



## **Sports Information Director Handbook**

### **Disclaimer:**

The purpose of this Handbook is to simplify major NCCAA awards by sport with: specific awards, where to find forms, due dates, and where to send. Even though it is intended to be accurate, remember that the NCCAA Handbook is the official document for all of these awards and will remain the final word if there are any discrepancies. Most of this information is found in each sport section of the Handbook as well as the Forms and Procedures Section.

### NCCAA Important Dates and Deadlines

Sport	What's Due	To Whom	Due Date	Comment
ALL SPORTS	Eligibility Certificate	Your Region Chair or designate	Postmarked the day before the first scrimmage/contest	For more information check the handbook
ALL SPORTS	Hall of Fame Nomination	NCCAA National Office	Postmarked by March 25	See Awards Section
ALL SPORTS	Sport Ministry Award	NCCAA National Office	Postmarked by March 25	See Awards Section
ALL SPORTS	Student-Athlete of the Week	Director of Member Relations	Mondays, 5 p.m. Starts 8/29/11 and ends 5/21/12	Please give "per game" stats Email to <a href="mailto:jmalone@thenccaa.org">jmalone@thenccaa.org</a> OR Fax to 864-250-1141
ALL SPORTS**	Stats	National Statistician: <a href="mailto:stats@thenccaa.org">stats@thenccaa.org</a> Football stats: <a href="mailto:gjohnson@nwc.edu">gjohnson@nwc.edu</a>	Mondays, 5 p.m. except DII Volleyball (11 p.m.)	<b>3 missed/late reports disqualifies you from playoffs</b> **Soccer, volleyball, basketball, baseball, and softball email to <a href="mailto:stats@thenccaa.org">stats@thenccaa.org</a> Football email Greg Johnson at <a href="mailto:gjohnson@nwc.edu">gjohnson@nwc.edu</a>
Baseball DI	All-American	Start with region sports chair	May 12	Selected from All Region Teams
Baseball DI	All-Region	Contact your Region Sport Chair	May 12	For more information go to <a href="http://www.thenccaa.org/regioninformation.html">www.thenccaa.org/regioninformation.html</a>
Baseball DI	National Player of the Year	National Chair	May 12	Chosen from each Region's Player of the Year at National Tournament Coaches meet
Baseball DI	Pitcher of the Year	National Chair	May 12	Chosen from each Region's Player of the Year at National Tournament Coaches meet
Baseball DI	Scholar Athlete Award	National Baseball Chair	Before the National Tournament begins May 16, 2012	Championship: May 16-19, 2012. Arington Foundation, Mason, OH
Baseball DI	Scholar Team Award	NCCAA National Office	May 31	See Forms and Procedures Section
Baseball DI	Hank Burbridge Unlimited Potential Outstanding Christian Leadership Award	National Baseball Chair	May 12	See criteria and form in Appendix C in DI Baseball Handbook
Baseball DII	All-American	Starts with All region team		Selected from All Region Teams
Baseball DII	All-Region	Contact your Region Sport Chair	May 1, 2012	For more information go to <a href="http://www.thenccaa.org/regioninformation.html">www.thenccaa.org/regioninformation.html</a>
Baseball DII	National Player of the Year	Selected from All American		Chosen from each Region's Player of the Year
Baseball DII	Pitcher of the Year	Selected from All American		Chosen from each Region's Player of the Year
Baseball DII	Scholar Athlete Award	National Baseball Vice-Chair	May 1, 2012	Championship: May 9-12, 2012. Arington Foundation. Mason, OH
Baseball DII	Scholar Team Award	NCCAA National Office	May 31	
Baseball DII	Hank Burbridge Unlimited Potential Outstanding Christian Leadership Award	National Baseball Chair	May 1, 2012	See criteria and form in Appendix C in DII Baseball Handbook
Basketball (M) DI	All-Region/All-American	Send to Region Chair	Differs by Region No later than March 10, 2012	Only the top five of each All Region team are eligible to be nominated for All-American

