

College Sports Information Directors of America



2008-09

Publications Committee Handbook

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2008-09 Working Handbook

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2008-09 Dateline & Schedule

December 1	Fall publications contests entry deadline
January 15	Winter guides contests entry deadline (Except Gymnastics/Basketball Programs)
February 1	Coordinator's deadline for results of December 15 contests
February 15	Gymnastics guides contest entry deadline Coordinator's deadline for results of Football program contests
March 8	Basketball programs contests entry deadline
March 15	Coordinator's deadline for results of January 15 contests
March 30	Spring & special publication contest entry deadline
April 15	Coordinator's deadline for results of Gymnastics contest
May 1	Coordinator's deadline for results of Basketball program contests
May 15	Coordinator's deadline for results of March 30 contests
May 24	Deadline for final results to CoSIDA Digest editor
May 31	Deadline for final results to the printer of award certificates

District Breakdown

- District 1:** Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont, Nova Scotia, Quebec, Newfoundland, Prince Edward Island and New Brunswick
- District 2:** Delaware, New Jersey, Pennsylvania, Maryland, West Virginia and the District of Columbia
- District 3:** Florida, Georgia, North Carolina, South Carolina and Virginia
- District 4:** Michigan, Ohio, Kentucky, Tennessee and Alabama
- District 5:** Indiana, Illinois, Wisconsin, Minnesota, Ontario and Manitoba
- District 6:** Texas, Oklahoma, New Mexico, Arkansas, Mississippi and Louisiana
- District 7:** Iowa, Missouri, Nebraska, Kansas, Colorado, Wyoming, Montana, North Dakota, South Dakota, Saskatchewan and Alberta
- District 8:** Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Utah, Washington, British Columbia and Yukon

Place Winners Formula

The number of entries determines the number of place winners in each of our contests. This is determined for each division of a contest. No more than seven places will be awarded. Each contest has a "Best Cover" winner in each division regardless of the number of entries. Use the following formula to determine the number of places you should award in your contest(s).

This formula would also be used for district awards. *Note:* Districts awards are only given when there are **50 or more entries**.

1-3 entries	.1 place
4-9 entries	.2 places
10-17 entries	.3 places
18-25 entries	.4 places
26-35 entries	.5 places
36-46 entries	.8 places
47 or more entries	.10 places

Contest Compilation Sample Format

Men's Basketball Brochures/Division B

School	District	Judge #1	Judge #2	Judge #3	Tot/Psbl	Pct.	Place
Alaska-Fairbanks	8	94	87	102	283/570	.496	
Assumption	1	152	141	129	422/570	.740	
Bentley	1	148	153	137	438/570	.768	
Central Missouri	7	80	106	92	278/570	.488	
Chapman	8	101	96	98	295/570	.518	
Clarion	2	146	147	137	430/570	.754	
Dowling	1	121	138	117	376/570	.660	
Ferris State	4	103	112	101	316/570	.554	
Florida Southern	3	86	100	91	277/570	.486	
Grand Valley State	4	120	118	111	342/570	.600	
Humbolt State	8	142	137	129	406/570	.712	
IUPUI-Fort Wayne	5	126	129	112	367/570	.644	
Indiana, Pa.	5	122	131	117	370/570	.649	
Indianapolis	5	120	117	100	346/570	.607	
Jacksonville State	1	151	132	141	423/570	.742	
Johnson C. Smith	3	140	119	128	387/570	.679	
Kentucky Wesleyan	4	143	159	145	437/570	.767	
Longwood	3	151	163	152	476/570	.835	9
Lowell	1	192	182	113	567/570	.995	1
Millersville	2	175	170	162	517/570	.907	3
Missouri-St. Louis	7	112	114	117	353/570	.619	
Morningside	7	147	139	131	417/570	.732	
North Alabama	4	108	132	109	349/570	.612	
North Dakota State	7	173	161	158	492/570	.863	7
Northeast Missouri St.	7	115	121	111	347/570	.609	
Northern Colorado	7	199	187	177	565/570	.991	2
Northern Michigan	4	172	175	168	515/570	.904	4
Oakland	4	149	170	154	486/570	.865	6
Regis	1	144	153	151	448/570	.786	10
St. Michael's	1	139	165	127	435/570	.763	
Slippery Rock	2	133	109	115	357/570	.626	
South Dakota	7	91	112	97	302/570	.530	
Southeast Missouri St.	7	127	109	108	344/570	.604	
SIU-Edwardsville	5	119	106	124	349/570	.612	
Tennessee-Martin	4	116	117	113	346/570	.607	
Valdosta State	3	161	168	153	482/570	.846	8
Wayne State	4	93	113	103	309/570	.542	
West Georgia	3	170	165	168	503/570	.882	5
Wisconsin-Milwaukee	5	121	126	101	348/570	.611	

DO NOT SEND THIS PAGE TO CONTESTANTS - Only send to the Vice Chair and Chair

Disqualified:

California State Los Angeles

Kearney State

Norfolk State

for late entry ... January 17 postmark

only one copy of publication entry supplied

no entry form attached

Sample Results Format (With Districts)

**SAMPLE
FORMAT**

Men's Basketball Brochures/A

DIVISION A (111 entries)

1. Notre Dame (Jim Daves, John Heisler)
2. Kansas (Jeff Bollig, Laurie Layman, Doug Vance)
3. Georgia Tech (Frank Zang)
4. South Carolina (Brian Binette)
5. Clemson (Tim Bourret, Annabelle Vaughan)
6. Florida (Joel B. Glass, John Humenik)
7. Arizona State (Mark Brand, Brent DeRaad)

Best Cover: Stanford (Bob Vasquez)

DISTRICT 1 (16 entries)

1. Providence (Gregg Burke, Tim Connor, Bernie Cafarelli)
2. Marist (Robert Bordas)
3. Connecticut (Tim Tolokan, Mike Enright)

DISTRICT 2 (11 entries)

1. Pittsburgh (Larry Eldridge Jr., Linda Venzon, Harry Ennis)
2. West Virginia (West Virginia University Sports Information)
3. Villanova (Craig Miller, James DeLorenzo, William Dyer)

DISTRICT 3 (19 entries)

1. Georgia Tech (Frank Zang)
2. South Carolina (Brian Binette)
3. Clemson (Tim Bourret, Annabelle Vaughan)
4. Florida (Joel B. Glass, John Humenik)

DISTRICT 4 (14 entries)

1. Memphis State (Mark McClellan)
2. Tennessee (David Grim)
3. Michigan State (John Farina, Jim Totten)

DISTRICT 5 (10 entries)

1. Notre Dame (Jim Daves, John Heisler)
2. Marquette (Mark Johnson)
3. Wisconsin (Dennis Semrau)

DISTRICT 6 (14 entries)

1. Oklahoma (Mike Prusinski, Jan Burton)
2. Mississippi State (David Rosinski)
3. Louisiana State (Kent Lowe, Herb Vincent, Missy Parker)

DISTRICT 7 (13 entries)

1. Kansas (Jeff Bollig, Laurie Layman, Doug Vance)
2. Kansas State (Kenny Mossman, Kevin Klintworth, Ben Boyle)
3. Southwest Missouri State (Mark Stillwell)

DISTRICT 8 (14 entries)

1. Arizona State (Mark Brand, Brent DeRaad)
2. California (Dean Diltz, Kevin Reneau, Lee Klusky)
3. Arizona (Tom Duddleston Jr.)

Contest Coordinator:

Mark Engel (4th year/D-4)

Sports Information Office

University of Detroit

4001 W. McNichols Road

Detroit, Mich. 48221

Office: (313) 927-1745

Fax: (303) 927-1765

Judges:

Mike Sheridan

Basketball Times

P.O. Box 370

Rochester, Mich. 48308

Chuck Klonke

Macomb Daily

67 Cass Avenue

Mount Clemens, Mich. 48043

Jim Brumfield

Titan Basketball Network

615 East 11 Mile Road, No. 34

Royal Oak, Mich. 48067

There were 111 entries.

Your brochure placed ____.

There were _____ entries

in your district. Your

brochure placed _____

in the district.

