



TABLE OF CONTENTS

General Information	2
Selection of Raters	4
Rater Expectations	4
Contests Results & Reporting Period	5
Ratings Policies & Procedures	5
National Oversight Committee	6
Ratings Grievance Procedures	7
Final Ratings Information	7
Conference Commissioner Expectations	8
Glossary	8

For National Championship Selection / Coaches Association / Event Administration, please contact:

Championship Sport Manager
Candice Fabry
cfabry@naia.org
816-595-8353

For Ratings Administration / Athletic Communication, please contact:

Manager of Athletics Communications
Reanne Kietlinski
rkietlinski@naia.org
816-595-8349

RATINGS MANUAL

GENERAL INFORMATION

- A. **Overall philosophy:** Wrestling ratings serve as the overall NAIA publicity tool for the sport and serves as a one tool used in the national championship selection process. The ratings process is a complex one and every step of the process is vital to the integrity and accuracy of all ratings. The NAIA National Office appreciates the knowledge and time commitment put forth by all members of the ratings committee, conference oversight committee, national oversight committee, and conference commissioners. The entire ratings process is constructed by membership, specifically the National Administrative Council (NAC). If a rater is interested in the process and wishes to make changes, each sport Coaches' Association has the authority to propose changes at their annual sport coaches' business meeting.
- B. **Frequency of Ratings:** The NAIA releases a preseason rating on October 17. NAIA Wrestling ratings are conducted on at least a monthly basis beginning on November 7. The final rating will take place PRIOR TO THE START OF the affiliated conference/group national qualifying tournaments, to determine allocations.
- C. **Dates of Ratings:** Oct. 17 (preseason), Nov. 7, Nov. 21, Dec. 12, Jan. 2, Jan. 16, Jan. 30, Feb. 12 (Final)
- D. **Total Number of Raters:** The rating committee is comprised of eight national raters – one from each of the affiliated conference/affiliated groups. Additionally, one administrator representing the NAC Committee will serve as an oversight member.

NEW FOR 2024-25: The Oversight Committee has changed to five (5) total members: two (2) elected by the NAIA Men's Wrestling Executive Committee, two (2) at-large members as voted on by the coaching body, and one (1) NAC Representative

- E. **Rating Procedure:** Each rater submits an individual wrestler rating for each weight class from his respective group. From the eight conference/affiliated group individual ratings, the raters then compile a rating of the top twenty-five individual wrestlers in each weight class. Team ratings are compiled by scoring the ranked individual wrestlers in each weight class (using the national tournament scoring system, with the highest and lowest point total removed). Each group rater must send their bi-weekly (or monthly) group rating to their group oversight committee member for review before submitting it to the NAIA national office. Wrestlers may only be ranked at a weight class in which they have competed.

- F. **Ongoing Ratings Deadlines:**

Monday	12 p.m. CT	Deadline for coaches to submit information to raters
Monday	4 p.m. CT	Conference ballots due
Wednesday	9 a.m. CT	National ballots due
Wednesday	9:30 a.m. - 12 p.m. CT	Oversight committee reviews the ratings grid
Wednesday	12 p.m. - 2 p.m. CT	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 group ratings.
Thursday	By 10 a.m. CT	National office releases the grid on www.naia.org

- G. **Reporting Period:** All competition from the end of the previous rating through the Sunday prior to the rating.
- H. **Limits:** The maximum number of individual wrestlers a team can have rated in their national qualifying group and in the national rating is 12.
- I. **Weight Class Requirements:** Starting in the 2024-25 season, a wrestler can only be ranked at the weight class in which he has competed during regular season ranking periods.
- J. Although this is not mandatory, it is strongly recommended that each week the conference/group ratings committees collect competition results for the week and then convene via conference call each Monday for a consensus rating of their respective areas.
- K. 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 Trackwrestling 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.
- L. Roll will be taken at the start and ending of the call. This will occur electronically via zoom. Raters are required to be present during the entirety of each conference call. Failure to be present throughout the entirety of the call will result in a strike.
- M. If the conference/group rater cannot participate on a scheduled ratings conference call (either during the season or the preseason webinar) they must do one of the following:

