Table of Contents

Important Dates .................................................................................................................................................................. 3
Playing Rules and Regulations ........................................................................................................................................... 5
Conduct in Competition ..................................................................................................................................................... 6
Postseason Competition ..................................................................................................................................................... 7
National Championship ...................................................................................................................................................... 9
NAIA Policy Handbook Information .................................................................................................................................... 13
Sunday Play Policy ............................................................................................................................................................. 14
Drug Testing ...................................................................................................................................................................... 14
Reporting Results and Statistics .......................................................................................................................................... 15
Ratings Manual .................................................................................................................................................................. 17
Awards ............................................................................................................................................................................. 26
Coaches Association ........................................................................................................................................................... 28
Standing Committees ......................................................................................................................................................... 30
Constitution and Bylaws .................................................................................................................................................... 30

APPENDICES

NAIA Women’s Soccer Leadership Responsibilities ........................................................................................................ A
NAIA Women’s Soccer Selection Committee Protocol/Modified RPI Information .............................................................. B
Qualification Plan - Women’s Soccer ........................................................................................................................................ C
NAIA Women’s Soccer Regular Season Roster ................................................................................................................... D
NAIA Women’s Soccer All-American Guidelines & Procedures ............................................................................................ E
Addendum to United Soccer Coaches Ethics Statement for NAIA Women’s Soccer Coaches.............................................. F

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# Important Dates

## 2018-2019 SPORT CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 8</td>
<td>Rating’s Responsibilities Call 10 a.m. (CST)</td>
</tr>
<tr>
<td>August 14</td>
<td>Preseason rating - available after 5 p.m. (CST) at <a href="http://www.naia.org">www.naia.org</a></td>
</tr>
<tr>
<td>September 1</td>
<td>DEADLINE for the national office to receive affiliated conference, independent and unaffiliated group playoff plans.</td>
</tr>
<tr>
<td>September 4</td>
<td>Weekly ratings begin for women’s soccer - available after 5pm (CST) at <a href="http://www.naia.org">www.naia.org</a></td>
</tr>
<tr>
<td>September 4</td>
<td>First weekly nominations for the NAIA Women’s Soccer National Player of the Week</td>
</tr>
<tr>
<td>September 17</td>
<td>DEADLINE for the national office to receive affiliated conference, independent and unaffiliated group playoff plans.</td>
</tr>
<tr>
<td>September 26</td>
<td>DEADLINE for the national office to receive affiliated conference, independent and unaffiliated group playoff plans.</td>
</tr>
<tr>
<td>October 1</td>
<td>National Ratings conference call #2</td>
</tr>
<tr>
<td>October 17</td>
<td>RELEASE #2 of the MRPI totals.</td>
</tr>
<tr>
<td>October 29</td>
<td>National Ratings conference call #3</td>
</tr>
<tr>
<td>November 1</td>
<td>DEADLINE for potential national championship opening round host institutions to submit site questionnaire/bids to NAIA National Office.</td>
</tr>
<tr>
<td>November 1</td>
<td>RECEIPT DEADLINE for submitting Daktronics-NAIA Scholar-Athlete nomination through SID-HELP</td>
</tr>
<tr>
<td>November 1</td>
<td>RECEIPT DEADLINE for submitting NAIA Buffalo Funds Five-Star Champions of Character Team Award</td>
</tr>
<tr>
<td>November 5</td>
<td>DEADLINE for submitting conference/A.I.I./unaffiliated grouping tournament brackets with participating teams to NAIA National Office.</td>
</tr>
<tr>
<td>November 9</td>
<td>RELEASE #3 of the MRPI totals</td>
</tr>
<tr>
<td>November 9</td>
<td>DEADLINE for teams advancing to postseason play to submit official postseason roster (via SIDHelp; <a href="http://www.naiasports.org/admin">www.naiasports.org/admin</a>)</td>
</tr>
<tr>
<td>November 10</td>
<td>DEADLINE for completing affiliated conference, A.I.I. and unaffiliated group tournaments.</td>
</tr>
<tr>
<td>November 10</td>
<td>DEADLINE for coaches to submit All-Conference/A.I.I./Unaffiliated Group Team ballots to sport chairs.</td>
</tr>
<tr>
<td>November 12</td>
<td>RELEASE OF FINAL NATIONAL RATING and qualifiers.</td>
</tr>
<tr>
<td>November 12</td>
<td>RELEASE of at-large selection, fifteen (15) opening-round pairings and official bracket for the Women’s Soccer National Championship.</td>
</tr>
<tr>
<td>November 14</td>
<td>DEADLINE to submit form All-Conference/ A.I.I./Unaffiliated Group Teams to the NAIA national office – <a href="mailto:mburchard@naia.org">mburchard@naia.org</a>.</td>
</tr>
<tr>
<td>November 17</td>
<td>35th ANNUAL NAIA WOMEN’S SOCCER NATIONAL CHAMPIONSHIP Opening Rounds</td>
</tr>
<tr>
<td>November 25</td>
<td>NAIA Women’s Soccer National Championship Opening Banquet – Orange Beach, AL</td>
</tr>
<tr>
<td>Nov 26 - Dec 1</td>
<td>35th ANNUAL NAIA WOMEN’S SOCCER NATIONAL CHAMPIONSHIP Final Site. Orange Beach Sportsplex-Orange Beach, AL</td>
</tr>
<tr>
<td>November 30</td>
<td>RELEASE of Daktronics-NAIA Scholar-Athlete recipients - available after 3 p.m. (CST) at <a href="http://www.naia.org">www.naia.org</a>.</td>
</tr>
<tr>
<td>December 4</td>
<td>RELEASE of 2018 NAIA Women’s Soccer All-America Teams and National Player of the Year.</td>
</tr>
<tr>
<td>December 14</td>
<td>Agenda items, sport motions and proposals due to the NAIA for NAIA-WSCA business meeting at United Soccer Coaches convention.</td>
</tr>
<tr>
<td>December 21</td>
<td>DEADLINE for submitting national/USC coach of the year ballots to the national office.</td>
</tr>
<tr>
<td>Jan. 10</td>
<td>NAIA-WSCA Annual Business Meeting</td>
</tr>
<tr>
<td>Jan. 10</td>
<td>RELEASE of 2018 Select Sport America/NAIA Women’s Soccer Coach of the Year.</td>
</tr>
<tr>
<td>June 30</td>
<td>RECEIPT DEADLINE for Scholar Team nomination forms. Send to the NAIA National Office, Attn: NAIA Scholar-Team Award.</td>
</tr>
</tbody>
</table>
B. FIVE YEAR CHAMPIONSHIP CALENDAR

2018 (31-team, single-elimination)
November 10   Conference/A.I.I./Unaffiliated Group qualifying deadline
November 17   National Championship Opening Round (host sites)
Nov. 26-Dec. 1 National Championship – Orange Beach Sportsplex – Orange Beach, AL

2019 (46-team, single-elimination)
November 16   Conference/A.I.I./Unaffiliated Group qualifying deadline
November 23   National Championship Opening Round (host sites)
December 2-7   National Championship – Orange Beach Sportsplex – Orange Beach, AL

2020 (46-team, single-elimination)
November 14   Conference/A.I.I./Unaffiliated Group qualifying deadline
November 21   National Championship Opening Round (host sites)
Nov. 30-Dec. 5 National Championship – Orange Beach Sportsplex – Orange Beach, AL

2021 (46-team, single-elimination)
November 13   Conference/A.I.I./Unaffiliated Group qualifying deadline
November 20   National Championship Opening Round (host sites)
Nov. 29-Dec. 4 National Championship – TBD

2022 (46-team, single-elimination)
November 12   Conference/A.I.I./Unaffiliated Group qualifying deadline
November 29   National Championship Opening Round (host sites)
Nov. 28-Dec. 3 National Championship – TBD
PLAYING RULES AND REGULATIONS

A. PLAYING RULES


NAIA Women’s Soccer Rule Modification to the NCAA Women’s Soccer Rules
A. The field of play shall be rectangular, with a length of at least 115 yards and a width of at least 70 yards. The NCAA exception for facilities in use before 1995 is not recognized by the NAIA. (This adjustment only applies to national championship competition: opening rounds and final site.)

B. GAME OFFICIALS

The outcome of all games is under the jurisdiction of game officials. Decision of game officials are final and are not subject to appeal. The only instance which a game can be protested is when a referee has misapplied a rule (not a judgement call). In that case a protest may be filed within 48 hours of the contest using the NAIA Protest Form found by CLICKING HERE.

All NAIA teams are required to use a standardized NAIA pre-game roster form to be exchanged prior to all matches. One version must include yellow/red card information and be distributed to the opposing team, table/press box personnel and media. A separate version (without yellow/red card totals) must be distributed to the game officials at least fifteen minutes prior to the start of the game.

If a game is suspended prior to its completion (because of the elements or other causes), the game shall not count; unless it has proceeded to the 70:00 minute mark or beyond. In that case, it would be considered a game. If the decision is made to replay a game that did not progress beyond the 70:00 mark; it shall be replayed in its entirety. Statistics from the first game shall not count. However, any ejections or cautions occurring in the first game shall be subject to the procedures stated in the NCAA Rulebook. Games that are suspended by an official and resumed the same day after an "official delay" can be resumed and completed from the point of suspension. A game official may also "terminate" play due to player/coach/team conduct and declare a forfeit winner at any time during a contest.

The three-person diagonal officiating system is required per NCAA rules. It is strongly recommended that the host institution for regular season games be responsible for hiring and compensating the game officials.

Officials for conference/A.I.I./unaffiliated grouping national qualifying games shall be assigned by the conference/A.I.I./unaffiliated grouping or by policy established by the affiliated conference/A.I.I./unaffiliated grouping executive committee. Compensation is the responsibility of the host institution.

C. SEASON RECORDS

Won-loss-tied records for all member institutions participating in women's soccer shall include ONLY those games played against accredited upper-level, degree-granting institutions, and SHALL NOT include games against junior colleges, clubs, foreign (Canada and Mexico excluded), or military teams.

D. OFFICIAL BALL

The official ball for NAIA postseason competition is the Select Sport America Brilliant Super. Select Sport America will provide the balls for national competition. The NAIA strongly recommends the use of the Select Sport America Brilliant Super for regular season and affiliated conference play.

The NAIA-WCA, in consultation with Select Sport America, has recommended an inflation range (9.5-12.5 PSI)

To learn more about the Select Sport America/NAIA partnership and the NAIA Official Championship Ball visit www.naia.org/ViewArticle.dbml?DB_OEM_ID=27900&ATCLID=205327408.
E. CODE OF ETHICS

The NAIA-WSCA adopted the United Soccer Coaches Ethics Statement with NAIA modifications (Appendix G), to which the Association's women's soccer coaches are to adhere. This is in addition to the NAIA Coaches Code and Code of Ethics outlined on pages ii & iii in the NAIA Official Handbook.

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 player, coach or other bench personnel ejected from the game must leave the venue, be out of sight and sound and is prohibited from any communication or contact, direct or indirect, with the team, coaches and/or bench personnel until the completion of the contest, including all overtime periods. Exception: The athletic trainer is permitted to be in the designated spectator area if he/she is ejected. If the ejected individual(s) is a player of record in the game at the time of the ejection, the player, who cannot be replaced, shall leave the game and his/her team shall play short. Ejections also result in a subsequent game(s) suspension as outlined in Rule 12.8.

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. www.naia.org/ejectionreport.

