



## 2007-08 Sports Information Directors' Manual

Last Updated: July 1, 2007

### Score Reporting Procedures & Weekly Honor Roll Nominations

For non-conference games, the SID of the respective GSAC school must submit results via voice mail or e-mail no later than 10 a.m. the day following the contest. For conference games, the SID of the host school should submit results via voice mail or e-mail no later than 10 p.m. EST the day of the contest. Results will be posted on the conference website each day at 10:00 a.m. and 10 p.m. Player of the Week nominations should be sent to the respective sport chair by 1 p.m. EST each Monday. The sport chairperson should submit the winner to the Conference SID by 3 p.m. each Monday. Scores should be reported by email to: [jhughes@lagrange.edu](mailto:jhughes@lagrange.edu) or to voicemail at (706) 880-8318. When reporting scores, briefly include leading scorers, or other statistical leaders, or any notable game, season or career mark set by an athlete.

### 2007-08 Game Schedule Deadlines

Member institutions should submit their updated game schedules to the Conference SID by the listed dates. Any changes (including reschedules to inclement weather) should be reported daily. Rosters for fall and winter sports are due the Monday prior to the first date of competition and Jan. 31 for all spring sports.

M&W Cross Country, Volleyball, M&W Soccer	Wednesday, August 1, 2007
Men's Basketball, Women's Basketball	Friday, Oct. 19, 2007
Baseball, Softball, M&W Tennis	Friday, Jan. 11, 2008

### Home Event Management

It is the responsibility of the host institution's SID or AD to ensure that correct home event management procedures are followed at all home events (especially GSAC contests). Home events for volleyball, m/w soccer, m/w basketball, baseball, and softball should have the appropriate game management staffs in place including a scoreboard and clock operator and a public address announcer. A StatCrew statistic crew must be at all m/w basketball, soccer, baseball and softball events. It is encouraged that all GSAC schools follow the same pre-game procedures including a public address welcome, the playing of the National Anthem, the announcement of the starting lineup, and the reading of the NCAA Crowd Control statement:

*"In the honor of true sportsmanship, the host institution name, the Great South Athletic Conference, and the NCAA encourage and promote good sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants in a positive manner. Profanity, racial, ethnic, or sexist comments or any other intimidating actions directed at officials, student athletes, coaches, or team representatives will not be tolerated and are grounds for removal from the site of competition."*

### **StatCrew Statistical Software**

StatCrew statistical software must be kept for the following sports: volleyball, m/w soccer, m/w basketball, baseball and softball. All sports except volleyball will be scored in-game live at the scorer's table. Volleyball will be scored using manual box score entry. Manual game entries should be completed immediately after the game or the morning after using the mandated NCAA Statistics forms which will be kept live during the games. Each member school is responsible for their own statistics for volleyball only. Pre-game roster files and post-game files for a specific sport should be traded via email with all competing schools, conference or non-conference. The home team's scoring interpretation will be final. Only by agreement of the head coaches will a change be made in an event. After each event a copy of the game file will also be sent to the conference SID.

### **StatCrew School IDs**

To help avoid confusion with statcrew rosters and school IDs it is suggested to use the following IDs for the conference schools.

Agnes Scott- ASC; Huntingdon (Women)- HCW; Huntingdon (Men)- HCM; LaGrange (Women)- LCW; LaGrange (Men)- LCM; Maryville (Women)- MCW; Maryville (Men)- MCM; Piedmont (Women)- PCW; Piedmont (Men)- PCM; Spelman- SC, Wesleyan- WC

### **NCAA Statistics Procedures**

The Conference SID is responsible for reporting both game results and season statistics to the NCAA for men's and women's basketball. The Conference SID is responsible for season statistics only for volleyball, softball, baseball, men's soccer and women's soccer. For volleyball, softball, baseball, men's soccer and women's soccer each school SID is responsible for reporting game results. Again as stated in the above paragraph, after each event, the host school's SID will send the conference SID a copy of the game file. Each SID should be versed on the most modern statistical rules by reading the complimentary sport-specific manuals mailed out by the NCAA annually.

### **Athletic Website Maintenance**

The SID at each member institution is responsible for updating and maintaining their respective athletic department websites. The following information links will be required to be posted on each school's site: rosters, game schedules with each result updated after the conclusion of the contest, and StatCrew cumulative season stats. If possible, it is recommended that individual box scores are linked in the place of the result on the schedule page.

