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**For National Championship Selection/Coaches Association/Event Administration contact –**
**Kelli Briscoe, kbriscoe@naia.org**
**816-595-8141**

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## IMPORTANT DATES

### 2017-18 FOOTBALL SPORT CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUGUST 28</td>
<td><strong>NAIA FOOTBALL NATIONAL PLAYER OF THE WEEK HONORS</strong> – First Weekly Nominations Due by 5 PM (CT) on Mondays – Winners Announced by 5 PM (CT) on Mondays</td>
<td></td>
</tr>
<tr>
<td>OCTOBER 30</td>
<td><strong>DEADLINE</strong> – Submitting Football Championship Series Questionnaires to NAIA Office</td>
<td></td>
</tr>
<tr>
<td>NOVEMBER 1</td>
<td><strong>DEADLINE</strong> – Submitting Daktronics-NAIA Football Scholar-Athlete Nominations</td>
<td></td>
</tr>
<tr>
<td>NOVEMBER 1</td>
<td><strong>DEADLINE</strong> – Submitting Buffalo Funds Five Star Champions of Character Team Award Nominations</td>
<td></td>
</tr>
<tr>
<td>NOVEMBER 7</td>
<td><strong>DEADLINE</strong> – Submitting First Round Football Championship Series Bids to NAIA Office</td>
<td></td>
</tr>
<tr>
<td>NOVEMBER 12</td>
<td><strong>RELEASE</strong> – Participating Teams, Pairings &amp; Sites for First Rounds of the Football Championship Series</td>
<td></td>
</tr>
<tr>
<td>NOVEMBER 13</td>
<td><strong>FINAL</strong> – Submitting Nominations for National Player of the Week Honors</td>
<td></td>
</tr>
<tr>
<td>NOVEMBER 14</td>
<td><strong>DEADLINE</strong> – Submitting Quarterfinal Round Football Championship Series Bids to NAIA Office</td>
<td></td>
</tr>
<tr>
<td>NOVEMBER 15</td>
<td><strong>DEADLINE</strong> – Submitting AFCA-NAIA Football All-America Nominations</td>
<td></td>
</tr>
<tr>
<td>NOVEMBER 18</td>
<td><strong>NAIA FOOTBALL CHAMPIONSHIP SERIES – FIRST ROUND</strong></td>
<td></td>
</tr>
<tr>
<td>NOVEMBER 21</td>
<td><strong>DEADLINE</strong> – Submitting Semifinal Round Football Championship Series Bids to NAIA Office</td>
<td></td>
</tr>
<tr>
<td>NOVEMBER 22</td>
<td><strong>DEADLINE</strong> – Submitting Conference/Independent Player of the Year Nominations – Player of the Year Ballots Sent to Selection Committee</td>
<td></td>
</tr>
<tr>
<td>NOVEMBER 25</td>
<td><strong>NAIA FOOTBALL CHAMPIONSHIP SERIES – QUARTERFINAL ROUND</strong></td>
<td></td>
</tr>
<tr>
<td>DECEMBER 1</td>
<td><strong>DEADLINE</strong> – National Player of the Year Ballots Due to NAIA National Office – 5 PM (CT)</td>
<td></td>
</tr>
<tr>
<td>DECEMBER 2</td>
<td><strong>NAIA FOOTBALL CHAMPIONSHIP SERIES – SEMIFINAL ROUND</strong></td>
<td></td>
</tr>
<tr>
<td>DECEMBER 13</td>
<td><strong>RELEASE</strong> – AFCA-NAIA Football All-America Team</td>
<td></td>
</tr>
<tr>
<td>DECEMBER 15</td>
<td><strong>RELEASE</strong> – NAIA Player of the Year Award at National Championship Banquet – Daytona Beach, Fla.</td>
<td></td>
</tr>
<tr>
<td>DECEMBER 15</td>
<td><strong>RELEASE</strong> – Daktronics-NAIA Football Scholar-Athletes</td>
<td></td>
</tr>
<tr>
<td>DECEMBER 16</td>
<td><strong>62ND ANNUAL NAIA FOOTBALL NATIONAL CHAMPIONSHIP – DAYTONA BEACH, FLA.</strong></td>
<td></td>
</tr>
<tr>
<td>JANUARY 7-10</td>
<td><strong>AFCA CONVENTION</strong> – Charlotte, N.C. – <a href="http://www.afca.com">www.afca.com</a></td>
<td></td>
</tr>
<tr>
<td>JANUARY 7</td>
<td><strong>NAIA-FOOTBALL COACHES ASSOCIATION RATERS’ BREAKFAST</strong> – Charlotte, N.C.</td>
<td></td>
</tr>
<tr>
<td>JANUARY 7</td>
<td><strong>BIG GAME-NAIA HALL OF FAME BANQUET</strong> – Charlotte, N.C.</td>
<td></td>
</tr>
<tr>
<td>JANUARY 8</td>
<td><strong>NAIA-FOOTBALL COACHES ASSOCIATION BUSINESS MEETING</strong> – Charlotte, N.C.</td>
<td></td>
</tr>
<tr>
<td>JANUARY 9</td>
<td><strong>RELEASE</strong> – NAIA Football National Coach of the Year</td>
<td></td>
</tr>
</tbody>
</table>

### FIVE YEAR CALENDAR

<table>
<thead>
<tr>
<th>Event</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Round</td>
<td>Nov. 18</td>
<td>Nov. 17</td>
<td>Nov. 23</td>
<td>Nov. 21</td>
<td>Nov. 20</td>
</tr>
<tr>
<td>Quarterfinal Round</td>
<td>Nov. 25</td>
<td>Nov. 24</td>
<td>Nov. 30</td>
<td>Nov. 28</td>
<td>Nov. 27</td>
</tr>
<tr>
<td>Semifinal Round</td>
<td>Dec. 2</td>
<td>Dec. 1</td>
<td>Dec. 7</td>
<td>Dec. 5</td>
<td>Dec. 4</td>
</tr>
<tr>
<td>National Championship</td>
<td>Dec. 16</td>
<td>Dec. 15</td>
<td>Dec. 21</td>
<td>Dec. 19</td>
<td>Dec. 18</td>
</tr>
</tbody>
</table>

National Championship Website – [Click Here](http://www.naia.com)
PLAYING RULES AND REGULATIONS

A. PLAYING RULES

National Collegiate Athletic Association (NCAA) rules are followed throughout the NAIA Football Championship Series. Effective with the 1993 football season, the NCAA playing rules MUST be followed for all regular-season games, as well as postseason play.

