



# Membership Application Guide

Thank you for your interest in the National Association of Intercollegiate Athletics (NAIA). NAIA membership is available to colleges and universities that meet established criteria and adhere to the overall mission and beliefs of the 250 member institutions across North America. The membership application process allows the NAIA to learn more about your institution's athletics philosophy and operations and, in turn, permits you to become familiar with the NAIA mission, structure, operating policies and legislative requirements.

NAIA membership applications are considered once a year at the Council of Presidents (COP) meeting held during the NAIA Annual Convention each April. The application submission deadline is October 1. See the timeline below for important dates.

Following is a complete guide to the application process. The NAIA is committed to helping your institution make a well-informed decision, and we look forward to talking with you further concerning NAIA membership. As questions arise, please feel free to contact [Julie McCollum](mailto:jmccollum@naia.org) at 816-595-8121.

## Application Process

### Formal Application

NAIA membership application requires submission of the following to the National Office by October 1:

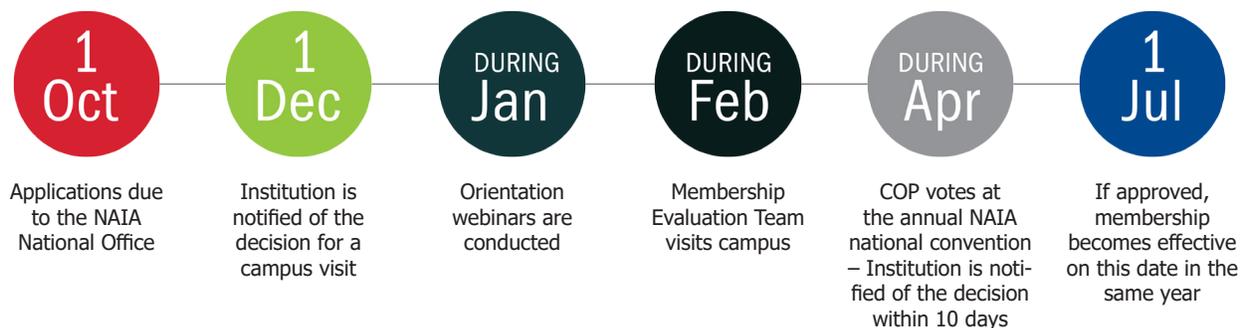
- ▶ NAIA Membership Application Form
- ▶ All supplemental documentation listed on page 5 of the application form.
- ▶ Application Fee, \$10,000

Mail to:

National Association of Intercollegiate Athletics  
Director of Membership Sales and Service  
1200 Grand Blvd.  
Kansas City, Mo 64106

To submit electronically, contact [jmccollum@naia.org](mailto:jmccollum@naia.org) for instructions.

## Process Timeline



## Pre-Visit Webinars

In January, two pre-visit webinars will be conducted to introduce your staff to NAIA athletics administration, competition and legislative compliance.

## Campus Visit

No later than March 1 members of an NAIA Membership Evaluation Team (MET) will visit your campus. The campus visit allows the MET and Council of Presidents to learn more about your institution and make an educated decision concerning your institution's application. The Membership Evaluation Team includes:

- ▶ NAIA National Office liaison
- ▶ Member of the NAIA Council of Presidents (or another CEO)
- ▶ NAIA athletics director from an institution
- ▶ NAIA institutional faculty athletics representative or conference eligibility chair

## Typical Campus Visit Agenda

### 8:30 – 9:30 a.m. — Opening Session

Senior campus administrators, selected faculty and athletics department staff members and coaches share information concerning the institution.

### 9:45 – 10:30 a.m. — Campus Tour

### 10:30-11:30 a.m. — Senior Administration

The institution's chief executive officer and MET president and chair exchange information.

### 10:30 – 11:30 a.m. — Administration and Competition

Members of the institution's athletics administration and coaching staff meet with the MET athletics director.

### 11:30 – 12:30 p.m. – Lunch

with select campus staff and MET

### 12:45 – 2 p.m. — Legislation and Compliance

Campus faculty and administrators involved in certifying initial and continuing eligibility and rules compliance meet with the evaluation team's faculty athletics representative.

### 2:15 – 2:45 p.m. — Student-Athletes

An informal session with all MET members

### 2:45 – 3:15 p.m. — Wrap-up Session

The campus visit is usually completed in one day and includes a variety of opportunities for campus staff to interact informally with MET members.

## Evaluation Team's Recommendation

After the campus visit, the MET, prepares a formal written report and team recommendation in conjunction with the Membership Committee. At this time the team may identify areas of concern or request additional information. Your institution's complete application materials and the evaluation team's campus visit report are then sent to all members of the NAIA Council of Presidents for review during the April meeting. A majority vote of the Council determines membership. Institutions are notified formally of the decision within 10 days. If approved, membership is effective July 1 the same year

## Preparing For Active Membership

If membership is approved, the Director of Membership Sales will host a new member orientation conference call with your staff to review the next steps, including

- ▶ Declaration of Intent of sports to be sponsored
- ▶ Press releases on the NAIA website and to selected media outlets
- ▶ Catastrophic insurance enrollment
- ▶ NAIA membership dues
- ▶ Registration of new student-athletes with the NAIA Eligibility Center
- ▶ Eligibility and compliance documentation for the coming academic year