

# **NEPSGVA Coaches' Handbook**

**New England Preparatory Schools Girls' Volleyball Association**

**2022 Season**

**NEPSGVA Resource Website:** <https://www.nepsac.org/page/2880>

**Changes from 2021 Handbook are highlighted in yellow.**

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## I. NEPSGVA BOARD MEMBERS & CONTACT INFORMATION

2022 NEPSGVA Board:

[nepsgva-board@googlegroups.com](mailto:nepsgva-board@googlegroups.com)

**President:** Ashok Pillai (Middlesex)

[apillai@mxschool.edu](mailto:apillai@mxschool.edu)  
413.262.2292 (cell)

**President-elect for 2023:** Scott Reynolds (St. Paul's)

*on sabbatical for 2022 season*

**Treasurer:** Steve Engstrom (Lawrence)

[sengstrom@lacademy.edu](mailto:sengstrom@lacademy.edu)

**Statistician:** Mark Acton (Deerfield)

[macton@deerfield.edu](mailto:macton@deerfield.edu)

**Most Recent Past President:** David Loeb (Choate)

**Class A Representative:** Kendra Galusha (Kent)

**Class B Representative:** Jamie Brandt (Governor's)

**Class C Representative:** E.J. Soifersmith (Canterbury)

**Class D Representative:** Jeff Carone (Wooster)

**NEPSAC Board AD Liaison:** Ken Risley (Middlesex)

## II. IMPORTANT DATES

(action items for schools in bold)

8/15/22 Handbook sent by NEPSGVA Board to all Association coaches and athletic directors

9/18/22 **Annual Meeting of NEPSGVA Coaches (10am; Zoom)**

9/25/22 **Deadline for Season Schedule Submission (via Google Form)**

10/15/22 **Deadline for NEPSGVA dues payment**

10/31/22 **Deadline for Tournament Applications**

11/12/22 Last day of regular season NEPSGVA Contests

11/13/22 NEPSGVA Board announces Postseason Tournament brackets

11/16/22 NEPSAC Quarterfinals

11/19/22 NEPSAC Semifinals

11/20/22 NEPSAC Finals @ Deerfield Academy

11/28/22 **Deadline for submission of All NEPSAC Honorees (via Google Sheets)**

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4/30/23 **Deadline for schools to appeal classification for 2023 season**

May 2023 NEPSAC Executive Board reviews all appeals and finalizes classification for 2023 season.

## III. VOLLEYBALL COMPETITION RULES

- NEPSGVA games use the **2022 & 2023 NCAA Women's Volleyball Rules**. A free electronic copy can be accessed here: <https://www.ncaapublications.com/DownloadPublication.aspx?download=VBR23.pdf>.

Notable exceptions:

1. **NEPSGVA will not tolerate racism, discrimination, bullying or harassment based on race, religion, gender, or sexual orientation.** The following rule modification to rule 7.2.3.3 was voted on and approved by the NEPSAC Executive Board on September, 30, 2021, to go into immediate effect for all NEPSGVA games in response to an incident where an official prohibited a player to participate in a contest because she had beads in her hair.

*Players may wear hair in styles associated with their race, religion, or culture, including, but not limited to, hair texture and protective hairstyles such as braids, twists, locks, hijabs and head scarves. Items in hair that are considered permanent or semi-permanent, including, but not limited to, beads at the ends of braids, are permissible if they are secured to one's head or covered.*

2. NEPSGVA contests will not utilize the Challenge Review System (Rule 18) regardless of whether there is video game footage available for an individual contest.

The most significant recent change in the rule book that impacts NEPSAC schools is the modification of Rule 7.2.2 which now states that "All jewelry must be removed, except small, secured articles like post or stud piercings. Articles of jewelry below the chin are not permitted. String bracelets, commemorative bracelets and body jewelry are considered jewelry and not permitted. Taping over earrings or other jewelry is not permitted."

- For regular season NEPSGVA contests, **host schools shall arrange for two certified officials trained to officiate using NCAA rules (one official is acceptable if there is a shortage of available referees)**. Line judge officials are not required, however if there are line judges, they must also be NCAA certified officials. Students should never serve in any of these roles.
- It is the **responsibility of the home team to provide a trained individual managing the official scorebook**. That individual may either use the NCAA paper copies of the scoresheet, available for download at <https://pavo.org/Rules-and-Tools/Scorer-Tools>, or an electronic scorekeeping system such as VolleyWrite (<http://volleywrite.com/>). Both of these resources also provide instructional materials for anyone that is unfamiliar with this role.