Sample Results Format (Without Districts)

Wrestling Brochures/A, B, C

DIVISION A (23 entries)

1. Oklahoma (Tim O'Brien, Jan Burton)
2. Northern Iowa (Kevin Kane)
3. Iowa (Steve Malchow)
4. Southwest Missouri State (Mike Kern, Mark Stillwell)

Best Cover: Nebraska (Bill Doleman)

DIVISION B (17 entries)

1. North Dakota State (George A. Ellis, William B. Short, Michael S. Chaussee)
2. Central Oklahoma (Mike Kirk)
3. Humboldt State (Tom Trepia)

Best Cover: Central Oklahoma (Mike Kirk)

DIVISION C (6 entries)

1. John Carroll (Julie Dalpiaz, Chris Wenzler)
2. Ithaca (Pete Moore, David Herz)

Best Cover: Findlay (David Faiella, Mark Heiman)

Contest Coordinator:

Bob Olson (1st year/D-8)

Sports Information Office

University of California-Irvine

Crawford Hall

Irvine, Calif. 92717

Office Phone: (714) 856-5814

FAX Phone: (714) 856-5260

**SAMPLE
FORMAT**

Judges:

Jody McRoberts

Big West Conference

1700 E. Dyer Road, No. 140

Santa Ana, Calif. 92705

Tom Burt

Irvine World News

P.O. Box C-19512

Irvine, Calif. 92713

Randy Youngman

Orange County Register

P.O. Box 11626

Santa Ana, Calif. 92711

There were ____ entries in your contest. Your brochure placed ____.

Entry Submission Information

The following list provides information for the 2008-09 CoSIDA publications contests. Entrants should add "Sports Information Office" to each address, unless otherwise noted. *The contest, division and district should be written on the outside of the entry envelope.*

Category	Qty.	Deadline	Coordinator	Mailing Address
Football Guides/IA	3	Dec. 1	Ameer Rasheed	Webster University 470 E. Lockwood, St. Louis, MO 63119
Football Guides/IAA	3	Dec. 1	Chris Myers	UVa-Wise, Greear Gym, One College Avenue, Wise, VA 24293
Football Guides/B	3	Dec. 1	Mat Kanan	Western Michigan University, 1903 W. Michigan Avenue, Kalamazoo, MI 49008
Football Guides/C	3	Dec. 1	Sean Cartell	University of Florida P.O. Box 14485, Gainesville, FL 32604-2485
W. Volleyball Guides/A	3	Dec. 1	Logan Lawrence	St. Edward's University, 3001 S. Congress Ave., Austin, TX 78704
W. Volleyball Guides/B	3	Dec. 1	Patrick Pierson	St. Bonaventure University P.O. Box G, St. Bonaventure, NY 14778
W. Volleyball Guides/C	3	Dec. 1	Rich Moser	Eastern Illinois University Lantz Arena, 600 Lincoln Avenue, Charleston, IL 61920
M. Soccer Guides/A	3	Dec. 1	Patrick Moore	Madonna University 36600 Schoolcraft Road, Livonia, MI 48150
M. Soccer Guides/B, C	3	Dec. 1	Tina Price	Old Dominion University, Rm. 124, Ath. Admin. Bldg., Hampton Blvd., Norfolk, VA 23529-0201
W. Soccer Guides/A	3	Dec. 1	Jeff Sutton	Houston Baptist University 7502 Fondren Road, Houston, TX 77074
W. Soccer Guides/B, C	3	Dec. 1	Ben Taylor	University of Illinois 1700 S. Fourth Street, Champaign, IL 61820
Cross Country Guides/A, B, C	3	Dec. 1	Richard Acosta	University of Texas-Permian Basin, Odessa, TX 79762
Football Game Programs/IA	3*	Dec. 1	Gene Cassell	Washburn University, 1700 SW College, Topeka, KS 66621
Football Game Programs/IAA	3*	Dec. 1	Kelly Vergin	SUNY Brockport, 350 New Campus Drive, Brockport, NY 14420-2989
Football Game Programs/B	3*	Dec. 1	Paul Capobianco	University of Wisconsin 440 Monroe St., Madison, WI 53711
Football Game Programs/C	3*	Dec. 1	Oralia Washington	North Carolina Central Univ., Rm. 116, McLendon- McDougald Gym, 1801 Fayetteville St., Durham, NC 27707
M. Basketball Guides/A	3	Jan. 15	Francis Tommasino	Christopher Newport University, 1 University Place, Newport News, VA 23606
M. Basketball Guides/B	3	Jan. 15	Ryan Finney	UCLA, J.D. Morgan Center, 325 Westwood Plaza, Los Angeles, CA 90095-1639
M. Basketball Guides/C	3	Jan. 15	Kevin Conway	University of Wisconsin-Milwaukee, The Pavilion, P.O. Box 413, Milwaukee, WI 53201
Swimming Guides/A, B, C	3	Jan. 15	Phil Hess	Stony Brook University, Indoor Sports Complex, Stoyn Brook, NY 11794-3500
M. Ice Hockey Guides/A, B, C	3	Jan. 15	<i>Emily Murray</i>	<i>University of Missouri Hearnes Center, P.O. Box 677, Columbia, MO 65205</i>
W. Basketball Guides/A	3	Jan. 15	Terry Owens	Beloit College, 700 College Street, Beloit, WI 53511
W. Basketball Guides/B	3	Jan. 15	Josh Leiboff	Kutztown University, 213 Stratton Admin. Bldg., Kutztown, PA 19530
W. Basketball Guides/C	3	Jan. 15	Jason Yellin	University of Massachusetts 255 BoydenGym, Amherst, MA 01003

Category	Qty.	Deadline	Coordinator	Mailing Address
Wrestling Guides/A, B, C	3	Jan. 15	Joe Wailuk	Virginia Wesleyan College, Batten Center, Athletics, 1584 Wesleyan Drive, Norfolk, VA 23052
Gymnastics Guides/A, B, C	3	Feb. 15	Blake Freeland	Charleston Southern University P.O. Box 118087, North Charleston, SC 29423
M. Basketball Gm. Prog./A, B, C	3*	Feb. 15	Joe Guistina	University of South Carolina Upstate 800 University Way, Spartanburg, SC 29303
<i>W. Basketball Gm. Prog./A, B, C</i>	<i>3*</i>	<i>Feb. 15</i>	<i>Kristy McNeil</i>	<i>Princeton University, PO Box 71, Room 9, Jadwin Gym, , Washington & Faculty Roads, Princeton, NJ 08544</i>
Baseball Guides/A	3	March 30	Joe Monaco	Texas Christian University, TCU Box 297600, Fort Worth, TX 76129
Baseball Guides/B, C	3	March 30	Deanna Werner	Texas A&M Athletics, P.O. Box 30017 College Station, TX 77842-3017
Single-Sport Game Programs/A, B, C3*	3	March 30	Sarah Meier	Rocky Mountain Athletic Conference, 1867 Austin Bluffs Parkway, Suite 110, Colorado Springs, CO 80918
Softball Guides/A	3	March 30	Tyler Cundith	Johnson Co. Community College, 12345 College Blvd., Overland Park, KS 66210
Softball Guides/B, C	3	March 30	Aaron DeWall	University of Nevada, Mail Stop 232, Reno, NV 89557-0110
Men's Golf Guides/A, B, C	3	March 30	Ryan Maurer	Wittenberg University, 200 W. Ward Street, P.O. Box 720, Springfield, OH 45501-0720
Women's Golf Guides/A, B, C	3	March 30	Dave Beyer	Benedictine University, 5700 College Road, Lisle, IL 60532-0900
Men's Track & Field Guides/A	3	March 30	Steve Marovich	Carthage College, 2001 Alford Park Drive, Kenosha, WI 53140
Women's Track & Field Guides/A	3	March 30	Patrick Stewart	SUNY Plattsburgh Memorial Hall 110, 101 Broad Street, Plattsburgh, NY 12901-2681
M/W Track & Field Guides/B, C	3	March 30	Chris Thompson	Univ. of Puget Sound, 1500 North Warner, CMB 1044, Tacoma, WA 98416
Lacrosse Guides/A, B, C	3	March 30	Chris Harrell	Texas A&M, P.O. Box 30017, College Station, TX 77842-3017
Men's Tennis Guides/A	3	March 30	Derek Smolik	St. Mary's University, One Camino Santa Maria, Box 8, San Antonio, TX 78228-8508
Women's Tennis Guides/A	3	March 30	Micah McDaniel	California Baptist University 8432 Magnolia Avenue, Riverside, CA 92504
M/W Tennis Guides/B, C	3	March 30	Mekale Jackson	St. John's University 8000 Utopia Parkway, Carnesecca Arena 157, Queens, NY 11439
Single Sport Guides/A, B, C	3	March 30	Ernie Larossa	Johns Hopkins University, Athletic Center, 3400 N. Charles Street, Baltimore, MD 21218
Multi-Sport Guides/A, B, C	3	March 30	Dain McKee	Sports Information, College of Wooster, Olderman House, 1189 Beall Avenue, Wooster, OH 44691
Postseason Guides/A, B, C	3	March 30	Eric Burdick	Cal Poly-San Luis Obispo, Mott Gym, Rm. 123, 1 Grand Avenue, San Luis Obispo, CA 93407-0388
Fall Sports Posters/A	3	March 30	Paul Welker	Alfred State College, 10 Upper Campus Drive, Alfred, NY 14802
Winter Sports Posters/A	3	March 30	Ronnie Zamora	UT Brownsville , 80 Fort Brown, Brownsville, TX 78520
Spring Posters/A	3	March 30	Bruce Unrue	University of Texas-Dallas, 800 W. Campbell, AB10, Richardson, TX 75080
Posters/B, C	3	March 30	Troy Mitchell	Henderson State University, 1100 Henderson St., Box 7630, Arkadelphia, AR 71999-0001
Special Event Programs/A, B, C	3	March 30	Brandon Bronzan	Sonoma State University, 1801 E. Cotati Avenue, Rohnert Park, CA 94928
Conference Guides/A, B, C	3	March 30	Patty Constantin	Our Lady of the Lake University UWAC Room 107, 411 S.W. 24th Street, San Antonio, TX 7820

