



2018-19  
**Baseball**  
**Coaches Manual**



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# IMPORTANT DATES

## 2018-19 BASEBALL SPORT CALENDAR

<b>NOVEMBER 6</b>	<b>RELEASE</b> – Preseason NAIA National Rating
<b>DECEMBER 1</b>	<b>DEADLINE</b> – Submitting Opening Round Facility Certification Information
<b>JANUARY 3-6</b>	<b>ABCA CONVENTION</b> – Dallas, Texas – <a href="http://www.abca.org">www.abca.org</a>
<b>JANUARY 3</b>	<b>NAIA-BASEBALL COACHES ASSOCIATION BUSINESS MEETING</b> – Dallas, Texas
<b>JANUARY 4</b>	<b>NAIA AWARDS LUNCHEON</b> – Dallas, Texas
<b>MARCH 5</b>	<b>BI-WEEKLY RATINGS BEGIN</b> – Available after 5 PM (CT) at <a href="http://www.naia.org">www.naia.org</a> <i>Subsequent Dates – March 5, 19, April 2, 16, 30 (Final), June 5 (Postseason)</i>
<b>MARCH 19</b>	<b>RELEASE</b> – First NAIA National Player and Pitcher of the Week Honors
<b>APRIL 11</b>	<b>DEADLINE</b> – Submitting Opening Round Bids to NAIA Office
<b>APRIL 15</b>	<b>DEADLINE</b> – Submitting Daktronics-NAIA Baseball Scholar-Athlete Nominations
<b>MAY 1</b>	<b>RELEASE</b> – Nine NAIA National Championship Opening Round Hosts/Sites
<b>MAY 8</b>	<b>QUALIFICATION DEADLINE</b> – Completion of Conference/A.I.I. Group Qualifying Tournaments
<b>MAY 9</b>	<b>RELEASE</b> – Qualifiers and Bracket for Baseball National Championship Opening Round
<b>MAY 13-16</b>	<b>NAIA BASEBALL NATIONAL CHAMPIONSHIP OPENING ROUND TOURNAMENTS</b>
<b>MAY 24-31</b>	<b>62<sup>nd</sup> ANNUAL AVISTA-NAIA BASEBALL WORLD SERIES – LEWISTON, IDAHO</b>
<b>MAY 29</b>	<b>RELEASE</b> – Daktronics-NAIA Baseball Scholar-Athletes
<b>JUNE 4</b>	<b>RELEASE</b> – Baseball All-America Teams (Including Rawlings-NAIA Gold Glove Team)
<b>JUNE 7</b>	<b>RELEASE</b> – NAIA Baseball Coach of the Year
<b>JUNE 30</b>	<b>DEADLINE</b> – Submitting Scholar Team Award Nominations in NAIAHelp
<b>JULY 15</b>	<b>DEADLINE</b> – Submitting Hall of Fame Nominations to NAIA National Office

# FIVE YEAR CHAMPIONSHIP CALENDAR

	2019	2020	2021	2022	2023
Conference Tournament Deadline	May 8	May 6	May 12	May 11	May 10
Opening Round	May 13-16	May 11-14	May 17-20	May 16-19	May 15-18
World Series	May 24-31	May 22-29	May 28 – June 4	May 27 – June 3	May 26 – June 2

National Championship Website – [Click Here](#)

# PLAYING RULES AND REGULATIONS

## A. PLAYING RULES

NAIA Baseball will use NCAA Baseball Rules with approved NAIA modifications (Appendix F). These rules will be applied to all contests (preseason, regular-season and postseason) when both institutions are members of the NAIA. Rules defined as experimental by the official NCAA Rules and Regulations Handbook are prohibited from use in National Championship (both Opening Round and World Series) play – [NCAA Baseball Rule Book](#)

## B. GAME UMPIRES

Umpires for Affiliated Conference/A.I.I./Unaffiliated Group tournament games shall be assigned by the Affiliated Conference/A.I.I./Unaffiliated Group commissioner. Compensation is the responsibility of the host institution or Affiliated Conference/A.I.I./Unaffiliated Group.

## C. SEASON RECORDS

Win-loss records for all member institutions participating in Baseball shall include ONLY those games played against a varsity program from an accredited, upper-level, degree-granting institution, and SHALL NOT include games against junior colleges, clubs, foreign (Canada excluded) or military teams.

## D. OFFICIAL BALL

The official baseball for all NAIA Baseball National Championship (Opening Round and World Series) competition is the Rawlings FSR100-NAIA. Rawlings will provide baseballs for National Championship competition. The NAIA strongly recommends the use of the Rawlings FSR100-NAIA baseball for regular-season and Affiliated Conference/A.I.I./Unaffiliated Group tournament play.

## E. SUBSTANCE ABUSE/TOBACCO POLICY

During the regular-season, all tobacco products are prohibited, including cigarettes, snuff and chewing tobacco. The NCAA zero tolerance policy (page 48) will be applied for all NAIA games. The NAIA ejection/suspension policy will also be applied for athletes/coaches/personnel who are ejected for violating the tobacco rule.

# CONDUCT IN COMPETITION

## A. EJECTIONS AND SUSPENSIONS

An ejection is an action enforced in conjunction with competition by a game umpire consistent with the playing rules in that sport. Ejections are not subject to appeal. Some sport rules allow protests through an official process outlined in each sport rule book.

Ejection reports must be completed by the NAIA game official ejecting a student-athlete or coach and the athletic director of the ejected student-athlete or coach. The form must be submitted to the NAIA within 48 hours after the completion of the contest.

### [Ejection Report Form](#)

In the NAIA, any ejection in any sport carries a mandatory suspension of at least one game (see NAIA Bylaws Article VI, Section B, Item 7). In addition, the specific sport itself may also carry a suspension, as determined by rules of competition for that sport. If both an NAIA and sport rule suspension apply, the two suspensions run concurrently.

If a suspension is mandated by an NAIA bylaw it may be appealed starting with the Conference/A.I.I. Commissioner. An institution must submit an appeal to their conference within 72 hours of the completion of contest. The conference will submit a recommendation to the NAIA within 72 hours of receiving the appeal from the institution. The Conduct and Ethics Committee is responsible for all appeals related to suspensions due to ejections of a coach and/or student-athlete.

Once an appeal with appropriate signatures has been submitted to the conference, the student-athlete/coach may continue to participate through the appeal process. If the appeal is not approved, then the student-athlete/coach must sit out of the next scheduled contest(s).

**Baseball Sport Rule** – A suspended person must follow the same penalties as those in an ejection (removed from sight and sound of contest). Additionally, a suspended person cannot – Be dressed in game uniform; Communicate with any team personnel or umpires; Take part in any pre-game activities at the site of competition; Or be in the stadium or on the field once pre-game activities have started. Procedures for enforcing penalties are as follows – After an ejection or suspension, the offending party must leave the field and dugout area immediately and is not allowed to communicate with team members or umpires. Suspended personnel shall not be in uniform, allowed in any team area or perform any team duty while serving their suspension. It is the responsibility of the institution's head coach and Athletics Director to administer and enforce the suspension penalty. If a suspended student-athlete or coach is found to have participated in a game during the prescribed suspension, the game will be forfeited by the offending team.

# POSTSEASON COMPETITION

## RESPONSIBILITIES OF PARTICIPATING INSTITUTIONS

### A. OFFICIAL PARTY

The official party for each team participating in postseason play is **31**, with no more than **25** players listed on the Official Postseason Roster. The total party of **31** does not include up to two athletic trainers. Only members of the official party will be permitted in the team area, which includes the dugout, bench or bullpens.

Official Postseason Roster forms are filled out via the SIDHelp admin website ([www.naiasports.org/admin](http://www.naiasports.org/admin)) and sent to the NAIA National Office. If you do not have a login account, please go to the link and sign up. You must have an account in order to fill out the roster forms as the forms will no longer be available through coaches' manuals. Once you login, please follow these instructions –

1. Under "Forms and Rosters" click on the link "Official Postseason Rosters"
2. Fill out the roster form

Postseason rosters (and ejection disclosures) will be processed electronically and the administrator completing the roster will sign electronically. Postseason rosters no longer need to be sent to the NAIA National Office.

If you have trouble with the online roster form, please contact Brad Cygan ([bcygan@naia.org](mailto:bcygan@naia.org)) of the NAIA Athletics Communications & Media Department. For any other general questions related to the official postseason rosters, please contact the NAIA Sport Manager.

The list of up to **25** eligible players (Official Postseason Roster and Entry Form) must be submitted at the time of the institution's selection into NAIA postseason play. Only players on the official postseason roster may be in uniform. If a team is discovered using a player not on the official postseason roster at any time during the postseason tournament, that team will be immediately disqualified from further postseason play that year. From the point of first infraction by a team using a player not on the official postseason roster, all subsequent games shall be forfeited by the offending team.

A copy of this roster form **MUST** also be hand-carried to the site of the Affiliated Conference/A.I.I./Unaffiliated Group qualifying tournament and National Championship (Opening Round and World Series) and be presented to the respective Championship Site Supervisor prior to that institution's participation in the tournament. Once the National Championship (Opening Round or World Series) begins, no player may play who is not on the official roster.

A player may be replaced on the official roster between the Affiliated Conference/A.I.I./Unaffiliated Group tournament and the NAIA Baseball Championship Opening Round, as well as between the NAIA Baseball Championship Opening Round and the NAIA World Series by any eligible player whose name is included on the NAIA Official Eligibility Form for the current season. Again, the coach will need to hand-carry a copy of the eligibility form to each tournament if a roster change is necessary.

### B. EXPENSES

Participating teams are responsible for expenses en route to, during and from all postseason events.

### C. PARTICIPATION AT EVENTS

All participating teams and individuals competing in a National Championship, including Opening Rounds, must attend all event functions including, but not limited to – Parade of Champions, coaches meetings, Opening Round celebrations and Champions of Character initiatives. Failure to comply will result in a penalty of a \$1,500 fine to the institution.