#### IV. CLASSIFICATION

Female and nonbinary enrollment with these ranges are considered for purposes of classification for NEPSGVA:

Class A: 250 and above

Class B: 180 to 249

Class C: 100 to 179

Class D: 99 and below

These classification ranges were last reviewed and confirmed by the NEPSGVA Board in December 2021.

##### List of Teams by Classification for the 2022 Season

Class A (250+) <i>22 schools</i>	Class B (180-249) <i>25 schools</i>	Class C (100-179) <i>19 schools</i>	Class D (99 or fewer) <i>17 schools</i>
Andover	Berkshire	Beaver	Bancroft
Austin Prep	Brooks	Berwick	Chapel Hill - Chauncy Hall
BB&N	Cheshire	Cambridge School of Weston	Christian Heritage
Choate Rosemary Hall	Concord	Canterbury	Eagle Hill
Dana Hall	Dexter Southfield	Cushing	Faith Christian
Deerfield	Ethel Walker	Gann	Forman
Exeter	Governor's	Hamden Hall	High Mowing
Greenwich	Greens Farms	Harvey	Hoosac
Holy Child	Greenwich CD	Landmark	Marie Philip
Hopkins	Groton	MacDuffie	Master's (CT)
Hotchkiss	King	Marianapolis	NYMA
Kent	Kingswood Oxford	Millbrook	Newman
Loomis Chaffee	Lawrence	Miss Hall's	Oakwood Friends
Milton	Masters (NY)	Montrose	Stoneleigh-Burnham
Miss Porter's	Middlesex	Pomfret	Storm King
Northfield Mount Hermon	Newton CD	Portsmouth Abbey	Watkinson
Sacred Heart Greenwich	Noble and Greenough	Westover	Wooster
St. Paul's	Pingree	Wilbraham and Monson	
Tabor	Rivers	Winchendon	
Taft	Rye CD		
Thayer	St. George's		
Winsor	St. Luke's		
	Suffield		
	Williston Northampton		
	Worcester		

A map of all NEPSGVA schools with their classification can be viewed here: [www.tinyurl.com/NEPSGVA-Map](http://www.tinyurl.com/NEPSGVA-Map)

### Reclassification policies

From NEPSAC Handbook:

*Coaches' associations are responsible for classifying all member schools for purposes of tournament selection. Communication should follow the classification timeline outlined below.*

*Exceptions to this must be cleared with the NEPSAC Director of Classification. Fall sports will be classified by May 15. As the timeline indicates, if a school and a coaches' association disagree regarding classification, the school must forward its appeal to the NEPSAC Executive Board for a binding decision.*

*While enrollment is the primary factor considered in determining a school's classification a number of factors can be considered to include league affiliation, strength of schedule, and the program's history of competitiveness with their schedule.*

#### Process to seek a sport reclassification "up":

*1. A school must submit a formal request to move "up" a class to the coach association president. Unless there are extenuating circumstances, requests to move "up" are generally approved with the premise that schools must make a three year commitment to this change.*

#### Process to seek a sport reclassification "down":

*1. A school interested in moving down a class in a particular sport should send a formal email communication to that sport's coach association president copying the NEPSAC Director of Classification. This communication should address a number of factors to support its position including its current schedule, league affiliation, history playing its current schedule in the past 3-5 years, and any other relevant factors that would support its interest in making this change.*

*2. The coach association officers/board will consider the request and will respond to the school copying the Director of Classification.*

*3. If the school is not happy with this response, it may appeal its case to the NEPSAC Executive Board. The board will consider this appeal and make a final decision. All requests to move up or down in classification must follow the NEPSAC Annual Calendar's classification timeline.*

### NEPSAC Annual Calendar – Classification timeline

#### **September**

- *NEPSAC Enrollment Survey conducted by Communications Specialist and Director of Classification. This survey will be shared with all coach associations.*

#### **April**

- *Fall Coach Associations communicate classification (including changes) to NEPSAC Executive Board (Board Classification Committee) by April 7*
- *Fall classification communicated to all schools by April 15*
- *Schools may appeal their classification to Coach Association and Executive Board by April 30.*

#### **May**

- *Executive Board Meeting #6 – Fall Classification appeals considered, decided and communicated.*

## **V. MEMBERSHIP IN GOOD STANDING**

In order to be a NEPSGVA member in good standing, the school MUST

- *Submit its fall playing schedule form by September 25, 2022*
- *Pay its NEPSGVA dues (\$30.00) by October 15, 2022*
- *Input its scores regularly after each completed match using the online score reporting form*
- *Have its designated head coach or athletic director respond to all queries from NEPSGVA Board within three business days*
- *Have a representative present at the annual NEPSGVA Coaches' Annual Virtual Meeting in September every year*