Basketball (M) DI	National Player of the Year	Chosen from the All American team		
Basketball (M) DI	Pete Maravich Award	National Men's Basketball Chair	By March 6, 2012	See Appendix B in the DI Men's Basketball handbook
Basketball (M) DI	Scholar Athlete Award	ational Basketball Chair	Prior to National Championship meetings March 15, 2012	Championship: Mar. 14-17, 2012. Grace College, Winona Lake, IN
Basketball (M) DI	Scholar Team Award	NCCAA National Office	May 31	See Forms and Procedures section
Basketball (M) DII	All-American	National Men's Basketball Chair	Tuesday, week of the National Championship at host hotel March 6, 2012	Only the top five of each All Region team are eligible to be nominated for All-American
Basketball (M) DII	All-Region	Differs by Region, check with your Region Sports Chair	Differs by Region No later than March 3, 2012	
Basketball (M) DII	Pete Maravich Memorial Award	National Men's Basketball Chair	Tuesday, week of the National Championship at host hotel March 6, 2012	See Appendix D of DII Men's Basketball Handbook
Basketball (M) DII	Scholar Athlete Award	National Men's Basketball Chair	Tuesday, week of the National Championship at host hotel March 6, 2012	Championship: Mar. 6-10, 2012 Central Bible College, Springfield, MO
Basketball (M) DII	Scholar Team Award	NCCAA National Office	May 31	See Forms and Procedures Section
Basketball (W) DI	All-American	Contact Region Sports Chair		Determined from All-Region teams
Basketball (W) DI	All-Region	Contact your Region Sport Chair	March 12, 2012	For more information go to <a href="http://www.thenccaa.org/regioninformation.html">www.thenccaa.org/regioninformation.html</a>
Basketball (W) DI	National Player of the Year	Will be chosen from the All American list	March 12, 2012	No form to fill out
Basketball (W) DI	Kathy Freese Award	National Women's Basketball Chair	March 10	Nominated by coach and must be a senior. See Appendix of DI Women's Basketball Handbook
Basketball (W) DI	Scholar Athlete Award	National Women's Basketball Chair	March 10	Championship: Mar. 14-17, 2012. Grace College. Winona Lake, IN
Basketball (W) DI	Scholar Team Award	NCCAA National Office	May 31	See Forms and Procedures section
Basketball (W) DII	All-American			Determined from All-Region teams
Basketball (W) DII	All-Region	Contact your Region Sport Chair	March 3	For more information go to <a href="http://www.thenccaa.org/regioninformation.html">www.thenccaa.org/regioninformation.html</a>
Basketball (W) DII	National Player of the Year	National Women's Basketball Chair	Before the National Tournament begins March 7, 2012	Championship: Mar. 8-10, 2012. Ohio Christian University
Basketball (W) DII	Scholar Athlete Award	National Women's Basketball Chair	By coaches meeting at National Championship March 7, 2012	
Basketball (W) DII	Scholar Team Award	NCCAA National Office	May 31	
Cross Country (M & W)	All-American			Top 15 finishers at National Cross Country Championship
Cross Country	Bullock Award (women)	Championship Meet Director	Postmarked by November 2	Championship: Nov. 12, 2011. Cedarville