### D. INSURANCE

Each participating team shall provide its own medical, hospitalization, travel and accident insurance for all members of its official party.

### E. COACHES RESPONSIBILITY

The coach or designated person for each participating team must be in attendance and is responsible for his team at all times while at the site of the National Championship (Opening Round or World Series). This person shall accept the responsibility for the conduct of his student-athletes at the National Championship site, during the championship and at all activities connected with the team's participation. In case of property damage, the offending institution shall be held financially responsible.

## F. REPORTING SCORES

Scores from all games of the affiliated Affiliated Conference/A.I.I./Unaffiliated Group tournaments must be reported to the NAIA scoreboard via the DakStats Web-Sync feature within 24 hours of the game.

## POSTSEASON PLAY

### A. FINAL-GAME PROCEDURES

Procedures governing the final game of each tournament (Affiliated Conference/A.I.I./Unaffiliated Group, NAIA Baseball Championship Opening Round Tournament and NAIA World Series) shall be decided by the Affiliated Conference/A.I.I./Unaffiliated Group baseball chair (for the Affiliated Conference/A.I.I./Unaffiliated Group tournament), by the designated NAIA Site Supervisor (Opening Round) and by the NAIA Baseball Sport Manager and Tournament Games Committee (World Series) prior to the game being played.

1. If a game is interrupted after five innings and cannot be completed before the deadline established for Affiliated Conference/A.I.I./Unaffiliated Group and National Championship (all rounds), it shall be considered a regulation game.
2. If a rain date has been established for the tournament, then the rain date becomes the official completion date for the tournament.
3. The NAC approved a standardized inclement weather policy (proposed by the NAIA-BCA in 2008 and revised in 2016) for each of the nine NAIA Baseball Championship Opening Round sites, and the policy is outlined in the Baseball Opening Round Manual.

### B. 10-RUN RULE

Per NCAA rules, there is no 10-run rule in NAIA National Championship Opening Round or World Series play. Affiliated Conference/A.I.I./Unaffiliated Group qualifying tournaments may retain the 10-run rule option if approved by their respective Affiliated Conference/A.I.I./Unaffiliated Group.

### C. SUSPENDED GAME

Any game that is suspended (including tie games) shall be continued from the point of suspension – at a time designated by the Tournament Games Committee. All games shall be nine innings. Affiliated Conference/A.I.I./Unaffiliated Group qualifying tournaments can petition the NAC to play seven-inning games in their Affiliated Conference/A.I.I./Unaffiliated Group qualifying tournaments.

### D. RELATED INFORMATION

1. **Team Warmup** – There shall be a 10-minute warm up for each team between games. A member of the Games Committee will be charged with timing the warmup. Home team will take infield first.
2. **Protests** – Protests will be decided upon by the Games Committee at the point of the protest. All protests must be proposed with the umpire-in-chief in the presence of the Games Committee, the opposing coach and the umpire involved before the next pitch is thrown.
3. **Player/Coach Suspension** – If specific ejection/suspension rules are more stringent than NAIA rules, the institution must also conform to the sport specific rules. See Section X (Conduct in Competition).
4. **Use of Tobacco/Alcohol** – All tobacco products are prohibited, including cigarettes, snuff and chewing tobacco. The NCAA zero tolerance policy (page 48) will be applied for all NAIA games and the NAIA ejection/suspension policy will also be applied for athletes/coaches/personnel who are ejected for violating the tobacco rule. Enforcement of this rule will lie with the game umpires and those people noted in the NAIA Substance Abuse Policy document (see Appendix P). No alcoholic beverages in any form shall be allowed to be sold, dispersed or consumed under any circumstances.
5. **Home Team Determination** – The home team for first-round games in the Affiliated Conference/A.I.I./Unaffiliated Group, NAIA Baseball Championship Opening Round and NAIA World Series will be determined by a coin flip.
  - a. Teams drawing a bye in the first round of all tournaments will be assigned either home or visitor, based upon their opponent's status in the first-round game.
  - b. For subsequent games, the Games Committee shall designate as home team the institution that has been the home team the fewer number of times. If the two teams are equal in this respect, but unequal in the number of times they were the visitor, then the team that has been the visitor most often will be designated the home team.
  - c. If the two teams are equal in the number of times that they have been home and visitor, the Games Committee will observe the following procedures in the order as listed –
    - 1) The team that was visitor in its preceding game shall be the home team, unless both teams were visitors in their preceding game;

- 2) If the two teams have met previously in the tournament, the visitor in the previous game shall be the home team in the game in question;
  - 3) If the above procedures do not resolve the matter, the home team shall be determined by a coin flip.
- 6. Choice of Dugout** – The visiting team in each game of the tournament will be given its choice in determining the dugout (first or third base) it wishes to occupy for that game.
- 7. Choice of Uniform** – Coaches of the participating teams involved in the game should decide which color uniforms they will wear. If both coaches cannot agree on uniform color, then the home team will wear light or white and the visiting team will wear dark-color uniforms.

## AFFILIATED CONFERENCE/A.I.I./UNAFFILIATED GROUP TOURNAMENTS

The Affiliated Conference/A.I.I./Unaffiliated Group baseball tournaments are planned and administered by the Affiliated Conference/A.I.I./Unaffiliated Group Baseball Committee under the leadership of their respective baseball chair and subject to approval of all standards and conditions as may be prescribed by the Affiliated Conference/A.I.I./Unaffiliated Group Executive Committee/Commissioner.

Affiliated Conference/A.I.I./Unaffiliated Group playoff plans must be submitted to the National Office by February 1 of each year.

### A. DATES AND SITES

Affiliated Conference/A.I.I./Unaffiliated Group tournament games must be held at an approved home site of one of the participating institutions, unless a request for a neutral site has been made by the Affiliated Conference/A.I.I./Unaffiliated Group Commissioner(s) and approved by the NAIA Championships Department.

### B. TEAM QUALIFICATION AND SELECTION

In order to qualify for a postseason tournament, a team must play a minimum of 16 games between January 1 and the start of the postseason tournament.

Consideration may be given to any one or combination of the following criteria in selecting teams for the postseason tournaments –

1. An approved rating system;
2. Regular-season overall win-loss record;
3. Overall win-loss record against NAIA teams within the conference, and/or
4. Any system approved by the NAIA Championships Department.

### C. ADMINISTRATION

All Affiliated Conference/A.I.I./Unaffiliated Group tournaments must be double-elimination. It is permissible for a tournament to revert to a single-elimination format in those instances where weather-related delays/cancellations or playing conditions necessitate a deviation from the original double-elimination format.

A change in format should receive approval from the –

1. Affiliated Conference/A.I.I./Unaffiliated Group Baseball Chair; or
2. Affiliated Conference/A.I.I./Unaffiliated Group Commissioner(s); or
3. Affiliated Conference/A.I.I./Unaffiliated Group Executive Committee

The Affiliated Conference/A.I.I./Unaffiliated Group baseball chair should arrange to be present throughout the group national qualifying tournament and serve as tournament site supervisor. The site supervisor should coordinate all activities at the tournament site and work with the host institution athletics director and/or baseball coach in implementing Affiliated Conference/A.I.I./Unaffiliated Group and national policies in the conduct of the tournament games – See Appendix E for roles of the Affiliated Conference/A.I.I./Unaffiliated Group baseball chair.

It is the financial responsibility of the host institution to provide housing and meals for the Affiliated Conference/A.I.I./Unaffiliated Group baseball chair during the national qualifying tournament. Any member of the Affiliated Conference/A.I.I./Unaffiliated Group baseball committee (including the chair) must relinquish his tournament responsibilities if his team is competing in the tournament.

The NAIA maintains a standardized awards program for Affiliated Conference/A.I.I./Unaffiliated Group national qualifying tournaments. Team and individual awards must be ordered from the suppliers noted in this handbook. Affiliated Conference/A.I.I./Unaffiliated Group tournament awards are the financial responsibility of the Affiliated Conference/A.I.I./Unaffiliated Group.

## NATIONAL CHAMPIONSHIP OPENING ROUND

The NAIA Baseball National Championship Opening Round is planned by the NAIA in conjunction with each Opening Round Host Coordinator and the designated NAIA Site Supervisor. A complete Opening Round Host Manual is available on the NAIA website.

### A. DATES AND SITES

Dates and deadlines for Opening Round play can be found in the Important Dates section of this manual. The deadline for prospective NAIA Baseball Championship Opening Round Tournament hosts to submit an official bid is April 1. Announcement of the nine National Championship Opening Round hosts will be on May 1.

If a designated Opening Round host institution fails to qualify either automatically or as an at-large selection via the final rating, then it will be given a host berth and designated as an at-large qualifier.

Listed below are other host guidelines –

- In order to be eligible for a guarantee to host an Opening Round tournament, a minimum bid fee of \$10,000 will be paid to the NAIA. Bid fees will be used to pay for travel costs for the neutral-site supervisor and to assist with reimbursement to traveling teams in Opening Round tournaments.
- There is a designated host site for each Opening Round Tournament. A host school qualifying for the tournament will play at home; provided the host school's field meets the facility hosting standards.
- Bids to host an NAIA Baseball Championship Opening Round Tournament will be open to any NAIA institution, Affiliated Conference/A.I.I./Unaffiliated Group and CVB/Sports Commission.
- Certified umpires will be assigned by the host Affiliated Conference/A.I.I./Unaffiliated Group based on criteria set by the NAC for Opening Round tournaments. Payment of officials and game operations costs will be the responsibility of the host.
- Pairings for Opening Round tournaments will be based upon the following prioritized criteria –
  1. Geographical location of teams
  2. Financial considerations
  3. Final rating/seeding

Every attempt will be made to not pair Affiliated Conference/A.I.I./Unaffiliated Group teams for Opening Round pairings; however, based upon pairings and selection criteria above, this may be unavoidable.

