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Appendix A: NAIA Exemption Worksheet*
Appendix B: NAIA State Institution Financial Aid Worksheet*
Appendix C: NAIA Private Institution Financial Aid Worksheet*
Appendix D: NAIA State Institution Financial Aid Formula Worksheet*

*These worksheets can also be located on the Official Award & Report Forms webpage on www.naia.org under Membership/Forms
Overview
Each member institution is required to file a End of Year Report with the NAIA National Office on an annual basis. Institutions may begin to complete the certificates and submit information to the NAIA National Office via [www.NAIAhelp.com](http://www.NAIAhelp.com) and be submitted into the NAIA National Office by September 1st. Athletic Directors should work with their athletic department staff and the institution’s financial aid department to complete the report.

Multiple individuals on an institution’s campus may be involved in the completion of data entry for the report, and it is important that there is open communication between the athletic department and financial aid department in this process. Ultimately, this report is the responsibility of the Athletic Director.

Required Items:

1. Certification of Compliance with Frequency of Play and Scheduling Report;
2. NAIA Substance Abuse Certification of Compliance Report;
3. Certification of Compliance with Champions of Character Responsibilities Report;
4. Institutional Financial Aid Report;
5. Varsity Roster for Institutional Teams; and

Institutions who are new associate NAIA members do not need to complete an End of Year Report for the year previous when they were not an associate member.

When a sport completes year two of being an invitational sport, any institutions sponsoring that invitational sport will have to report financial aid given to student athletes within the End of Year Report.

General Guidelines
Only Athletic Directors can submit completed reports. The End of Year Report will not submit if there is missing information or any section that is not completed. The report can be completed in any order. Athletic Directors have the ability to add new users to the system to permit staff members to access and enter their portion of the End of Year Report. Please reference page 4 on a step-by-step guide on how to add a new user.

Deadline for the End of Year Report is September 1st of each calendar year. Failure to submit will result in suspension from postseason.

Questions?
If you have any questions about the process, how it works, or what information may be necessary for a particular section of the End of Year Report after reviewing this instructional guide, please contact NAIA Legislative Services at either 816.595.8180 or legislative@naia.org.
Manage/Add Users
Athletic Directors may add new users to the system to permit others to enter their portion of the Report; however, only the Athletic Director will be permitted to submit the final report to the NAIA.

To add new users, find and click on the “Add New User” link under the Manage Users menu on the left side of the page. An Add User box will appear. Enter all relevant information for the person to be added as a user.
Locating & Completing the End of Year Report
Once you have logged into NAIAhelp.com and have all the appropriate users added, locate the End of Year Reporting menu on the left side of the page.

1. Click on the “View/Edit Worksheets” link to start the report.
   a. A page with multiple tabs should appear.
   b. Here you can view and locate all the different sections of the report.
Verify Institution’s Information
To report the yearly cost of education at an institution, locate the “View/Edit Worksheets” link and complete the following steps under the “Verify Info” tab:

1. **Enter the yearly cost of education.**
   
a. The “Yearly Cost of Education” box will be the sum total of the “Tuition, Books, and Mandatory Fees” box, plus the “Room and Board” box.

2. **Public institutions will also report yearly cost of out-of-state attendance as well in the “Additional Cost for Out-of-State Student” box. Private institutions do not.**
   
a. Public institutions may have additional boxes labeled “Additional Cost for Out-of-State Student” to help with reporting. If a school needs additional tiers to report additional costs, please contact NAIA Legislative Services at either 816.595.8180 or legislative@naia.org.

2. **Click on the “Go to next step” button once all the yearly cost of education has been entered.**
Financial Aid Work Sheet
To report Financial Aid for each sport that is listed, locate the “View/Edit Worksheets” link and complete the following steps under the “Financial Aid Work Sheet” tab (click on each sport name in the left column to be able to fill out the same requested information for each sport):

1. For the “Total # on squad”, “# of multi-sport athletes”, “Total # on varsity roster”, and “Total # of varsity participants living off campus” boxes, enter the total count for each sport in those boxes. Click the “Save” button after each time information is entered for each sport.

   a. “Total # on squad box” does not have to be identical to “Total # on varsity roster” box.

      1) “Total # on squad” is the count of all students involved in that sport program at the institution, including varsity, junior varsity or freshman teams. Eligibility certification or contest participation is irrelevant for this number.