Note: 25-second clocks shall be required in all Football Championship Series games.

The 2017 version of the NCAA Football Rulebook can be found here – http://www.ncaapublications.com/productdownloads/FR17updated.pdf

Any exception to the rules must be passed by the coaches association or through a membership vote and will be noted in the Football Coaches’ Manual and/or the Football Championship Series Manual.

B. GAME OFFICIALS

The outcome of all games is under the jurisdiction of game officials and all disputes, protests, etc., must be settled directly with the officials. Decisions of game officials are final and are NOT subject to appeal.

C. SEASON RECORDS

Win-loss-records for all member institutions participating in football shall include ONLY those games played against upper-level, degree-granting institutions and SHALL NOT include games against junior colleges, clubs, foreign (Canada excluded) or military teams. See Policy Handbook, NAC Section XXI.

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/Association of Independent Institutions. 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 suspended person cannot be in the competitive venue the day of the contest or communicate with any team personnel or game officials the day of the contest. The student-athlete/coach will be normally removed from the venue during a suspension. However, the game manager will use their best discretion on what is appropriate to risk management procedures regarding their venue.

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/ coach. The form must be submitted to the NAIA within 48 hours after the completion of the contest.

Ejection Reporting Form – Click Here
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 completely checked in at a NAIA National Championship 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 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 August 7. NAIA Football ratings are conducted on a weekly basis beginning on September 11. 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 — August 7 (preseason), September 11, 18, 25, October 2, 9, 16, 23, 30, November 6, 12 (final – Sunday), and December 19 (postseason).

D. Total Number of Raters — The rating committee is comprised of 16 raters. Each rater is expected to submit both the conference/group and national ballots. Each affiliated conference/unaffiliated group and the Association of Independent Institutions (A.I.I.) have one rater.

E. Ongoing Bi-Weekly Ratings Deadlines —

<table>
<thead>
<tr>
<th>Day</th>
<th>Time (CT)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</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>Monday</td>
<td>10 AM – 12 PM</td>
<td>National Oversight reviews grid and processes rationale requests within SIDHelp</td>
</tr>
<tr>
<td>Monday</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>Monday</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>Preseason</th>
<th>Monday, August 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Monday, September 11</td>
</tr>
<tr>
<td>#2</td>
<td>Monday, September 18</td>
</tr>
<tr>
<td>#3</td>
<td>Monday, September 25</td>
</tr>
<tr>
<td>#4</td>
<td>Monday, October 2</td>
</tr>
<tr>
<td>#5</td>
<td>Monday, October 9</td>
</tr>
<tr>
<td>#6</td>
<td>Monday, October 16</td>
</tr>
<tr>
<td>#7</td>
<td>Monday, October 23</td>
</tr>
<tr>
<td>#8</td>
<td>Monday, October 30</td>
</tr>
<tr>
<td>#9</td>
<td>Monday, November 6</td>
</tr>
<tr>
<td>Final</td>
<td>Sunday, November 12</td>
</tr>
<tr>
<td>Postseason</td>
<td>Tuesday, December 19</td>
</tr>
</tbody>
</table>

G. The ratings are compiled from the balloting of the 16-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 Football Coaches Association that each week the conference/group football 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:
   1. Provide a written conference/group report to the NAIA National Office prior to the conference call or
   2. Find a replacement from their conference/group oversight committee to represent the group on the call.
      a. 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-30 rating and votes from each national rater) will be sent to all national raters after the weekly rating is posted on-line and released to the media. The information included in this grid is CONFIDENTIAL and raters must not share this grid with anyone.
   1. 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:
   2. For incorrect information on the conference/group rating (such as win-loss record, scores, etc.), contact the respective rater.
   3. For incorrect information on the national rating, contact both the respective rater and the NAIA National Office.
   4. For concerns regarding the conference/group rating, contact the respective rater and the conference/group commissioner.
   5. 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:
      1. 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:
         a. Overall win-loss record
         b. Head-to-head results (with most recent result taking precedence)
         c. Win-loss record vs. common opponents
         d. Win-loss record vs. nationally-rated teams
         e. 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. 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.