**Schools must be members in good standing in order to be eligible for the NEPSAC Tournament and All-Star Game.**

## VI. SCHEDULE SUBMISSION

All schools are required to submit their finalized playing schedules online using the provided template or by uploading their schedule **by September 25**. This is a new requirement for NEPSGVA schools this year. This requirement helps the NEPSGVA Board and Statistician verify that all results have been entered as well as review any possible cancelations. It also ensures schools do not add or remove contests during the season in an effort to boost chances of making the postseason tournament.

Link to the Schedule Submission Form:

<https://forms.gle/2QTBZCmnjK87QV9Z6>

## VII. SCORE REPORTING

**After each game, both head coaches (or their designate) must input the game score.** Coaches will input scores using the online score reporting form, which can be accessed at: <https://forms.gle/hhAnn5VtWfhUi5Us7>. The system is easy to use even from a smart phone, and coaches are encouraged to simply bookmark the link for easy future access. Both participating schools' coaches should submit the result – the system is able to handle duplicate inputs. Please ensure that the correct teams are selected for home/away and that the correct set scores are reported. **Scores should be submitted by 9AM the morning after the game is played. For any match contested on the final day of the regular season (November 13, 2021), it is imperative that the score is reported immediately upon the conclusion of the match** to expedite the process of finalizing seedings and the post-season tournament brackets.

Once the season begins, a link to a Google Sheet that contains all recorded results and class rankings will be sent to all member schools and posted on the NEPSGVA website. Schools should regularly check their “Team Report” on this document to ensure all reported scores are current and accurate. If you notice an error with a reported score, please contact the NEPSGVA Statistician to resolve the issue. All coaches are also asked to respond expeditiously if the NEPSGVA Statistician reaches out regarding clarification of a result.

## VIII. NEPSGVA DUES

NEPSGVA Member Dues for the 2022 season is \$30.00 and must be paid online by a school's athletic director using the NEPSAC Online Payment Portal located at <https://nepsac.cr3.rschooltoday.com/public/home>.

Schools must make their dues payment by October 15, 2022 as a requirement to be a member in good standing.

## IX. RANKING

The NEPSGVA uses a ranking system developed and extensively tested by former statistician Christopher Allen with input from the 2018 NEPSGVA Board. The board voted unanimously to adopt this ranking system at the December 2018 board meeting.

For purposes of point allocation only, the system ranks all NEPSGVA schools together in one list regardless of class, and teams earn points that are weighted based upon the rank of their opponent. Only wins and losses count towards the rankings; individual set scores and point differentials are not considered. Rankings are independent of timing as the rankings spreadsheet repeatedly recalculates points as teams' overall rankings change.

### Ranking system points and weights

Points for win: 1200

Points for loss: 200

Minimum weight (weight for beating lowest ranked team / losing to highest ranked team): 10

Weight increment per ranking position: 1

This new ranking system utilizes weighted averages, which means that each team's score will be computed by taking their total number of points and dividing it by the total weight of their played matches (not simply number of matches played). A win is valued at 1200 points and a loss at 200 points so all team scores will be within that range. However the number of points a team earns after a match is that win/loss value multiplied by the assigned weight. A loss against a higher ranked opponent is assigned a lower weight than a loss against a lower ranked opponent so that it has less of an overall impact on a team's score. Similarly, a win against a higher ranked opponent is assigned a higher weight than a win against a lower ranked opponent. This way, a team's score will always increase if the team wins (unless they are undefeated, score = 1200), and it will always decrease if the team loses (unless they are winless, score = 200).

### An example of the scoring system

Suppose that after playing four matches a team's current score is 1000 which is calculated from a total points earned of 200,000 divided by a total weight of 200:

- losing against the #21 ranked team has a weight of 30 so that is equivalent to adding 30 losses to the average score using our old system so they now have  $200,000 + 30 * 200 = 206,000$  points but their total weight is now  $200 + 30 = 230$  resulting in a new average score of  $206,000 / 230 = 895.7$
- losing to the #51 ranked team has a weight of 60 so that is equivalent to 60 losses. The team now has  $200,000 + 60 * 200 = 212,000$  total points and a total weight of  $200 + 60 = 260$ , so the average drops more to  $212,000 / 260 = 815.4$

*Note that while it may appear the team earned more points, 212,000 vs. 206,000, for losing to a lower ranked team, they also now have a larger total weight, which is why the overall score is lower.*

