



POLICY 13: SPORTS INFORMATION

1. SPORTS INFORMATION

1.1 Pre-competition duties/information

- a) **Copy:** SIDs must submit all preseason polls, season and championship previews, and awards bios by designated deadlines.
- b) **Rosters:** SIDs will upload all team rosters no later than one week prior to their team's first CW regular season event, and update as required to account for any changes.

NOTE: See Appendix A for more details on CW deadlines and roster procedures.

1.2 Game night duties/information

1.2.1 Stats

Members must use the following statistical platforms to stat all CW regular season, playoff, and championship events. Live game stats must be pushed to both CW and U SPORTS for all CW regular season, playoff, and championship events.

- Football: Stat Crew (Legacy)
- Basketball: FIBA Live Stats
- Volleyball: Stat Crew (Next Generation)
- Hockey: League Stat
- Soccer: Presto

NOTE: Changes to statistics following the conclusion of an event can be requested by working directly with the opposing SID. Should there be disagreement between the two members, the CW office should be made aware and will determine appropriate next steps. If agreement can't be reached by the members, the CW office will make a final determination.

1.2.2 Basic reporting requirements

- a) Football, basketball, volleyball, hockey, soccer
 - a. The following requirements apply to all CW regular season, playoff, and championship events in the sports listed above:

- i. **Stats:** final XML posted to CW and U SPORTS websites within 30 minutes of completion
 1. Final XML must be emailed to visiting SID and CW office (stats@canadawest.org).
 2. Copy of final game stats must be given to visiting coaching staff once complete.
- ii. **Scoresheets:** Upload the scanned/photographed scoresheet directly to the Dropbox folder (as specified by CW Office) on the first business day following competition.
- iii. **Social Media Content:** **Home team must communicate what will be provided on game night a minimum of 24 hours before each competition. Photos of the away team (min. three unstylized action shots showcasing away team players as the ‘heroes’ of the shots) must be provided to the away SID if photos are being captured of the home team. All photos must be in .jpeg format. Starting in 2023-2024, hosting schools must provide visiting schools with a minimum of three action photos per game. The photos must be unstylized and showcase the opposing team’s players as the ‘heroes’ of the shots. All photos must be in .jpeg format.**

1.2.3 Additional reporting requirement information for CW events

- a. Additional information pertaining to playoff and championship reporting can be found in Appendix B.
- b. Reporting requirements for all other CW sanctioned sports (rugby 15s, rugby 7s, field hockey & championship sports can be found in Appendix B

1.2.4 Reporting requirements for non-conference and exhibition events

- a. Definition of events:
 1. Non-conference events are defined as those between U SPORTS members outside of conference play (regular season, playoffs, championships), or national tournaments.
 2. Exhibition events are defined as those against any non-U SPORTS member (CCAA, NAIA, NCAA etc.)
- b. Non-conference and exhibition reporting requirements are limited to the following:

1. Reporting of any suspension ~~or~~ expulsion ~~or misconduct~~ must be reported immediately following the game by the member school to the CW Office to review.
2. Circulating stats files (when available) to opposing SID
3. Circulating final score to opposing SID

1.2.5 Coach & player availability

- c. Head coaches are required to make themselves available for interviews with media and the host SID/broadcast crew during the following periods:
 - iv. At an agreed to time up to 15 minutes prior to game start.
 - v. Within 15 minutes of the game completing.
- d. At least one player from each team must be available for comment within 15 minutes of the game completing.

2. FINES

2.1 Fines shall be assessed to offending members for failure to adhere to any requirement contained in this policy and supporting documentation. [Click here](#) for Appendix C in Policy 16: Finance for the complete list of sports information related fines.

APPENDIX A: Deadlines and Roster Information

DEADLINES

Below are key submission deadlines, which are to be followed by CW members. Late submission may result in a fine. For fine amounts, refer to Policy 16: Finance.

Coaches polls (10 days prior to season)

- Conference pre-season coaches polls are generally due **10 days prior to the member's first Canada West regular season event**. Pre-season polls must be submitted using the SIDEARM voting system.
- Instructions for pre-season poll voting will be sent to SIDs and coaches approximately two weeks prior to the start of each season.

Pre-season previews (10 days prior to season)

- Individual team previews in all team sports must be submitted **10 days prior to the member's first Canada West regular season event**.

