

WIAC SPORTS INFORMATION OPERATING CODE

2007-08 Academic Year

[Note: The WIAC operating codes consist of those policies, procedure, and practices unique or specific to the conduct and administration of each conference championship sport or sport-related discipline, and are intended as **supplements** to the *NCAA Manual*, *WIAC Handbook on the Governance of Intercollegiate Athletics*, and the recognized playing rules for each sport or guidelines for a sport-related discipline, **not** as replacements for them. In addition, football and men's and women's basketball have manuals that include expectations related to the administration of those sports.]

I. EXPECTATIONS

A. WIAC Sports Information Director

The primary function of the WIAC Sports Information Director (SID) shall be to promote the academic and athletic successes of WIAC student-athletes, coaches and others associated with the WIAC within the state and region as well as nationally. The WIAC SID also serves as the primary liaison between the sports information offices of each individual campus, the conference and related departments within the NCAA. The WIAC SID shall implement and provide oversight over those policies and procedures pertaining to sports information adopted through the conference's legislative process.

B. The Sports Information Director at each WIAC Institution

While the expectations for each sports information director at the campus level may differ from institution to institution, each campus SID is expected to fulfill those obligations and expectations established a conference-wide basis. In so doing, it is expected that each campus SID will do his/her utmost to meet all established deadlines and standards for the submission and/or distribution of contest results and related statistical data. The campus SID will work closely and cooperatively with the WIAC SID in ensuring that all WIAC student-athletes, coaches and other receive the appropriate recognition for their accomplishments on- and off-the-field of competition.

II. RESPONSIBILITIES

A. WIAC Sports Information Director

The WIAC SID assumes responsibility for the compilation, distribution and maintenance of pertinent conference records and statistical data. The most notable means for fulfilling this responsibility include compilation, editing and publication of the annual WIAC Directory and Records Book and the maintenance of the conference web site.

The content for the directory and records book and the web site shall include, but not be limited to, the following:

1. Conference office directory & facts.
2. Directory information on each member institution.
3. History of the conference.
4. A section on each championship sport sponsored by the conference to include:
 - All-Conference teams
 - Athletes of the Week
 - Conference standings
 - Season results/scores
 - Conference tournament or championship results

- Sport records
 - Season or conference statistics (individual and team)
 - Previous individual champions where appropriate
 - Previous team champions
 - Previous players of the year/coaches of the year
 - Previous scholar-athlete winners
5. Conference All-Sports standings
 6. Conference results in national All-Sport competition
 7. Conference team finishes in national (e.g., NCAA) postseason competition
 8. Conference individual finishes in national (e.g., NCAA) postseason competition
 9. District, regional and national awards (athletic and academic) earned by conference athletes, coaches and others.
 10. Coaching records of current and previous head coaches

Additional materials and/or information that may listed on the WIAC web site include:

1. Composite conference schedules
2. Preseason previews in all team sports
3. Championship/postseason tournament previews for individual and team sports.
4. Statistics in the conference team sports of volleyball, football, men's ice hockey, women's soccer, basketball, softball and baseball
5. Links to all conference institutional web sites, other Division III conferences, regional and national polls, national statistics, national governing bodies or coaches associations, sports-specific media outlets, state and regional media, qualifying standards, and conference corporate partners.
6. Notes and news releases on general interest accomplishments of WIAC student-athletes, coaches and others, both past and present.

The WIAC Sports Information Director also is responsible for:

1. Planning and coordinating media days in football and basketball
2. Planning and producing the conference postseason basketball tournament program.
3. Assuming the host SID functions at selected conference championships hosted at neutral sites (e.g., tennis)
4. Soliciting nominees for the WIAC Scholar-Athlete awards
5. Coordinating the All-Conference selection in team sports.
6. Preparing camera-ready copy concerning the WIAC for member institution's programs
7. Sending reminders to institutional SIDS regarding deadline dates for various awards to recognize WIAC student-athletes, coaches and others (e.g., CoSIDA Academic All-American teams)
8. Identifying more efficient means (e.g., software) for performing the various functions of both the WIAC SID and the institutional SIDs.

B. The Sports Information Director at Each WIAC Institution

Each WIAC member sports information director shall assume responsibility for fulfilling those policies, procedures and expectations adopted by the conference including, but not limited to, the following:

1. Post-Competition Results. The host institution shall have the responsibility of providing the results of any competition to the visiting team via facsimile, e-mail or internet posting. This shall take place regardless of whether results are distributed in hard copy at the site of the competition. The results may also be distributed, in complete form or summary form, to various media representing both the home and visiting teams. This distribution list can be determined on a per contest basis in communication with the visiting SID base on the size and relative significance of the competition.