In the same scenario as above,

- winning against the #21 ranked team (weight = 70) would result in  $200,000 + 70 * 1200 = 284,000$  points and a weight of 270 for an improved score of  $284,000 / 270 = 1051.9$
- winning against the #51 ranked team (weight = 40) would result in  $200,000 + 40 * 1200 = 248,000$  point and a weight of 240 for an improved (but not as high) score of  $248,000 / 240 = 1033.3$

In reality, these changes of scores will most likely also change a few rankings and weights, which means the system then recomputes scores based on those new weights (and continues to do so until convergence), so the actual team's score will be slightly different from the values given in the above examples as a result of those repeated recalculations.

We will see more significant changes in a team's score when they have played fewer matches, but towards the end of the season changes will be less dramatic. Thus the rankings page will not provide much useful information until at least half of the season's matches have been entered.

Once the season begins, a link to a Google Sheet that contains all recorded results and class rankings will be sent to all member schools and posted on the NEPSGVA website.

## **X. NEPSAC TOURNAMENT**

The link to the application for the tournament will be sent at least 4 weeks prior to the tournament. **The deadline for the Tournament application is the Thursday two weeks before the first round. This season, the date will be October 31, 2022.**

Each classification (A, B, C, and D) has its own postseason tournament, and eight (8) teams are selected for each tournament (there may be years where fewer than eight schools apply or qualify). **In order to be eligible for the tournament, a team must be a member in good standing, have at least a .500 Overall NEPSAC record or at least a .500 record against teams within their own class, and the team must have played at least ten (10) matches against NEPSAC opponents including at least five (5) matches against teams in their class.** The minimum requirement of ten NEPSAC contests may be appealed to the NEPSGVA Board on grounds of scheduling constraints or unforeseen events (such as cancellations due to COVID-related reasons) as part of the tournament application process. All matches that are best-of-3 sets or best-of-5 sets and that are played by the final Saturday of the season (*including those that are part of postseason league tournaments*) will count. If two schools play each other multiple times in a season, all of those results will count. The overall ranking will be the only method by which teams are chosen. This method is based on the NEPSAC policy that all contests against NEPSAC schools (regardless of class) count towards the overall standings. Head-to-head results, if available, will break ties. If a team in the top 8 is ineligible (or unwilling) and a qualified team ranked below it would be eligible, then that team will be invited to play in the tournament in its place. If fewer than 8 teams are eligible and willing, then teams starting from the top seed will have a first round bye. On the rare occasions where travel seems unreasonable and can be adjusted by a switch of paired seedings, the committee may do so. Tournament entry fees (\$200) will be used to purchase trophies and pay for officials.

The first and second round games are hosted at the higher seed. However, if the schools are over 2 hours and 45 minutes apart (determined by **school addresses set to Google Maps at the time the away team would need to depart**), the game will be played at a neutral site. The NEPSAC Neutral Site Postseason Game Policy is listed at the end of this handbook. Per NEPSAC policies, quarterfinals will be played on Wednesday November 16, and semifinals on Saturday November 19. **The higher seed is responsible for providing medical training staff, a scoreboard operator, and a trained individual, who should either be an adult or a student with prior scorebook experience, responsible for maintaining the official scorebook.** The host school is also highly encouraged to provide two or three individuals responsible for retrieving balls. **Host schools will pay the officials themselves and submit the amounts to the league treasurer for reimbursement.**

The NEPSGVA Board determined at the December 2018 meeting following a full NEPSGVA coaches' survey, that the championship matches for all four classes will be held at the same location with staggered start times. **The 2022 Championships for all four classes will be held at Deerfield Academy on Sunday November 20, 2022.**



The NEPSGVA Tournament Committee, as per NEPSAC Policies, shall

- Provide AD's and coaches at participating schools with the tournament application and all necessary information 4 weeks prior to the tournament.
- Arrange directly with AD's, not coaches, at schools for a surplus of potential neutral sites around the region well in advance of the tournament to minimize travel times for all eventual participants.
- Collect tournament fees and pay expenses (in collaboration with the league association treasurer).
- Coordinate with host school AD's to procure all game officials. Each postseason contest should have four officials: two match referees and two lines judges.
- Procure the championship trophies that will be kept by the school and ensure they are in place at the Championship location site.
- Promote the tournament through the NEPSAC Director of Publications and Website, as well as New England media, e.g., sites, dates, pairings, results before, during and after event.
- Arrange all other logistics and details: make every effort to minimize the cost to schools.
- File a financial statement of tournament receipts and expenses with the Directors of Championships within 30 days of the tournament (in collaboration with the league association treasurer)

## **XI. TOURNAMENT APPLICATION PROCESS**

In an effort to streamline processes, the 2022 tournament application will be submitted online via the NEPSAC website. This form will be sent out via email and made available via the NEPSGVA website in early October.