      2) “Total # on varsity roster” is the count of students who has participated as a varsity athlete (COP Article XII, Section B; see item d in this section of the guide for more information on the definition of varsity athlete).

   b. You do not have to calculate varsity athletes living off campus differently, nor does not impact the financial aid limits. Just enter the total number living off campus. Include any varsity athlete that lived off campus for at least one term.

   c. Student athletes who only compete in scrimmages or exhibitions are not considered a varsity participant (COP Article V, Section B, Item 6). Do not include them in your “Total # varsity roster” count.
Financial Aid Work Sheet (continued)

2. **In the “Total granted prior to any exemptions” box, add up all the countable institutional aid given to all varsity student-athletes. Click the “Save” button after each time information is entered in for each sport.**

a. Countable Aid is any and all financial assistance to student-athletes that is funded, managed/controlled or allocated by the institution; regardless of category, title or original source.

1) Institutional funded positions shall count as countable aid as the positions are funded by the institution, and the salary is controlled or allocated by the institution. Examples include, but are not limited to, work study and student positions provided by departments within the institution. Also, a student who coaches at the intercollegiate level (Article II, Section B) when compensation is institutionally controlled.

2) If compensation of a student athlete who is employed by the institution does not meet the definition of countable institutional aid, it does not need to be incorporated into the End of Year Report.

3) Tuition waivers associated with an inter-institutional exchange program are considered countable. The amount of tuition waived for a student in this situation will count toward an institution’s financial aid limits.

b. Non-Countable Aid is any aid not funded, controlled or allocated in any significant way by the institution.

c. Summer aid should be included in a student’s total aid award. Any countable summer aid should be attached to the immediately preceding academic year (e.g. institutional aid given in the summer 2016 is included along with all aid given in the 2015-2016 academic year and reported on the End of Year Report due on September 1, 2016).

1) If a team has already reached its upper limit based on aid awarded during the 2015-2016 academic year and provides any aid during the summer of 2016 will be in violation of the financial aid limits. Violation and sanction information can be found in COP Policy, Article XII, Section G.

<table>
<thead>
<tr>
<th>Countable Aid</th>
<th>Non-Countable Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarships: Athletic, Academic, Leadership/Performance and outside scholarship administered by the institution</td>
<td>Grants: Pell. SEO, Federal or State</td>
</tr>
<tr>
<td>Tuition Waivers</td>
<td>Federal/State Benefits or Scholarships</td>
</tr>
<tr>
<td>Benefits</td>
<td>Loans not controlled by institutions</td>
</tr>
<tr>
<td>Meal Credits</td>
<td>State-Mandated Tuition Waivers</td>
</tr>
<tr>
<td>Room Credits</td>
<td>Institutionally Funded Tuition Waivers for Employee</td>
</tr>
<tr>
<td>Institutional Loans</td>
<td>Institutional funded tuition waivers for employee dependents attending the institution of the employee.</td>
</tr>
<tr>
<td>Work Study</td>
<td></td>
</tr>
</tbody>
</table>
Financial Aid Work Sheet (continued)

d. Athletes are considered varsity when:
   1) Any athlete who participates as a designated varsity participant;
   2) Any athlete who participates in a contest that is included in varsity’s W/L record;
   3) Any athlete who participates in a contest that can be used for postseason qualification; or
   4) Any athlete who participates in a contest that can be counted towards the varsity’s team scoring.

   a) When a varsity athlete has to end the season due to a season-ending injury or other comparable personal crisis and is replaced by a junior varsity athlete, the aid of the original varsity player will count toward the limit, but the aid of the replacement player from the JV program will not count for that season. The reasoning is that aid is given in advance for the season and coaches have no way of planning for replacement players who may need to move up to varsity to replace an injured varsity player.

   **A student-athlete who is suspended shall be treated the same as an injured student-athlete.**

   b) The policy defines a varsity roster athlete as any athlete who participates for any length of time as a designated varsity participant. A student considered to be on the varsity roster cannot be an alternate for another varsity athlete because the student will have already participated and his/her aid will already count toward the limit. A student athlete who has not participated in a varsity contest is not considered to be on the varsity roster. Therefore, that student could replace an injured varsity athlete without the alternate student athlete’s aid count toward the team’s limit.


e. Financial aid to junior varsity only participants will not count against the institution’s allowable limits and will not be reported to the NAIA.