3. **Top-30 National Rating Submission** — Submission of the Top-30 national rating is done in SIDHelp (www.naiasports.org/admin).
   a. Raters must vote in rank order specified by each conference/group rater (i.e. the #2-rated team in a conference/group rating cannot be ranked higher than the #1 team in that same conference/group on any national ballot).
   b. No ties are allowed on national ballots.
   c. In the event of a tie on the conference/group rating, the national rater has a choice to rate that tied team on the national ballot in the order they deem appropriate, provided the tied teams follow the overall conference/group order. Here is an example: Team A and Team B are tied at #2 from a conference rating. The national rater can choose to rate Team B ahead or behind Team A on their national rating, provided Teams A and B are listed after the #1 team from that conference.
   d. Raters have one chance to save and submit their national rating in SIDHelp. They are not allowed to save their work half-way through submission to come back to it. It is encouraged to write out your Top-30 on paper and then submit in SIDHelp.
   e. National ratings received after the deadline will not be included in rating.
   f. Prior to tabulating each weekly Top-30 rating by the National Office, the highest and lowest ratings (a non-rating is a low rating) for each team (including those receiving votes) will be removed and the rating will be recalculated with a bonus rating point added to each team for every ballot (including discounted ballots) that appear on the weekly tabulation. Non-submitted
ballots and/or removed ballots are NOT factored into the above tabulations (i.e. a non-submitted ballot cannot serve as a low rating).

g. Teams who receive only one point in the national ballot will not be listed in the "Receiving Votes" category of the press release distributed to the public and posted on NAIA.org.

h. A rating will not be conducted if 50% of the raters do not submit a national ballot. Ratings that fail to reach the 50% participation standard cannot be delayed or postponed.

4. National Rating Request for Rationale Process — Raters are expected to be available via email and cell phone during the communicated request for rationale timeline (see deadlines in Section A).
   a. This step of the process will be done either via email or in SIDHelp and is sport specific.
   b. The National Office will facilitate this step of the process, which includes the National Oversight Committee.
   c. If a member of National Oversight requests rationale from a rater, that rater is required to provide detailed written explanation for those team(s) in which rationale is requested.
   d. Any appeals and the final decision to remove a rater are handled by the National Oversight Committee.
   e. See “National Oversight Committee” section for the entire National Oversight Committee process.

5. Removal of a rater is authorized when any combination of the following four incidents occur three times during a ratings calendar year:
   a. Failure to submit a Conference/Group OR national ballot.
   b. Failure to respond to a National Oversight rationale request.
   c. Failure to represent Conference/Group on a rating 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 (via 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.
   1. School websites that use SIDHelp – Reporting here automatically reports to the conference scoreboard (if the conference uses SID Help) and national scoreboard.
   2. Conference Websites that use SIDHelp – Reporting here automatically reports to the national scoreboard.

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 –
   1. A member of NAC Postseason Selection & Ratings Committee.
   2. Two coaches from appropriate sport with the following criteria:
      a. One coach must have prior rating experience and can be an active or former coach still involved in the NAIA.
      b. 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-hour process during each ratings period.

D. Here is recommended criteria for the National Oversight Committee to consider when reviewing rationale –
   1. Look for inconsistencies on an on-going weekly basis from a specific rater
2. Is there a concern about a rater(s) consistently ranking their Conference/Group higher/lower than the average?
3. Does the rater consistently consider the ranking criteria recommended by the NAC and apply that philosophy to their rating?
4. Is there a clerical error by the rater where he/she unintentionally placed that team, or didn’t rate that team, in error?
5. 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 –

1. 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.
2. 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).
   a. 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.
   b. 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.
   c. 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.
   d. 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.
3. For those sports where we use the automated SIDHelp process, use the following steps.
   a. National Oversight Committee will log into the SIDHelp system (naiasports.org/admin) and review the master grid within SIDHelp.
      i. 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.
   b. After viewing the grid, select the link to “view who voted for the week”.
   c. 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.
   d. 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.
   e. 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.
      i. Note – A majority vote (2-out-of-3) by the oversight committee to accept will close the rationale dialog.
   f. 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 –

1. First instance – Written warning (ballot is still included in that week’s rating)
2. Second instance – Rater(s) ballot is removed for that week
3. In each of the two instances, the NAIA National Office copies all parties (rater, national oversight, Conference/Group Commissioners).
a. 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 –
   1. Email the NAIA National Office your grievance within the constructed timeline
   2. 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 –
   1. Head-to-head result between tied teams – If still tied (one win/one loss) go to second criteria
   2. Win/Loss percentage vs. common opponents
   3. Accumulated ratings points in the previous four ratings grids (not including current weekly grid).
   4. 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.
   5. 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:
   1. 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.
   2. Click on “View Conference Ratings” under “Conference Ratings” headline
   3. Keep “All Conferences” on your first dropdown menu.
   4. On dropdown menus, choose your sport, date (should default to current week)
   5. 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
   1. 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.
   2. 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).
   3. 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.
   4. National grid – A spreadsheet that shows the national rating and votes from each national rater. This is not to be shared with anyone.
   5. 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.
   6. 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.
   7. SIDHelp – Database where all Conference/Group and national ratings are submitted. The website is 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 Football. 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 Football, please refer to www.ncaa.org, go to the Football page and the Statistician’s Manual link – Click Here
AWARDS

A. NATIONAL PLAYER OF THE WEEK

An offensive, defensive and special teams player of the week is selected throughout the regular season. Nominations are submitted each Monday by the Conference Sports Information Director.

B. ALL-AMERICA

In 2006 the NAIA-FCA approved a motion to have the AFCA select the NAIA All-America team. NAIA coaches are selected by the AFCA to sit on the AFCA-NAIA All-America Committee. One NAIA coach will be named chair by the NAIA and he will conduct all proceedings in conjunction with the AFCA for these selections. The team will be announced each year during the week of the NAIA National Championship. Please see www.afca.com for more details.

C. BUFFALO FUNDS FIVE STAR CHAMPIONS OF CHARACTER TEAM AWARD

The Buffalo Funds Five Star Champions of Character Award is an annual award given at the end of each sport season. Each sport awards the Buffalo Funds Five Star award to one team on a yearly basis and all NAIA teams are eligible for the team award. Teams must be nominated by their institutions. Award winners will be selected based upon their documented display of exemplary character and sportsmanship on the field, campus, and in the community. Specifically, fulfillment of the core character values of respect, responsibility, integrity, servant leadership and sportsmanship will be taken into consideration.