Ejections are not subject to appeal. Some sport rules allow protests through an official process outlined in each sport rule book. Protests based on matters of referee judgment or the accuracy of a decision shall not be considered. A protest must be submitted within 48 hours of the completion of the game.

12.8.1 A player, coach or bench personnel ejected from a game under Rules 12.7.4.1 to 12.7.4.8 cannot participate in the next regularly scheduled game, including postseason games, or, if the offense occurs in the final game of the season, in the first scheduled game of the next season. Each successive red card ejection shall result in an additional one-game suspension. For example, a second red card shall result in a two-game suspension, a third red card shall result in a three-game suspension, etc.

12.8.1.1 A player, coach or bench personnel ejected from a game for fighting under Rule 12.7.4.9 cannot participate in the next two regularly scheduled games (one game for the red card ejection and one additional game for fighting), including postseason games. A player, coach or bench personnel ejected for fighting a second time in the same season shall not compete for the remainder of the season, including postseason games. If the first fighting ejection in a season occurs after any nonfighting ejection, the result is a three-game suspension (two games for the second red card ejection and one additional game for fighting).

12.8.1.2 A player, coach or bench personnel ejected from a game for assault on a referee under Rule 12.7.4.10 cannot participate in the next three regularly scheduled games (one game for the red card ejection and two additional games for referee assault), including postseason games. A player(s), coach or bench personnel ejected for assault on a referee a second time in the same season shall not compete for the remainder of the season, including postseason games. Game suspensions for assault on a referee are in addition to suspensions resulting from other card accumulations.

**PENALTY 1—(12.8.1 to 12.8.1.2)—If an ejected or suspended player, assistant coach or other bench personnel illegally participates in any game, the game shall be forfeited to the opposing team**

In addition to the forfeit: (1) the original term of suspension for the player, assistant coach or other bench personnel shall be doubled, and (2) and the head coach shall be suspended for doubled the term of the enhanced suspension for the player, assistant coach or other bench personnel. For the penalty on a head coach illegally participating, see Rule 12.8.1 PENALTY 2.

**PENALTY 2—(12.8.1 to 12.8.1.2)—If an ejected or suspended head coach illegally participates in any game, the game shall be forfeited to the opposing team. In addition to the forfeit, the head coach shall be suspended for four (4) games. For the penalty on an assistant coach illegally participating, see Rule 12.8.1 PENALTY 1.**
12.8.2 A player or other bench personnel serving a game suspension(s) may be in the team area, provided he/she is not in uniform. 12.8.2.1 A player serving a game suspension(s) may not participate in any pregame activities. 

**PENALTY—See Rule 12.8.1 PENALTY 1**

12.8.3 A coach serving a game suspension(s) shall not be in the venue from one hour before the scheduled start of the game until 30 minutes after the completion of the contest. During the suspension, the coach must be out of sight and sound and is prohibited from any communication or contact, direct or indirect, with the team, coaches and/or bench personnel until the completion of the contest, including all overtime periods. 12.8.3.1 A coach serving a game suspension(s) may participate in any pregame activities up until one hour before the scheduled start time.

**PENALTY—See Rule 12.8.1 PENALTY 1 for assistant coach or Rule 12.8.1 PENALTY 2 for head coach.**

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**Postseason Competition**

**Responsibilities of Participating Institutions**

**A. OFFICIAL PARTY**

The official party for each team participating in postseason play is **30**. No more than **24** players are allowed in uniform.

At the national championship, a maximum of **30** persons (not including up to 2 athletic trainers) will be allowed on the sideline.

Postseason rosters will be filled out via the SIDHelp admin website at [www.naiasports.org/admin](http://www.naiasports.org/admin). You must have an account in order to fill out a postseason roster as the forms are no longer available through coaches’ manuals. If you don’t have an account, please sign up and create your own. Your access will be granted (usually) within 24 hours. Once you log-in, please follow these instructions:

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.

You are still required to carry a copy of your roster to the site of the conference/A.I.I./unaffiliated group and national tournaments, and presented to the tournament supervisor prior to that institution’s participation in the tournament.

If you have trouble with the on-line nomination form, please contact the NAIA Sports Information Department at bcygan@naia.org. Any other general questions related to the official postseason rosters, please contact the Sport Manager.

The deadline for certifying the official roster of 24 players is prior to the first game of any tournament (affiliated conference/group, national championship opening round or national championship). Once the tournament begins, no player may play that is not on the official roster. Official tournament rosters may change from conference to opening round and from opening round to national levels. For unaffiliated group qualifying tournaments that include preliminary conference/group qualifying contests in the qualification plan; roster changes cannot be made between “rounds.” Unaffiliated group tournaments will follow the same roster change policies used for affiliated conference/A.I.I. tournaments.

For the national championship, roster changes are permissible between the opening rounds and the start of the final site competition only in the event of injury, illness or family emergency. Replacements are permitted from among eligible athletes only. Roster changes can be made up to 30 minutes prior to the team's first respective tournament game. Coaches must bring a copy of the institution’s NAIA Official Eligibility Certificate to the site in order to verify the eligibility of any players added to the roster. **NOTE – A player cannot be credited with serving a suspension if she is NOT listed on the official roster for that game.**
B. ROSTER CHANGES

A player may be replaced on the official roster between the affiliated conference/A.I.I./unaffiliated grouping tournaments and the national championship by any eligible player whose name is included on the NAIA Official Eligibility Form for women's soccer for the current season. Any change made to a roster must be reported to the NAIA. An updated roster notification should be email to the NAIA (Mburchard@naia.org and Bcygan@naia.org). 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.

For the national championship, roster changes are permissible between the opening round and the start of the final site competition only in the event of injury, illness or family emergency. Replacements are permitted from among eligible athletes only.

C. UNIFORMS

Teams MUST have both light and dark colored uniforms available. Home teams wear light colored uniforms and visitors wear dark. It is MANDATORY that numbers are easily distinguishable from the predominant background color(s) and pattern. Numbers MUST be displayed on front and back of each player’s jersey. Stockings must match dominant color of jerseys.

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 tournament. This person shall accept the responsibility for the conduct of his/her student-athletes at the tournament site during the tournament and at all activities connected with the team's tournament participation. In case of property damage, the offending institution shall be held financially responsible.

Conference/Independent/Unaffiliated National Championship Qualifying Tournaments

The conference/A.I.I./unaffiliated grouping national qualifying tournaments are planned and administered by their respective groups/committees under the leadership of the conference/A.I.I./unaffiliated grouping soccer chairs and subject to approval by the conference/A.I.I./unaffiliated grouping executive committee.

Conference/A.I.I./unaffiliated grouping national qualifying tournament plans must be submitted to the NAIA National Office no later than Sept. 1 each year. Plans must include a weather contingency plan. The tournament deadline will not be extended for weather delays.

A. DATES AND SITES

The dates and sites of the conference/A.I.I./unaffiliated grouping national qualifying tournaments shall be determined by their respective executive committees. The deadline for completion of the 2018 NAIA women’s soccer national qualifying tournaments is Saturday, November 10.

B. ADMINISTRATION
If available, the conference/A.I.I./unaffiliated grouping soccer chairs will serve as administrators for their respective national qualifying tournament in cooperation with the host site athletics director. When not available, the host athletics director, or a designated person, may serve in this capacity. All national qualifying tournament games must determine a winner. Games tied after regulation must utilize the tie breaker procedures outlined in the NCAA rules book.

C. FINANCES

The host site for all conference/A.I.I./unaffiliated grouping national qualifying tournament games is responsible for the following:

1. Compensation of game officials. The NAIA, per contract with NISOA, requires a minimum fee schedule of $165 for referee, $125 for assisting referees, and $85 for fourth/alternate official.
2. Ordering conference/A.I.I./unaffiliated grouping awards, if applicable (see General Information, Section IV, I of this handbook for information on officially approved NAIA awards).
3. Administrative expenses, including security, ticket personnel, and public address announcer, scorer, timer, etc.
4. Expenses of game administrator, if applicable.

National Championship

A. ADMINISTRATION

The NAIA Women’s Soccer National Championship is under the direct control and supervision of the NAIA Site Supervisors (opening rounds) and NAIA-WSCA National Tournament Games Committee (final site). The tournament committee is responsible for the management of tournament games and the general welfare of participating teams and coaches. NAIA Site Supervisors and the Tournament Committee conduct a tournament coaches’ meeting, work with the supervisor of officials, and coordinate both pre- and post-tournament ceremonies. The National Tournament Games Committee is made up of the officers of the NAIA-WSCA. Should a member of the games committee have a team qualify for the national tournament, the NAIA Sport Manager will appoint an alternate to serve on the committee.

All national champions should be determined in competition, with national championships played to conclusion. Playability should be determined by the onsite games committee in consultation with the national office, making every effort to conclude on schedule. The committee should make every possible effort to finish in the timeliest fashion possible.

B. QUALIFICATION OF TEAMS

The NAIA Women’s Soccer National Championship is a 31-team single-elimination tournament consisting of fifteen national championship opening round matches.

The thirty-one teams that will compete in the 2018 national championship opening round matches will be determined using the following qualification plan (approved by the NAC):

- 27 automatic berths for conferences/independents (A.I.I.) (one berth per 6)
- 1 possible host berth
- 3-4 at-large berths

There are no limits on the number of at-large berths an affiliated conference or the Association of Independent Institutions (A.I.I.) may receive.

Conferences with less than 6 teams are considered unaffiliated and grouped geographically by the National Administrative Council (NAC). Each grouping of six or more teams may qualify for an automatic berth through a national qualifying tournament. Unaffiliated groups of five teams can qualify their qualifying tournament champion ONLY if that team is ranked in the top 25 of the final MRPI rating. If a tournament is not played, the top-rated team is eligible for an automatic berth only if it is ranked in the top 25 in the final MRPI rating. Unaffiliated groups that drop below five teams can qualify for the national championship only as at-large teams.

C. SELECTION OF AT-LARGE TEAMS/SEEDING OF TOURNAMENT FIELD

At-large qualifiers will be selected by the Women’s Soccer National Selection Committee. The 31-team field will be seeded by the Women's Soccer National Selection Committee. The NAIA Women’s Soccer National Championship final site host school will be seeded as the #16 seed in the tournament if their overall MRPI falls outside the final 15 MRPI teams to make the 31-team tournament.
Once the 31-team field is set, the Women’s Soccer National Selection Committee will meet via conference call to approve the national championship opening-round matches and the national championship bracket.

D. FORMAT

The NAIA National Championship will include a field of 31 teams. Thirty (30) teams compete in 15 National Championship Opening Round matchups played on campus sites nationwide. Winners advance to the final site where the remainder of the single elimination tournament will be played.

At the final site, teams traveling from the east and central time zones should not play the last match of the day when having to change more than one time zone. Teams traveling from Mountain and Pacific Time zones should not be scheduled in the early morning session when changing more than one time zone. Once the bracket is determined, game times shall be assigned. Game times are tentative and subject to change by the games committee, tournament host and/or NAIA Sport Manager.

Top half of the bracket (including #1 seed) would play Day 1 of the tournament. The bottom half of the bracket (including #2 seed) would play on Day 2. Quarterfinals would all take place on Day 3.

Half-times at the Final Site shall be 15 minutes in length.

All games shall be of regulation length and will utilize all NCAA postseason overtime procedures. Should games require overtime the NCAA tiebreaker procedures would be a maximum of two 10-minute sudden victory overtime periods then penalty kicks. Effective in 2007 the championship game will also follow NCAA postseason overtime procedures using penalty kicks to determine a winner.