Conference awards

- Conference awards material deadlines will be circulated on a sport-by-sport basis annually.

Rosters

All rosters must follow formats specific to each stats platform. Roster formats can be found in the SID Dropbox.

- For statistical platforms (one week prior to season)
 - Team rosters must be uploaded **one week prior to the member's first Canada West regular season event** to the respective stats platform for each sport. A reminder of where rosters must be uploaded will be provided annually by the CW office.
 - ALL rosters must be uploaded to the U SPORTS Presto backend for national stat purposes
- SID rosters (one week prior to season)
Properly formatted SID team rosters must be uploaded to the SID Dropbox folder **one week prior to the member's first Canada West regular season event**

APPENDIX B: REPORTING REQUIREMENTS

Football, basketball, volleyball, hockey, soccer

In addition to the basic reporting requirements outlined in Policy 13 (stats and scoresheets), members are responsible for the following reporting requirements:

NON-CONFERENCE/EXHIBITION

- There are NO conference mandated reporting requirements for non-conference and exhibition events.

REGULAR SEASON

- There are NO additional reporting requirements beyond providing live stats.

PLAYOFF & CHAMPIONSHIP EVENTS

- Event recap (per game)
 - Style: Canadian Press (follow all CP Style guidelines)
 - Key components:
 - Neutral in tone
 - Provides event context (records set, previous results)
 - Provides key statistics
 - Quotes from both teams
 - Length: Minimum of 400 words
- Highlight pack (per game)
 - Style:
 - Utilizes CW provided graphics (bumpers)
 - Neutral (key plays from both teams)
 - Length: Minimum of 90 seconds
- Championship photo
 - Team photo with championship banner and CW trophy

Rugby 15, rugby 7s, field hockey

ALL CONFERENCE EVENTS

The following requirements apply to ALL CW events in rugby 15s, rugby 7s, and field hockey.

Game score: In rugby 15s and field hockey, game scores must be posted to both the CW and U SPORTS websites within 30 minutes of the game concluding. For rugby 7s, scores should be uploaded following each session (morning, afternoon) to the CW site.

Scoresheets: Upload the scanned/photographed scoresheet directly to the Dropbox folder (as specified by CW Office) on the first business day following competition.

CHAMPIONSHIP EVENTS

In addition to the requirements outlined above, an event recap is also required for championship events (rugby 15s – CW championship, FH – event when CW champion is decided, rugby 7s – final day of final tournament).

- Event recap
 - Style: Canadian Press (follow all CP Style guidelines)
 - Key components:
 - Neutral in tone
 - Provides event context (records set, previous results)
 - Provides key statistics
 - Quotes from both teams
 - Length: Minimum of 400 words
- Championship photo
 - Team photo with championship banner and CW trophy

XC, curling, golf, track & field, swimming, wrestling

ALL CONFERENCE CHAMPIONSHIP EVENTS

- Daily event recap
 - Style: Canadian Press (follow all CP Style guidelines)
 - Key components:
 - Neutral in tone
 - Provides event context
 - Quotes from a minimum of two programs
 - Individual game scores (curling)
 - Individual event results (track & field, swimming)
 - Denote records set
 - Comprehensive individual results (XC, golf, wrestling – by event)
 - Team standings
 - Length: Minimum of 400 words
- Championship photo

- Team photo with championship banner and CW trophy
- *If a school captures both championships in a sport (men's and women's) get a group shot with both banners and trophies.*

APPENDIX C: OPERATIONAL PROCEDURES FOR MANAGING A FORFEIT IN CONFERENCE PLAY

The purpose of the document is to articulate the operational procedures the office will implement in the event of a forfeit in CW.

Team Record

If team forfeiting won or tied the match - results in changing the official score to

Basketball	20-0 win for the opposing team as per FIBA rules.
Field Hockey	3-0 win for the opposing team.
Football	1-0 win for the opposing team.
Hockey	1-0 win for the opposing team.
Rugby	3-0 win for the opposing team.
Soccer	1-0 win for the opposing team.
Volleyball	3-0 win for the opposing team, with set scores of 25-0, 25-0, 25-0 as per FIVB Rule 6.4.1.

- Conference standings are adjusted and the following is noted at the bottom of the standing “XXX forfeits a win on DATE due to REASON” and the score adjusted accordingly.

Game Stats:

- All game statistics remain intact
- Stats for the ineligible player will be stricken from the record for games during which the violation occurred ONLY from the in-house list of statistics.

