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The Official Ball of NAIA Women's Basketball – Spalding TF 1000 Legacy
For Information on NAIA Corporate Partners, click [here](#).

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<table>
<thead>
<tr>
<th>Division I Women's Basketball</th>
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<tbody>
<tr>
<td>Dan Robinson – <a href="mailto:drobinson@naia.org">drobinson@naia.org</a></td>
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<tr>
<td>816-595-8129</td>
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<tr>
<th>Division II Women's Basketball</th>
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<tbody>
<tr>
<td>Kelli Briscoe – <a href="mailto:kbriscoe@naia.org">kbriscoe@naia.org</a></td>
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<td>816-595-8141</td>
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# Important Dates

## 2018-19 Women’s Basketball Sport Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
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<tbody>
<tr>
<td><strong>OCTOBER 23</strong></td>
<td>RELEASE – Preseason Women’s Basketball Ratings</td>
</tr>
</tbody>
</table>
| **NOVEMBER 27** | FIRST REGULAR-SEASON RATING – DIVISION II  
Subsequent Dates – December 11, January 8, 22, February 5, 19, 27 (Final) |
| **NOVEMBER 27** | RELEASE – First NAIA Division II Women’s Basketball National Player of the Week by 5 PM (CT) – Continued every Tuesday |
| **DECEMBER 4** | FIRST REGULAR-SEASON RATING – DIVISION I  
Subsequent Dates – January 2, 15, 29, February 12, 26, March 6 (Final) |
| **DECEMBER 4** | RELEASE – First NAIA Division I Women’s Basketball National Player of the Week by 5 PM (CT) – Continued every Tuesday |
| **FEBRUARY 15** | DEADLINE – Submitting Daktronics-NAIA Women’s Basketball Scholar-Athlete Nominations |
| **FEBRUARY 23** | DEADLINE – DIVISION II – Submitting Official Postseason Team Roster in SIDHelp |
| **FEBRUARY 26** | DEADLINE – DIVISION II – Completion of Conference/A.I.I./Group Qualifying Events |
| **FEBRUARY 27** | DEADLINE – DIVISION II – National Championship Qualifiers & Bracket |
| **MARCH 2** | DEADLINE – DIVISION I – Submitting Official Postseason Team Roster in SIDHelp |
| **MARCH 6** | DEADLINE – DIVISION I – Completion of Conference/A.I.I./Group Qualifying Events |
| **MARCH 6** | DEADLINE – DIVISION I – Submitting All-Conference/A.I.I. Teams to National Office |
| **MARCH 6-12** | 28TH ANNUAL NAIA DIVISION II WOMEN’S BASKETBALL NATIONAL CHAMPIONSHIP – Tyson Events Center – Sioux City, Iowa |
| **MARCH 11** | RELEASE – DIVISION II – Daktronics-NAIA Women’s Basketball Scholar-Athletes |
| **MARCH 13-19** | 39TH ANNUAL NAIA DIVISION I WOMEN’S BASKETBALL NATIONAL CHAMPIONSHIP – Rimrock Auto Arena at MetraPark – Billings, Montana |
| **MARCH 14** | RELEASE – DIVISION II – All-America Teams & Other Postseason Awards |
| **MARCH 18** | RELEASE – DIVISION I – Daktronics-NAIA Women’s Basketball Scholar-Athletes |
| **MARCH 21** | RELEASE – DIVISION I – All-America Teams & Other Postseason Awards |
| **APR. 4 – APR. 7** | WBCA ANNUAL CONVENTION – Tampa, Florida |
| **JUNE 30** | DEADLINE – Submitting Scholar Team Nominations in NAIAHelp |
### FIVE-YEAR CHAMPIONSHIP CALENDAR

<table>
<thead>
<tr>
<th>Year</th>
<th>Event Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>2018</td>
<td>February 27</td>
<td>Division II Affiliated Conference/Independent Deadline</td>
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<tr>
<td></td>
<td>March 6</td>
<td>Division I Affiliated Conference/Independent Deadline</td>
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<tr>
<td></td>
<td>March 7-13</td>
<td>Division II National Championship – Sioux City, Iowa</td>
</tr>
<tr>
<td></td>
<td>March 14-20</td>
<td>Division I National Championship – Billings, Montana</td>
</tr>
<tr>
<td>2019</td>
<td>February 26</td>
<td>Division II Affiliated Conference/Independent Deadline</td>
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<tr>
<td></td>
<td>March 5</td>
<td>Division I Affiliated Conference/Independent Deadline</td>
</tr>
<tr>
<td></td>
<td>March 6-12</td>
<td>Division II National Championship – Sioux City, Iowa</td>
</tr>
<tr>
<td></td>
<td>March 13-19</td>
<td>Division I National Championship – Billings, Montana</td>
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<tr>
<td>2020</td>
<td>March 3</td>
<td>Division II Affiliated Conference/Independent Deadline</td>
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<tr>
<td></td>
<td>March 10</td>
<td>Division I Affiliated Conference/Independent Deadline</td>
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<tr>
<td></td>
<td>March 11-17</td>
<td>Division II National Championship – Sioux City, Iowa</td>
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<tr>
<td></td>
<td>March 18-24</td>
<td>Division I National Championship – Billings, Montana</td>
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<td>2021</td>
<td>March 2</td>
<td>Women's Basketball Affiliated Conference/Independent Deadline</td>
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<tr>
<td></td>
<td>March 18-23</td>
<td>Women's Basketball National Championship – TBD</td>
</tr>
<tr>
<td>2022</td>
<td>March 1</td>
<td>Women's Basketball Affiliated Conference/Independent Deadline</td>
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<tr>
<td></td>
<td>March 17-22</td>
<td>Women's Basketball Championship - TBD</td>
</tr>
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PLAYING RULES AND REGULATIONS

A. PLAYING RULES

Rules governing NAIA regular-season and postseason play are the National Collegiate Athletic Association (NCAA) Women’s Basketball Rules – Unless otherwise noted in the Coaches Manual.

**NAIA Women’s Basketball Rule Modifications to the NCAA Women’s Basketball Rules**

- Bands and amplified music may NOT be played during any dead ball situation – It is only allowed during timeouts, intermission and halftime.
- Follow the timeline set forth by NCAA Divisions II and III for installing the four-foot arc rule.

To order an NCAA Rulebook (or download a PDF copy) go to [www.ncaapublications.com](http://www.ncaapublications.com). Rules defined as experimental by the official NCAA Rules and Regulations Handbook are prohibited from use in National Championship play.

New NCAA rules can be found in the NCAA Rulebook, and are highlighted here: [https://www.ncaa.org/sites/default/files/2017-19WBB_Rules_Changes_20170614.pdf](https://www.ncaa.org/sites/default/files/2017-19WBB_Rules_Changes_20170614.pdf).