Click here for nomination information on this and all NAIA national awards.

D. DAKTRONICS-NAIA SCHOLAR-ATHLETE

Criteria –

1. Nominee is a junior or above in academic standing.
2. Nominee has been in attendance at the nominating institution for at least two full academic years (grades recorded for four semesters) as a non-transfer student or a minimum of one full academic year (grades recorded for two semesters) 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 November 1 to be eligible for national press release/website, certificate and honors database. All criteria must be met by this date.
   a. 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 don’t have an account, please sign up and create your own. Your access will be granted (usually) within one business day after being requested.

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 NOVEMBER 1. LATE nominations will be accepted through June 30th of each year, but will not be listed on the website, honors database or receive a certificate.

NOMINATIONS MUST BE COMPLETED ELECTRONICALLY FOR CONSIDERATION.
E. 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.

Please find the online submission form in our Official Publications section under Academic Awards.

F. PLAYER OF THE YEAR

Each conference and each independent institution with a .500 record or above will identify a player of the year upon submission of its All-Conference information as its nomination for NAIA National Player of the Year. The selection committee will evaluate player’s statistics and contributions to the team’s success, as well as the player’s success off the field and in the classroom. The award is recognition of achievement on the field but conduct off the field will also be considered.

The NAIA National Player of the Year will be recognized at the National Championship game banquet. The selection committee will vote on nominees in late November. Nominees will be designated by each conference or independent (provided they meet the criteria of winning record).

G. COACH OF THE YEAR

The AFCA selects a National Coach of the Year through a ballot of NAIA Football Head Coaches. All Head Coaches in the NAIA who are AFCA members are eligible for this award. The AFCA will also select five Regional Coaches of the Year. All recipients will be recognized at the AFCA Annual Convention in January. The NAIA will also recognize its Conference Coaches of the year. The NAIA Conference Football Coaches of the Year are also honored at the Annual NAIA Hall of Fame Dinner at the AFCA Convention each January.

H. NATIONAL CHAMPIONSHIP AWARDS

The NAIA maintains a standardized awards program for the National Championship. Appropriate conference awards are to be ordered by the conference and are the financial responsibility of the conference.

National awards are presented to the official party of each participating team. Individual plaques are awarded to the official party of the semifinal, runner-up and National Championship teams. Trophies are awarded to the semifinal, runner-up and National Championship teams. Each week throughout the Football Championship Series, Outstanding Offensive and Defensive Players are selected and presented with a plaque.

I. ORDERING AWARDS

Official NAIA awards MUST be ordered from:
Collegiate Awards, 18081 E. Trafficway, Springfield, MO 65802
Contact – Brad Stout, brads@collegiateawards.com, 417-873-9280
NAIA National Office Staff Awards Liaison – Kelli Briscoe – kbriscoe@naia.org
COACHES ASSOCIATION

A. NAIA FOOTBALL COACHES ASSOCIATION

The NAIA Football Coaches Association (NAIA-FCA) is an organization of collegiate football coaches at NAIA institutions. The NAIA-FCA membership dues are paid by the institution as part of its NAIA membership dues for all personnel who receive all or part of their salary for their responsibilities within the athletic department. The NAIA-FCA Annual Business Meeting is held each January in conjunction with the American Football Coaches Association (AFCA) Annual Convention.

The NAIA-FCA elects officers who serve two-year terms (effective 2001) and provide the leadership for the Association. The NAIA-FCA studies and makes recommendations through legislation of actions affecting the organization and administration of the NAIA Football Championship Series. All action items are forwarded to the NAIA National Administrative Council for final approval. See Appendix A for a complete list of NAIA-FCA officers, committees and Past Presidents.

B. AMERICAN FOOTBALL COACHES ASSOCIATION

The American Football Coaches Association was founded in 1923 as a means of providing education, service, promotion and simulation of interest in Football. To obtain these goals, the AFCA holds various types of coaching clinics, administers awards programs for coaches and athletes and publishes The Extra Point on a bimonthly basis. More information on the AFCA, membership and its programs may be obtained by contacting: AFCA, 100 Legends Lane, Waco, Texas 76706; Phone: (254) 754-9900.

C. NAIA-FCA VOTING

NAIA Coaches Associations must have a quorum (at least 50% 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.

NAIA FOOTBALL COACHES ASSOCIATION STANDING COMMITTEES

NAIA-FCA OFFICERS (First of Two-Year Term)

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Institution</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Todd Hafner</td>
<td>William Penn University</td>
<td>(641) 673-2160</td>
</tr>
<tr>
<td>1st Vice President</td>
<td>Chris Oliver</td>
<td>Lindsey Wilson College</td>
<td>(270) 384-8524</td>
</tr>
<tr>
<td>2nd Vice President</td>
<td>Dennis McCulloch</td>
<td>Valley City State University</td>
<td>(701) 845-7425</td>
</tr>
<tr>
<td>3rd Vice President</td>
<td>Mike Magistrelli</td>
<td>St. Ambrose University</td>
<td>(563) 386-1355</td>
</tr>
<tr>
<td>Past President</td>
<td>Paul Troth</td>
<td>Missouri Valley College</td>
<td>(660) 831-4118</td>
</tr>
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RATINGS COMMITTEE