1. Opening Round
   a. Dates and Sites
      All fifteen national championship opening round matches will be played on Saturday, November 17. All pairings for the opening round will be based upon the following prioritized criteria:
      i. Geographical location of teams
      ii. Financial considerations
      iii. Top six seeds are not allowed to be more than four spots either direction from their original seed matchup. Additionally, the remainder of the pairings would be allowed to move up to eight spots either direction from the original seed matchup.
      iv. No opponent from the same conference can play in the first round.
      Opening round host sites will be announced on November 12th after the release of the championship field of 31 teams and a review of all host bid applications. Top seeds (#1-#10) in the 31-team opening round format will receive a home game/host opportunity if they submit a bid packet and meet the minimum guarantee. Potential hosts MUST submit a national championship opening round bid to the NAIA National Office by November 1.
   b. Administration
      The national championship opening round is planned by the NAIA-WSCA assigned site supervisor and the host site coordinator at each of the fifteen opening round venues. Games tied after regulation must utilize the tie-breaker procedures outlined in the NCAA rule book to determine a winner.
      i. The host site is responsible for the following:
         a. Minimum host guarantee of $4,000.00.
         b. Transportation, housing, meal allowance and match fees for game officials. The NAIA requires a minimum fee schedule of $165 for referee, $125 for assisting referees, and $85 for fourth/alternate official.
         c. Administrative expenses, including security, ticket personnel, PA announcer, scorer, timer, etc.
         Bid fees will be used to pay for travel costs for the neutral-site supervisor and assist with expense reimbursements to traveling teams in opening-round matches. Complete information on hosting a NAIA
Women’s Soccer National Championship Opening Round can be found at http://www.naia.org/ViewArticle.dbml?DB_OEM_ID=27900&ATCLID=205327206

2. Final Site
   a. The fifteen opening round winners will meet at the 16-team (single-elimination) final site round. The championship field will NOT be reseeded between the opening round and the final site round of the national championship.
   b. The 2018 final site dates will be Nov. 26 - Dec. 1 with games played as follows:
      - Second-round games - Monday and Tuesday
      - Quarterfinals - Wednesday
      - Rest day - Thursday
      - Semifinals – Friday
      - Finals – Saturday

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 of the NAIA.

   Criteria for filing an appeal:
   1. A written appeal citing the specific NAIA policies and/or procedures that have been misapplied must be submitted to the NAIA National Office - Department of Championships within 24 hours (or noon (central time) of the next business day if the end of the 24 hour period falls on a non-business day) 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 National Administrative Council (NAC) sport liaison will be on the tournament 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 as it pertains to ratings and the NAIA MRPI calculation. Discrepancies with modified NAIA-RPI ratings/scores cannot be used in an appeal.

F. HOUSING
   All participating teams MUST stay at the designated headquarters hotel or assigned property during the entire event. FAILURE to do so would make a team INELIGIBLE for the national event and any potential reimbursement monies.

G. RELATED INFORMATION
   1. Opening Round Gathering – Prior to the start of national championship competition, there will be a special opening round gathering at each campus site to recognize the participating teams. All teams are required to be in attendance at this function and in appropriate dress.

   2. Final Site Banquet - There will be a pre-tournament banquet on Sunday evening prior to the start of the final site competition. All teams are required to be in attendance at this function. Each team may only have their official roster attend. Please note there will not be additional seating for fans or additional school staff that is not on the official roster.

   3. Semi-Finalists Banquet - There will be a banquet on the Thursday prior to semi-finals, to recognize the semi-final teams. All semi-final teams are required to be in attendance at this function. Teams not in attendance are subject to forfeiture of any travel pro-ration monies. Please note there will not be additional seating for fans, family, or additional school staff that is not on the official roster.

   4. Meetings – At all campus sites the NAIA Site Supervisors will conduct pre-game meetings with head coaches and officials. This meeting shall serve as an informational forum and will include a briefing by a representative of the match officials. Head coaches are required to attend.*The Tournament Committee will hold a similar mandatory meeting for all head coaches advancing to the final site.
5. **Opening Ceremonies** - An opening ceremony will be conducted at all national championship tournament sites. At the final site, a Parade of Champions (including all teams, honorary coaches and tournament officials) may be held on the first day of competition to officially open the event. All teams are required to participate in this function in full uniform if held.

* - Per NAC guidelines, teams failing to attend required meetings/functions (or failing to submit Champion of Character individual player nominations) are subject to a $1,500 fine.

6. **Officials** - The NAIA Championships Department, in consultation with the NAIA-WSCA, shall arrange for a sufficient number of game officials to work the tournament utilizing the three-person diagonal system. Only recommended nationally-certified officials will be considered for assignment.

7. **Radio, Television and Internet** - The broadcast of any post season game/match is governed by NAIA broadcast policies as printed in the NAIA Policy Handbook. This includes audio broadcasts and video broadcasts through conventional outlets and new media avenues. Below are the 2018 soccer postseason tournament rights fees:

<table>
<thead>
<tr>
<th></th>
<th>RADIO/VIDEO STREAMING</th>
<th>TELEVISION</th>
<th>WEB BLOGGING**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial</td>
<td>$150 per game + $75 per*</td>
<td>$500/game/station (live)</td>
<td>$75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$250/game/station (delayed)</td>
<td></td>
</tr>
<tr>
<td>Non-Commercial</td>
<td>$100 per game + $50 per*</td>
<td>$250/game/station (live or delayed)</td>
<td>$50</td>
</tr>
</tbody>
</table>

* Extra charge associated with any additional radio stations that pick up your school’s feed. This does not include if a team 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.

All rights fees MUST be paid PRIOR to start of game/championship. In OPENING ROUNDS ONLY, checks need to be made out to the host institution and given to the on-site Media Coordinator. In the final site of the National Championships, checks need to be made out to the NAIA and given to on-site Media Coordinator.

For information relative to these policies, contact: Brad Cygan, NAIA Director of Athletics Communications and Media, 1200 Grand Blvd. Kansas City, MO 64106 (816) 595-8000

**H. TEAM TRAVEL/REIMBURSEMENT POLICIES**

The National Administrative Council and the Council of Presidents have approved a flat fee reimbursement rate for traveling teams in Opening Round competition. ONLY those institutions that secure air travel through the NAIA travel desk of Short’s Travel shall be eligible for any opening round travel reimbursements. Please visit [http://www.shorts.travel.com/NAIAchamps](http://www.shorts.travel.com/NAIAchamps) to upload team rosters and contact information, then call Short’s Travel at 844-619-7044 to book your travel arrangements. All coaches will need a username and password which will be provided by the National Office.

Traveling teams will be responsible for a minimum of $7,000 of their transportation and housing expenses prior to being eligible for expense reimbursement for participation in NAIA Women’s Soccer Opening Round games.
NAIA POLICY HANDBOOK INFORMATION

The NAIA POLICY HANDBOOK can be found [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

A. ADMINISTRATION

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

B. 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.

C. 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
REPORTING RESULTS AND STATISTICS

A. REPORTING RESULTS

Mandated beginning in 2006, 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 2 consecutive weeks, or a total of 4 weeks, during the reporting period will not be eligible for the national statistical reports or ratings for the remainder of the season. Scores must be reported via the DakStats Web-sync feature or through the NAIA Scoreboard. To enter through the NAIA Scoreboard, visit www.naiasports.org/admin and log in with your user name and password.

Instructions for reporting results in SIDHelp: User should first go to their school website if they use SIDHelp; if not, go to the conference website. If they don’t use SIDHelp for their school or conference website, go to the NAIA SIDHelp admin site (www.naiasports.org/admin). All of our SIDHelp websites (school, conference, NAIA) admin sections use the domain name and then add “/admin/” to the end of it. For example, if you are a Kansas Collegiate Athletic Conference school and you log-in to the KCAC conference website, you would go to http://www.kcacsports.com/admin/. If you don’t follow these instructions, you may potentially have to report to three different SIDHelp websites.

B. STATISTICS

An in-season, weekly national statistical report is produced utilizing DakStats for the sports of soccer, volleyball, football, basketball, baseball and softball. To be eligible for the statistical report, a student-athlete must play in 75 percent of team games played. Only statistics from games against varsity teams from upper-level, degree-granting institutions should be submitted.

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

Should a member institution fail to file statistical information on any athlete for two consecutive weeks or a total of four weeks during the national statistical reporting period for the sports of football, men’s and women’s soccer, volleyball, men’s and women’s basketball, baseball and softball; the athlete and coaches shall be excluded from consideration for conference/group and national honors in the affected sport.

All NAIA teams must update their player (and coach) yellow & red card accumulation totals after each game. Failure to update card accumulations following each game will result in your team being ineligible for conference/group and national ratings for that week. Teams rated in the Top 25 national rating will be removed if they do not update their Yellow/Red Card accumulations and report their scores within 24 hours of the completion of every game.

With the weekly use of DakStats and the Web-sync feature, there is a $75 per sport fee for soccer currently using the system for weekly report. Schools with both men’s and women’s soccer teams will only be assessed one fee for the sport of soccer.

It is vital that sport records maintain a 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 men’s soccer, please refer to www.ncaapublications.com. To access the statistician’s manual link, go to the men’s soccer page on the NCAA website. The free booklet can be downloaded in PDF format.

C. REPORTING SCORES

A. Mandate for reporting scores: In order for schools to be eligible for conference/group or national ratings, results from games must be reported to the NAIA Scoreboard (via SIDHelp) within 24 hours of completion of contest. It is the responsibility of each school to report its scores. Institutions failing to report statistics and/or results for two consecutive weeks or four total weeks during the season will not be eligible for the national statistical reports or ratings for the remainder of the season and 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. (Refer to Reporting Results section of Coaches’ Manual for more detailed information.)

B. **Avenues for reporting:** Scores can manually be entered at [www.naiasports.org/admin](http://www.naiasports.org/admin).
   1. To register for the NAIA Scoreboard, visit [www.naiasports.org/admin](http://www.naiasports.org/admin) and click on “Don’t have a password? Click here to register now.”
   2. Complete the information and enter a school-based e-mail and a password of your choice.
   3. All registrations must be approved by the NAIA prior to access being granted, so please allow ample time for approval.
   4. If you have an active SIDHelp account you do not have to re-register. Your username/password is saved in the system.

C. All results must be reported online to the NAIA Scoreboard within 24 hours of completion of competition to be eligible for that week’s ratings. Please coordinate with your sports information personnel to report 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.

D. All SIDHelp websites (school, conference, NAIA) admin sections use the domain name and then add “/admin/” to the end of it. Eg. Schools in the Kansas Collegiate Athletic Conference can log into the KCAC conference website, [http://www.kcacsports.com/admin/](http://www.kcacsports.com/admin/)
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.

1. During the 2017 National Convention, the NAC established a 3-year sunset period on the bi-weekly ratings calendar for all sports (excluding Football, M/W Soccer), which would end the sunset period after the third year of implementations after the 2018-19 academic year. The Council’s rationale regarding their decision is to give the process a fair amount of time to evaluate across the board and gather data. Currently, there is no significance in the rankings and NAIA staff time is saved.

B. Frequency of Ratings: The NAIA releases a preseason rating on August 15. NAIA Women’s Soccer ratings are conducted on a weekly basis beginning on September. 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 weekly 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 14 (preseason), September 4, 11, 18, 25, October 2, 9, 16, 23, 30 November 6, and December 5 (postseason).