B. SEASON RECORDS

Win-loss records for all member institutions participating in Women’s Basketball shall include only those games played against accredited, upper-level, degree-granting institutions, and shall not include games against junior college, club, foreign (Canada excluded) or military teams. Competition against institutions holding associate membership in the NAIA or members of the National Christian College Athletic Association shall be considered as satisfying this requirement.

C. OFFICIAL BALL

The official ball for the NAIA National Championship is the *Spalding TF 1000 Legacy*. Spalding will ship official basketballs with the appropriate NAIA logo for exclusive use in the National Championship. The NAIA strongly recommends the use of the Spalding TF 1000 Legacy basketball for all regular-season and Affiliated Conference/A.I.I. regular-season play.

D. CHEERLEADERS AND SPIRIT GROUPS

Pyramids higher than 2½ persons in height are prohibited at NAIA Conference, Independent and/or National events. Pyramid height is measured by body lengths. A shoulder stand is defined as “2 persons in height,” a chair or shoulder sit is defined as “1½ persons high.”

No external force shall be used by cheerleaders to propel the body at NAIA Conference, Independent and/or National events (Examples – Trampoline, Springboard, Clasped Hands, etc.)

One cheerleading squad (in uniform) from a participating institution, not to exceed 14 persons (one sponsor, one mascot and a maximum of 12 cheerleaders) shall be admitted free of charge to all Conference, Independent and National Championships.

Cheerleaders will adhere to the American Association of Cheerleading Coaches and Advisors (AACCA) recommendations and safety guidelines for collegiate cheerleading. To obtain a copy of the policy, please visit [AACCA.org](http://AACCA.org).
CONDUCT IN COMPETITION

A. EJECTIONS AND SUSPENSIONS

An ejection is an action enforced in conjunction with competition by a game official consistent with the playing rules in that sport. A suspension is required by NAIA bylaws (Article 6, Section B, Item 7) as an additional consequence related to ejections in conjunction with competition.

Ejections are not subject to appeal. Some sport rules allow protests through an official process outlined in each sport rule book.

Suspensions may be appealed starting with the Conference/A.I.I. 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 National Office 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).

A player or coach serving a game suspension shall be restricted to the designated spectator areas and prohibited from any communication or contact, direct or indirect, with the team, coaches, bench personnel and/or game officials from the start of the game to its completion, including any overtime periods. While the suspended coach or player is allowed on the field and in the bench area during pregame activities, the suspended player may not be dressed in their game uniform and they may not take part in any warm-up activities.

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

POSTSEASON PLAY

Responsibilities of Participating Institutions

A. OFFICIAL PARTY

The official party for each team participating in postseason play is 15, with no more than 15 players in uniform. A maximum of 21 credentials may be issued per team, including – 15 uniformed players and six additional personnel. This total does not include a team’s ability to bring up to two Athletic Trainers.

Official Postseason Roster forms are to be filled out via the SIDHelp admin website (www.naiasports.org/admin). 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’ Manual. Once you login, please follow these instructions –

1. Start at www.naiasports.org/admin
2. There will be a section titled “Forms and Rosters” – Click on the link “Official Postseason Rosters”
3. Fill out the roster form

Postseason rosters will be processed entirely electronically. The administrator completing the postseason roster will sign electronically. Postseason rosters no longer need to be sent to the NAIA National Office. Do not send postseason rosters via email or fax to the National Office.
If you have trouble with the online nomination form, please contact Brad Cygan (bcygan@naia.org) of the NAIA Athletics Communications & Media Department. Please contact the NAIA Sport Manager for any other general questions related to the official postseason rosters.

The list of up to 15 eligible players (official postseason roster and entry form is on SIDHelp) **MUST** be submitted to the NAIA National Office by the deadline listed in the Important Dates section or prior to the first conference tournament game (whichever comes first).

A copy of this roster **MUST** also be hand-carried to the site of the Conference/A.I.I. and National Championship tournaments, and presented to the supervisor (Conference/A.I.I. Women’s Basketball chair for conference tournaments and the NAIA Tournament Committee for the National Championship) prior to that institution’s participation in the tournament.

The deadline for certifying the official roster of 15 players is 30 minutes prior to the first game of any conference tournament, or at the coaches meeting of the National Championship.

**Once the tournament begins, no player may play who is not on the official roster.**

### B. ROSTER CHANGES

A player may be replaced on the official roster between the Affiliated Conference/A.I.I. tournament and the National Championship by any eligible player whose name is included on the NAIA Official Eligibility Form for Women’s Basketball for the current season. The coach will need to hand-carry a copy of the eligibility form to each tournament if a roster change is necessary.

For Unaffiliated Group qualifying tournament plans that call for preliminary competition between conference teams, roster changes cannot be made once this preliminary competition begins. Unaffiliated group tournaments will follow the same roster change policies used for Affiliated Conference/A.I.I. tournaments.

### C. UNIFORMS

Teams must have both light and dark colored uniforms available. Home teams generally wear light colored uniforms and visitors wear dark colored uniforms.

### D. EXPENSES

Each participating team shall be responsible for its own expenses en route to, during and from all postseason events.

### E. INSURANCE

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

### F. COACHES RESPONSIBILITY

The coach or other designated person for each participating team must be in attendance and responsible for his/her team at all times while at the site of the championship. This person shall accept the responsibility for the conduct of his/her student-athletes at the championship site, during the championship and at all activities connected with the team’s championship participation. In case of property damage, the offending institution shall be held financially responsible.

### G. REPORTING SCORES

Scores from all games of the Affiliated Conference/A.I.I. tournaments must be reported to the NAIA scoreboard via the Dakstats Web-Sync feature within 24 hours of the game/session.
AFFILIATED CONFERENCE/A.I.I. CHAMPIONSHIPS

Each Affiliated Conference/A.I.I. with six institutions playing Women’s Basketball in the same division is entitled to qualify a representative to the NAIA Division I or Division II Women’s Basketball National Championship either through regular-season conference play or a postseason conference tournament.

Each qualified Affiliated Conference/A.I.I. receives one berth to the National Championship, unless a conference has 10 or more competing institutions, in which case two berths will be given.

Conference/A.I.I. tournament plans must be submitted no later than November 1 each year.

Those institutions which have not qualified for the National Championship by winning the Conference/A.I.I. tournament may be considered for an at-large berth. The number of available at-large berths varies for each tournament. Berths are based on the final rating (February 27 for Division II and March 6 for Division I).

A. DATES AND SITES

The dates and sites of the Affiliated Conference Women’s Basketball championships shall be determined by the Affiliated Conference/A.I.I. Executive Committees.

All postseason games must be played on an official court measuring 94’ x 50’, with seating for a minimum of 750 people, and with rectangular glass backboards. It shall be the responsibility of the coordinating committee to consider such items as lighting, spectator comfort, player accommodations, a minimum of four feet of space between the boundary line of the court and bleachers and/or chairs and normal liability precautions when approving host sites. A careful inspection of game facilities for spectator and participant safety shall be conducted prior to each game.

