



Athletics Communications GUIDELINES

Last Updated: May 24, 2024

I. GAME RULES & GUIDELINES

- a. The home team is responsible for providing a .xml and packed file from each game 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). All statistics must be compiled using live, in-game scoring mode.
- 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) and volleyball. 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 athletics communications staff should make arrangements with visiting team coaching and athletics communications staff 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.
 2. For the sports of basketball and volleyball, each coach should be provided printed stats at the end of each half/quarter (basketball) or set (volleyball).
- c. The stats must also be sent via email as packed attachment files to the visiting conference team athletics communications staff within two hours of the contest's completion. An XML file must also be uploaded to the UMAC website (umacathletics.com via Sidearm Sports) within two hours of completion of the contest.
- d. For the sports of cross country, golf, track, statistics are to be sent via email to applicable coaches, sports information directors, and the UMAC Assistant Commissioner no later than 9 p.m. on the day of the event, unless previous arrangements were agreed to and communicated by all participating teams. The statistics should be sent in an easily readable format listing both individual and team results.

II. LIVE ONLINE STATISTICS AND VIDEO STREAMING

- a. Online live in-game statistics and video streaming are required with reasonable effort for the sports of football, volleyball, soccer, basketball, baseball, and softball.
 1. Every effort must be made to provide live streaming for each UMAC event with an exception for institutions hosting multiple vents on the same day. In such cases, at least one stream must be provided at the discretion of the host institution.
- b. All UMAC live statistics and streaming must be offered to viewers free of charge.

III. 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.
- b. In the case of a non-conference game where the UMAC team is the visiting team, the UMAC institution is responsible for uploading the game files to the UMAC stats site. Non-conference files for tennis and all other golf files must also be sent to the UMAC Assistant Commissioner.

- c. 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, Mankato Press, Morris Sun Tribune, Superior Telegram, and the Associated Press for Minnesota and Wisconsin.

IV. PLAYER OF THE WEEK AWARD NOMINATIONS & SELECTION

- a. Player of the week award nominations must be submitted online via the Sidarm Sports awards platform by Monday at 12 p.m.
 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 athletics communications staff from each applicable institution. The voting window will be open to SID vote from 12 p.m. to 2 p.m. on Monday of each week. The UMAC SID will then send the official weekly award winners immediately following the close of voting and post the honorees on the UMAC website at 10 a.m. on Tuesday.
 1. An institution cannot vote for a student-athlete nominated for Player of the Week from their respective institution.
- c. The UMAC Player of the Week award winners will be sent to all appropriate and applicable media outlets for the represented institutions and award winners.

V. 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 uploaded into the UMAC Dropbox must follow the official UMAC Roster Formatting Templates.
 3. All UMAC Word rosters must include a pronunciation guide.
- 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 player's first name followed by last name. If multiple players share the same last name, the first initial (or as many letters as needed) shall be used ahead of the last name in the short name section (i.e. J. Smith or Jam. Smith).
- c. The following official team codes must be used by all UMAC members in their *Stat Crew* directories:
 - Bethany Lutheran College – BLC
 - Crown College – CROWN
 - Greenville University – GU
 - Martin Luther College – MLC
 - Mississippi State University for Women – MUW
 - North Central University – NCU
 - Northland College – NC
 - Principia College – PC
 - University of Northwestern – UNW
 - University of Minnesota Morris – UMM
 - University of Wisconsin-Superior – UWS

Webster University – WEB
Westminster College – WEST

- d. The following are the official NCAA team codes that should be used in all XML files:

Bethany Lutheran College – 30038
Crown College – 30035
Greenville University – 1111
Martin Luther College – 8597
Mississippi State University for Women – 431
North Central University – 30039
Northland College – 1267
Principia College – 555
University of Northwestern – 30031
University of Minnesota Morris – 1226
University of Wisconsin-Superior – 804
Webster University – 759
Westminster College – 1450

VI. 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 liaison 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 liaison and institution's athletic director, as well as the enacting and enforcement of a \$50 fine upon the guilty institution

VII. STATISTICAL DISCREPANCIES

- 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:
 - i. 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 Assistant Commissioner.
 - ii. The UMAC Sports Information Director will also contact Team A's (home team) head coach and institution's athletics communications staff.
 - iii. If after discussion with Team A's (home team) head coach and athletics communications staff an agreement can be made amongst both teams, the statistics will be officially changed and re-entered in the conference statistics.
 - iv. 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.

VIII. STATISTICAL RECORD BOOKS

- a. Published UMAC statistical records shall include results/statistics prior to the NCAA Division III era beginning with 2008-2009 and a separate list for the NCAA Division III era beginning with 2008-2009. There shall be separate records for overall statistics and conference-only statistics.

IX. 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.