<table>
<thead>
<tr>
<th>Rating</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preseason</td>
<td>August 14 (Tuesday)</td>
</tr>
<tr>
<td>#1</td>
<td>September 4</td>
</tr>
<tr>
<td>#2</td>
<td>September 11</td>
</tr>
<tr>
<td>#3</td>
<td>September 18</td>
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<tr>
<td>#4</td>
<td>*September 25</td>
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<tr>
<td>#5</td>
<td>October 2</td>
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<tr>
<td>#6</td>
<td>October 9</td>
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<tr>
<td>#7</td>
<td>*October 16</td>
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<tr>
<td>#8</td>
<td>October 23</td>
</tr>
<tr>
<td>#9</td>
<td>October 30</td>
</tr>
<tr>
<td>#10</td>
<td>November 6</td>
</tr>
<tr>
<td>Postseason</td>
<td>December 5 (Wednesday)</td>
</tr>
</tbody>
</table>

*MRPI Release

D. Total Number of Raters: The rating committee is comprised of 18 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 Weekly Ratings Deadlines | Weekly Rating Schedule:

<table>
<thead>
<tr>
<th>By Monday Noon (CDT)</th>
<th>Submit conference/group ratings using SIDHelp (<a href="http://www.naiasports.org/admin">www.naiasports.org/admin</a>).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday Noon (CDT)</td>
<td>SIDHelp (<a href="http://www.naiasports.org/admin">www.naiasports.org/admin</a>) site opens for viewing of all conference/group ratings.</td>
</tr>
</tbody>
</table>
Monday Noon to 2 p.m. (CDT)  Raters, Conference Oversight and Sport Managers can send concerns to National Oversight

Monday 2 to 4 p.m. (CDT)  Conference Oversight (i.e. Commissioner) available for rationale requests from National Oversight

Monday 4:01 p.m. (CDT)  National voting open in SIDHelp (www.naiasports.org/admin).

Tuesday 10 a.m. (CDT)  National ballots due in SIDHelp (www.naiasports.org/admin).

Tuesday 10 a.m. to noon (CDT)  National Oversight reviews grid.

Tuesday Noon to 2 p.m. (CDT)  Raters available for rationale requests - raters should have access to their email during this time. If raters are unable to access e-mail, they must notify the national office prior to submitting conference/A.I.I./unaffiliated group ratings.

By Tuesday 5 p.m. (CDT)  Release of national rating on-line at www.NAIA.org.

F. A weekly conference and national rating will be conducted beginning with the preseason poll.

G. The ratings are compiled from the balloting of the 18-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. (CDT). 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 Soccer Coaches Association that each week the conference/group soccer 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 2 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.
   a. 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), 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:
   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, e-mail 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 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 (4) incidents occur three (3) 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 (e-mail 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 Aug. 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./unaffiliated group).

B. The NAIA expects every rater to submit requested information by the designated deadlines. Any ratings submitted after the deadline or submission of incomplete ratings will not be counted.

C. Raters are expected to submit both their conference/group and national ballots, according to the deadlines.

D. Share your conference/group rating with your Conference Oversight Committee prior to official submission in SIDHelp. Each commissioner assigns the Conference Oversight Committee.

E. Raters will monitor teams in their weekly conference/group rating to make sure those teams are posting results and updating their win/loss records within 24 hours after each scheduled contest. If the rater finds that a team is NOT reporting scores/updating their record, they must contact the institution (Head Coach and Athletic Director) via email and copy the Conference/Group Commissioner(s) and the NAIA National Office.

F. Encourage communication amongst coaches within their conference/group. However, it is unacceptable and unethical for coaches to campaign for their school to another conference/group rater.

G. If a rater is unable to fulfill this commitment, the NAIA National Office must be notified immediately.

H. Raters are recommended to:
   1. Attend the National Championship
   2. Have consistent exposure to teams in several conferences
   3. Have a willingness to serve
   4. Have the support of the conference/independent sport chair

E. CONTESTS RESULTS & REPORTING PERIOD

A. The ratings period follows the timeline of Monday through Sunday contests. In cases of weekly ratings, all results from Monday through Sunday of the following week will be considered for that rating period. (i.e. A rating occurs on Tuesday, Nov. 18, contest results will be considered from Monday, Nov. 3 through Sunday, Nov. 16.)

B. In cases such as a long break (more than 1 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).

D. 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.
E. 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 (3) 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 2-4 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 e-mails 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.
The process continues until one of the following occurs: the Committee is satisfied with the rationale, or the ballot is removed (only after 2nd 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. 1st instance – written warning (ballot is still included in that week’s rating)  
   2. 2nd 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/national 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.
C. The final rating is used to determine the national championship tournament at-large qualifying teams in all sports (with the exception of baseball, men's and women's tennis, and men's and women's soccer which uses a modified RPI rating or selection committee).

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 (with the exception of baseball, men's and women's tennis, and men's and women's soccer which uses a modified RPI rating or selection committee) 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 Aug. 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 Aug. 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 p.m. CST and 2 p.m. CST 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

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.
AWARDS

A. CONFERENCE/A.I.I./UNAFFILIATED GROUP & NATIONAL PLAYER OF THE WEEK

Conference/A.I.I./Unaffiliated Group Player of the Week
All NAIA member institutions are encouraged to nominate candidates for Conference/Group Player of the Week honors for all sports in which they declare for NAIA postseason.

National Player of the Week
All NAIA member institutions are permitted to nominate candidates for National Player of the Week for all sports in which they declare for NAIA postseason. Nominations from the conference/independent/unaffiliated information director or their designated representative must be received by the NAIA Department of Sports Information by 5:00pm (CST) each Monday, ending November 7. The nomination process is handled through the SIDHelp admin site, http://www.naiasports.org/admin/. RELEASE for National Player of the Week will be made after 3:00pm (CST) each Tuesday. National Players of the Week are selected from the pool of Conference/Group Players of the Week.

B. ALL-CONFERENCE/A.I.I./UNAFFILIATED GROUPING TEAMS

These teams of fourteen players (two goalkeepers, four forwards, four midfielders, four backs) are selected by each conference, by the Association of Independent Institutions (A.I.I.), and by the unaffiliated group(s). Teams are selected in each of the groups (conference/A.I.I./unaffiliated grouping) by a ballot of coaches in their conference/A.I.I./unaffiliated grouping.

All soccer coaches shall forward their All-Conference/A.I.I./Unaffiliated grouping nomination form to their respective sport chair. Coaches vote for the top two goalkeepers, the top four forwards, the top four backs and the top four midfielders in their group only. These should be listed in order with number one being the best player at that position, then two, three, etc. A coach may vote for no more than three of his/her own players on the ballot.

Upon receipt of the ballots, the conference/group soccer chair will tabulate the voting based upon the procedures indicated in and will forward the 14-member All-Conference/Group team to their respective commissioner. The commissioner approves the selection, signs the nomination form and submits the All-Conference/Group Team to the NAIA National Office electronically.

NEW FOR 2018: 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. Nominations are to be listed in rank order on the All-America form when submitting those nominations.

Coaches must submit the USCA All-America Nomination online at the USCA website for each player. Only USCA Regional Coach of the Year form (Appendix H) will be submitted to Scott Oliver, the USCA Women’s Soccer liaison at SOLIVER@sienaheights.edu.

C. NAIA ALL-AMERICA TEAMS

All-America awards are annually bestowed on the most outstanding athletes in the NAIA. Criteria for the awards and the procedures for selection and implementation are established by the Awards & Statistics subcommittee of the National Administrative Council (NAC). Please note some sports recognize All-America status by order of finish, and others require submission of materials and selection at the conference/A.I.I./unaffiliated grouping levels.

Beginning 2009, the NAIA Women’s Soccer All-America teams are selected by a committee of 10 yearly elected members, three of which are the NAIA WSCA officers. In order to be eligible for this committee, potential members would have to serve as a conference chair or conference rater. Only one representative from a conference/group can serve on the All-American selection committee. An election occurs at the beginning of
each season from the pool of potential members. The committee will have a conference call during the NAIA National Championship.

The All-America Committee shall select a first, second and third team consisting of three forwards, three midfielders, three backs, one goalkeeper and one at-large position. The remainder of players not selected to one of the three All-America teams will be considered for selection to the honorable mention All-America team. It is suggested that Honorable Mention does not exceed 66 players (that is double the amount of players on the 1st, 2nd, and 3rd teams).

D. DAKTRONICS-NAIA SCHOLAR-ATHLETE
Criteria:
- Nominee is junior or above in academic standing.
- 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.
- 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).
- Nominee has been certified as eligible and is listed on the eligibility certificate submitted to conference eligibility chair.
- Nomination form is complete and submitted through SIDHelp.
- 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.
- 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 don’t have an account, please sign up and create your own. Your 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 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. PAPER COPIES ARE NOT TO BE SENT TO THE NAIA NATIONAL OFFICE VIA EMAIL, POSTAL MAIL OR FAX. (THIS IS A CHANGE FROM LAST YEAR)

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 annual GPA on a 4.0 scale (for the year of competition), all varsity members of the team who appear on the eligibility certificate will be included in the GPA compilation. Please refer to the online nomination form for award criteria/information. (NAIA.org, Membership Services, Official Forms, NAIA Scholar Team Award.)

F. NAIA NATIONAL PLAYER OF THE YEAR
The NAIA Women’s Soccer Player of the Year will be selected by the NAIA-WSCA Executive Committee. The recipient must be a member of the All-America First Team.
G. SELECT SPORT AMERICA-NAIA NATIONAL COACH OF THE YEAR

The Select Sport America-NAIA Women’s Soccer National Coach of the Year is selected by a vote of the NAIA-WSCA membership from a ballot containing the names of the conference/A.I.I./unaffiliated grouping coaches of the year and those coaches participating in the national championship. Selection of conference/A.I.I./unaffiliated grouping coaches of the year is coordinated by the respective soccer chairs. Ballots are emailed to all coaches in Dec. for return a week later via Survey Monkey. The Select Sport America-NAIA Women's Soccer National Coach of the Year is announced in January during the annual business meeting of the NAIA-WSCA. Note: NAIA Select Sport America Coach of the Year recognition is selected independently of the USCA Coaches of the Year.

H. THE NAIA BUFFALO FUNDS FIVE-STAR FIVE STAR CHAMPIONS OF CHARACTER AWARD

Each sport awards the NAIA Buffalo Funds Five-Star Five Star Champions of Character 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, on campus, and in the community. Specifically, fulfillment of the core character values of respect, responsibility, integrity, servant leadership and sportsmanship will be taken into consideration. Nomination forms can be found online in the NAIA website in the Coaches’ Corner section.

I. NATIONAL CHAMPIONSHIP AWARDS

The NAIA maintains a standardized awards program for the national championship. National championship awards are provided to the official parties of the top four teams. The participating coaches, in conjunction with the tournament games committee, select a 13-player all-tournament team, including a tournament Most Valuable Player. Also presented are the Outstanding Offensive and Defensive Player Awards.

J. ORDERING AWARDS

Appropriate conference/A.I.I./unaffiliated grouping tournament awards are to be ordered by their respective commissioners and are the financial responsibility of the conference/A.I.I./unaffiliated grouping or postseason host institution.

Official NAIA awards MUST be ordered from:
Collegiate Awards, 18081 E. Trafficway St., 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-WOMEN’S SOCCER COACHES ASSOCIATION

The NAIA-Women’s Soccer Coaches Association (NAIA-WSCA) is an organization of collegiate soccer coaches at NAIA institutions. NAIA-WSCA membership dues are paid by the institution as part of its NAIA membership dues for all people who receive all or part of their salary for responsibilities within the athletic department. The annual business meeting is held each January in conjunction with the National Soccer Coaches Association of America (NSCAA) Convention.