* - these entries require three copies of three different issues of the programs from the same year

**New coordinator as of Jan. 12, 2009

2008-09 Coordinator Assignments & Deadlines

		Entry Deadline	Results Due to Chair*
FALL I CONTEST VICE CHAIR - Kevin Buerge (NCAA)			
Football Guides/IA	Ameer RasheedWebster	Dec. 1	Feb. 1
Football Guides/IAA	Chris MyersUVA Wise	Dec. 1	Feb. 1
Football Guides/B	Mat KananWestern Michigan	Dec. 1	Feb. 1
Football Guides/C	Sean CartellFlorida	Dec. 1	Feb. 1
Women's Volleyball Guides/A	Logan LawrenceSt. Edward's	Dec. 1	Feb. 1
Women's Volleyball Guides/B	Patrick PiersonSt. Bonaventure	Dec. 1	Feb. 1
Women's Volleyball Guides/C	Rich MoserEastern Illinois	Dec. 1	Feb. 1
FALL II CONTEST VICE CHAIR - Chad Grubbs (Hardin-Simmons)			
Men's Soccer Guides/A	Patrick MooreMadonna	Dec. 1	Feb. 1
Men's Soccer Guides/B,C	Tina PriceOld Dominion	Dec. 1	Feb. 1
Women's Soccer Guides/A	Jeff SuttonHouston Baptist	Dec. 1	Feb. 1
Women's Soccer Guides/B,C	Ben TaylorIllinois	Dec. 1	Feb. 1
Cross Country Guides/A,B,C	Richard Acosta . .Texas-Permian Basin	Dec. 1	Feb. 1
Football Programs/IA	Gene CassellWashburn	Dec. 1	Feb. 15
Football Programs/IAA	Kelly VerginSUNY Brockport	Dec. 1	Feb. 15
FALL III/WINTER I CONTEST VICE CHAIR - Jeri Thorpe (Arkansas)			
Football Programs/B	Paul CapobiancoWisconsin	Dec. 1	Feb. 15
Football Programs/C	Oralia WashingtonN.C. Central	Dec. 1	Feb. 15
Men's Basketball Guides/A	Francis TommasinoC. Newport	Jan. 15	March 15
Men's Basketball Guides/B	Ryan FinneyUCLA	Jan. 15	March 15
Men's Basketball Guides/C	Kevin ConwayUW Milwaukee	Jan. 15	March 15
Swimming Guides/A,B,C	Phil HessStony Brook	Jan. 15	March 15
Men's Ice Hockey Guides/A,B,C	Emily MurrayMissouri	Jan. 15	March 15
WINTER II CONTEST VICE CHAIR - Cindy Fotti (Columbia College)			
Women's Basketball Guides/A	Terry OwensBeloit	Jan. 15	March 15
Women's Basketball Guides/B	Josh LeiboffKutztown	Jan. 15	March 15
Women's Basketball Guides/C	Jason YellinMassachusetts	Jan. 15	March 15
Wrestling Guides/A,B,C	Joe WasiliukVirginia Wesleyan	Jan. 15	March 15
Gymnastics Guides/A,B,C	Blake FreelandCharleston So.	Feb. 15	April 15
Men's Basketball Programs/A, B, C	Joe Guistina . .South Carolina Upstate	Feb. 15	April 15
Women's Basketball Programs/A,B,C	Kristy McNeilPrinceton	Feb. 15	April 15
SPRING I CONTEST VICE CHAIR - Margaret Belch (Miami)			
Baseball Guides/A	Joe MonacoTexas Christian	March 30	May 30
Baseball Guides/B,C	Deanna WernerTexas A&M	March 30	May 30
Single-Sport Programs/A, B, C	Sarah Meier .Rocky Mtn.Ath. Conf.	March 30	May 30
Softball Guides/A	Tyler CundithJohnson Co. CC	March 30	May 30
Softball Guides/B, C	Aaron DeWallNevada-Reno	March 30	May 30
Men's Golf Guides/A, B, C	Ryan MauerWittenberg	March 30	May 30
Women's Golf Guides/A, B, C	Dave BeyerBenedictine	March 30	May 30
Men's Track & Field Guides/A	Steve MarovichCarthage	March 30	May 30
Women's Track & Field Guides/A	Patrick Stewart .SUNY Plattsburgh	March 30	May 30
M/W Track & Field Guides/B, C	Chris ThompsonPuget Sound	March 30	May 30
Lacrosse Guides/A,B,C	Chris HarrellTexas A&M	March 30	May 30
SPRING II CONTEST VICE CHAIR - Rich Herman (Clarion)			
Men's Tennis Guides/A	Derek SmolikSt. Mary's (Texas)	March 30	May 30
Women's Tennis Guides/A	Micah McDanielCal Baptist	March 30	May 30
Men's & Women's Tennis Guides/B,C	Mekale JacksonSt. John's	March 30	May 30
Single Sport Guides/A,B,C	Ernie LarossaJohns Hopkins	March 30	May 30
Multi-Sport Guides/A,B,C	Dain McKeeWooster	March 30	May 30
Postseason Guides/A,B,C	Eric Burdick . .Cal Poly San Luis Obispo	March 30	May 30
Fall Sports Posters/A	Paul WelkerAlfred State	March 30	May 30
Winter Sports Posters/A	Ronnie ZamoraUT Brownsville	March 30	May 30
Spring Posters/A	Bruce UnrueTexas-Dallas	March 30	May 30
Posters/B/C	Troy MitchellHenderson State	March 30	May 30
Special Event Programs/A,B,C	Brandon BronzanSonoma State	March 30	May 30
Conference Guides/A,B,C	Patty Constantin . .Lady of the Lake	March 30	May 30

**New coordinator as of Jan. 12, 2009

2008-09 Publications Committee Directory

Committee Chair

Cathy Bongiovi (D-2, 12th year)
Associate Sports Media Relations
Director
Temple University
1700 North Broad Street, Suite 401
Philadelphia, PA 19122
Office Phone: 215.204.1608
Cell: 215.778.6814
Fax: 215.204.7499
E-mail: cathyb@temple.edu

Vice Chair: Spring I Contests
Margaret Belch (D-3, 6th year)
Office of Sports Information
University of Miami
5821 San Amaro Drive
Coral Gables, FL 33146
Office Phone: 305.284.3241
Fax: 305.284.2807
E-Mail: mbelch@miami.edu

Vice Chair: Fall I Contests
Kevin Buerge (D-5, 8th year)
NCAA Statistics
P.O. Box 6222
Indianapolis, IN 46206
Office Phone: 317.917.6108
Fax: 317.917.6800
E-Mail: kbuerge@naaa.org

Vice Chair: Winter II Contests
Cindy Fotti (D-8, 3rd year)
Director of Sports Information
Columbia College
1001 Rogers Street
Columbia, MO 65216
Office Phone: 573.875.7454
E-Mail: cnfotti@ccis.edu