B. ADMINISTRATION

Affiliated Conference/A.I.I. tournaments are under the direct control and supervision of the leadership of the individual Conferences/A.I.I. It is recommended that the Affiliated Conference/A.I.I. Commissioner/President or a representative of the Executive Committee be present at all tournament games as the tournament supervisor. Each Affiliated Conference/A.I.I. is responsible for –

1. Administration and interpretation of the Conference/A.I.I. tournament plan including all qualifications and selection procedures.
2. Certification of approved sites for tournament games.
3. Announcement of participating teams, seeding, pairings, game times and site immediately at the established time for final team selection.
4. Assignment of a Tournament Supervisor to each game/session site and provision of complete instructions for game/session administration.
5. Assignment of a certified Athletic Trainer.
6. Establishing physician and ambulance service on-site or immediately on-call throughout the tournament.
7. Approving the selection and assignment of all tournament officials.
8. Reporting results of all tournament games to the NAIA National Office.
9. Ordering the championship awards.
10. Appealing policies, if necessary.
11. Videotaping all postseason tournament play, or if no tournament, then the last game played for the purposes of the required film exchange between team.
12. Supervising administration of the game(s) including pre-game protocol, cheerleader activity, crowd control, supervision of the game officials and postgame awards ceremonies, if applicable.
NATIONAL CHAMPIONSHIP

A. ADMINISTRATION

The NAIA Division I and Division II Women's Basketball National Championships are under the direct control and supervision of the NAIA Women's Basketball Tournament Committees which are appointed by the NAIA Sport Managers and the NAIA-Women's Basketball Coaches Association. The Tournament Committees are responsible for carrying out the policies approved by the National Administrative Council such as seeding of participating teams, the management of the championship and the general welfare of the participating teams and coaches.

Other responsibilities include, but are not limited to – Conducting a coaches meeting, working with the Supervisor of Officials to assign game officials and coordinating both pre and post-championship ceremonies. Should a member of the Tournament Committee have his/her team qualify for the National Championship, the NAIA Women's Basketball Sport Manager will appoint an alternate to take his/her place on the Tournament Committee. Any NAIA Women's Basketball Coach, Assistant Basketball Coach or Institutional Administrator may serve on the Tournament Committee.

All National Champions should be determined in competition, with National Championships played to conclusion. Playability should be determined by the onsite Tournament Committee in consultation with the National Office, making every effort to conclude on schedule.

B. QUALIFICATION OF TEAMS

Each Affiliated Conference/A.I.I. with six teams competing in the same division shall automatically qualify one representative to the National Championship of its respective division. Conferences/A.I.I. with 10 teams shall automatically qualify a total of two representatives. If a Conference/A.I.I. drops below the threshold of sponsored teams, leaving five teams remaining, the Conference/A.I.I. must contest its postseason tournament as scheduled and the resulting champion will receive an automatic berth to the National Championship. If a Conference/A.I.I. initially only had five teams and they all compete in the postseason tournament then the winner must be rated in the Top-25 of the final rating in order to receive an automatic berth to the National Championship. If the Conference/A.I.I./Unaffiliated drops to four or fewer sponsored teams, the remaining teams are only eligible for qualification to the National Championship through the at-large selection process.

The remaining at-large berths shall go to the highest-rated teams in either the Division I or Division II Women's Basketball final rating. A host berth may be granted in the Division I National Championship to Rocky Mountain College, while Briar Cliff College or Morningside College shall be guaranteed a host automatic berth in the Division II National Championship should they not qualify through postseason competition/at-large selection and have a .500 record or better.

In the event two or more teams receive the same number of points (tied) in the final rating, and are ranked in a position to receive an at-large berth, the tie will be broken as follows –

1. Head-to-head result between tied teams;
2. Win/loss percentage versus common opponents;
3. Accumulated ratings points in last four ratings grids;
4. Differential between highest/lowest rating after displacement (removing high/low rating) for both teams – Team with the smaller differential is rated above team with greater differential;
5. Vote by National Oversight Committee.

NOTE – Tie breaking criteria stops any time a tie is broken. These criteria should also be used by raters to determine what order to list tied teams in their weekly rating.

Qualifying teams that do not receive votes in the final rating will be seeded at the discretion of the Tournament Committee.

C. FORMAT

The Division I and Division II National Championships are each a 32-team, single-elimination tournament. The first round (16 games) is played on Wednesday and Thursday. The second round (eight games) is conducted on Friday. The quarterfinals (four games) are held on Saturday. The semifinals (two games) are played on Monday. The tournament concludes with the National Championship game on Tuesday evening.
D. SEEDING

The 32 teams in each National Championship are seeded by the final rating and bracketed by the Tournament Committee. The 32-team field and brackets will be announced by the NAIA National Office.

Tournament Committee –
1. Confirms composite rating of the 32 qualified teams;
2. Places teams on a straight seeded 32-team bracket (seeded 1-8 in each quarter);
3. Adjusts brackets to accommodate policies

Policies include –
1. Non-conference teams that have played in the regular-season can be paired in the first round.
2. The overall number one seed will play on Wednesday.
3. The other top-8 seeds will not be guaranteed a Wednesday game. Teams that compete on Wednesday must have a second round opponent that also competed on Wednesday. Thursday winners must have a Thursday winner.
4. Teams from the same Affiliated Conference can be placed in the same half but must be in different quarters.
5. Teams located in the Eastern Time zone will not be scheduled in the last game of the night session in the first round.
6. Teams located in the Mountain or Pacific Time zones will not be scheduled to play in the first game of the day session in the first round.
7. The overall number one seed will not be scheduled in the last game of the night in the first round.
8. Try not to pair any more than two time zone differences together.
9. Second round play should be similar to first round game times.
10. The time schedule shall be so drawn as to permit a minimum of 18 hours between starting times of games for any given team. The tournament draw may cause an exception to this rule.
11. The evening games shall generally be assigned to the top seeded teams and/or those teams considered having the best drawing power.
12. Consider not repeating 9:00 AM game assignments to same team annually.
13. The bracketing committee has the prerogative to adjust seeding and/or game times to comply with the criteria listed above.
14. Television requests for game starting times will be honored if available. Radio requests cannot be honored in assigning game times.

E. TOURNAMENT SELECTION PROCESS APPEALS

If there is misapplication of NAIA policy and procedures regarding tournament selection, an institution may appeal to the 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 Department of Championships 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 the selection conference call to listen to the discussion of tournament selection. The liaison will report any concerns to the National Office immediately following the conclusion of the conference call.

The Ratings Oversight Committee will review ratings to prevent any ratings process violations or unethical use of the ratings process.