Checklist for Tournament Applications:

- Verify scores entered for school using the "Team Report" tab on rankings spreadsheet.
- Verify required minimum number of contests (10 total NEPSAC and 5 within class) is satisfied or submit appeal with reasons for consideration despite not meeting these required minimums.
- Submit online application by October 31<sup>st</sup>.
- (Upon acceptance to tournament) pay tournament participation fee of \$200.00 either online or by check to NEPSGVA Treasurer.

## **XII. NEPSGVA TEAM SPORTSMANSHIP AWARDS**

Beginning with the 2018 season, the NEPSGVA Board has chosen to recognize one school within each class with a "Sportsmanship Award." Following the completion of the season, the Board will provide each school's designated head coach with the opportunity to vote online for the programs they feel are most deserving of this award. The votes are then tallied and winners are announced following the completion of the postseason tournament.

## **XIII. NEPSGVA INDIVIDUAL PLAYER HONORS**

From the NEPSAC Handbook: *"NEPSAC is committed to providing post season recognition for student-athletes that distinguish themselves during their seasons of play. Standardizing this public recognition from sport to sport is critical to promoting NEPSAC schools and athletes."* Given the large number of schools and geographic spread of this association, coaches will select their own athletes for these awards according to the following formula in lieu of voting or having a coaches' selection meeting.

Class Champions: 2 All-NEPSAC players (one of which is Player of the Year), 2 All-NEPSAC Honorable Mention players

Finalists: 2 All-NEPSAC players, 2 All-NEPSAC Honorable Mention players

Semi-Finalists: 1 All-NEPSAC player, 2 All-NEPSAC Honorable Mention players

Quarter-Finalists: 1 All-NEPSAC player, 1 All-NEPSAC Honorable Mention player

Non-playoff teams with at least a 0.500 record (either overall or within class): 1 All-NEPSAC player

All other non-playoff teams: 1 All-NEPSAC Honorable Mention player

In an effort to simplify the submission process for All NEPSAC Players while still centralizing the information, coaches will be asked to input their selection in a master Google Sheet, which will be released to head coaches following the conclusion of the season. Coaches are asked to complete these selections within one week after the championship matches conclude.

## **XIV. AVCA PARTNERSHIP**

In July 2021, NEPSGVA became a Member Organization of the American Volleyball Coaches Association (AVCA) for the next two years. As a result, every NEPSGVA head coach receives full AVCA Membership and access to the [AVCA Virtual Super Clinic](#) (including recordings of all sessions which will be made available on-demand after the event). The head coach information as entered on the [coaching information document](#) on July 15, 2022, was submitted to the AVCA in order to create/link accounts for all head coaches. For schools missing that information available, the AVCA created an account for the



athletic director to ensure that school received access to the Super Clinic event. This access can then be changed to the new coach after they are appointed.

#### AVCA Partnership Benefits for NEPSGVA

- AVCA Membership: All head girls' volleyball coaches of NEPSAC will receive annual AVCA High School/Interscholastic Membership (valued at \$85.00 each for 2021).  
Sample of the benefits of AVCA Membership:
  - o PUBLICATIONS
    - At The Net eNewsletter
    - AFFILIATIONS eNewsletter
  - o EDUCATIONAL & OTHER RESOURCES
    - AVCA Power Tips
    - AVCA Video Tip of the Week
    - Webinars
    - AVCA Quick Hitter
    - AVCA Match Point Mentoring Program
  - o MEMBER DISCOUNTED PRICING
    - AVCA Annual Convention & Other AVCA sponsored events
    - AVCA Product Store – Webinars, Books, and Educational Resources
  - o AVCA WEBSITE
    - Career Center
  - o AVCA AWARDS
    - AVCA High School Girls' Volleyball Phenom Watchlist
    - AVCA High School All-America Watchlist
    - AVCA National High School Co-Coach of the Year
    - AVCA Team Academic Award
    - AVCA ThirtyUnder30 High School Award (HS coaches are also eligible for the AVCA ThirtyUnder30 Award that encompasses all levels)
    - AVCA Diversity Award
    - AVCA Coaches4Coaches Scholarship Program
- Coaching Education
  - o All head girls' volleyball coaches of NEPSAC will receive access to the annual AVCA Virtual Super Clinic (2021 & 2022) as an added benefit of the affiliate partner agreement (valued at \$85.00 each for 2021). (A virtual coaching education opportunity of similar value can be substituted in the event the AVCA Super Clinic event is cancelled or dissolved unexpectedly.)

