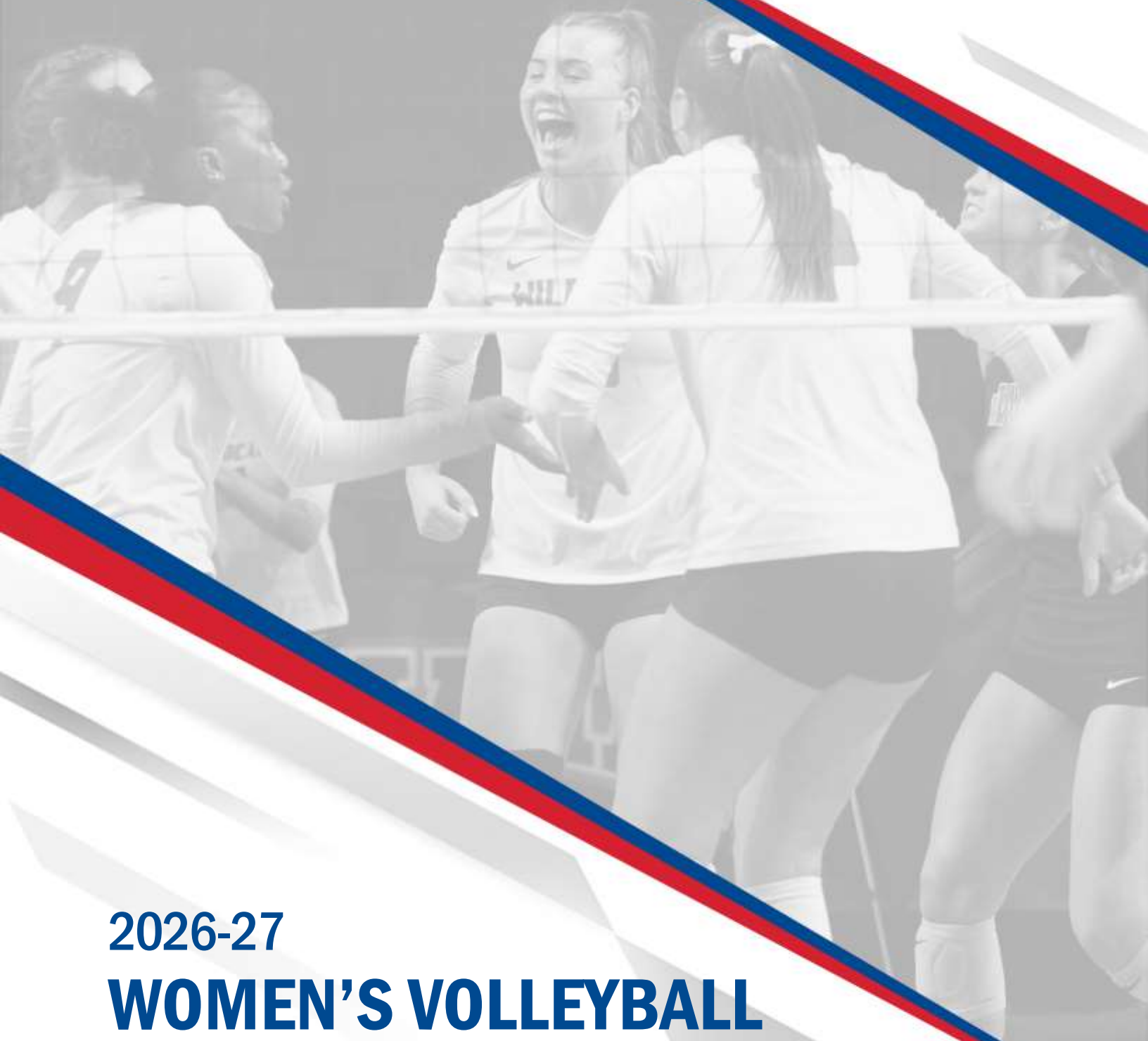




2026-27

WOMEN'S VOLLEYBALL HOST MANUAL



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INTRODUCTION

On behalf of the NAIA, thank you for being an important part of the 2026 NAIA Women's Volleyball National Championship by serving as an Opening Round host. Your commitment to hosting this event will prove to be an important aspect of the National Championship and providing a positive student-athlete experience.

The purpose of this manual is to provide directions and guidance to the member institutions and organizations serving as hosts for Opening Round competition. It is designed to be used in conjunction with, but not in replacement of, the 2026-2027 NAIA Women's Volleyball Coaches Manual, which provide more general policies for the administration of the National Championship. The host entity shall appoint a staff member to assume the position of Tournament Director and indicate this on their Opening Round host bid. The function of the Tournament Director is to ensure that the policies of the NAIA Women's Volleyball Executive Committees are applied. Specific responsibilities may include direction and supervision of facility arrangements, development of participant information, lodging, financial administration, media coordination and adherence to the policies outlined in the Opening Round Manual. Further, the Opening Round host, in conjunction with the NAIA, will appoint a NAIA Site Supervisor to assist the host Tournament Director with the review and administration of Opening Round competition.

