

**NATIONAL ASSOCIATION OF
INTERCOLLEGIATE ATHLETICS**



Official Handbook and Policy Handbook

**26th Edition
August 2010**

The NAIA Official Handbook is published by the National Association of Intercollegiate Athletics, 1200 Grand Blvd., Kansas City, MO 64106, (816) 595-8000. It was compiled and edited by the NAIA Constitution and Bylaws Committee.

Printed 8/54; Revised 8/57; Reprinted 8/59; Revised 8/65; Reprinted 8/69; Revised 8/71; 8/74; Reprinted 10/77; Revised 8/78; 8/79; 8/80; 8/81; Reprinted 9/82; Revised 8/83; 8/84; Reprinted 8/85; Revised 8/86; 8/87; Reprinted 8/88; Revised 4/90; Reprinted 4/91; Revised 8/92; Reprinted 4/93; Revised 10/93; Reprinted 8/94; Revised 11/94; 9/95; Reprinted 7/96; Revised 10/96; Reprinted 7/97; Revised 10/98; Reprinted 2/99; Revised 10/00; 3/02; Reprinted 10/02; Revised 9/03; Reprinted 10/03; Revised 08/04; Reprinted 10/04, Revised 08/05, Reprinted 08/05, Revised 08/06, Reprinted 08/06; Revised 08/07; Reprinted 08/07, Revised 08/08, Reprinted 08/08, Revised 08/09, Reprinted 08/09, Revised 09/10, Reprinted 09/10



INTEGRITY RESPECT RESPONSIBILITY
SPORTSMANSHIP SERVANT LEADERSHIP

Champions of Character Coaches Resources

CHARACTER DRIVEN COACHING

This interactive, online coaches education course provides a basic understanding of how to intentionally teach character in an athletic setting. All NAIA coaches are responsible for taking the course by July 2010. FIND IT AT: www.ChampionsofCharacter.org/coaches



ChampionsofCharacter.org website is a central access point for NAIA institutions for implementing and enhancing the *Champions of Character* process.

NAIA INSTITUTIONS

Champions of Character Annual Report Form — Due January 15
NAIA institutions that meet the criteria can receive award nomination forms for this annual report.

Champions of Character Program Center Report
Program Centers complete and submit this annual report.

Coach of Character Award Nomination Form — Due January 15
NAIA institutions use this form to nominate a deserving Coach of Character Award.

Dr. Leroy Walker Award Nomination Form — Due February 15
NAIA institutions use this form to nominate a deserving Dr. Leroy Walker Award.

NAIA-CTSA Award Nomination Form — Due January 15
NAIA institutions use this form to nominate a deserving NAIA-CTSA Award.

ChampionsofCharacter.org features NAIA institution resources including annual reports, award nomination forms, certificates and tools for implementing community outreach programs.

INTRODUCTION

This section of the *NAIA Official Handbook* is designed to provide a general overview of the Association by providing the following information.

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SECTION A. STATEMENT OF PHILOSOPHY

The purpose of the NAIA is to promote the education and development of students through intercollegiate athletic participation. Member institutions, although varied and diverse, share a common commitment to high standards and to the principle that participation in athletics serves as an integral part of the total educational process.

The NAIA embraces the concept of the student and recognizes the importance of the individuality of each member institution, the value of the conference and regional structure, and the benefits of membership in a national association.

The NAIA supports gender equity. Gender equity is an atmosphere and a reality where fair distribution of overall athletic opportunity and resources, proportionate to enrollment, are available to women and men, and where no student-athlete, coach or athletics administrator is discriminated against in any way in the athletics program. That is to say, an athletics program is gender-equitable when the men's sports program would be pleased to accept as its own the overall participation opportunities and resources currently allocated to the women's sports program and vice versa.

To achieve its purpose, the NAIA pursues the following goals for students, member institutions and the Association.

- I. The student, as a central focus of intercollegiate athletics, shall:
 - a. accept the responsibility to become an effective, contributing member of society;
 - b. perform as a positive role model on the campus and in the wider community;
 - c. fulfill academic responsibilities while progressing steadily toward meeting the requirements for a degree; and
 - d. maintain eligibility for participation in every athletic contest.
- II. The member institution shall:
 - a. ensure that intercollegiate athletics is an integral part of the total educational offering;
 - b. encourage the broadest possible student involvement in the athletics program;
 - c. maintain high ethical standards through commitment to the principle of self-reporting;
 - d. subscribe to the democratic principles of one school, one vote, and the privilege of any member to initiate legislation through an appropriate conference, committee, association or council;
 - e. evaluate the athletics program in terms of the educational purpose of the institution;
 - f. engage in competition with other institutions having similar athletics philosophies and policies; and
 - g. promote gender equity.
- III. The Association shall:
 - a. assist the membership in the development of programs of intercollegiate athletics consistent with the purpose of the Association;
 - b. establish, through the membership, rules and standards for the conduct of intercollegiate athletics;
 - c. respect institutional diversity and individuality as strengths;
 - d. provide opportunities for postseason intercollegiate competition;
 - e. provide national recognition for the membership and the Association;

- f. provide opportunities for the development of leadership for both men and women, especially people of color, at all levels of the Association;
- g. ensure fiscal accountability and responsibility; and
- h. conduct an advancement program, to include marketing, fund-raising and membership development.

SECTION B. NAIA COACHES CODE

I believe in the power of athletics as a program for the training of youth for a strong and efficient democracy.

I believe in athletics for the building of good character and personality.

I believe in athletics as a significant part of a sound educational program.

I believe in athletics as a constructive force in the lives of millions of sports followers throughout our nation. Therefore, I will hold sportsmanship and fair play high above all other values to be gained through sports participation.

I consider the privilege of guiding youth through participation in sports as a sacred trust and not merely a means of livelihood.

I will always keep the best interests of each student-athlete as my aim. I shall never be guilty of enhancing my professional progress by the use of a student's skill for my benefit.

I will ever keep before the students under my direction the high ideals, honesty, sincerity, and integrity which have made our nation great. I will not encourage, or ever tolerate, any form of trickery or evasion of rules in order to gain an advantage over an opponent.

I will do all in my power to instill in those under my direction a tolerance for all races and creeds, and I will stand out against intolerance wherever it may occur.

I will strive to instill in every youth great purposes and aims in living and will use the desire to play not as an end, but as a training ground for the student's highest development.

I will strive to teach each student to be humble in victory and gracious in defeat, to be above bragging or using alibis, and shall help develop inner strength and poise.

I will use only fair and honest means in my desire for personal achievement and shall count the goodwill of my peers far above any achievement unfairly gained.

I will not sacrifice the values to be gained through a wholesome enjoyment of challenging sports activity for institutional pride or commercial ends.

I will use only fair and honest means of securing talent for athletic teams and never stoop to trickery or insincere promises in influencing students in the selection of their educational experience.

I will use every means at my command to protect the moral, mental and physical health of the students under my guidance and will never be party to the use of athletics for the financial or political gain of any office or group.

I will encourage each student to avail himself/herself of the best experience to be gained in a well-rounded education and to progress normally toward graduation. I will never encourage participation in athletics as an end in itself.

I will help each student under my guidance toward the development of honest habits of work and pride in work well done and I shall not practice or allow evasion in any obligation surrounding the athletics program.

I will shoulder my total responsibility as a leader through athletics and will not allow that responsibility to be transferred to any person or group outside the educational institution. I will not violate this sacred trust for financial support or political prestige.

SECTION C. CODE OF ETHICS

1. **PURPOSE:** A Code of Ethics is the essential tool with which to protect and promote the interests of athletics and the coaching profession. Its primary purpose is to clarify and distinguish ethical practices from those which are detrimental and harmful. Its secondary purposes are to emphasize the values of athletics in American and Canadian educational institutions and to stress the functional contributions of coaches to their schools and players. Ethics must be defined as the basic principles of right action. Proper ethics in athletics implies a standard of character which affords confidence and trust. The standards emphasized in this code certainly rest in the hands of those engaged in the athletics field.
2. **ENFORCEMENT:** The Conduct and Ethics Committee shall review any report of violations of the code, collect definite facts, consider all sides in any controversial issue and take appropriate actions. The Council of Presidents is empowered by the membership to expel member institutions or deny specific sports sponsorship for member institutions which have clearly violated the Code of Ethics.
3. **BASIC PRINCIPLES:** In becoming a member of the athletic community, whether as an institution, a member of a coaching staff, or as an individual, certain obligations and responsibilities are assumed in relation to competitors as institutions, teams, coaches, and student bodies. These relationships are paramount in establishing and holding the kind of friendships which count most in our estimation of athletics in society today.

The essential elements in the NAIA Code of Ethics today are honesty and integrity. Coaches whose conduct reflects these two characteristics will bring credit to the field of athletics and to themselves. It is only through such conduct that athletics can earn and maintain a rightful place in our educational program and make a full contribution to our way of life.

4. **COACH'S RESPONSIBILITY TO THE INSTITUTION:** The coach should work with the admissions office of the institution and should be permitted to recommend qualified athletes for admission, but should in no way permit the records or transcripts of prospective student-athletes to pass through his/her office, nor ever attempt to bring pressure upon the admissions officer or committee to admit an applicant merely because he/she possesses exceptional athletic ability.
5. **CONDUCT OF ADMINISTRATORS AND COACHES:** The administration of athletics shall be carried out in such a manner that the educational aims of the institution will be fulfilled. The administrator of athletics is responsible for both the principles and practices of this program being consistent with the broad educational purposes of the institution and highest ethical and moral standards of sports.

The coach shall make every effort to conduct the sports program in such a manner as to give full and active support to the educational aims of the institution. The coach shall have a thorough knowledge of the academic rules and standards of the institution and give active evidence of full support. The coach shall cooperate fully in support of the faculty on eligibility requirements and insist that all athletes fulfill the same academic requirements as all other students at the institution.

The coach shall actively participate in committees and programs in support of the general educational program of the administration. The coach shall actively participate in programs established by the institution for professional growth.

All coaches shall conduct their sports programs in such a manner to assure both those who participate and those who are influenced in any way through the program that the major emphasis is placed on building character, sound health, and broad educational aims, rather than merely a publicity medium built on winning.

The coach shall insist upon adherence to both the letter and the spirit of high sportsmanship and playing rules. Under no circumstances should evasion of playing rules to gain an advantage be permitted.

6. **OFFICIALS:** Game officials should be selected with care to assure that they are competent and experienced. Once selected, they should have the full support of administration, coaches and athletes in fulfilling their job. Under no conditions should coaches, players or spectators be permitted to make critical remarks to or about an official during a contest. Booing and other discourteous conduct at athletic contests should be strongly discouraged.
7. **PUBLIC RELATIONS:** Maintaining a positive relationship with the media and the general public is essential. Every individual representing an NAIA institution has a definite responsibility to furnish accurate and reliable news of public concern to members of the media at all times. Through a positive relationship with the media and general public, the institution is able to inform the public of its aims and further its relationship with the surrounding community.
8. **SCOUTING:** Scouting of competitors should be confined to regularly scheduled games. Intruding upon practice sessions is to be strictly prohibited. The trading of game films in lieu of personal scouting is encouraged whenever practicable, provided complete, high-quality films are furnished at a mutually agreeable time in advance of the given contest.
9. **STUDENT RECRUITING:** All student recruiting for athletic purposes shall be in harmony with recommended and acceptable practices of the institution and shall be controlled by the regularly constituted institutional committee on student loans and scholarships. Where conferences exist, all conference rules regarding recruiting must be observed without favor.

SECTION D. NAIA HISTORY

In searching for the NAIA's place in the history of sports and higher education, several consistencies are revealed. Among them is the dedication to academic achievement above athletic excellence. Also apparent is the organization's role as a trailblazer in providing equal opportunities for all student-athletes. Above all, there is an expectation of ethical behavior and a commitment to scholarship, sportsmanship and leadership.

It is paradoxical that such a lasting, dynamic contribution to collegiate sports began with a mundane note in the first recorded history of the Association:

"The first general session of the 'Organizing Convention' of the National Association of Intercollegiate Basketball (NAIB) was held in the Phillips Hotel, Kansas City, Missouri, at 10 a.m., Sunday, March 10, 1940."

But the seed from which the NAIB sprouted was planted two blocks away at Municipal Auditorium. It was there in 1937 that a men's basketball tournament tipped off which has become the longest continuous national collegiate tournament in any sport. Further, out of that small-college basketball tournament, and the NAIB, grew an Association that now includes nearly 300 colleges and universities and conducts 23 national championship events.

The tournament was the brainchild of Emil S. Liston, Dr. James Naismith, Frank Cramer, and a group of Kansas City business leaders who wanted to provide Kansas City-area fans with exciting

amateur competition and to provide a framework for small colleges and universities to determine a national basketball champion.

The original eight-team tournament expanded to 32 teams in 1938 and suspended play only for World War II in 1944 before 16 teams were invited the following year and the field got back to full strength by 1946. Qualifying tournaments became mandatory at the district level in 1951.

In 1948, the NAIB affirmed its commitment to equality by becoming the first national organization to offer intercollegiate postseason opportunities to black student-athletes. Unprecedented action was taken in 1953 when historically black institutions were voted into membership.

One year previous to the inclusion of historically black institutions, another form of expansion occurred. In 1952, as a result of the expressed desires of the member institutions, appropriate steps were taken by which the NAIB was transformed into the National Association of Intercollegiate Athletics (NAIA), and the first all-encompassing set of rules and standards was adopted. Recommendations to take this important action were made by the National Executive Committee at the annual meeting after determining the move was desirable and feasible. The recommendation was later approved by a mail vote of the entire membership.

With the Association's new name came the addition of national championships in golf, tennis and outdoor track and field. Football, cross country, baseball and swimming and diving were added to the championships calendar in 1956. Wrestling (1958), soccer (1959), bowling (1962-78), gymnastics (1964-84), indoor track and field (1966) and men's volleyball (1969-80) were later additions.

Another significant step occurred in 1957 when the Association's headquarters moved from the campus of George Pepperdine College in Los Angeles to Kansas City to better serve the membership from a centralized location.

Two major changes were made during the 1970s. At the direction of the membership, an extensive study was completed in 1970 which paved the way for two divisions of football. Four teams qualified for the playoffs in each division at the outset and, later, 16 teams were selected for postseason play. In 1997, football was consolidated to one division again as the Football Coaches Association cited a narrowing gap between enrollment size and philosophy of the two divisions. In 1976, the men's basketball tournament was moved from the confines of Municipal Auditorium to Crosby Kemper Arena (16,284 capacity), also in Kansas City. It marked the first time since 1937 that the tournament had been held in a different arena.