Vice Chair: Fall II Contests
Chad Grubbs (D-6, 9th year)
Office of Sports Information
Hardin-Simmons University,
Box 16185
Abilene, TX 79698
Office Phone: 325.670.1473
Fax: 325.670.1572
E-Mail: cgrubbs@hsutx.edu

Vice Chair: Spring II Contests
Rich Herman (D-2, 21st year)
Sports Information Office
Clarion University
Alumni House, 974 Wood Street
Clarion, PA 16214
Office Phone: 814.393.2334
Fax: 814.393.2082
E-Mail: rhermand@clarion.edu

Vice Chair: Fall III/Winter I Contests
Jeri Thorpe (D-6, 8th year)
Office of Sports Information
University of Arkansas
131 Barnhill Arena
Fayetteville, AR 72701
Office Phone: 479.575.5037
Fax: 479.575.7410
E-Mail: jthorpe@uark.edu

* * *

CONTEST: Cross Country / ABC
Richard Acosta (D-6, 4th year)
Sports Information Director
University of Texas-Permian Basin
Odessa, TX 79762
Office Phone: 432.552.2803
E-Mail: acosta_r@utpb.edu

CONTEST: Women's Golf / ABC
Dave Beyer (D-5, 6th year)
Office of Sports Information
Benedictine University
5700 College Rd.
Lisle, Ill. 60532-0900
Office Phone: 630.829.6143
E-Mail: dbeyer@ben.edu

CONTEST: Special Event Programs
Brandon Bronzan (D-8, 5th year)
Sonoma State University
Sports Information
1801 E. Cotati Avenue
Rohnert Park, CA 94928
Office Phone: 707.664.2358
E-Mail:
brandon.bronzan@sonoma.edu

CONTEST: Postseason Guides / ABC
Eric Burdick (D-8, 6th year)
Office of Sports Information
Cal Poly-San Luis Obispo
Mott Gym, Rm 123, 1 Grand Ave.
San Luis Obispo, CA 93407-0388
Office Phone: 805.756.6550
E-Mail: eburdick@calpoly.edu

CONTEST: Football Guides / C
Sean Cartell (D-3, 1st year)
Communications Department
University of Florida
Athletic Association
P.O. Box 14485
Gainesville, FL 32604-2485
Office Phone: 352.375.4683, ext. 6120
E-Mail: seanca@gators.uua.ufl.edu

CONTEST: Football Programs / IA
Gene Cassell (D-7, 9th year)
Office of Sports Information
Washburn University
1700 SW College
Topeka, KS 66621
Office Phone: 785.670.1791
E-Mail: cassell@washburn.edu

CONTEST: Conference Guide / ABC
Patty Constantin (D-6, 1st year)
Our Lady of the Lake University
Marketing and Communications
UWAC Room 107
411 S.W. 24th Street
San Antonio, TX 7820
Office Phone: 210.434.6711, ext. 2373
E-Mail: plconstantin@lake.ollusa.edu

CONTEST: Men's Basketball Guides/C
Kevin Conway (D-5, 3rd year)
UW-Milwaukee
Sports Information
The Pavilion, P.O. Box 413
Milwaukee, WI 53201
Office Phone: 414.229.2413
E-Mail: conway2@uwm.edu

CONTEST: Football Programs / B
Paul Capobianco (D-5, 2nd year)
University of Wisconsin
Office of Sports Information
1440 Monroe Street
Madison, WI 53711
Office Phone: 608.263.1983
E-Mail: phc@athletics.wisc.edu

CONTEST: Softball Guides / A
Tyler Cundith (D-7, 7th year)
Johnson County Community College
12345 College Boulevard
Overland Park, KS 66210
Office Phone: 913.469.8500, ext. 3122
E-Mail: tcundith@jccc.net

CONTEST: Softball Guides / BC
Aaron DeWall (D-8, 4th year)
University of Nevada Athletics
Media Services
Mail Stop 232,
Reno, NV 89557-0110
Office Phone: 775.682.6983
E-Mail: adewall@unr.edu

CONTEST: MBB Guides / B
Ryan Finney (D-8, 13th year)
Office of Sports Information
UCLA
J.D. Morgan Center
325 Westwood Plaza
Los Angeles, CA 90095-1639
Office Phone: 310.206.4701
Fax: 310.825.8664
E-Mail: rfinney@athletics.ucla.edu

CONTEST: Gymnastics Guides/ABC
Blake Freeland (D-3, 1st year)
Sports Information Director
Charleston Southern University
P.O. Box 118087
North Charleston, SC 29423
Office Phone: 843.863.7687
E-Mail: bfreeland@csuniv.edu

CONTEST: MBB Programs / ABC
Joe Guistina (D-3, 1st year)
Office of Sports Information
University of South Carolina Upstate
800 University Way
Spartanburg, SC 29303
Office Phone: 864.503.5152
E-Mail: jguistina@uscupstate.edu

CONTEST: Lacrosse Guides / ABC
Chris Harrell (D-6, 2nd year)
Texas A&M University
Office of Sports Information
P.O. Box 30017
College Station, TX 77842-3017
Office Phone: 979.862.2566
E-Mail: charrell@athletics.tamu.edu

CONTEST: Swimming Guides / ABC
Phil Hess (D-1, 6th year)
Director of Athletic Communications
Stony Brook University
Indoor Sports Complex
Stony Brook, N.Y. 11794-3500
Office Phone: 631.632.7289
E-Mail: Philip.Hess@stonybrook.edu

CONTEST:
Tom Humphreys (D-1, 1st year)
Communications
Great Northeast Athletic Conference
P.O. Box 15671
Boston, MA 02215
Cell Phone: 603.493.6504
E-Mail: humphreys_thomas@dwc.edu

CONTEST: M/W Tennis Guides / BC
Mekale Jackson (D-1, 1st year)
Publications Coordinator
St. John's University
8000 Utopia Parkway
Carnesecca Arena 157
Queens, NY 11439
Office Phone: 718.990.6367
E-Mail: jacksonm@stjohns.edu

CONTEST: Football Guides / B
Mat Kanan (D-4, 2nd year)
Director of Media Relations
Western Michigan University
1903 W. Michigan Ave.
Kalamazoo, MI 49008
Office Phone: 269.387.4125
E-Mail: mat.kanan@wmich.edu

CONTEST: Single-Sport Guides/ABC
Ernie Larossa (D-2, 5th year)
Johns Hopkins University
Athletic Center
3400 N. Charles Street
Baltimore, MD 21218
Office Phone: 410.516.0552
E-Mail: elarossa@jhu.edu

CONTEST: Women's Volleyball / A
Logan Lawrence (D-6, 4th year)
Media Relations
Associate of Athletics
St. Edward's University
3001 S. Congress Avenue
Austin, TX 78704
Office Phone: 512.464.8810
E-Mail: loganl@stedwards.edu

CONTEST: WBB Guides / B
Josh Leiboff (D-2, 2nd year)
Kutztown University
Office of Sports Information
213 Stratton Admin. Building
Kutztown, PA 19530
Office Phone: 610.683.4182
E-Mail: leiboff@kutztown.edu

CONTEST: Men's Track Guides / A
Steve Marovich (D-5, 8th year)
Assistant AD/Sports Information
Carthage College
2001 Alford Park Drive
Kenosha, WI 53140
Office Phone: 262.551.5740
E-Mail: carthagesid@carthage.edu

CONTEST: Men's Golf Guides / ABC
Ryan Maurer (D-4, 5th year)
Wittenberg University
Office of Sports Information
200 W. Ward Street, P.O. Box 720
Springfield, OH 45501-0720
Office Phone: 937.327.6114
E-Mail: rmaurer@wittenberg.edu

CONTEST: Women's Tennis / A
Micah McDaniel (D-8, 1st year)
Sports Information Director
California Baptist University
8432 Magnolia Avenue
Riverside, CA 92504
Office Phone: 951.343.4297
E-Mail: mmcdaniel@calbaptist.edu

CONTEST: Multi-Sport Guides/ABC
Dain McKee (D-4, 2nd year)
Sports Information Intern
College of Wooster
Olderman House
1189 Beall Avenue
Wooster, OH 44691
Office Phone: 330.287.3000, ext. 4671
E-Mail: dmckee@wooster.edu

CONTEST: WBB Programs / ABC
Kristy McNeil (D-2, 2nd year)
Office of Sports Information
Princeton University
PO Box 71
Room 9, Jadwin Gym,
Washington & Faculty Roads
Princeton, NJ 08544
Office Phone: 609.258.5655
E-Mail: mcneil@princeton.edu