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<tr>
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<tbody>
<tr>
<td>CENTRAL STATES FOOTBALL LEAGUE</td>
<td>Butch Henderson</td>
<td>Wayland Baptist</td>
<td><a href="mailto:hendersonb@wbu.edu">hendersonb@wbu.edu</a></td>
<td>(806) 441-5083</td>
</tr>
<tr>
<td></td>
<td>Lawrence Livingston</td>
<td>Bacone (Okla.)</td>
<td><a href="mailto:livingstonla@bacone.edu">livingstonla@bacone.edu</a></td>
<td>(918) 781-7357</td>
</tr>
<tr>
<td>FRONTIER CONFERENCE</td>
<td>Tim Camp</td>
<td>Eastern Oregon</td>
<td><a href="mailto:tcamp@eou.edu">tcamp@eou.edu</a></td>
<td>(541) 962-3396</td>
</tr>
<tr>
<td></td>
<td>Ryan Nourse</td>
<td>Montana Western</td>
<td><a href="mailto:ryan.nourse@umwestern.edu">ryan.nourse@umwestern.edu</a></td>
<td>(406) 925-3356</td>
</tr>
<tr>
<td>GREAT PLAINS ATHLETIC CONFERENCE</td>
<td>Matt Franzen</td>
<td>Doane (Neb.)</td>
<td><a href="mailto:mfranzen@doane.edu">mfranzen@doane.edu</a></td>
<td>(402) 826-8201</td>
</tr>
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<td>Name</td>
<td>Institution</td>
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<tr>
<td>Steve Ryan</td>
<td>Morningside (Iowa)</td>
<td><a href="mailto:ryan@morningside.edu">ryan@morningside.edu</a></td>
<td>(712) 274-5283</td>
<td></td>
</tr>
<tr>
<td>Larry Wilcox</td>
<td>Benedictine (Kan.)</td>
<td><a href="mailto:lwilcox@benedictine.edu">lwilcox@benedictine.edu</a></td>
<td>(913) 360-7542</td>
<td></td>
</tr>
<tr>
<td>Paul Troth</td>
<td>Missouri Valley</td>
<td><a href="mailto:trothp@moval.edu">trothp@moval.edu</a></td>
<td>(660) 831-4118</td>
<td></td>
</tr>
<tr>
<td>Kent Kessinger</td>
<td>Ottawa (Kan.)</td>
<td><a href="mailto:kent.kessinger@ottawa.edu">kent.kessinger@ottawa.edu</a></td>
<td>(785) 242-5200</td>
<td></td>
</tr>
<tr>
<td>Mike Gardner</td>
<td>Tabor (Kan.)</td>
<td><a href="mailto:michaelg@tabor.edu">michaelg@tabor.edu</a></td>
<td>(620) 877-7666</td>
<td></td>
</tr>
<tr>
<td>Bill Cronin</td>
<td>Georgetown (Ky.)</td>
<td><a href="mailto:bill_cronin@georgetowncollege.edu">bill_cronin@georgetowncollege.edu</a></td>
<td>(502) 863-8064</td>
<td></td>
</tr>
<tr>
<td>Allan Holland</td>
<td>Pikeville (Ky.)</td>
<td><a href="mailto:allanholland@upike.edu">allanholland@upike.edu</a></td>
<td>(606) 218-5369</td>
<td></td>
</tr>
<tr>
<td>Kelly Scott</td>
<td>Webber International</td>
<td><a href="mailto:scottkw@webber.edu">scottkw@webber.edu</a></td>
<td>(863) 638-2959</td>
<td></td>
</tr>
<tr>
<td>Kevin Donley</td>
<td>Saint Francis (Ind.)</td>
<td><a href="mailto:kdonley@sf.edu">kdonley@sf.edu</a></td>
<td>(260) 399-7700</td>
<td></td>
</tr>
<tr>
<td>Mike Magistrelli</td>
<td>St. Ambrose (Iowa)</td>
<td><a href="mailto:magistrellimichaelj@sau.edu">magistrellimichaelj@sau.edu</a></td>
<td>(563) 386-1355</td>
<td></td>
</tr>
<tr>
<td>Dennis McCullough</td>
<td>Valley City State (N.D.)</td>
<td><a href="mailto:dennis.mcclough@vcsu.edu">dennis.mcclough@vcsu.edu</a></td>
<td>(701) 840-1419</td>
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<tr>
<td>Mike Feminis</td>
<td>St. Xavier University, Mid-Sates Football Association</td>
<td><a href="mailto:feminis@sxu.edu">feminis@sxu.edu</a></td>
<td></td>
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</tr>
<tr>
<td>Chris Oliver</td>
<td>Lindsey Wilson College, Mid-South Conference</td>
<td><a href="mailto:oliverc@lindsey.edu">oliverc@lindsey.edu</a></td>
<td></td>
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<tr>
<td>Jesse Godding</td>
<td>National Administrative Council</td>
<td><a href="mailto:jgodding@sagu.edu">jgodding@sagu.edu</a></td>
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**RATER’S NATIONAL OVERSIGHT COMMITTEE**

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
<th>Email</th>
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<td>National Administrative Council</td>
<td><a href="mailto:jgodding@sagu.edu">jgodding@sagu.edu</a></td>
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**NOMINATING COMMITTEE**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Chair:</td>
<td>Todd Hafner, William Penn University</td>
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<tr>
<td>Members:</td>
<td>Chris Oliver, Lindsey Wilson College</td>
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<td>Dennis McCulloch, Valley City State University</td>
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<td>Mike Magistrelli, St. Ambrose University</td>
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**FCS MANUAL COMMITTEE**

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<tr>
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<tbody>
<tr>
<td>Chair:</td>
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<tr>
<td>Members:</td>
<td>TBD</td>
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**CONVENTION PLANNING COMMITTEE**

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<tr>
<th>Name</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Chair:</td>
<td>Bill Ramseyer, University of Virginia-Wise (Retired)</td>
</tr>
<tr>
<td>Members:</td>
<td>Kent Kessinger, Ottawa University</td>
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<td>Chris Oliver, Lindsey Wilson College</td>
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**NAIA LIAISONS**

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<tr>
<th>Role</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>NAIA Staff Liaison</td>
<td>Kelli Briscoe, NAIA Football Sport Manager</td>
</tr>
<tr>
<td>NAC Representative</td>
<td>Jesse Godding, Director of Athletics, Southwest Assemblies of God University</td>
</tr>
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NAIA National Office • 1200 Grand Blvd., Kansas City, MO 64106 • 816.595.8000

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NAIA FOOTBALL COACHES ASSOCIATION CONSTITUTION

Article I – Name
The name of this organization shall be the National Association of Intercollegiate Athletics Football Coaches Association (NAIA-FCA).