As the NAIA moved into its second half-century in the 1980s, it revolutionized national collegiate athletics with the establishment of athletics programs for women on August 1, 1980. Official notice on that date followed a mail vote by the membership on May 1 that supported becoming the first organization to offer collegiate athletics to both men and women. The championship calendar for women began that year with basketball, cross country, gymnastics, indoor and outdoor track and field, softball, tennis and volleyball. Soccer was added in 1984, and golf was included in 1995. Gymnastics was discontinued after the 1988 championship.

In 1985, the membership made another sweeping change in an effort to maintain a high level of democracy. Effective August 1 of that year, each member institution in good standing received one vote at the annual meeting, rather than the representative voting structure of one vote per six members within each district.

Reflecting national sentiment for a greater accountability for collegiate athletics, the Council of Presidents moved from an advisory capacity to active leadership on August 1, 1986. As the Association's "Board of Directors," the Council of Presidents assumed responsibility for all budget and fiscal matters, employment and supervision of the president/chief executive officer and national office staff, and for continuing to review, evaluate and strengthen academic standards.

Another important chapter in the history of the NAIA unfolded in 1992 when the Association voted to move its headquarters from Kansas City to Tulsa. On August 1, 1993, the NAIA opened its doors in Tulsa and began a new era. Moving with the national office was the Division I Men's Basketball National Championship which had been held in Kansas City for 56 years.

During the 1993 NAIA National Convention in Atlanta, the waves of change once again washed over the Association. The membership voted to institute affiliated conference and regional groupings and discontinue the use of district play as a means of qualification for a national championships, marking the first time since the NAIA's creation that district competition would not be used. The 1994 men's and women's basketball tournaments were the first events in NAIA history to use conference and regional play to determine postseason participants. Beginning in August of 1994, every NAIA team or individual relied on conference and regional tournaments to earn postseason berths. The use of affiliated conferences not only brought about change at the NAIA playing level, but also at the administrative level. The Council of District Chairs was replaced by the Council of Affiliated Conferences and Independents, which oversees operational policies and supervises regional events.

While dozens of men and women have played a crucial role in the growth of the NAIA throughout its history, six men have assumed significant leadership roles as chief executives. An organizing genius, Emil Liston was instrumental in the founding of the NAIA, and he became its first executive. He held the position until his death on October 26, 1949. Liston was later enshrined in the Naismith Memorial Basketball Hall of Fame and, since 1950, he has been honored by the NAIA in the form of a scholarship in his name given to a basketball player in his or her junior season.

Association officials chose as Liston's successor a man long associated with and deeply entwined in all aspects of the organization. A.O. Duer, athletics director at Pepperdine College, assumed the position of executive secretary in 1949 following Liston's death. Duer had begun his long affiliation with the NAIA in 1940 as a district chairman. As head of the NAIA, Duer oversaw the Association's evolution into a multi-sport organization, and he was a pioneer in breaking down racial barriers that existed in athletics. After 26 years at the helm, Duer retired on July 31, 1975. Seven years later, he was inducted into the Naismith Memorial Basketball Hall of Fame for his contribution to the sport of basketball during his tenure with the NAIA. A scholarship award in his name was initiated in 1967. He died on his 83rd birthday, November 18, 1987.

Harry Fritz, athletics director and dean of the school of health education at the State University of New York-Buffalo replaced Duer, assuming his duties in April of 1976, five years after the name of the position had been changed to executive director. Fritz is best remembered in NAIA circles as a driving force behind the women's athletics movement and for his dedication to international competition. After co-authorizing the original constitution of the Association of Intercollegiate Athletics for Women (AIAW), Fritz initiated the birth of the NAIA women's program in 1980. In addition, his active involvement with the United States Olympic Academy led him to expand the NAIA's interest in international competition. Fritz began the NAIA's international experience by sending teams to Mexico and Japan for exhibition games. In March of 1986, Fritz stepped down as executive director. He died at the age of 66 on May 27, 1987.

Dr. Jefferson D. Farris, president of the University of Central Arkansas, became the Association's fourth chief administrator, assuming the position of executive director on December 1, 1986. As a former athlete, coach, faculty athletics representative, committee chairman and college president, Farris possessed many relevant insights relating to his role as executive director. In addition to guiding the NAIA to stricter academic eligibility requirements for all participating student-athletes, Farris continued the Association's involvement in international athletics. He served as president of the United States Collegiate Sports Council (USCSC), an organization franchised by the Federation Internationale de Sports Universitaire (FISU) to direct the United States teams competing in the World University Games. After leaving the NAIA in December of 1990, Farris retired to his native Arkansas.

Along with the selection of a new chief administrator of the NAIA came the creation of a new title for the position: president and chief executive officer. Dr. James R. Chasteen became the fifth individual to lead the Association, assuming his duties on January 1, 1991. A native of Alabama, Chasteen had a long association with the Alabama educational system as a student, teacher, administrator and college president. While he was president of Athens State College (Alabama), Chasteen served as a charter member of the NAIA Council of Presidents and as chair of the NAIA National Committee on Academic Standards. Chasteen's tenure was marked by continuing change in the organization, including the implementation of the conference/regional structure, the move of the national office to Tulsa, and continuing review of financial aid policies. He retired from the NAIA presidency on July 31, 1996.

After Chasteen's departure, an extensive nine-month search for a new president and CEO by the Council of Presidents led to the selection of Steve Baker, vice president of Major League Baseball International and a former pitcher for the Detroit Tigers, Oakland Athletics and St. Louis Cardinals. Baker became the first chief administrator to come from the corporate sector rather than from higher education when he joined the Association on May 1, 1997. Having a unique perspective that focused on the NAIA's strengths as a marketing business, Baker spearheaded restructuring both on the national level and in the NAIA national office. The reorganization of the NAIA's member colleges and universities into 14 regions tailored marketing efforts for each grouping rather than attempt to challenge other athletics associations on a national playing field. Regional management committees were designated to oversee all regional operations and the national office was restructured to encourage idea sharing and reduce bureaucracy.

In 2000, Baker led the NAIA into its strongest marketing effort with character as the theme. The NAIA, which has always furthered the mission of "promoting the education and development of student-athletes," initiated the *Champions of Character* program to promote character education and sportsmanship among student-athletes, parents and coaches. The program emphasizes the character-building aspects of athletics through respect, responsibility, integrity, servant leadership and sportsmanship. This initiative positioned the NAIA as the organization that is providing practical applications for sportsmanship and character development. The nationally recognized program led to a new logo and marketing campaign that launched in 2000.

In 2001, Baker and the NAIA national office made a successful move just outside the Kansas City metropolitan area with new offices located in Olathe, Kansas. During Baker's tenure the NAIA increased the scope and number of NAIA sponsors while the Association found sound financial footing. Baker used the same business and leadership skills to cultivate new partnerships and sharpen the Association's focus on core services with a special emphasis on long-term student development. After nearly nine years of service Baker resigned in February 2006.

On September 24, 2006, the Council of Presidents named Jim Carr President and Chief Executive Officer of the Association. Carr is the seventh executive officer for the NAIA and served as Interim President and CEO during the eight month search by the COP under the direction of Chair Dr. Loren Gresham. Carr joined the NAIA in July 1998 as Managing Director and General Counsel and later was named Chief Operating Officer while retaining the title of General Counsel. Carr brings a knowledge and depth of understanding of the NAIA to his work and has been involved with day to day operations over the last eight years.

In June 2007, Carr and the NAIA national office relocated its corporate headquarters from Olathe, Kan. to Kansas City, Mo. The relocation places the Association in the center of downtown development and enhances its ability to impact local and national communities and cultivate Kansas City metropolitan-wide partnerships that support the growth and development of intercollegiate athletics and character education through its nationally recognized *Champions of Character* program.

With the association's move came changes to enhance high profile NAIA championship events. After three years of studying region realignment, the Council of Presidents approved the recommendation from the Special Committee on Region Realignment and the Direct Qualification Task Force to transition to a direct qualification model for selected championships.

The new structure, implemented during the Fall 2008 championship season, focused on four key advantages: significantly lowered missed class time; minimized redundancy of play experienced in the region model; emphasized conference championships; and enhanced the student-athlete experience.

The NAIA continues to celebrate the Buffalo Funds-NAIA Division I Men's Basketball National Championship, coined College Basketball's Toughest Tournament. On October 1, 2008, leadership from the NAIA and the Heart of America Athletic Conference (HAAC) gathered at the association's national headquarters to announce that the HAAC had been awarded host conference status for the national championship event beginning in 2009 through 2011. Since the NAIA's return to the Kansas City metropolitan area the tournament has been played at Municipal Auditorium. The NAIA has an agreement with the City of Kansas City and Municipal Auditorium through 2010.

In April 2009, the concept of a national eligibility center was approved by NAIA membership, responding to longstanding concerns that some NAIA student-athletes were gaining unfair advantages through elite-level training and competition outside the traditional college sports setting. During its September 27-28, 2009, meeting, the NAIA Council of Presidents (COP) approved a recommendation of its Executive Committee that the national office be directed to establish a separate legal entity known as the NAIA Eligibility Center, which will review eligibility for all first-time NAIA student-athletes beginning in 2011. National certification will promote consistency: determinations of eligibility for a particular student-athlete will be considered binding at all NAIA institutions.

Today, the NAIA strengthens its commitment to student-athletes and strives to enrich their college experience by supporting academic achievement and character development.

The NAIA approaches sport and activity as an opportunity to intentionally teach beyond the fundamentals through the philosophy of the NAIA *Champions of Character* program. By applying the five core values of respect, responsibility, integrity, servant leadership and sportsmanship the NAIA has the ability to maximize talent to the benefit of each individual.

The association provides exclusive opportunities for over 60,000 young men and women to achieve academically while competing for the love of the game. NAIA member institutions award millions of dollars through athletic aid to eligible student-athletes and create an environment where competitive athletics, academic excellence and Champions of Character walk hand in hand.

SECTION E. INTERORGANIZATIONAL RELATIONSHIPS

The NAIA has developed a number of relationships with other educational and sport-related organizations to facilitate its services and better fulfill obligations to its membership. The NAIA seeks to cooperate with these organizations in the furtherance of intercollegiate athletics as part of the educational and amateur sport programs.

1. United States Olympic Committee (USOC)

Through its membership in the USOC, the NAIA is directly involved in the organization and administration of the Olympic, Pan American, and World University Games.

The education-based, multi-sport organizations form a representative body within the USOC. The NAIA, NCAA, NJCAA, and NFSHSA form this body. Each association elects one person (the NCAA has two) to serve on the Board of Directors of the USOC. These elected representatives select one person to serve on the Executive Committee of the Board of Directors of the USOC.

2. United States-International University Sports Federation (US-IUSF)

The US-IUSF (formerly the United States Collegiate Sports Council) promotes and develops international collegiate sport on an amateur basis. A main function is to make arrangements for and manage the United States team for the World University Games and other competitions sponsored or approved by the Federation Internationale de Sports Universitaire (FISU). The NAIA holds membership on the board of directors of US-IUSF.

The United States Olympic Committee (USOC) has voted to fund the participation of American teams in the World University Games (winter and summer), under the direct supervision of the USOC/US-IUSF World University Games Committee. The NAIA has representation on this committee.

Both winter and summer World University Games are held in the interim between Olympic Games. NAIA coaches and administrative personnel, in addition to competing NAIA athletes, have been prominent members of the USA contingent.

3. Sports-Governing Bodies

The NAIA maintains affiliation with the national sports-governing bodies that are recognized by the USOC, the IOC, and the appropriate International Federation in each sport in which the NAIA sponsors national championships. These are: Amateur Softball Association of America; USA Baseball; USA Basketball; USA Track and Field; USA Wrestling; U.S. Aquatic Sports, Inc.; U.S. Soccer Federation; U.S. Tennis Association; and U.S. Volleyball Association. NAIA officers and coaches occupy leadership positions in several of the sports-governing bodies by virtue of election to councils or executive committees.

4. Joint Committees

The NAIA maintains cooperative relationships with other collegiate sport administrative bodies for the purpose of furthering intercollegiate and amateur sport and enhancing opportunities for members. Improved communications and understanding are expressed goals of the NAIA-NCAA Committee.

Although less formally structured, a cooperative liaison relationship is maintained between the NAIA and other national athletics administrative associations, such as the National Christian College Athletic Association, the National Junior College Athletic Association, and the National Federation of State High School Associations.

5. Halls of Fame

The NAIA holds membership and actively participates in the affairs of each of the recognized halls of fame in sports in which the NAIA conducts national championships. These include: the Naismith Memorial Basketball Hall of Fame; the Women's Basketball Hall of Fame; the National Track & Field Hall of Fame; the International Swimming Hall of Fame, Inc.; the Wrestling Hall of Fame; the National Football Foundation and Hall of Fame, Inc.; the Baseball Hall of Fame; the National Soccer Hall of Fame; and the Amateur Softball Association Hall of Fame.

Essentially, the halls of fame seek the advancement and betterment of the particular sport and to assist and extend participation.

6. Other Relationships

The NAIA maintains close contact with various other educational bodies and works with them to properly maintain intercollegiate athletics as an integral part of the total educational program. The NAIA relies heavily upon the educational standards of these agencies in developing its standards for athletics participation. These agencies and organizations include the Council on Postsecondary Education Accreditation (which includes six regional accrediting bodies); the Association of American Colleges (AAC); the American Association of State Colleges and Universities (AASCU); Council of Independent Colleges (CIC); National Association of Independent Colleges and Universities (NAICU); the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and others.

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CONSTITUTION

ARTICLE I

NAME

The name of this organization shall be THE NATIONAL ASSOCIATION OF INTERCOLLEGIATE ATHLETICS (NAIA).

ARTICLE II

ORGANIZATION

This organization is created by representatives of colleges and universities acting in an effort to develop and perpetuate intercollegiate athletics through a national association.

ARTICLE III

AIMS AND OBJECTIVES

SECTION A. The aim of the NAIA is to promote the development of athletics as an integral part of the educational offerings of member institutions by means of democratic participation at conference, independent and national levels. This aim shall be accomplished by means of the functioning of committees composed of representatives of those institutions which subscribe to and support athletics programs that shall culminate in truly democratic national championship competitions. NAIA seeks membership only from accredited institutions which support this aim. In addition, NAIA is dedicated to aid in the solution of problems in intercollegiate athletics common to NAIA institutions. The primary criterion for selection and encouragement of membership shall be educational emphasis.

SECTION B. Statement of Purpose

The purpose of the NAIA is to promote the education and development of students through intercollegiate athletic participation. Member institutions, although varied and diverse, share a common commitment to high standards and the principle that athletics serve as an integral part of education.

The NAIA embraces the concept of the student and recognizes the importance of the individuality of each member institution, the value of the conference and independent structures, and the benefits of membership in a national association.

To achieve its purpose, the NAIA pursues the following goals for students, member institutions and the Association.