CONTEST: Single-Sport Programs/ABC
Sarah Meier (D-7, 2nd year)
Rocky Mountain Athletic Conference
1867 Austin Bluffs Parkway
Suite 101
Colorado Springs, CO 80918
Office Phone: 719.471.4936
E-Mail: smeier@rmacsports.org

CONTEST: Posters / BC
Troy Mitchell (D-6, 3rd year)
Henderson State University
1100 Henderson Street, Box 7630
Arkadelphia, AR 71999-0001
Office Phone: 870.230.5197
E-Mail: mitchet@hsu.edu

CONTEST: Baseball Guides / A
Joe Monaco (D-6, 3rd year)
Texas Christian University
TCU Box 297600
Fort Worth, TX 76129
Office Phone: 817.257.7969
E-Mail: j.monaco@tcu.edu

CONTEST: Men's Soccer Guides / A
Patrick Moore (D-4, 1st year)
Sports Information Director
Madonna University
36600 Schoolcraft Road
Livonia, MI 48150
Office Phone: 734.432.5834
E-Mail: pimoore@madonna.edu

CONTEST: Women's Volleyball / C
Rich Moser (D-5, 1st year)
Sports Information Director
Eastern Illinois University
Lantz Arena
600 Lincoln Avenue
Charleston, IL 61920
Office Phone: 217.581.7480
E-Mail: rlmoser@eiu.edu

CONTEST: Men's Ice Hockey / ABC
Emily Murray (D-7, 2nd year)
University of Missouri
Office of Sports Information
Hearnes Center, P.O. Box 677
Columbia, MO 65205
Office Phone: 573.884.8519
E-Mail: murrayem@missouri.edu

CONTEST: Football Guides / I-AA
Chris Myers (D-3, 6th year)
UVa-Wise
Greear Gym, One College Ave.
Wise, VA 24293
Office Phone: 276.328.0188
E-Mail: csm6z@uvawise.edu

CONTEST: WBB Guides / A
Terry Owens (D-5, 8th year)
Beloit College
700 College Street
Beloit, WI 53511
Office Phone: 608.363.2229
E-Mail: owenst@beloit.edu

CONTEST: Women's Volleyball / B
Patrick Pierson (D-1, 1st year)
Sports Information
St. Bonaventure University
P.O. Box G
St. Bonaventure, NY 14778
Office Phone: 716.375.2575
E-Mail: ppierson@sbu.edu

CONTEST: Men's Soccer Guides / BC
Tina Price (D-3, 3rd year)
Publications Director
Old Dominion University
Room 124, Ath. Admin. Building,
Hampton Blvd.
Norfolk, VA 23529-0201
Office Phone: 757.683.3372
E-Mail: tprice@odu.edu

CONTEST: Football Guides / I-A
Ameer Rasheed (D-4, 4th year)
Sports Information Director
Webster University
470 E. Lockwood
St. Louis, MO 63119
Office Phone: 314.961.2660 (ext. 7930)
E-Mail: jarasheed77@gmail.com

CONTEST: Men's Tennis / A
Derek Smolik (D-6, 5th year)
St. Mary's University
One Camino Santa Maria, Box 8
San Antonio, TX 78228-8508
Office Phone: 210.431.4379
E-Mail: dsmolik@stmarytx.edu

CONTEST: Women's Track / A
Patrick Stewart (D-1, 1st year)
Director of Sports Information
SUNY Plattsburgh
Memorial Hall 110
101 Broad Street
Plattsburgh, NY 12901-2681
Office Phone: 518.564.4123
E-Mail: stewartpa@plattsburgh.edu

CONTEST: Women's Soccer / A
Jeff Sutton (D-6, 1st year)
Athletic Media Relations
Houston Baptist University
7502 Fondren Road
Houston, TX 77074
Office Phone: 281.649.3098
E-Mail: jsutton@hbu.edu

CONTEST: Women's Soccer / BC
Ben Taylor (D-5, 1st year)
Office of Sports Information
University of Illinois
1700 S. Fourth Street
Champaign, IL 61820
Office Phone: 217.244.5045
E-Mail: bktaylor@illinois.edu

CONTEST: M/W Track / BC
Chris Thompson (D-8, 2nd year)
University of Puget Sound
Office of Sports Information
1500 North Warner, CMB 1044
Tacoma, WA 98416
Office Phone: 253.879.3974
E-Mail: cpthompson@ups.edu

CONTEST: MBB Guides / A
Francis Tommasino (D-3, 12th year)
Christopher Newport University
1 University Place
Newport News, VA 23606
Office Phone: 757.594.7884
E-Mail: ftommasi@cnu.edu

CONTEST: Spring Posters / A
Bruce Unrue (D-6, 5th year)
Athletics Department
University of Texas-Dallas
800 W. Campbell; AB10
Richardson, TX 75080
Office Phone: 972.883.6308
E-Mail: bruceunrue@utdallas.edu

CONTEST: Football Programs / I-AA
Kelly Vergin (D-1, 4th year)
SUNY Brockport
350 New Campus Drive
Brockport, NY 14420-2989
Office Phone: 585.395.2218
E-Mail: kvergin@brockport.edu

CONTEST:
Patrick Walsh (D-3, 1st year)
The Citadel
McAlister Field House
171 Moultrie Street
Charleston, SC 29409
Office Phone: 843.953.7590
E-Mail: walshp1@citadel.edu

CONTEST: Football Programs / C
Oralia Washington (D-3, 2nd year)
North Carolina Central University
Room 116, McLendon-McDougald Gym
1801 Fayetteville Street
Durham, NC 27707
Office Phone: 919.530.7054
E-Mail: owashington@ncsu.edu

CONTEST: Wrestling Guides / ABC
Joe Wasiluk (D-3, 6th year)
Virginia Wesleyan College
Batten Center, Athletics
1584 Wesleyan Drive
Norfolk, VA 23052
Office Phone: 757.455.3393
E-Mail: jwasiluk@vwc.edu

CONTEST: Fall Posters / A
Paul Welker (D-2, 4th year)
Sports Information Director
Alfred State College PR Office
10 Upper Campus Drive
Alfred, NY 14802
Office Phone: 607.587.4563
E-Mail: welkerpm@alfredstate.edu

CONTEST: Baseball Guides / BC
Deanna Werner (D-6, 2nd year)
Texas A&M Athletics
PO Box 30017
College Station, TX 77842-3017
Office Phone: 979.458-3883
E-Mail: dwerner@athletics.tamu.edu

CONTEST: WBB Guides / C
Jason Yellin (D-1, 1st year)
Assistant AD/Media Relations
University of Massachusetts
255 BoydenGym
Amherst, MA 01003
Office Phone: 413.577.3061
E-Mail: jyellin@admin.umass.edu

CONTEST: Winter Posters / A
Ronnie Zamora (D-6, 2nd year)
Sports Information Director
UT Brownsville & Texas
Southmost College
80 Fort Brown
Brownsville, TX 78520
Office Phone: 956.882.8911
E-Mail: ronnie.zamora@utb.edu

Contest Notes

Contest Completion Deadlines: It is easy to figure. Take a calendar and count out seven weeks from the entry deadline. This should be the time it takes your judges to judge, coordinators to compile and those who are to receive the results to have them on their desks. If you find that you cannot meet your deadline, contact your vice chair or the committee chair to request an extension. *Every contest MUST be completed by May 30* to allow time to get certificates printed.

It's late! An entry postmarked after the deadline for contest entries is disqualified. Save their postmark and note all late entries on your final results.

Entry Forms: Entrants are asked to TYPE all information. The entry forms are available in PDF and Word form at CoSIDA.com. Entries should not be disqualified if the entry form is not typed. However, all coordinators should check with winning schools to assure proper spelling of winners' names.

It's not for me! Often our fellow SIDs read the rules so well that they enter the wrong contest. If it is a last minute entry, too bad. If you have time to send it on to the proper coordinator and you are so inclined, you may do so. You may also send it back to the hard working SID. You are not required to do anything, but try to remember that you may make a mistake sometime yourself. Don't hesitate to contact your vice chair or the committee chair if you have an unusual entry situation. It is not good to list your final results only to learn that the winner should not have been judged in this contest.