## **XV. NEPSGVA BY-LAWS**

### Article I – Name and Purpose

A. This organization shall be known as the New England Preparatory Schools Girls' Volleyball Association, hereafter referred to as NEPSGVA.

B. The purpose of this Association shall be to promote and develop the sport of volleyball for the mutual benefit of our players and our schools.

### Article II – Membership in NEPSGVA

A. Membership for a particular season will be granted to all NEPSAC member schools with a girls' varsity volleyball team who pay the NEPSGVA dues by the October 15th of that season.

B. Opportunity to play in the NEPSAC tournament is part of membership as long as all of the following requirements are satisfied:

- the school is a member in good standing
- at least 10 regular season games are scheduled vs. NEPSAC teams, of which at least 5 are scheduled within the school's Class
- the school has at least a 0.500 winning record either overall or within their Class
- the school has submitted a tournament application
- the school is ranked as one of the top eight schools in its Class at the conclusion of the regular season

### Article III – Officers of the Association

A. The President will serve one four-year term, with a successor being chosen after the third season ends, so that the next president will have a year to observe and to prepare. Coaches who wish to be considered will submit their names between the end of the season and the end of the calendar year. Then, early in the new year candidates will submit statements to the league, and all coaches in the league will be permitted to vote in a secret ballot online, managed by the Statistician. The President's duties are to preside at meetings of the Association and the Board and communicate the minutes of these meetings to the Association, and to

coordinate and direct the organization during her/his term of office. The President shall also oversee the NEPSAC tournament in collaboration with the Tournament Committee.

The current President's term ends following the conclusion of the 2022 season. His replacement will be Scott Reynolds from St. Paul's School (on sabbatical during 2022 season).

B. The Treasurer shall be elected biennially by the Association, and serve a two-year term, which is renewable unless and until there are other candidates who wish to serve. By September 1<sup>st</sup> of each year, the Treasurer shall send a dual notice to the Coach and Athletic Director of all NEPSGVA schools informing them of the amount of the dues and of the October 15th deadline. If dues are not paid by the October 15th, the Treasurer shall send a dual reminder.

The current Treasurer's term ends following the conclusion of the 2024 season.

C. The League Statistician shall be elected every three years by the Board to serve a three-year term, which is renewable unless and until there are other candidates who wish to serve. The statistician updates and maintains the league ranking spreadsheet and score input form, and communicates with schools if and when there are discrepancies or omissions regarding reported scores. In addition, the statistician will carry out league voting (elections and decisions).

The current Statistician's term ends following the conclusion of the 2022 season.

D. The AD Liaison is an athletic director that represents the Association to the NEPSAC Executive Board and is appointed by the NEPSAC Executive Board. In an effort to simplify communication and decisions, whenever possible the AD Liaison should be the athletic director of the League President's school.

E. There shall be a NEPSGVA Board consisting of the above named officers as well as at-large members as follows:

- Class A Representative
- Class B Representative
- Class C Representative
- Class D Representative

These members each serve three-year terms, which may be renewable unless and until there are other candidates who wish to serve. A vote is held within that class if there are multiple candidates.

The current Class B Representative's and the Class D Representative's terms end following the conclusion of the 2022 season.

The current Class A Representative's term ends following the conclusion of the 2023 season.

The current Class C Representative's terms ends following the conclusion of the 2024 season.

F. In addition, the Most Recent Past President shall also be a member of the NEPSGVA Board.

G. The Tournament Committee is appointed by the NEPSGVA Board to oversee and coordinate the logistics of the post-season tournaments. Membership of the committee will consist of the athletic director of the previous tournament host (advisory role), the athletic director and/or coach of the future tournament host, two NEPSGVA Board members (rotating every two years among the class representatives), one of will serve as the chair of the committee, as well as two or three additional NEPSGVA coaches ensuring all classes and NEPSAC districts are represented on the Tournament Committee..

H. The NEPSGVA Board has the power to conduct the business of the Association in the event that a quorum is not present at meetings. The Board will appoint the positions of at large members in the event that these positions are vacated between Annual Meetings. The Board will be responsible for any disciplinary action necessitated by the non-compliance of the Association by-laws. The Board has the power to act on any Association business when a full meeting is not feasible. Every attempt, however, shall be made by the Board member from each district to canvas the constituency of that district regarding potentially controversial issues that must be decided.