1. The student, as the central focus of intercollegiate athletics, shall:
 - a. Accept the responsibility to become an effective, contributing member of society.
 - b. Perform as a positive role model on the campus and in the wider community.
 - c. Fulfill academic responsibilities while progressing steadily toward meeting the requirements for a degree.
 - d. Maintain eligibility for participation in every athletic contest.

2. The member institution shall:
 - a. Ensure that intercollegiate athletics is an integral part of the total educational offering, under the control of those responsible for the administration of the institution.
 - b. Encourage the broadest possible student involvement in the athletics program.
 - c. Maintain high ethical standards through commitment to the principle of self-reporting.
 - d. Subscribe to the democratic principle of one school, one vote, and the privilege of any member to initiate legislation through an authorized body as listed in the Constitution and Bylaws.
 - e. Evaluate the athletics program in terms of the educational purpose of the institution.
 - f. Engage in competition with other institutions having similar athletics philosophies and policies.

3. The Association shall:
 - a. Assist the membership in the development of programs of intercollegiate athletics consistent with the purpose of the Association.
 - b. Establish, through the membership, rules and standards for the conduct of intercollegiate athletics.
 - c. Respect institutional diversity and individuality as strengths.
 - d. Provide opportunities for postseason intercollegiate competition.
 - e. Provide national recognition for the membership and the Association.
 - f. Provide opportunities for the development of leadership for both men and women, especially people of color, at all levels of the Association.
 - g. Ensure fiscal accountability and responsibility.
 - h. Conduct an advancement program to include marketing, fund-raising, and membership development.

ARTICLE IV

INSTITUTIONAL MEMBERSHIP, ELIGIBILITY, VOTING, DUES, TERMINATION

SECTION A. Active membership in the NAIA is open to four-year colleges and universities, and upper-level, two-year institutions in the United States and Canada that award the bachelor's (baccalaureate) degree, or its equivalent. Active member institutions must be organizations in the United States, fully accredited by one of the six regional accrediting bodies: Middle States Association of Colleges and Schools/Commission on Higher Education (MAS/CHE); New England Association of Schools and Colleges-Commission on Institutions of Higher Education (NEASC-CIHE); North Central Association of Colleges and Schools (NCA-HLC); Southern Association of Colleges and Schools-Commission on Colleges (SACS-CC); Northwest Commission on Colleges and Universities (NWCCU); Western Association of Schools and Colleges-Accrediting Commission for Senior Colleges (WASC-Sr.); in Canada, be a member of the Association of Universities and Colleges of Canada (AUCC).

Associate membership status shall be accorded to four-year colleges and universities, and two-year institutions in the United States and Canada that award bachelor's (baccalaureate) degree(s) but do not hold full membership in one of the bodies listed above.

- SECTION B. For purposes of voting by members, each active member institution in good standing is entitled to one vote.
- SECTION C. Annual membership dues will be determined by the Council of Presidents. Dues are payable immediately after July 1, the beginning of the fiscal year. Membership dues become delinquent after September 1.
- SECTION D. All institutions delinquent in the payment of dues shall not be eligible to participate in NAIA postseason competition for the school year pending review by the Council of Presidents.
- SECTION E. The National Eligibility Committee and/or the National Conduct and Ethics Committee may recommend institutional termination. Formal action of institutional termination rests solely with the Council of Presidents.

ARTICLE V

THE NAIA COUNCIL OF PRESIDENTS: QUALIFICATIONS, COMPOSITION, NOMINATION, ELECTION, CONTINUING ELIGIBILITY

- SECTION A. The NAIA Council of Presidents shall be elected from institutional chief executive officers.
- SECTION B. The Council of Presidents is composed of conference representatives, representatives elected by independent institutions and members elected at-large.
- SECTION C. Membership on the Council of Presidents requires concurrent service as a chief executive officer of a member institution. Council of Presidents members shall serve terms of three years, and no one may serve more than two terms in succession.
- SECTION D. Each conference representative to the Council of Presidents is elected by the chief executive officers in that conference. The election will be conducted by the NAIA National Office under the supervision of the NAIA Chief Executive Officer/President. Each independent representative to the Council of Presidents shall be elected by the chief executive officers of independent institutions. The Council shall consist of proportionate representation from affiliated conference and independent membership.
- SECTION E. The officers of the Council of Presidents shall be composed of the chair and the chair-elect. These officers shall be elected at the annual meeting of the Association by the Council of Presidents and shall serve a term of two years.
- SECTION F. The Executive Committee of the Council of Presidents shall consist of the chair, the chair-elect and three members of the council who shall be appointed by the chair. The three appointed members, together with the officers, shall compose the five-member Executive Committee of the Council of Presidents.
- SECTION G. The Executive Committee of the Council of Presidents shall be authorized to transact the necessary business of the Association in the interim between meetings of the Council of Presidents.
- SECTION H. The Council of Presidents shall meet at least twice a year: once prior to the annual meeting of the Association and once as established by the Executive Committee of the Council of Presidents. Other meetings may be called by the chair of the Council of Presidents.

ARTICLE VI

EXECUTION OF RESPONSIBILITY BY THE COUNCIL OF PRESIDENTS

The responsibilities of the Council of Presidents are outlined in the NAIA Bylaws. *Robert's Rules of Order Revised* shall be followed in carrying out these responsibilities unless otherwise specified in Articles III or IV of the NAIA Bylaws.

ARTICLE VII

THE NAIA NATIONAL COORDINATING COMMITTEE: QUALIFICATIONS, COMPOSITION NOMINATION, ELECTION, CONTINUING ELIGIBILITY, RESPONSIBILITIES

SECTION A. The National Coordinating Committee shall consist of the chair and the chair-elect of the National Administrative Council, and the Council of Faculty Athletics Representatives, plus three at-large members elected by the membership of the NAIA at the annual meeting of the Association. Candidates shall be nominated and elected in a manner to ensure gender equity.

SECTION B. Terms shall be for two years for those officers who represent one of the councils. The three at-large positions shall be elected for three-year terms. National Coordinating Committee members may not be re-elected for more than two consecutive terms.

SECTION C. Duly elected members of the National Coordinating Committee shall be eligible for continuing membership until such time as:

1. they have completed their normal period of service;
2. they choose to resign.

The outgoing chair of the National Coordinating Committee who is no longer eligible for continuing membership shall remain on the Committee for one calendar year from the date of ineligibility as an advisory, non-voting member.

SECTION D. The responsibilities of the National Coordinating Committee are outlined in the NAIA Bylaws.

ARTICLE VIII

NATIONAL ADMINISTRATIVE COUNCIL, COUNCIL OF FACULTY ATHLETICS REPRESENTATIVES: COMPOSITION, NOMINATION, ELECTION, CONTINUING ELIGIBILITY, RESPONSIBILITIES

SECTION A. The members of the National Administrative Council must be qualified by experience or title in holding a position in which they have or have had athletics administrative responsibilities, and have or have had direct knowledge of athletics budget and personnel matters. Members of the Council of Faculty Athletics Representatives must be designated by a member institution's Chief Executive Officer as the institution's FAR; however, one member shall be an elected officer of the NAIA Registrars Association, not necessarily serving as the institution's faculty athletics representative.

SECTION B. Each council must develop a nomination/election process that ensures adequate representation from conferences and independent institutions. Whenever possible, at least three council members must be women and at least three council members must be men. When the gender requirement is not met, gender shall take preference in the selection of at-large members. Each council shall consist of proportionate representation from affiliated conference and independent membership.

SECTION C. Each council shall be elected by its constituency. The term of office shall be for three years. Individuals may not serve more than two consecutive terms. Each council shall have a chair and chair-elect. The National Administrative Council shall consist of one representative from each affiliated conference, the President and Vice-President of the Athletics Directors Association, the Chair and Vice-Chair of the Conference Commissioners Association, one representative from the Association of Independent Institutions (A.I.I.) per 10 members of the A.I.I. and a sufficient number of at-large members to ensure gender requirements are met. There will be a minimum of 10 athletics directors and 10 conference commissioners on the National Administrative Council. The initial selection shall be staggered in order to ensure a two-thirds (2/3) council retention each year. The Council of Faculty Athletics Representatives shall consist of 14 faculty athletics representatives selected with appropriate geographic balance, the chair and chair-elect of the Faculty Athletics Representatives Association, the chair of the National Eligibility Committee and an elected officer of the NAIA Registrars Association.

- SECTION D. 1. Duly elected members of the above councils shall be eligible for continuing membership until such time as:
- a. they have completed their normal period of service;
 - b. they choose to resign;
 - c. they no longer meet the qualification conditions.
2. In the event a council member is elected or appointed to serve as an officer on an NAIA Council, that member shall be exempt from existing term limitations, until completion of the term of office or officer rotation (if applicable).

The outgoing chair of the above councils who is no longer eligible for continuing membership shall remain on the council for one calendar year from the date of ineligibility as an advisory, non-voting member.

SECTION E. The duties of each council are outlined in the NAIA Bylaws

ARTICLE IX

VACANCIES: COUNCIL OF PRESIDENTS, NATIONAL COORDINATING COMMITTEE, NATIONAL ADMINISTRATIVE COUNCIL, COUNCIL OF FACULTY ATHLETICS REPRESENTATIVES

SECTION A. Vacancies on the Council of Presidents, its officers and its Executive Committee shall be filled in the same manner as the initial selection. Should a vacancy occur with less than a year to serve, the replacement may be appointed by the chair.

SECTION B. Vacancies on the National Coordinating Committee may be filled by appointment by the appropriate council that the departing National Coordinating Committee member represented, or, at the appropriate council's discretion, the vacancy may remain open until the next annual meeting of that council.

Vacancies occurring in the at-large segment of the National Coordinating Committee shall remain open until the next annual meeting of the Association.

SECTION C. Vacancies on the National Administrative Council and Council of Faculty Athletics Representatives shall be filled by holding a regular election or by appointment by the appropriate council. Should the vacancy be filled by appointment, the appointee(s) shall serve for the remainder of the term, at which time the nomination/election process outlined in Article VIII of the Constitution shall apply.

ARTICLE X

ANNUAL MEETING AND VOTING PROCEDURES

SECTION A. The Association shall meet in convention at a time and place designated by the Council of Presidents.

SECTION B. Each active member institution in good standing shall have one vote at the annual meeting. The institutional vote shall be cast by the chief executive officer of the institution or by a faculty or staff member from that institution as designated by the chief executive officer of the member institution.

Each NAIA Affiliated Conference and the Association of Independent Institutions shall be granted one vote as designated by the commissioner, or, if the conference/association has no commissioner, the president/chair of the conference/association.

All voting delegates shall be authorized to the NAIA Chief Executive Officer/President one week prior to the annual meeting.

SECTION C. The NAIA shall recognize a quorum to be 125 authorized voting delegates at the annual meeting in order to conduct the official business of the Association.

ARTICLE XI

AMENDMENTS

Proposed amendments, which must be sponsored by an authorized NAIA council, an NAIA standing committee, an NAIA association, or an affiliated conference, shall be submitted in writing to the NAIA Chief Executive Officer/President. All proposed amendments must be postmarked no later than 90 days prior to the annual meeting of the Association. The proposed amendments shall be mailed by the NAIA National Office to each active member institution in good standing, and each affiliated conference/A.I.I. commissioner/president no later than 30 days before the start of the national convention.

The proposed amendment, with the opinion of the Council of Presidents, shall be read to the voting delegates at the annual meeting. After discussion of the proposed amendment on the floor of the annual meeting, the voting delegates shall vote. Upon receiving a two-thirds approval vote by the delegates, the proposed amendment shall become effective on August 1 following approval of the proposal unless otherwise stated.

ARTICLE XII

DISSOLUTION CLAUSE

NATIONAL: Should the membership take legal action to dissolve this organization, all funds and other assets of the organization will be divided on a prorated basis within the membership. The formula to be used in such proration shall be on the basis of the total years each institution shall have been a member of the organization.

ARTICLE XIII

PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall serve as final authority in parliamentary procedure.

[The term "independent," used throughout the Constitution and Bylaws, refers to a member institution which does not belong to an NAIA-affiliated conference.]

BYLAWS

ARTICLE I

GENERAL - INSTITUTIONS/CONFERENCES

- SECTIONS
- A. Membership: Types and Requirements
 - B. Control of Athletics Program
 - C. Faculty Athletics Representative
 - D. Institutional Statement of Athletics Aims and Objectives
 - E. Champions of Character Responsibilities
 - F. Frequency of Play and Scheduling
 - G. Membership Dues Payment Deadline
 - H. Postseason Restrictions
 - I. Postseason Participation for First-Year Members
 - J. Registration of Sports Sponsorship
 - K. Eligibility Exceptions for Dual Members
 - L. Declaration of Intent to Participate in NAIA Postseason Competition
 - M. Inter-Terms
 - N. Summer; Night; Correspondence and Extension Courses
 - O. Unusual Calendars
 - P. Exchange Programs
 - Q. Hosting High School All-Star Games
 - R. Alcoholic Beverages and Tobacco
 - S. Participation in Awards Program
 - T. Criteria for Affiliated Conferences
 - U. Eligibility Chair
 - V. Member Institutions of Non-Affiliated Conferences
 - W. Staff Members Representing Professional Sports Organizations
 - X. Four-Year Institutions Which Offer Associate (2-year) Degrees
 - Y. Bylaws Amendment Procedures

SECTION A. MEMBERSHIP: TYPES AND REQUIREMENTS

1. Active Membership shall be accorded to colleges and universities which meet the following requirements.
 - a. Be a four-year college or university or an upper-level, two-year institution in the United States or Canada that awards a bachelor's (baccalaureate) degree, or its equivalent.
 - b. For an institution in the United States, be fully accredited by one of the six institutional accrediting bodies: Middle States Association of Colleges and Schools/Commission on Higher Education (MAS/CHE); New England Association of Schools and Colleges-Commission on Institutions of Higher Education (NEASC-CIHE); North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC); Southern Association of Colleges and Schools-Commission on Colleges (SACS-CC); Northwest Commission on Colleges and Universities (NWCCU); Western Association of Schools and Colleges-Accrediting Commission for Senior Colleges (WASC-SR); and for an institution in Canada, be a member of the Association of Universities and Colleges of Canada (AUCC).
 - c. The institution must publish a statement recognizing the institution's commitment to character-driven athletics and the five NAIA core values for character-driven athletics.
 - d. Administer athletics programs in compliance with the constitution, bylaws, and other legislation and policies of the Association.
 - e. Conduct its intercollegiate athletics programs in a manner consistent with established NAIA standards.
 - f. Be reviewed for membership by the appropriate committee of an affiliated conference, with a recommendation submitted to the NAIA Chief Executive Officer/President for final action by the Council of Presidents.
 - g. Pay active institutional membership dues and conference dues where applicable.