F. TEAM TRAVEL/LODGING

Championship events are to be financially independent in that income from those events may be used to cover expenses of the event. A program of national and local sponsors is to be developed for the purpose of providing sufficient money (together with event income) to allow schools to participate in National Championships at minimum expense to the institution.
All teams will be assigned to a specific hotel by the NAIA, and a maximum of 10 rooms will be blocked for each of the team's official party of 15 persons. Teams pay all room, tax and incidental charges. All participating teams MUST STAY at the assigned property designated by the NAIA to be eligible for participation.

G. PARTICIPATION IN FUNCTIONS AT NATIONAL CHAMPIONSHIPS

All participating teams and individuals competing in a National Championship must attend all functions including, but not limited to – Parade of Champions, coaches meetings and student-athlete experience event. Failure to comply will result in a penalty of a $1,500 fine to the institution.

H. INCLEMENT WEATHER POLICY

If inclement weather should cause travel delays for any team(s) competing in the National Championship, it will be up to the discretion of the NAIA Sport Manager and the Tournament Committee to make changes to the National Championship bracket to accommodate such delays.

It is the responsibility of the host Medical Director/Athletic Trainer at NAIA Championship events to determine when an event should be suspended and when it is safe to return to play as the result of severe weather. The AT is to notify the NAIA Championship Sport Manager who, in collaboration with the appropriate personnel (i.e. tournament committee) will implement the predetermined action plan for both player and spectator safety.

I. GAME OFFICIALS

Twelve game officials will be selected to work both the Division I and Division II NAIA Women’s Basketball National Championships. The process will consist of Conference Assignors nominating officials for selection, while the NAIA National Assignor will consider all nominations and select the 12 officials per site. The on-site Coordinator of Officials will make all game assignments, while the Tournament Committee will help with written assessments that are submitted to the Coordinator of Officials. Six officials are selected and retained by the Coordinator of Officials to work the semifinals and National Championship game. The NCAA Women’s Basketball Rules (with applicable NAIA modifications) are utilized for all games.

J. ADDITIONAL INFORMATION

Prior to the National Championship, an information packet will be distributed to all teams in contention which will include specific instructions regarding transportation, housing, practices and all responsibilities upon qualification. Please handle these responsibilities as early as possible.

1. Contacting the National Office – Immediately upon qualifying for the National Championship, all Affiliated Conference/A.I.I. champions are to contact the NAIA National Office to identify its team as the representative to the National Championship. If it is after hours or during a weekend, send the information in an email. The following information should be emailed to the NAIA National Office –
   b. Roster changes, if applicable.
   c. Method of transportation, flight number and airline (if applicable) and estimated time of arrival at the National Championship site.

2. Film Exchange – All postseason tournament play (or if no tournament, then the last game played) shall be filmed for the purpose of the film exchange. This policy is to be monitored by the NAIA-WBCA.

   The film exchange is mandatory. Any violation of the film exchange policy will result in a $500 fine. In addition, the chair of the Tournament Committee will direct a letter to the Athletics Director (copy the President) of said institution that the coach has neglected to follow NAIA-WBCA policy.

   Method for film exchange will be posted on the NAIA website in the National Championship Potential Qualifiers packet.
3. Team Statistics – Team statistics must be submitted to the National Office for inclusion in the media press book. As per the NAIA-WBCA, any team failing to submit the statistics will be fined $500 at the conclusion of the National Championship.

4. Check In – Upon arrival in the host city, teams must check in prior to 3:00 PM on the Tuesday prior to the National Championship at NAIA Headquarters. NAIA personnel will greet all teams, provide informational packets and be available to answer questions.

5. Banquet – There will be a pre-tournament banquet on the Tuesday evening prior to the beginning of play to recognize the participating teams and any NAIA Hall of Fame inductees. All teams are required to be in attendance at this function and appropriate dress is required. Each participating team shall be given 15 complimentary banquet tickets.

6. Meeting – There will be a pre-tournament meeting of all coaches prior to the banquet. This meeting shall serve as an informational forum and will include a briefing by a representative of the game officials. Head Coaches are required to attend this meeting.

7. Opening Ceremonies – The Parade of Champions, involving all teams, honorary coaches, and championship officials, will be held the first evening of competition to officially open the event. All teams are required to participate in this function in full uniform.

8. Fab Four Press Conference – A Fab Four press conference for Division I will be held at 1:00 PM on Sunday. Media requests will be directed to each semifinal coach. Participation by the coach and selected members of the teams is mandatory.

9. Honorary Coaches – An “Honorary Coach” program has been organized for each Women’s Basketball National Championship. Local businesses and civic groups are obtained to serve as local hosts for each of the teams. Honorary Coaches sit with their teams at the banquet, sit on the benches during games, march in the Parade of Champions and are generally available to assist teams and make them feel welcome while at the National Championship.

   Teams are requested to provide two team jackets for their Honorary Coaches to wear during the National Championship. It is considered appropriate for teams to provide their Honorary Coaches with a gift emblematic of their institution or hometown.

10. Radio/Web Blogging and Television – The broadcast of any post season game 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.

COSTS – WOMEN’S BASKETBALL

<table>
<thead>
<tr>
<th>RADIO</th>
<th>TELEVISION</th>
<th>WEB BLOGGING**</th>
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<tbody>
<tr>
<td>Commercial</td>
<td>$200/game + $75 per*</td>
<td>$500/game/station (live)</td>
</tr>
<tr>
<td></td>
<td>$250/game/station (delayed)</td>
<td></td>
</tr>
<tr>
<td>Non-Commercial</td>
<td>$150/game + $50 per*</td>
<td>$250/match/station (live or delayed)</td>
</tr>
</tbody>
</table>

*Extra charge associated with any additional radio stations that pick up your school’s feed. This does not include a team that posts/advertises the internet broadcast of the opponent.

**Web-blogging is any form of live updates by typing on the computer in a public forum where anyone with internet has access to.

For information about these policies, please contact Katie Green, Manager of Athletics Communications & Media – Kgreen@naia.org.

KNA National Office • 1200 Grand Blvd., Kansas City, MO 64106 • 816.595.8000
11. **Notice for Fans** – All ticket holders voluntarily assume all risks of property loss and personal injury arising during its use. Management may revoke the license and eject or refuse entry to the holder by refunding the stated purchase price. The holder agrees that Division I host – Billings, Montana and its agents, and Division II host – Sioux City, Iowa and its agents, the NAIA and its agents and the participants are not liable for injuries resulting from attendance at this event. The holder agrees that alcoholic beverages in any form shall not be allowed to be sold, dispersed or brought into the public area of this event. The holder understands that videotape cameras may not be permitted at either NAIA Women’s Basketball National Championship.

12. **Video Policy** – All video cameras are prohibited at the National Championship.