In the event differences arise between the information contained in this manual and the Women's Volleyball Coaches Manual, the Women's Volleyball Coaches Manual should be followed.

Should questions or problems arise, please do not hesitate to contact the Championship Sport Manager for assistance.

Fred Aubuchon, Championship Sport Manager
120 W. 12th Street, Suite 700, Kansas City, MO 64105
(816) 595-8339, faubuchon@naia.org

Thank you for your commitment to NAIA Women's Volleyball and the student-athlete experience.



IMPORTANT DATES

2026 NATIONAL CHAMPIONSHIP OPENING ROUND CALENDAR

OCTOBER 1	DEADLINE – Opening Round Facility Certification Form to the Championships Department
NOVEMBER 2	DEADLINE – Opening Round Official Bid Form to Championships Department
NOVEMBER 14	DEADLINE – Completion of conference/CAC/Unaffiliated tournament
NOVEMBER 16	RELEASE – 4:00pm CST National Championship Qualifiers and Opening Round matchups and locations on NAIA Network
NOVEMBER 17	EVENT – 10:00am CST Women's Volleyball Opening Round Qualifier Call
NOVEMBER 21	NAIA Women's Volleyball National Championship – Opening Round
DECEMBER 2-8	NAIA Women's Volleyball National Championship – Final Site
DECEMBER 14	DEADLINE – Opening Round Host Submit Income/Expense Report

GENERAL ADMINISTRATION

DATES AND SITES

Opening Round games will be played **Saturday, November 21**. The deadline for prospective NAIA Women's Volleyball National Championship Opening Round Tournament hosts to [submit an official bid](#) is **November 2, 2026**. Announcement of the Women's Volleyball National Championship Opening Round hosts will be in conjunction with the National Championship Qualifier release on **November 16, 2026**.

FACILITY CERTIFICATION

To be eligible to serve as an Opening Round host, all potential hosts must complete the [Facility Certification process](#). The Facility Certification process ensures that all Opening Round host facilities meet certain minimum venue standards. The deadline to submit a Facility Certification application for Women's Volleyball is **October 1, 2026**. Once a facility receives certification approval, the facility will remain so indefinitely.

Completion of the Facility Certification process does not automatically qualify the submitter to host an Opening Round Match. The Facility Certification, in addition to submitting an Official Opening Round Bid Form is required to be considered in host selection process. The deadline for prospective NAIA Women's Volleyball Opening Round hosts to submit an official bid is **November 2, 2026**.

A list of all approved Women's Volleyball Opening Round, Certified Facilities can be found [HERE](#).

ADMINISTRATION

The NAIA Women's Volleyball National Championship Opening Round is under the direct control and supervision of each designated NAIA Site Supervisor, who works with the Tournament Director in the overall administration of the event. The NAIA Site Supervisor is responsible for the management of Opening Round matches and the general welfare of participating teams and coaches. NAIA Site Supervisors conduct an on-site administrative meeting, work to ensure championship level event standards, and coordinate pre-and post-tournament ceremonies.



GUARANTEE

The host institution or organization is required to pay the minimum cash guarantee (\$6,000) to the NAIA to ensure it's granted the right to host the Opening Round. Confirmation of this guarantee must be provided in the bid packet and received by the National Office by **November 2, 2026**, no later than 5:00pm CST. Institutions selected to host will be billed for the guarantee after determination of hosts is made.

QUALIFICATION OF TEAMS

The 48 teams that will compete in the 2026 NAIA Women's Volleyball National Championship Opening Round matches will be determined using the 2026-2027 Women's Volleyball Qualification Plan, which is available on [NAIA Connect](#) and has been approved by the National Administrative Council (NAC).

SELECTION & SEEDING

The 48-team field for the Women's Volleyball National Championships will be selected and seeded according to policies outlined in the women's volleyball handbook. Bracketing assignments will be made by the National Selection Committee.

OFFICIAL PARTY

The official party for each team participating in postseason play is 20 players allowed in uniform and up to 5 support staff. Each team is allowed up to two athletic training/medical personnel on the team bench. One of which must be an ATC, MD, or DO.

Roster changes are permissible between the Conference/CAC/Group Qualifying Tournaments and the NAIA Women's Volleyball National Championships (both Opening Round and Final Site). Replacements are permitted among eligible athletes only.

The number of athletes in uniform shall not exceed the maximum number at the start of the contest. Failure to comply with squad limitations (20 eligible players in uniform) will result in forfeiture of the game to the opposing institution.