- h. Complete one year of membership from the date of acceptance before becoming eligible for NAIA postseason competition.
2. Associate Membership shall be accorded to four-year colleges and universities and upper-level two-year institutions in the United States and Canada that award bachelor's (baccalaureate) degree(s) but do not hold full accreditation by one of the six regional accrediting bodies (see [Article I, Section A, 1](#) above). Such institutions:
 - a. must be committed to the development of a fully accredited baccalaureate program;
 - b. must achieve recognized accreditation status within a maximum period of six years after the date of acceptance of the institution by the NAIA as an associate member;
 - c. shall administer their athletics programs in compliance with the constitution, bylaws, and other legislation and policies of the Association;
 - d. shall publish a statement recognizing the institution's commitment to character-driven athletics and the five NAIA core values for character-driven athletics.
 - e. conduct its intercollegiate athletics programs in a manner consistent with established NAIA standards.
 - f. are allowed to participate in the national statistical program and shall be eligible for other general services from the National Office;
 - g. shall have their coaches accepted into membership of the NAIA Coaches Association;
 - h. shall not be eligible to compete in postseason competition, to serve on national committees, to vote on national issues, or to participate in the national awards program. However, representatives of associate member institutions are encouraged to attend national meetings;
 - i. must have been reviewed for associate membership by the appropriate committee of an affiliated conference, with a recommendation submitted to the NAIA Chief Executive Officer/President for final action by the Council of Presidents; and
 - j. must pay associate membership dues where applicable.

SECTION B. CONTROL OF ATHLETICS PROGRAM

The control of athletics shall be the responsibility of the institution's chief executive officer. No member institution shall participate in any athletics contest which is not under the direct control and supervision of the institution's administration. The institution's chief executive officer is encouraged to appoint a faculty athletics committee to act in an advisory capacity.

SECTION C. FACULTY ATHLETICS REPRESENTATIVE

A faculty athletics representative shall:

- a. be appointed by the chief executive officer of the institution to represent the institution in the development of sound educational policies for athletics;
- b. be a regular member of the faculty, but not assigned as a coach or athletics administrator; and
- c. be charged with the responsibility of ensuring that all participants in intercollegiate competition are eligible in accordance with the rules and regulations of the Association prior to their representing the institution in any manner.
- d. meet with the institution's chief executive officer to review NAIA and conference issues regarding academics and athletics;
- e. participate (either in person or via conference call) in any conference-wide meeting which is set for the purpose of rules education;
- f. participate (either in person or via conference call) in conference meetings when items on the agenda are pertinent to the faculty member's role as the FAR of his/her institution;
- g. be encouraged to attend the first NAIA Convention occurring after being appointed FAR; and

- h. work with the athletics director to provide a rules education program in a manner consistent with the best practices approved and published by the Council of Faculty Athletics Representatives (CFAR). Such a program shall include educating the institution's:
 - a. administrators who participate in eligibility certification (e.g., registrar, newly appointed FAR or athletics director);
 - b. sports coaches;
 - c. student-athletes; and
 - d. appropriate faculty (including advising centers).

SECTION D. INSTITUTIONAL STATEMENT OF ATHLETICS AIMS AND OBJECTIVES

It is recommended that each member institution prepare a clear statement of the aims and objectives of its intercollegiate program and publish it in the institutional catalog along with other official literature that interprets institutional policy. It is suggested that the basic committee for preparing this statement should include the athletics director, the director of physical education, members of the faculty athletics committee, dean of the college, and the chief executive officer. The chief executive officer of the institution should take the responsibility for naming this committee. It is requested that a copy of the statement be sent to the National Office.

SECTION E. INSTITUTIONAL CHAMPIONS OF CHARACTER RESPONSIBILITIES

1. Each member institution shall appoint a staff member as campus liaison to lead and promote Champions of Character on behalf of the institution.
2. Each member institution will develop and implement a Champions of Character campus program, which will address the following:
 - a. Ongoing character education and professional development for coaches, athletics administrative staff and student-athletes;
 - b. Hospitality and game management of athletics events;
 - c. Conduct in competition;
 - d. At least one annual servant-leadership activity which will be characterized by student leadership and engage the athletic community;
 - e. Ongoing oversight and assessment of progress in the plan's implementation.
3. The coaching staff at each member institution, including, but not limited to, all paid and voluntary head, associate, assistant and graduate assistant coaches, shall complete the character-driven coaches' online training.

SECTION F. FREQUENCY OF PLAY AND SCHEDULING

1. The maximum number of varsity games, contests or playing dates an institution may schedule is listed below. The number of junior varsity or freshman games, contests or playing dates scheduled during a given term cannot exceed the number of varsity games, contests or playing dates scheduled during that term. Further, no student may compete in a sport in an academic year in more than the number of games, contests or playing dates listed below (this includes varsity, junior varsity, freshman, etc.), excluding NAIA-approved postseason participation.

<u>Sport</u>	<u>Number of Games/ Contests/Playing Dates</u>
Baseball	55 contests
Basketball (M & W)	30 games. A student who participates in a varsity contest and a junior varsity contest, on the same day, and at the same location, is considered to have participated only in one game. A student is limited to participating in no more than 40 games.
Cross Country (M & W)	8 meets
Football	11 games, with a student limited to participating in no more than 15 contests (this includes varsity, junior varsity, freshman games and scrimmages)
Golf	14 matches/tournaments
Soccer (M & W)	18 games played at any time during the sport season. Three (3) additional dates to be played only after the fall term has concluded. The three additional dates may be played only during weekends and other nonscheduled class dates, according to the academic calendar.
Softball	28 dates
Swimming and Diving (M & W)	12 meets
Tennis	24 dates/tournaments and/or scrimmages (except for the ITA exception listed below).
Indoor Track (M & W)	10 meets
Outdoor Track (M & W)	10 meets or 12 meets if indoor track is not sponsored
Volleyball	28 dates
Wrestling	20 dates

In all sports listed above (except basketball) an institution is allowed one exhibition competition per season. The competition must meet the definition of an exhibition under [Article V, Section B, item 6](#) of the NAIA Bylaws. The exhibition competition will count as one varsity game, contest, or playing date within the limits stated above.

For the sport of basketball, an institution is allowed one or more exhibition competitions per season so long as the total number of games, exhibitions and scrimmages does not exceed 32. For the sport of basketball, an exhibition competition will not count as a varsity game.

EXCEPTION: In the sport of tennis, the Fall ITA regional and national singles and doubles tournaments shall not count towards the student's playing limits.

See [CASEBOOK](#) (pg. 73) for additional information

- The following number of scrimmage dates per sport will be allowed in addition to the maximum number of varsity games, contests or playing dates which an institution may schedule or in/on which a student may compete.

<u>Sport</u>	<u>Number of Scrimmage Dates</u>
Baseball	2
Basketball (M & W)	2
Cross Country (M & W)	0
Football	1
Golf	0
Soccer (M & W)	2
Softball	2
Swimming and Diving (M & W)	0
Tennis (M & W)	1
Track and Field (M & W)	0
Volleyball	2
Wrestling	0

See **CASEBOOK** (pg. 73) for additional information

3. In those sports where scrimmages are allowed, an institution that does not schedule or participate in the maximum number of allowable varsity games, meets or playing dates may conduct additional scrimmages of up to the NAIA limits. In no case can the combined number of scheduled contests and scrimmages exceed the maximum number listed in [Article I, Section F](#) of the Bylaws.
4. A maximum of two contests against teams from foreign countries (excluding Canada and Mexico) played in the United States and/or Canada/Mexico will be permitted without counting against the maximum allowable number. Contests held in a foreign country (except Canada and Mexico) will not apply to the limitation. Conditions set forth in [Article II, Section E](#) of the bylaws must be met.
5. Each sport shall have a maximum 24-week practice and competition season established by each member institution. Frequency of play, practice and scheduling policies shall be applied only during the period of August 1 to May 15. Frequency of play, practice, and scheduling outside of this period is governed by each member institution and will not be regulated by the NAIA.

There shall be no more than three break periods during the 24 weeks. NAIA approved postseason participation shall not be counted as part of the 24-week period. A week is defined as Sunday (12:01 a.m.) through Saturday (11:59 p.m.). Any practice or competition during this period shall constitute one of the 24 weeks permitted.

EXCEPTION: Practice activities occurring between the deadline for the sport's completion of conference/independent/unaffiliated competition and the team's participation in its final contest in NAIA-approved postseason shall not count towards the team's 24-week season. Once teams are selected for NAIA-approved postseason, institutions not selected for the NAIA-approved postseason must cease practice activities or comply thereafter with the restrictions of the 24-week rule. Teams selected to participate in NAIA-approved postseason must count all activities at the conclusion of its postseason participation.

See **CASEBOOK** (pg. 74) for additional information

6. Practice will be defined as follows: An activity organized and/or directed by an identified member of the coaching staff of that sport in which appropriate equipment is used or instruction and/or evaluation of the athlete takes place.

See **CASEBOOK** (pg. 74) for additional information

SECTION G. MEMBERSHIP DUES PAYMENT DEADLINE

Institutions whose dues are not postmarked by September 1 shall not be eligible to participate in NAIA postseason competition for the school year pending review by the Council of Presidents. Institutions which have submitted a purchase order postmarked on or before September 1 shall be considered as meeting the dues payment deadline.

SECTION H. POSTSEASON RESTRICTIONS

NAIA institutions that make formal application for NCAA membership shall not be allowed to participate in NAIA postseason contests beginning with the second full academic year after application for NCAA membership has been made, unless a waiver is granted by the National Administrative Council. If the institution withdraws from the NCAA membership application process, the institution will be allowed to participate in NAIA postseason competition, provided the institution maintains NAIA membership.

NOTE:

1. An institution must submit an official request for a postseason waiver prior to the beginning of the full academic year in which the institution seeks to compete in NAIA postseason competition. All requests are to be reviewed by the National Administrative Council.
2. If active NCAA membership is achieved, the institution's individual sports program(s) will be allowed to participate in NAIA postseason competition, as a dual member, provided the institution maintains NAIA membership.

SECTION I. POSTSEASON PARTICIPATION FOR FIRST-YEAR MEMBERS

Institutions may become members by affiliation of all intercollegiate sports within either or both programs (men's and/or women's) or they may become members by affiliating intercollegiate teams on a sport-by-sport basis within either or both programs (men's and/or women's).

Institutions approved for active membership in the NAIA shall become eligible for postseason participation one calendar year from the date of their acceptance and payment of dues. During the one-year evaluation period, the institution shall adhere to all rules and regulations of the association.

SECTION J. REGISTRATION OF SPORTS SPONSORSHIP

At the time institutions join the association and yearly thereafter, they must declare which sports they are sponsoring on an intercollegiate level for the given school year.

During an academic year, institutions changing a sport from club to intercollegiate status, or from intercollegiate to club status, shall not have that sport considered for NAIA postseason competition for one calendar year from when the change occurred.

See **CASEBOOK** (pg. 74) for additional information

SECTION K. ELIGIBILITY EXCEPTIONS FOR DUAL MEMBERS

NAIA member institutions shall be allowed sport exception(s). The exception(s) will waive NAIA eligibility compliance for the selected sport(s) for competition against non-NAIA institutions.

Members wishing to use exception(s) must notify the NAIA, in writing, yearly of the sport(s) in which they wish to be excepted. Such notification must be provided no later than May 1 and will apply to the academic year following the May 1 deadline. The exempted sport(s) and their participants will not be eligible for NAIA postseason competition or honors in those specific sports, unless the conference of which the institution is a member wishes to have the institution participate in its conference cross country and golf postseason competition. Regardless of the results of its team or individual participants during the conference competition, neither the institution nor its individual athletes will be eligible to participate in NAIA championship competition. Students participating are charged a season of competition and by the date of the first competition, members must file with their eligibility chair a list of students competing. The exception does not apply to competition against other NAIA members who have not filed for a similar exception. If such competition takes place all NAIA eligibility and certification regulations apply to that competition.

SECTION L. DECLARATION OF INTENT TO PARTICIPATE IN NAIA POSTSEASON COMPETITION

No later than May 1 each year, each active member institution shall be required to submit to the NAIA National Office its declaration of whether it intends to participate in the national championship program in the following sports. Men's Programs: cross country, soccer, football, basketball, baseball, tennis and golf. Women's Programs: cross country, soccer, volleyball, basketball, softball, tennis and golf. Declarations apply to the academic year following the May 1 deadline.

Should an institution declare its intent not to participate in a national championship in the sports mentioned above, it shall not be considered for participation in NAIA postseason competition leading to the national championship in those sports for that season.

NOTE: Postseason competition is defined as conference or independent qualifying events. Further, those institutions shall waive their right to be included in the ratings in those specific sports.

Should an institution declare its intent to participate in a national championship program in any of the above sports, it must honor that commitment if the team in that sport meets the qualification standards established and is selected by the appropriate affiliated conference or Association of Independent Institutions. This regulation requires an institution to follow the commitment in each sport listed above to its conclusion, which terminates with a national championship, unless the following procedure is followed.

Should the institution's chief executive officer determine that an earlier declared sport team does not meet institutional standards to participate in any postseason competition, written notification of this decision must be sent to the NAIA National Office at least four weeks prior to the beginning of postseason competition. Failure to adhere to these procedures shall require the selected institutional team to fulfill its obligation of participating in postseason play to its conclusion.

If an institution submits notification to remove itself from the obligation of participation in the postseason for a particular sport for three consecutive seasons, the institution will be placed on NAIA suspension in that sport for the following academic year. Suspension does not allow the institution to participate in post-season events in that sport.

No declaration shall be required for the sports recognized by NAIA other than those listed in the first paragraph of this section.

To enter NAIA postseason play, an institution shall be required to meet conference, Association of Independent Institutions, and/or national entry deadlines and qualifying standards where applicable.

SECTION M. INTER-TERMS

1. Institutions having an inter-term that occurs between two regular terms may use the inter-term in one of three different ways in determining eligibility for students. The options are as follows.
 - a. The inter-term shall stand separate. Eligibility shall be determined at the end of the first term, again at the end of the inter-term (if the inter-term falls between the terms), and again at the end of the spring term.

See **CASEBOOK** (pg. 75) for additional information

- b. The inter-term (if it falls between the two regular terms) is attached to the first term for eligibility purposes. This would, in effect, make the 4-1-4 calendar into a 5-4 calendar in determining eligibility.

See **CASEBOOK** (pg. 75-76) for additional information

- c. The inter-term (if it falls between or at the end of two regular terms) is attached to the spring term for eligibility purposes. This would, in effect, make the 4-1-4 or the 4-4-1 calendar into a 4-5 calendar in determining eligibility.

See **CASEBOOK** (pg. 76) for additional information

The institution must notify its Eligibility Chair, in writing, as to which option it chooses. This notification is to be signed by the athletics director, registrar, and faculty athletics representative. The written notification must be received by the Eligibility Chair, prior to September 1 of the academic year. Once decided, the option cannot be changed for the school year.