**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 at 844-619-7044 to book your travel arrangements. Please obtain and save a quote from Short’s Travel Management if you choose to fly for postseason travel, even if you choose to use other options.

Shorts’ Travel has contacts with both charter air travel as well as charter buses for ground travel.

It is also recommended to utilize Short’s Travel for regular-season travel planning.

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#: XZ 051 46.

C. **MASTER’S TRANSPORTATION**

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

**FINANCIAL POLICIES**

An Affiliated Conference/A.I.I. may establish a guarantee to be paid by the host institution for tournament games/sessions. The amount of this guarantee is established by the Affiliated Conference/A.I.I. Executive Committee.

It is recommended that monies received by the tournaments are used to defray the expenses of the institutions participating in the National Championship representing the Affiliated Conference/A.I.I.
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

**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. An institution has not completed all of its national championships until this form is signed and submitted along with a copy of the institution’s official postseason roster.

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.

B. Frequency of Ratings — The NAIA releases a preseason rating on October 23rd. NAIA Women’s Basketball ratings are conducted on a bi-weekly basis beginning on September November 27th for Division II and December 4th for Division I. The “final” rating (AFTER affiliated conference/group national qualifying tournaments) used for seeding and/or at-large selection will still be referred to as the final rating; and 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 —
   a. Division I — October 23 (preseason), December 4, January 2, 15, 29, February 12, 26 and March 6 (final – Wednesday).
   b. Division II — October 23 (preseason), November 27, December 11, January 8, 22, February 5, 19, 27 (final – Wednesday).

D. Total Number of Raters — The Division I ratings committee is comprised of 10 raters, while the Division II ratings committee is comprised of 12 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 —

<table>
<thead>
<tr>
<th>Date</th>
<th>Time (CT)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>12 PM</td>
<td>Conference/A.I.I./Unaffiliated Group Ballots Due in SIDHelp</td>
</tr>
<tr>
<td>Monday</td>
<td>12:01 PM</td>
<td>National Voting Open in SIDHelp (<a href="http://www.naiasports.org/admin">www.naiasports.org/admin</a>)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>10 AM</td>
<td>National ballots due in SIDHelp (<a href="http://www.naiasports.org/admin">www.naiasports.org/admin</a>)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>10 AM – 12 PM</td>
<td>National Oversight reviews grid and processes rationale requests</td>
</tr>
<tr>
<td>Tuesday</td>
<td>12 – 2 PM</td>
<td>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.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>By 5 PM</td>
<td>Release of National Rating online at <a href="http://www.NAIA.org">www.NAIA.org</a></td>
</tr>
</tbody>
</table>

F. Weekly Ratings Schedule —

<table>
<thead>
<tr>
<th>Division I Women’s Basketball</th>
<th>Division II Women’s Basketball</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preseason</td>
<td>Preseason</td>
</tr>
<tr>
<td>#1</td>
<td>#1</td>
</tr>
<tr>
<td>#2</td>
<td>#2</td>
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<td>#3</td>
<td>#3</td>
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<td>#4</td>
<td>#4</td>
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<td>#5</td>
<td>#5</td>
</tr>
<tr>
<td>#6</td>
<td>#6</td>
</tr>
<tr>
<td>Final</td>
<td>Final</td>
</tr>
</tbody>
</table>

G. The ratings are compiled from the balloting of the 10/12-member rating committee.
H. Three conference calls will be conducted during the season to exchange information. All calls will be at 12:30 p.m. (CT). Dates of these calls and more information will be sent by the NAIA National Office.

I. Although this is not mandatory, it is strongly recommended by the Women’s Basketball Coaches Association that each week the Conference/A.I.I/Unaffiliated Group Women’s Basketball rating committees collect competition results for the week and then convene via conference call each Monday for a consensus rating of their respective areas.

J. 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.

K. 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.

L. The weekly ratings national grid (a spreadsheet that shows the Top-35 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.

M. 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.

N. 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.

O. 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/) 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.

J. 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.

K. 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).
   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.

   a. No ties are allowed on national ballots.
   b. 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 ranking, provided Teams A and B are listed after the #1 team from that conference.
   c. Raters have one chance to save and submit their national rating in SIDHelp. They are not allowed to save their work halfway through submission to come back to it. It is encouraged to write out your Top-30 on paper and then submit in SIDHelp.
   d. National ratings received after the deadline will not be included in rating.
   e. 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).
   f. 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.
   g. 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.

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 basketball, the preseason rating is Oct. 24 and the regular-season #1 rating is Dec. 5. In that case, all contests from Monday, Oct. 23 through Sunday, Dec. 3 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/) 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) – 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. Here is 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) and review the master grid within SIDHelp.
   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 to “view who voted for the week”.
   iii. If rationale is needed for a specific rater’s ballot, click the “submit rationale request” button located next to their name in the system. This will open a dialog box where you can write the specific items that you need additional information on from the rater.
   iv. 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.
   v. The rater will log into the system and provide their rationale. Once a response is received by the national oversight committee, they will review and vote to accept or deny.
   vi. Steps three through five above will be repeated until the rationale process is complete.

F. If a rater does not provide written rationale prior to the deadline, the penalty system is as follows –
   a. First instance – Written warning (ballot is still included in that week’s rating)
   b. Second instance – Rater(s) ballot is removed for that week
   c. In each of the two instances, 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 or rationale is not accepted by majority of national oversight. 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).

G. No email vote or email communication from a National Oversight Committee member for a two-week period constitutes NAIA National Office contact. National Oversight Committee members are held to the same guidelines as Conference/Group raters in terms of completing their weekly responsibilities.

H. National Oversight Committee has the authority to remove a rater’s ballot if the ballot is deemed to jeopardize the integrity of the rating. Removal of ballot must be approved by at least two National Oversight Committee members. In the event of the removal of a ballot, the rater, Conference/Group Commissioner(s), NAIA National Office and all Oversight Committee members will be notified.

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 National Office 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(s) 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. NOTE – 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) 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) – 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
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 Women’s Basketball. 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 Women’s Basketball, please refer to www.ncaa.org, go to the Women's Basketball page and the Statistician’s Manual link – Click Here
AWARDS

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

**A. NATIONAL PLAYER OF THE WEEK**

An NAIA National Player of the Week (one in each division) will be selected by the NAIA Department of Athletics Communications & Media. Nominations must be made by an affiliated conference sports information director. The National Office will **NOT** accept nominations from anyone but the affiliated conference sports information director or his/her designated representative. Affiliated conference/independent groupings may nominate only one athlete per division for national consideration.

**B. ALL-AMERICA**

The selection committee for the NAIA Women's Basketball All-America team is made up of the NAIA-WBCA officers and/or elected NAIA-WBCA members of that respective division. To be eligible for All-America selection, a player must have been named to a team coordinated and submitted by each Affiliated Conference/A.I.I. coaches are not required to submit nomination forms and statistical information. The NAIA Athletics Communications & Media Department will provide statistical information for candidates. The All-America teams in both Divisions I and II consist of a first, second and third team (10 on each) and a select list of honorable mention choices.