- a. Provide a written conference/group report to the NAIA National Office prior to the conference call or
- b. Find a replacement from their conference/group oversight committee to represent the group on the call.
 - i. If neither of those two items occurs, then no teams in that specific conference/group are eligible for ratings that week and the rater is penalized for not participating on the conference call.
- N. The ratings national grid (a spreadsheet that shows the top 25 rating and votes from each national rater) will be sent to all national raters after the 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 outside the ratings committee.
- O. If the grid is shared via any means by the rater to someone outside the ratings committee, that rater is removed from their position for the rest of the year.
 - a. Violation of ratings policy and procedures including breach of confidentiality may result in removal as a rater and/or a participant in ARC Ratings, ARC Chair and National Selection Committee duties as deemed by NAC.
- P. 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.
- Q. If information is inaccurate on any conference/group/national ratings, here is the process for any school administrator to take:
 - a. For incorrect information on the conference/group rating (such as win-loss record; scores), contact the respective rater.
 - b. For incorrect information on the national rating, contact both the respective rater and the NAIA National Office.
 - c. For concerns regarding the conference/group rating, contact the respective rater and the conference/group commissioner.
 - d. For concerns regarding the national ratings, contact your rater, a National Oversight Committee member and the NAIA National Office.
 - e. If a wrestler has been ranked at a weight class they do not compete in, contact the NAIA National Office and a National Oversight Committee member.
- R. Any questions regarding information in this manual should be directed to the NAIA National Office.

SELECTION OF RATERS/OVERSIGHT

- A. All raters are selected by their respective conference/group Commissioner. Each Commissioner is required to send rater contact information to the NAIA national office via email by Sept. 1 of each year. Each Commissioner establishes appropriate selection criteria and guidelines for their rater.
- B. For the selection of a rater from an Affiliated 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.

EXPECTATIONS OF RATERS

- A. NAIA national office expects all rater to have an unbiased opinion in regards to conference/group status. Each rater is expected to rate the top wrestlers in the nation, regardless of affiliation (conference/CAC/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 Trackwrestling. 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. Violation of ratings policy and procedures including breach of confidentiality may result in removal as a rater and/or a participant in ARC Ratings, ARC Chair and National Selection Committee duties as deemed by NAC.
- H. If a rater is unable to fulfill this commitment, the NAIA National Office must be notified immediately.
- I. 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

CONTESTS RESULTS & REPORTING PERIOD

- A. All NAIA teams must have their 2024-25 schedule inputted into Trackwrestling by October 1.
- B. **Mandate for reporting scores:** In order for schools to be eligible for group or national ratings, results **must** be reported to Trackwrestling **within** 48 hours of completion of contest. It is the responsibility of each school to report its results. 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.
 - a. The first violation will continue to be a warning.
 - b. Any second violation (first penalty) will be a \$500 fine.
 - c. The third violation will be a \$1,000 fine and a loss of postseason awards.
 - d. The fourth violation will be a \$1,000 fine and will be dealt with at the discretion of membership services.
 - e. Fines will be due within 30 days of notification.
- C. **Avenues for reporting:** All results must be entered on-line using Trackwrestling. To access the Trackwrestling site, [CLICK HERE](#). You must be a current member of the NWCA (which is also required of all NAIA coaches for weight certification & management using the NWCA's OPC software).