f. Upper Limits for Institutional Aid

<table>
<thead>
<tr>
<th>Sport</th>
<th>Upper Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>12</td>
</tr>
<tr>
<td>Indoor &amp; Outdoor Track and Field</td>
<td>12</td>
</tr>
<tr>
<td>Basketball (Division I)</td>
<td>11</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>12</td>
</tr>
<tr>
<td>Basketball (Division II)</td>
<td>6</td>
</tr>
<tr>
<td>Soccer</td>
<td>12</td>
</tr>
<tr>
<td>Competitive Cheer</td>
<td>12</td>
</tr>
<tr>
<td>Softball</td>
<td>10</td>
</tr>
<tr>
<td>Competitive Dance</td>
<td>10</td>
</tr>
<tr>
<td>Swimming and Diving</td>
<td>8</td>
</tr>
<tr>
<td>Cross Country</td>
<td>5</td>
</tr>
<tr>
<td>Tennis</td>
<td>5</td>
</tr>
<tr>
<td>Football</td>
<td>24</td>
</tr>
<tr>
<td>Volleyball</td>
<td>8</td>
</tr>
<tr>
<td>Golf</td>
<td>5</td>
</tr>
<tr>
<td>Wrestling</td>
<td>8</td>
</tr>
</tbody>
</table>
Financial Aid Work Sheet (continued)

g. Prorate aid equally to a student-athlete who participates in more than one sport, or to each varsity intercollegiate sport sponsored by NAIA/NCAA. For instance: a student-athlete who has a $5,000 athletic scholarship and participates in football and baseball must count $2,500 to each sport (the same is true for a student athlete who competes for cross country and track and field unless your institution decides to combine the aid of cross country and track and field).

Indoor and outdoor track and field are separate sports but count as one when it comes to institutional aid. If a student athlete competes in outdoor and indoor track and field, then the student’s aid counts only once; you do not have to divide it up between the two sports.

h. An institution’s total cost of attendance is based on the average undergraduate cost published by the institution (a graduate student athlete’s impact on a team’s financial aid limits is based on the average undergraduate cost of attendance).

1) If the cost of attendance for a graduate student is $30,000 and $20,000 for an undergraduate student, and if the graduate student receives $30,000 in countable aid then all $30,000 will apply to the total. Thus, the graduate student would count as 1.5 scholarships.
Financial Aid Work Sheet (continued)

3. Add up all the countable institutional aid given to all student-athletes that qualify for an academic exemption. Enter the number of exempt students and countable aid exempted for full and half exemptions. Click the “Save” button after each time information is entered in for each sport.

   a. Academic Exemptions are for academically gifted students who will be exempt from the aid counted.

   b. Full Exemptions are when aid to a continuing student with a 3.60 cumulative GPA or who are in the top 10% of the class (based on collegiate record) will not count against the limits. For freshmen, a full exemption is when a freshman has a minimum 1200 SAT / 27 ACT score, cumulative high school GPA of 3.75-4.0, or high school class rank in the top 10%.

   2) For continuing students, use the cumulative GPA immediately preceding the fall term of the year being reported, including any summer coursework if applicable. For transfer students, take the cumulative GPA at face value for the first term of identification only. Then proceed using member institution cumulative GPA as on transcript.

   c. Half Exemptions are when only one-half of the aid to continuing students with a 3.30-3.59 cumulative GPA or who are in the upper 11-25% of the class (based on collegiate record) will not count against the limits. For freshmen, a half exemption is when a freshman has a minimum 1050 SAT / 23 ACT score, cumulative high school GPA of 3.50-3.74, or high school class rank of 11-25%.

   1) Institutions may use the student’s cumulative GPA from either the seventh or final high school semester for incoming freshmen. Students from high schools that do not grade, use ACT/SAT scores or class rank. ACT/SAT tests taken on national test dates during the fall term can be counted as if it were taken in the spring or summer.

      a) For home-schooled students, use ACT/SAT scores.

   International students’ exemptions are determined in the same way as eligibility, using the ACT/SAT score, class rank or cumulative GPA, if determined.

4. For public institutions, there will be additional boxes at the bottom under the “Financial Aid Work Sheet” tab. Enter the “Total number of out-of-state waivers/grants” (¼, ½, ¾, full) in the top box (e.g. 20 out-of-state students receive waivers/grants of ½ the additional cost; the total number entered would be 10.). Click the “Save” button after each time information is entered in for each sport.
Rosters
To report only athletes who competed in a varsity contest, locate the “View/Edit Worksheets” link and complete the following steps under the “Rosters” tab (click on each sport name in the left column to be able to fill out rosters for each sport):

1. **Enter names of varsity athletes for each sport that is listed on the left side (COP Article XII, Section B; see item d on page 9 of the Financial Aid section of the guide for more information on the definition of varsity athlete).** Click on each sport name in the left column to fill out the varsity roster for each sport.
   
a. The number of student athletes entered into the rosters for each sport must be identical to the number entered in the Financial Aid Work Sheet.
   
b. It is the institutions choice to combine the roster of cross country and track and field as these rosters may be very similar or identical. The NAIA will still evaluate for Full Grant Equivalency (FGE) limits for both cross country and track and field by evaluating the total financial aid against the maximum allowable for cross country plus track and field.