### B. TEAM QUALIFICATION, SELECTION AND SEEDING

The 46-team, 2019 NAIA Baseball National Championship incorporates 45 Opening Round participants and the World Series host (Lewis-Clark State College). The NAIA Baseball Championship Opening Round brackets are five-team, double-elimination format.

The nine Opening Round winners advance to the NAIA World Series, which is a 10-team, double-elimination format. Complete Opening Round team qualification, at-large selection and seeding information is listed below –

#### 2018-19 NAIA Baseball Qualifying Plan – [Click Here](#)

- 32 automatic berths for affiliated Affiliated Conferences/A.I.I./Unaffiliated Groups
- One host berth (World Series only)
- 13 at-large selections
- At-large berths will be adjusted if Unaffiliated Groups do not have a qualifying tournament and are without a rated team in the final Top-25.
- Affiliated Conferences and A.I.I. will receive one automatic berth per six teams, two berths per 10 teams and three berths per 15 teams.
- At-large qualifiers and Opening Round pairings will be determined by the NAIA Baseball Selection Committee as outlined in the document found [HERE](#).
- The championship field will NOT be re-seeded between rounds.



### C. CHAMPIONSHIP SELECTION APPEALS PROCESS

If there is misapplication of NAIA policy and procedures regarding tournament selection, an institution may appeal to the NAIA National Office.

#### Criteria for filing an appeal –

1. A written appeal citing the specific NAIA policies and/or procedures that have been misapplied must be submitted to the NAIA National Office within 24 hours from the time the tournament field has been released.
2. Once an appeal has been submitted a response will be provided within 24 hours from receipt of appeal.
3. Appeals must be submitted and signed by the Athletics Director and President of the institution.

*NOTE – The NAC sport liaison will be on-site at the selection to listen to the discussion of tournament selection.*

The NAC liaison will report any concerns to the NAIA National Office immediately following the conclusion of the selection. The oversight committee will review ratings to prevent any ratings process violations or unethical use of the ratings process.

### D. ADMINISTRATION

Each of the nine sites of the NAIA Baseball Championship Opening Round is under the direct supervision of the each designated NAIA Site Supervisor, who works with the Host Site Coordinator in the overall administration of the event.

All Opening Round brackets must be a double-elimination format to determine which team will advance to the World Series. If necessary, the following Inclement Weather Policy will be used at all Opening Round sites –

1. If three days are available, the bracket will be played with a 4-3-1 (2) format.
2. If two days are available, Games 1-4 will be played on the first available day and Games 5-8 will be played on the second available day. The champion will be the winner of Game 8.
3. If one day is available, the bracket will revert to a single-elimination format (Games 1, 2, 3 and 5).

If the play is not completed, the following policy will be used at all Opening Round sites –

1. If less than three games are completed, the No. 1 seed will be declared the champion.
2. If only three or four games are completed, the champion will be the highest-seeded undefeated team.
3. If only five, six or seven games are completed, the champion will be the lone undefeated team.
4. If a Game 9 is needed but cannot be played, the champion will be the winner of Game 8.

**EVERY EFFORT MUST BE MADE TO COMPLETE THE OPENING ROUND CHAMPIONSHIP ON THE FIELD.** However, no game shall be allowed to start later than 2 PM local time on the final day of Opening Round play. In the Opening Round a team may be required to play three games on one day to complete the tournament on the final day. The NAIA Site Supervisor (in consultation with the Games Committee) is the final authority on implementation and administration of the inclement weather policy.

The designated NAIA Site Supervisor must be present throughout the Opening Round and serve as the NAIA representative and Games Committee chair. Each Site Supervisor coordinates all activities during the Opening Round and works with their respective Host Site Coordinator in implementing policies in the conduct of the championship.

The NAIA National Office will provide an individual Champion of Character certificate to each of the Opening Round teams.

### E. TEAM TRAVEL/REIMBURSEMENT POLICIES

The National Administrative Council and the Council of Presidents have approved a flat fee reimbursement rate for traveling teams in Opening Round competition. For those institutions that require air travel to an Opening Round, institutions must at least secure a quote through Short's Travel to be eligible for any Opening Round travel reimbursements. Please contact Short's Travel (844-619-7044) to book your travel arrangements.

Traveling teams will be responsible for a minimum amount of their transportation and housing expenses determined by the Council of Presidents (COP) prior to being eligible for expense reimbursement for participation in NAIA Baseball National Championship Opening Round.



## NAIA WORLD SERIES

### A. DATES AND SITES

The NAIA World Series will be played at Harris Field in Lewiston, Idaho. The NAIA Championships Department negotiates and determines the site of each of its National Championships.

### B. QUALIFICATION, SEEDING OF TEAMS AND TOURNAMENT FORMAT

The NAIA World Series is a 10-team, double-elimination format played in seven or eight days featuring nine Opening Round winners and the host (Lewis-Clark State College). The 46-team National Championship is seeded by a combination of the final rating and the NAIA Baseball Selection Committee (after Affiliated Conference/A.I.I./Unaffiliated Group qualifying tournaments).

The host team will be placed in the bracket according to their seed. The bracket will NOT be re-seeded after the Opening Round. The NAIA World Series bracket will be finalized at the conclusion of all nine Opening Round Tournaments.

### C. GAME TIMES

The host organization, the NAIA Championships Department and the Games Committee jointly determine game times for all games. An institution will not play more than one game a day unless weather becomes a factor in completing the championship on the scheduled completion date. There will be a minimum of three hours between published game times.

### D. ADMINISTRATION

The National Championship is planned and implemented by the NAIA Championships Department under the guidelines and standards established by the NAIA-Baseball Coaches Association (NAIA-BCA) and approved by the NAIA National Administrative Council (NAC).

Administration of the National Championship is under the direct supervision of a four-member Games Committee, which is composed of the officers of the NAIA-BCA. In addition, two coaches are selected via the "ABCA Volunteer Coach Enhancement Program" to assist the Games Committee in the administration of the World Series.

Any member(s) of the Games Committee must relinquish their position on the committee if they have a team competing in the World Series. The NAIA Baseball Sport Manager will appoint an alternate(s) in these situations with approval from the NAIA-BCA Executive Committee.

The NAIA Championships Department contracts eight umpires and a National Supervisor of Umpires to work the NAIA World Series. Umpires are evaluated by the Supervisor of Umpires and the Games Committee.

The NAIA arranges for a fully staffed athletic training tent at the National Championship, which is administered by certified host athletic trainers and additional medical personnel.

### E. TEAM TRAVEL/REIMBURSEMENT POLICIES

The National Administrative Council and the Council of Presidents have approved a flat fee reimbursement rate for traveling teams in Opening Round competition. For those institutions that require air travel to the World Series, institutions must at least secure a quote through Short's Travel to be eligible for any Opening Round travel reimbursements. Please contact Short's Travel (844-619-7044) to book your travel arrangements.

Traveling teams will be responsible for a minimum amount of their transportation and housing expenses determined by the Council of Presidents (COP) prior to being eligible for expense reimbursement for participation in NAIA Baseball National Championship Opening Round.

### F. HOUSING

All participating teams **MUST** stay at the designated hotels. Failure to do so would make a team **INELIGIBLE** for **participation and reimbursement**. Reimbursement for lodging begins on the Thursday prior to the start of play and includes the evening of the team's elimination from the World Series.

### G. RELATED INFORMATION

Prior to both the Opening Rounds and the NAIA World Series, an information packet will be posted on the NAIA website for all potential qualifying teams to review, including specific instructions regarding transportation, housing, practices and all responsibilities upon qualification.

**Meeting** – The first **OFFICIAL** function which all head coaches **MUST ATTEND** is the pre-championship meeting, conducted by the Games Committee. This meeting is **MANDATORY** and will serve as a forum for all participating teams. The meeting will include a briefing by the NAIA National Supervisor of Umpires.

**Banquet** – The opening banquet will be held at the Lewis-Clark State College Activity Center. The Hank Burbridge Champions of Character Player and Team Awards will be presented at the banquet.

**Opening Ceremonies** – Opening Ceremonies involving all 10 teams will be held the first Friday of the World Series prior to the final game of the day. All teams are required to participate in this function. Special instructions relative to this event will be explained at the pre-championship meeting.

**Honorary Coaches** – An "Honorary Coach" program has been developed with local businesses in Lewiston to serve as hosts for each of the teams. Honorary coaches sit with their teams at the field and are generally available to assist teams during their stay in Lewiston. Teams are requested to provide a team jacket to wear during the tournament. It is also considered appropriate to provide the honorary coach with a gift emblematic of their institution or hometown.

**Hotel Checkout** – Following their last game, team head coaches or authorized representatives are required to check out at their assigned hotel with a Games Committee member and a representative of the hotel staff. This check-out must be done prior to their departure from Lewiston. Any damages to rooms assigned to teams will be recorded, with payment for damage the responsibility of the institution.

**Awards** – Team trophies are presented to the champion, runner-up, third-place and fourth-place finishers. Additionally, awards are presented to the NAIA World Series All-Tournament Team (16), Most Valuable Player, Championship Gold Glove Award winner and Charles Berry Hustle Award winner.

**Radio, Television and Internet** – The broadcast of any postseason contest is governed by NAIA broadcast policies as printed in the NAIA Policy Handbook. This includes audio broadcasts and video broadcasts through conventional outlets and new media avenues. Below are the baseball postseason tournament rights fees:

	<b>OPENING ROUND</b>	<b>WORLD SERIES</b>
	<b>Radio</b>	
<i>Commercial</i>	\$75 per game	\$200 per game + \$75 per additional station feed
<i>Non-Commercial</i>	\$50 per game	\$150 per game + \$50 per additional station feed
	<b>Web-Blogging</b>	
<i>Commercial</i>	\$150 per day	\$150 per day
<i>Non-Commercial</i>	\$100 per day	\$100 per day
	<b>Video</b>	
<i>Commercial</i>	\$250 per game	\$500 per game live (\$250 tape delay)
<i>Non-Commercial</i>	\$250 per game live	\$250 per game live or tape delay

Third party carriers other than school/radio station of streaming audio on websites will be accessed the additional station feed charge.