Each institution shall submit an Official Postseason Roster inside of [NAIA Connect](#) with official party to the NAIA Championships Department, which will be distributed to Site Supervisors for use at each Opening Round location.

FORMAT

The NAIA Women's Volleyball National Championships begin with 48 qualifying teams competing at 24 Opening Round locations. Opening Round sites will be comprised of two teams, determined by seeding. Twenty-four (24) Opening Round host sites will be selected based on seeding and quality/ability to host. The 24 winning teams from the Opening Round will advance to the Final Site.

Teams will be seeded #1-#48 by the Women's Volleyball Selection Committee and assigned to an Opening Round site using the following criteria:

1. Geographical location of teams
2. Financial considerations
3. Final selection committee seeding
4. Avoiding any matchups of conference opponents

MEETINGS

A teleconference should be administered by the Tournament Director and NAIA Site Supervisor with the participating institutions' coaches and administrators the day after selection. Site-specific information such as game/practice times, hotel assignments and on-site logistics should be covered.

An on-site meeting of participating team head coaches and administrators shall be held on the day of practice. This meeting will be led by the Tournament Director and NAIA Site Supervisor. Be sure to inform both participating institutions of the date, time and location of this meeting on the teleconference call. The On-Site Administrative Meeting Agenda can be found [HERE](#).

LODGING

The host institution should arrange a hotel block of 16 double/doubles for each traveling team's Official Party while at the competition site. The traveling team is financially responsible for the cost of the rooms. All traveling teams must stay at the designated hotel or assigned property to be eligible for any event reimbursement funds.

The host institution or organization is responsible for all officials and Site Supervisor lodging costs. Rooms must be reserved for officials and the NAIA Site Supervisor as needed. The number and names of each person serving in these positions will be provided as soon as possible after selections. The host must contact all of them to determine lodging needs.



OFFICIALS

Officials must adhere to the Association's policies relating to gambling activities and drug and alcohol use. Furthermore, officials must conduct themselves in a manner befitting intercollegiate athletics. Failure to do so may result in termination of the officiating assignment. Officials are expected to be professional in appearance and uniformly dressed. The required officials for Opening Rounds include:

The required officials for national championship opening rounds include:

- 2 referees (recommend nationally certified by PAVO or USAV)
- 2 line judges (PAVO or USAV certification preferred, but not required)
- 1 scorekeeper
- 1 assistant scorekeeper (libero tracker)

The host institution is responsible for hiring the scorekeeper and assistant scorekeeper. Scorekeepers, libero trackers and statisticians should be well trained in the sport of volleyball and PrestoStats, the statistical software used by the NAIA.

Assignors will be selected by the National Office. In most cases this will be the conference assignor. The Assignor will select officials R1 and R2 plus the two-Line Judges and inform the site of the names and contact information of each official. Officials shall receive one complimentary ticket to opening round matches. Eligible officials **must** be registered on the NAIA Central Hub for Officials, and meet criteria set forth.

The officiating team arrives at the match site on the day of or the day before the match and will be housed at the headquarter hotel if needed. Normally, the officiating team departs the site following the match and may require housing for only one night.

1. The host institution is responsible for game fees, transportation, meals and lodging (single occupancy) for each official, as approved by the NAIA Department of Championships.
2. Officials are to receive checks prior to the start of the match or be paid electronically within one week of the contest.
3. Game fees, per diem and mileage will be paid to each official using the Soccer Zone Pay Chart below.
4. Officials shall receive one complimentary ticket to each First & Second Round game.

VOLLEYBALL OFFICIALS ZONE PAY CHART (GAME FEE/MILEAGE/PER DIEM)

Zone	Miles 1-way	Games	1st Referee	2nd Referee	LJ1	LJ2
1	0-50	1	\$240	\$240	\$175	\$175
2	51-100	1	\$290	\$290	\$225	\$225
3	101-150	1	\$340	\$340	\$275	\$275
4	151-200	1	\$390	\$390	\$325	\$325
5	200-250	1	\$440	\$440	\$375	\$375
6	251+	1	\$490	\$490	\$425	\$425

DRUG TESTING

The Center for Drug Free Sport will conduct drug testing at selected National Championships and Opening Rounds, and the assistance of the host institution will be a vital part of the testing. Host institutions will be notified prior to the start of competition if drug testing will be occurring at your site. Each Opening Round host should have a Drug Testing Coordinator identified. Drug Testing Coordinators should have no other existing Opening Round responsibilities.

ADDITIONAL INFORMATION

Concessions – It is a requirement that the host site have an open concession stand during Opening Round matches. The food and drink concessions are within the exclusive discretion and right of the Opening Round host. All income from concessions will be event-income retained by the host.