2. **If the institution uses SIDHelp, click on the link, “Save Time by Downloading Your Rosters”.** The link will direct you to another page. In the “Download Your Roster from SIDHelp Site” box, select your institution from the drop down scroll. Click “Download Rosters” button to finish downloading varsity rosters. Please note: when you download rosters, any athletes entered into the NAIA End of Year Reporting will be deleted and overwritten with the athletes from the rosters you have downloaded.

3. **Click “Save” when finished.**
**Frequency of Play**
To complete and locate the Frequency of Play section, click the “Frequency of Play” link on the left side of the page. In this section of the report, an institution will report violations (if any) concerning frequency of play and scheduling policies.

To view policies on frequency of play and scheduling, click on the blue link labeled “View Policies”.

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**Certify No Violation Occurred**
If an institution did not violate the frequency of play rules:

1. **Click on the blue link labeled “Certify that I have verified that our institution did not violate the frequency of play and scheduling regulations, or the practice limitation regulations in any sport sponsored by our institution for the 2015-2016 school year”**.

   a. The coaching staff at an institution (paid, voluntary, associate, assistant, or graduate assistant coaches) must complete the Character-Driven Coaching online training courses within the first 60 days from the effective date of employment at the institution.

   b. Each institution needs to verify each year that its coaches complete the training.

   c. Any coach who does not or fails to fully complete the training within the first 60 days need to be reported to the National Conduct and Ethics Committee.
Frequency of Play (continued)

2. A new box will appear asking the user to verify that the institution did not violate the frequency of play and scheduling policies for the previous school year. Click “Turn in to the NAIA” button if there were no violations.

   a. By clicking this button, the NAIA Certification of Compliance with Frequency of Play and Scheduling Policies form will be turned in.

   b. A new box will appear stating when the certification of compliance was turned in and have the blue link “View Turned in Form” where users can view and print the form.
**Frequency of Play (continue)**

**Report a Violation**

If an institution did violate the frequency of play rules:

1. **Click on the blue link labeled “Report a Violation”.**

2. **A new box will appear and in the box provide a detailed description on the violation. Click the “Report to the NAIA” button when finished reporting the violation.**

3. **A new box will appear asking the user to verify that the institution is reporting a violation of frequency of play during the previous school year. Click “Turn in to the NAIA” button to turn in the violation report.**
   
   a. By clicking this button, the NAIA Certification of Compliance with Frequency of Play and Scheduling Policies form will be turned in.

   b. A new box will appear stating when the certification of compliance was turned in and have the blue link “View Turned in Form” where users can view and print the form.
Champions of Character
To complete and locate the Champions of Character section, click the “Champions of Character” link on the left side of the page. In this section of the report, an institution will report violations (if any) concerning the NAIA Certification of Compliance with Institutional Champions of Character Responsibilities.

To view policies on institutional champions of character responsibilities, click on “View Policies”.

Certify No Violation Occurred
If an institution did not violate Champions of Character responsibilities:

1. Click on the blue link labeled “Certify that I have verified that all coaching staff members at my institution, including all paid and voluntary head, associate, assistant and graduate assistant coaches, have completed the Character-Driven Coaching online training. All coaches hired during the 2015-2016 school year completed the training within the first 60 days from the effective date of employment.”

   a. The coaching staff at an institution (paid, voluntary, associate, assistant, or graduate assistant coaches) must complete the Character-Driven Coaching online training courses within the first 60 days from the effective date of employment at the institution.

   b. Each institution needs to verify each year that its coaches complete the training.

   c. Any coach who does not or fails to fully complete the training within the first 60 days need to be reported to the National Conduct and Ethics Committee.
Champions of Character (continued)

2. A new box will appear asking the user to verify that the institution did not violate the NAIA Champions of Character Responsibilities for the previous school year. Click “Turn in to the NAIA” button if there were no violations.

   a. By clicking this button, the NAIA Certification of Compliance with Institutional Champions of Character Responsibilities form will be turned in.
   b. A new box will appear stating when the certification of compliance was turned in and have the blue link “View Turned in Form” where users can view and print the form.
Champions of Character (continued)

Report a Violation
If an institution did violate the institutional Champions of Character responsibilities:

1. **Click on the blue link labeled “Report a Violation”**.