Article II – Purpose
The purpose of the NAIA Football Coaches Association is to supervise and conduct programs that foster and promote NAIA Football. The NAIA-FCA, in conjunction with the NAIA National Administrative Council, shall establish policies and procedures for the conduct of the Association as well as the Football Championship Series.

Article III – Membership
Membership of the Association shall be made up of both active and honorary members.
A. Active membership of this association shall be comprised of football coaches who are actively engaged in coaching football at an NAIA institution.
B. Honorary membership of the association shall be comprised of any retired NAIA coaches, NAIA Football Hall of Fame inductees, or any individual who, because of their contribution to NAIA Football, shall be nominated by the Executive Committee and elected by a majority vote of the Association’s active membership.

Article IV – Voting Power
All members shall have the privilege of speaking from the floor at meetings. However, in voting matters, each institution shall only receive one vote.

Article V – Officers (Executive Committee)
A. Officers of the Association shall consist of a President, First Vice President, Second Vice President, Third Vice President and immediate Past President.
B. Officers shall be head Football coaches at NAIA institutions that are in good standing with the NAIA and who are active members of the Association.
C. Officers shall be nominated at the annual business meeting and confirmed by Association vote.
D. Each officer shall be elected for a maximum eight-year term beginning with the Third Vice President and then rotating upward until the Presidency term is complete.
E. In the event of a vacancy, the normal progression will be accelerated to fill the vacant office and the remaining officers shall be empowered to appoint a coach from the membership to fill the remaining vacant spot. This appointee will not succeed in the normal progression of offices unless voted in by the membership at the next annual meeting of the Association.

Article VI – Duties of the Officers
A. The President shall afford leadership and guidance to the NAIA-FCA through all possible channels. He shall preside at the annual business meeting as well as any other meetings of the Association deemed necessary. He shall appoint committee chairmen and members whose appointments are not otherwise provided by the Constitution and Bylaws. The President will give the NAIA Football report during the AFCA Kickoff Luncheon. The President will also serve as one of the game committeemen during the National Championship. The individual serving in the role of President for the NAIA-FCA during the 2022-23 academic year will also be a member of the Council for Student-Athletes (CSA). This role on the CSA is a two-year responsibility, regardless of their term lengths as an officer of the NAIA-FCA.
B. The First Vice President shall assist the President in the performance of his duties and assume the leadership at all meetings unattended by the President. He shall coordinate the Daktronics-NAIA Scholar Athlete award program by collecting and reviewing all nomination forms and providing the NAIA National Office with a report. The First Vice President shall also serve as one of the game committeemen during the National Championship.
C. The Second Vice President shall serve as chair as the Football Championship Series Manual Committee. He shall also be responsible for recording the minutes during the annual business meeting. Should the President or First Vice President have his team qualify for the National Championship, the Second Vice President will serve as one of the game committeemen.
D. The Third Vice President shall be responsible for performing various duties during the annual business meeting. He shall be prepared to serve as one of the games committeemen during the National Championship should the President and Vice President both have their teams qualify for the National Championship.
E. The immediate Past President shall serve as emcee during the annual Hall of Fame banquet which takes place during the AFCA Convention.
Article VII – Meetings
There shall be one annual meeting of the Association held in conjunction with the American Football Coaches Association Convention.

Article VIII – Committees
A. The Nominating Committee is chaired by the President and is comprised of the officers of the NAIA-FCA. The Nominating Committee will make recommendations to fill vacancies on the Executive Committee as well as any other committees deemed necessary by the membership.

B. The Football Championship Series Manual Committee is chaired by the Second Vice President and is comprised of two at-large members. This committee will work closely with the NAIA Football Sport Manager reviewing and updating the FCS Manual. Changes will require approval by the membership and may require approval from the NAIA National Administrative Council. At-large members are appointed by the Nominating Committee. Consideration will be given to those coaches who have FCS experience and whose nomination would create equal geographical representation.

C. The Convention Planning Committee in conjunction with the NAIA National Office and American Football Coaches Association representative, is responsible for planning and evaluating the various meetings that take place during the AFCA Convention. The committee members will meet prior to the start of the NAIA meetings and perform a walkthrough of the convention site, meeting rooms, etc. This committee consists of a chairman, three at-large members and the President of the Football Coaches’ Association. The committee chair shall give a convention report during the annual business meeting.

D. The Football Selection Committee is made up of the officers of the association and the National Administrative Council sport liaison. Should one or more of the officers be in contention for a FCS berth, an alternate will be appointed to fill his position. This committee works closely with the NAIA National Office, meeting and making projections leading up to and confirming the selection and parings on the day of the final rating.