				University, Cedarville, OH
Cross Country (M & W)	Scholar Athlete Award	National Cross Country Chair	Prior to National Meet	See Forms and Procedures section
Cross Country (M & W)	Scholar Team Award	NCCAA National Office	January 31	See Forms and Procedures section
Cross Country	Wheeler Award Form	Championship Meet Director	Postmarked by November 2	Championship: Nov. 12, 2011. Cedarville University, Cedarville, OH
Football	Scholar Team Award	NCCAA National Office	January 31	See Forms and Procedures section
Men's Golf	All-American			Top 10 finishers in the National Golf Championship
Men's Golf	Scholar Athlete Award	National Men's Golf Chair	Monday prior to the National Championship Oct. 24, 2011	Championship: Oct. 24-26, 2011. Edgewater Beach Resort, Panama City, FL
Men's Golf	Scholar Team Award	NCCAA National Office	January 31	See Forms and Procedures section
Women's Golf	Scholar Athlete Award	National Women's Golf Chair	Monday prior to the National Invitational Tournament Oct. 24-25, 2012	Championship, Oct. 24-25, 2011. Edgewater Beach Resort, Panama City, FL
Women's Golf	Scholar Team Award	NCCAA National Office	January 31	
Indoor Track & Field (M & W)	All-American			The top three finishers in each event
Indoor Track & Field (M & W)	Scholar Athlete Award	National Indoor Track & Field Chair	Monday before the National Indoor Meet February 13, 2012	Championship: Feb. 18, 2012. Cedarville University
Indoor Track & Field (M & W)	Scholar Team Award	NCCAA National Office	May 31	See Forms and Procedures Section
Soccer (M) DI	All-American			All-Americans are chosen from All-Region teams via Region Chairs by Dec. 10
Soccer (M) DI	All-Region	Contact your Region Sport Chair	Done by beginning of National Championship November 30, 2011	For more information go to <a href="http://www.thenccaa.org/regioninformation.html">www.thenccaa.org/regioninformation.html</a>
Soccer (M) DI	Kyle Rote, Jr. Award	National Men's Soccer Chair	November 1	See Appendix B in DI Men's Soccer Handbook
Soccer (M) DI	Scholar Athlete Award	National Men's Soccer Chair	Prior to National Tournament November 30, 2011	Championship: Nov. 30-Dec. 3, 2011. Austin-Tindall Soccer Complex. Kissimmee, FL
Soccer (M) DI	Scholar Team Award	NCCAA National Office	January 31	See Forms and Procedures
Soccer (M) DII	All-American			All-Americans are chosen from All-Region teams Awarded by: NSCAA
Soccer (M) DII	All-Region	Contact your Region Sport Chair		For more information go to <a href="http://www.thenccaa.org/regioninformation.html">www.thenccaa.org/regioninformation.html</a>
Soccer (M) DII	Kyle Rote, Jr. Award	National Men's Soccer Chair	Done by beginning of National Championship November 9, 2011	See Appendix in DII Men's Soccer Handbook
Soccer (M) DII	Scholar Athlete Award	National Men's Soccer Chair	Prior to National Tournament November 9, 2011	Championship: Nov. 9-12, 2011. Austin-Tindall Soccer Complex. Kissimmee, FL