Merchandise - Hosts may be contacted directly by a representative of the NAIA Official Merchandise Provider, Fine Designs, who will work directly with each host to arrange for the sale of event merchandise if the host chooses to. A space within the venue accessible by participating institutions and fans shall be made available for the sale of the items provided. The Host Tournament Director shall appoint a member of their staff to coordinate the delivery, set up and sale of event merchandise, as directed by Fine Designs, for the duration of competition.



Opening Round hosts are not mandated to order/sell NAIA National Championship apparel. The NAIA will send informational flyers to each Opening Round site that chooses not to sell merchandise on-site that will direct teams/fans where to go to order souvenir apparel online. National Championship merchandise featuring the NAIA name or marks for commercial sale must be purchased through the official NAIA merchandise vendor, Fine Designs.

The name (National Association of Intercollegiate Athletics), initials (NAIA), logo and other NAIA symbols and insignia are the registered and exclusive property of the Association.

As a host site for the NAIA National Championship Opening Round, the host is awarded all rights and privileges in using the NAIA name, initials and marks to promote and market the event. Such use is restricted in the following areas, which require written approval by the NAIA:

1. Commercial Sales – Any product featuring the NAIA name or marks and being sold prior to or after the Opening Round.
2. Promotional Items – Any product featuring the NAIA name or marks which is given to fans, coaches or athletes before, during or after the Opening Round.

Opening Round Signage - As directed by the National Administrative Council (NAC), the NAIA National Office will send a signage package to each opening round site. Hosts will be connected to the NAIA signage vendor to have the signage package sent for \$500, plus shipping and handling, and will not be required to return the signage to the NAIA National Office. Hosts may choose to decline the shipment of signage from the National Office and print signage locally. Signage templates will be available on the [Opening Round Resource Page](#). Hosts may also re-use signage from prior years, given that it remains in "good as new" condition to present.

Site Supervisors will provide pictures of signage displays to the National Office in advance of the event. It is the host institution's responsibility to make sure signage conditions are of high quality and locations are maximized for impact on the event.

Tickets - Maximum ticket prices for Opening Rounds are \$20 for adults and \$10 for students/youth.

1. The Chief Executive Officers of the participating institutions are each provided two (2) complimentary tickets to the game.
2. No other complimentary tickets should be issued to either participating institution.
3. NAIA members shall receive one (1) complimentary ticket upon presentation of the NAIA Membership card and appropriate identification. All cards are non-transferable.
4. An allotment of tickets for sale should be reserved for the participating institutions. The number of tickets designated for the traveling team's institution and the location of seating will be determined by the tournament director after consultation with both the host and traveling institution.
5. The traveling team's institution and fans should receive space in the competition facility comparable to that provided for the host institution.

Game Film – The host site is responsible for sharing film to the Hudl exchange in preparation for the Final Site; this must be done by 6:00pm CST, Sunday, following the Opening Round Match.

CHAMPIONSHIP PERSONNEL

NAIA CHAMPIONSHIP SPORT MANAGER & ATHLETICS COMMUNICATIONS MANAGER

The NAIA Championship Sport Manager is a member of the NAIA Department of Championships responsible for the overall operation and supervision of National Championship competition and related activities. The Athletics Communications Manager is responsible for all things Media and Athletics Communications.

Championship Sport Manager

Fred Aubuchon
(816) 595-8339
faubuchon@naia.org

Senior Manager of Athletics Communications

Katie Green
(816) 595-8104
kgreen@naia.org



HOST TOURNAMENT DIRECTOR

The Host Tournament Director is the representative from the host venue working directly with NAIA National Office and the NAIA Site Supervisor for on-site championship and Opening Round event administration, including but not limited to – officials, administrative services, publicity and promotion, personnel, insurance, souvenir program, facility, equipment rental and medical services. The Host Tournament Director is the liaison between the NAIA, the Site Supervisor, the participating teams and all local entities (competition and practice facilities' personnel, hotel personnel, local media, sponsors and merchants).

The Tournament Director shall compile a participant manual for visiting institutions. Included in this manual there should be key contacts of the host institution, hotel accommodations, directions to the competition venue and a schedule of events. A template for this manual can be found on the Women's Volleyball [Host Resources Page](#).

NAIA SITE SUPERVISOR

NAIA National Championships and Opening Rounds are under the direct control and supervision of the NAIA, with assistance from each coach's association. As part of the Opening Round bid process, each host institution must recommend a qualified individual to serve as the Site Supervisor. A host's recommendation does not constitute approval or appointment. The recommended individual must complete the NAIA Site Supervisor Core Training, successfully pass the required certification quiz, and be formally appointed by the NAIA Championship Manager before serving in the role. The NAIA reserves the right to decline a host's recommendation and appoint another qualified individual.

Individuals interested in serving as a Site Supervisor can learn more and submit their information through the [Site Supervisor Interest Survey](#). Questions regarding the Site Supervisor process may be directed to Marc Burchard, Director of Championships, at mburchard@naia.org

Site Supervisors will be emailed information pertaining to Opening Round responsibilities by the NAIA Championship Sport Manager no later than November 17, 2026, 1:00pm CST. Links to resources pertaining to the Opening Round and Site Supervisors can be found [HERE](#).

