



# **NORTH EASTERN ATHLETIC CONFERENCE**

## **Sports Information Directors Operating Code**

**Updated: August 30, 2007**

### **I. General Institutional Standards**

#### **A. General Operations & Deadlines**

1. Each institution will use StatCrew Software for general reporting of statistics, rosters, schedules, and game summaries to the conference office.
2. Each institution's athletic director must submit to the conference commissioner the completed sport schedules for each team that participates within the conference no later than July 15<sup>th</sup> prior to the year of competition.
3. Each institution's SID is responsible for reporting the roster, StatCrew where applicable, of each team to the conference office prior to the start of each playing season, no less than 5 days prior to the first contest of the regular season for each sport in which the institution participates.
4. During competition, the press box/scorer's table is a working area for professionals; cheering and excessive noise will not be tolerated. The home SID in conjunction with a game-site administrator is responsible for maintaining the working area and enforcing these standards.
5. Special requests or needs should be made no less than the day prior a contest to the host SID.
6. Each institution shall have the NEAC logo on their athletics website home page.
7. Each institution must submit contest results for each sport to the NCAA by the required date.
8. Each institution must submit contest results for each applicable sport to D3Scoreboard within 24 hours of the completion of the contest.

#### **B. All Sports**

1. Provide each opponent and the conference office with a roster (number, name, class, height (BB & VB only), position, hometown, high school) – via Microsoft word or excel over email.
2. Update opposing SIDs and the conference office of roster changes 24-hours prior to a contest and any scheduling changes immediately.
3. Opposing SIDs should supply media list for post game reporting to home SID prior to contest.
4. Host school must fax or e-mail a complete, balanced NCAA box score and detailed description of any conduct fouls to opposing SID and conference office immediately after each contest. E-mail game file, results and statistics to opposing SID and conference office no later than by noon the next day. For games occurring on Sunday, must be sent no later than Monday at 10 am. For conference games occurring the last weekend of the regular season, game files must be submitted to the visiting SID and conference office no later than midnight on the date of the contest.
5. Home institution must call or email score/score sheet to conference office immediately after each contest.



6. In the sport of Volleyball, the visiting team will be required and responsible for providing the host SID with statistics for the visiting team while on the road (unless the host SID has the ability to keep stats for both institutions). This information will be combined with the home team's stats by the host SID after the conclusion of the competition. The final balanced box score will be submitted to the conference in conjunction with I.B.4.

## **II. Conference Reporting and Statistics**

### **A. Weekly Statistics Reporting**

The NEAC Conference Office will compile a weekly report to include standings, statistics, and Players-of-the-Week. It is the responsibility of each institution's SID to send the requested information to the NEAC Conference Office by email by the deadlines outlined below.

Monday: Soccer by 11:00 am  
Cross Country by 1:00 pm  
Basketball by 11:00 am  
Golf by 3:00 pm

Tuesday: Women's Volleyball by 10:00 am  
Tennis by 11:00 am  
Baseball by 11:00 am  
Softball by 11:00 am

### **B. Student-Athlete-of-the-Week**

Student-Athletes-of-the-Week will be selected in all conference sports using the conference sport specific nomination form. Student-Athlete-of-the-week nominations are due to the conference office in all sports by Monday at 11 AM. If additional time is needed for the submission of a nomination form, it may be granted by the conference commissioner if it is possible based on expected submission time. Student-athlete-of-the-week will be announced by Tuesday at 9 AM. The student-athlete-of-the-week is the person that is most deserving of the recognition based on the nominations received. All those nominated will receive honor roll recognition where possible/applicable. All student-athlete-of-the-week award winners will receive a certificate.