The NAIA-WSCA elects officers who serve two-year terms and provide the leadership for the Association. The NAIA-WSCA studies and makes recommendations through legislation of all action affecting the organization and administration of the NAIA women's soccer program. The officers serve as the three-member games committee, which is in charge of the administration of the women's soccer national championship. (If an officer's team qualifies for the national championships, he/she is replaced on the games committee.)

B. PAST PRESIDENTS

<table>
<thead>
<tr>
<th>Year</th>
<th>President</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1985-89</td>
<td>Mike Jennings</td>
<td>Puget Sound (Wash.)</td>
</tr>
<tr>
<td>1989-92</td>
<td>Colleen Hacker</td>
<td>Pacific Lutheran (Wash.)</td>
</tr>
<tr>
<td>1992-93</td>
<td>David Mohr</td>
<td>Geneva (Pa.)</td>
</tr>
<tr>
<td>1993-94</td>
<td>Becky Burleigh</td>
<td>Berry (Ga.)</td>
</tr>
<tr>
<td>1994-96</td>
<td>Joe Perri</td>
<td>Georgian Court (N.J.)</td>
</tr>
<tr>
<td>1996-98</td>
<td>Lorenzo Canalis</td>
<td>Berry (Ga.)</td>
</tr>
<tr>
<td>1998-00</td>
<td>Uwe Tittl</td>
<td>Mobile (Ala.)</td>
</tr>
<tr>
<td>2000-02</td>
<td>Shelley Howieson</td>
<td>Simon Frasier (B.C.)</td>
</tr>
<tr>
<td>2002-04</td>
<td>Tom Pawlik</td>
<td>Tri-State (Ind.)</td>
</tr>
<tr>
<td>2004-06</td>
<td>Ken Nuber</td>
<td>St. Francis (Ind.)</td>
</tr>
<tr>
<td>2006-08</td>
<td>Mark Duble</td>
<td>Covenant (Ga.)</td>
</tr>
<tr>
<td>2008-10</td>
<td>Joe Thoma</td>
<td>John Brown (Ark.)</td>
</tr>
<tr>
<td>2010-12</td>
<td>Scott Oliver</td>
<td>Siena Heights (Mich.)</td>
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<tr>
<td>2012-14</td>
<td>John Bratcher</td>
<td>Indiana Wesleyan (Ind.)</td>
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<tr>
<td>2014-16</td>
<td>Pat Gilliam</td>
<td>Trinity International (Ill.)</td>
</tr>
<tr>
<td>2016-2018</td>
<td>Jason Crist</td>
<td>Spring Arbor (Mich.)</td>
</tr>
</tbody>
</table>

C. UNITED SOCCER COACHES

Founded in 1941, the United Soccer Coaches is an organization of soccer coaches and others who wish to ally themselves with the organization's mission, which is to educate coaches, encourage excellence and serve the soccer community. Embracing both genders and all levels of the game, the United Soccer Coaches has grown into the world's largest coaching organization.

The United Soccer Coaches offers an extensive recognition program that presents nearly 10,000 individual awards every year. It fulfills its mission of coaching education through a nationwide program of clinics and week-long courses, teaching more than 6,000 soccer coaches each year.

An individual yearly United Soccer Coaches membership is $95. College Services program registration fees for a single non-NCAA Division I program are $200. If a school wishes to register both men's and women's teams the cost is $350. A school must be registered as a current College Services member to nominate deserving players for All-America and Scholar All-America honors, plus the Team Academic Award and Team Ethics Award. More information on the United Soccer Coaches and its programs may be obtained by contacting the United Soccer Coaches, 30 W. Pershing Rd., Kansas City, MO 64108 or log on to https://unitedsoccercoaches.org/.
2018-2019 NAIA-WSCA Standing Committees

OFFICERS (1st of a two-year term)

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Institution</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Todd Poitras</td>
<td>(928) 777-3799</td>
<td>Embry-Riddle Aeronautical University - AZ</td>
<td><a href="mailto:poitrast@erau.edu">poitrast@erau.edu</a></td>
</tr>
<tr>
<td>Vice President</td>
<td>Lincoln Roblee</td>
<td>(913) 360-7549</td>
<td>Benedictine College</td>
<td><a href="mailto:lincolnr@benedictine.edu">lincolnr@benedictine.edu</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Bill Bahr</td>
<td>(815) 939-5372</td>
<td>Olivet Nazarene University</td>
<td><a href="mailto:bbahr@olivet.edu">bbahr@olivet.edu</a></td>
</tr>
<tr>
<td>Past President</td>
<td>Jason Crist</td>
<td>(517) 750-6502</td>
<td>Spring Arbor University</td>
<td><a href="mailto:jason.crist@arbor.edu">jason.crist@arbor.edu</a></td>
</tr>
<tr>
<td>NAC Liaison</td>
<td>David Dunham</td>
<td>(209) 228-8326</td>
<td>University of California, Merced</td>
<td><a href="mailto:ddunham@ucmerced.edu">ddunham@ucmerced.edu</a></td>
</tr>
<tr>
<td>NAIA Staff Liaison</td>
<td>Marc Burchard</td>
<td>(816) 595-8153</td>
<td>NAIA, 1200 Grand Blvd., Kansas City, MO 64106</td>
<td><a href="mailto:mburchard@naia.org">mburchard@naia.org</a></td>
</tr>
</tbody>
</table>

All-America Selection Committee: Lincoln Roblee, Benedictine College – Chair NAIA-WSCA Officers, 7 additional people

NSCAA Liaison: Scott Oliver, Siena Heights University

NAIA Women’s Soccer Coaches Association Constitution and Bylaws

ARTICLE I - NAME

Section I - The name of the Association shall be the National Association of Intercollegiate Athletics Women’s Soccer Coaches Association.

ARTICLE II – ORGANIZATION

Section I - The NAIA-WSCA is an allied association of the National Association of Intercollegiate Athletics. The NAIA-WSCA is charged with the responsibility of carrying on programs beneficial to the sport of women’s soccer and the member coaches of the sport. The activities of this Association shall be in accordance with the aims and objectives of the NAIA and under the guidance of the NAIA National Administrative Council (NAC).

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

ARTICLE III - MEMBERSHIP AND DUES

Section I - Active membership in the NAIA-WSCA will be open to any coach of a women’s soccer program at an institution holding current membership with the National Association of Intercollegiate Athletics.

Section II - There will not be any membership dues charged to members of the NAIA-WSCA. The NAIA National Office will issue an official membership card to all women’s soccer coaches listed on the membership information roster submitted at the beginning of the academic year.

ARTICLE IV - AIMS AND OBJECTIVES

Section I - The NAIA-WSCA shall supervise and conduct programs which will foster and promote intercollegiate soccer. The NAIA-WSCA shall establish policies and procedures for the conduct of the NAIA Women’s Soccer National Championship, which will include conference/A.I.I./unaffiliated grouping as well as national play. These policies shall include appropriate recognition for teams, competitors and coaches.

ARTICLE V - BUDGET
Section I - The NAIA-WSCA shall be provided an annual budget from the NAIA National Office. A portion of the NAIA institutional membership dues shall be assigned to the NAIA-WSCA to conduct their business.

ARTICLE VI – MEETINGS

Section I - The annual business meeting of the NAIA-WSCA will be held in conjunction with the annual National Soccer Coaches Association Convention during the month of January. An interim meeting will be held in conjunction with the NAIA Women’s Soccer National Championship during the fall of each year.

Section II - Usual order of business at the annual business meeting shall be as follows:
1. Call to Order
2. Introductions
3. Announcements
4. Committee Reports
5. Old Business Reports
6. New Business
7. Adjournment

Section III - Voting on all official business shall be by voice or hand, unless members request a secret ballot on any specific item or items. Motions approved by coaches' body in attendance at the annual business meeting will be sent to the total membership for voting purposes.

ARTICLE VII - OFFICERS

Section I - The officers of the NAIA-WSCA shall consist of President, Vice President, and Secretary. The officers shall be elected from the acting membership of the Association at the annual business meeting and must represent NAIA member institutions in good standing.

Section II - Terms of office for the President, Vice President, and Secretary shall be for two years. The term of office shall begin on at the conclusion of the annual business meeting.

Section III - The President, Vice President, Secretary and Immediate Past President shall make up the NAIA-WSCA Executive Committee.

Section IV - The progression in office shall be from Secretary to Vice President to President. Each office is to be held for two years from February 1 to January 31. In the event a vacancy occurs, the normal progression from Secretary to President shall be accelerated to fill the vacant office. The NAIA-WSCA Executive Committee is empowered to appoint officers from the membership at large to fill a vacant position. Such an appointee shall remain in office until the next annual business meeting when a duly elected officer can be elected by the membership to fill the rest of the existing term or a new two-year term if elections are in order.

ARTICLE VIII - DUTIES OF THE OFFICERS

Section I - The duties of the President are to provide leadership and guidance for NAIA-WSCA and represent the Association at all official functions. The President shall plan the agenda and preside over all official business meetings of the NAIA-WSCA. The president is the executive officer of all appointed and standing committees of the Association. The individual serving in the role of President for the NAIA-WSCA during the 2017-18 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-WSCA.

Section II - The duties of the Vice President are to assume the leadership of the Association at all meetings and functions when the President is not in attendance.

Section III - The duties of the Secretary are to take minutes at all meetings of the NAIA-WSCA, submit the minutes to the NAIA National Office for circulation to the membership maintain records and perform other duties as assigned by the President.
Section IV - The Past President shall serve on the Executive Committee of the NAIA-WSCA and act as a consultant to the President.

ARTICLE IX - COMMITTEES
Section I - The President of the NAIA-WSCA is empowered to appoint committees, which will assist in the administration and recognition of the interests of the Association.

Section II - Ad-hoc committees shall be appointed by the President.

Section III - The NAIA-WSCA shall have one standing committee as follows:

Honor Committee to oversee all NAIA women’s soccer award nomination and selection processes and criteria. All-America: This committee is comprised of the NAIA-WSCA Officers and seven raters and/or chairs that are elected each year by the WSCA. Only one representative from a conference/group can serve on the All-American selection committee. The duty of the selection committee is to select the NAIA-WSCA All-America team according to the prescribed selection procedures established by the NAIA-NAC.

Hall of Fame:

NSCAA Awards: Permanent appointment until the chair is finished. Then President appointed.

ARTICLE X - NATIONAL CHAMPIONSHIP/OFFICIAL RULES
Section I - The NAIA Women’s Soccer National Championship is a function of the NAIA-WSCA and is subject to all approved policies and guidelines as adopted by the Association.

Section II - Members of the NAIA-WSCA Executive Committee and/or a Past President shall comprise the games committee of the national championship. If their team(s) qualifies for the national championship, the NAIA sport manager shall appoint a replacement.

Section III - The rules that govern conference/A.I.I./unaffiliated grouping and national play are the official NCAA soccer rules with any approved NAIA modifications.

ARTICLE XI - CONSTITUTIONAL CHANGE
Section I - Proposed amendments to the Constitution of the NAIA-WSCA must be presented in writing to the President before the fall interim meeting of the NAIA-WSCA at the national championship. The President must see that the proposal is presented to the membership at the next annual business meeting. The amendment must have a two-thirds vote of approval by current members of the NAIA-WSCA. Approved amendments then must be submitted to the National Administrative Council (NAC) for appropriate action.