If an institution uses an inter-term and does not notify its Eligibility Chair as to which option it selects, the school shall be treated as allowing the inter-term to stand separate as in option "a".

2. The inter-term shall be treated as follows in determining eligibility.
 - a. Hours earned during the inter-term shall be applied toward eligibility.
 - b. A separate term of attendance shall not be charged for the inter-term.
 - c. Identification during an inter-term (unlike summer school) does identify the student with the institution provided the student is enrolled for at least three-fourths (or two-thirds if three-fourths is not appropriate) of the normal academic load and either participates in athletics or begins to establish residency. In this instance, the inter-term would not, however, be charged against the allotted 10 semesters of attendance but would count in meeting the institutional credit-hour rules of the NAIA.

NOTE: $\frac{2}{3}$ would be used if the normal inter-term load is divisible by 3, otherwise the fraction $\frac{3}{4}$ will be used.

- d. Should a student previously identified with an institution (enrolled in twelve (12) credit hours and attending one class) then attend an inter-term at another institution and return the following term of attendance to the preceding institution, the inter-term shall be treated as a summer session.

SECTION N. SUMMER; NIGHT; CORRESPONDENCE AND EXTENSION COURSES

1. Summer sessions may be used to earn credit hours which may be applied to meet the 24-credit-hour rule or the second term in college nine-credit-hour rule as applicable, but are subject to the limit as listed in [Article V, Section C, item 6, paragraph 4](#) of the Bylaws.

Summer credit must be earned subsequent to one of the two terms of attendance. However, summer terms cannot constitute a term of attendance. If the college has no summer session, or in instances where it is educationally desirable for the student concerned to attend a summer session at a different institution, credits may be earned at a second institution, and such enrollment shall neither constitute a term of attendance nor identify the student with the second institution.

See **CASEBOOK** (pg. 76) for additional information

2. Credits earned by attending night, correspondence and extension courses and approved by the home institution, may be applied in satisfying the 24-credit-hour rule and/or the 12-hour enrollment rule but are subject to the definition of "term of attendance."

See **CASEBOOK** (pg. 77) for additional information

SECTION O. UNUSUAL CALENDARS

Colleges must certify that a student is enrolled in 12 or more institutional credit hours during the term of competition. If the institution's calendar precludes this, the institution must certify that the student is carrying at least three-fourths (3/4) of the scholastic load, which a student is allowed to carry without special permission, as defined by its catalog. In institutions where three-fourths (3/4) is not a feasible fraction (for example, where credit hours are limited to units of five (5) and the normal class load is 15 credit hours) two-thirds (2/3) may be substituted for three-fourths (3/4). The institution must certify that the student is accumulating academic credit in such an amount that the student could be declared as making normal progress and that the student would, by completing credit at the same rate, complete a recognized four-year baccalaureate degree in no more than 10 semesters of attendance or its equivalent.

SECTION P. EXCHANGE PROGRAMS

1. Domestic

All institutions having exchange programs involving students must have the exchange program approved, in writing, by the National Eligibility Committee, before students begin the program.

Students are identified with the institution where their records are kept and fees are paid. Students who pay their fees and/or have their records kept at another institution during the exchange program period shall be considered as transfer students upon returning to their original institution unless written approval has been given by the National Eligibility Committee in advance of the program.

See **CASEBOOK** (pg. 78) for additional information

2. Foreign

A United States citizen attending a foreign university under the student abroad plan, a student exchange plan or a comparable program, is not considered to be a transfer student upon returning and becoming identified with the original United States institution.

SECTION Q. HOSTING HIGH SCHOOL ALL-STAR GAMES

Member institutions are requested not to permit the use of their facilities or their personnel for staging high school all-star games unless such games are approved by the state high school athletics association in the state where the contest is held, and state high school athletics associations involved if the participants are from more than one state.

SECTION R. ALCOHOLIC BEVERAGES AND TOBACCO

Beer, wine, liquor, or any other form of alcoholic beverages or any form of tobacco products shall not be endorsed by the NAIA. The advertisement of such products in connection with NAIA postseason events, as well as sponsorship, is permissible under the following conditions:

1. All such advertisements must receive advance approval from the NAIA Chief Executive Officer/President.
2. Alcoholic beverages in any form shall not be allowed to be sold, disbursed or brought into the public area of any event.

SECTION S. PARTICIPATION IN AWARDS PROGRAM

Should an institution elect not to participate in championship events because of participation in or declaration to another championship event for any or all sports included in the Declaration of Intent to Participate program for men and women, the institution shall waive its right to be included in the awards program and statistical program for those sports during the season.

EXCEPTION: Student-athletes from dual member institutions that elect not to participate in a championship event shall be eligible to receive NAIA scholar-athlete awards.

SECTION T. CRITERIA FOR AFFILIATED CONFERENCES

An Affiliated Conference must meet the following requirements.

1. An affiliated conference shall be organized under governing documents that include formal recognition of the responsibility to operate in a manner consistent with minimum standards established by the NAIA.
2. Governing documents of an affiliated conference shall require that final authority for the operations of the conference reside with a formal body (e.g., Conference Council of Presidents) composed of institutional chief executive officers within the conference.
3. Governing documents of an affiliated conference shall establish those matters fully within the direct control of chief executive officers, including, but not limited to:
 - a. Amendments to the constitution, bylaws and other governing documents;
 - b. Budget approval and financial oversight;
 - c. Employment and supervision of the conference commissioner;
 - d. Conference membership; and
 - e. Approval of the conference strategic plan.
4. Enumeration of the above responsibilities shall not be construed to deny the right of the Conference Council of Presidents to exercise any other power or perform other duties within the field of governance of the affairs of the conference.
5. Presidents shall exercise authority in matters under their direct control by convening at least one meeting annually, in which votes may be exercised only by presidents in attendance.
6. An affiliated conference shall employ a commissioner to provide effective leadership and administrative support to the conference, and may employ other professional staff determined by the conference necessary to ensure adherence to NAIA standards. The commissioner shall not be concurrently employed by any conference member institution.

NOTE: Affiliated conferences not fully in compliance with this criterion when it takes effect will be required to submit a specific plan and timetable by which the conference will fulfill the provisions.

7. Authorize the National Administrative Council to conduct periodic reviews of affiliated conference operations and determine sanctions related to violations of conference requirements. Conference sanctions would be consistent with those currently in place for institutional violations of NAIA rules.
8. establish a Champions of Character Conference Committee, composed primarily of Champions of Character campus liaisons. The committee shall be charged with development and oversight of conference character education and activities.
9. An affiliated conference must have a minimum of six (6) institutions with NAIA membership;

10. The constitution or charter of an affiliated conference shall provide for a commissioner, eligibility chair, faculty athletics representative, registrar, information director, and designate(s) for supervisor of officials;
11. The eligibility rules and standards of an affiliated conference shall be as strict as the NAIA;
12. An affiliated conference shall sponsor a minimum of three (3) championships in NAIA-recognized sports, of which at least one (1) must be conducted each season (fall-winter-spring) for men and women (co-ed conferences). Single-gender conferences must sponsor a minimum of three (3) championships in NAIA-recognized sports, of which at least one (1) must be conducted each season (fall-winter-spring). Affiliated conferences must have at least four (4) institutional teams participating in each of the championship events;
13. An affiliated conference shall pay national dues to be established by the Council of Presidents and/or abide by revenue sharing policies with the NAIA for postseason events to be established by the appropriate council;
14. An affiliated conference must have a conduct in competition oversight committee composed of a minimum of three members. The committee's responsibilities include recommending the scope of the conference's activities related to event management, hospitality, conduct in competition, and sanctions related to conduct in competition within the conference; and
15. Governing documents of an affiliated conference shall include a clearly defined application and approval process for conference membership.

SECTION U. ELIGIBILITY CHAIR

The eligibility chair shall be appointed by the conference/independent association governing body, with input from the conference/association faculty athletics representatives. The eligibility chair must have significant experience in eligibility certification and eligibility rules, including serving as an institutional faculty athletics representative, serving as eligibility chair of another NAIA conference, or serving as a former member of the National Eligibility Committee.

The eligibility chair shall:

- a) Receive and review the eligibility certification as submitted by the FAR of each member;
- b) Serve as the chair of the conference/association eligibility committee;
- c) Receive and review all reports of institutional violations and all requests for exceptions from its members. The eligibility chair shall share these reports and requests with the conference commissioner, the conference/association eligibility committee and report the committee's recommendation to the National Office;
- d) Attend the NAIA Convention regularly, but not less than once every three years; and
- e) Facilitate rules education activities for the conference/association, with specific attention to the rules education of newly appointed faculty athletics representatives, athletics directors and coaches.

SECTION V. MEMBER INSTITUTIONS OF NON-AFFILIATED CONFERENCES

In cases where member institutions of non-affiliated conferences have conference standards that are less stringent than those of the NAIA, the institution must conform to the higher rules and standards of the NAIA.

SECTION W. STAFF MEMBERS REPRESENTING PROFESSIONAL SPORTS ORGANIZATIONS

Staff members of all member institutions' athletics departments shall not accept compensation or gratuities of any kind (either directly or indirectly) for representing a professional sports organization or an athlete as an agent in the negotiation of a contract for any student.

Staff members of all member institutions' athletics departments shall not accept compensation or gratuities of any kind (either directly or indirectly) in acting as scouts for a professional sports organization during the regular academic year of the staff members' institution.

SECTION X. FOUR-YEAR INSTITUTIONS WHICH OFFER ASSOCIATE (2-YEAR) DEGREES

Should a student receive an associate degree (two-year) from an institution that also offers a baccalaureate (four-year) degree, the student is identified with the four-year institution.

See **CASEBOOK** (pg. 78) for additional information

SECTION Y. BYLAWS AMENDMENT PROCEDURES

Proposed amendments must be sponsored by an authorized NAIA council, an NAIA standing committee, an NAIA association, or an affiliated conference.

All proposed amendments to the NAIA Bylaws shall be submitted in writing to the NAIA Chief Executive Officer/President. Such proposals must be postmarked no later than 90 days prior to the annual meeting of the Association. Proposed amendments shall be mailed from the National Office to each each active member institution in good standing, and each affiliated conference commissioner/president postmarked no later than 30 days before the annual meeting.

The proposed amendments, with the opinion of the NAIA Constitution and Bylaws Committee, shall be read to the voting delegates at the annual meeting. A proposed amendment shall be mailed from the National Office to each active member institution in good standing, and each affiliated conference or Association of Independent Institutions commissioner/president postmarked no later than 30 days before the annual meeting.

After discussion of the proposed amendment on the floor of the annual meeting, the voting delegates shall vote. Upon receiving a majority approval vote by the delegates, the proposed amendment shall become effective on August 1 following approval of the proposal unless otherwise stated.

Article VIII of the NAIA Bylaws, "Standing Committees," shall be excluded from the above amendment procedures.

ARTICLE II

GENERAL - STUDENT

- SECTIONS**
- A. [Admission Standards, General](#)
 - B. [Financial Assistance](#)
 - C. [Campus Visitation and Tryouts of Prospective Students](#)
 - D. [Recruitment](#)
 - E. [International Competition](#)
 - F. [Foreign Students in the United States and United States Students Abroad](#)

SECTION A. ADMISSION STANDARDS, GENERAL

All students participating in intercollegiate athletics must be admitted to member institutions under admission standards that are equal to or higher than those applied to the general student body of that institution.

SECTION B. FINANCIAL ASSISTANCE

Assignment of scholarships, grants-in-aid, or student loans shall be controlled by the faculty through the regularly constituted committee on student loans and scholarships.

Any financial aid or assistance to prospective or enrolled students in money or in kind, except that which comes from members of their immediate family or from those upon whom they are legally dependent, shall be administered by the institution under policies and procedures established by the institution through its regularly constituted committee on student loans and scholarships. Under no conditions may an individual or organization provide direct financial assistance to a previously enrolled or prospective student.

Scholarships, grants-in-aid, and student loans shall be awarded on such bases as will not discriminate for or against presumed or recognized athletes. Athletes and non-athletes shall be required to maintain the same minimum academic standing to qualify for such scholarships.

All donations to the general athletics program and/or the athletics scholarship fund by outside organizations shall be deposited in an institutional fund and be administered by appropriate institutional committees under the control of the chief executive officer.

A member institution shall award no more financial aid to a student-athlete than the actual cost of:

1. tuition;
2. mandatory fees, books, and supplies required for courses in which the student-athlete is enrolled; and
3. board and room for the student-athlete only, based on the official board and room allowance listed in the official institutional publication.

Further financial assistance to a student-athlete, other than listed above, by a member institution is prohibited.

This regulation regarding maximum financial aid to a student-athlete is not intended to place pressure on any member institution to increase its program to this level. This regulation is made to protect the NAIA from overly ambitious programs and to help protect the amateur status of student-athletes.

SECTION C. CAMPUS VISITATIONS AND TRYOUTS OF PROSPECTIVE STUDENTS

The Association's attitude toward campus visitation of prospective students is formulated from the following three major principles.

1. The protection of the student in maintaining normal academic progress in high school and junior college.
2. The coordination of this rule with the overall policies of the institution affecting procurement of students with special talents.
3. The control of tryouts consistent with making the intercollegiate program an integral part of the total program without legislating against the student.
 - a. Individual or group tryouts may be conducted, on the member institution's campus only, for the purpose of assisting in the assessment of athletics promise if tryouts are a part of the general institutional policy in the evaluation and admission of students with special talents. Tryouts, where permitted, shall be limited to no more than two days for a specific student at a member institution.

See **CASEBOOK** (pg. 78) for additional information

- b. No part of the travel expense, meals, and lodging of prospective students making visitations to an institution shall be paid by the institution unless such practice is a part of the general institutional policy in procurement of other students with special talents and not only for the express purpose of securing athletes.

- c. Visitation of prospective students shall not involve loss of school time, except where such visitation occurs as a part of the total visitation program of the institution, approved by the administration of both the host institution and the institution of the visiting prospective student.

SECTION D. RECRUITMENT

1. Recruitment of an Enrolled Student-Athlete

If, during the school year or summer vacation period, the athletics director, faculty athletics representative, or coach of a member institution is contacted or becomes aware of contact by an athlete who enrolled at another institution of higher learning (two-year or four-year), it shall be the responsibility of the contacted institution (athletics director or faculty athletics representative) to notify, in writing, the institution (athletics director or faculty athletics representative) where the athlete is presently enrolled within 10 days following the first contact.

A coach or another representative of a member institution shall not initiate contact with an athlete who has enrolled at another four-year institution. It is permissible to contact a student who is currently enrolled at a two-year institution once the student completes the academic year in which the student utilizes his/her first season of competition.

A coach or another representative of a member institution may respond to a contact by an athlete only after the enrolled athlete's institution (athletics director or faculty athletics representative) has been notified as prescribed above.