2. Hosting WIAC Championships. When hosting a conference championship, the host SID will be responsible for the preparation of the championship program and the collection and distribution of results following the competition. SIDs of participating institutions will assist in providing current rosters, statistics, pictures and other information requested by the host SID. The program shall be developed so as to promote the entire conference as opposed to the host institution/team. The host SID shall be responsible for providing a competition schedule plus ticket prices to the participating institutions in advance, making preparations and accommodations for media representatives, and developing the post-competition media distribution list. Each SID (host and visiting) are expected to promote the conference championships/postseason tournaments on their respective campuses, in their communities and to the local and statewide media.
3. WIAC Corporate Partners. Institutional SIDs are responsible for ensuring that the WIAC corporate partner advertisements and the logo or ads for the various ball/equipment sponsors are depicted in all regular-season and postseason programs.
4. Computer Software. Statcrew is the designated conference computer software program for the sports of football, volleyball, basketball, softball, baseball and soccer. Statcrew is recommended for the sport of ice hockey. Each institutional SID is responsible for providing the conference office with weekly .CAP, .CAC, .CAG files for the sport of women's volleyball and submit .CAP, .CAC, .CAP files following the conclusion of all doubleheaders in baseball and softball. The host SID is responsible for providing the conference office with a game file for each conference contest hosted in the sports of basketball, football and soccer plus every non-conference contest played both home and away. The WIAC SID shall provide the instructions for submitting those files and guidelines for formatting to ensure consistency from institution to institution. Whenever possible, the host SID shall provide game files via e-mail to the visiting team. The visiting SID is to provide a computer roster via e-mail in advance of any competition with another WIAC institution.
5. Reporting Results/Athletes of the Week. Each SID is responsible for submitting to the conference office the scores of every competition in all sports plus any deserving Athlete of the Week nominees. These submissions shall take place minimally on a weekly basis and must be completed by noon each Monday unless specified otherwise. Athlete of the Week nominations are to be selected based on the criteria established by the conference and may be submitted either by the SID or the head coach of that sport.
6. Honor Rolls. For sports in which a conference honor roll exists, each SID shall provide the conference office with the name of the person that will be providing the updates unless a conference coach has been assigned to develop and maintain the honor roll.
7. Conference Records. Each SID is responsible for annually reviewing the conference records in each sport and providing the WIAC SID with any appropriate updates. These updates are to be provided on a timetable established by the WIAC SID. In addition, each SID is responsible for providing any directory updates annually to the conference office.
8. Conference Statistics. Each SID is responsible for providing conference only statistics to the WIAC SID at the conclusion of each season in the sports of football, basketball, baseball and softball.
9. Preseason Previews. Each SID is responsible for providing preseason previews for their respective teams in the sports of football, soccer, volleyball, basketball, baseball and softball. The WIAC SID will use these previews to prepare an overall conference preview in those sports. A survey of SIDs may also be conducted to establish a preseason poll in selected team sports.
10. Championship Meet Previews. Each SID is responsible for providing information on their respective teams for the preparation of a conference championship preview by the WIAC SID.

11. Honors/Awards. Each SID shall provide the WIAC SID with the names of student-athletes, coaches or others who earn honors or awards beyond the conference level (e.g., Academic All-American or All-Region; All-American, All-Regional, All-Tournament; National Player of the Year, Player of the Week; NCAA postgraduate scholarship.).
12. Information Exchange and Rosters. Each SID will exchange (or make available on the internet) rosters, schedules and statistics in a timely manner in advance of a competition against another WIAC institution. Rosters are to be listed numerically in the sports of football, soccer, volleyball, basketball, ice hockey, softball and baseball. At a minimum, rosters are to include name, year and hometown. Additional information should include position, height, weight and high school.
13. Media Days. Each SID is responsible for assisting the WIAC SID in promoting the football and basketball media days. This includes providing the appropriate names and addresses of local media to invite and possibly assisting the media with transportation. Each SID is expected to attend the designated media days and provide up-to-date printed material on their respective team(s) to the represented media. Formatting for rosters should follow the guidelines outline in Attachment #1 (See Attachment #1).

C. Tom Butler Award

The Tom Butler Award is presented annually (since 1998) to a representative of the print or electronic media who is considered to have provided outstanding coverage to WIAC athletics. The award is dedicated to Tom Butler, who served the conference faithfully for nearly three decades as its sports information director and played a significant role in establishing the WIAC as the premier Division III conference in the country. The recipient is selected by the conference's sports information directors.

III. SPORT COMMITTEE MEMBERSHIP/CHAIR/MEETINGS

A. Sport Committee Membership

The WIAC Sports Information Committee shall be comprised of the sports information director at each WIAC institution.

B. Sport Chair

The chair of the sports information committee shall be elected at the annual meeting of the sports information committee. [See WIAC Administrative Regulation 24.2 for duties and responsibilities of sport chairs.]

C. Meetings

The sports information committee shall conduct annual conference calls in January and June.

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Sport Chair:	Tim Petermann, UW-Eau Claire July 1, 2007 to June 30, 2008
Athletics Directors Liaison:	Rick Bowen, UW-River Falls
Sport Committee Conference Calls:	2:00 p.m., Wednesday, January 16, 2008 and 10:00 a.m., Monday, June 2, 2008