BY-LAWS
By-Law I - The procedure to place an item of business on the agenda for the NAIA-WSCA annual business meeting in January at the NSCAA Convention is as follows:
1. A letter from the President will be sent in August when the NAIA Soccer Coaches Handbook is emailed to all members. This letter will spell out the proper procedure for submitting agenda items.
2. All agenda items must be submitted to the President by mid-November in advance of the interim business meeting at the national championship. Exceptions to this bylaw are reports from standing committees.
3. Additional items may be proposed at the interim business meeting in November.
4. The Executive Committee will review all agenda items and a final agenda will be formulated with the representative of the NAIA National Office.
5. The NAIA National Office shall mail the final agenda with all motions to all members in December.

Rev:
Fall 2006
Fall 2008 (Direct qualification)
Fall 2009 (All-American committee)
Fall 2011 (Honors committee)
Appendix A — NAIA Women’s Soccer Leadership Responsibilities

AFFILIATED CONFERENCE/INDEPENDENT/UNAFFILIATED GROUPING(S) SOCCER CHAIRS

1. Serve as soccer liaison between conference/A.I.I./unaffiliated grouping soccer coaches and the national office and the NAIA-WSCA.
2. Serve as chief administrator of the conference/A.I.I./unaffiliated grouping soccer committee in the coordination of the soccer playoff plan and tournament.
3. Establish (along with soccer committee) schedule for hosting conference/A.I.I./unaffiliated grouping’s postseason national championship qualifying tournament.
4. Serve as, or work with respective committee to identify, national soccer ratings committee member.
5. Coordinate selection of the Conference/Independent Coach of the Year and notify national office of winner by the deadline.
6. Coordinate All-America balloting in respective conference/A.I.I/unaffiliated grouping and send to national office by the deadline.

NATIONAL RATERS

1. Selection. Each conference/A.I.I./unaffiliated grouping is represented by one rater on the national rating committee, selected using their own criteria. Commissioners are responsible for notifying the national office who will be the rater each year.
2. Submit weekly Top Teams Report for the conference/A.I.I./unaffiliated grouping and vote on the weekly national top 25 ratings throughout the season.
3. Participate in two conference calls during the season before the third and tenth ratings to discuss teams.
5. Be consistent with ratings and maintain that consistency throughout the rating process. Develop a rating philosophy and follow that philosophy week to week.
6. Be mindful of fluctuation. Gradual movements (up or down) are much more appropriate than huge jumps or plummets.
7. 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.
8. Maintain open dialogue with coaches in conference/A.I.I./unaffiliated grouping and with other national raters.
9. Be precise and provide complete information on teams in the rating.
10. Refer to own ratings week to week. Anticipate how fluctuations/changes will be perceived by other raters.
11. Be objective. Avoid personal feelings or bias when compiling weekly reports and national ballot.
12. 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.
13. Be cognizant of not being self serving for own team and teams within the conference/A.I.I./unaffiliated grouping.
15. Not all top teams in conference/A.I.I./unaffiliated grouping have to be rated in the top 25.
16. Attend the national championship (strongly encouraged).
17. Attend raters meeting held during NSCAA Annual Convention.
18. Evaluate rating process and present recommendations at annual rating committee meeting.
19. REVIEW WOMEN’S SOCCER RATINGS MANUAL IN THIS MANUAL FOR COMPLETE DESCRIPTION OF DUTIES.

NATIONAL RATINGS OVERSIGHT COMMITTEE (NON-RATERS APPOINTED BY THE NAIA EVENT ADMINISTRATOR)

1. Oversee weekly ratings and rating committees throughout the season.
2. Evaluate ratings committee at year-end.
3. Authorize rater removal policy (refer to Appendix N - raters manual).
4. Facilitate continued education of raters.
5. Evaluate rating process and present recommendations at annual ratings committee meetings.
6. Attend raters meeting held during NSCAA Annual Convention.
7. REVIEW WOMEN’S SOCCER RATINGS MANUAL IN THIS MANUAL FOR COMPLETE DESCRIPTION OF DUTIES.

NATIONAL TOURNAMENT OPENING ROUND SITE SUPERVISOR AND/OR FINAL SITE GAMES COMMITTEE

1. Oversee onsite administration of national championship competition. Prepare informational material, help coordinate practice sessions as needed, conduct pre-tournament coaches' meeting.
2. Work with onsite NISOA supervisor to coordinate officials’ game assignments, functions, special interpretations and evaluations (final site).
3. Supervise match(es) from the sideline between benches. Inspect fields prior to the day's competition. Assist with preparation of sidelines, pre-game lineups and other items related to game administration.
4. Helps coordinate Opening Round Gathering/Opening Ceremony as needed.
5. Arbitrate and determine decisions involving player/coach conduct and matters beyond the jurisdiction of game officials.
6. Coordinate voting for tournament awards and assist with awards ceremony on the final days (final site).
7. Coordinate team check-out procedures as needed.
8. Assist NAIA Championship Event Manager/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 the national championship during the course of competition, the 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. 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.
Appendix B — NAIA Women’s Soccer Selection Committee Protocol/MRPI

Committee Appointment Process:
Area Ranking Committees (ARC) – Area ranking committees will consist of a representative from each conference in that local area as well as an at-large representative from the National Selection Committee. ARC’s will meet, via conference call, every other week beginning Monday, September 18. The out-of-area ARC being involved in this part of the process allows for a better understanding of another Area that isn’t their own and also adds more transparency.

West – Golden State Athletic, CalPac, Cascade
North – Chicagoland, Crossroads, Wolverine-Hoosier
South – Sooner, Red River, Southern States, Sun
Midwest – American Midwest, Heart of America, KCAC, Great Plains
East – Appalachian, Independents, Mid-South, River States

National Selection Committee (NSC) – the National Selection Committee will consist of one representative from each Area Ranking Committee, a representative from the NAC Rules and Rankings Committee (TBD), the President of the Soccer Coaches Association and three members connected with NAIA Soccer but not a current coach. The NSC will meet, via conference call, every other week beginning Tuesday, September 19.

- No more than two members per conference and no more than three members per area
- Nominees for at-large positions provided by the Soccer Coaches Officers (TBD, TBD)
- At least one at-large must be a current NAIA Administrator (AD or Commissioner) (TBD)

Chairs – Each ARC will be appointed a chair of that group who also will represent the ARC on the National Selection Committee. The chair of each ARC shall be appointed by the Soccer Coaches Executive Committee. The National Selection Committee will also select its chair through nomination and vote of the committee.

Committee Role:
The role of the National Soccer Selection Committee is to have oversight for the Soccer Championship. The committee will focus on the following during the year:

1. Evaluate teams throughout the season.
2. Serve as a chair and/or member of an area ranking committee.
3. Participate on area and national committee calls.
4. Participate in the selection meeting.
6. Attend committee meetings as scheduled throughout the year.

Criteria For Selection
The criteria which will be used by the Selection Committee for both At-Large Selection and Seeding are as follows:

*No weight or order is given to the criteria listed above or as listed in Secondary.*

**PRIMARY:**
Overall Record/Winning Percentage
Vs. Top 25 in Coaches Poll
MRPI
Area Rating

**SECONDARY:**
Conference Record
Vs. All Teams Receiving votes in Final Coaches Poll
Coaches Poll
Head to Head
Common Opponents

Additional Information that will be provided to the committee for consideration shall include:
Team schedule
Home/Visitor/Neutral
Score
Opponent
Opponent’s record
Conference/non-conference

**Ranking Calls**
The first committee conference call for all Area Ranking Committees will be Monday, September 18 to prepare for the 2017 championship. The first call for the National Selection Committee will be Tuesday, September 19.

Each Area Ranking Committee will meet the Monday of any designated ratings week to evaluate the teams in each area. The National Committee will meet the Tuesday of any designated ratings week.

Each Area rater will submit only a Top 16 (for Areas with four conferences) or Top 12 (for Areas with three conferences) to their Area Chair for each of the five Area ratings.

**Schedule of Calls**
*Released to NAIA Coaches

All Times Central
Monday
10:00 am Conference Ballots for each Conference Call due to the Area Chair
11:00 am Conference Call for Area Committee to discuss Area rating

Tuesday
9:00 am Final ARC rating for each Area due to the NAIA National Office
9:01–9:30 am National Office Prepares Grid and Distributes to ARC Committees
11:00 am National Committee Conference Call to Review
1:00 pm Release of ARC to NAIA Coaches

**Basic Principles for Selection**
1. At no point in the process may a member vote for a team that he/she represents as an athletic administrator or coach. A committee member from a conference office may vote for all teams that he/she represents.

2. All votes will be by confidential ballot.

3. All committee meeting discussions, votes, brackets, seedings, pairings are strictly confidential and should not be shared with anyone outside of the soccer committee until after the championship bracket announcement.

**Basic Procedures Considered In the Following Order**
1. Determine the automatic qualifying teams and then select the remaining at-large teams

2. Place all qualifying teams in rank order by seed.
3. Place the teams into the championship bracket according to established criteria
   a) Geographic location
   b) Finance
   c) Seed

Selection of At-Large Teams
Principles
1. Select the best available teams to fill the at-large berths.

2. There is no limit on the number of teams the committee may select from one conference or area.

Procedures
1. Prior to the selection meeting, committee members shall prepare the following information:
   a) A ranking of all teams within his/her area to be considered for at-large berths
   b) Ranking of teams within each conference within his/her area.

2. At-Large Nomination Pool
   a) All teams with an MRPI ranking of 60 or better will be placed in the nomination pool.
   b) Also, any team finishing first or second in their conference in the regular season will be placed in the nomination pool.
   c) Other teams mentioned during the committee’s final evaluation call that do not meet the aforementioned criteria will automatically be considered part of this process.

3. The first ballot procedures will be conducted as follows:
   a) Each committee member shall present information from their respective area and discuss those teams that should be considered for selection. A committee member whose team is under focused consideration may present objective data about his team but may not participate in votes regarding a team that he represents as a coach or athletic administrator.
   b) Each member shall consider the teams recommended for at-large berths and vote for any number of teams that he believes are deserving of selection.
   c) Teams that receive 70 percent (7 of 10) of the votes cast will automatically be designated as at-large selections. However, a minimum of 50 percent of the available at-large positions must be left vacant. If less than 50 percent are vacant, each committee member will then prepare a ballot, consider only those teams that received 70 percent of the votes and list in rank order a number of teams equal to the total berths available minus 50 percent and conduct a poll vote.

4. The committee will fill the remaining at-large berth as follows:
   a) All teams in the at-large pool will be considered for the remaining berths and each committee member shall vote on teams to be selected by listing the number of teams as there are berths available.
   b) Teams receiving 70 percent of the votes will be selected at large, however no more than half of the remaining berths will be filled. If more than half of the berths are filled, a separate ballot will be conducted with only those teams receiving 70 percent of the first vote being considered. Each committee member shall list a number of teams equal to the number of berths remaining. A poll vote will be taken, which would involve each committee member ranking the teams under consideration and a point value would be given to the ranking with the top team receiving a number of points equal to the number of teams being
considered and each team thereafter would be given points in descending order.

c) Steps a and b will be repeated with each committee member voting for the same number of teams as berths that are available and no more than half of the berths are to be filled.

d) At any time during the process, the committee may determine that a team be eliminated from the pool. In order to eliminate a team, at least 70 percent of the votes would be required.

e) Whenever a consensus cannot be reached, the chair may call for a poll vote. During poll votes, 70 percent of votes are not required and a simple majority will determine the team for at-large selection.

Seeding of Teams
1. Teams are seeded in order (1-32).