#### Article IV – Governing Procedures

A. There shall be an Annual Meeting of NEPSGVA on the second or third Sunday of September. The date and location of this meeting must be finalized and communicated to the Association by May 1<sup>st</sup> of that year.

B. An informational report (usually email form) will be sent out on or by September 1<sup>st</sup> of each year. This report will include all information regarding classification, rules changes, important dates, and any other pertinent information for the upcoming season. All schools are required to confirm receipt of said report to help guarantee proper distribution/reading.

C. The by-laws of NEPSGVA can be changed by a two-thirds majority of those present at the Annual Meeting. A Board member shall take a members' roll call at the start of each meeting and only member schools that are present may cast one vote.

D. A quorum for all usual business shall be a simple majority of the members present. The President's vote may be cast to break a tie.

#### Article V – Governing Policies

A. There shall be an annual dues payment of \$30.00 from each member school due by October 15th of that season, which is part of the requirement to be considered in "good standing."

B. Membership, in good standing, of NEPSGVA is a requirement for participation in post-season activities such as championship tournaments and all-star games.

C. Member schools are required to respond to all NEPSGVA/NEPSAC communication aimed at information gathering (i.e. schedules, roster, game results.)

D. Noncompliance with NEPSGVA by-laws and the NEPSAC Code of Ethics and Conduct shall render a school subject to disciplinary actions, enforced by the Board. Infractions may result in actions ranging from a letter of censure to suspension from all NEPSGVA privileges and even to suspension of NEPSGVA membership for the following season. Notice of all disciplinary action will be sent to the coach, athletic director, and head of the member school. All disciplinary action taken by NEPSGVA's Board may be appealed to NEPSAC's Executive Board by the school in question.

E. Ad-Hoc Committees may be appointed by the President to study any issue and make recommendations for consideration by NEPSGVA member schools. The life of these Committees coincides with the term of the President. If the issue has not been resolved, the succeeding President may appoint a new Ad-Hoc Committee.

## **XVI. NEPSAC POLICIES**

*Listed below are excerpts of NEPSAC Policies that specifically pertain to NEPSGVA. All NEPSAC Policies are available in the NEPSAC Handbook and Directory, which is distributed to all NEPSAC athletic directors at the start of each school year.*

#### Code of Ethics and Conduct

As a basic principle, we believe that the lessons learned from fairly played athletics, whether interscholastic or not, and including games and practices, are of benefit to our students and our schools. The purpose of this Code of Ethics and Conduct is to define what "fairly played" means and to provide guidelines for NEPSAC athletes, coaches, officials and spectators alike to follow.

#### **Proper Conduct and Good Sportsmanship:**

At the heart of this matter lie several terms which are often hard to define - yet no more important task confronts teachers and coaches than to set standards which are fair and honorable. Throughout this Code, when such terms as "proper conduct" and "good sportsmanship" are mentioned, they refer to such standards as these:

1. Treat other persons as you know they should be treated, and as you wish them to fairly treat you.
2. Regard the rules of your game as agreements, the spirit or letter of which you should not evade or break.
3. Treat officials and opponents with respect.
4. Accept absolutely and without quarrel the final decision of any official.
5. Honor visiting teams and spectators as your own guests and treat them as such. Likewise, yourself behave as an honored guest when you visit another school.
6. Be gracious in victory and defeat; learn especially to take defeat well.
7. Be as cooperative as you are competitive.
8. Remember that your actions on and off the field reflect on you and your school.

**Purpose of Athletics In Our Schools:**

Athletics exist primarily as an essential part of the student's full education. As an educational process, they serve these purposes:

1. To teach and instruct students in the rules, fundamentals and skills of various individual and team sports; to provide physical training and physical outlet for adolescent energy.
2. To provide healthy competition and cooperation within and between schools, thus inculcating in each student the best principles of good sportsmanship.
3. To develop the other aspects of good sportsmanship that will best serve each student's education.
4. To maintain the spirit of true amateur competition.

**Guidelines for Coaches:**

1. Coaches shall remember that school athletics are primarily part of each student's education, not a goal in themselves. Coaches shall use athletics to help each student achieve the standards listed above.
2. Coaches shall assist each student toward developing his or her fullest potential in athletics.
3. Coaches shall remember that the behavior of a team can reflect the coach's own manner, attitudes, temper and approach to athletics, and shall conduct themselves in a way which brings credit to themselves, their team, their school and their sport.
4. Coaches shall be responsible not only for coaching their teams, but also for running games, dealing fairly and properly with officials, meeting before and after games and visiting coaches and players, and maintaining an objectivity and sense of balance commensurate with good sportsmanship. Coaches shall in particular preserve the tradition of shaking hands after games and matches.