My dog ate it! Sometimes entries come in without the entry form attached. If the form is in the package and not attached, please supply a staple. If no form or the wrong form is enclosed, see "It's not for me!" above and adapt accordingly. You are not expected (although you may if you wish) to take entry forms over the phone. Do not judge an entry without an entry form. No certificate will be prepared if an entry form is not supplied. Be sure you handle each entry the same way. Don't take care of your friends and disqualify all the others that have entry problems.

What's this? Some schools combine their men's and women's brochures. If you receive this type of an entry, it is judged as one book and can be entered in only one contest. If nonsimilar sports are included, the entry should be for Multi-Sport Brochures.

Organize Early: It would be wise to get your shell planned early and take care of entries as they arrive. It is much easier to deal with a few entries at a time rather than many at once under a tight deadline. Another matter to consider is that we are encouraging entrants to enclose a return card that can be returned to indicate that the entry has been received and is entered correctly. If you pile everything into a box in the corner until a week after the entry deadline when you begin working with the contest, it will defeat the intent of this cross check.

You can definitely expect a last minute rush to occur. After all, as SIDs, we know that our peers all procrastinate, something we never do.

Judges: You must select three judges. These three should come from one of these five areas: print media, electronic media, graphics/designer, institution profession or printer.

Keep a couple of rules in mind. Look out for a conflict of interest. Do not select a printer who has a book entered in the contest. Get approval on your judges from your vice chair before beginning the judging process. Be sure judges are workers who will help you meet your deadlines, not hold you back for indeterminate amounts of time. Give your judges a deadline to complete each segment of the contest as you give it to them. Some coordinators have planned a round table discussion to complete the process and take care of any discrepancies. The committee chair will send a letter of thanks and a small gift, but you may also find your own way to say thanks if you wish. In at least one instance, the coordinator has used the contest as an opportunity to treat his judges to dinner following the completion of the contest and then he pleads his case for various upcoming projects from his office. Turn the process to your advantage if you can.

NOTE: Only use a fellow SID as a judge as a last resort.

Contest Grade Sheets: The committee supplies grade sheets for each contest except posters. These must be used in each and every contest. In 2008-09, new score sheets have been developed— one for each division. A substantial amount of thought and effort have been given to the development of these grade sheets. Your continued input is appreciated.

Why Grade Sheets? Not everyone can win a contest. Several years ago a question was raised regarding so few entries in many of the contests. After searching for an answer, the conclusion was that the publications committee needed to be an educational arm of CoSIDA. Everyone could benefit from a critique, so we committed publicly to pursue the goal of grade sheets in all areas. These grade sheets could be returned to entrants to identify areas of strength and weakness. This is one of the biggest pluses that we have to our whole process.

What about the NCAA? Any publication that violates NCAA rules at the time of its printing may not be judged in a CoSIDA contest. Should any other national bodies (i.e. - NAIA, NJCAA, NCCAA) begin to regulate their publications, guidelines would have to be adhered to for CoSIDA contest consideration.

Hey, there's color in there! The NAIA and NCAA Division II have no rules regarding color in their publications. NAIA schools have their own contests through NAIA-SIDA and it would serve no purpose to put these entries into a separate contest to compete with themselves again. In addition NCAA Division III allows any publication produced for the benefit of all students or the university to include use of color. This has

been interpreted to include athletic publications such as media guides. Instruct your judges to overlook the use of color in their judging. The CoSIDA Publications Committee will rule on color based on each institution's rules as established by their governing bodies. Questions about this matter should be directed to your vice chair or the committee chair.

New This Year: All contests will be judged individually by division, regardless to the number entries. *Any contest with more than 50 entries will automatically qualify for district competition.* If you have one of these contests, be sure to talk with your vice chair or the committee chair to confirm everything. Any district with only one entry will be combined with another.

Who cares? We all should realize what these contests mean, even if only pride is involved. However, much more than pride is at stake. More and more, SIDs have tied performance bonuses and salary increases to the results of these contests. For these reasons and the very nature of competition, please pay close attention to the details.

Judging Groups: With the requirement for three entries, each judge can receive the full complement of entries at the same time. With programs, each judge will receive three different issues of each entry. It is not recommended that you mix divisions into the same group because of confusion that could result. Encourage your judges to skim through all of the entries in the group (especially the first group they receive) to familiarize themselves with what level of quality to expect. It is not good to grade the first couple of entries very high and then find that later entries to be judged are substantially better with no more room to go up in the grading process.

Oh no, your Judge quit!? You just had a judge quit? We have a plan. Your first step is to seek a replacement in your area who meets the qualifications. If you cannot locate someone to step in, you or one of our vice chairs can become your third judge. Don't panic. We can work something out. The contest must still get done on time.

Best Covers: Every contest, except Posters, will select a "Best Cover" award in each division. This a part of your grade sheet. Covers designed by non-SID types (i.e. professional designers/publishers, etc.) will not be considered for best cover. Please check the entry form for verification.

Game programs layed out and/or designed by non-SID types will also not be considered for judging.

Single Sports: A different aspect to this contest is that a "Best In The Nation" is awarded for each sport (with two or more entries) without regard to division. Because of this several publications will win more than one award for the same entry. One of the most common complaints we get on the grade sheets is that we are penalizing a book for not including material indicated on the grade sheet. The philosophy of the grade sheet is to award points for information present, not penalize entries. Considering how tight some of the contests become, we need many areas to be considered for the cream to

rise to the top. In the philosophy of half empty/half full, we subscribe to that of half full. Please do not foster hard feelings by not defending the process. When confronted by someone who dislikes grade sheets, calmly explain the judging process.

It's a tie! There can be no ties among the place-winners. Ties are broken by comparing the scores of Judge #1.

Florida won first and second? A school can place two brochures in the same contest (i.e. Florida men's swimming and Florida women's swimming). Each book stands on its own. This is not applicable when separate contests are provided.

And then there were three: Only three names trend that is acceptable is for a sports information office to be listed with a request for two or three certificates.

The whole thing!? It is helpful to have the complete results in hand when questions arise. You could not believe how many calls come regarding results. This is where you will list disqualified entries and why. "The Whole Thing" is a very neat wrap-up to your contest. This is not for general distribution.

Who gets it now? Your results should be e-mailed to the committee chair and your vice-chair only. They will see that everyone else receives what is required. Please use the proper format [see pages 6-]. There is also the possibility that an entrant is not qualified. It is much better to catch this sort of thing before it appears in print.

Modern Technology: Once the committee chair has verified the contest and sent you written confirmation, you may release the results of the entrants. Beginning in 2008-09, all results will be e-mailed only (including combined scoring sheet). Results will also be available on the CoSIDA website.

Tell 'em I'm not here! One problem that we must attempt to correct is results being distributed before everything is verified. For this reason, please do not send back the grade sheets and contest results until you receive an OK from the committee chair. In the same vein, do not give any results out over the phone. Encourage the caller to wait for the CoSIDA Digest to arrive since all results are printed there. If the caller is persistent, refer them on to the committee chair to have questions answered. We have also had several instances of results being given over the phone, then a problem discovered which causes the finish order to be altered and, subsequently, hard feelings result. Please do not give out contest results by phone!

What To Do With Winners: At the annual CoSIDA Workshop, a table is set up to display the award winning publications. You will need to mail the award winning brochures to committee chair Cathy Bongiovi once your contest is complete.

Still have a Question???: Coordinators are encouraged to contact the committee chair– **Cathy Bongiovi (215-204-1608 or cathyb@temple.edu)**– or the vice chairs with any question, large or small.

Rules & Guidelines

For all contest entries, put the name of the contest, the division and district (in contests that call for it) on the outside of the envelope.

DIVISION A includes all NCAA-I schools

DIVISION B includes all NCAA-II and NAIA-I schools (basketball only).

DIVISION C includes all NCAA-III, Canadian Schools, NAIA (NAIA Division II for basketball), NCCAA schools and junior colleges.

Note for FOOTBALL ONLY, there are four divisions: IA, IAA, B and C.