See **CASEBOOK** (pg. 79) for additional information

2. Recruitment of a Non-Enrolled Student

A coach or another representative of a member institution shall not contact an athlete who has drawn equipment and is engaged in organized pre-school practice at another institution.

3. Violation of any part of the recruitment policy shall cause an immediate investigation by the National Conduct and Ethics Committee for appropriate action.

SECTION E. INTERNATIONAL COMPETITION

International amateur competition for individuals representing an institution or institution teams shall be permitted, providing individual students representing their institutions are eligible according to rules and standards (and conference, if applicable). The NAIA Chief Executive Officer/President shall be notified prior to such participation. Such international play shall not affect seasons of participation.

See **CASEBOOK** (pg. 79-80) for additional information

SECTION F. FOREIGN STUDENTS IN THE UNITED STATES

1. Foreign nationals enrolling in a member institution shall be subject to all NAIA eligibility rules and regulations. It is incumbent upon the institution at which the student enrolls to establish the nature of the foreign institution, e.g., whether the institution is equivalent to a four-year college, a junior college or a secondary school. Documentation to establish proper classification shall be on file and shall be available upon request by the Eligibility Chair and/or National Eligibility Committee.
2. A student, not a United States citizen, enrolled in a member institution may return to the country of origin for the purpose of attending college for a period not to exceed one year and then return to the same member institution previously attended without establishing residency. The year that the student spent in the foreign country attending college shall be applied to the total terms of attendance allotted.

See **CASEBOOK** (pg. 80) for additional information

ARTICLE III

NATIONAL HEADQUARTERS: ITS FUNCTIONS

- SECTIONS
- A. The National Headquarters
 - B. Duties of the NAIA Chief Executive Officer/President
 - C. National Office Personnel Handling Monies to be Bonded
 - D. Procedures in Event of Incapacity of NAIA Chief Executive Officer/President

SECTION A. THE NATIONAL HEADQUARTERS

The NAIA maintains a national headquarters where the NAIA Chief Executive Officer/President and the National Office Staff conduct the administrative and business affairs of the organization.

The National Office Staff, in addition to its other functions, assists the member institutions in any problems of scheduling, staff replacements, publicity, or any other problems that may arise. Coordination of these many activities normally is accomplished from the National Office, as are administration, operation, and supervision of all the organization's national events.

The National Office Staff shall oversee a library of films from the various national competitions which shall be available for showing by member institutions.

The NAIA Chief Executive Officer/President is charged with the responsibility of maintaining contact with other athletics and educational organizations with which the NAIA is affiliated.

The further broadening of services is under constant study by the councils of the association.

SECTION B. DUTIES OF THE NAIA CHIEF EXECUTIVE OFFICER/PRESIDENT

The administrative authority of the association is vested in the NAIA Chief Executive Officer/President. In the exercise of this authority, it shall be the duty of the NAIA Chief Executive Officer/President to seek the advice of appropriate councils and exercise best judgment in an earnest effort to promote the best interests of the NAIA.

All executive powers not delegated to the Council of Presidents and not expressly or by implication denied the NAIA Chief Executive Officer/President may be exercised by that official, subject to the supervision of the Council of Presidents.

The NAIA Chief Executive Officer/President shall:

1. ensure that accurate records are kept of all meetings of the Association;
2. in cooperation with the chair of the Council of Presidents, prepare the agenda for all meetings of the Council of Presidents, the National Coordinating Committee, and the annual meeting;
3. keep all councils, the National Coordinating Committee, and all member institutions informed in all matters pertaining to the general welfare of the NAIA;
4. be responsible for final decisions in matters involving organizational problems within adopted policies of the Council of Presidents;
5. be responsible for all contracts regarding the property, funds, projects, and activities as necessary and proper for the successful execution of the functions of the organization;
6. receive and deposit in financial institutions approved by the Council of Presidents all funds belonging to the NAIA;
7. have full power to draw checks against such financial institution deposits as are required to pay the debts, expenses, and other financial obligations of the Association;
8. be custodian of all property belonging to the NAIA;

9. cause to be made an annual audit of books and accounts, and present such audit to the Council of Presidents;
10. be responsible for presenting to the Council of Presidents a detailed report of all receipts and disbursements during the preceding fiscal year ending June 30 and a proposed operating budget for the ensuing fiscal year;
11. cause to be prepared the use of forms and other printed materials required by the NAIA and to furnish such forms and materials as required;
12. be responsible for the employment and direction of the National Office Staff under policies established by the Council of Presidents;
13. oversee all necessary arrangements for the various events conducted under the auspices of the NAIA;
14. cause to be published throughout the school year an official publication of the organization;
15. conduct an active public relations and promotions program;
16. aggressively pursue membership of those institutions meeting the standards of the Association;
17. serve in an advisory capacity with regular or special committees established by the Council of Presidents and, except as may be specifically provided otherwise, issue all official releases from the National Office;
18. be the official representative of the Association at ceremonial or other social occasions requiring the presence of the NAIA's Chief Executive Officer/President; and
19. designate the NAIA representative at meetings and functions requiring NAIA attendance.

In addition to the above enumerated responsibilities and duties, the NAIA Chief Executive Officer/President may exercise any powers and perform any duties necessary and proper for carrying out programs and policies unless such responsibilities or duties have been expressly delegated to some other official or committee.

SECTION C. NATIONAL OFFICE PERSONNEL HANDLING MONIES TO BE BONDED

The NAIA Chief Executive Officer/President and other National Office personnel designated by the NAIA Chief Executive Officer/President shall be bonded for an amount of money to be determined by the Council of Presidents.

SECTION D. PROCEDURE IN EVENT OF INCAPACITY OF THE NAIA CHIEF EXECUTIVE OFFICER/PRESIDENT

Should illness or other incapacity prevent the NAIA Chief Executive Officer/President from fulfilling the duties of the office, it shall be the responsibility of the Executive Committee of the Council of Presidents to take such action as will provide for continuing the administration of the Association.

ARTICLE IV

ASSOCIATION ORGANIZATION AND STRUCTURE

- SECTIONS**
- A. [Structure of NAIA Programs](#)
 - B. [Organization and Structure](#)
 - C. [Council of Presidents Duties](#)
 - D. [National Coordinating Committee Duties](#)
 - E. [National Administrative Council Duties](#)
 - F. [Council of Faculty Athletics Representative Duties](#)
 - G. [Establishing Policies by Councils](#)

SECTION A. STRUCTURE OF NAIA PROGRAMS

The NAIA shall be structured to provide a men's program and a women's program. An institution that meets the membership requirements may affiliate all of the institution's intercollegiate sports in the men's program, the women's program, both programs, or on a sport-by-sport basis within either program. Upon affiliation with the NAIA, all intercollegiate sports recognized by the NAIA in either and/or both programs must conform to the policies and regulations of the NAIA.

EXCEPTION: See [Article I, Section I](#).

SECTION B. ORGANIZATION AND STRUCTURE

An important role of the NAIA is to provide the most democratic process possible for its membership in the matter of organization of national competitions, planning and procedures of the NAIA, growth of program, and the determination of policies of the organization.

In the interest of democratic participation, the basic structure of the NAIA is the conference for members which are affiliated or the Association of Independent Institutions for independent institutions.

Conference or Association of Independent Institutions tournaments or championships are encouraged in all sports recognized by the NAIA.

SECTION C. COUNCIL OF PRESIDENTS DUTIES

The NAIA governing body is the Council of Presidents.

For the transaction of business by the Council of Presidents, a quorum shall consist of one-third of the members of the Council.

Qualifications, composition, and elections for openings on the Council of Presidents are listed in Article V of the Constitution.

The Council of Presidents shall exercise full authority in the following matters.

1. Initiating operational policies necessary to perform those duties reserved in the Constitution and Bylaws to the Council of Presidents.
2. All fiscal matters of the Association.
3. The employment and supervision of the NAIA Chief Executive Officer/President and, through the NAIA Chief Executive Officer/President, all personnel of the National Office.
4. The submission at the national convention of a detailed report on all receipts and disbursements during the preceding fiscal year ending June 30. The audited financial statement shall be printed and distributed to the membership in such form as to facilitate a comparison of the items of income and expenditure in connection with the various activities of the Association during the fiscal year just concluded with the corresponding items for the preceding year.
5. Authorization of the Executive Committee of the Council of Presidents to transact necessary business of the association in the interim between meetings of the Council of Presidents.
6. The review and action on all recommendations submitted by the appropriate committee/association through the authorized councils.
7. Decisions on withdrawal of membership or denial of specific sports sponsorship for a member institution.

The enumeration of the above responsibilities and duties shall not be construed to deny the right of the Council of Presidents to exercise any other power or to perform any other duty within the field of governance of the affairs of the NAIA. No policies and procedures exercised by the Council of Presidents shall conflict with established policies of the constituent assembly.

SECTION D. NATIONAL COORDINATING COMMITTEE DUTIES

The National Coordinating Committee shall exercise authority in the following matters.

1. Reviewing operational policies for approval or referral which were developed by the two councils. Those policies reserved in the Constitution and Bylaws to the Council of Presidents as the official governing body of the Association shall be excluded from this charge.
2. Acting as the communications link among the two councils.
3. Acting on all requests for appeals arising from decisions of the National Eligibility Committee, the National Conduct and Ethics Committee, National Administrative Council, and/or the Council of Faculty Athletics Representatives. The National Coordinating Committee's decision on appeals is final, except for those decisions reserved for the Council of Presidents.
4. Soliciting nominations for the at-large position to the National Coordinating Committee under the approved guidelines and presenting the candidates to the membership for final selection at the annual meeting each year.
5. Acting upon requests for reinstatement of amateur status in accordance with established Association procedures.

The chair of the National Coordinating Committee shall also serve as an ex-officio member of the Council of Presidents.

SECTION E. NATIONAL ADMINISTRATIVE COUNCIL DUTIES

The National Administrative Council shall exercise authority in the following matters.

1. Initiating operational policies for conference, independent and national competition, national statistical services, and national awards.
2. Providing administrative supervision of all NAIA Coaches Associations, the Athletics Trainers Association, Conduct and Ethics Committee, and those associations/committees assigned by them which deal with conference, independent and national competition.
3. Annually reviewing and establishing the conference, independent and national qualification plans for postseason competition for all sports.
4. Reviewing and acting on all recommendations from those associations/committees within their area of responsibility.
5. Conducting periodic review of affiliated conference operations and determining sanctions related to violations of conference requirements.
6. Conducting nominations and elections in accordance with the Constitution when openings on the Council arise.

The chair of the National Administrative Council shall serve as an ex-officio member of the Council of Presidents.

SECTION F. COUNCIL OF FACULTY ATHLETICS REPRESENTATIVES DUTIES

The Council of Faculty Athletics Representatives shall exercise authority in the following matters.

1. Initiating operational policies for evaluation and implementation of Association academic standards.

2. Providing administrative supervision of the National Eligibility Committee, National Faculty Athletics Representatives Association, National Registrars Association and those committees assigned to them which deal with academic standards and their enforcement.
3. Reviewing and acting on all recommendations from those committees within their area of responsibility.
4. Conducting nominations and elections in accordance with the Constitution when openings on the Council arise.

The chair of the Council of Faculty Athletics Representatives shall serve as an ex-officio member of the Council of Presidents.

SECTION G. ESTABLISHING POLICIES BY COUNCILS

Prior to establishing a policy, a council, through its National Coordinating Committee representative, must present the recommended policy to the full National Coordinating Committee. Should there be no more than one member of the National Coordinating Committee in opposition, the policy shall be enacted.

Should two or more members of the National Coordinating Committee request further study or otherwise oppose the recommended policy, the policy shall be reviewed and voted upon by the appropriate councils. The result of the councils' action shall be presented to the National Coordinating Committee for final vote. A 2/3 vote of approval shall be required for acceptance. Policies necessary to perform those duties reserved in the Constitution and Bylaws to the Council of Presidents, as the official governing body of the Association, shall be excluded from this procedure.

ARTICLE V

ELIGIBILITY

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|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SECTIONS | <ul style="list-style-type: none"> A. Application of Eligibility Rules B. Definitions C. Eligibility Requirements D. Retention: Re-establishment of Eligibility E. Termination of Eligibility F. Transfer Requirements: General G. Transfer: Previous Identification at a Four-Year Institution H. Transfer: Previous Identification at a Junior College I. Military Service Exception J. Submission of NAIA Official Eligibility Certificates K. Processing of Eligibility Cases L. Processing Requests for an Exceptional Ruling to a Standard Rule M. Hardship Requests |
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SECTION A. APPLICATION OF ELIGIBILITY RULES

Institutional membership within either or both programs (men's and/or women's) or institutional membership on a sport by sport basis within a program charges each institution with the responsibility of knowing, administering, and enforcing the eligibility standards adopted by the members of the Association in respect to the institution's intercollegiate sports affiliated within the NAIA.

The eligibility rules which follow apply to all students representing their institution in any manner (scrimmages, intercollegiate, etc.) against competitors not directly identified with the institution in any sport recognized by the NAIA.

See **CASEBOOK** (pg. 80) for additional information

Any student identified with a two- or four-year college or university who then becomes identified at an NAIA institution shall also be subject to the following regulations, which were submitted and approved by the member institutions.

SECTION B. DEFINITIONS

Eligibility Case; Eligibility Certification; End of a Term; Enrollment; Entering Freshman; Exhibition, Good Standing; Identification; Institutional Credit Hour; Intercollegiate Contest; Non-Term; Normal Progress; Participation; Postseason Competition; Residency; Scrimmage; Season of Competition; Term of Attendance; Varsity Intercollegiate Sport

1. Eligibility Case: An actual or possible violation of an NAIA rule or regulation as reported by the institution to the Conference Commissioner/President, the Eligibility Chair and/or the National Office or notification to the institution by the Conference Commissioner/President, the Eligibility Chair or National Office.
2. Eligibility Certification: Completion and filing of the NAIA Official Eligibility Certificate, NAIA Certificate of Clearance, Transfer Eligibility Statement (when applicable), the Eligibility Certificate for Entering Freshmen (when applicable), and Non-Resident Student or Enrollment Gap Form (when applicable) for all students prior to allowing those students to represent the institution in any manner during a term.

See **CASEBOOK** (pg. 81) for additional information

3. End of a Term: Date listed in the institutional catalog as the last day of a term. If no such date is given, the end of the term shall be the last day of the final exam period for that term.
4. Enrollment: Completion of institution's enrollment forms or cards (payment of fees is not considered by the NAIA as a definition of enrollment).
5. Entering Freshman: A student who upon becoming identified with an NAIA institution has not been previously identified with any institution(s) of higher learning for any two semesters or three quarters (or equivalent).
6. Exhibition: A competition against competitors not identified with the institution when:
 - a. the competition does not meet the definition of a scrimmage pursuant to Article V, Section B, item 16 of the NAIA Bylaws.
 - b. the competition is noted as an Exhibition on the institutional schedule
 - c. the competition is against a Non-NAIA opponent

If the competition meets this definition then it shall not be included in individual and team statistics, won-loss records, and coaching records. The competition shall count against game limitations pursuant to Article I, Section E, item 1 of the NAIA Bylaws. An NAIA institution will be limited to one Exhibition per season. A student will be charged a season of competition for participating in an exhibition contest.