Soccer (M) DII	Scholar Team Award	NCCAA National Office	January 31	See Forms and Procedures section
Soccer (W) DI	All-American			All-Americans are chosen from All-Region teams
Soccer (W) DI	All-Region	Contact your Region Sport Chair		For more information go to <a href="http://www.thenccaa.org/regioninformation.html">www.thenccaa.org/regioninformation.html</a>
Soccer (W) DI	Michelle Akers Award	National Women's Soccer Chair	November 1	Championship: Nov. 30-Dec. 3, 2011. Austin-Tindall Soccer Complex. Kissimmee, FL
Soccer (W) DI	Scholar Athlete Award	National Women's Soccer Chair	November 1	See Forms and Procedures Section
Soccer (W) DI	Scholar Team Award	NCCAA National Office	January 31	See Forms and Procedures Section
Soccer (W) DII	All-American			All-Americans are chosen from All-Region teams
Soccer (W) DII	All-Region	Contact your Region Sport Chair	November 5	For more information go to <a href="http://www.thenccaa.org/regioninformation.html">www.thenccaa.org/regioninformation.html</a>
Soccer (W) DII	Scholar Athlete Award	National Women's Soccer Chair	November 1	Championship: Nov. 9-12, 2011. Austin-Tindall Soccer Complex. Kissimmee, FL
Soccer (W) DII	Scholar Team Award	NCCAA National Office	January 31	See Forms and Procedures Section
Softball	All-American	National Softball Chair	May 8	Championship: May 10-12, 2012. Botetourt Sports Complex, Troutville, VA
Softball	Scholar Athlete Award	National Softball Vice-Chair	May 8	See Forms and Procedures Section
Softball	Scholar Team Award	NCCAA National Office	May 31	See Forms and Procedures Section
Tennis (M & W)	All-American	National Tennis Chair	April 15	See Appendix J in Tennis handbook
Tennis (M & W)	Ministry Athlete	National Tennis Chair	May 2	See Appendix H in Tennis handbook
Tennis (M & W)	Scholar Athlete Award	National Tennis Chair	April 20	Championship: May 8-11, 2012, at the Mobile Tennis Center, Mobile, AL
Tennis (M & W)	Scholar Team Award	NCCAA National Office	May 31	See Forms and Procedures section
Track & Field (M & W)	All-American			The top three finishers in each event
Track & Field (M & W)	Scholar Athlete Award	National Track & Field Chair	Prior to the National Track & Field Meet May 2, 2012	Championship: May 3-5, 2012. Memorial Stadium, Joliet, IL
Track & Field (M & W)	Scholar Team Award	NCCAA National Office	May 31	See Forms and Procedures
Track & Field (M & W)	Wheeler Award	Championship Director	National entry deadline set by Championship Director	
Volleyball DI	All-American	National Volleyball Chair	Prior to National Tournament November 30, 2011	Only Top 6 from each region can be nomination
Volleyball DI	All-Region	Contact your Region Sport Chair		For more information go to <a href="http://www.thenccaa.org/regioninformation.html">www.thenccaa.org/regioninformation.html</a>
Volleyball DI	Scholar Athlete Award	National Volleyball Chair	Prior to National Tournament November 30, 2011	Championship: Dec. 1-3, 2011. Kissimmee Civic Center, Kissimmee, FL
Volleyball DI	Scholar Team Award	NCCAA National Office	January 31	See Forms and Procedures section
Volleyball DI	Susan Hellings Award	National Volleyball Chair	Prior to National Tournament	

			November 30, 2011	
Volleyball DII	All-American			Selected by National Volleyball Committee
Volleyball DII	All-Region	Contact your Region Sport Chair		For more information go to <a href="http://www.thenccaa.org/regioninformation.html">www.thenccaa.org/regioninformation.html</a>
Volleyball DII	Scholar Athlete Award	National Volleyball Chair	Prior to National Tournament November 9, 2011	Championship: Nov. 10-12, 2011. Kissimmee Civic Center, Kissimmee, FL
Volleyball DII	Scholar Team Award	NCCAA National Office	January 31	See Forms and Procedures Section

**Note:** Forms can be found in the handbook.

## NCCAA 2011-2012 CALENDAR

June 10	All Membership related forms are mailed out to all athletics directors/athletics secretaries
July 15	Membership Directory Participation forms are due
August 15	All dues and Statistical Fees (considered delinquent after this date)
August 15	DII Financial Aid Compliance Verification Form due
August 29	First Athlete of the Week nominations are due by 5 p.m.
September 11	Registrations due for Mission Possible Golf Classic
September 13	Mission Possible Golf Classic—Ohio (fund raiser for the NCCAA)
September 15	Declaration of Intent to Participate due
September 30	Administrators and Coaches Code of Ethics and Student-athletes Code of Conduct Forms due
October 18	Golf – Scholar Athlete Nomination Ballot
October 7	Mission Possible Golf Classic—Mill Spring, N.C. (fund raiser for the NCCAA)
October 24-26	NCCAA Men’s Golf Championship
October 24-25	NCCAA Women’s Golf Invitational
November 1	Women’s Soccer DI - Michelle Akers Award Nomination Form
November 1	Women’s Soccer DI - Scholar Athlete Nomination Ballot
November 1	Women’s Soccer DII – Scholar Athlete Nomination Ballot
November 1	Men’s Soccer DI - Kyle Rote, Jr. Award Nomination Form
November 2	Women’s Cross Country - Bullock Award Nomination Form
November 2	Men’s Cross Country - Wheeler Award Nomination Form
November 9	Volleyball DII – Scholar Athlete Nomination Ballot
November 10-12	Volleyball DII Championship
November 9	Men’s Soccer DII – Scholar Athlete Nomination Ballot
November 9-12	Men’s Soccer DII Championship
November 9-12	Women’s Soccer DII Championship
November 12	Cross Country Championship
November 19	Victory Bowl Football Game
November 30	Men’s Soccer DI - Scholar Athlete Nomination Ballot
November 30	Men’s Soccer DI – All Region/All American completed
Nov. 30-Dec. 3	Men’s Soccer DI Championship
Nov. 30-Dec. 3	Women’s Soccer DI Championship
November 30	Volleyball DI – All region/All American nominations
November 30	Volleyball DI – Scholar Athlete Nomination Ballot
November 30	Volleyball DI – Susan Hellings Award Nomination Form
December 1-3	Volleyball DI Championship
January 15	Declaration of Intent to Participate for winter/spring sports amended
January 31	Scholar Team Award Nomination Ballots for all fall sports: golf, football, soccer, cross country, and volleyball
February 1	NCCAA Pro Am Golf entry forms due