**NOTE** – Any affiliated conference with 10 or more institutions shall be allowed to nominate 15 players (instead of 10) for NAIA All-American consideration.

**All-America Criteria NEW for 2018-2019**

1. It is strongly recommended that a player be voted player of the year in their Conference/ A.I.I. to be eligible for national player of the year.
2. The nomination form submitted by the Conference /A.I.I. will guide the All-America Selection Committee.
3. A motion was approved to remove the “A”, “B” and “C” designations from the All-America nomination system for all sports that require an All-America nomination process to the National Office. Instead, the NAIA sport liaison will emphasize that nominations are to be listed in rank order on the All-America form when submitting those nominations.
4. Only one player from the All A.I.I. team will be considered for player of the year.
5. The All-America Selection Committee will be guided by the voting order of each conference. The Selection Committee will evaluate each nominated player by reviewing the order on the conference nomination ballots, the strength of their team, strength of schedule and their individual performances.
6. The current year's performance by a student/athlete will be used as the primary means of consideration for all All-America team selections.
7. Each A.I.I. institution shall submit a list of players who should be considered for All-America recognition. The individual team forms will be provided by the NAIA. The All A.I.I. form must also be submitted in addition to the team forms. This policy was voted in by the NAIA-WBCA and the NAC.

**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 as a non-transfer student or a minimum of one full academic year 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 [February 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. 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 February 15, 2019. 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 3.0 season GPA 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. NATIONAL PLAYER OF THE YEAR
A National Player of the Year is selected for both Divisions I and II. Selection is made by the All-America Selection Committee of each division from players nominated to the All-America team from their Conference/A.I.I./Unaffiliated Groupings.

F. COACH OF THE YEAR
The NAIA Phyllis Holmes Women’s Basketball National Coach of the Year (one in each division) is the coach of the National Championship team.

G. 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. A first and second all-tournament team (five per team) is selected, and awards are presented to the selectees, as well as the recipient of the Hustle Award and the Most Valuable Player award. The Coach of the Year and the Chuck Clark (Division I)/Cheryl K. Brown (Division II) Meritorious Service Award will also be presented at the National Championship.

H. 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
NAIA National Office Staff Awards Liaison – Kelli Briscoe – kbriscoe@naia.org

COACHES ASSOCIATION
A. NAIA-WOMEN’S BASKETBALL COACHES ASSOCIATION
The NAIA-WBCA is an association comprised of Women’s Basketball coaches whose institutions are members in good standing. This body can affect policy relative to the NAIA Women’s Basketball championships through membership approval with the ultimate approval of the NAC.
The annual business meeting of the NAIA-WBCA shall be held in conjunction with the Women's Basketball Coaches Association (WBCA) Annual Convention. Agenda items may be submitted by any NAIA coach and should be emailed to the NAIA-WBCA current President/National Office at least two weeks prior to the annual business meeting. The NAIA-Women's Basketball Coaches Association forum is held at the national championships. This forum is to develop agenda items for the annual business meeting. It is important for all NAIA Women's Basketball Coaches to become members of the WBCA as it is an avenue for professional growth, as well as an opportunity for your student-athletes to receive scholarships and awards.

B. PAST PRESIDENTS

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1981-82</td>
<td>Phyllis Holmes</td>
<td>Greenville, Ill.</td>
</tr>
<tr>
<td>1982-83</td>
<td>Brenda Paul</td>
<td>Berry, Ga.</td>
</tr>
<tr>
<td>1985-86</td>
<td>Sue Hebel</td>
<td>Azusa Pacific, Calif.</td>
</tr>
<tr>
<td>1986-87</td>
<td>Stan Harrison</td>
<td>Tennessee Wesleyan</td>
</tr>
<tr>
<td>1987-88</td>
<td>Joanne Bracker</td>
<td>Midland Lutheran, Neb.</td>
</tr>
<tr>
<td>1988-89</td>
<td>Alvy Early</td>
<td>Arkansas-Monticello</td>
</tr>
<tr>
<td>1989-90</td>
<td>Beth Palmer</td>
<td>Texas Wesleyan</td>
</tr>
<tr>
<td>1990-92</td>
<td>Cheryl Brown</td>
<td>Willamette, Ore.</td>
</tr>
<tr>
<td>1992-93</td>
<td>Karen Stromme</td>
<td>Minnesota-Duluth</td>
</tr>
<tr>
<td>1993-94</td>
<td>Cindy DeRocher</td>
<td>Tri-State, Ind.</td>
</tr>
<tr>
<td>1995-96</td>
<td>Mary Beth Kennedy</td>
<td>Nebraska Wesleyan</td>
</tr>
<tr>
<td>1996-97</td>
<td>Mary Beth Kennedy</td>
<td>Nebraska Wesleyan</td>
</tr>
<tr>
<td>1997-98</td>
<td>Connie Guinn</td>
<td>Berry, Ga.</td>
</tr>
<tr>
<td>1998-99</td>
<td>Shirley Huyett</td>
<td>Southern Oregon</td>
</tr>
<tr>
<td>1999-00</td>
<td>Theresa Check</td>
<td>Central State, Ohio</td>
</tr>
<tr>
<td>2000-01</td>
<td>Theresa Check</td>
<td>Central State, Ohio</td>
</tr>
</tbody>
</table>

2001-02 Stephanie Findley, Oklahoma Christian
2002-03 Stephanie Findley, Oklahoma Christian
2003-04 Stephanie Findley, Oklahoma Christian
2004-05 Julie van Beek, Trevecca Nazarene Tenn.
2005-06 Stephanie Findley, Oklahoma Christian
2006-07 Mark Campbell, Union University, Tenn.
2007-08 Caitlin Collier, Menlo College, Calif.
2008-09 Russ Davis, Vanguard, Calif.
2009-10 Susan Syljebeck, Siena Heights, Mich.
2010-11 Melissa Ringhausen, McKendree, Ill.
2011-12 Aaron Christian, Concordia, Ore.
2012-13 Kirsten Moore, Westmont, Calif.
2013-14 Aaron Christian, Concordia, Ore.
2014-15 Chad Folsom, Benedictine, Kan.
2015-16 Steve Brooks, Indiana Wesleyan
2016-17 Chad Folsom, Benedictine, Kan.
2017-18 Krista Van Hauen, St. Ambrose, Iowa

C. WOMEN’S BASKETBALL COACHES ASSOCIATION

Established in 1981, the Women’s Basketball Coaches Association promotes women’s basketball by unifying coaches at all levels to develop a reputable identity for the sport of women’s basketball and to foster and promote the development of the game of basketball as a sport for women and girls. More information on the WBCA, membership and its programs may be obtained by contacting:

Women's Basketball Coaches Association, 4646 Lawrenceville Highway, Lilburn, GA 30047
Phone – 770-279-8027
Website – www.wbca.org
## 2017-18 NAIA-WBCA Standing Committees

### OFFICERS

(One-year term)

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Institution</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Kurt Westendorp</td>
<td>William Jessup University (Calif.)</td>
<td>(916) 577-8076</td>
<td><a href="mailto:kwestendorp@jessup.edu">kwestendorp@jessup.edu</a></td>
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<tr>
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<td>Lauren Stamatis</td>
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<td>(815) 928-5475</td>
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<td>Second Vice President</td>
<td>Janette Burgin</td>
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<td><a href="mailto:jburgin@culver.edu">jburgin@culver.edu</a></td>
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<tr>
<td>Secretary</td>
<td>Jenna Everhart</td>
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<td>(304) 929-1516</td>
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<tr>
<td>Past President</td>
<td>Krista Van Hauen</td>
<td>St. Ambrose University (Iowa)</td>
<td>(563) 333-6230</td>
<td><a href="mailto:vanhauenkrKristad@sau.edu">vanhauenkrKristad@sau.edu</a></td>
</tr>
</tbody>
</table>

### REPRESENTATIVES

USA Basketball Council – Jim Carr, NAIA National Office, Kansas City, MO
USA Basketball Representative – TBD
WBCA Liaison and Executive Board Member: Chris Nelson, Bethel University (Tenn.)

### ALL-AMERICA COMMITTEE

<table>
<thead>
<tr>
<th>Division</th>
<th>Coach</th>
<th>School</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Russ Davis</td>
<td>Vanguard University</td>
<td>714-619-6606</td>
<td>r'<a href="mailto:davis@vanguard.edu">davis@vanguard.edu</a></td>
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<tr>
<td>I</td>
<td>Dale Neal</td>
<td>Freed Hardeman University</td>
<td>731-989-6903</td>
<td><a href="mailto:dneal@fh.edu">dneal@fh.edu</a></td>
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<tr>
<td>I</td>
<td>Ginger Colvin</td>
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<td>605-995-2175</td>
<td><a href="mailto:jachrist@dw.edu">jachrist@dw.edu</a></td>
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<td>Southeastern (Fla.)</td>
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<td><a href="mailto:thays@seu.edu">thays@seu.edu</a></td>
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<tr>
<td>II</td>
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<td>UC Merced (Calif.)</td>
<td>209-228-2307</td>
<td><a href="mailto:shopkins-chery@ucmerced.edu">shopkins-chery@ucmerced.edu</a></td>
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<tr>
<td>II</td>
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<td>II</td>
<td>Sue Syljebeck</td>
<td>Siena Heights (Mich.)</td>
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<tr>
<td>II</td>
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<td><a href="mailto:VanHauenKristaD@sau.edu">VanHauenKristaD@sau.edu</a></td>
</tr>
<tr>
<td>II</td>
<td>Anji Weissenfluh</td>
<td>Eastern Oregon</td>
<td>541-962-3236</td>
<td><a href="mailto:aweissen@eou.edu">aweissen@eou.edu</a></td>
</tr>
</tbody>
</table>
NAIA Women's Basketball Coaches Association Constitution

**ARTICLE I - NAME**

Section I – The name of this association shall be the National Association of Intercollegiate Athletics-Women's Basketball Coaches Association.

**ARTICLE II - ORGANIZATION**

Section I – The membership of this association is comprised of women's basketball coaches whose institutions are current members of the National Association of Intercollegiate Athletics. The NAIA-WBCA is charged with the responsibility of carrying out programs beneficial to the game of basketball and to the NAIA member coaches of this sport. The activities of this section shall be in accordance with the aims and objectives of NAIA and under the guidance of the National Administrative Council (NAC) of NAIA.

Section II – The NAIA-WBCA shall submit to the NAIA-NAC statements governing the NAIA-WBCA plays and practices for approval and in every way cooperate with the NAC in furthering the stated aims and objectives of this parent organization.

**ARTICLE III - AIMS AND OBJECTIVES**

Section I – The NAIA-WBCA shall supervise and conduct programs utilizing the guidance of the NAC which will foster and promote interest and enthusiasm in basketball programs. This in turn will produce national, conference, and independent recognition for teams, players and coaches.

**ARTICLE IV - MEMBERSHIP**

Section I – Active membership in NAIA-WBCA will be open to any women's basketball coach who is a current member of the National Association of Intercollegiate Athletics.

**ARTICLE V - VOTING POWER**

Section I – Current membership of NAIA-WBCA entitles the member to one vote in all democratic action held in open assembly of the Association.

Section II – 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.

**ARTICLE VI - OFFICERS**

Section I – Officers shall be elected from the active membership of the Association at the annual meeting 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 II – Terms of office of the president, first vice president, second vice president and secretary shall be for one year.

Section III – The progression in office shall be from secretary to second vice president to first vice president to president. Each office to be held for one year from August 1 to July 31. In the event of a vacancy, the normal progression from second vice president to president will be accelerated to fill the vacant office and the NAIA-WBCA Executive Committee is empowered to appoint members from the membership at large to fill the remaining vacant position. Such appointee will not succeed in the normal progression of offices unless duly elected by the membership at the next annual election.

**ARTICLE VII - DUTIES OF THE OFFICERS**

Section I – The duties of the president are to afford leadership and guidance to the NAIA-WBCA through all possible channels and to direct his/her efforts specifically to conducting the annual meeting of the association as well as conducting committee meetings and clinics. The president is the executive officer of all appointed and standing committees of the association.
Section II – The duties of the first vice president are to assume the leadership at all meetings unattended by the president. The first vice president acts as the chair of the nominating committee and as chair of the clinics committee. The first vice president shall be responsible for a hospitality function at the respective tournament site of his/her division.

Section III – The second vice president assumes the leadership designated to the president or first vice president in the event neither is available to assume their proper roles. The second vice president shall be responsible for a hospitality function at the respective tournament site of his/her division.

Section IV – The secretary shall make an annual report to the NAIA-WBCA Executive Committee, supervise the association correspondence, maintain the roster, notify members of meetings, and other such duties as are incidental to the office.

**ARTICLE VIII - EXECUTIVE COMMITTEE**

Section I – The Executive Committee of NAIA-WBCA is composed of six members: the officers of the association, the association immediate past president, and the appointed NAIA-NAC liaison (ex-officio).

**ARTICLE IX - MEETINGS**

Section I – The annual business meeting of the association shall be held in conjunction with the NAIA-WBCA annual convention at a time and place set by the NAIA-WBCA officers.

Section I – An annual basketball clinic may be held in conjunction with the NAIA basketball national championship, at the time and place designated by the NAC.

