

KCAC Sports Information Committee

Approved February, 2006

(Originally submitted 11/20/04 by Carol R. Swenson, KCAC SID Committee Chairperson,
to Jon Daniels, KCAC President and KCAC SID Committee Supervisor)

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POLICIES & PROCEDURES

1. INSTITUTIONAL ATHLETIC MEDIA RELATIONS

- a. Each institutional Sports Information Director shall work to develop procedures and relationships with media, which will promote and enhance news coverage of his/her respective institution's intercollegiate athletic teams, individual athletes, and total athletic programs including, but no limited to, game coverage, features, and news highlighting student-athletes, coaches, and the institution as a part of the Kansas Collegiate Athletic Conference (KCAC).
- b. Each institutional SID is encouraged to develop regular media services which include, but are not limited to, production and distribution of sports news releases, media guides, printed programs and brochures, radio game broadcasts and other programs, television when practical, and webcast as available.
- c. As part the institutional SID responsibilities, and/or in conjunction with others, he/she is encouraged to develop and maintain appropriate athletic sections on the institutional website(s) with current, relevant content.
- d. The institutional SID is encouraged to cooperate with conference and NAIA colleagues and others in the promotion of positive news media relations.

2. RELATIONS WITH THE NATIONAL ASSOCIATION OF INTERCOLLEGIATE ATHLETICS (N.A.I.A.)

- a. The institutional SID is encouraged to maintain contact with the NAIA Sports Information Office, and other NAIA representatives, as appropriate, and to provide requested/required information and reports.
- b. The institutional SID is encouraged to cooperate as requested with the NAIA Region IV officers and committees for information, reports, and applicable host duties.
- c. The official website of the NAIA is <http://www.naia.org> It is to be checked on a regular basis for coaches and SID manuals, and other organization updates.
- d. It is the responsibility of each KCAC institution to input contest schedules as requested by the NAIA to the organization's website through www.naiastats.org/schedule
- e. It is the responsibility of each KCAC institution to make sure the results of all varsity contests are reported to the NAIA through the organization's website <http://www.naiastats.org/scoreboard> [NOTE: This will be done automatically with the proper reporting of contest results through the KCAC website at <http://www.kcacsports.com/admin> (See below under section 3).

3. RELATIONS WITH THE KANSAS COLLEGIATE ATHLETIC CONFERENCE (K.C.A.C.)

- a. Each institutional SID must provide required SID reports and information to the KCAC officers, directors, and chairpersons – including but not limited to statistical reports, directory information, and materials for KCAC printed programs and reports.
- b. Each institutional SID shall be a full member of the **KCAC Sports Information Committee**, and will be encouraged to take part in deliberations and responsibilities of that committee.
- c. The chairperson of the KCAC Sports Information Committee, KCAC Sports Information Director, KCAC Statistician, and KCAC Webmaster will serve at the pleasure and appointment of the KCAC Governing Council.
- d. **The chairperson of the KCAC Sports Information Committee** shall be the liaison with the KCAC Governing Council. The chairperson will be responsible for:
 - (1) calling and chairing a minimum of two meetings of the SID committee each academic year;
 - (2) submitting recommendations of the Sports Information Directors Committee to the Committee's supervisor for submission to the KCAC Governing Council;
 - (3) attending meetings of the KCAC Governing Council as requested by the Committee's supervisor or the Council.
- e. The KCAC Sports Information Director, KCAC Statistician, and KCAC Webmaster, if not currently employed as the Sports Information Director of a KCAC institution, shall be ex-officio member(s) of the KCAC Sports Information Committee and shall be included in deliberations and activities of that committee.
- f. Each institutional SID shall cooperate with the **KCAC Sports Information Director** in the submission of requested reports, nominations, new media contacts, to be used in conference promotions, and the production of KCAC publications. This shall include participation in and/or coordination of institutional nominations for the various player-of-the-week recognition programs.
The KCAC SID is responsible for:

- (1) administration of the KCAC Player of the Week programs, and the submission of KCAC selections to the appropriate NAIA region and national level;
 - (2) coordinating the production of the KCAC post-season basketball tournament program;
 - (3) production and distribution of all KCAC press releases;
 - (4) preparation and distribution of an annual KCAC Directory, which will include contact information for each institution's coaches, administration, SIDs, and media contacts. Deadline for submission of directory information materials by each institution's SID or designated individual shall be set by the KCAC SID. The directory should be available for distribution to the conference institutions no later than the joint, fall meeting of the KCAC athletic directors, coaches, sports information directors, and athletic trainers.
- g. Each institutional SID shall cooperate with the **KCAC Statistician** for requested reports. The KCAC Governing Council shall provide sanctions including institutional fines for reporting infractions or non-compliance.
- (1) Each institutional SID or designated individual is to send the conference statistician team rosters for all conference sports as soon as available. Any roster changes should also be reported to him.
 - (2) All conference reports for football and basketball must be submitted to the conference statistician by e-mail using DakStats' "Season-to-date" report format.
 - (3) Weekly and post-season statistical reports are due by deadlines set by the KCAC Statistician.
 - (4) The KCAC Statistician is responsible for the submission of conference statistics in football and basketball to the NAIA as mandated by the national organization's deadlines, and distributed to conference schools and appropriate media on Monday following the reporting deadline. Conference stats will be placed on the KCAC website as soon as reasonably possible following their release by the KCAC Statistician to the KCAC Webmaster.
 - (5) Failure to submit the required conference statistical reports will result in penalties as outlined by the KCAC Governing Council including fines as determined by the Council.
- h. Each institutional SID shall cooperate with the **KCAC Webmaster** for requested reports and maintenance of the KCAC website <www.kcacsports.com>. This site is the only "official" KCAC authorized website. While the KCAC Governing Council is the authorizing body, the success of the website is dependent upon the cooperative efforts of each and every conference institution, and especially the sports information directors or each institution's designated individual who acts in that capacity. The KCAC website will be an ever evolving source of information, and as such, any ideas for additions, corrections, or other possible improvements to the website should be forwarded to the KCAC Webmaster.
- (1) It is the responsibility of the SID or designated individual at each institution to input schedules as requested by the KCAC Webmaster through <http://www.kcacsports.com/admin>
 - (2) It is the responsibility of the host institution to input the results of all KCAC contests, and of the KCAC institution to input the results of all their non-conference contests to the KCAC, and automatically to the NAIA, website through the same address: <http://www.kcacsports.com/admin>
 - (3) Any errors noted in schedules or contest results submitted by another institution are to be reported by e-mail to the KCAC Webmaster, noting the error and correction to be made.
 - (4) Pictures and feature stories may be submitted to the Webmaster for possible posting.

4. PROFESSIONAL AND IN-SERVICE RESPONSIBILITIES AND DEVELOPMENT

- a. The institutional SID is automatically a member of the NAIA Sports Information Directors Association (NAIA-SIDA). Information regarding this organization is available online at www.naia.org/sida/index.html. The institutional SID is encouraged to keep up to date with NAIA-SIDA manuals, NAIA media guides; participate in the activities including NAIA-SIDA workshops, publications contests, and honors programs; fulfill institutional responsibilities of this organization, including reporting of records set by the respective institution student-athletes (NAIA Official Records Submission Form).
- b. The institutional SID is encouraged to join the College Sports Information Directors of America (CoSIDA). Information regarding this organization is available online at www.cosida.com, and to use CoSIDA resources and links, and participate in CoSIDA programs such as CoSIDA Academic All-American and other awards. Each institutional SID is encouraged to observe and follow the CoSIDA Code of Ethics, available online at <http://www.cosida.com/generalinfo.asp>

5. GAME HOST – MEDIA ACCOMMODATIONS

- a. As a professional courtesy, the host SID will make every effort to provide an appropriate work space at the scorer's table, in the press box or on press row, for the guest SID, visiting stats crews, print media representatives and/or a visiting broadcast crew of at least two – in addition to regular home media.
- b. It is recommended the host SIDs will provide an account of the contest to the media outlets as designated by all participants, including a box score when applicable.
- c. The host school is responsible for official statistics.
- d. In team sports, the host SID will post scores to the KCAC and NAIA Scoreboards through the KCAC website.

- e. In team sports, the host SID may also send by fax or e-mail a final box score to each KCAC member school sponsoring that sport.
- f. All host schools are encouraged to webcast contests they host, when possible.