2. **A new box will appear and in the box provide a detailed description on the violation. Click the “Report to the NAIA” button when finished reporting the violation**.

3. **A new box will appear asking the user to verify that the institution is reporting a violation of the NAIA Champions of Character Responsibilities for the previous school year. Click “Turn in to the NAIA” button to turn in the violation report**.
   
a. By clicking this button, the NAIA Certification of Compliance with Institutional Champions of Character Responsibilities form will be turned in.
   
b. A new box will appear stating when the certification of compliance was turned in and have the blue link “View Turned in Form” where users can view and print the form.
Substance Abuse
To complete and locate the Substance Abuse section, click the “Substance Abuse” link on the left side of the page. In this section of the report, an institution will report the educational methods used for the Substance Abuse Certification of Compliance.

1. Select the educational items in which the institution implemented for Substance Abuse Certification of Compliance. Click “Save” when finished.

   a. The NAIA is committed to bringing all available educational resources on the issue of substance abuse to student athletes. Member institutions are required to turn in the Substance Abuse Certification of Compliance each year to report the results of an institution’s substance abuse education and evaluation program, and to undertake the following actions:

   1) Develop a philosophy statement which expresses the institution’s position on substance abuse as it relates to student-athletes, describe the institution’s substance abuse education program and outline the institution’s program for evaluating the effectiveness of the education program.

   2) Establish a substance abuse education program requiring active involvement of all participating athletes.

   3) Develop and institute an evaluation program for a statement of philosophy on student-athlete participation and the expectations of the institution for each athlete’s standard of behavior.
Sunstance Abuse (continued)

2. A new box will appear verifying the information that was selected. Review to make sure all information is correct, and then click the “Turn in to the NAIA” button to submit.

   a. A new box will appear stating when the certification of compliance was turned in and have the blue link “View Turned in Form” where users can view and print the form.
Championship Expenses
To complete and locate the Championship Expenses section, click the “Championship Expenses” link on the left side of the page. In this section of the report, an institution will report any expenses that occurred with any participation in a National Championship.
Championship Expenses (continued)

If an institution did not participate in any National Championships:

1. Click the “We did not participate in any National Championship” box if your institution did not compete in any National Championships. Then click the “Save”.

2. A new box will appear verifying that an institution did not participate in any National Championships. Click the “Turn in to the NAIA” button, if the statement is correct.

   a. A new box will appear stating when the certification of compliance was turned in and have the blue link “View Turned in Form” where users can view and print the form.

   ![Step #1](Image)
   ![Step #2](Image)
   ![Step #2a](Image)
Championship Expenses (continued)

If an institution did participate in any National Championships:

1. **Enter all Championship expenses incurred per sport that participated in a National Championship.** Click “Save” when finished.
   
   a. Expenses include travel, lodging, and meals to national championships only. Do not include opening round expenses if the institution hosted.

2. **A new box will appear verifying the costs per sport that participated in any National Championships.** Click the “Turn in to the NAIA” button, if the statement is correct.
   
   a. A new box will appear stating when the certification of compliance was turned in and have the blue link “View Turned in Form” where users can view and print the form.
Print Reports
To print any of the reports the institution has completed for the End of Year Report, click the “View/Edit Worksheets” link on the left side of the page, then go to the “Print Reports” tab. Each form will be populated with the appropriate information that has been entered in for the different sections of the report.

The “Financial Aid Report” is the form that will display the number of financial aid awards. There should be no negative numbers, blanks or zeros under Column V in the Financial Aid Report.

All these forms, minus the “Exemption Worksheet” will be compiled to create an institution’s final End of Year Report.
Turn In the End of Year Report
Once all of the information is entered and saved, **the report must be turned in by the AD**. To turn in the report, click the “View/Edit Worksheets” link on the left side of the page and then go to the “Turn In” tab. A status report of your information will be shown.

Athletic Directors will not be able to turn in the report if any of the items on the “Turn In” tab are red and the “Turn In to the NAIA” button does not appear. Items listed in red are required information that has not been fully completed or there are errors in the information submitted.

Once the “Turn In” tab is clear of any red writing and required information has been submitted, a “Turn In to the NAIA” button should appear.

1. **Click the “Turn In to the NAIA” button.**

Once submitted, a PDF copy of the final End of Year Report will be located on the right hand side of the screen under “ Archived Seasons”. 