### **C. Required Statistics Submission Protocols**

1. Main Field – last name first (caps and lower case), followed by entire first name (caps and lower case) – eg. Smith, Jennifer
2. Shortened Name Field - last name (all caps), followed by first initial and period – e.g. SMITH, J.
3. Name of College – full name and 3 letter abbreviations as listed.
  - Baptist Bible College – BBC
  - Cazenovia College– CAZ
  - D'Youville College – DYC



- Keuka College – KEU
- Keystone College – KEY
- Penn State University – Berks – PSB
- Penn State University – Harrisburg – PSH
- Philadelphia Biblical University – PBU
- Wells College – WEL
- Wilson College – WIL

#### 4. Sport/Gender Abbreviations

- MBA – Men's Baseball
- MBB – Men's Basketball
- WBB – Women's Basketball
- MCC – Men's Cross-Country
- WCC – Women's Cross-Country
- MGO – Men's Golf
- WSB – Women's Softball
- MSO – Men's Soccer
- WSO – Women's Soccer
- MTE – Men's Tennis
- WTE – Women's Tennis
- WVB – Women's Volleyball

#### 5. Class Year – FR, SO, JR, SR

6. Site of Contest – Geographic location of the competition – City (caps and lower case) followed by postal state (caps), e.g. Scranton, PA

7. Stadium – Name of arena or name of school in which the competition takes place (caps and lower case).

#### 8. Naming of Files

- a. Rosters {School (3 letter), Men or Women (1 letter), Year of Competition (4 numbers – full year for one year sports and last two digits for two year sports)} – e.g. ABC College's men's soccer roster for 2007 would be: abcm2007.sro or ABC College's women's basketball roster for 2007-2008 would be: abcw0708.bro.
- b. Name of Game file {School (3 letter), Men or Women (1 letter), date [month by abbreviation (1 letter), day (2 letter)]} – Month abbreviations are: August (U), September (S), October (O), November (N), December (D), January (J), February (F), March (M), April (A), and May (Y). E.g. ABC College's women's soccer game on September 5: abcws05.sgm.
- c. If more than one game/match is played on a specific date, label each file as follows: {School (3 letter), day of competition (see II.C.8.b above), game/match number (A, B, C, etc.)} – Sample: ABC College, first match, women's soccer game on September 12 (see examples for second and third match listed in brackets below): abcws12A.sgm (game 2: abcws12B.sgm, game 3: abcws12C.sgm).



9. StatCrew must be used whether in-game or post-game by the home team to submit statistics to the Conference Office. The Conference Office will compile statistics and list leaders on a weekly basis. For the sport of cross country, for each meet in which you participate, please report overall place of your team, individual placing of each athlete, and time of finish of each athlete.

### **III. General Policies for Statistics**

- A. Substantiation of Statistics - Filing a statistics report does not ensure automatically a member institution's inclusion in the Conference statistical rankings. The report shall be mathematically accurate. Unusual statistics that cannot be promptly supported will not be included in the rankings.
- B. Refusal to comply with the Conference's official statistical software policies could lead to a school being left off the Conference's official statistical report.
- C. Countable Opponents - Only contests against varsity intercollegiate teams of four-year, degree-granting institutions shall be included in individual and team statistics, won-lost record and coaching records.

### **IV. Championship Information**

- A. Host SID
  1. Any SID that is unable to host a conference tournament must find a suitable host-SID replacement within 48-hours of the tournament's final location being announced. The replacement host-SID must be approved by the host-AD and the conference commissioner.
  2. The replacement host-SID must be compensated by the host-institution and not the NEAC conference office for reasonable expenses incurred in the process of taking over hosting duties. Reasonable expenses include, but are not limited to:
    - a. Lodging
    - b. Food
    - c. Travel Mileage / Expenses
    - d. Parking
    - e. Staffing
  3. The host SID, at all conference tournament events, must abide by all of the regular season conference rules for reporting, contacting media lists and providing rosters, as specified in I.B.2-4 regardless if the host institution's team is still active in the tournament.
- B. Additional SID
  1. It is recommended that two SIDs (the host-SID as well as another conference SID) be present at every day of every conference tournament event. It will be up to the participating schools, on a tournament-by-tournament basis, to determine which additional conference SID will assist the host-SID where possible.



2. In exception to the recommendation in #1 for Golf, Cross-Country and Tennis, institutions may run these events with one SID as long as the venues are sufficiently staffed to ensure the smooth operation of the event.
3. For tournaments in which more than one athletic competition occurs concurrently (such as softball where two games frequently run at the same scheduled time), or there are a series of games consecutively (such as basketball), a third SID is strongly encouraged to attend in order to handle media duties for the competitions.