The Site Supervisor cannot have any direct relationship with the host institution.

The host institution provides housing, mileage reimbursement at the [IRS standard mileage rate](#), and meals and/or meal expenses up to \$35/day per diem for the assigned NAIA Site Supervisor. Site Supervisors should submit their "Site Supervisor Expense Reimbursement" Form directly to the Tournament Director at the conclusion of the event. This reimbursement form can be found on the [Opening Round Resources page](#).

Duties of the NAIA Site Supervisor include, but are not limited to:

Supervision of Participating Teams

1. Conduct administrative meeting with necessary personnel from both participating teams.
2. Double check itinerary for traveling teams from time of arrival to time of departure from game site.
3. Confirm arrangements for housing and meals for traveling team.
4. Confirm practice schedule and site for traveling team.
5. Confirm local transportation (if needed) for traveling team.
6. Confer with the Tournament Director and host Sports Information Director and prepare schedules for all participating head coaches and their players, if necessary, with the news media.
7. Attend practice sessions of all teams.
8. The NAIA site supervisor will be stationed at the facility (court level) for the championship Opening Round match.
9. The NAIA site supervisor will provide assistance (as necessary) to the participating coaches to ensure the best possible conditions for all teams before, during and after each game.

Supervision of Game Officials

1. Meet and brief officials upon their arrival at the venue.
2. Confirm dressing and shower facilities for officiating team at the venue.
3. Secure roster of officials from the host institution coordinator. Conduct pre-match meeting with officials to review expense reimbursement, match fees, standards and expectations as applicable. The host institution coordinator will issue checks to officiating team prior to the match

Supervision of the Venue and Court

Complete facility walkthrough to ensure setup is complete and compliant with all championship specifications, including, but not limited to:



1. Check scoreboard and official clock for proper operation the day before the match.
2. Check the public address system for proper operation. Confirm PA announcer is prepared with copies of team rosters, opening ceremony/pre-game script, and PA scripts.
3. Determine if a Prayer (optional) will be added to the pre-match script.
4. Confirm National anthem(s), US/Canadian flags displayed and properly scripted in opening ceremony.
5. Confirm proper set up of net and court markings.
6. Check court area to eliminate safety hazards that might exist.
7. Check locker room facilities at venue for use before and after game (must be secured). Locker rooms should include adequate lockers, toilets, sinks, and showers (with hot water). If any of the facilities are inadequate, notify the coaches of both teams the day before the game and work with host to secure alternate facility to meet needs of both teams.
8. Confirm with host institution coordinator that trained statisticians, scorekeepers, ball control will staff the event.
9. All Opening Round National Championship matches should be administered and conducted as an extension of the overall National Championship. Hosts and Site Supervisors are to assure teams, schools and fans that the host venue is a neutral location.
 - a. Special recognition of the home team, school, coaches or athletes should not take place before or during the event.
 - b. Promotional activities that are disruptive or favor the home team should not take place before or during the event.
 - c. Contact the NAIA Championship Sport Manager for questions or clarifications.

Daily Reporting Form

During each day of competition, the Site Supervisor must complete the [Daily Reporting Form](#). This standardized form will help ensure the NAIA National Office is receiving the information needed to properly evaluate host sites and confirm they are meeting the necessary championship requirements.

HOST SPORTS INFORMATION DIRECTOR/MEDIA COORDINATOR

The Opening Round host is responsible for designating a representative to serve as the Host Sports Information Director (SID)/Media Coordinator throughout the duration of the tournament.

Score Table - The host provides necessary personnel, including but not limited to scoreboard operator, scorekeeper, libero tracker, statisticians, PA announcer, music operator, and a space for the replay operator (if CRS is used). The Host SID is also responsible for the setup and supervision of a media area.

All requests for hook-ups of radio broadcasts, TV or web-streaming, etc., should be directed to the Host SID.

Media Credentials - The Host SID should send a credential request form to members of the local media, to determine who will be covering the event. Media credentials should be issued individually at an appropriate site/time. Credentials are non-transferable and will only be issued to the person whose name appears on the credential. Participating team's SIDs, photographers, or videographers may also request media credentials for themselves.

Post-Game Interview Procedures - Upon completion of the opening-round game, coaches and players will be made available to all members of the news media. Post-game interviews will be conducted in either an open dressing room or interview area, whichever is deemed appropriate by the sports information director after consultation with the NAIA site supervisor.