2. The committee shall use the same criteria for selection to the tournament for seeding the tournament.

3. The committee will engage in votes to determine the seeding of each team, if necessary.

Placing Teams In Bracket Principles
1. The final seeding bracket will be determined based upon the following prioritized criteria:
   a) Geographical location of teams
   b) Financial considerations
   c) Final rating

2. Every attempt will be made to not pair conference teams in the opening round pairings. Based upon the pairings and selection criteria above, this may be unavoidable.
NAIA Modified Ratings Percentage Index (MRPI)

The NAIA Modified Ratings Percentage Index (RPI) was created by a joint NAIA Men’s and Women’s Soccer Committee in 2010 as a result of a directive by the NAIA National Administrative Council in 2008 to have a standardized system in place for selecting at-large national qualifying teams and seeding the national tournament field.

The NAIA MRPI is modeled after the RPI used by the NCAA since 1981 to seed/select teams for its Division I National Basketball Championship. There are three major differences (modifications) between the NAIA MRPI and the NCAA RPI. Those modifications are as follows:

1. In the NCAA RPI, the third variable in the equation is the winning percentage of the opponents of a team’s opponents (OOWP). The NAIA MRPI replaces OOWP with actual ratings points (specific ratings formula is explained below).
2. The NAIA MRPI modifies the value of home/away/neutral results (w/l/t) and adds more points/RPI value for games against ranked opponents.
3. As a result of modifications in #1 and #2 above, the weighted percentages for each of the three variables [WP – winning percentage; OWP – opponents’ winning percentage; RP – ratings points] in the modified NAIA RPI are as follows:
   - WP (winning percentage) = 44%
   - OWP (opponents’ winning percentage) = 26%
   - RP (ratings’ points) = 30%
   ** The Lowest OWP and OWP Range will be identified with each release of the MRPI.
4. Only regular season games will be calculated into the WP and OWP.

VARIABLE #1 – CALCULATING YOUR MODIFIED WINNING PERCENTAGE (WP)

MWP (modified winning percentage) = (Wins + (Ties * 0.5))/(Wins + Losses + Ties) Use the values for Points/Game.

The following chart gives the modified win/loss/tie values based on playing home/away/neutral site matches (and added values for playing ranked opponents). NOTE – “Ranked” opponents will adjust using the most current NAIA & NCAA Top 25 poll.

*Example – Team A has an overall record of 15-3-1. Three wins are versus a Top 25 at home. The remaining games are unranked opponents.

Team A’s MWP = 14.25 (wins) + .5 (ties) / 18.25.
Team A’s modified winning percentage (WP) = .808219.
## Points/Game

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<th>Win</th>
<th>Loss</th>
<th>Tie</th>
</tr>
</thead>
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<td>1.25</td>
<td>1.25</td>
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<tr>
<td>Away</td>
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<td>0.75</td>
</tr>
<tr>
<td>Neutral</td>
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<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Home vs Top 25</td>
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<td>1</td>
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### Example

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<td>W-Home</td>
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<td>W-Home vs Top 25</td>
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<td>L-Neutral</td>
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<tr>
<td>W-Away vs Top 25</td>
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</tr>
<tr>
<td>W-Home vs Top 25</td>
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</tr>
<tr>
<td>W-Neutral</td>
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<tr>
<td>MWP=</td>
<td>$(14.25 + (.5*1))/(14.25+3.1)$ = .808219</td>
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### 2016 MEN'S SOCCER COACHES MANUAL

**VARIABLE #2 – CALCULATING YOUR OPPONENT’S WINNING PERCENTAGE (OWP)**

OWP is calculated by using the same formula as variable #1 $(Wins + Ties * 0.5)/(Wins + Losses + Ties)$ with the following exception: Remove your own team’s results (w/l/t) from your overall opponents’ results before doing the OWP calculation.

Example – Team A has an overall record of 15-3-1. Team A’s opponents have compiled an overall record of 176-141-31. Team A’s adjusted opponents record prior to OWP calculation (when removing Team A’s results) is now 173-126-30. Team A’s OWP = 188 (173 wins + 15) / 329 (total games). Team A’s OWP = .571429

**VARIABLE #3 – CALCULATING RATINGS POINTS (RP)**
Beginning with the second weekly rating (Sept. 29) and ending with the second to last rating (Nov. 10) teams listed in the weekly NAIA soccer ratings will receive ratings points in the MRPI. Weekly ratings points are awarded on a sliding scale (#1-rated team receives 30 points, #2-rated team receives 29 points...#30 rated team receives 1 point). After adding up all ratings points for a team, a RP average is calculated by dividing the total ratings points by the number of weekly ratings. In 2015, there will be seven ratings between week #2 and the second to last rating (week #8).

Once a ratings average is determined, divide that number by 100 to arrive at the RP (Rating Points) variable.

Example – Team A has received 128 ratings points between week #2 and the final rating. Team A’s weekly rating average is 12.8 (128/10). Team A’s RP = 0.128 (12.8/100).

CALCULATING THE FINAL NAIA MODIFIED RPI

Let’s continue to use Team A as our example. Here are the calculated variables/values for Team A:

MWP (modified winning percentage) – .808219 OWP (opponents’ winning percentage) - .571429 RP (ratings points) = .128
Lowest OWP = .317829
OWP Range = .371316

If we plug those values into the NAIA Modified RPI formula, Team A’s RPI looks like this:

NAIA Modified RPI = (.808219*0.44) + [(0.571429-.317829)/.371316]*0.26 + (.128/0.3) *0.3 = Team A’s NAIA MRPI = .355616 + .177574 + .128 = .66119

The best possible MRPI = 1.0. Example: Perfect WP = 1.0*0.44 = 0.44, + Highest (Best) OWP = 0.26, + Ranked #1 each week = RP of 0.3 = 1.0.
The worst possible MRPI is 0.0. Example: All Loses = WP of 0.0, + Lowest OWP = 0.0, + No RP = 0.0 = 0.0.

SPECIAL NOTES REGARDING THE NAIA MODIFIED RPI

1. When calculating NAIA Modified RPI (and its variables), go to the 6th decimal point.

2. A neutral site is defined as a location where both schools share responsibility as hosts and agree it is a neutral site or where both teams play away at a tournament.

3. The published NAIA MRPI reports will include separate columns listing all three variables (WP/OWP/RP) as well as the RPI score/rating for all NAIA teams. The final MRPI will also include ratings points from the second to last rating.

4. There are currently no guidelines in place for lower-ranked (RPI) teams to “jump” over higher-ranked teams if they have beaten the higher-ranked opponent during the season.

5. All games (including forfeits) must be counted in the NAIA Modified RPI calculation process. Forfeits must go through the appropriate procedures and must be granted by the NAIA.
6. All teams/institutions must update results within 24 hours of each contest. Results must be reported through the NAIA Scoreboard by going to www.naiasports.org/admin.

7. The NAC Rules & Ratings Committee has mandated that a committee of five people (coaches/SIDs) be put in place in both men’s and women’s soccer to assist the NAIA national office in verifying the correct overall records for NAIA teams and their opponents prior to the release of each NAIA MRPI rating.

The NAIA Women’s Soccer Coaches Association Vice President and Secretary shall serve on the MRPI Committee.

8. The Final NAIA MRPI will be used to select the at-large qualifiers for the national championship tournament and to seed the tournament field. Note – based on other seeding/bracketing guidelines, the final bracket/seeds may not exactly mirror the Final NAIA MRPI rating.
## 2018-19 NAIA Women's Soccer Qualification Plan

Total # of schools: 202

* denotes Associate member - not eligible for NAIA postseason competition
+ denotes first year member - not eligible for NAIA postseason competition
# denotes the institution sponsors the sport but does not participate in NAIA postseason play

### American Midwest Conference (13)
- Central Baptist (Ark.)
- Columbia (Mo.)
- Freed-Hardeman (Tenn.)
- Hannibal-LaGrange (Mo.)
- Harris-Stowe (Mo.)
- Lindenwood (Ill.)
- Lyon (Ark.)
- Missouri Baptist (Mo.)
- Park (Mo.)
- St. Louis Pharmacy (Mo.)
- Stephens (Mo.)
- William Woods (Mo.)
- Williams Baptist (Ark.)

### Appalachian Athletic Conference (13)
- Bluefield (Va.)
- Brenau (Ga.)
- Bryan (Tenn.)
- Columbia (S.C.)
  + Catholic University (W.Va.)
- Milligan (Tenn.)
- Montreat (N.C.)
- Point (Ga.)
- Reinhardt (Ga.)
- St. Andrews (N.C.)
- Tennessee Wesleyan (Tenn.)
- Truett-McConnell (Ga.)
- Union (Ky.)

### California Pacific Conference (11)
- Antelope Valley (Calif.)
- Benedictine - Mesa (Ariz.)
- Cal Maritime (Calif.)
- California-Na-Me (Ariz.)
- Embry-Riddle (Ariz.)
- La Sierra (Calif.)
- Marymount California (Calif.)
- Providence Christian (Calif.)
- Sierra Nevada (Nev.)
- Simpson (Calif.)
- Soka (Calif.)

### Cascade Collegiate Conference (13)
- Carroll (Mont.)
- Corban (Ore.)
- Eastern Oregon (Ore.)
- Evergreen (Wash.)
- College of Idaho (Idaho)
- Multnomah (Ore.)
- Northwest Christian (Ore.)
- Northwest (Wash.)
- Oregon Tech (Ore.)
- Providence (Mont.)
- Rocky Mountain (Mont.)
- Southern Oregon (Ore.)
- Warner Pacific (Ore.)

### Chicagoland Collegiate Athletic Conference (11)
- Cardinal Stritch (Wis.)
- Holy Cross (Ind.)
- Judson (Ill.)
- Olivet Nazarene (Ill.)
- Robert Morris (Ill.)
- Roosevelt (Ill.)
- St. Francis (Ill.)
- St. Xavier (Ill.)
- St. Ambrose (Iowa)
- Trinity Christian (Ill.)
- Trinity International (Ill.)

### Crossroads League (10)
- Bethel (Ind.)
- Goshen (Ind.)
- Grace (Ind.)
- Huntington (Ind.)
- Indiana Wesleyan (Ind.)
- Marian (Ind.)
- Mount Vernon Nazarene (Ohio)
- St. Francis (Ind.)
- Spring Arbor (Mich.)
- Taylor (Ind.)

### Golden State Athletic Conference (9)
- Arizona Christian (Ariz.)
- Hope International (Calif.)
- The Master's (Calif.)
- Menlo (Calif.)
+ Ottawa (Ariz.)
- San Diego Christian (Calif.)
- Vanguard (Calif.)
- Westminster (Calif.)
- William Jessup (Calif.)

### Great Plains Athletic Conference (13)
- Briar Cliff (Iowa)
- Concordia (Nebraska)
- Dakota Wesleyan (S.D.)
- Doane (Nebraska)
- Dordt (Iowa)
- Hastings (Nebraska)
- Jamestown (N.D.)
- Midland University (Nebraska)
- Mount Marty (S.D.)
- Northwestern (Iowa)
- Presentation (S.D.)
- St. Mary (Nebraska)

### Gulf Coast Athletic Conference (1)
- Talladega (Ala.)

### Heart of America Athletic Conference (12)
- Baker (Kan.)
- Benedictine (Kan.)
- Central Methodist (Mo.)
- Clarke (Iowa)
- Culver-Stockton (Mo.)
- Evangel (Mo.)
- Graceland (Iowa)
- Grand View (Iowa)
- MidAmerica Nazarene (Kan.)
- Missouri Valley (Mo.)
- Mount Mercy (Iowa)
- William Penn (Iowa)

### Kansas Collegiate Athletic Conference (13)
- Avila (Mo.)
- Bethany (Kan.)
- Bethel (Kan.)
- Friends (Kan.)
- Kansas Wesleyan (Kan.)
- McPherson (Kan.)
- Oklahoma Wesleyan (Okla.)
- Ottawa (Kan.)
- St. Mary (Kan.)
- Southwestern (Kan.)
- Sterling (Kan.)
- Tabor (Kan.)
- York (Neb.)

