

## **Section 2.2 - ALL CONFERENCE SELECTION PROCEDURES**

- 2.2.1 Track & Field and Cross Country will continue to honor based on finish at MCC Conference Meet
- 2.2.2 Head Coach nominates any number of their players by the last Tuesday of the regular season
- 2.2.3 The All Conference Ballot will be returned to coaches on the last Wednesday of the regular season
- 2.2.4 Coaches may have one conference call (or meeting) between the time they receive and submit the ballot
- 2.2.5 Coaches will rank the same number of players as the number being honored as All Conference, or, in the case of position-by-position selection, a suitable number (as determined by the Commissioner) to insure statistical relevance
- 2.2.6 Coaches may NOT vote for their own players for All Conference
- 2.2.7 Vote for All Conference occurs by noon, on the Tuesday following the conclusion of the Conference Tournament, or by noon, two days before the NAIA mandated deadline, whichever is sooner
- 2.2.8 A second ballot for "X of the Year" will be sent to the coaches by 5:00 PM on the day that the vote for All Conference occurs
- 2.2.9 Coaches MAY vote for their player(s) for "X of the Year"
- 2.2.10 "X of the Year" ballots are due by noon on the day following the vote for All Conference
- 2.2.11 Sports will honor the same "X of the Year" positions as the NAIA + one additional "X of the Year" as recommended by the coaches and approved by the ADC
- 2.2.12 The number of All Conference honorees will be the same as the number put forward for national (or regional) consideration
- 2.2.13 The number of Honorable Mention honorees will be the same as the number (plus ties) of All Conference honorees
- 2.2.14 An additional Honorable Mention spot will be awarded to the highest receiving vote getter from an institution not otherwise recognized on the All Conference or HM Team
- 2.2.15 All Conference and "X of the Year" will receive a plaque and certificate; Honorable Mention will receive a certificate
- 2.2.16 CHAMPION OF CHARACTER TEAM: At the time of All Conference/Coach of the Year nominations coaches will have the opportunity to select a player from their team for the Champion of Character team under the following guidelines:
  - 2.2.16.1 Player must be a Varsity letter winner
  - 2.2.16.2 Player selected must fall in line with the NAIA's Champion of Character program
  - 2.2.16.3 Each team (institution) will have one player represented on the team
  - 2.2.16.4 The Conference's Champion of Character team members will receive a certificate
- 2.2.17 ACADEMIC ALL CONFERENCE
  - 2.2.17.1 Athlete must be on the eligibility roster
  - 2.2.17.2 Athlete must be in at least 2<sup>nd</sup> Year of College
  - 2.2.17.3 Athlete must have at least a 3.0 Cumulative GPA
  - 2.2.17.4 Due dates: Fall Sports 2/1; Winter Sports 3/15; Spring Sports 4/15
  - 2.2.17.5 The Conference's Academic All Conference members will receive a certificate

## **2.3 SPORTS INFORMATION GUIDELINES**

### **2.3.1 GENERAL ITEMS**

- 2.3.1.1 Each Midwest Collegiate Conference institution will hire or designate ONE individual whose PRIMARY responsibility will be Sports Information.
- 2.3.1.2 The Midwest Collegiate Conference places responsibility on each institution to hire capable and knowledgeable individuals to keep the game statistics
- 2.3.1.3 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
- 2.3.1.4 Individuals should be well trained and acclimated with the statistical programs well in advance of any game event
- 2.3.1.5 Each institutional Sports Information Director shall work to develop procedures and relationships with media, which will promote and enhance news coverage of his/her respective institution's intercollegiate athletic teams, individual athletes, and total athletic programs including, but not limited to, game coverage, features, and news highlighting student-athletes, coaches, and the institution as a part of the Midwest Collegiate Conference (MCC).
- 2.3.1.6 Each institutional SID is encouraged to develop regular media services which include, but are not limited to, production and distribution of sports news releases, media guides, printed programs and brochures, radio game broadcasts and other programs, television when practical, and webcast as available.
- 2.3.1.7 As part the institutional SID responsibilities, and/or in conjunction with others, he/she is encouraged to develop and maintain appropriate athletic sections on the institutional website(s) with current, relevant content.
- 2.3.1.8 The institutional SID will cooperate with conference and NAIA colleagues and others in the promotion of positive news media relations.

### **2.3.2 RELATIONS WITH THE NAIA**

- 2.3.2.1 The institutional SID will maintain contact with the NAIA Sports Information Office, and other NAIA representatives, as appropriate, and to provide requested/required information and reports.