Live Statistics - The official statistician is required to record live statistics via Presto Stats, the official statistical software of the NAIA. It is recommended to have stat monitors stationed in the press box for radio and media to view. For information specific to any media-related services or policies, please contact:

Katie Green
Women's Volleyball
Senior Manager of Athletic Communications
(816) 595-8104
kgreen@naia.org

HOST ATHLETIC TRAINER/MEDICAL COVERAGE

The Host Athletic Trainer at the Opening Round site shall be responsible for providing the visiting team(s) medical assistance at all practices and during all Opening Round games and contests as necessary. Prior to arrival, Athletic Trainers from both teams are to coordinate access to the training room and services including, but not limited to:

1. Special needs of the visiting team (towels, water, modalities).
 - a. Water, cups and towels will be provided by the host on team benches, in locker rooms and as needed for Athletic Trainers' use.



2. Medical assistance needed for practice.
3. Athletic training room (location, hours, equipment, phone numbers).
 - a. All necessary emergency equipment should be at the site or quickly accessible.
 - b. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. This equipment includes but is not limited to AEDs, backboards, crutches, splints/braces, and biohazard containers.
4. Phone numbers for after-hour emergencies.
5. Directions to medical facilities on campus or in community.
6. Outline of coverage and staff being provided by host institution.
 - a. Host shall provide medical coverage to include a physician and ambulance service on-site or immediately on-call.
7. Emergency procedures and protocol.

Each team's athletic trainer shall be responsible for providing the NAIA National Office a report of all injuries for all Opening Round matches. Copies of the NAIA-ATA Injury Report Form can be found in the NAIA-ATA Manual. Following each game, the reports shall be forwarded to:

Sara Eckinger

120 W. 12th Street, Ste. 700
Kansas City, MO 64105 (816) 595-8116 seckinger@naia.org

Medical Coverage - The Host shall provide medical coverage for the Opening Rounds to ensure appropriate AT service for the number of courts used (i.e. appropriate medical supervision and response time is possible for each court). The host shall provide radios for direct communication between Host ATs and courts. On-site medical equipment should include, but is not limited to, AED's (Automated External Defibrillators), backboards, crutches, splints/braces and biohazard containers.

GAME PROTOCOL INFORMATION

OFFICIAL BALL

The Baden Perfection NAIA-branded volleyball is the official NAIA volleyball and is the only ball to be used in all NAIA postseason competition. Opening round host sites will receive four (4) complimentary championship volleyballs by the Friday prior to the match and shall be used for all national championship opening round play.

SHIPMENT – OFFICIAL BALL

Opening Round host sites will receive four (4) complimentary Baden Perfection NAIA-branded volleyballs prior to Opening Round competition. The host is responsible for inflating and checking all game balls prior to the start of Opening Round competition.

CREDENTIALS

The NAIA will create, pay for, and ship credentials to each Opening Round site. Credentials will include designations for the Site Supervisor, Host Staff, Student-Athletes, Coaches, and the Tournament Director. Site Supervisor, Officials, and Sports Information Staff should have access to the bench area during warmup and competition.

PLAYING RULES

Rules governing NAIA regular-season and postseason play are the National Collegiate Athletic Association (NCAA) Women's Volleyball Rules (approved NCAA Rules Changes); including any NAIA specific rule modifications; found on the [NAIA Official's Resources Page](#).

The following NCAA Rules will be utilized during the Women's Volleyball National Championships (Opening Round and Final Site):

- Teams will change sides of the court at the end of second set. At the coin toss prior to the fifth set, the team that wins the toss may choose to serve, receive or side of the court. Teams will remain on their respective side of the court for the fifth set.
- To add an alternative timeout protocol for a technical timeout. The technical timeout would occur when a team reaches 15 points in sets 1-4, regardless of whether a team has already taken a timeout. The technical timeout would be a maximum of 90 seconds. There would not be a media timeout in the fifth set. Each team is entitled to two timeouts per set. Team timeouts would be a maximum of 75 seconds.

New for 2026-2027: Host institutions are to utilize a three-ball system during all matches. Failure to comply will be considered a violation of Opening Round policy and may result in a strike toward future ineligibility to host Opening Rounds.



New for 2026-2027 – Host institutions are required to remove portable basketball hoops from the volleyball playable area. Failure to comply will be considered a violation of Opening Round policy and may result in a strike toward future ineligibility to host Opening Rounds.

PRACTICE SCHEDULE

The NAIA Site Supervisor, in consultation with the Tournament Director and the visiting head coaches, shall establish a practice schedule for the traveling team at the Opening Round site. Practice times must be made available the day before the competition and the day of the match. The facility must be exclusively available for participating teams (during the arranged practice times).

GAME TIMES

In consultation with the host institution, the NAIA Championships Department establishes games times for National Championship and Opening Round competition. All Opening Rounds shall be played on Saturday, November 21 and must be concluded by 10:00pm CST.