RATINGS POLICIES & PROCEDURES

- A. **Individual Conference/Affiliated Group Ratings**
 - a. Each rater can access results from all NAIA teams/wrestlers through Trackwrestling.
 - b. The ranking of the top 10 individuals in each weight class (per conference/affiliated group) is to be submitted on-line using Trackwrestling no later than 4 p.m. (CT) on Monday of each rating week.
 - c. Shortly after 4 p.m. (CT) on Monday (of each rating week), national raters can access the conference/affiliated ratings via Trackwrestling.
 - d. National qualifying reports and national ratings received after the deadline will **not** be included in the compilation. Wrestlers cannot be ranked if their rater misses the deadline for submitting their national qualifying group rating for that ratings period.
 - e. Only varsity wrestlers who are identified with a NAIA team can be rated in postseason qualifying group and national ratings. Unattached wrestlers are NOT eligible for ratings.
- B. **Postseason National Qualifying Ranking Policies**
 - a. Raters are allowed one tie at any position (#1-#10) in each weight class in their rating. Only one tie is allowed and the conference/affiliated group is still limited to only **TEN** wrestlers in each weight class in its rating.
 - i. When a conference submits a tie for any rating period in sports that allow ties, the rater is required to submit rationale pertaining to those ties.
 - b. Raters do not have to rate ten wrestlers from their conference/affiliated group in each weight class. They should list ONLY wrestlers that merit consideration for national rating. The maximum that can be rated is 10.
- C. **National Ballots**
 - a. Every national ballot ranking the top 25 individuals in each weight class must be submitted online by 9 a.m. (Central) on Wednesday. Please keep the following in mind when submitting ballots:
 - i. Ballots received after the deadline will **not** be included in the rating.
 - ii. A rating will not be conducted if less than 50% of the raters submit ballots.
- D. **Corrections to Conference/Affiliated Group Ratings/National Ratings**
 - a. For incorrect information regarding record and/or weight classification in conference/affiliated group wrestler reports, contact respective conference/affiliated group rater.
 - b. For incorrect information listed in the national ratings, contact both the respective conference/affiliated group rater and the NAIA Sport Manager.
 - c. For concerns regarding the integrity of conference/affiliated group wrestler ratings, contact respective conference/affiliated group rater and the qualifying group oversight member.
 - d. For concerns regarding the integrity of the national rating contact your respective conference/affiliated group rater, a National Oversight Committee member and the NAIA Sport Manager.
 - e. If a wrestler has been ranked at a weight class they do not compete in, contact the NAIA National Office and a National Oversight Committee member.
- E. **Ratings Criteria/Guidelines to be Used for Adopted Rating Schedule**
 - a. PRIMARY (in order listed below)

- i. Head to head results – most recent results takes precedence
 - ii. Results vs. common opponents
- b. SECONDARY (no weight order given)
 - i. Common tournament place finishes
 - ii. Past National Championship or Conference Tournament finishes
 - iii. Overall records – quality/strength of opponents and schedule are more important than win-loss record
- c. **NEW FOR 2025-26:** In the event of a tie in the individual rankings, the following criteria will be used to determine the individual who receives the higher ranking
 - i. The wrestler with the most individual votes from the raters
 - ii. The wrestler with the most points before the highs and lows were removed
 - iii. In the case of a tie still existing, we will have a revote
 - iv. If a tie cannot be broken on a revote, it will go to oversight to decide

NATIONAL OVERSIGHT COMMITTEE

- A. National Oversight Committee to consist of:
 - a. NAC Sport Liaison – Eric Ward, WHAC Commissioner
 - b. Two coaches selected by the NAIA Men's Wrestling Executive Committee
 - c. Two at-large representatives as voted on by coaches
 - d. The NAIA Sport Manager works with NAIA-WCA officers to recruit/appoint National Oversight Committee members.
 - B. The NAC Ratings Committee liaison is an active member of each National Oversight Committee.
 - C. Each conference/affiliated group must designate one coach in the group to serve as the oversight member to monitor the conference/affiliated group ratings. If a conference/affiliated group does not have a designated oversight member in place, they will not be allowed to submit group and national ratings.
 - D. National Oversight Committee will review each rating grid prior to releasing national rating.
 - a. Approval forms are submitted by each National Oversight Committee member via e-mail.
 - b. If a concern is expressed, oversight will contact NAIA Sport Manager immediately.
 - c. If concern is expressed by oversight regarding a rating ballot, rater in question will have until **2:00 p.m. (Central)** on Wednesdays to respond to oversight's concerns and provide rationale for rating.
- Note – Concerns should be directed at how individuals among the rating committee ranked specific athletes, not about where a specific athlete falls in the top 25. Example: Rational is needed from the GPAC on why they didn't rank Joe Smith at 125 pounds.**
- E. If a rater does not provide written rationale prior to the deadline, the penalty system is as follows:
 - a. 1st instance – written warning (ballot is still included in that week's rating)
 - b. 2nd instance – rater(s) ballot is removed for that week
 - c. In each of the two instances, the NAIA National Office copies all parties (rater, national oversight, conference/group Commissioners).
 - d. No response from National Oversight Committee member for two ratings constitutes NAIA National Office contact. National Oversight Committee members are held to the same requirements/guidelines as national raters in terms of completing their weekly responsibilities in the ratings process.
 - F. National Oversight Committee has 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 three of the five members of the National Oversight Committee.