- 2.3.2.2 The institutional SID will cooperate as requested with the MCC and NAIA officers and committees for information, reports, and applicable host duties.
- 2.3.2.3 The official website of the NAIA is <http://www.naia.org> It is to be checked on a regular basis for coaches and SID manuals, and other organization updates.
- 2.3.2.4 It is the responsibility of each MCC institution to input contest schedules as requested by the NAIA to the organization's website via the MCC SIDHelp admin site
- 2.3.2.5 It is the responsibility of each MCC institution to make sure the results of all varsity contests are reported to the NAIA through the MCC SIDHelp admin site <http://www.midwestcollegiateconference.com/admin> (See below under section X).

### 2.3.3 RELATIONS WITH THE MIDWEST COLLEGIATE CONFERENCE

- 2.3.3.1 Each institutional SID must provide required SID reports and information to the MCC SID and Commissioner – including but not limited to statistical reports, directory information, and materials for MCC printed programs and reports.
- 2.3.3.2 Each institutional SID shall be a full member of the MCC Sports Information Committee, and will be encouraged to take part in deliberations and responsibilities of that committee.
- 2.3.3.3 The MCC SID will serve as chairperson of the MCC Sports Information Committee, the MCC Sports Information Director will serve at the pleasure and appointment of the MCC Governing Council.
- 2.3.3.4 The MCC SID (in conjunction with the Commissioner) will be responsible for:
  - 2.3.3.4.1 Calling and chairing a minimum of two meetings of the SID committee each academic year;
  - 2.3.3.4.2 Submitting recommendations of the Sports Information Directors Committee to the ADC;
  - 2.3.3.4.3 Attending meetings of the ADC as requested by the ADC or Commissioner.
  - 2.3.3.4.4 Administration of the MCC Player of the Week programs, and the submission of MCC selections to the appropriate NAIA region and national level;
  - 2.3.3.4.5 Collection and Organization of all MCC Stats
  - 2.3.3.4.6 Content of the MCC Website
  - 2.3.3.4.7 Coordinating the production of any MCC post-season tournament program;
  - 2.3.3.4.8 Production and distribution of all MCC press releases;
  - 2.3.3.4.9 Production and Distribution of Award Certificates
  - 2.3.3.4.10 Each institutional SID shall cooperate with the MCC Sports Information Director in the submission of requested reports, nominations, new media contacts, to be used in conference promotions, and the production of MCC publications. This shall include participation in and/or coordination of institutional nominations for the various player-of-the-week recognition programs.

### 2.3.4 INSTITUTIONAL SID RESPONSIBILITIES

- 2.3.4.1 Games and Statistic Collection and Reporting
  - 2.3.4.1.1 Complete, accurate game statistics are the responsibility of the home team
  - 2.3.4.1.2 The SIDs of the MCC will follow the NAIA statistical guidelines, which in most cases follow the NCAA guidelines, when keeping statistics. Current NCAA Statistical Manuals will serve as the official guides when compiling game statistics. These guidelines are available on the NCAA website in the form of Statistician's Manuals for each sport. Each institutional SID, or responsible individual, is strongly encouraged to download and print these manuals for the NCAA website or order manuals from the NCAA Library.
  - 2.3.4.1.3 A sports information director (SID) or their designee shall be at each MCC contests for ALL games. Responsibilities of the SID include but are not limited to compiling LIVE (where applicable) statistics via StatCrew (TAS) software. In all cases the SID is the party responsible for adherence to all MCC guidelines.
  - 2.3.4.1.4 Home SID is responsible for gathering accurate roster and team record information prior to event. MCC SID's will share updated rosters via email and the conference website.
  - 2.3.4.1.5 SID is responsible for providing printed stats to coaches/team representatives at the conclusion of each basketball game (men's and women's). When possible, printed stats should also be provided at the conclusion of baseball, softball, soccer, volleyball, and golf events. For the sport of Golf the combo report including scores for all players and teams
  - 2.3.4.1.6 SID is responsible for emailing through [midwest-collegiate-conference-newsreleases@googlegroups.com](mailto:midwest-collegiate-conference-newsreleases@googlegroups.com) copies of game box scores and play by play to appropriate media outlets no later than two hours after the final game of the day. All efforts will be made to email after each game to meet newspaper deadlines. If this is not possible due to conflict or incomplete statistics a final score must be sent out within two hours with a note saying that the box score and play by play will follow as soon as possible.
  - 2.3.4.1.7 SID is responsible to e-mail a copy of the game stat file as well as game scores to the participating team SID and to the MCC SID.
  - 2.3.4.1.8 The home team is responsible for providing Stat Crew statistics for the visiting team as well as any media that is in attendance at the contest for the MCC sports of basketball (men's and women's) and volleyball. When possible the home team should provide stat crew statistics to the visiting team and media in attendance for the MCC sports of soccer (men's and women's), baseball, and softball.
  - 2.3.4.1.9 The final statistics are to be given to the visiting team immediately following the game in hardcopy or paper form for the sport of basketball (men's & women's). This hardcopy must include play-by-play statistics.
  - 2.3.4.1.10 The stats must also be sent via email as packed attachment files in Stat Crew to the visiting conference team SID, the MCC SID and MCC Media via [midwest-collegiate-conference-newsreleases@googlegroups.com](mailto:midwest-collegiate-conference-newsreleases@googlegroups.com) within two-hours of the conclusion of the contest.
  - 2.3.4.1.11 For Golf, golfstat must be used, and daily results must be sent as per 2.3.4.1.12
  - 2.3.4.1.12 Volleyball match statistics must be sent to the MCC SID with both team's statistics included in the *StatCrew* file.
    - 2.3.4.1.12.1 For MCC conference matches home SID's will staff to keep 'live' statistics for both teams. And sent per 2.3.4.1.12
    - 2.3.4.1.12.2 In a non-conference road match, the MCC team is solely responsible for sending a complete game file with both team's statistics to the MCC SID as soon as possible.