PRE-GAME SCHEDULE

The following time schedule should be utilized for all opening-round matches:

1. The playing area will be set up and available 60 minutes prior to the start of the openinground match.
2. Match administrators must ensure any non-playable areas used for warm-up are equallyavailable to both teams.
3. Officials shall be required to report to the playing area at least 30 minutes prior to the start of the match. Their jurisdiction begins upon arrival at the court.
4. A countdown shall start on the visible clock 60:00 prior to match time.
5. A coin toss shall be conducted with 30:00 remaining on the visible clock.
6. Pre-match protocol utilizes the following schedule:
 - 60:00 Shared Court (visible clock time: 60:00 – 19:00)
 - 30:00 Coin Toss
 - 19:00 Visiting Team only on court
 - 15:00 Home Team only on court
 - 11:00 Visiting Team only on court
 - 6:00 Home Team only on court
 - 1:00 Team huddle and announcements
 - 0:00 Match begins with national anthem and introductions
7. Team Introductions - Following team warm-up, the following protocol will be used for the national anthem and player introductions.
 - a. Special announcements will proceed introduction of teams.
 - Prayer (optional)
 - National Anthem
 - b. The visiting team will be announced first. The announcer will begin with non-starters followed by starters and then coaches. All players (starters and non-starters) should line up on the endline.
 - c. Home team introductions follow visiting team introductions.
 - d. Referees are introduced after the home team.
 - e. The referee whistles for the teams to go to center court to shake hands.
8. The public address announcer should begin opening remarks 20 minutes prior to match time. The NAIA shall provide scripts for announcements during warm up and breaks in play.
9. Fifteen (15) minutes prior to game time, the public address announcer should recognizedistinguished guests (where applicable).
 - a. The chief executive officers of the participating institutions
 - b. The directors of athletics of the participating institutions
 - c. Dignitaries from local government (mayor, city council member, etc.)
 - d. Conference commissioners/supervisor of officials/independent dignitaries in attendance
 - e. NAIA site supervisor
 - f. Host institution coordinator



PUBLIC ADDRESS ANNOUNCER

Basic instructions for the public-address announcer at NAIA Opening Rounds are listed below. Please review this material with the public-address announcers prior to the start of competition.

1. The NAIA National Office will provide PA scripts found on the [Opening Round Host Resource Page](#) to be used throughout the Opening Round.
2. Public address announcers are important to the administration and conduct of the competition. Their role is to inform the spectators but should never act as cheerleaders for a team or student-athlete.
3. Good communication with those in charge of the competition is imperative. For example, the announcer may be asked to make announcements regarding crowd control or other administrative functions, such as advising fans of exits, first-aid stations and protection of the competition area.
4. All emergency calls and announcements must be approved by the NAIA Site Supervisor, in conjunction with the Tournament Director.

BANDS/SPIRIS SQUADS/MASCOTS

Cheerleaders and/or spirit team members, not to exceed 12 in number, plus the cheerleader sponsor and a mascot shall be admitted for free, if in uniform, via the gate list furnished to the host institution by the competing institution's Athletic Director. All other institutional representatives will be admitted upon presentation of a ticket or credential. A maximum of 12 cheerleaders and/or spirit team members shall be allowed on the sideline during the progress of the game. The cheerleaders shall be seated on the apron of the playing area designated by the NAIA Site Supervisor.

If bands, spirit squads or mascots will attend the event, the institution must notify NAIA Site Supervisor and Tournament Director prior to Opening Round competition. Bands, or any component thereof, shall not play while a game is in progress.

FACILITY REQUIREMENTS

FACILITY CERTIFICATION

All Opening Rounds will be played at venues that have been certified through the NAIA Women's Volleyball Facility Certification process.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The NAIA will rely on host organizations to confirm compliance with the act by the host facilities. The host is responsible to check and see that its facility will be in compliance.

ALCOHOLIC BEVERAGES/TOBACCO

NAIA rules prohibit the use of tobacco by student-athletes, coaches and officials during practice sessions and game competitions, as well as during other National Championship and Opening Round activities such as press conferences and postgame interviews.

On the dates of competition or practice, no tobacco products or alcoholic beverages shall be sold or otherwise made available for public consumption at an NAIA Opening Round, nor shall any such products or beverages be brought to the site during the event.

INSURANCE

Hosts of NAIA National Championship and Opening Round events accept the responsibility to safeguard the physical well-being of all participants and spectators. The competition facility shall be inspected prior to competition to ensure that the safety of each competitor and spectator is not placed at risk.

Participating institutions shall be responsible for medical, hospitalization, travel and accident insurance for all members of their official parties.

The NAIA provides liability insurance to cover the NAIA only. The host shall provide the NAIA Championships Department with a copy of the insurance certificate verifying they are insured for the facility in which any games of the National Championship or First & Second Rounds are played. The insurance certificate should provide spectator liability at a minimum of \$1,000,000 and related insurance for the facility naming the NAIA as an "additionally-insured" party.