### Mid-South Conference (8)
- Campbellsville (Ky.)
- Cumberland (Tenn.)
- Cumberland (Ky.)
- Georgetown (Ky.)
- Life (Ga.)
- Lindsey Wilson (Ky.)
- Pikeville (Ky.)
- Shawnee State (Ohio)

### Red River Athletic Conference (12)
- Houston - Victoria (Texas)
- Huston-Tillotson (Texas)
- Jarvis Christian (Texas)
- LSU-Alexandria (La.)
- LSU Shreveport (La.)
- Our Lady of the Lake (Texas)
+ Paul Quinn (Texas)
- St. Thomas - Houston (Texas)
- Southwest (N.M.)
- Texas A&M - Texarkana (Texas)
- Texas College (Texas)
- Wiley (Texas)

### River States Conference (10)
- Asbury (Ky.)
- Brescia (Ky.)
- Carlow (Pa.)
- Cincinnati Christian (Ohio)
- Indiana East (Ind.)
- Midway (Ky.)
- Ohio Christian (Ohio)
- Point Park (Pa.)
- Rio Grande (Ohio)
- West Virginia Tech. (W. Va.)

### Sooner Athletic Conference (9)
- Central Christian (Kan.)
- John Brown (Ark.)
- Mid-America Christian (Okla.)
- Oklahoma City (Okla.)
- Science & Arts (Okla.)
- Southwestern Assemblies (Texas)
- Southwestern Christian (Okla.)
- Texas Wesleyan (Texas)
- Wayland Baptist (Texas)

### Southern States Athletic Conference (9)
- Bethel (Tenn.)
- Brevard-Parker (Ga.)
- Dalton State (Ga.)
- Faulkner (Ala.)
- Florida College ( Fla.)
- Martin Methodist (Tenn.)
- Middle Georgia (Ga.)
- Mobile (Ala.)
- William Carey (Miss.)

### The Sun Conference (11)
- Ave Maria (Fla.)
- Florida Memorial (Fla.)
- Johnson & Wales (Fla.)
- Keiser (Fla.)
- St. Thomas (Fla.)
- SCAD Savannah (Ga.)
- South Carolina - Beaufort (S.C.)
- Southeastern (Fla.)
- Thomas (Ga.)
- Warner (Fla.)
- Webber International (Fla.)

### 31 Team National Championship
- 25 Automatic Qualifiers: 5-6 At-large; 1 possible host berth
- Auto berths: 1 per 6+ schools, 2 per 12+ schools, 3 per 18+ schools

As of 11:10 AM CT on October 23, 2018
2018-19 NAIA Women's Soccer Qualification Plan

Total # of schools: 202
# denotes the institution sponsors the sport but does not participate in NAIA postseason play
+ denotes first year member - not eligible for NAIA postseason competition
* denotes Associate member - not eligible for NAIA postseason competition

Wolverine-Hoosier Athletic Conference (12)
- Aquinas (Mich.)
- Cleary (Mich.)
- Concordia (Mich.)
- Cornerstone (Mich.)
- Indiana Tech (Ind.)
- Lawrence Tech. (Mich.)
- Lourdes (Ohio)
- Madonna (Mich.)
- Michigan-Dearborn (Mich.)
- Northwestern Ohio (Ohio)
- Rochester (Mich.)
- Siena Heights (Mich.)

Association of Independent Institutions (10)
- Fisher (Mass.)
+ Florida National (Fla.)
- Georgia Gwinnett (Ga.)
- Green Mountain (Vt.)
- Kentucky Christian (Ky.)
- Lincoln Christian (Ill.)
+ Lincoln (Ill.)
* Maine-Fort Kent (Maine)
+ Penn State Schuylkill (Pa.)
- Washington Adventist (Md.)

North Star Athletic Association (2)
- Bellevue (Neb.)
- Viterbo (Wis.)

31 Team National Championship
- 25 Automatic Qualifiers; 5-6 At-large; 1 possible host berth
- Auto berths: 1 per 6+ schools, 2 per 12+ schools, 3 per 18+ schools

As of 11:10 AM CT on October 23, 2018
In accordance with Rule 3-2 from the 2018 and 2019 NCAA Men's and Women's Soccer Rules, a completed roster form including names and numbers of all players, coaches and other bench personnel, must be submitted to the referee, officials scorekeeper and opposing coach no later than 30 minutes before game time. The game roster submitted to the official scorekeeper and opposing team coach must include each player's total number of cautions, ejections and suspensions in the columns beside the players' names; however, the copy submitted to the referee should not include each player's total number of cautions and ejections.

<table>
<thead>
<tr>
<th>Team</th>
<th>Opponent</th>
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<td>Date</td>
<td>Field</td>
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<th>Jersey No.</th>
<th>Ineligible for this contest</th>
<th>Player (first and last name)</th>
<th>Total Cautions</th>
<th>Total Ejections</th>
<th>Date(s) Served</th>
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<th>Duties</th>
<th>Ineligible for this contest</th>
<th>Bench Personnel (first and last name)</th>
<th>Total Cautions</th>
<th>Total Ejections</th>
<th>Date(s) Served</th>
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Signature:

Coach's Name: ________________________________

Coach's Signature: ________________________________

Phone: ________________________________

E-mail: ________________________________
Appendix E — NAIA Women’s Soccer All-American Guidelines & Procedures

The NAIA Women’s Soccer All-Conference/A.I.I./Unaffiliated grouping team nomination form/ballot should be submitted by each member institution to their respective conference/A.I.I./unaffiliated grouping chair in order to be considered in the vote tabulation. The following procedures must be followed:

1. All soccer coaches forward the All-Conference/A.I.I./Unaffiliated group ballot to their soccer chair no later than November 16.

2. Upon receipt of the ballots, the soccer chair will tabulate the voting based on the procedures indicated below, and will announce the 14-member all-conference/A.I.I./unaffiliated grouping team consisting of two goalkeepers, four forwards, four backs and four midfielders. Conference/A.I.I./unaffiliated grouping groups also have the option of having a meeting during their respective national qualifying tournament and selecting their team; however, coaches who are not in attendance must have their submitted ballots counted in this process. The Player of the Year must be the top vote getter and listed in ranking order. The Conference may only submit ONE Player and Coach of the Year.

3. The conference/A.I.I./unaffiliated grouping chair will tabulate all of the returned (ranked) ballots from his/her conference/A.I.I./unaffiliated grouping and e-mail a completed copy of the official All-Conference/A.I.I./Unaffiliated Grouping Team form to their conference commissioner by November 16. Conference Commissioners will take the final ballot, as presented by the sport chair, and submit final ballot to the NAIA National Office by clicking here. All-Conference submissions should be submitted to the National Office by November 16. Conference/A.I.I./unaffiliated grouping chairs are encouraged to include updated statistics and other pertinent information for any players deemed worthy of NAIA All-America consideration (A-rated players on the form).

4. The NAIA Women’s Soccer Sport Manager will compile all completed All-Conference/A.I.I./Unaffiliated Grouping Teams and forward them to the chair of the NAIA All-American Team Selection Committee. The NAIA-WSCA Vice-President will serve as chair of the selection committee; and the remainder of the NAIA-WSCA Executive Committee, 3 officers and 7 raters/chairs will serve as members of the All-American selection committee. Only one representative from a conference/group can serve on the All-American selection committee.

5. The All-America list shall consist of a first, second and third team of 11 members per team (one goalkeeper, three forwards, three backs, three midfielders and one utility/at-large player).

6. The NAIA Department of Sports Information shall release the NAIA Women's Soccer All-America teams on Tuesday, December 6th.

Completing the Nomination Form

Coaches nominate the top two goalkeepers, the top four forwards, the top four backs and the top four midfielders in their conference, independent or unaffiliated group. These should be listed in order, with number one being the best player at that position, then number two, three, etc. A coach may nominate no more than three of his own players on the ballot.
On the second half of the form, the coach then rates the players on his ballot (regardless of position) from #1 to #14 with #1 being the best player on his ballot.

**All-America Selection**

The All-America team is selected by the NAIA-WSCA All-American Selection Committee during the NAIA National Championship based on the following criteria:

1. Rank of players within their conference/A.I.I./unaffiliated grouping
2. Impact on their team’s success in their conference/A.I.I./unaffiliated grouping
3. Impact outside the conference/A.I.I./unaffiliated grouping
4. Strength of team in affiliated conference/A.I.I./unaffiliated grouping and at national level
5. Any other pertinent information (statistics, awards, etc.)

**National Player of the Year Selection**

The All-American Selection Committee will select a National Player of the Year after selecting the All-America Teams (1st, 2nd, 3rd-Teams & Honorable Mention Team). The following criteria will be relevant:

1. Rank of players within their conference/A.I.I./unaffiliated grouping teams
2. Coaches’ recommendations and observations
3. Strength of schedule
4. Impact on team’s success at the conference/A.I.I./unaffiliated grouping AND national levels
Appendix G — Addendum to USCA Ethics Statement for NAIA Women's Soccer Coaches

Coaches’ Responsibilities for Polls and Awards Voting

1. Coaches involved in voting for the weekly conference/A.I.I./unaffiliated grouping and NAIA national polls commit themselves to ranking teams as objectively as possible, based on the overall strength of each team in question. Coaches who agree to serve as raters commit themselves to learning as much as possible about the strength of schedule of all teams under consideration for ranking and the results of those teams’ games against common opponents.

2. When voting for teams in conference and national NAIA rankings, raters shall not penalize a team because of any disagreement with, or dislike for, the coach of the team. If a rater has a concern about another coach’s conduct, that concern should be pursued through appropriate channels (of the NAIA and USCA) for judging possible ethics violations.

3. Raters are responsible for ranking teams according to their performance in the current season, not on reputations built in previous seasons. Coaches within a conference/A.I.I./unaffiliated grouping bear the obligation of helping raters stay current on teams’ performances by submitting in their scores in accordance with NAIA policy.

4. In voting for postseason awards, such as All-Conference/A.I.I./Unaffiliated grouping and All-American teams, coaches may be advocates for their own players insofar as the rules allow. Coaches have a responsibility, however, to vote for the best players for any such awards, regardless of team affiliation. In no case is it acceptable to vote for players other than the best eligible for any given award, as when voting for players of lesser ability would make it more likely that one’s own players would be selected. All coaches are responsible for nominating and voting for players for postseason awards, even if their own players do not appear likely to be chosen for such awards.

5. When voting for players for postseason awards, the ability and accomplishments of those players must be of paramount concern. Grievances against other coaches must not be held against the players of those coaches in postseason voting, but rather should be pursued through appropriate NAIA and/or USCA channels.

6. It shall be deemed unethical for groups of coaches voting for postseason awards to engage in block voting for such awards. That is, it is considered unethical for groups of coaches to consult with one another prior to voting for postseason awards for the purpose of casting identical, or similar, ballots that would enhance the prospects of their own players winning such awards.

7. Campaigning for ratings votes for one’s own team or for votes for one’s own players for postseason awards shall be considered inappropriate and unethical. Campaigning shall be construed as using fax, mail, or telephone to contact groups 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.