- 2.3.4.1.13 Web Features. Each SID will be responsible for AT LEAST two web features per month; the loose calendar dates for submission are; AU 1<sup>st</sup> & 16<sup>th</sup>, CC 2<sup>nd</sup> & 17<sup>th</sup>, GVC 3<sup>rd</sup> & 18<sup>th</sup>, IWC 5<sup>th</sup> & 20<sup>th</sup>, MMC 7<sup>th</sup> & 22<sup>nd</sup>, SAU 10<sup>th</sup> & 24<sup>th</sup>, VU 11<sup>th</sup> & 26<sup>th</sup>, WC 12<sup>th</sup> & 28<sup>th</sup>, WPU 14<sup>th</sup> & 30<sup>th</sup>. Please remember that this can be anything about a team, a student-athlete, a coach, an administrator, or happenings at the institution. It can come from the institution's PR department (occasionally).
- 2.3.4.2 REPORTING INFORMATION, RESULTS
- 2.3.4.2.1 The home team is responsible for posting on [www.midwestcollegiateconference.com](http://www.midwestcollegiateconference.com) the game score as well as emailing or faxing final statistics to all media outlets of both the home and visiting team. The visiting team should make sure the home team has all of the necessary media outlet contact information after the contest.
- 2.3.4.2.2 SID's send out a mass email to ALL MCC SID's and Media with scores and stats of hosted games via: [midwest-collegiate-conference-newsreleases@googlegroups.com](mailto:midwest-collegiate-conference-newsreleases@googlegroups.com)
- 2.3.4.2.3 In the case of a non-conference game where the MCC team is the visiting team, the MCC team (coach or SID) is responsible for updating the MCC scoreboard within 2-hours following the contest.
- 2.3.4.2.4 The MCC team is also responsible for getting the game statistics to the MCC SID with in the 24-hour period or immediately on receipt from the host institution.
- 2.3.4.3 PLAYER OF THE WEEK AWARD NOMINATIONS & SELECTION
- 2.3.4.3.1 Player of the Week award nominations are due to the MCC SID for all sports, using the SIDHelp web site by 12:00 p.m. on Monday of each week.
- 2.3.4.3.2 The MCC player of the week award winners will be sent to all appropriate and applicable media outlets by the MCC SID
- 2.3.4.3.3 The player of the week will be selected using the information provided and listed on the nomination only. Therefore it is very important that the nomination be filled out completely and accurately with name, hometown, class, stats for the week, season stats and past awards/honors.
- 2.3.4.3.4 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 end on the final week of the regular season.
- 2.3.4.3.5 Selection of the MCC Players of the Week will be done via a vote by all MCC SIDs by 3:00 p.m. Monday of each week using the SIDHelp web site.
- 2.3.4.3.6 SID's are refrained from voting for their nominee
- 2.3.4.3.7 Failure to vote for a POW will result in that institutions nominee becoming ineligible to receive the honor for that week
- 2.3.4.3.8 The MCC SID will then release the official weekly award by 4:00 p.m. Monday and post the honorees on the MCC web site at the same time.
- 2.3.4.3.9 If there are no nominations or only one for a specific sport, the MCC Sports Information Director and Commissioner will select a player based on stats for the week.
- 2.3.4.3.10 In the event of a tie for POW, the Commissioner will cast the deciding vote.
- 2.3.4.4 ROSTER NAMES, GAME FILE NAMES, DAKSTATS AND STATCREW RELATED ISSUES
- 2.3.4.4.1 Miscellaneous Roster Items. The year of eligibility listed on all rosters posted to the MCC website, including the Stat Crew and Word rosters, will follow athletic eligibility. Word rosters, which must include the team's coaching staff, should be created using the templates provided by the MCC. Rosters exchanged between MCC institutions must follow these templates.
- 2.3.4.4.2 All rosters posted to the MCC website must include all requested information about each athlete.
- 2.3.4.4.3 Entering of Names in *StatCrew* Rosters.
- 2.3.4.4.4 For the sports of soccer, volleyball, tennis, and basketball, all participating members in the MCC shall use the following procedure for entering player rosters into *StatCrew* software: Last name, (followed by a comma and space) First Name. Examples = Smith, John or Anderson, Mary
- 2.3.4.4.5 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 last name followed by a comma space and as much as possible of the first name
- 2.3.4.4.6 Single digit jersey numbers should be listed as '0X' (i.e. '5' would be entered as '05')
- 2.3.4.4.7 Complete roster information offered by *Stat Crew* should be included for all sports including year, position, bat/throw, hometown, etc.
- 2.3.4.4.8 All game files submitted to the MCC Sports Information Director will follow the following guidelines. Game files must be named as follows: Home team two letter abbreviation, visiting team two-letter abbreviation, sport two-letter abbreviation, game number. Example: Clarke College hosts Viterbo University in volleyball and it is Clarke's 24th match of the season. The match file would be named: CCVUVB24  
MCC member two-letter abbreviations: Ashford University-AU, Clarke College-CC, Grand View College-GV, Iowa Wesleyan College-IW, Mount Mercy College-MM, St. Ambrose University-SA, Viterbo University-VU, Waldorf College-WC, William Penn University-WP.  
  