NEUTRALITY

Host institutions should keep in mind that a NAIA Opening Round event is not a home event. Neutrality is important therefore, such items as the use of players on programs and host institutional signage should not be used. Traditional "home" atmosphere activities are not permissible.

Special Introductions – If the host school wishes to use a highlight video, spotlight introduction, or similar hype atmosphere, this must be provided for both teams.

PARKING

If applicable, the host institution must reserve parking spaces for the participating teams, officials, the NAIA Site Supervisor and other individuals identified by the NAIA to be located in close proximity to the competition venue.

ADDITIONAL AMENITIES

Equal Accommodations - The host is responsible for providing equal and/or comparable accommodations and facilities relative to locker rooms, refreshments, and bench, etc. Please refer to the Neutrality section above for more information.

Facility Personnel - Ticket sellers and takers, ushers, concession vendors, program sellers, merchandise workers, field assistants (ball control), etc., are personnel needed for Opening Round matches. The host is responsible for all associated costs in securing personnel and materials.

Internet – Wireless signal that is not open to public. If there is no wireless, venue is required to have 12-15 dedicated hard lines. Access to all websites including social media (Facebook, YouTube, and Twitter) is needed. No websites can be blocked.

Music - Any music played during warm-ups or between sets shall be provided by the host institution and be appropriate/tasteful for the setting.

Power - Ample power outlets for media and overall operation of the match are required.

Public Address (PA) System/Music System - Either a permanent or portable public address system must be available. The equipment will be used for team introductions, substitutions, special recognition, general sponsorship announcements and any other announcements deemed appropriate by the host or NAIA Site Supervisor.

Scoreboard - An electronic scoreboard must be provided. The scoreboard must be able to display the following: home and visitor score; game clock; sets played, won and lost; and timeouts used.

Video-Streaming – It is required that hosts produce a live, high-definition video-streaming production of all games (Pay-per view or free). The hosts are responsible for staffing, equipment and costs associated with the production. The NAIA Championships Department reserves the right to require a specific video-streaming company in the future, which is communicated a minimum 60 days prior to the event.

All NAIA championship broadcasts, including early-round contests hosted at campus sites, must be broadcast on the NAIA Network. Host institutions may also simulcast to their normal regular-season platform, provided their encoding setup supports simultaneous outputs to multiple destinations. If the host's encoding setup supports only a single destination, the broadcast must be sent to the NAIA Network. Broadcast feeds must be transmitted to the NAIA Network via RTMP or SRT.

As a host site, you are required to send non-NAIA Network viewership numbers, by contest, to the NAIA National Office no later than 10 days after the completion of the event.

1. Dedicated internet for video-stream - The hosts are required to have their facility equipped with a dedicated internet source for a company to video-stream.
2. Since this is a high-definition (HD) quality production, there is a minimum upload speed of 5MB from the wired internet line.

Videotaping Area - Teams may videotape games in which they are participating. A space for each team to videotape shall be provided by the Opening Round host. Locations shall be the same or with comparable view of the competition court. The NAIA-VCA requires an endline view for submitting to Hudl for future scouting purposes.

SAFETY AND SECURITY

SECURITY

Security measures are the responsibility of the host site. Institutions hosting an Opening Round contest must provide adequate security for fans, participants and officials.

Adequate uniformed security (not necessarily uniformed police) must be provided for the teams' and officials' locker rooms, news conferences and working press areas, post-game news conference room, hospitality areas and any other area for which a credential is required or where crowd control is necessary. The committee representative will discuss with the tournament director specific plans in this regard (e.g., number of security personnel necessary in each area).

SPORTSMANSHIP

The Athletic Directors and/or coaches of the competing institutions are expected to communicate with their students and fans to encourage enthusiastic support within the confines of good sportsmanship. The Host Tournament Director must review crowd control policies with the NAIA Site Supervisor and is responsible for strict enforcement of these policies.

FAN DISTRACTIONS

Artificial Noisemakers - No artificial noisemakers, air horns, electronic instruments, etc. are permissible. Host staff are responsible for removing these items from the venue.

Spectator Photography/Video Cameras - Flash photography is prohibited. Video cameras are permissible by spectators. Spectators must remain in their seats and ensure not obstruct others' view.

INCLEMENT WEATHER POLICY

If inclement weather should cause travel delays for any team(s) competing in the National Championship it will be up to the discretion of the NAIA Sport Manager and the Championship Committee to make changes to the National Championship schedule to accommodate such delays.

It is the responsibility of the host Medical Director/Athletic Trainer at NAIA Championship events to determine when an event should be suspended and when it is safe to return to play as the result of severe weather. The AT is to notify the NAIA Championship Manager who, in collaboration with the appropriate personnel (i.e. Championship Committee) will implement the predetermined action plan for both player and spectator safety.