## TRAVEL

### A. SHORTS TRAVEL MANAGEMENT

Qualifying institutions are responsible for making their own travel arrangements to the National Championship. The Official Travel Bureau of the NAIA is Short's Travel Management. Please contact Short's Travel (844-619-7044) to book your travel arrangements. In order to be eligible for reimbursement, all schools are expected to at least receive a quote from Short's Travel. Short's Travel has contacts with charter air travel as well as charter buses for ground travel.

### B. NATIONAL CAR RENTAL

National Car Rental/Enterprise Rent-a-Car is offering special rates for the NAIA National Championship. Teams will be able to access these special rates by providing the special NAIA contract ID #XZ05146.

### C. MASTER'S TRANSPORTATION

Master's Transportation is the official provider of all shuttles/buses for your sale, lease and rental needs. Please contact Matthew Winston at (816) 651-7121 or [Matthew@MastersTransportation.com](mailto:Matthew@MastersTransportation.com) for more information.

## NAIA POLICY HANDBOOK INFORMATION

The NAIA Policy Handbook can be found at [here](#). Please refer directly to the NAIA Policy Handbook for the following –

### Competition

- A. Declaration of Intent to Participate – Bylaws, Article I, Section L
- B. Frequency of Play and Scheduling – Bylaws, Article I, Section F
- C. Criteria for Countable Contests – National Administrative Council, Article XXV, Section A, Item 12
- D. Reporting Results – National Administrative Council, Article XXV, Section A
- E. Forfeits – National Administrative Council, Article XI
- F. Conduct in Competition Guidelines – National Administrative Council, Article IV
- G. Ejection Policy – Bylaws, Article VI Section B Item 7
- H. Drug Testing and Reinstatement Procedures – Bylaws, Article VIII

### Eligibility

- A. Definitions for Eligibility – Bylaws, Article V, Section B
- B. Eligibility Requirements – Bylaws, Article V, Section C
- C. Transfer Rules – Bylaws, Article V, Sections F-H
- D. Amateur Rules and Reinstatement – Bylaws, Article VII

### Recruiting & Financial Aid

- A. Recruitment – Bylaws, Article II, Section D
- B. Campus Visitations and Tryouts of Prospective Students – Bylaws, Article II, Section C
- C. Financial Assistance – Bylaws, Article II, Section B
- D. Financial Aid Limits – Council of Presidents, Article XII

## SUNDAY POLICY PLAY

As a matter of policy, NAIA national qualifying and National Championship competition will not be scheduled on Sunday. See NAIA Policy Handbook, National Administrative Council, Article XXIII for additional information.

## DRUG TESTING

Drug testing may be done at any randomly selected NAIA National Championship competition for performance enhancing drugs. In accordance with the guidelines set forth by the National Drug Testing and Education Committee, the National Office will select which championships will incorporate drug testing each year. Student-athletes may be tested before, during and/or after NAIA National Championships.

For more information regarding championship drug testing, the [National Administrative Council Drug Testing Policy Manual](#), the safety of supplements and over-the-counter medications and resources to increase awareness on your campus, please visit – [www.naia.org/wellness](http://www.naia.org/wellness)

### A. DRUG TESTING CONSENT FORM

Each academic year all eligible NAIA student-athletes must sign a [Drug Testing Consent Form](#) in which he or she consents to be tested for the use of drugs prohibited by the NAIA Banned Substance List to participate in any NAIA National Championship competitions. This consent form shall be administered by the institution.

To ensure all student-athletes participating in NAIA National Championship competitions have signed a consent form and such form is on record with the institution, a representative of each institution participating in any NAIA National Championship competition must sign an Official Certification of Student-Athlete Consent Form at check-in.

It is recommended that before the season begins that an institution has all student-athletes complete the form to minimize the possibility of issues occurring when the postseason roster is submitted at a NAIA National Championship.

### B. MEDICAL EXEMPTION FORM

The NAIA recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the NAIA allows exemptions to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. Exemptions may be granted for substances included in the following classes of banned drugs – Stimulants, anabolic agents, beta blockers, diuretics, peptide hormones, anti-estrogens, and beta-2 agonists.

#### [Medical Exemption Form](#)

# RATINGS MANUAL

## A. GENERAL INFORMATION

- A. **Overall Philosophy** – Sport ratings are the cornerstone for National Championship selection and seeding (excluding Baseball, M/W Soccer, M/W Tennis) and overall NAIA publicity of their sports programs. The ratings process is a complex one and every step is vital to the integrity and accuracy of all ratings. The NAIA National Office appreciates the knowledge and time commitment put forth by all members of the ratings committee, conference oversight committee, national oversight committee and conference commissioners. The entire ratings process is constructed by membership, specifically the National Administrative Council (NAC). If a rater is interested in the process and wishes to make changes, each sport Coaches' Association has the authority to propose changes at their annual sport coaches' business meeting.
  - a. **NEW:** During the 2017 National Convention, the NAC established a 3-year sunset period on the bi-weekly ratings calendar for all sports (excluding Football, M/W Soccer), which would end the sunset period after the third year of implementation after the 2018-19 academic year. The Council's rationale regarding their decision is to give the process a fair amount of time to evaluate across the board and gather data. Currently, there is no significant difference in the rankings and NAIA staff time is saved.
- B. **Frequency of Ratings** – The NAIA releases a preseason rating on November 6. NAIA Baseball ratings are conducted on a bi-weekly basis beginning on March 5. The "final" rating for seeding and/or at-large selection will still be referred to as the final rating, while the post-championship rating will be referred to as the postseason rating. The postseason rating will follow the same process (Conference/Group rating and national recommendation followed by national ballot and national ratings oversight) as all other ratings. The only stipulation in the postseason rating is that the National Championship team MUST be the #1-rated team in both their Conference/Group rating AND the postseason national rating. National raters will be required to rate the National Champion #1 on their final ballot/rating.
- C. **Dates of Ratings** – November 6 (preseason), March 5, 19, April 2, 16, 30 (final) and June 5 (postseason).
- D. **Total Number of Raters** – The Baseball ratings committee is comprised of 18 raters. Each rater is expected to submit both the Conference/Group and national ballots. Each Affiliated Conference/A.I.I./Unaffiliated Group have one rater.
- E. **Ongoing Bi-Weekly Ratings Deadlines** –

Monday	12 PM (CT)	Conference/A.I.I./Unaffiliated Group Ballots Due in SIDHelp
Monday	12:01 PM (CT)	National Voting Open in SIDHelp ( <a href="http://www.naiasports.org/admin">www.naiasports.org/admin</a> )
Tuesday	10 AM (CT)	National ballots due in SIDHelp ( <a href="http://www.naiasports.org/admin">www.naiasports.org/admin</a> )
Tuesday	10 AM – 12 PM (CT)	National Oversight reviews grid and processes rationale requests
Tuesday	12 – 2 PM (CT)	Raters available for rationale requests – Raters should have email access during this time. If raters are unable to access email, they must notify the National Office prior to submitting conference ratings.
Tuesday	By 5 PM (CT)	Release of National Rating online at <a href="http://www.NAIA.org">www.NAIA.org</a>

## F. Weekly Ratings Schedule –

Baseball	
<b>Preseason</b>	<b>Tuesday, November 6</b>
<b>#1</b>	<b>Tuesday, March 5</b>
<b>#2</b>	<b>Tuesday, March 19</b>
<b>#3</b>	<b>Tuesday, April 2</b>
<b>#4</b>	<b>Tuesday, April 16</b>
<b>Final</b>	<b>Tuesday, April 30</b>
<b>Postseason</b>	<b>Wednesday, June 5</b>

- G. The ratings are compiled from the balloting of the 18-member rating committee.
- H. Although this is not mandatory, it is strongly recommended by the Baseball Coaches Association that each week the Conference/A.I.I./Unaffiliated Group Baseball rating committees collect competition results for the week and then convene via conference call each Monday for a consensus rating of their respective areas.
- I. There is a mandatory preseason (educational) conference call and webinar. Each rater must have computer access during this call. The National Office will facilitate this training session and review SIDHelp during this call and computer access is mandatory. Instructions and the date will be sent to all raters at least one week prior to the call.
- J. If the Conference/Group rater cannot participate on a scheduled ratings conference call (either during the season or the preseason webinar) they must do one of the following:
  - a. Provide a written conference/group report to the NAIA National Office prior to the conference call or
  - b. Find a replacement from their conference/group oversight committee to represent the group on the call.

- i. If neither of those two items occurs, then no teams in that specific conference/group are eligible for ratings that week and the rater is penalized for not participating on the conference call.
- K. The weekly ratings national grid (a spreadsheet that shows the Top-30 rating and votes from each national rater) will be sent to all national raters after the weekly rating is posted on-line and released to the media. The information included in this grid is **CONFIDENTIAL** and raters must not share this grid with anyone.
  - a. *NEW – If the grid is shared via any electronic means by the rater, that rater is removed from their position for the rest of the year.*
- L. Coaches are permitted to send information to their respective Conference/Group rater only. If, as a rater, you are receiving correspondence from coaches outside your Conference/Group, please contact the NAIA National Office.
- M. If information is inaccurate on any Conference/Group/National rating, here is the process for any school administrator to take:
  - b. For incorrect information on the Conference/Group rating (such as win-loss record, scores, etc.), contact the respective rater.
  - c. For incorrect information on the National rating, contact both the respective rater and the NAIA National Office.
  - d. For concerns regarding the Conference/Group rating, contact the respective rater and the conference/group commissioner.
  - e. For concerns regarding the National rating, contact your rater, a National Oversight Committee member and the NAIA National Office.
- N. Any questions regarding information in this manual should be directed to the NAIA National Office.