District Alignment

District 1 - Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont, Nova Scotia, Quebec, Newfoundland, Prince Edward Island, and New Brunswick

District 2 - Delaware, New Jersey, Pennsylvania, Maryland, West Virginia, and the District of Columbia

District 3 - Florida, Georgia, North Carolina, South Carolina, and Virginia

District 4 - Michigan, Ohio, Kentucky, Tennessee, and Alabama

District 5 - Indiana, Illinois, Wisconsin, Minnesota, Ontario and Manitoba

District 6 - Texas, Oklahoma, New Mexico, Arkansas, Mississippi and Louisiana

District 7 - Iowa, Missouri, Nebraska, Kansas, Colorado, Wyoming, Montana, North Dakota, South Dakota, Saskatchewan, and Alberta

District 8 - Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Utah, Washington, British Columbia, and Yukon

All publications should be mailed via first class mail (as a minimum) to the appropriate contest coordinator. Please observe rules regarding entry blanks and deadlines. Judges are instructed to only accept entries postmarked by the entry deadline. **NO ENTRIES WILL BE ACCEPTED LATER THAN THE DEADLINE - NO EXCEPTIONS.** If entries are not properly entered, they will be disqualified. Three copies of each publication are required for an entry to be considered official. Programs and periodicals require three copies of three different issues from the same year. STAPLE the completed entry form to at least one of your entries. Your **CONFERENCE AFFILIATION** and all other requested information must be indicated on the entry form in the appropriate places. Only dues paying members of CoSIDA may enter any of these contests. In the past, members have had difficulty verifying that entries have been received by the contest coordinator. With this in mind, the committee recommends that entries be sent by certified mail with a return receipt. It is the entrant's responsibility to check (call or e-mail) with the contest coordinator to verify delivery receipt of entries.

NOTE: All entry forms should be typed. Entry forms that are not typed will not be disqualified. However, contest coordinators need to check with winning schools for proper spellings. Also, certificates will no longer be re-printed for school errors (i.e. submitting the wrong names).

Special Contest Notes

1. Please be aware that sports information directors, coaches or anyone else connected with said sport of the hosting University will not serve as judges for any contest. No printer who printed an entry in the contest will be allowed to serve as a judge.

2. Places will be awarded in each contest. Here's the breakdown. For contests exceeding 50 entries, this same placement is used for district competition:

1-3 entriesone place
4-9 entriestwo places
10-17 entriesthree places
18-25 entriesfour places
26-35 entriesfive places
36-46 entrieseight places
47+ entries10 places

3. There are no honorable mention designations. There will be no ties. Ties are broken using the score from Judge #1.

4. An entry must be submitted according to the division in which that sport actually competes.

For instance, if a school is NCAA-I in ice hockey and NCAA-II in all other sports, it must enter its ice hockey in Division A and its other publications in Division B.

5. All entries must be mailed to the appropriate contest coordinator. Only the entrant is responsible for assuring the entry is properly submitted.

6. Mail all entries first class or certified mail for your protection.

7. **THE NUMBER OF NAMES ON THE AWARD CERTIFICATE IS LIMITED TO THREE.** Should more than three names appear on the entry form, the certificate will be made out to the first three names listed. No additional certificates will be printed. No artists, companies or university departments other than Sports Information or Athletics will be allowed. Only SID types.

8. Best Cover will be awarded in all contests (except posters).

9. **SINGLE SPORT GUIDES** is a contest for the following guides: field hockey, skiing, badminton, fencing, rifle, rowing, men's volleyball, water polo, and any other NCAA sport or emerging NCAA sport that does not have a specified contest. A "Best In The Nation" award will be presented, without regard to division, for each sport with two or more entries.

10. In all contests (except posters) a grading sheet will be used to assist in the judging of the contest. Scores, results, and judges' comments will be e-mailed to the entrants. **The intent is to provide direction for improvement in publications, not as a tool on which to base bonuses or question the competence of our volunteer judges.**

11. Each contest will be judge individually by division— A, B, and C. A contest that has **50 or more entries** will automatically qualify for district awards. This rule applies to all divisions.

12. A guide may be entered only in one category, but a school may win more than one award within a category. For example, Texas could win awards for its men's and women's swimming guides in the same category. However, the same guide cannot be entered in two different contests.

13. The SID at the school entering a guide, or the winner on the certificate, must be a CoSIDA member to win an award.

14. All guides produced solely by advertising agencies, graphic design houses or other companies outside of the athletic department will not be eligible for awards. An SID must have control over the publication.

Any game program designed by an outside agency (i.e. Pro Sports, etc.) will be disqualified.

15. There are two baseball contests. The entrant will decide which category the publication should be entered in. The contest coordinator must agree with the entry decision. Each publication may be entered only one time. Programs should be distinct publications, not just a scorecard change.

16. If you have questions about a particular contest, contact the coordinator in charge of the contest for clarification. For general questions or suggestions about publications contests, contact **Cathy Bongiovi**, CoSIDA Publications Committee Chair, Temple University, 1700 North Broad Street, Philadelphia, Pa. 19122; phone: 215.204.1608; e-mail: cathyb@temple.edu.

Reasons You Could Be Disqualified

1. No official entry form or entry form improperly filled in.
2. Entry form not attached to each entry.
3. Entry postmarked late.
4. Entry sent to the wrong coordinator.
5. Entrant has not paid CoSIDA dues.
6. Entry submitted in the wrong division.
7. Entry has been totally produced by an agency, graphic house or outside entity.
8. Failure to indicate conference affiliation.
9. Not enough publications submitted for judging.

Contest Descriptions

The CoSIDA Publications Committee has provided this list of contest definitions to be printed in the Digest. This should answer any questions about the contest in which your publication should qualify to be judged. Contest coordinators are not required to forward entries which are improperly entered. These entries will be disqualified, therefore please pay close attention to the guidelines and contact the appropriate coordinator if you have additional questions or if you need a clarification.

Baseball Guides: Three divisions are offered for baseball guides. These are preseason publications that are produced once a year and have a primary purpose of providing information to the media. Entrant will decide which category the publication qualifies for and submit entry accordingly. The contest coordinator will have the final approval. Three copies of the guide, with entry forms attached to at least one (all three preferred), are required for the entry.

Basketball Guides: Three divisions are offered for basketball guides. Separate contests are provided for women's and men's entries. Combined men's and women's basketball publications may only be entered in one contest. Entrant will chose the appropriate contest. Combined guides also may be entered in multi-sport guides, but again, only one contest per publication. These are preseason publications that are produced once a year and have a primary purpose of providing information to the media. Three copies of the guide, with entry forms attached to at least one (all three preferred), are required.

Basketball Programs: Three divisions are offered for basketball game programs. These are changing publications that are produced for each home game or group of home games and have a primary purpose of resale to the attending public. Programs which are produced as a single issue program to be sold throughout theseason (no changing copy) should be entered in the special programs category. Three copies each of three different programs, with entry forms attached to at least one (all three preferred), are required.

Conference Guides: Three divisions are offered for all types of conference publications that are produced once a year. The only other categories available to conferences would be special programs contests. This contest would include preseason preview and postseason review publications (not postseason tournament programs – see special programs) in all sports, but is not intended for record books or generic listings of number/record oriented material. This contest is also not intended for newsletters and other conference periodicals. Three copies of the guide, with entry forms attached to at least one (all three preferred), are required.

Cross Country Guides: Three divisions are offered for men's and women's cross country guides. These are preseason publications that are produced once a year and have a primary purpose of providing information to the media. Combined men's and women's track publications may be entered in either the Track & Field Guide contest or Multi-Sport Guide contest but not both. Guides that include both cross country and track & field should be entered in the Multi-Sport Guide contest. Entrant will chose the appropriate contest. Three copies of the guide, with entry forms attached to at least one (all three preferred), are required.

Football Guides: Four divisions are offered for football guides. These are preseason publications that are produced once a year and have a primary purpose of providing information to the media. Three copies of the guide, with entry forms attached to at least one (all three preferred), are required.

Football Programs: Four divisions are changing publications that are produced for each home game and have a primary purpose of resale to the attending public. Programs which are produced as a single issue program to be sold throughout the season (no changing copy) should be entered in the special programs category. Media guides sold with change pages added as programs should be entered as media guides without the changing copy. Three copies each of three different programs, with entryforms attached to at least one (all three preferred), are required. Programs designed by outside agencies (i.e. PSP, etc.) will be disqualified.

Golf Guides: Three divisions are offered for men's and women's golf guides. These are preseason publications that are produced once a year and have a primary purpose of providing information to the media. Combined men's and women's golf publications may be entered in either the Golf Guide contest or Multi-Sport Guide contest but not both. Three copies of the guide, with entry forms attached to at least one (all three preferred), are required.

Gymnastics Guides: Three divisions are offered for men's and women's gymnastics guides. These are preseason publications that are produced once a year and have a primary purpose of providing information to the media. Combined men's and women's gymnastics publications may only be entered in one contest. Entrant will chose the appropriate contest. Combined guides may also be entered in multisport guides, but again, only one contest per publication. Three copies of the guide, with entry forms attached to at least one (all three preferred), are required.

