



SPORTS INFORMATION RULES & GUIDELINES

Last Updated: August 13, 2010

I. GAME RULES & GUIDELINES

- A. The home team is responsible for providing *StatCrew* statistics for the visiting team as well as any media that is in attendance at the contest for the UMAC sports of football, soccer (men's & women's), volleyball, basketball (men's & women's), baseball, softball, golf (men's & women's) and tennis (men's & women's).
- B. The final statistics are to be given to the visiting team immediately following the game in hardcopy or paper form for the sports of football, basketball (men's & women's), soccer (men's & women's), baseball, volleyball and softball. This hardcopy must include play-by-play statistics.
 1. For the sport of football, an official stat pack after the game should consist of the following statistical sheets: scoring, team, individual, drives, defense, plays, and NCAA box score. Five stat packs should be given to the visiting team as well as any necessary media. The home team SID should make arrangements with visiting team coaching staff and SID as to where these stat packs can be picked up.
 - a. For the sport of football, the home team in a UMAC game is required to keep track of participation for both teams and at the end of the game, any player not already found in the statistics or marked as having played in the game, should be added. This is done in *Stat Crew* under the "Wrap-Up Game" feature.
- C. The stats must also be sent via email as packed attachment files in Stat Crew to the visiting conference team SID and the UMAC SID within two hours of the contest's completion.
- D. For the sports of cross country, golf, track, statistics are to be sent via email and faxed to applicable coaches, sports information directors, and the UMAC SID no later than 3:00 p.m. of the following day. The statistics should be sent in an easily readable format listing both individual and team results.

II. REPORTING INFORMATION, RESULTS, AWARD NOMINATIONS, PRESEASON INFORMATION

- A. The home team is responsible for reporting the game score and statistics via email and as emailing final statistics to all media outlets of both the home and visiting team unless fax is the preferred method of communication for an outlet.
- B. Institutional SIDs will send out a mass email to all UMAC SIDs with scores of hosted games.
- C. In the case of a non-conference game where the UMAC team is the visiting team, the UMAC institution is responsible for emailing the game score to the UMAC SID immediately following the contest. The UMAC team is also responsible for communicating the game statistics to the UMAC SID according to the guidelines in Section 1.
- D. The UMAC has a mandatory media outlet contact list for all sports except football that all schools must report to with game results following a conference or non-conference contest. The mandatory UMAC media outlet list includes: Ashland Daily Press, Duluth News Tribune, Waconia Patriot, Star Tribune, Pioneer Press, New Ulm Journal, Aberdeen American News, Mankato Press, and the Associated Press for Minnesota, South Dakota, and Wisconsin.
- E. The CoSIDA Preseason Information Form shall be used as the UMAC standard for preseason prospectuses.

III. PLAYER OF THE WEEK AWARD NOMINATIONS & SELECTION

- A. Player of the week award nominations must be submitted online by Monday at 12:00 p.m. (noon).
1. The player of the week awards will be selected using the information provided and listed on the submitted nomination only. Player of the week nominations will start the week following the first date of competition for each respective sport, regardless of how many teams participate in the first week of allowed competition. The player of the week nominations will conclude on the Sunday before the week of an individual sport's conference tournament. Player of the week nominations are for the week previous, beginning on Monday and ending on Sunday.
- B. Selection of the UMAC players of the week will be done by a committee of three conference-member SIDs for each sport assigned specifically by the UMAC SID. Upon receiving the nominations, the UMAC SID will send out the nomination information to the committees by 1:00 p.m. on Monday. Voters will reply with their votes by the end of the day on Monday. The UMAC SID will then release the official weekly award winners by 12:00 p.m. Tuesday and post the honorees on the UMAC website in a timely manner
1. If there are no nominations or only one for a specific sport, the UMAC Sports Information Director will still notify the committee in attempt to eliminate any technical (email) problems or miscommunication that could occur.
- C. The UMAC Player of the Week award winners as well as the weekly issue of "This Week in the UMAC" will be sent to all appropriate and applicable media outlets for the represented institutions and award winners.

IV. ROSTER NAMES, GAME FILE NAMES, AND STATCREW RELATED ISSUES

A. Miscellaneous Roster Items

1. The year of eligibility listed on all rosters sent to the UMAC office and listed on the UMAC website, including the *Stat Crew* and Word rosters, will follow athletic eligibility.
2. All Microsoft Word rosters sent to the UMAC office must follow the official UMAC Roster Formatting Templates (identical to Host Communications, with the exception of listing only one column for a student-athlete's class status, which will be listed as the athletic year of eligibility), or they will be returned and not posted on the UMAC website until they follow the correct format.