## B. RATINGS POLICIES & PROCEDURES

- A. Both the Conference/Group and National ballots need to be submitted in SIDHelp (<http://www.naiasports.org/admin/>) by their appropriate deadlines.
- B. Each rater submits their Conference/Group rating, which is then used by all national raters to compile a Top-30 national ballot.
- C. Raters can rate any team on their Conference/Group ballot and any number of teams that merit Top-30 national rating consideration. Teams not listed in a Conference/Group ballot are ineligible for that rating. Here is recommended ratings criteria, created by the NAC –
  - a. If a sport-specific ratings committee does not have established group and national ratings criteria that has been approved by the NAC, then the NAC recommends that each sport ratings group uses the following (non-weighted) criteria when compiling both Conference/Group and National ratings:
    - i. Overall win-loss record
    - ii. Head-to-head results (with most recent result taking precedence)
    - iii. Win-loss record vs. common opponents
    - iv. Win-loss record vs. nationally-rated teams
    - v. Strength of schedule (based on the NAC-approved strength of schedule component per sport)
- D. Raters are allowed one tie of only two teams at any position in their Conference/Group rating.
- E. Raters are not allowed any ties to their Conference/Group rating in the final rating. You must use the tie-breaking criteria, found in Section J, for the final rating and breaking ties.
- F. When a rater submits a tie in any conference/group rating, the rater is required to submit rationale pertaining to those ties. That rationale is a programming requirement in SIDHelp.
- G. Conference/Group ratings and national ratings received after the deadline will not be included in the officially published Top-25 rating.
- H. In order for any team to be eligible for ratings, all contest results must be reported by that institution to the NAIA Scoreboard ([www.naiasports.org/admin/](http://www.naiasports.org/admin/)) within 24 hours of completion. Institutions failing to report results **for two consecutive weeks, or four total weeks** during the season will not be eligible for ratings for the remainder of the season.
- I. Campaigning for ratings votes for one's own team shall be considered inappropriate and unethical. Campaigning shall be construed as using fax, mail, email or telephone to contact a coach or group of coaches to solicit support for one's team or players. Organized public relations campaigns dedicated to that same end shall also be deemed unethical.
  - a. *NEW for 2018-19: For the postseason poll, each rater is expected to consider the entire season for each team and not just take into account postseason play.*
- J. Follow this step-by-step process on a bi-weekly basis (see deadlines in Section A) –
  1. **Conference/Group Oversight Submission** – Prior to conference/group rating submission deadline, the rater is required to share their conference/group rating with their Conference Oversight Committee for review. This must occur prior to official submission of conference/group rating in SIDHelp.
  2. **Conference/Group rating Submission** – Submission of the conference/group rating is done in SIDHelp ([www.naiasports.org/admin/](http://www.naiasports.org/admin/)).

- a. Raters are allowed to make an unlimited amount of changes to the conference/group rating in SIDHelp prior to the submission deadline. You can save your work in SIDHelp and come back to make changes prior to the deadline.
  - b. Conference/group ballots received after the deadline will not be included in rating.
  - c. The following information must be included for every team on the conference/group rating:
    - i. Team's overall win/loss/tie record
    - ii. Result of each contest for the rating period – win/loss and the score
    - iii. Site and opponent
    - iv. National rank of opponent (including non-NAIA opponents)
    - v. Opponent affiliation, if not an NAIA member institution (NCAA DI, DII, DIII, NCCAA, Other)
    - vi. Team's national rating in the previous week's national poll.
3. **Top-30 National Rating Submission** – Submission of the Top-30 national rating is done in SIDHelp ([www.naiasports.org/admin](http://www.naiasports.org/admin)).
- (a) Raters must vote in rank order specified by each conference/group rater (i.e. the #2-rated team in a conference/group rating cannot be ranked higher than the #1 team in that same conference/group on any national ballot).
  - (b) No ties are allowed on national ballots.
  - (c) In the event of a tie on the conference/group rating, the national rater has a choice to rate that tied team on the national ballot in the order they deem appropriate, provided the tied teams follow the overall conference/group order. Here is an example: Team A and Team B are tied at #2 from a conference rating. The national rater can choose to rate Team B ahead or behind Team A on their national rating, provided Teams A and B are listed after the #1 team from that conference.
  - (d) Raters have one chance to save and submit their national rating in SIDHelp. They are not allowed to save their work half-way through submission to come back to it. It is encouraged to write out your Top-30 on paper and then submit in SIDHelp.
  - (e) National ratings received after the deadline will not be included in rating.
  - (f) Prior to tabulating each weekly Top-30 rating by the National Office, the highest and lowest ratings (a non-rating is a low rating) for each team (including those receiving votes) will be removed and the rating will be recalculated with a bonus rating point added to each team for every ballot (including discounted ballots) that appear on the weekly tabulation. Non-submitted ballots and/or removed ballots are NOT factored into the above tabulations (i.e. a non-submitted ballot cannot serve as a low rating).
  - (g) Teams who receive only one point in the national ballot will not be listed in the "Receiving Votes" category of the press release distributed to the public and posted on NAIA.org.
  - (h) A rating will not be conducted if 50% of the raters do not submit a national ballot. Ratings that fail to reach the 50% participation standard cannot be delayed or postponed.
4. **National Rating Request for Rationale Process** – Raters are expected to be available via email and cell phone during the communicated request for rationale timeline (see deadlines in Section A).
- a. This step of the process will be done either via email or in SIDHelp and is sport specific.
  - b. The National Office will facilitate this step of the process, which includes the National Oversight Committee.
  - c. If a member of National Oversight requests rationale from a rater, that rater is required to provide detailed written explanation for those team(s) in which rationale is requested.
  - d. Any appeals and the final decision to remove a rater are handled by the National Oversight Committee.
  - e. See "National Oversight Committee" section for the entire National Oversight Committee process.
5. Removal of a rater is authorized when any combination of the following four incidents occur three times during a ratings calendar year:
- a. Failure to submit a Conference/Group OR national ballot.
  - b. Failure to respond to a National Oversight rationale request.
  - c. Failure to represent Conference/Group on a conference call – Preseason webinar or regular-season calls.
  - d. Removal of a Conference/Group or national rating ballot.
6. Standard protocol to follow when a rater/group is penalized and ultimately loses rating privileges:
- a. First Offense – Warning letter (email correspondence) sent to rater after first offense/incident (See section above). Respective Conference/Group Commissioner and national oversight committee copied on all correspondence.
  - b. Second Offense – Warning letter to rater after second offense/incident and the rater is informed that they will lose their national rating privileges following a third offense/incident. The NAIA National Office contacts Conference/Group Commissioner for procedures in submitting Conference/Group ratings if the affected group loses their rating privileges.
  - c. Third Offense – Rater is removed and Conference/Group loses national rating privileges after third documented offense. Respective Conference/Group Commissioners and National Oversight Committee copied on all correspondence.

If a Conference/Group has its rater removed, that Conference/Group loses its rater voting privileges for the remainder of the current ratings season. However, the Conference/Group must still submit a Conference/Group rating so that teams in the Conference/Group can receive ratings votes from all other national raters.

### C. SELECTION OF RATERS

- A. All raters are selected by their respective Conference/Group Commissioner. Each Commissioner is required to send both rater and Conference/Group oversight committee contact information to the NAIA National Office via NAIAHelp by August 1 of each year. Each Commissioner establishes appropriate selection criteria and guidelines for their rater.
- B. For the selection of a rater from an Unaffiliated Group, it is the responsibility of all Commissioners within that Group to agree on one rater representing that Group.
- C. It is strongly recommended for the rater to be a current NAIA head coach in that sport.

### D. RATER EXPECTATIONS

- A. The NAIA expects every rater to have an unbiased and objective opinion as to Conference/Group status. Each rater is expected to rate the Top-30 teams in the nation, regardless of affiliation (Conference/A.I.I.).
- B. The NAIA expects every rater to submit requested information by the designated deadlines. Any ratings submitted after the deadline or submission of incomplete ratings will not be counted.
- C. Raters are expected to submit both their Conference/Group and national ballots, according to the deadlines.
- D. Share your conference/group rating with your Conference Oversight Committee prior to official submission in SIDHelp. Each Commissioner assigns the Conference Oversight Committee.
- E. Raters will monitor teams in their weekly Conference/Group rating to make sure those teams are posting results and updating their win/loss records within 24 hours after each scheduled contest. If the rater finds that a team is NOT reporting scores/updating their record, they must contact the institution (Head Coach and Athletic Director) via email and copy the Conference/Group Commissioner(s) and the NAIA National Office.
- F. Encourage communication amongst coaches within their Conference/Group. However, it is unacceptable and unethical for coaches to campaign for their school to another Conference/Group rater.
- G. If a rater is unable to fulfill this commitment, the NAIA National Office must be notified immediately.
- H. Raters are recommended to –
  1. Attend the National Championship
  2. Have consistent exposure to teams in several conferences
  3. Have a willingness to serve
  4. Have the support of the Conference/Independent sport chair

### E. CONTESTS RESULTS & REPORTING PERIOD

- A. The ratings period follows the timeline of Monday through Sunday contests. In cases of bi-weekly ratings, all results from Monday through Sunday of the following week will be considered for that rating period.
- B. In cases such as a long break (more than one week) between the preseason rating and the regular-season #1 rating, all contests during that time frame will be considered. (e.g. in baseball, the preseason rating is Nov. 6 and the regular-season #1 rating is March 5. In that case, all contests from Tuesday, Nov. 6 through Monday, March 4 will be used for the first regular-season rating).
- C. In order for any team to be eligible for ratings, all contest results must be reported by that institution to the NAIA Scoreboard ([naiasports.org/admin/](http://naiasports.org/admin/)) within 24 hours of completion. Institutions failing to report results for two consecutive weeks, or four total weeks during the season will not be eligible for ratings for the remainder of the season. This policy is a mandate by the NAC and listed in the NAIA official & policy handbook.
- D. Raters and coaches should coordinate with your school administration (such as sports information personnel) to report results using only one of the following methods. Reporting at more than one level can cause previously submitted results to be overwritten.
  - a. School websites that use SIDHelp – Reporting here automatically reports to the conference scoreboard (if the conference uses SID Help) and national scoreboard.
  - b. Conference Websites that use SIDHelp – Reporting here automatically reports to the national scoreboard.
  - c. National SID Help website ([www.naiasports.com/admin](http://www.naiasports.com/admin)) – Report here only if neither the school nor the conference uses SID Help.