Article IX – Amendments
A proposed amendment shall be presented during the annual business meeting and must be approved by a two-thirds vote. Final approval must be given by the NAIA National Administrative Council.
NAIA Football Coaches Business Meeting Minutes – 2017
Gaylord Opryland Resort & Convention Center – Nashville, Tenn. – January 9, 2017

Meeting called to order by Paul Troth (Missouri Valley College) at 9 AM

Members Present: Jeff Bowen, Arizona Christian; Justin Berna, Avila; Mike Grossner, Baker; Larry Wilcox, Benedictine; Chris Elliott, Bethel (Tenn.); Dewey Lusk, Bluefield College; Perry Thomas, Campbellsville; Nate Johnson, Cincinnati Christian; Joshua Schumacher, Concordia (Mich.); Patrick Daberkow, Concordia (Neb.); Tom Sallay, Culver-Stockton; Donnie Suber, Cumberland; Ron Pavan (Athletic Director), Cumberland; Ross Cimpl, Dakota Wesleyan; Pete Stanton, Dickinson State; Matt Franzen, Doane; Tim Camp, Eastern Oregon; Chuck Hepola, Evangel; Bill Cronin, Georgetown; Matt Drinkall, Kansas Wesleyan; Chris Oliver, Lindsey Wilson; Kyle Phelps, Lyon College; Mark Henninger, Marian; Brian Willmer, MidAmerica Nazarene; Jeff Jamrog, Missouri Baptist; Paul Troth, Missouri Valley; Aaron Christensen, Montana State Northern; Chuck Morrell, Montana Tech; Steve Ryan, Morningside; Matt McCarty, Northwestern; Eric Hehman, Olivet Nazarene; Allan Holland, Pikeville; Steve Schneider, Peru State; Andy Carr, Presentation; Jared Williamson, Robert Morris (Ill.); Jason Petrino, Rocky Mountain; Frank Tristan, SAGU; Mike Magistrelli, St. Ambrose; David Harper, St. Andrews; Joe Curry, St. Francis (Ill.); Kevin Donley, Saint Francis (Ind.); Jay Osborne, University of Saint Mary; Mike Feminis, Saint Xavier (Ill.); Dan McKeown, Siena Heights; Keith Barefield, Southeastern; Craig Howard, Southern Oregon; Mike Gardner, Tabor; Ron Korfmacher, Taylor; Joe Prud'homme, Texas Wesleyan; Kirk Wherritt, Trinity International; Dennis McCulloch, Valley City State; Rod Shafer, Warner; Butch Henderson, Wayland Baptist; Kelly Scott, Webber International; Todd Hafner, William Penn.

Approval of 2016 Meeting Minutes
- Motion by Mike Feminis (St. Xavier University)
  - Second by Justin Berna (Avila)
  - Vote: Passed 50-0

Business
Recognition of Individuals by Paul Troth
- Coaching Milestones
  - Kevin Donley, Saint Francis (Ind.) – 300 wins
  - Monty Lewis, Friends (Kan.) – 150 wins
  - National Champion – University of Saint Francis (Ind.) – Kevin Donley
  - Assistant Coach of the Year – Lou Varley, Peru State College (Neb.)
  - Team Character Award – Concordia University (Mich.)
- Congratulations to Larry Wilcox of Benedictine College for being inducted into the NAIA Hall of Fame

Committee Reports
Ratings Committee – Paul Troth, Missouri Valley College
- Not a lot of discussion
- Good system – Not perfect, but always working to improve

All-American Committee – Bill Cronin, Georgetown College
- Selection comes from seven districts (three representatives per district)
- Two teams selected – Appreciate the help from the selection committee
- There is some talk about developing a third All-American team that would have an independent sponsor and Cronin believes it would be a great idea to try and develop

AFCA Committee – Bill Cronin, Georgetown College
- New AFCA Executive Director Todd Berry will do a great job as a leader
- We need to give him a chance to develop his ideas
- Berry will be a great supporter of all divisions, including the NAIA
- Cronin also informed the coaches that the AFCA Coaches Awards Show was being held on CBS as a live broadcast and encouraged coaches to support the event and make an appearance.
- Working hard to improve the branding/visibility of the AFCA and promote the National Championship Trophy.
- Hopefully this will be a future revenue source for the AFCA and will continue to help offset costs.
Convention Planning Committee – Chris Oliver, Lindsey Wilson College
- Bill Ramseyer usually heads up this committee, but was unable to attend due to illness
- Oliver had nothing to report from this committee, but encouraged member schools to continue to make nominations to the NAIA Hall of Fame

NAIA Office National Office Report – Mike Higgins, NAIA
- NAIA Legislative Process
  - Discussed the NAIA process for Football to move forward a sport motion or legislative process
  - Sport motions must have at least 50% of the NAIA’s head coaches and pass in order to take the next step forward to the appropriate NAC Committee
  - If passed by NAC Committee, the sport motion would then go to the full NAC and then to the Council of Presidents for final approval
  - Can be a long process, but important for coaches to understand that items voted on and “passes” at the Football Coaches Meeting have a longer path to final approval
  - Legislative and bylaw changes are even more difficult and require two sponsor organizations

- NAIA Coaches Association Outreach
  - Discussed the commitment from the NAIA National Office to serve the coaches and reiterated their role as facilitators for initiative that the coaches would like to further

- NAC Involvement
  - The NAIA National Office has also made it a priority of getting the NAC sport representatives involved in each sport’s legislative process
  - Matt Sayre, Athletic Director at Southern Oregon, has done an excellent job of being involved on important issue calls – Matt was planning to attend the AFCA Convention, but his flight was cancelled due to the storm in Portland and regretted not being at the meeting.