In all sports except basketball an institution is allowed one exhibition competition per season. The competition must meet the definition of an exhibition listed above. The exhibition competition will count as one varsity game, contest, or playing date within the limits stated above.

For the sport of basketball, an institution is allowed one or more exhibition competitions per season so long as the total number of games, exhibitions and scrimmages does not exceed 32. For the sport of basketball, an exhibition competition will not count as a varsity game.

7. Good Standing: Maintenance of NAIA eligibility standards as well as the general institutional requirements for all students in order to represent the institution in any extra-curricular activity.
8. Identification: Representing an institution in an intercollegiate contest or enrolling in twelve (12) or more institutional credit hours with a minimum of nine (9) institutional credit hours at the NAIA member institution in any given term (excluding summer session) and attending any regularly scheduled class.

NOTE 1: This definition of identification only applies to terms that begin after August 1, 2004.

See [CASEBOOK](#) (pg. 81-82) for additional information

NOTE 2: Participation in an intercollegiate contest in the fall before school starts identifies the student with the institution and charges the student with a season of competition and a term of attendance, even if the student decides to transfer or leave school before classes start. The student, however, shall not have the term applied in determining the 9/24/36 institutional credit hour rule in that attendance at a regularly scheduled class did not take place. The second season progress rule ([Article V, Section C, item 9](#)) shall, however, apply for participation in the same sport.

9. Institutional Credit Hour: Any credit hour which counts toward an institutionally-approved degree or any credit hour which is required by the institution for the student being certified.

Institutional credit hours shall be accepted for eligibility certification purposes only after the instructor submits the completed course grade in the normal manner to the institutional registrar for posting on the transcript.

See [CASEBOOK](#) (pg. 83-84) for additional information

10. Intercollegiate Contest: Any athletics competition in a sport recognized by the NAIA and sponsored by the institution as an intercollegiate sport against competitors not identified with the institution. Alumni contests are considered as competition within the institution and not recognized as intercollegiate.

See [CASEBOOK](#) (pg. 84) for additional information

11. Non-Term: Any term that does not meet the definition of a term as defined in Article V, Section B, Item 8.

NOTE: This definition of non-term only applies to terms that begin after August 1, 2004. Prior to August 1, 2004, a non-term was enrollment in fewer than nine (9) institutional credit hours at a single institution during a given term or any summer session or inter-term.

See [CASEBOOK](#) (pg. 85) for additional information

12. Normal Progress: The accumulation of academic credit at a rate so as to meet the minimum standards listed in [Article V, Section C, item 9](#) of the Bylaws.
13. Participation: Competing in an intercollegiate contest as defined by [Article V, Section B, Item 10](#) of the Bylaws.

14. Postseason Competition: Conference or independent qualifying events.
15. Prospective Student: An individual who has never identified or whose previous collegiate identification was with another collegiate institution. The individual remains a prospective student until the student:
 - a. Practices with an institution's team during the 24-week season (as defined in Article I, Section E, Item 5); or
 - b. Identifies with an institution in accordance with Article V, Section B, Item 8.

Prospective students are not permitted to practice or compete with an institution's team prior to the beginning of the 24-week season, regardless of the student's stated commitment to the institution. This prohibition includes practice and competition (including foreign tours) during the summer prior to the student's enrollment at the institution.

16. Residency: Identification with an institution for 16 calendar weeks (112 calendar days) during the regular school year (summer session not included).

See **CASEBOOK** (pg. 86) for additional information

17. Scrimmage: A competition against competitors not identified with the institution when:
 - a. The competition is not listed or is noted as a scrimmage on the institutional schedule;
 - b. No scores or statistics are reported by either institution;
 - c. No admission is charged.

Scrimmages shall not be allowed in the following intercollegiate sports: cross country, golf, swimming and diving, track and field, and wrestling.

Students must be certified as eligible prior to participating in a scrimmage. Seasons of competition will not be charged to students who participate only in scrimmages. Transfer students shall be governed by the association under which they competed.

18. Season of Competition:
 - a. Participation in one or more intercollegiate contests whether in a varsity, junior varsity, or freshman program. Seasons of competition for a transfer student will be determined under the rules of the association under which they competed.
 - b. Participation in any athletic competition or training for which the participant receives compensation including remuneration for expenses after September 1 in the year of high school graduation or the equivalent.

NOTE:

Participation in any elite-level athletic competition after September 1 in the year of high school graduation or the equivalent. EFFECTIVE DATE: August 1, 2011 (for student-athletes entering an NAIA institution in 2011-12)

For purposes of this bylaw, eligibility shall be determined by a national third-party administrator (NAIA Eligibility Center) authorized by the Council of Presidents.

EXCEPTION: An individual who trains or competes as a member of a non-collegiate post-secondary education (i.e., preparatory school) team will not be charged a season of competition.

NOTE:

1. If high school graduation or its equivalent cannot be ascertained then age 19 will be used as the determinant.
2. Unless specified elsewhere in the Bylaws (i.e. - Article V, Section F, Item 9) no student shall be charged more than one Season of Competition during any 12-month period.
3. Athletes charged a Season of Competition pursuant to this paragraph must also comply with other applicable NAIA Bylaws, including Article VII (Amateur Rules) and Article V, Section C (Eligibility Requirements).

c. **TENNIS ONLY** - After high school graduation, participation in the main draw of a Women's Tennis Association (WTA), Association of Tennis Players (ATP), or International Tennis Federation (ITF) tournament. Unless specified elsewhere in the Bylaws (i.e. - Article V, Section F, Item 9) no student shall be charged more than one Season of Competition during any 12- month period.

EXCEPTION # 1: The student is not charged a season of competition for participation in a WTA, ATP or ITF main draw if the student provides written confirmation from the tournament that the student was awarded a wild card into the main draw.

EXCEPTION # 2: While enrolled as a full-time collegiate student, a student is not charged a season of competition if the student:

1. Completes the ITA amateur form prior to participation in the tournament;
2. Does not accept expense reimbursement (including reimbursement permitted by other NAIA regulations); and
3. Does not accept any prize money

19. **Term of Attendance:** A term of attendance is any quarter, semester or trimester (excluding summer sessions) in which the student becomes identified at a single institution.

See **CASEBOOK** (pg. 87-88) for additional information

The word "term" as used throughout the bylaws refers to quarter, semester, or trimester, whichever applies as the official unit of class attendance at any college or university.

If a student identified with an institution officially totally withdraws from that institution within 21 calendar days following the official opening date of classes as stated in the institutional catalog and returns and again becomes identified with the same institution (without becoming identified at another institution), the student shall not be charged with a term of attendance for the term in which the student withdrew.

20. **Transfer:** A student who becomes identified with an NAIA institution after having previously been identified with a two- or four-year institution of higher learning. Transfer students must complete the official NAIA Transfer Player Eligibility Statement prior to their first participation at the NAIA institution no matter how long ago the transfer occurred.

Once the student has completed the transfer form and has been in attendance for one term, the student is no longer considered a transfer student at the institution.

21. **Varsity Intercollegiate Sport:** A sport that has been accorded that status by the institution's chief executive officer or committee responsible for intercollegiate athletics policy AND satisfies all of the following conditions:
- a. It is a sport that is administered by the department of intercollegiate athletics;
 - b. It is a sport for which the eligibility of the student is reviewed and certified by the institution's Faculty Athletics Representative or designated eligibility representative;

- c. It is a sport in which qualified participants receive the institution's official varsity awards.

SECTION C. ELIGIBILITY REQUIREMENTS

For a student to be eligible for any NAIA-recognized intercollegiate competition, a member institution must ensure that the student conforms to the following regulations.

1. An entering freshman student must be a graduate of an accredited high school or be accepted as a regular student in good standing as defined by the enrolling institution.
2. An entering freshman student must meet two of the three entry-level requirements:
 - a. A minimum score of 18 on the Enhanced ACT or 860 on the SAT (for tests taken on or after April 1, 1995).

NOTE: In order to meet the requirement of [Article V, Section C, item 2, paragraph a](#) above, an entering freshman must achieve a score of 18 or higher on the Enhanced ACT or a score of 860 or higher, achieved on the **Critical Reading and Math** sections of the SAT. The test score must be achieved at a single test sitting administered by a certified tester on a National, International or official state assessment testing date to apply to this requirement. A test taken under any conditions other than those listed is considered by both testing agencies to be a residual test and cannot be used for certification purposes. The ACT/SAT must be taken prior to the beginning of the term in which the student initially participates.

See [CASEBOOK](#) (pg. 89-90) for additional information

- b. An overall high school grade point average of 2.000 or higher on a 4.000 scale;
- c. Graduate in the upper half of the student's high school graduating class. The class rank must appear on the student's transcript, leaving certificate or other academic document. If the student's class rank does not appear on the above-mentioned documents, a letter from the student's principal or headmaster, written on the school's letterhead and with the school's official seal, stating that the student meets the class rank requirement can be accepted.

See [CASEBOOK](#) (pg. 90) for additional information

NOTE 1: GED and home-schooled students

The GED will be recognized as satisfying the grade point average equivalent. The GED student must achieve a score of 18 on the Enhanced ACT or 860 on the SAT to meet the freshman requirements.

Home-schooled students must receive the certificate (or equivalent) granted by the appropriate state verifying successful completion of home schooling requirements **and** achieve the minimum ACT/SAT score to meet the freshman requirements.

NOTE 2: International students

An incoming freshman international student shall first be reviewed under the same conditions required of a regular freshman student. The evaluation listed below shall be applied only if the high school GPA and class ranking cannot be determined.

If a student has graduated from a high school outside of the United States or one of the U.S. territories and the high school transcript is such that the grade point average cannot be determined and the class ranking is not available, this student can be ruled eligible by meeting the specific institution's admission criteria for international students and by meeting the following NAIA criteria:

1. A score of 18 on the Enhanced ACT or 860 on the SAT
2. Meet the entering freshman requirements as defined for students from each country in the most current Guide to International Academic Standards for Athletics Eligibility published by the NCAA (based on AACRAO guidelines).

Students not meeting at least two of the three standards shall be denied athletics participation at a member institution for the first full year of attendance (2 semesters, 3 quarters, or equivalent) that such a student is identified with any institution(s).

3. The student must be identified and enrolled in a minimum of 12 institutional credit hours at the time of participation.

See **CASEBOOK** (pg. 92) for additional information

EXCEPTION to the 12-credit-hour enrollment rule:

A student who will complete requirements for graduation within 10 semesters, 15 quarters, 12 trimesters or less may retain eligibility during the last term of attendance of the senior year by enrolling in fewer than 12 institutional credit hours. Official verification must be provided by the registrar that the student has completed all other academic requirements for graduation except for the currently enrolled credits. Such verification must be provided to the Eligibility Chair.

A student invoking the above Exception who completes all academic requirements for graduation and who subsequently enrolls in the graduate or professional school of the institution where he/she earned an undergraduate degree, who is enrolled and seeking a second baccalaureate or equivalent degree at the same institution, who is enrolled in a fifth year post-baccalaureate degree teacher education program at the same institution, or who is enrolled and pursuing a second major area of study at the same institution is eligible to participate provided the student has athletic eligibility remaining and meets the criteria of the Exception to Article V, Section D (5).

The term in which the student invokes this Exception shall be counted as a term of attendance. However, this term will not count in the calculation of the 24-credit-hour rule. To calculate the 24 credit hours, the institution should consider the two terms immediately preceding the term the student completes the requirements for graduation.

A student who invokes the above Exception and does not graduate forfeits any remaining eligibility in all sports sponsored by the NAIA.

4. The student must maintain institutional identification during any term of participation. For exceptions see [Article V, Section D, items 3 and 4](#).
5. The student must have accumulated a minimum of nine (9) institutional credit hours prior to identification for the second term of attendance.

Only those institutional credit hours earned after identification (at any institution) may be applied toward meeting the nine (9) institutional credit hour rule for a second-term freshman.

see **CASEBOOK** (pg. 92-93) for additional information

6. After completion of the second semester term or third quarter term of attendance and from then on, a student must have accumulated a minimum of 24 institutional credit hours in the two immediately previous terms of attendance in a semester system or 36 institutional credit hours in the three immediately previous terms of attendance in a quarter system.

A student transferring from a quarter system to a semester system must have accumulated 24 institutional credit hours in the previous two terms of attendance after the first term of attendance at the new institution.

A student in a quarter system must have accumulated 24 institutional credit hours in the previous two quarter terms of attendance if completion of three quarter terms of attendance has not occurred. Upon completion of three quarter terms of attendance the student must have accumulated 36 institutional credit hours.

No more than 12 institutional credit hours earned during summers and/or during non-terms may be applied to meet the 24/36 institutional credit-hour requirement. Such credit must be earned after one or both of the two immediately previous terms of attendance.

See **CASEBOOK** (pg. 93-96) for additional information

All credit hours used to meet this total of 24/36 institutional credit hours are to be taken at face value and are not to be converted, even if earned at different institutions using different credit hour systems (e.g., quarter and semester).

See **CASEBOOK** (pg. 93-96) for additional information

EXCEPTION: See [Article V, Section B, Item 8, Note 2](#).

EXCEPTION: A transfer student who has met the graduation requirements for an associate degree from a junior college and who has not been identified with any institution(s) of higher learning for more than five semesters or seven quarters will be exempt from meeting the 24/36-hour rule for the first term upon transferring to an NAIA institution provided:

- a. the transferring student passed all hours required for graduation in the term in which graduation occurs and;
- b. less than 24/36 hours were required for graduation during the last two semesters/three quarters terms.

Students receiving this exception must pass at least 12 hours in their first term of attendance at the four-year school to retain eligibility for a second term. The last semester/trimester/quarter at the junior college shall count as a term of attendance.

EXCEPTION: A student will be exempt from meeting the 24/36-hour rule only during the first term in which the student initially competes in any sport at the intercollegiate level, provided the student has not previously participated in any intercollegiate sport at any institution; met freshman eligibility requirements upon initial identification with any institution (applies only to students in the first four semesters/six quarters or equivalent, of attendance); and has an overall GPA of 2.000 on a 4.000 scale calculated on the basis of all transcripts from all institutions (applies to students in all terms following the fourth semester/sixth quarter, or equivalent of attendance.)