## F. NATIONAL OVERSIGHT COMMITTEE

- A. The NAIA National Office will work with sport coaching officers to recruit and appoint National Oversight Committee members. The National Oversight Committee will consist of three members –
  - a. A member of NAC Postseason Selection & Ratings Committee.
  - b. Two coaches from appropriate sport with the following criteria:
    - i. One coach must have prior rating experience and can be an active or former coach still involved in the NAIA.
    - ii. One coach must be a current officer in coaches' association
- B. The NAC Postseason Selection & Ratings Committee liaison is an active member of each National Oversight Committee.
- C. National Oversight Committee will review each national rating grid prior to the official announcement of the rating. This typically is a two-four hour process during each ratings period.
- D. Here is recommended criteria for the National Oversight Committee to consider when reviewing rationale –
  - a. Look for inconsistencies on an on-going weekly basis from a specific rater
  - b. Is there a concern about a rater(s) consistently ranking their Conference/Group higher/lower than the average?
  - c. Does the rater consistently consider the ranking criteria recommended by the NAC and apply that philosophy to their rating?
  - d. Is there a clerical error by the rater where he/she unintentionally placed that team, or didn't rate that team, in error?
  - e. Is there value to request rationale, even when it is considered that the grid throws out the highest and lowest (non-ranking) ballot? It's important to make this differentiation and not get "nit-picky" about an outlier team because that vote is already thrown out in the tabulation of the grid.
- E. The process the National Oversight Committee takes when a request for rationale occurs on a national rating –
  - a. Upon completion of national ballot submission by all raters, the NAIA National Office will begin the process by alerting National Oversight Committee the grid is ready to be viewed within the SIDHelp system.
  - b. At this point, there are two processes, dependent upon the sport. The process will be determined during the preseason webinar. For those sports where we use the traditional email method, use the following steps. If you don't use the email method, but instead the automated SIDHelp process, move to section (c).
    - i. Each member of the National Oversight Committee emails their vote (approval/denial). If they do not approve of the grid, the Oversight member is required to do the following in an email to the National Office – Name of rater, conference, teams and reasons for needing rationale.
    - ii. If written rationale is requested for the rater, then the rater(s) in question is required to email the entire Oversight Committee, and copy NAIA National Office, with their rationale in explicit detail.
    - iii. The Oversight Committee will then either accept that rationale by majority decision (2-of-3 members need to accept), and if that occurs, the process is complete. If 2-of-3 members reject that rationale, then the rater is asked to provide further clarification.
    - iv. The process continues until one of the following occurs: the Committee is satisfied with the rationale, or the ballot is removed (only after second occurrence of rejected rationale) due to the rater not willing to change their rationale/ballot.
  - c. For those sports where we use the automated SIDHelp process, use the following steps.
    - i. National Oversight Committee will log into the SIDHelp system ([naiasports.org/admin](http://naiasports.org/admin)) and review the master grid within SIDHelp by doing the following – Select the link "Export Ratings/Worksheet" under "National Ratings" section. The master grid will download to an Excel file. Open the Excel file to view the master grid.
      1. Note – National Oversight Committee members must create a SIDHelp account and request certain access. Do this at least 48 hours prior to the first ratings period.
    - ii. After viewing the grid, select the link "dashboard" on top left corner which serves as the "home" button.
    - iii. Then, click "submit National Oversight rationale request" under "National Ratings" section. A screen will appear with a dropdown menu of the sport. Choose your sport and click "go" and a list of raters will appear.
    - iv. If you wish to request rationale for a specific rater's ballot, click the "submit new rationale request" button located to the immediate right side of their name. This will open a dialog box where you can write the specific items that you need additional information on from the rater. Once you are done typing in that dialog box, click "send message."
    - v. Once your rationale request is submitted, an automatic email will be sent to the email address linked to the rater's SIDHelp account. Additionally, the other oversight members linked to that specific sport will receive an automated email letting them know that rationale has been requested by you. Oversight members can tell when rationale has been requested of a specific rater, because the "View Rationale Thread" link is available.

- vi. Now, the rater will log into the SIDHelp system and provide their rationale. Once the rater submits rationale, an automatic email will be sent to all members of National Oversight.  
Next, you need to view the rationale that is submitted by the raters in SIDHelp and click on "submit National Oversight rationale request" under the "National Ratings" section. On the screen with the list of names, you will notice to the right side of the specific rater's name, that there is a new link "view rationale thread".
- vii. Click "view rationale thread" and view the explanation from the rater under the gray box.
- viii. At this point, National Oversight must act and execute 1 of the following options:
  - 1. A committee member can vote to approve or deny the rationale. You do this by scrolling down to the middle of the page and the section "Submit Rationale Decision." A majority vote (2-out-of-3) by the oversight committee to accept will close the rationale dialog. If majority votes to deny, then the rater is responsible to either a) provide further rationale for National Oversight or b) change his/her ballot.
  - 2. A committee member can post a message to ask additional details on the rationale submitted by the rater.
  - 3. A committee member can open the raters ballot for edits (in the case of a clerical error by the rater). For this, one of the committee members should click the "Make Editable" link on the left side of the raters name. This opens up the ballot for a rater to make changes to. No further action is needed by National Oversight as an automatic email is sent to the rater that their ballot is open for editing.
- F. Steps c. (iii) through c. (viii) above will be repeated until the rationale process is complete.
- G. If a rater does not provide written rationale prior to the deadline, the penalty system is as follows:
  - i. 1st instance – written warning (ballot is still included in that week's rating)
  - ii. 2nd instance – rater(s) ballot is removed for that week
- H. In each of the two instances above, the NAIA National Office copies all parties (rater, national oversight, conference/group Commissioners).
  - i. NOTE: National Oversight Committee members have the ability to remove the national ballot in ONLY the final regular-season rating, if rationale is not provided by rater, the rationale is not accepted by majority of national oversight and/or the ballot is deemed to jeopardize the integrity of the rating. This ballot removal may occur during the first instance of the penalty system (ie, ballot removal doesn't have to wait until the second instance during final regular-season rating). Removal of ballot must be approved by at least two National Oversight Committee members.
- I. No email vote or email communication from a National Oversight Committee member for two (2) total ratings constitutes NAIA National Office contact. National Oversight Committee members are held to the same guidelines as conference/group/national raters in terms of completing their weekly responsibilities.

## **G. RATINGS GRIEVANCE PROCEDURE**

- A. Conference/Group Oversight Committee is responsible for monitoring conference/group weekly rating.
- B. Rater-to-Rater grievances are facilitated through the NAIA with National Oversight Committee serving as a resource.
- C. Appeals are processed through NAC Ratings & Postseason Selection Committee.
- D. Here is the process to take for a rater to submit a grievance –
  - a. Email the NAIA National Office your grievance within the constructed timeline
  - b. The NAIA National Office will work with National Oversight to process the grievance

## **H. FINAL RATING/SEEDING RATING INFORMATION**

- A. The final rating occurs after the completion of the specific sport qualifying Conference/Group tournaments.
- B. Results of every contest (including affiliated Conference/Group qualifying tournaments) up to submission of final Conference/Group rating are included for the final rating
- C. The final rating is used to determine the National Championship tournament at-large qualifying teams in all sports.
- D. The NAC has mandated all sports to follow the established final rating calendar.
- E. Tie-breaking criteria is required to be used for all final ratings and stops at any time the tie is broken. This criteria should be used by all Conference/Group raters to determine the order to list tied teams in any weekly Conference/Group rating. Listing of tied teams is NOT alphabetical. The tie-breaking criteria MUST be used to determine order of tied teams in the conference/group rating. The following criteria will be used to break ties in the final rating for all sports –
  - a. Head-to-head result between tied teams – If still tied (one win/one loss) go to second criteria
  - b. Win/Loss percentage vs. common opponents
  - c. Accumulated ratings points in the previous four ratings grids (not including current weekly grid).
  - d. Calculate differential between highest/lowest rating after displacement (removing high/low ratings) for both teams. Team with smaller differential is rated above team with larger differential.

- e. Vote of National Oversight Committee.
- F. In addition to serving as the selection mechanism for at-large team qualification, the final rating will also serve as the mechanism to seed the National Championship tournament field. National Championship qualifying teams that are not rated in the final rating will be seeded at the discretion of the Seeding & Bracketing Committee in each sport. Based upon additional seeding/bracketing criteria in each sport, the seeding rating may not always mirror the final rating.

