



MEMORANDUM

January 30, 2017

TO: NCAA Division II Sports Information Directors.

FROM: NCAA Media Coordination and Statistics Staff.

SUBJECT: 2017 Reporting Instructions for Baseball, NC Beach Volleyball, Men's and Women's Lacrosse, Softball, Men's and Women's Tennis and NC Men's Volleyball.

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

For instructions and additional information, please read the [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 you are encouraged to upload them immediately following each contest through the conclusion of the championship. In addition, national statistics rankings will be released weekly beginning with the date listed in the grid below.

For the sports of beach volleyball and men's and women's tennis, XMLs are not required. However, we ask that you [login](#) and report the score after every contest. Additional reporting details will be sent by the sport contacts prior to the start of the season.

In addition, be aware that you must use the correct school code for each opponent. If you attempt to upload an XML with an incorrect opponent code, it will be rejected. A listing of the current codes can be found [here](#) and are included next to each opponent name on your schedule.

As a reminder, the countable opponents policy and list of non-countable opponents may be found [here](#). The list of non-countable opponents is not complete. If there is an institution not listed in the current codes or on the non-countable opponents list, please contact ncaastats@ncaa.org and we will research the institution.

Please 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.

N a t i o n a l C o l l e g i a t e A t h l e t i c A s s o c i a t i o n

Supporting student-athlete success on the field, in the classroom and for life

Equal Opportunity/Affirmative Action Employer

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Sport	Name	Email	Phone	First Report	Frequency of Reports
Baseball	David Lentz	dlentz@ncaa.org	317/917-6139	Feb. 27	Monday/Friday
NC Beach Volleyball	Lauren McLaughlin	lmclaughlin@ncaa.org	317/917-6889		
Men's Lacrosse	Mark Bedics	mbedics@ncaa.org	317/917-6541	Feb. 6	Daily
Women's Lacrosse	Lauren McLaughlin	lmclaughlin@ncaa.org	317/917-6889	Feb. 20	Daily
Softball	Jenn Rodgers & Sahar Abdur-Rashid	jrodgers@ncaa.org or srashid@ncaa.org	317/917-6109 or 317/917-6547	Feb. 27	Monday/Friday
Men's & Women's Tennis	Matt Holmes and Jeff Williams	mholmes@ncaa.org or jswilliams@ncaa.org	317/917-6385 or 317/917-6138		
NC Men's Volleyball	Matt Holmes	mholmes@ncaa.org	317/917-6385		Daily

Please feel free to contact us with questions or concerns.

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Attachments

cc: NCAA Conference Sports Information Directors
Selected NCAA Staff Members