February 13	Indoor Track and Field – Scholar Athlete Award Nomination Ballot
February 18	Indoor Track and Field Championship
March 1	Declaration of Intent to Participate for spring sports amended
March 9	Women’s Basketball DI – Kathy Freese Award Nomination Form
March 9	Women’s Basketball DI – Scholar Athlete Nomination Ballot
March 2	Men’s Basketball DII – All Region/All American completed
March 2	Men’s Basketball DII – Pete Maravich Award Nomination Form
March 2	Men’s Basketball DII – Scholar Athlete Award Nomination Ballot
March 6-10	Men’s Basketball DII Championship
March 5	Women’s Basketball DII – National Player of the Year Award Nomination Form
March 5	Women’s Basketball DII – Scholar Athlete Award Nomination Ballot
March 8-10	Women’s Basketball DII Championship
March 1	Men’s Basketball DI – Pete Maravich Award Nomination Form
March 1	Men’s Basketball DI – Scholar Athlete Award Nomination Ballot
March 1	Men’s Basketball DI – All American nomination forms
March 14-17	Men’s Basketball DI Championship
March 1	Women’s Basketball DI – Kathy Freese Award Nomination Form
March 1	Women’s Basketball DI – Scholar Athlete Award Nomination Ballot
March 1	Women’s Basketball DI – All American nomination forms
March 14-17	Women’s Basketball DI Championship
March 16-19	NCCAA Pro Am Golf
March 25	Hall of Fame Nomination Materials must be postmarked and sent
March 25	Sports Ministry Award application due
April 17	45 days before convention---all voting items will be sent by this date
April 30	Tennis – Ministry Athlete Award Nomination Form
April 30	Tennis – Scholar Athlete Award Nomination Ballot
April 30	Track and Field – Wheeler Award Nomination Form
May 8	Softball – All American Award Nomination Form
May 8	Softball – Scholar Athlete Award Nomination Form
May 2	Track and Field – Scholar Athlete Award Nomination Form
May 3-5	Track and Field Championship
May 8-11	Tennis Championship
May 4	Baseball DII – Burbridge/UPI Unlimited Potential Nomination Form
May 4	Baseball DII – Scholar Athlete Award Nomination Ballot
May 9-12	Baseball DII Championship
May 10-12	Softball Championship
May 15	NCCAA Convention Pre Registration deadline
May 14-20	BMW Championship Golf fund raiser—Greenville, SC
May 11	Baseball DI – Burbridge/UPI Unlimited Potential Nomination Form

May 11	Baseball DI – Scholar Athlete Award Nomination Ballot
May 16-19	Baseball DI Championship
May 21	Final Athlete of the Week nominations are due by 5 p.m.
May 31	Scholar Team Award Nomination Ballots for all winter and spring sports: Basketball, Indoor Track and Field, Track and Field, tennis, softball, and baseball
June 1-2	NCCAA National Convention, Greenville, SC