## I. CONFERENCE COMMISSIONER EXPECTATIONS

- A. You must have an account in SIDHelp ([www.naiasports.org/admin](http://www.naiasports.org/admin)) since that is the only location for you to view the details and comments of all Conference/Group ratings (see instructions below on how to access SIDHelp) of all conferences.
- B. Designate a three-person Conference/Group oversight committee to monitor their weekly ratings. The commissioners must provide names and contact information for their respective Conference/Group oversight committee members to the National Office and submit in NAIAHelp prior to August 1 each year. If a Conference/Group does not have a designated oversight committee in place, they will not be able to submit Conference/Group and national Top-30 ratings.
- C. Submit your sport rater representative (current head coach) for all sports your conference sponsors. This assignment is done by you in NAIAHelp prior to August 1 each year.
- D. For the selection of a rater from an Unaffiliated Group, it is the responsibility of all Commissioners within that Group to agree on one rater representing that Group.
- E. Remind all of your sport raters about their mandatory attendance at the preseason instructional webinar and the in-season conference calls. Failure to attend these by your rater (or assign a fill-in for that webinar) will result in a strike.
- F. Each Commissioner will get an email (generated automatically from SIDHelp) that is sent two-hours PRIOR to any sport Conference/Group rating deadline. This action is a friendly reminder to the Commissioner that your Conference/Group rating has not been submitted and there is two hours remaining to submit.
- G. Each Commissioner has the opportunity to submit a Conference/Group rating on behalf of your rater. This submission must be done in SIDHelp prior to the scheduled deadlines.
- H. It is your choice to access and view any Conference/Group ratings. Here are instructions on how to access all Conference/Group ratings:
  - a. Between 12:01 PM (CT) and 2 PM (CT) every Monday that a rating is conducted – Log in to SIDHelp admin ([www.naiasports.org/admin](http://www.naiasports.org/admin)) – many of you may need to click there and create a username and password to get started. Once you sign-up, give the National Office 24 hours to provide appropriate access.
  - b. Click on “View Conference Ratings” under “Conference Ratings” headline
  - c. Keep “All Conferences” on your first dropdown menu.
  - d. On dropdown menus, choose your sport, date (should default to current week)
  - e. Suggestion is to **NOT** check the boxes on right side so that you can view all comments from raters and the results

## J. GLOSSARY

- A. Frequently Used Terms
  - a. Conference Oversight Committee – A committee, created by each Conference Commissioner, to review, analyze and approve each Conference/Group rating prior to official submission in SIDHelp.
  - b. Final Rating – The rating that occurs after all qualifying Conference/Group tournaments. This rating determines the at-large championship qualifiers and championship seeding for a variety of sports (excluding Baseball, Men’s Soccer, Women’s Soccer, Men’s Tennis and Women’s Tennis as these sports use a National Selection Committee).
  - c. NAC – National Administrative Council. A membership group comprised of athletic administrators representing all of the conferences. This Council has the authority to oversee all policies and procedures related to ratings.
  - d. National Grid – A spreadsheet that shows the national rating and votes from each national rater. This is not to be shared with anyone.
  - e. National Oversight Committee – A committee, comprised of a NAC member, a former rater and current head coach/officer, with a mission to review, analyze and approve each national rating prior to official announcement.
  - f. Postseason Rating – The rating that occurs after the sport National Championship. The national champion team will be the #1-ranked team in the national rating.
  - g. SIDHelp – Database where all Conference/Group and national ratings are submitted. The website is [www.naiasports.org/admin](http://www.naiasports.org/admin)

## REPORTING RESULTS AND STATISTICS

### A. REPORTING RESULTS/SUBMITTING SCORES

Mandated by the NAC, all contest results must be reported to the NAIA scoreboard within 24 hours of completion in order to be eligible for team and/or individual weekly ratings and honors. Institutions failing to report statistics and/or results any **two consecutive weeks, or a total of four weeks**, during the reporting period will not be eligible for the national statistical reports or ratings for the remainder of the season.

Institutions failing to report results for two consecutive weeks, or four total weeks during the season will be subject to a monetary penalty. The first violation will continue to be a warning. Any second violation (first penalty), will be a \$500 fine. The third violation will be a \$1,000 fine and a loss of postseason awards. The fourth violation will be a \$1,000 fine and will be dealt with at the discretion of membership services. Fines will be due within 30 days of notification.

First-time Users –

1. To register to use the NAIA Scoreboard, go to [www.naiasports.org/admin](http://www.naiasports.org/admin)
2. Click on the “Don’t Have a Password? Register Now link”
3. Enter your school email address (only school email addresses are accepted) with a chosen password
4. The NAIA National Office receives an email notification of your registration request
5. Your registration will be approved within one business day

If you have an active account with SIDHelp, you do not have to re-register – Your username/password will already be in the system.

Reporting team scores on the NAIA website provides greater team exposure to media, coaches, potential student-athletes and fans.

### B. STATISTICS

An in-season, weekly national statistical report is produced utilizing DakStats for the sport of Baseball. To be eligible for the statistical report, a student-athlete must play in 75-percent of team’s games played. Only statistics from games against varsity teams from upper-level, degree-granting institutions should be submitted. Categories will be determined on a sport-by-sport basis and by the NAIA Athletics Communications & Media Department.

It is strongly recommended that the host institution be responsible for both team’s official statistics. The home team must notify opposing team at least 72 hours prior to contest if official stats will not be provided. The opposing team can file an appeal if they feel an error was made in the official stats up to 72 hours after the conclusion of the contest. The appeal must be filed with the home team up to 72 hours after the contest and both teams must change the stats.

It is vital that sport records maintain a certain level of integrity and accuracy. The NAIA urges the official statistician for every sport to become familiar and have a working knowledge of the statistical manual. For Baseball, please refer to [www.ncaa.org](http://www.ncaa.org), go to the Baseball page and the Statistician’s Manual link – [Click Here](#)

## AWARDS

Nomination details and forms for the following national awards can be found [here](#).

### A. NATIONAL PLAYER/NATIONAL PITCHER OF THE WEEK

An NAIA National Player and Pitcher of the Week will be selected by the NAIA Department of Athletics Communications & Media. Nominations must be made by an Affiliated Conference/A.I.I./Unaffiliated Group Sports Information Director from Players/Pitchers of the Week in their Conference/Group. The National Office will **NOT** accept nominations from anyone but the affiliated conference sports information director or his/her designated representative. Affiliated Conference/A.I.I./Unaffiliated Groups may nominate only one athlete per award for national consideration.

### B. ALL-AMERICA

NAIA All-America honors in Baseball consist of a 17-man first team, a 17-man second team and an honorable mention listing. Honorable mention selections are limited to 34 players and the honorable mention team is not position-specific. The All-America Selection Committee is responsible for administering the selection procedures at the site and prior to the start of the National Championship. Each November, a preseason All-America team will be named that will consist of one 17-player team. The All-America Selection Committee will be responsible for administering the selection process. In 2007, Rawlings also began sponsoring an NAIA Gold Glove team, which consists of nine players from each position. The Rawlings Gold Glove team is selected by the NAIA-BCA All-America Selection Committee.

### C. DAKTRONICS-NAIA SCHOLAR-ATHLETE

1. Nominee is junior or above in academic standing.
2. Nominee has been in attendance at the nominating institution two full academic years (and has recorded four semesters worth of grades) as a non-transfer student or a minimum of one full academic year (and has recorded two semesters worth of grades) as a transfer student.
3. Nominee has a minimum grade point average of 3.50 (on a 4.0 scale) at the time of the nomination deadline (for transfer students the GPA is only at current NAIA institution).
4. Nominee has been certified as eligible and is listed on the eligibility certificate submitted to conference eligibility chair.
5. Nomination form is complete and submitted through SIDHelp.
6. All the above information is to be received by **April 15, 2019** to be eligible for national press release/website, certificate and honors database – **All criteria must be met by this date.**

*NOTE – There are no statistical/playing requirements needed to receive this award.*

Daktronics-NAIA Scholar-Athlete nominations will continue to be filled out via the SIDHelp admin website at [www.naiasports.org/admin](http://www.naiasports.org/admin). **You must have an account in order to fill out nomination forms as the forms are no longer available through coaches' manuals. SIDHelp is the only way to nominate student-athletes as a Daktronics-NAIA Scholar-Athlete.** If you do not have an account, please sign up and create your own. Access will be granted (usually) within 24 hours.

Nominations will be processed entirely electronically. In order to complete a nomination, the student-athlete must have approved and signed a release of their cumulative grade point average for nominating purposes. If you or your sports information office does not have a signed release form from the nominated student-athlete on file, a blank document (PDF) will be available for download. This release form does not need to be turned into the NAIA National Office. You are asked to retain it for your institutional records. The administrator nominating the student-athlete will sign electronically.

To be eligible for listing on website, honors database or receive a certificate, forms **MUST BE SUBMITTED BY April 15, 2018**. LATE nominations will be accepted through June 30 of each year, but will not be listed on the website/honors database or receive a certificate.

### D. SCHOLAR TEAM

In recognition of academic achievement, the NAIA names a Scholar Team for all sports in which Scholar-Athletes are recognized. **Based on a cumulative 3.0 season GPA for the current academic year** on a 4.0 scale, all members of the team who appear on the eligibility certificate will be included in the GPA compilation.

The deadline for Scholar Team nominations is **June 30, 2019**. Download the **NAIA Scholar Team Award Form** [here](#).

## **E. RAWLINGS-NAIA COACH AND PLAYER OF THE YEAR AWARDS**

Each Affiliated Conference/A.I.I./Unaffiliated Group will select a Coach of the Year for their group. The National Coach of the Year will be chosen by the NAIA-BCA Past Presidents Committee and current NAIA-BCA officers from a ballot that includes the all Affiliated Conference/A.I.I./Unaffiliated Group Coach of the Year winners and NAIA World Series participant coaches. The Rawlings-NAIA National Coach of the Year is honored at the annual recognition banquet of the NAIA-BCA each January at the ABCA Convention.

The Rawlings-NAIA National Player of the Year Award is selected by the All-America Selection Committee prior to the start of the NAIA World Series.

## **F. HANK BURBRIDGE CHAMPIONS OF CHARACTER PLAYER AWARD**

The Hank Burbridge Champions of Character Individual Award will be selected by the Games Committee at the annual NAIA World Series.

The individual player award will be given to a recipient of one of the 10 participating teams in the NAIA World Series. Players must be nominated by their institution as their team's NAIA Champion of Character representative prior to the National Championship. Award winners will be selected based upon their documented display of exemplary character and sportsmanship on the field, on campus, and in the community. Specifically, fulfillment of the "Core Character Values" of Respect, Responsibility, Integrity, Servant Leadership and Sportsmanship will be taken into consideration.