6. TEAM ROSTER EXCHANGE

- a. Deadline for the exchange of current rosters is one week prior to the scheduled contest. [NOTE: Numerical rosters and two-deeps must be made available to the host school SID no later than Monday of the week of the scheduled game between the two institutions.]
- b. DakStat roster files are to be exchanged for football.
- c. The visiting SID should make available to the host SID copies of roster files for the specific statistics program being used by the home team or mandated by the NAIA.
- d. Hard copies and Word or Excel formatted roster should be exchanged with all opponents.
- e. Roster should be formatted as recommended the NAIA. (See attached examples)

7. GAME STATISTICS

- a. Complete, accurate game statistics are the responsibility of the home team.
- b. The home SID will make half-time and post-game statistics in football and basketball available to the visiting SID or representative, visiting coaching staff, and identified media. The electronic statistics file is to be sent to visiting SID in DakStats format. In football, this should include play-by-play and scoring summary.
- c. Any appeal of game statistics must occur within one week of the game date. Any change in the official game statistics shall be made only with the agreement of both SIDs.
- d. The SIDs of the KCAC will follow the NAIA statistical guidelines, which in most cases follow the NCAA guidelines, when keeping statistics. Current NCAA Statistical Manuals will serve as the official guides when compiling game statistics. These guidelines are available on the NCAA website in the form of Statistician’s Manuals for each sport. Each institutional SID, or responsible individual, is strongly encouraged to download and print these manuals for the NCAA website or order manuals from the NCAA Library.
- e. The host SIDs is encouraged to have football games hand-charted a back-up as well as source of correction for computer statistics.
- f. The host SID will make a genuine attempt to send post-game statistics to all media outlets requested by the visiting team. The requested distribution list should be submitted to the host SID at least 24 hours prior to the contest.
- g. Host SIDs should feel free to ask the assistance of the visiting SID or a visiting team representative in spotting contest action, to help insure the accuracy of game statistics.

Appendix –

ROSTERS FORMAT

The following information is now required on all KCAC athletic rosters that are exchanged with opposing schools and/or given to the media.

- 1. Headings are to be in caps and typed in the order that appears below for each sport.
- 2. The athlete’s athletic year in school is to be listed, not the academic year.
- 3. The abbreviated work “YR” is used instead of “CLASS” and years are abbreviated by Fr., So., Jr., Sr.
- 4. Mail code abbreviations are preferred, but AP abbreviations are acceptable. “KS” must appear for all Kansas athletes.
- 5. All rosters must include the names of the head coaches and all assistants.
- 6. Rosters must be listed in numerical order (not by position, or alphabetically) and must include uniform numbers of all coaches when appropriate.
- 7. Weight is required for football rosters, optional for all other men’s sports and all women’s rosters.
- 8. Dashes, not apostrophes, and quotation marks are to be used for height.
- 9. Slashes, not dashes, are to be used for dual information (pos, bats and throws, etc.)
- 10. High School and/or last school information is optional and left to each SID’s discretion.

Sample Rosters:

Format to used for all football, basketball, soccer, and volleyball rosters: (Weight is optional on all rosters except football.)

NO	NAME	POS	HT	WT	YR	HOMETOWN
1	Nathan Barker	G	6-1	170	So.	San Diego, CA
24	Russ Blunck	F/C	6-8	240	Sr.	Forest Grove, Ore.

Format to be used for baseball and softball rosters: (No weight required for softball and optional for baseball. Height is optional on both rosters.)

NO	NAME	POS	B/T	HT	WT	YR	HOMETOWN
1	Amanda Saltin	OF/C	R/L	5-9	(n/a)	Jr.	Atlanta, GA
2	Ken Carlson	1B	B/R	5-10	175	Fr.	Fullerton, CA
14	Beth Renkoski	P/2B	R/R	5-7	(n/a)	Sr.	Costa Mesa, CA

Format to be used for all tennis, cross country, golf, and track & field rosters: (Positions or events can be added at the SID's discretion.)

NAME	EVENTS	HT	WT	YR	HOMETOWN
Gary Pine	Shot Put	6-2	180	Fr.	Royal Oak, MI
Ken Isaak	Distances	5-11	170	Sr.	Burnaby, BC
Debra White	Long Jump/Pole Vault	5-7	(n/a)	Jr.	Riverside, CA

The bottom of each roster must include the following information (include uniform number for baseball):

HEAD COACH: John Kirkgard (2)

ASSISTANTS: Greg Kamankyk, Jim Hayford

ATHLETIC DIRECTOR: Jerry King

ATHLETIC TRAINER: Leon Jugler

SPORTS INFORMATION DIRECTOR: Sheri Pine

NICKNAME: Eagles

COLORS: Red/Blue/Green/Orange