

# GSAC SPORTS INFORMATION DIRECTORS' POLICIES

## I. PRESEASON DUTIES

- A. Produce a prospectus for men's & women's soccer, volleyball, men's & women's basketball, baseball and softball, and send to all GSAC SIDs. Cross country, tennis and track & field are considered individual sports for which a prospectus is appreciated, but not required.
- B. Each prospectus should include:
  - 1. School quick facts, such as location, mascot, team colors, enrollment, president, etc.
  - 2. Coach and SID contact information
  - 3. Current team roster and schedule
  - 4. Previous year record and stats
  - 5. Key returners/key losses
- C. Use the following deadlines to send out each prospectus:

| Season        | Date       |
|---------------|------------|
| Fall Sports   | August 1   |
| Winter Sports | October 1  |
| Spring Sports | January 15 |

## II. PRE-GAME DUTIES

- A. Create roster files in Stat Crew according to the GSAC format - Last Name first in ALL CAPS, followed by First Name. Include each player's class and position.
- B. Send Stat Crew roster files to road opponents and request roster files from visiting teams for that week. Notify visiting team if you will be unable to keep statistics 72 hours in advance.
- C. Send coach prepared to have someone take hand statistics in case stats are not provided by the opponent, particularly for tournaments.
- D. Before the game confirm rosters with coaches.

## III. GAME DUTIES

- A. Keep statistics according to NCAA Statistician's Manuals, which are available at [www.ncaa.org](http://www.ncaa.org).
- B. Box score MUST include:
  - 1. Date - use 2-digit month/day/year
  - 2. Start and end times, using am or pm without periods
  - 3. Place
  - 4. Team records - overall record, GSAC record without parentheses - for example: 10-2, 4-1 GSAC
  - 5. Conference game or not
  - 6. Names of referees/umpires and scorer
- C. Box score should include:
  - 1. Attendance
  - 2. Weather, if applicable
  - 3. Opponent totals for non-GSAC contests, even if you don't have individual stats.

#### **IV. POST-GAME DUTIES**

- A.** Home team report score to opponent and the GSAC SID following the contest.
- B.** Name Stat Crew stats files according to the GSAC Format and send to opponent and GSAC SID as soon as possible.
- C.** Report scores to NAIA using SID Help at [www.naiasports.org/admin](http://www.naiasports.org/admin).
- D.** Visiting team at a non-GSAC school, report score to GSAC SID. When stats are available, check stats to make sure all information is included and then forward to GSAC SID.

#### **V. WEEKLY DUTIES**

- A.** Make a nomination online at *SID Help* for any worthy candidate by 11:00 a.m. each Monday during the season.
- B.** Send any missing statistics from the previous week to the GSAC SID by noon each Monday.

#### **V. POST-SEASON TOURNAMENT HOST DUTIES**

- A.** Provide game program.
- B.** Keep statistics and send results to media, teams involved, and GSAC SID.