## **G. ROBERT E. "ISH" SMITH ACHIEVEMENT AWARD**

The Robert E. "Ish" Smith Achievement Award recognizes an individual who has given oneself in the promotion of NAIA Baseball and has distinguished oneself as a coach or administrator.

## **H. NATIONAL CHAMPIONSHIP AWARDS**

The NAIA maintains a standardized awards program for all National Championships. National Championship awards are provided to the official parties of the top four teams. Team trophies are awarded to the National Championship team, second-place team and third and fourth-place teams. All-tournament team selections (16 players) are presented, as well as a Most Valuable Player, Charlie Hustle Award and an Outstanding Defensive Player Award. The Hank Burbridge Memorial Champion of Character Player and Team Awards are also presented.

## **I. ORDERING AWARDS**

Appropriate conference tournament awards are to be ordered by the conference chair and are the financial responsibility of the conference or the conference tournament host institution. Official NAIA awards MUST be ordered from:

Collegiate Awards, 18081 E. Trafficway, Springfield, MO 65802

Contact – Brad Stout – [brads@collegiateawards.com](mailto:brads@collegiateawards.com)

NAIA National Office Staff Awards Liaison – Kelli Briscoe – [kbriscoe@naia.org](mailto:kbriscoe@naia.org)

## COACHES ASSOCIATION

### A. NAIA-BASEBALL COACHES ASSOCIATION (NAIA-BCA)

The NAIA-Baseball Coaches Association (NAIA-BCA) is an organization of collegiate baseball coaches at NAIA institutions. The NAIA-BCA meets annually, conducting its business each January in conjunction with the meetings of the American Baseball Coaches Association (ABCA).

The NAIA-BCA elects officers who serve one-year terms and provide the leadership for the Association. The NAIA-BCA studies and makes recommendations through legislation of all action affecting the organization and administration of the NAIA baseball program. The President, First Vice President, Second Vice President and Secretary serve as the Games Committee for the NAIA World Series and are in charge of the administration of the tournament. The NAIA-BCA Executive Committee is composed of the officers of the Association, the Affiliated Conference/A.I.I./Unaffiliated Group chairs and the NAIA-BCA's immediate Past President.

### B. AMERICAN BASEBALL COACHES ASSOCIATION

The ABCA was organized in 1945 by college coaches to promote and improve the collegiate game. The main objective of the Association is educational in nature, and to help improve the level of coaching. The ABCA also assists in the promotion of baseball and acts as a sounding board on issues concerning various levels of baseball. The ABCA has more than 6,400 members, which includes coaches from every state in the country and international membership from over 26 countries.

For information relative to these policies, contact –

**Jeremy Sheeting**

College Division Liaison, American Baseball Coaches Association

[jsheetinger@abca.org](mailto:jsheetinger@abca.org)

Office – (336) 821-3146

4101 Piedmont Parkway, Suite C

Greensboro, N.C. 27410

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

## NAIA-BASEBALL COACHES ASSOCIATION OFFICERS

<b>President</b>	Kip McWilliams, Indiana Tech (260) 422-5561, <a href="mailto:kdmcwilliams@indianatech.edu">kdmcwilliams@indianatech.edu</a>
<b>1st Vice President</b>	Tony Roepcke, Lyon College (Ark.) (870) 307-7337, <a href="mailto:tony.roepcke@lyon.edu">tony.roepcke@lyon.edu</a>
<b>2nd Vice President</b>	Brad Stromdahl, Georgia Gwinnett College (678) 407-5761, <a href="mailto:bstromdahl@ggc.edu">bstromdahl@ggc.edu</a>
<b>Secretary</b>	Robert Ruiz, Westmont College (Calif.) (805) 565-6779, <a href="mailto:r Ruiz@westmont.edu">r Ruiz@westmont.edu</a>
<b>Past President</b>	Brian Wede, Northwestern College (Iowa) (712) 707-7418, <a href="mailto:bwede@nwc Iowa.edu">bwede@nwc Iowa.edu</a>
<b>NAC Liaison</b>	Brett Simpson, Loyola University New Orleans (504) 864-7374, <a href="mailto:bsimpson@loyno.edu">bsimpson@loyno.edu</a>
<b>NAC Ratings Liaison</b>	Brett Simpson, Loyola University New Orleans (504) 864-7374, <a href="mailto:bsimpson@loyno.edu">bsimpson@loyno.edu</a>
<b>A.B.C.A. Liaison</b>	Scott Dulin, Fisher College (Mass.) (617) 236-8877, <a href="mailto:sdulin@fisher.edu">sdulin@fisher.edu</a>
<b>USA Baseball Liaison</b>	Scott Dulin, Fisher College (Mass.) (617) 236-8877, <a href="mailto:sdulin@fisher.edu">sdulin@fisher.edu</a>

(One Year Terms)

## **NAIA BASEBALL COACHES ASSOCIATION CONSTITUTION & BYLAWS**

### **ARTICLE I – NAME**

The name of this association shall be the National Association of Intercollegiate Athletics-Baseball Coaches Association (NAIA-BCA).

### **ARTICLE II – PURPOSE**

#### **Section 1**

The NAIA-BCA is an allied, sectional activity area of the NAIA parent organization and is charged with the responsibility of initiating programs beneficial to the game of baseball and to the NAIA member coaches of this sport. The activities of this section shall be in accordance with the aim and objectives of the NAIA and under the guidance of the NAIA National Administrative Council (NAC).

#### **Section 2**

The NAIA-BCA shall submit to the NAIA National Administrative Council for approval all recommendations, plans and practices.

### **ARTICLE III – AIMS AND OBJECTIVES**

#### **Section 1**

To initiate, conduct and supervise programs utilizing the guidance of the NAIA National Administrative Council, which will promote interest in baseball programs on national and conference/A.I.I./unaffiliated group levels.

### **ARTICLE IV – MEMBERSHIP**

#### **Section 1**

Active membership shall consist of baseball coaches who are current members of the NAIA and are actively engaged in coaching baseball at an NAIA institution.

#### **Section 2**

For purposes of voting by members, each active member institution in good standing is entitled to one vote.

### **ARTICLE V – OFFICERS AND EXECUTIVE COMMITTEE**

#### **Section 1**

The officers of this Association shall be elected for a one-year term at the annual meeting from the active membership of the Association as follows: President, First Vice President, Second Vice President and Secretary. Such elected officers shall be from institutions which are in good standing in the NAIA.

#### **Section 2**

There shall be an Executive Committee of the NAIA-BCA, which is composed of the following members: NAIA-BCA officers, current conference/A.I.I./unaffiliated group chairs, the NAIA-BCA immediate past president and the appointed liaison from the NAIA National Administrative Council.

### **ARTICLE VI – MEETINGS**

#### **Section 1**

The annual business meeting shall be held in conjunction with the ABCA Convention.

### **ARTICLE VII – AMENDMENTS**

#### **Section 1**

This constitution may be amended if presented to the membership by mail no later than three weeks prior to the annual meeting and 50-percent of the membership votes with 51-percent majority. NAIA Coaches Associations must have a quorum (at least 50-percent of eligible voters) in order for a sport motion to be heard by the National Administrative Council. All voting will be completed using an online process following the business meeting in order to ensure all head coaches have an opportunity to vote. Motions will still be presented and discussed at the Annual Business meeting. If desired, a "straw poll" can be taken by those present to determine if a motion will be opened for vote to the full coaches association.



## BYLAWS

### ARTICLE I – NOMINATIONS

**Section 1** – The Nominating Committee shall be composed of four members which will include the Past President, President and two active NAIA-BCA members who are not current Association officers. This committee will be chaired by the Past President.

**Section 2** – The committee shall nominate one candidate for each office. Other nominations may be made from the floor.

### ARTICLE II – ELECTION OF OFFICERS

**Section 1** – Election of officers shall be by acclamation or ballot. The candidate who receives the highest number of votes for an office shall be declared elected.

**Section 2** – Any vacancy occurring in an office shall be filled for the unexpired term by the NAIA-BCA Executive Committee.

### ARTICLE III – DUTIES OF OFFICERS

**Section 1** – The President shall preside at all meetings of the Association and supervise the working of the Association. He is the executive officer of all appointed and standing committees. The individual serving in the role of President for the NAIA-BCA during the 2019-20 academic year will also be a member of the Council for Student-Athletes (CSA). This role on the CSA is a two year responsibility, regardless of their term lengths as an officer of the NAIA-BCA.

**Section 2** – The First Vice President, in the absence or disability of the President, shall perform the duties of the President.

**Section 3** – The Second Vice President shall work directly with the Affiliated Conference/A.I.I./Unaffiliated Group chairs. He assumes the leadership designated to the President or First Vice President in the event neither are available to assume their designated duties.

**Section 4** – The Secretary shall give notice of the annual convention and meeting of the Executive Committee and shall make an annual report, supervise correspondence, maintain roster and keep a permanent record of the proceedings of all meetings.

### ARTICLE IV – EXECUTIVE COMMITTEE

**Section 1** – The committee shall meet immediately preceding and following the annual convention and at any other time at the direction of the President.

**Section 2** – Seven members of the Executive Committee shall constitute a quorum.

### ARTICLE V – COMMITTEES

**Section 1** – The President of NAIA-BCA is empowered to appoint standing and special committees which will assist in programs designed to improve and advance the aims and objectives of the Association.

### ARTICLE VI – ORDER OF BUSINESS

1. Roll Call
2. Reading and Approval of Minutes
3. Report of Officers
4. Report of Executive Committee
5. Report of Committees
6. Unfinished Business
7. New Business
8. Election of Officers
9. Adjournment

### ARTICLE VII

**Section 1** – These bylaws may be amended at any regular meeting by a two-thirds vote of those present and voting, provided said amendment has been approved by the Executive Committee.