- a. **NEW FOR 2024-25:** The Oversight Committee has the authority to remove a ballot at a single weight while not removing the full ballot.
 - b. In the event of the removal of a ballot, the rater, conference/affiliated group oversight, affected Conference Commissioners, NAIA Director of Sports Information, and the National Oversight Committee will be notified.
- G. Removal of a rater is authorized when any combination of the following **three** incidents occur three (3) times during a ratings calendar year:
 - 1. Failure to submit a conference/affiliated group OR national rating/ballot.
 - 2. Failure to represent conference/affiliated group on a ratings conference call.
 - 3. Removal of a rating ballot.

Any appeals (and final decision to remove a rater) are handled by the national ratings oversight committee.
- H. Standard policies when removing a rater:
 - 1. Warning letter (e-mail correspondence) sent to rater after first two offenses (see section F above). Respective conference/affiliated group oversight member and conference commissioner (if applicable) copied on all correspondences.

2. Removal of rater after **third** offense. NAIA Sport Manager contacts conference/affiliated group oversight member for procedures in submitting a conference/affiliated group ratings after removal of the conference/affiliated group's national rater. For wrestling, if a conference/affiliated group rater is dismissed, then the group oversight member assumes the responsibilities of the group rating.

RATINGS GRIEVANCE PROCEDURES

- A. Conference/affiliated group oversight member is responsible for issues with group report and any issues with conference/affiliated group ratings
- B. Rater-to-Rater grievances are facilitated through the NAIA National Office with National Oversight Committee serving as a resource.
- C. Appeals to be processed through the NAC Executive Committee.
- D. Here is the process to take for a rater to submit a grievance:
 - a. Email the NAIA National Office your grievance within the constructed timeline
 - b. The NAIA National Office will work with National Oversight to process the grievance

SELECTION/IDENTIFICATION OF RATERS GRIEVANCE PROCEDURES

- A. Conference/affiliated group raters and their oversight members are selected at the conference/affiliated group level. In wrestling, the conference/affiliated group rater and oversight member (along with national oversight committee members) are identified by each conference by August, 1st. Qualifying groups determine appropriate selection criteria and process.

FINAL RATINGS

- A. The final rating occurs prior to the start of the conference/affiliated group tournaments.
- B. Results of every contest (including affiliated conference/group qualifying tournaments) up to submission of final Conference/group rating are included for the final rating
- C. The final rating is used to determine the additional automatic qualifier allocations for the National Championship.
- D. The NAC has mandated all sports to follow the established rating calendar.

OTHER INFORMATION

- A. **Contact from Coaches:** Coaches are permitted to send information to their respective conference/affiliated group rater only. If, as a rater, you are receiving correspondence from coaches outside your qualifying group, contact the NAIA Sport Manager.
- B. **National ratings grid sent to all raters** – The ratings grid (a spreadsheet which shows the top 25 individual weight-class ratings from each of the eight raters and national oversight and point calculations for team ratings) will be sent to every national rater after the rating is posted on-line and released to the media. The information included on the grid is **CONFIDENTIAL** and raters must not share the grid or any part of it with anyone.
- C. **Questions Regarding Rating Procedure:** Any questions regarding ratings procedures should be directed to the NAIA Manager of Athletic Communications – Jeff Melton (jmelton@naia.org).

CONFERENCE COMMISSIONER EXPECTATIONS

- A. 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 prior to Sept. 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-25 ratings.
- B. Submit your sport rater representative (current head coach) for all sports your conference sponsors. This assignment is done by you in NAIA Connect prior to Aug. 1 each year.
- C. For the selection of a rater from an Affiliated Group, it is the responsibility of all Commissioners within that Group to agree on one rater representing that Group.
- D. 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.

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 TrackWrestling.
- 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 all sports (excluding Soccer & Tennis).
- 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.
- g. TrackWrestling = database where all conference/group and national ratings are submitted. The website is <http://s200.trackwrestling.com/tw/TWHome.jsp?loadBalanced=true>.