Lacrosse Guides: Three divisions are offered for men's and women's lacrosse guides. These are preseason publications that are produced once a year and have a primary purpose of providing information to the media. Combined men's and women's lacrosse publications may be entered in either the Tennis Guide contest or Multi-Sport Guide contest but not both. Entrant will chose the appropriate contest. Three copies of the guide, with entry forms attached to at least one (all three preferred), are required.

Men's Ice Hockey Guides: Three divisions are offered for men's ice hockey guides. These are preseason publications that are produced once a year and have a primary purpose of providing information to the media. Women's ice hockey guides should be entered in the single sports guides contest. Combined guides must be entered in the Multi-Sports Guides contest. Three copies of the guide, with entry forms attached to at least one (all three preferred), are required.

Multiple Sport Guides: Three divisions are offered for guides or guides that include more than one sport or men's and women's sports of the same type combined (not necessarily a co-ed sport). These are preseason publications that are produced once a year and have a primary purpose of providing information to the media. An entrant could have multiple entries, several of which could place in this contest. Three copies of the guide, with entry forms attached to at least one (all three preferred), are required.

Posters: Three divisions are offered for posters. These are publications which are produced to promote some aspect of the athletic program and distributed for general use by media, team members and fans or any combination of the same. This category is the one area that no grade sheets have been developed because judging becomes the singular impression provided by the poster upon the judges. Only one sample of each poster entered must be provided for the judges to consider. An entrant could have multiple entries, several of which could place in this contest. An entry form must be attached to each poster.

Postseason Guides: Three divisions are offered for postseason books, pamphlets, guides. These are publications which are produced by an institution to provide information to the media about a season just past that has resulted in postseason play. Entries from the postseason of the previous academic year are allowed for all spring championships, which were not able to be entered in last year's contest. An entrant could have multiple entries, several of which for conference publications. Three copies of the guide, with entry forms attached to at least one (all three preferred), are required.

Single Sport Guides: Three divisions are offered for guides or guides which do not fit into other contest categories. These are preseason publications that are produced once a year and have a primary purpose of providing information to the media. Sports included in this category include: archery, badminton, crew, fencing, field hockey, women's ice hockey, rifle, skiing, men's volleyball and water polo. Any NCAA-recognized sport or emerging sports that does not have a specific category would fit into this contest. A men's and women's combined book in an NCAA combined sport (fencing) should be entered in this category. Other men's and women's combined books for the same sport should be entered in multi-sport guides. Any sport which has 20 or more entries two years in a row will evolve into its own contest. A "Best In The Nation" award will be presented for each sport which has two or more entries. This award will be without regard for divisional classification. An entrant could have multiple entries, several of which could place in this contest. Three copies of the guide, with entry forms attached to at least one (all three preferred), are required.

Single Sport Programs: Three divisions are offered for programs produced in sports other than football or basketball. These are changing publications that are produced for each home game and have a primary purpose of resale to the attending public. Any sport which has 20 or more entries two years in a row will evolve into its own contest. A "Best In The Nation" award will be presented for each sport which has two or more entries. This award will be without regard for divisional classification. An entrant could have multiple entries, several of which could place in this contest. Three copies each of three different programs, with entry forms attached to at least one (all three preferred), are required.

Soccer Guides: Three divisions are offered for soccer guides. Separate contests are provided for women's and men's entries. These are preseason publications that are produced once a year and have a primary purpose of providing information to the media. Combined men's and women's soccer publications may only be entered in one contest. Entrant will chose the appropriate contest. Combined guides may also be entered in multi-sport guides but only one contest per publication. Three copies of the guide, with entry forms attached, are required.

Softball Guides: Three divisions are offered for softball guides. These are preseason publications that are produced once a year and have a primary purpose of providing information to the media. Three copies of the guide, with entry forms attached to at least one (all three preferred), are required.

Special Programs: Three divisions are offered for special issue/single event publications. These are publications that are produced for special events and intended for sale or distribution to the general public. Single issue programs that cover an entire season also would fit into this category. This would apply for football, basketball, hockey, etc. An entrant could have multiple entries, several of which could place in this contest. A copy of the program, with entry forms attached, is required.

Swimming Guides: Three divisions are offered for men's and women's swimming guides. These are preseason publications that are produced once a year and have a primary purpose of providing information to the media. Combined men's and women's swimming publications may be entered in either the Swimming Guide contest or Multi-Sport Guide contest but not both. Entrant will chose the appropriate contest. An entrant could have two entries, both of which could place in this contest. Three copies of the guide, with entry forms attached to at least one (all three preferred), are required.

Tennis Guides: Three divisions are offered for men's and women's tennis guides. These are preseason publications that are produced once a year and have a primary purpose of providing information to the media. Combined men's and women's tennis publications may be entered in either the Tennis Guide contest or Multi-Sport Guide contest but not both. Entrant will chose the appropriate contest. Three copies of the guide, with entry forms attached to at least one (all three preferred), are required.

Track & Field Guides: Three divisions are offered for men's and women's track & field guides. These are preseason publications that are produced once a year and have a primary purpose of providing information to the media. Combined men's and women's track publications may be entered in either the Track & Field Guide contest or Multi-Sport Guide contest but not both. Guides that include both cross country and track & field should be entered in the Multi-Sport Guide contest. An entrant could have two entries, both of which could place in this contest. Three copies of the guide, with entry forms attached to at least one (all three preferred), are required.

Women's Volleyball Guides: Three divisions are offered for volleyball guides. These are preseason publications that are produced once a year and have a primary purpose of providing information to the media. Men's volleyball guides should be entered in the single sports guides contest. Combined guides must be entered in the Multi-Sports Guides contest. Three copies of the guide, with entry forms attached to at least one (all three preferred), are required.

Wrestling Guides: Three divisions are offered for wrestling guides. These are preseason publications that are produced once a year and have a primary purpose of providing information to the media. Three copies of the guide, with entry forms attached to at least one (all three preferred), are required.

2008-09 Coordinators Checklist

Select three judges as soon as you receive your assignment.

- √ Prepare a master entry list to coordinate results (page 4)
- √ Organize entries and divide entries into groups for each Judge. Copy Judging Forms
- √ Obtain completed Judging Forms from Judge #1, Judge #2, Judge #3
- √ Check all grade sheets for consistency/addition/oversight (NO ZEROS AWARDED). Utilize new grading excel spreadsheet.
- √ Update results on list of all entrants/list disqualified entries with explanation
- √ Determine the number of places to be awarded
- √ Determine "Best Cover" in each division
- √ **Make sure that all names (school and names of entrants, etc.) are correct**
- √ Complete Contest Compilation Sheet (page 5)
- √ Send packet to the publications committee chair including:
 - Results sheet with judges names and addresses (page 6 or 7)
 - Complete Contest Compilation Sheet (page 5)
 - Copies of CoSIDA Digest entry forms for award winners
 - Written evaluation

DO NOT RELEASE CONTEST RESULTS PRIOR TO APPROVAL FROM THE COMMITTEE CHAIR !

- √ Send packet to your vice chair including:
 - Results sheet with judges names and addresses (page 6 or 7)
 - Complete Contest Compilation Sheet (page 5)
 - Written evaluation
- √ Send award-winning publications to committee chair for the convention.
- √ Send Judging Forms and Results Sheet (page 6 or 7) to contest entrants only after approval is given by committee chair. **Do not send Contest Compilation Sheet (page 5).** Approval will come after packet has been received and checked by the committee chair.

2008-09 Vice Chair Checklist

- In September, contact each Contest Coordinator by phone to introduce yourself and explain your role and offer help if needed.
- In October, contact each Contest Coordinator to ensure that they have arranged for three contest judges (regardless of when their contest is scheduled)
- At the contest deadline, contact the Contest Coordinator to remind them that the entries must be delivered to the judges a week after the contest deadline.
- One month following the contest deadline, contact the Contest Coordinator to ensure that all results have been received and tabulated.
- The Contest Coordinator should send the results to you:
 - √ Results sheet with judges names and addresses (page 6 and 7)
 - √ Complete Contest Compilation Sheet (page 5)
 - √ Copies of CoSIDA Digest entry forms for award winners
 - √ Written evaluation
- Check all grade sheets for consistency/addition/oversight.
The Contest Coordinator should also send the results to the Publications Contest chair.