Section III – Voting on all issues shall be by voice vote or hand in executive sessions or in the open meetings of the association.

Section IV – Usual order of business at the open business meetings: (1) Reading of minutes, (2) Reports of officers, (3) Committee reports, (4) Unfinished business, (5) New business and (6) Adjournment.

**ARTICLE X - AMENDMENTS**

Section I – A proposed constitutional amendment shall be presented in writing to the president of the NAIA-WBCA for NAIA-WBCA Officer action. Upon approval of the NAIA-WBCA Officers, the amendment must win two-thirds approval vote of current members of the NAIA-WBCA present at the annual business meeting before amending of the constitution will occur. Final approval must be given by the NAIA-WBCA board and the NAIA-Council of Athletics Administrators.

**ARTICLE XI - COMMITTEES**

Section I – The president of the NAIA-WBCA is empowered to appoint committees which will assist in programs designed to produce national, conference, and regional recognition for teams, players, and coaches. The president is also encouraged to appoint competent NAIA-WBCA members who will assist in any and all ways to foster the aims and objectives of NAIA as they relate to the game of basketball, the participants, the coaches, the spectators, and the institutions represented by these groups.

Section II – Nominating Committee: The Nominating Committee shall be appointed by the president and consist of the chair who will be the first vice president, and two additional members selected from the membership by the president of the Association. In addition to nominations from the Nominating Committee, nominations for office may be accepted from the floor. A candidate for the offices of second vice president or secretary shall be determined by the highest number of votes. The election shall be under the direction of the chair of the nominating committee, the first vice president.

Section III – All-America and All-America Scholar-Athlete Selection Committee: The NAIA-WBCA Officers and four elected representatives shall act as the All-America and All-America Scholar-Athlete Selection Committees for each division.

Section IV – Awards Committee: The chairperson and committee members are appointed. The committee shall review the award system for women’s basketball and make recommendations when necessary.
Section V – Coaches Handbook Revision Committee: The chairperson and committee members are appointed. The committee shall review the women's basketball coaches’ handbook and make recommendations to the NAIA National Office.

Appendix A — Leadership Responsibilities

**RATER OVERSIGHT COMMITTEE**
Non-raters appointed by NAIA Sport Managers and NAIA-WBCA
1. Oversee weekly ratings and rating committees throughout the season.
2. Evaluate rating committees at year-end.
3. Authorize rater removal policy (refer to raters manual).
4. Facilitate continued education of raters.
5. Evaluate rating process and present recommendations at annual coaches’ business meeting.
6. When appropriate, conduct raters meeting at the national championships.

**NATIONAL RATERS**
One rater is designated for each affiliated conference/independent and is assigned by the conference commissioner

**Conference/A.I.I. Ratings Suggestions**
1. Encourage communication with coaches in conference/independent group.
2. Participate each week in the ratings process throughout the course of the year.
3. Receive scores and rater update forms from schools within conference/independent group each week.
4. Select the top teams in affiliated conference/independent group each week.
5. Share the report with institutions in conference each week.
6. Monitor conference's score reporting, weekly rating and top team ratings. Institutions that do not report their scores to their conference rater will not be included in the report or Top-25/30 national ballot.
7. One tie is allowed per conference/independent rating.
8. Be precise and provide complete information on teams in the rating. Include the entire name of the institutions (ABC University/College), the state where the institution is located, locations of every game (home/away), accurate team record, association affiliation and top 25/30 status (if applicable).
9. Represent and oversee conferences and independent groupings.
10. Maintain an understanding of conference strength.

**National Ratings Suggestions**
1. Base weekly top 25/30 selections on strength of schedule, head-to-head competition, win-loss record (home and away), strength of affiliated conference in the past year, and weekly top conference/independent group rankings (top 25/30 rankings are confidential).
2. Be consistent with ratings and maintain that consistency throughout the rating process. Develop a rating philosophy and follow that philosophy week to week.
3. Be mindful of fluctuation. Gradual movements (up or down) are much more appropriate than huge jumps or plummets.
4. Do some homework and research. Utilize the internet to find scores and record of teams and opponents. Read game summaries on teams/school/conference websites.
5. Refer to own ratings week to week. Anticipate how fluctuations/changes will be perceived by other raters.
6. Be objective. Avoid personal feelings or bias when compiling conference and national ratings.
7. Apply the same principles/philosophy in the final rating that is used during the season. Resist the temptation to bump a team into or out of the national rating for no justifiable reason.
8. Be cognizant of not being self-serving for own team and teams within conference.
9. Not all top teams in the conference have to be rated in the Top-25/30.
10. Attend the national championship (strongly encouraged).
11. Participate in the rater meeting at the national championship (strongly encouraged).
12. Evaluate rating process and present recommendations at the annual coaches’ business meeting.
13. Communicate informally throughout the year with other national raters to grasp the national picture.
14. Participate in five conference calls throughout the season (scheduled by the NAIA Sport Manager).
CONFERENCE/INDEPENDENT WOMEN'S BASKETBALL CHAIRS
Selected by the conference
1. Serve as the liaison between conference/independent women's basketball coordinating committee and the national office.
3. Communicate with officers of the NAIA-WBCA on any matter relative to the administration of women's basketball in the conference/independent.

NATIONAL CHAMPIONSHIP TOURNAMENT COMMITTEE
Selected by the NAIA National Office
1. Confirm composite ranking of the 32 qualified teams and place on a straight 32-team bracket.
2. Adjust bracket to accommodate scheduling, time zone, and television policies/requests.
3. Supervise competing teams – Greet upon arrival, prepare informational material, coordinate practice sessions, conduct pre-tournament coaches' meeting, assist with local information/arrangements, and coordinate team check-out, including clearance from hotel and all other responsibilities.
4. Supervise game officials – Greet upon arrival, coordinate assignments, and inform of all meetings, official functions, special interpretations, and evaluations.
5. Supervise all games of the tournament – Site inspection, preparation of the bench area, pre-game lineups, player/coach conduct, liaison to the game officials, and other items related to the administration of the games.
6. Arbitrate/determine decisions involving player/coach conduct and matters beyond the jurisdiction of the officials.
7. Coordinate pre- and post-tournament ceremonies.
8. Assist the NAIA Sport Manager and the host-site coordinator on other matters related to the tournament.
9. Should a possible violation of the NAIA Coaches Code and/or Code of Ethics occur involving one or more institutions participating in a national championship during the course of competition at the site of the National Championship, the National Championship Tournament Committee shall be authorized to review the case and, if a violation is found to have occurred, may place an institutional team, participant(s), and/or staff members on suspension for one or more contests. Such sanctions shall be limited to the duration of the applicable national championship. All pertinent information and decisions by the tournament committee shall be forwarded to the Conduct and Ethics Committee for further review.