Expulsion Rule

Players or coaches who are ejected from interscholastic officiated contests for "unsportsmanlike conduct" or other flagrant behavior will forfeit their eligibility to play or coach in the next regularly scheduled interscholastic officiated contest or tournament contest played in that sport. We encourage a conversation between athletic director, coach, and disqualified offender.

Policy on Out of Season Coaching (Refer to NEPSAC Handbook and Directory for additional details)

NEPSAC prohibits institutional support for out of season coaching of a school's student athletes by a school's coaches. Schools shall not provide release time, credit, or uniforms out of season to their student athletes. Coaches shall not coach varsity athletes on non-school teams during the school year. Coaches are prohibited from coaching student athletes outside of their sport's assigned season unless otherwise specified below.

Allowable contacts\*

1. A coach may provide occasional skill oriented informal training/instruction to up to three student athletes at a time outside of their sport's assigned season. Regularly scheduled supervised workouts are not within the spirit of this policy. This informal time may not take place during regularly scheduled afternoon program time at your school. A coach may not directly or indirectly require a student athlete to participate in such a training/instruction. Schools are encouraged to monitor this contact in order to make sure that it is informal as well as reasonable in amount so as to be consistent with the letter and spirit of this policy.
2. Summer coaching is allowed.
3. A coach may coach his/her own child out of season.
4. Coaches shall not coach varsity athletes and/or newly enrolled potential varsity athletes on non-school teams during the school year.

*\*note that certain school leagues may have additional rules restricting allowable coach contacts for any school within that league*

Policy on Recruiting

Secondary school coaches should refrain, for the purpose of recruiting, from contacting directly a student-athlete at a NEPSAC pre-preparatory school prior to that student's final year. Likewise, secondary coaches should refrain, for the purposes of recruiting, from contacting directly a student-athlete who is enrolled at another NEPSAC secondary school unless the student and/or parent has initiated contact with the school in question. NEPSAC middle school student-athletes should not be contacted by secondary school coaches without the permission and acknowledgement from middle school athletic directors.

NEPSAC schools should refrain from allowing a candidate for admissions to practice or 'tryout' for a particular team. Those schools and/or coaches who violate the spirit of the above should be reported to the NEPSAC Executive Board for further action.

Policy on Scouting

Although verbal contact between schools is allowed, scouting (including viewing a game or film) of future opponents without the permission of all the athletic directors involved is prohibited. This policy is also enforced during games that are part of a multi-school tournament. Permission is needed from all participating schools' athletic directors.

#### Position on Scheduled Games and Forfeits

NEPSAC supports the position that member schools should make every reasonable effort to play scheduled games. This includes making a concerted effort to reschedule postponed games knowing that a multitude of variables (distance, academic obligations, etc.) must be considered by athletic directors when rescheduling contests. If the two competing athletic directors agree that a scheduled contest cannot be played for a mutually agreed upon reason, then the game stands as a non-contest. If there is a disagreement, then the final determination will be made by a committee that includes the NEPSGVA president, the NEPSAC President, and the NEPSAC Tournament Advisor. The circumstances that would deem a contest a forfeit should be considered unusual and would certainly include one school's inability to play the contest due to exceptional reasons (shortage of players due to injury, disciplinary situation, etc.)

#### Neutral Site Postseason Game Policy

Tournament Coordinators from the association are responsible for securing neutral sites when needed and must have direct and clear communication with the Athletic Directors at all schools involved before confirming the location of a neutral site.

Compensation for people working at these games will come from the entry fee that all schools pay to enter that tournament. All schools pay the same fee, whether they are forced into neutral site games or not. The person collecting the entry fees will be responsible for paying those people who work at neutral site contests. The LOWER seeded school will be responsible for arranging coverage for scorers [both scorekeeper and person in charge of the official scorebook] and Certified Athletic Trainers.

Each school hosting a neutral site contest will designate a Site Coordinator, who will collect payment information for all parties involved and will submit payment requests to the person collecting the entry fees. A school agreeing to host a neutral site contest must inform the coaches' association, in advance, of any additional costs associated with hosting the event(s).

Payment for Site Coordinators: \$75 per contest

Payment for Neutral Certified Athletic Trainers: \$75 per contest

Payment for Neutral shot clock/scoreboard operators: \$35 per contest