by each Division Co-ordinator.
- (h) Divisional Play-Offs:
- i. The play-offs shall consist of three (4) rounds in each Division, based on the final standings.

- ii. Week 1 of Playoffs will feature Teams 8 and 9 from the regular season standings will play a 1 game play-in game – the winner will be the 8th seed in their division.
 - iii. Week 1 will then proceed with Quarter-final matches, a "Best of 3" series.
 - 1st Place Vs 8th Place (Game A)
 - 2nd Place Vs 7th Place (Game B)
 - 3rd Place Vs 6th Place (Game C)
 - 4th Place Vs 5th Place (Game D)
 - iv. Week 2 will feature semi-finals ("Best of 3") and the finals, which will be a "Best of 5" match.
 - v. Semi-finals will be based on Quarter-final winning teams re-seeded based on regular season standings:
 - Top remaining team Vs 4th best remaining team
 - 2nd best remaining team Vs 3rd best remaining team
 - Winners of the 2 Semi-finals play in the Finals
 - vi. If there are unforeseen circumstances, a playoff match may be re-scheduled upon agreement of the division coordinator, the league Convener and the captains of the two teams involved.
- (i) Prizes: Prize money will be awarded to the top teams in the regular season and playoffs, as detailed in the League Rules.
 - (j) Performance bonds will be returned at the end of the season.
 - (k) Protests: A protest must be filed with the referee at the time the incident occurred for the protest to be considered valid. All affected parties including the team reps and referees must be made aware that a protest is pending. Protest forms will be available on the League Website.
 - i. The League Executive Committee must be notified of the protest by the protesting party in writing, within 24 hours of the incident. The completed protest form is to be emailed to the League Convener.

- ii. Once submitted, all protests will be resolved before the next scheduled game of the division of the protesting team.
- (l) Suspensions and Investigations: Any player who is under review will not play in another League game (regular or playoff) until the League Executive has reviewed the case, and rendered any disciplinary actions that it deems appropriate.
 - i. All decisions and resolutions passed by the League Executive with respect to protests and suspensions are final and binding.
- (m) Performance Bond Deductions will be imposed on a team by the Board in the following circumstances:
 - i. Match forfeit (\$10.00) per night.
 - ii. Failure to fulfill Team In Charge duties (\$10.00).
 - iii. Other infractions as determined by the Executive Committee.