



VIA ELECTRONIC MAIL

MEMORANDUM

August 19, 2013

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[www.ncaa.org](http://www.ncaa.org)

TO: NCAA Division I Sports Information Directors.

FROM: NCAA Statistics Staff.

SUBJECT: 2013 Fall Reporting Instructions for Field Hockey, Football, Men's Soccer, Women's Soccer and Women's Volleyball.

In order to prepare you for uploading single-game stat files (XMLs), which are used to create weekly statistics rankings and populate results in the RPI system for the above sports, please review the information below and the referenced attachments. If you are not the contact for one of these sports, please forward this information to the correct person and have him/her provide his/her contact information to the respective statistics staff listed in the chart below.

For instructions and additional information as to which XML files need to be uploaded throughout the season, please read the attached FAQ document.

XML files need to be uploaded to <http://web1.ncaa.org/stats/StatsSrv/login> via the "Game Reports" link, which will become active on the first allowable date of competition for each sport. Files may be uploaded at any time, but must be submitted by the weekly deadline (listed below) through the conclusion of the championship. In addition, national statistics rankings will be released each Monday afternoon beginning with the date listed in the grid below.

Please review your sport schedules and email the statistics contact listed below with any schedule date/opponent/location changes and they will make those updates throughout the season, as you will **not** have access to make changes to your schedule. As a reminder, the roster link on the statistics site must be updated before the team's first game; however, roster adjustments may be made throughout the season as needed.

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<b>Sport</b>	<b>Name</b>	<b>Email</b>	<b>Phone</b>	<b>First Report</b>	<b>*Weekly Deadline for Stats</b>
<b>Field Hockey</b>	Michelle Forkner	<a href="mailto:mforkner@ncaa.org">mforkner@ncaa.org</a>	317/917-6775	September 9	Monday, noon
<b>Football</b>	David Worlock Gary Johnson	<a href="mailto:dworlock@ncaa.org">dworlock@ncaa.org</a> <a href="mailto:gjohnson@ncaa.org">gjohnson@ncaa.org</a>	317/917-6124	September 1	Saturday after games
<b>Men's Soccer</b>	Mark Bedics	<a href="mailto:mbedics@ncaa.org">mbedics@ncaa.org</a>	317/917-6541	September 9	Monday, 2 p.m.
<b>Women's Soccer</b>	Sahar Rashid	<a href="mailto:srashid@ncaa.org">srashid@ncaa.org</a>	317/917-6547	September 9	Monday, 2 p.m.
<b>Women's Volleyball</b>	Bonnie Johnson	<a href="mailto:bjohnson@ncaa.org">bjohnson@ncaa.org</a>	317/917-6142	September 9	Monday, 2 p.m.

*\*Through games of previous Sunday. All report times are in Eastern time, unless noted otherwise.*

Please feel free to contact us with questions or concerns.

MEF

Attachments

cc: NCAA Division I Conference Sports Information Directors  
Selected NCAA Staff Members