- Drug Testing
  - Informed coaches that Drug Testing Education has begun and that final legislation will be voted on at the NAIA Convention in April regarding penalties for positive tests
  - On-site testing will begin at 2017-17 NAIA National Championships
  - Testing will be for Performance Enhancing Drugs, not street drugs

- Questions/Concerns About Drug Testing/Consequences
  - How are consequences enforced after a championship?
  - It will look bad if we have a National Championship revoked due to a positive drug test
  - Coaches made it known that pre-National Championship testing would be the preferred testing time, so that players could be suspended ahead of the contest
    - If testing is done ahead of the National Championship game on site, losing a player and not being able to replace him on the 57-man roster is also a concern
  - Wondering if this is just a Public Relations move
  - Presidents need to understand how important the timing of the drug testing is to the overall picture

- Other NAIA Business
  - Informed coaches that a task force has been formed to review direct qualification among all sports
  - Task force is looking hard at Basketball divisions
  - Football coaches should be plugged into review on Financial Aid
**NAIA National Championship Update – Kelli Briscoe, NAIA**

- Informed coaches that we are currently in final negotiations on a two-year extension to take National Championship back to Daytona Beach
- Daytona Beach has been a great partner and we are hoping to build upon that relationship in future years
- Received much positive feedback regarding Daytona Beach as hosts and the overall "bowl game” experience for the student-athletes and coaches
- Praised The Sun Conference coaches for conducting a Football Player Combine on site the afternoon of the National Championship
  - Over 125 kids attended combine (only 12 in previous year)
- NAIA is looking into ways to build more presence in the local Daytona Beach community – Will be reaching out to local high school athletic directors and football coaches to try to build some community involvement programming

**NAIA Ball Adoption Update – Marc Boerigter, NAIA**

- Discussed the new ball adoption with Big Game, USA for the 2017, 2018 and 2019 seasons
- Informed coaches that this is a postseason adoption only and all teams qualifying for the FCS will be required to use one of two models from Big Game – the “1901” or “Team Issue” ball
- No other branded ball may be used during the postseason
- Larry Wilcox talked about his support of Big Game as the ball sponsor
  - Benedictine used the Big Game ball this year and was very impressed with the ball and how well it held up during the season

**AFCA Update – Todd Berry, AFCA**

- Berry stopped by to welcome the NAIA coaches to the AFCA Convention
- Discussed how the AFCA needs to be more in unison and talk as a whole body and not just by divisions
- Also talked about how the AFCA needs to have more engagement and wanting to set agendas instead of being told what to do by other organizations
- Encouraged coaches to talk to Bill Cronin if there are any issues or concerns that the NAIA has about the AFCA
- Berry praised Cronin for the great job he is doing while serving as the AFCA representative for the NAIA

**New Business – Chris Oliver, Lindsey Wilson College**

- Oliver put forth a sport motion, stating –
  - Student-athletes who only play in the fourth quarter of a varsity football contest do not count towards the countable aid limit (24)
  - Motion second by Todd Hafner (William Penn University)
- Discussion Items –
  - Oliver wanted to make it clear that this sport motion was about retention for schools that have larger rosters
  - Several coaches expressed concerns on how this would be monitored
  - Oliver plans to request an addendum to his varsity roster for those student-athletes that played just in the fourth quarter
  - Would be self-reporting and based on the honor system
  - Players who initially had an exemption but were then forced into play due to injury would be counted – but if they were replacing a player for a season-ending injury, it currently does not count against the limit
- Vote – Motion Passes, 37-13
- Complete Sport Motion Language Attached*
**New Business – Chuck Morrell, Montana Tech**

- Morrell put forth a sport motion, stating –
  - All NAIA Football-participating institutions are required to provide $5,500 annually to be used exclusively to fund the NAIA Football Championship Series reimbursement pool.
  - Payment is due by October 1st annually, to be billed by the NAIA.
  - Amendment to take place at the start of the 2017-18 school year.
  - Motion second by Steve Schneider (Peru State College)

- Discussion Items –
  - If an institution chooses not to pay the $5,500 annual fee, Morrell is requesting five-year moratorium from FCS playoff participation for that school.
  - Concerns were voiced about the level of commitment the NAIA would have towards FCS reimbursement if institutions started paying an additional $5,500 annually.
  - Mike Higgins stated that the NAIA has worked hard at trying to lower travel costs by working with charter companies on the front end.
  - Higgins believes this is an issue at the national level for all sports and stated there is work being done to help alleviate some of these issues.
  - Higgins also stated that the COP stance on championships is that they need to stand on their own and pay for themselves and only reimbursement would come from monies made through championships.

- Vote – Motion Passes, 50-1
- Complete Sport Motion Language Attached*

**Other Discussion Topics**

- Steve Ryan (Morningside College) discussed the thought of approaching Big Game to be a sponsor for a third All-American team.
  - Marc Boerigter (NAIA) mentioned that he is working on that option not only with Big Game, but other possible sponsors as well.
- Larry Wilcox (Benedictine College) talked about how important it is for head coaches to nominate student-athletes from their teams that are deserving of the honor.
  - Wilcox also encouraged the idea of taking student-athletes on international trips, and to come and speak to him about their previous international experiences.

**Sponsor Presentations**

- Bob Bartholomew from eTeamSponsor (NAIA Official Team Fundraising partner) gave a presentation on how they can be a useful tool in helping teams/schools fundraise through their branded campaigns.
- Austin Barone from Just Play Sports Solutions (NAIA Official Playbook and Scouting Report Solution) gave a presentation on how their product can streamline a coach’s workflow to allow them to better teach their student-athletes from everything to scout film, playbook building, video quizzes, interactive learning, diagramming and video editing system integration.

**Closing Remarks**

- Todd Hafner (William Penn University) let everyone know that Paul Troth (Missouri Valley College) had completed his Presidency term on the Football Executive Committee and thanked him for his service.
- Hafner will be taking over the role as President for a two-year term, while Chris Oliver (Lindsey Wilson College) will be the First Vice President, Dennis McCulloch (Valley City State University) will become the Second Vice President and Mike Magistrelli will start his first term as the Third Vice President.
- Motion to Adjourn by Mike Feminis (St. Xavier University)
  - Second by Joe Curry (University of St. Francis – Illinois)
  - Vote Passed – 50-0