### **GSAC Tournaments**

The host school SID for the respective sport's tournament will be responsible for acquiring from each school in the conference up-to-date rosters and printing a tournament program. The program will include but is not limited to team rosters and tournament schedules. The host SID is responsible for all forms of game management. It is encouraged, if possible, for other conference SIDs to offer their services. The host SID will send StatCrew game files of each game to the respective schools and the conference SID. For volleyball, the school SID will e-mail their team's StatCrew statistics to the conference SID. For tennis and cross country, e-mail the results to the conference SID. It is recommended that a copy of the NCAA rule book for the respective sport and a copy of the GSAC Protest Protocol be on sight of the tournament.

### **Roster Formatting**

Please have all numerical rosters formatted (in print version and website version) in the listed format. When listing the previous institution, please list prior college/university if the athlete is a transfer. On men's basketball rosters, additional columns for height and weight should be added between year and position. On women's basketball rosters, an additional column for height should be added between year and position.

<b>#</b>	<b>Name</b>	<b>Year (Athletic)</b>	<b>Position</b>	<b>Hometown/Previous Institution</b>
11	Susie Sample	FR	Guard	Atlanta, Ga./Brookwood

## 2007-08 GSAC Championship Dates and Sites

Sport	Host	Date	Site
Cross Country	Maryville College	Nov. 3, 2007	On Campus
First Round Soccer (W)	Higher Seed	Oct. 30, 2007	On Campus
Soccer (M&W)	Piedmont College	Nov. 2-3, 2007	On Campus
Volleyball	LaGrange College	Nov. 2-3, 2007	On Campus
Basketball (M&W)	Piedmont College	Feb. 29-March 1, 2008	On Campus
Basketball (M&W)	Piedmont College	Feb. 29-March 1, 2008	On Campus
Baseball	LaGrange College	April 25-27, 2008	On Campus
Softball	Piedmont College	April 19-21, 2008	On Campus
Tennis (M&W)	Agnes Scott College	April 19-20, 2008	On Campus

## GSAC Sports Information Directors Contact Information

School	SID	Phone	Fax	Email
GSAC	John Hughes	(706) 880-8318	(706) 880-8350	.jhughes@lagrange.edu
Agnes Scott	Alex Stewart	(404) 471-6359	(404) 471-6099	.astewart@agnesscott.edu
Huntingdon	Tim Lutz	(334) 833-4579	(334) 833-4579	.tlutz@huntingdon.edu
LaGrange	John Hughes	(706) 880-8318	(706) 880-8350	.jhughes@lagrange.edu
Maryville	Eric Etchison	(865) 981-8283	(865) 981-8285	.eric.etchison@maryvillecollege.edu
Piedmont	Richard Dombrowsky	(706) 778-8500	(706) 776-0145	.sportsinfo@piedmont.edu
Spelman	Deidra Reid	(404) 270-5715	(404) 270-5118	.drreid@spelman.edu
Wesleyan	TBA			

## Great South Athletic Conference Local Media Outlet Contact Information

### Agnes Scott College

*Atlanta Journal-Constitution* .....(404) 526-5977 .....wparker@ajc.com  
*Dekalb Community Review* .....(404) 355-4340 .....news@thestorygroup.com

### Huntingdon College

*Montgomery Advertiser*

### LaGrange College

*LaGrange Daily News* .....(706) 884-7311 .....keckleberry@lagrangeneews.com

### Maryville College

*Maryville Daily Times* .....(865) 981-1175 .....stefan.cooper@thedailytimes.com  
*Knoxville News Sentinel* .....(865) 342-6402 .....sports@knoxnews.com  
 WBIR TV .....(865) 522-7341 .....none  
 WVLT TB .....(865) 585-1978 .....none  
 WBCR AM 1470 .....(865) 983-0890 .....wbcr@afo.net

### Piedmont College

*The Northeast Georgian* .....(706) 776-9510 .....sports@thenortheastgeorgian.com  
*Gainesville Times* .....(770) 532-0457 .....sports@gainesvilletimes.com  
 WNEG TV Channel 32 .....(706) 886-7033 .....npransky@wneg32.com

### Spelman College

*Atlanta Journal-Constitution* .....(404) 526-5977 .....wparker@ajc.com  
*Atlanta Daily Word* .....(404) 659-4988 .....news@atlantadailyword.com

### Wesleyan College

*Macon Telegraph* .....(478) 744-4646 .....mt-sports@macontel.com  
 WMAZ - CBS .....(478) 752-1393 .....eyewitnessnews13@wmaz.com  
 WGXA - FOX .....(478) 745-6057 .....pcataldo@fox24.com

*Italics denotes print media.*