Sport two-letter abbreviations: BB-Baseball, MB-Men's Basketball, WB-Women's Basketball, MS-Men's Soccer, WS-Women's Soccer, SB-Softball, VB-Volleyball.
- 2.3.4.5 ALL CONFERENCE, ACADEMIC ALL CONFERENCE, CHAMPIONS OF CHARACTER
- 2.3.4.5.1 SID's will work with Head Coach to submit required information on all nominees
- 2.3.4.5.2 All Conference Guidelines can be found at ([2.2 - All Conference Guidelines](#))
- 2.3.4.5.3 Academic All Conference and Champions of Character nominations are due:

Fall Sports – February 1 each year  
Winter Sports – March 15 each year  
Spring Sports – April 15 each year

- 2.3.4.6 CONFERENCE TOURNAMENT STAFFING
  - 2.3.4.6.1 For neutral site MCC Championships the MCC SID will work to insure proper staffing
- 2.3.4.7 TEAM GPA REPORTING
  - 2.3.4.7.1 SID's will submit required Team GPA information to the MCC.

### 2.3.5 DakStats Web Syncing

- 2.3.5.1 Stats for soccer, volleyball, basketball, softball and baseball must be reported to the national office weekly via DakStats. (See attached [Web Sync Guide](#))

### 2.3.6 SIDHelp

2.3.6.1 Step by step SIDHelp procedures added here as developed.

### 2.3.7 OTHER

2.3.7.1 National Awards Info and Procedures added here as developed

### 2.3.8 STATISTICAL DISCREPANCIES

- 2.3.8.1 Stats compiled by the Home Team are OFFICIAL, and should be accepted as such. Only serious and irrefutable mistakes should be questioned.
- 2.3.8.2 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:
  - 2.3.8.2.1 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 MCC Sports Information Director
  - 2.3.8.2.2 The MCC Sports Information Director will immediately contact and notify the sport's associate commissioner of the appeal
  - 2.3.8.2.3 The MCC Sports Information Director will also contact Team A's (home team) head coach and institution's sports information director
  - 2.3.8.2.4 If after discussion with Team A's (home team) head coach and sports information director an agreement can be made amongst both teams, the statistics will be officially changed and re-entered in the conference statistics
- 2.3.8.3 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 MCC
- 2.3.8.4 NOTE: The Midwest Collegiate 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.

### 2.3.9 DISCIPLINARY PROCEDURES & CONSEQUENCES

- 2.3.9.1 Failure to report weekly statistics or failure to follow other MCC sports information guidelines including the roster naming policy, will first result in a letter of warning for the guilty institution (to the SID). The ADC Rep (for the sport in question) and institution's athletic director will be copied on the letter.
- 2.3.9.2 Failure to report weekly statistics on a second occasion or to comply with the MCC sports information guidelines will result in notification of the ADC Rep (for the sport in question) and institution's athletic director, as well as the enacting and enforcement of a \$50.00 fine upon the guilty institution.