Media Release

As per section 1.1 of the Communication Policy - The CW Office will communicate notice of all suspensions (not automatic) and disciplinary actions resulting from code of conduct complaints, protest and breach of Canada West Policies on the Canada West website (and at the discretion of the Conference send out a media release). The CW Office will work with the relevant school(s) around timing of the announcement and the inclusion of quotes from the institution, but the communication will be initiated by Canada West.

APPENDIX D: SID Code of Conduct

In order for the SID to serve their institution and the Canada West most effectively, they should observe these basic tenets:

- Always be mindful of the fact that he/she represents an institution of higher learning and that exemplary conduct is of paramount importance.
- Intercollegiate athletics is an integral part of the total university program, not the dominating force.
- Promote them accordingly and not at the expense of other areas.
- Policies of the institution, its governing board, administration, and athletic hierarchy must be acknowledged and supported whether or not the SID agrees with them.
- A challenge of controversial policies should be resolved within the appeals framework of the institution.
- No public forum should be encouraged or developed. Internal problems, such as disagreement over policy, should not be "leaked" or in any other way exploited.
- Loyalty to the athletic administrator, his/her aides, and the coaching staff is imperative.
- No confidence should ever be violated, regardless of how apparent or insignificant it might appear. Above all, avoid criticism of staff members.
- Administrators and coaches should be encouraged to answer questions from the media honestly and accurately. In the event they choose to avoid a sensitive question or area for any reason, it is incumbent upon the SID to honour the "no comment" by refraining from any subsequent "briefing" session with the media, particularly in an informal atmosphere where misuse of the information could be most damaging to all concerned.
- Respect for athletes and their values should be encouraged. The confidence of an athlete must not be violated, particularly as it pertains to information regarding academic, disciplinary, and health information.
- To release this type of information without the athlete's permission is a violation of the Family Privacy Act of 1974. Also it is highly unethical to falsify weights, heights, and other personal data.
- Relations with the media must be established and maintained at a high professional level. Fairness in the distribution of information is paramount, regardless of the size or importance of the publications or stations. Student media must be accorded the same privileges and rights of the commercial or non-campus media.
- Operation of all facilities in which members of the media may be in attendance should be professional in all aspects. Cheerleading in the pressbox, for example, is unacceptable. Other distractions, such as extraneous describe and unrelated announcements should be discouraged.
- Criticism of officials is totally unethical, either before, during, or after a contest.
- It is essential that the SID be cognizant and observant of all institutional, conference, and national governing body regulations as they pertain to his/her functions within the framework of his/her institution.

- It is incumbent upon a SID to take immediate and appropriate action when he/she has knowledge of a colleague, who has violated the Canada West Code of Ethics, institutional, conference, or national regulations.
- Association with professional gamblers should be discouraged.
- Endorsement of products, or commodities which reflect a conflict with regular duties is not in the best interests of the institution or the profession.
- Lack of cooperation by members of Canada West in not responding promptly and accurately to requests is deemed irresponsible.

APPENDIX E: Canada West Score Sheets

Score sheets for Canada West games are available from the following sources:

Basketball	FIBA Score sheets from Basketball Canada (order online)
Field Hockey	Score sheets from U SPORTS
Football	Each school produces their own Line-up sheet (game day roster) on a template provided by Canada West
Ice Hockey	Score sheets from U SPORTS (includes shootout sheet)
Rugby	Score sheets from U SPORTS
Soccer	Canada West Score Sheets to be circulated by the CW Office.
Volleyball	Scoresheets from Volleyball Canada (order online)

Football:

It is mandatory that each team provide a Line-up Sheet (roster) to the home team SID, for every Canada West game. This sheet must be signed by the Head Coach and the sheet with this original signature must be forwarded (via email) to the CW Office for filing.

APPENDIX F: List of Institution Abbreviations

Team Name List

Alberta / ALB

Brandon / BDN

UBC / UBC

UBC Okanagan / UBCO

Calgary / CGY

Fraser Valley / UFV

Lethbridge / LET

MacEwan / GMU

Manitoba / MAN

Mount Royal / MRU

UNBC / UNBC

Regina / REG

Saskatchewan / SSK

Thompson Rivers / TRU

Trinity Western / TWU

Victoria / VIC

Winnipeg / WPG