C. Tournament Awards Committee

1. Conference Most Outstanding Player will be determined by an impromptu committee at each tournament. This committee will be comprised of the host-SID, other attending SIDs, the host-AD, other attending ADs, and the conference commissioner. The host-SID will chair the informal committee and provide statistics and whatever else is necessary to facilitate the decision making process.
2. Each member of the impromptu committee will receive one vote. A voting majority is required in the selection process. The conference commissioner will cast the deciding vote in the case of a tie. The host-SID will cast the deciding vote in the case that the commissioner is not present.
3. Coaches may also be consulted and may also receive votes on a sport-by-sport basis. All efforts should be made to consult with every coach participating in the tournament, and not just those competing in the final rounds.
4. Awards will be issued in accordance with the NEAC Conference Awards Program.

D. Statistics

The host-SID, for tournaments lasting more than one day, is required to organize and distribute a statistical packet for coaches, league officials, and media in attendance. This statistical packet will vary by sport. However, it must include results from the previous tournament days and 'commonly useful' statistics for each sport.

All other statistical requirements should follow Section II above.

E. Media Accommodations – the items in this section are recommendations. Institutions that are unable to provide the accommodations listed will not be penalized in any manner.

1. It will be the host-SID's responsibility to accommodate whenever possible two broadcast teams per game (of no more than two people each) for radio or television broadcasts at championship events. Broadcast limitations (such as the lack of phone lines, etc.) must be addressed and broadcasters must be notified of limitations within 48-hours of the tournament's final location being announced.



2. SIDs wishing to send broadcast teams to NEAC tournaments are required to inform the host school of the broadcast team's intentions and must understand individual limitations to such accommodations.
3. Broadcast teams must supply the host-SID with the following information to be issued permission to broadcast a conference tournament event. Broadcasters not supplying this information may be refused the ability to broadcast tournament events at the discretion of the host-SID:
  - a. Number of media attending (no more than two broadcasters)
  - b. Station name, numbers or call sign
  - c. School affiliation
  - d. Date arriving
  - e. Technological needs
  - f. Cell phone number
  - g. Email address
4. If able to, a Host-SIDs must make internet connections and fax machines available to print-media reporters or broadcast teams in attendance before and after the events.

## **V. Liaison, Chair and Vice Chair**

### **A. Athletic Director Liaison**

Responsibilities - Each committee shall be assisted by an athletics director assigned to that committee by the Board of Athletic Directors. The athletics director liaison serves an ex-officio member of each committee and shall represent the conference office at committee meetings in which a representative of the conference office is not in attendance. The athletics directors' liaisons are expected to work closely with the chair of the committee to which they are assigned and should be prepared to represent the views of the committee at the Board of Athletics Directors meetings.

### **B. SID Chair**

1. Term - The coaches shall elect a chair who will serve a term of two (2) years.
2. Responsibilities
  - a. Serves as the primary liaison between the sports information directors, the Executive Committee and the conference office.
  - b. Identifies and communicates to the Executive Committee and conference office pertinent issues and problems related to the committee.
  - c. Solicits items from the sports information directors, athletics administrators, faculty athletics representatives and others (i.e. sport coaches, athletic trainers, student athletes) for inclusion on meeting agendas.
  - d. Assisting the conference office and the athletics administrator assigned SID coverage responsibilities with the notification, preparation and conduct of the SID committee meetings.
  - e. Serves as the chair for the annual committee meeting(s) and special meetings. Assigns individual to record meeting minutes.



- f. Attends NEC post-season events, whenever possible (especially in the absence of the conference commissioner) to oversee scorekeeping, promote fairness, and serves as a member of the tournament committee to assist in the conducting of the conference championship(s) where appropriate.
  - g. Assumes responsibilities for maintaining current with national trends and issues related to sports information directors.
  - h. Assists in the promotion of the sports information directors at the conference, regional and national levels.
  - i. Reviews and comprehend NEAC Constitution and operating by-laws.
- C. Vice-Chair
- 1. Term - The sports information directors shall elect a vice-chair who will serve a term of two (2) years.
  - 2. Responsibilities
    - a. To assist the chair in all responsibilities listed above.
    - b. To serve as chair when chair is unavailable.

## **VI. Meetings**

- A. Conference SIDs will meet prior to each sport season via conference call and in-person at the May retreat.
- B. Proceedings

All minutes of all meetings and all business conducted must be sent to the NEAC SID liaison, athletic directors, the NEAC commissioner, and all SIDs.