B. Entering of Names in *StatCrew* Rosters

1. For the sports of football, golf, soccer, volleyball, tennis, and basketball, all participating members in the UMAC shall use the following procedure for entering player rosters into *StatCrew* software:
First Name Last Name
Examples = John Smith or Mary Anderson
2. For the sports of baseball and softball, as much of the last name as possible should be included in the short name section; the extended name section should include the last name followed by a comma space and as much as possible of the first name
3. Complete roster information offered by *Stat Crew* should be included for all sports including year, position, bat/throw, hometown, etc.

- C. All game files submitted to the UMAC Sports Information Director will follow the following guidelines Gender-Month-Day-Visitor Team-Home Team:

Each UMAC school has a two-letter designation:

BL – Bethany Lutheran College
CC – Crown College
EC - Eureka College
GC - Greenville College
MAC - MacMurray College
ML – Martin Luther College
MM – University of Minnesota-Morris
NU - North Central University
NC – Northland College
NW – Northwestern College
PC – Presentation College

SS – College of St. Scholastica

WC - Westminster College

Each Month has a 1-letter designation:

J- January

F – February

M – March

A – April

Y – May

E – June

U – August

S – September

O – October

N – November

D – December

Examples would be:

SS women's soccer at PC on September 29th – WS29SSPC

NW volleyball at NC on November 1st – N01NWNC

ML women's basketball at CC on December 13th – WD13MLCC

BL baseball at MM on May 6th – Y06BLMM1, Y06BLMM2

NW softball at SS on March 15th – M15NWSS1, M15NWSS2

D. The following official team codes must be used by all UMAC members in their *Stat Crew* directories:

Bethany Lutheran College – BLC

College of St. Scholastica – CSS

Crown College – CROWN

Eureka College - EUREKA

Greenville College - GC

MacMurray College - MAC

Martin Luther College – MLC

North Central University - NCU

Northland College – NC

Northwestern College – NWC

Presentation College – PRES

University of Minnesota-Morris – UMM

Westminster College - WC

E. The following sports have both men's and women's sport offerings and the following codes should be added to the school code in *Stat Crew* directories:

Men's Soccer – MSO

Women's Soccer – WSO

Men's Basketball – MBK

Women's Basketball – WBK

Baseball – BB

Softball - SB

Men's Golf - MGF

Women's Golf - WGF

V. DISCIPLINARY PROCEDURES & CONSEQUENCES

A. Failure to follow UMAC sports information guidelines, will first result in a warning for the guilty institution as the sport's commissioner and institution's athletic director will be notified

B. Failure to comply with the UMAC sports information guidelines will result in notification of the sport's commissioner and institution's athletic director, as well as the enacting and enforcement of a \$50.00 fine upon the guilty institution

VI. STATISTICAL DISCREPENCIES

- A. In the event of a dispute involving specific game statistical numbers between Team A (home team) and Team B (visiting team), the following procedure shall be followed:
 1. Team B (visiting team) shall have a 48-hour period from the time of when they receive the statistics to appeal the game statistics to the UMAC Sports Information Director
 3. The UMAC Sports Information Director will also contact Team A's (home team) head coach and institution's sports information director
 4. If after discussion with Team A's (home team) head coach and sports information director an agreement can be made amongst both teams, the statistics will be officially changed and re-entered in the conference statistics
 5. In the event that an agreement can not be made between Team A and Team B, the home team's (Team A) game statistics will be the final statistics officially recognized by the UMAC

NOTE: The Upper Midwest Athletic Conference places a high degree of responsibility on the coaches to look at the statistics immediately after they receive the statistics and to address the problem as soon as possible, preferably after the halftime period and at the conclusion of the game.

VII. MISCELLANEOUS NOTES

- A. The Upper Midwest Athletic Conference places responsibility on each institution to hire capable and knowledgeable individuals to keep the game statistics. A high level of importance needs to be placed on hiring knowledgeable individuals who are familiar with each sport and the scoring/statistics for that specific sport. Individuals should be well trained and acclimated with the statistical programs well in advance of any game event.