7. The student must be making normal progress toward a recognized baccalaureate degree and maintain the minimum grade point average as defined by the institution and the NAIA (where applicable).
8. Upon reaching junior academic standing as defined by the institution, a student must have a cumulative grade point average (GPA) of at least 2.000 on a 4.000 scale. The 2.000 cumulative grade point average (GPA) or higher must be certified each grading period in which the student wishes to compete after junior academic standing is reached.

See **CASEBOOK** (pg. 96-97) for additional information

9. To participate a second season in a sport, all students must have accumulated at least 24 semester/36 quarter (or equivalent) institutional credit hours. Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement only for their first term of attendance at a member institution. Thereafter only institutional credit recognized by the student's current institution and submitted to the registrar for posting on the transcript shall apply.

See **CASEBOOK** (pg. 97) for additional information

EXCEPTION: A freshman who initially becomes identified after the first term in the fall shall meet this requirement by having passed 12 semester or 20 quarter institutional credit hours. This exception shall apply to the second season of competition regulation only.

To participate the third season in a sport, all students must have accumulated at least 48 semester/72 quarter (or equivalent) institutional credit hours. Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement only for their first term of attendance at a member institution. Thereafter only institutional credit recognized by the student's current institution and submitted to the registrar for posting on the transcript shall apply.

See **CASEBOOK** (pg. 97) for additional information

To participate the fourth season in a sport, all students must have accumulated at least 72 semester/108 quarter (or equivalent) institutional credit hours, at least 48 semester/72 quarter hours of which must be in general education and/or in the student's major field of study.

Transfer students shall use institutional credit hours as certified by the previous institution(s) to meet this requirement only for their first term of attendance at a member institution. Thereafter only institutional credit recognized by the student's current institution and submitted to the registrar for posting on the transcript shall apply.

See **CASEBOOK** (pg. 97-98) for additional information

To participate in a third and/or fourth season in a sport, all students must have and maintain a total cumulative GPA of at least 2.000 on a 4.000 scale. The GPA for students with continuing identification at your institution shall be calculated according to the official institutional policy for all students. The GPA for entering transfer students shall be calculated by dividing all quality points achieved by the total number of hours attempted for all courses listed on all official transcripts from all institutions previously attended.

See **CASEBOOK** (pg. 98) for additional information

10. The student must be eligible according to the institution's standards for intercollegiate competition.
11. The student must be eligible according to affiliated conference standards when such standards are more stringent than NAIA rules and standards.
12. Repeat courses previously passed with a grade of "D" or better in any term, during summer, or during a non-term cannot count toward satisfying the 24/36 credit hour rule.

A maximum of one repeat course per term previously passed with a grade of "D" (or the equivalent) may be counted toward satisfying the 12-hour enrollment rule.

Repeat courses previously passed with a grade of "C" or better cannot be applied to meet either the 12-hour enrollment rule or the 24/36 credit-hour rule.

See **CASEBOOK** (pg. 98-99) for additional information

13. For the fall term only, if athletic contests are scheduled before the opening date of classes, an enrolled student may compete prior to the first day of class, provided the student meets all other eligibility requirements.

For all other terms during the regular academic year, a student enrolled in the second (or subsequent) term may compete between terms (beginning on the day following the close of the concluding term), provided the student meets all eligibility requirements for the upcoming term.

See **CASEBOOK** (pg. 99) for additional information

14. A student who is eligible the last day of a term may retain eligibility until midnight of the 21st calendar day following the close of a term to allow an institution time to recertify eligibility. This regulation does not apply to students who complete all requirements for graduation or complete 10 semesters of attendance (or equivalent). Further, students declared ineligible by the institution or conference shall lose eligibility immediately upon such declaration.

See **CASEBOOK** (pg. 99-100) for additional information

15. A student enrolling in college after the date set by the institution for enrollment of regular full-time students will not be eligible to compete in intercollegiate athletics until two full calendar weeks of residency have been completed.

See **CASEBOOK** (pg. 100) for additional information

SECTION D. RETENTION: RE-ESTABLISHMENT OF ELIGIBILITY (Also see [Article V, Section E, item 2](#))

1. A student may participate four (4) seasons in one sport in 10 semesters, 12 trimesters, or 15 quarters of attendance if otherwise eligible. The 10 semesters need not be consecutive. During the ninth or tenth semester, or equivalent, the student may participate in any sport in which the student has not already used four seasons of competition.

See **CASEBOOK** (pg. 100) for additional information

2. With reference to establishing or re-establishing eligibility in the same institution: A student is eligible for athletics participation on the day following the close of a term, provided the student has been identified and in attendance during the term just ending and the registrar certifies that the academic requirements have been met for this student.
3. A student attending a college on the trimester system may participate in spring sports if the student was identified the previous term at that institution and completed 24/36 institutional credit hours or more since the beginning of the fall term of the current school year, and is otherwise eligible although not enrolled during the third trimester.

See **CASEBOOK** (pg. 100-101) for additional information

4. A student who is eligible during the regular sport season for a particular sport and who is eligible at the end of the regular sport season shall retain eligibility in that particular sport for participation in NAIA postseason competition provided the student has been in attendance the term immediately preceding the postseason competition.
5. A student who has completed all academic requirements for graduation from a four-year institution as defined by that institution shall no longer be eligible to compete in intercollegiate athletics.

EXCEPTION: A student who has completed all academic requirements for graduation and who is enrolled in the graduate or professional school of the institution where he/she earned an undergraduate degree, who is enrolled and seeking a second baccalaureate or equivalent degree at the same institution, who is enrolled in a fifth year post-baccalaureate degree teacher education program at the same institution, or who is enrolled and pursuing a second major area of study at the same institution may participate in intercollegiate athletics provided the student has athletic eligibility remaining.

The graduate must be enrolled in a full-time class load as defined by the school in lieu of 12 institutional credits at the time of participation.

To maintain eligibility status, the student must successfully complete the full-time class load as defined by the institution.

The registrar must certify in writing to the Eligibility Chair that the above conditions have been met prior to participation of the student.

See **CASEBOOK** (pg. 101) for additional information

SECTION E. TERMINATION OF ELIGIBILITY

1. A student terminates athletic eligibility at the end of a term upon completing 10 semesters, or 12 trimesters, or 15 quarters in which the student is identified (See [Article V, Section B, item 8](#) of the NAIA Bylaws).
 - a. **EXCEPTION:** A female student will be granted a two-semester or three-quarter one-time extension of the ten-semester rule due to pregnancy. The request for the extension period of time will be processed as an exceptional ruling to a standard rule.
 - b. **EXCEPTION:** A student will be granted up to a two-semester or three-quarter one-time extension to the ten-semester rule due to a debilitating illness (i.e., cancer, chemical dependency, psychological illness) and treatment. The request for the extended period of time will be processed as an exceptional ruling to a standard rule.

See **CASEBOOK** (pg. 101-102) for additional information

2. A student who loses eligibility at the end of a term because of graduation becomes ineligible at the end of the week (11:59 p.m., Saturday) in which the term ends.

EXCEPTION: Students who graduate at the close of the fall/winter term and who have qualified for NAIA national competition for the immediately following spring/summer through the conference event held in the fall/winter shall not be required to have been in attendance the immediately preceding term prior to postseason competition to be eligible. The student is subject, however, to any contrary ruling which may be made by the local institution or conference.
3. A student who loses eligibility at the end of a term other than because of graduation or completion of 10 semesters of attendance becomes ineligible no later than midnight of the 21st calendar day following the close of the term. If an institution checks eligibility prior to the 21-day deadline ([Article V, Section J, item 2](#)) and determines that a student has become ineligible, the student becomes ineligible immediately.

See **CASEBOOK** (pg. 102) for additional information

4. No student shall be permitted to participate in intercollegiate athletics for more than four (4) seasons in any sport.
5. Any student who has completed eligibility or who has been permanently banned in a given sport at any four-year institution, either NAIA affiliated or other, shall have no eligibility remaining in that sport within the NAIA. Such a student cannot regain eligibility in that sport at an NAIA institution.

EXCEPTION: For eligibility purposes the NAIA does not recognize the NCAA "five-year rule" or age-limitation regulations.

SECTION F. TRANSFER REQUIREMENTS: GENERAL

1. A student previously identified with an institution of higher learning (two- or four-year), who then transfers to a member college or university must complete the Official NAIA Transfer Player Eligibility Statement, and the institution must mail this statement to the Eligibility Chair prior to the student participating.
2. A student becomes identified with an institution upon enrolling in twelve (12) or more institutional credit hours at a single institution in any given term and attending any regularly scheduled class (summer session not included). Anyone transferring after this time becomes a transfer student regardless of whether the student participated in intercollegiate athletics.
3. If a student identified with an institution officially withdraws from that institution within 21 calendar days following the official opening date of classes as stated in the institutional catalog and RETURNS and becomes identified with the same institution (without becoming identified at another institution), the student shall not be charged with a term of attendance for the term in which the student withdrew.

See **CASEBOOK** (pg. 102) for additional information

4. If a student becomes identified at an institution and officially totally withdraws from that institution within 21 calendar days and subsequently becomes identified at an NAIA institution after remaining out of school for at least two full consecutive semesters, two full consecutive trimesters or three full consecutive quarters following the term of withdrawal, the term shall not be counted in application of the 9/24/36 institutional credit-hour rule. The term shall be charged as a term of attendance with respect to the 10 semester, 12 trimester, or 15 quarter limit. However, the transfer rule shall apply and the term shall be counted in application of the 9/24/36 institutional credit-hour rule if the athlete participated during the 21 days.
5. If a student identified with an institution officially withdraws from that institution after attending any class during a normal school term and then transfers and becomes identified with another institution, the student shall be charged with a term of attendance (and zero hours credit) for attending any class before withdrawing.

See **CASEBOOK** (pg. 103) for additional information

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| <ol style="list-style-type: none">6. A transfer student who has been suspended (or its equivalent) for any reason, including athletic department policy, from any institution of higher learning must establish residency of two full semesters, two full trimesters, or three full quarters of attendance at the NAIA institution or until the institutional suspension period at the suspending institution has been terminated, whichever is shorter, before intercollegiate participation at an NAIA institution shall be permitted. |
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See **CASEBOOK** (pg. 103-104) for additional information

EXCEPTION: A transfer student who has been suspended (or its equivalent) for failure to meet institutional academic requirements, but still meeting NAIA eligibility requirements, shall not be subject to this restriction provided the student has not participated in intercollegiate athletics at any collegiate institution for one full calendar year after suspension from the original institution.

7. A transfer student who was suspended or was declared otherwise ineligible due to misconduct while representing an institution in competition, in accordance with ([Article VI, Section C, Item 6](#)) must serve the period of suspension at the institution to which the student transfers before intercollegiate participation shall be permitted.
8. Attendance during a summer session or in a non-term (enrolled in fewer than twelve credit hours) does not count toward satisfying the 16-week residence requirement.

9. Trimester System: A student transferring to an institution using the trimester system may meet the residency requirements by enrolling in any regular trimester and establishing 16 calendar weeks (112 calendar days) of residence.
10. A student charged with a season of competition in one sport by different institutions in the same academic year shall be charged with two seasons of competition. A student could amass two seasons of competition within one academic year.

EXCEPTION: A student competing at a junior college who meets the requirements for graduation from that junior college and transfers to a member institution during the same sport season and is otherwise eligible to compete at the member institution in the same sport shall be charged with only one season of competition.

See **CASEBOOK** (pg. 104) for additional information

SECTION G. TRANSFER: PREVIOUS IDENTIFICATION AT A FOUR-YEAR INSTITUTION

1. A student who has participated in an intercollegiate contest at the immediately previous four-year institution and then transfers to an NAIA member institution shall be required to be in residence for a period of 16 calendar weeks before being eligible for the sport(s) previously participated in at the four-year institution.

A student shall have the 16 calendar weeks residency requirement waived for participation in that same sport provided the student has a cumulative minimum overall GPA of 2.000 (on a 4.000 scale) from all previously attended institutions of higher learning and receives a written release from the athletics director at the immediately previous four-year institution.

A student who has not participated in an intercollegiate contest at the immediately previous four-year institution is not subject to the residency period in that sport.

The term "16 weeks" refers to 16 consecutive calendar weeks (112 calendar days), including vacations and inter-terms (except summer terms). The 16 weeks does not refer to school weeks.

2. This period shall be counted from opening date of classes as stated in the official college catalog or from the date on which the student enrolls, whichever is later. No part of the 16 weeks shall fall between the end of the term immediately preceding the regular summer term and/or summer vacations and the beginning of the fall term.

See **CASEBOOK** (pg. 105) for additional information

3. The residency requirement shall be satisfied at the beginning of the day following the end of the 16 calendar weeks (at the beginning of the 113th calendar day) from the first day of class. Should the 16-week period be satisfied after the institution's regular season has been completed, the student has established eligibility for the following season in that sport but is not eligible for postseason athletic competition in that sport which is held during an extended period of the term just completed.

See **CASEBOOK** (pg. 105) for additional information

SECTION H. TRANSFER: PREVIOUS IDENTIFICATION ONLY AT A JUNIOR COLLEGE

A student whose immediately previous identification and participation was with a two-year institution and who transfers to an NAIA member institution shall not be required to meet the 16-week residency requirement. The student shall fulfill all academic requirements of NAIA and is entitled to only four seasons of participation in a given sport at the intercollegiate level.

SECTION I. MILITARY SERVICE EXCEPTION

1. A student whose college attendance has been interrupted or delayed by one year or more of continuous active military duty in the Canadian or United States Armed Forces shall be eligible for athletic participation immediately upon enrolling in a minimum of 12 institutional credit hours and becoming identified.

The student may retain eligibility in the succeeding term by:

- a. having earned a minimum of 24/36 institutional credit hours the two immediately previous terms of attendance,

OR

- b. satisfying the requirements for a second term student by having completed nine (9) institutional credit hours the immediately previous term of attendance.

See **CASEBOOK** (pg. 105-106) for additional information

2. The duration of the application of the Military Service Exception shall be limited to the first two full semesters or three quarters following release from active duty. Thereafter, the student is not entitled to any provisions of the Military Service Exception rule, and all regulations shall apply.

SECTION J. SUBMISSION OF NAIA OFFICIAL ELIGIBILITY CERTIFICATES

1. It shall be the responsibility of the faculty athletics representative of each member institution to check the eligibility of each student prior to allowing the student to represent the institution in any manner (scrimmages, intercollegiate contests) against competitors not directly identified with the institution in any sport recognized by the NAIA.

An NAIA Official Eligibility Certificate signed by the registrar, athletics director, coach, and faculty athletics representative of the institution is to be postmarked to the appropriate Eligibility Chair prior to participation. Reports become delinquent on the date following the first contest.

See **CASEBOOK** (pg. 106) for additional information

2. Institutions which sponsor sports that carry over from one term to another (basketball, swimming and diving, wrestling, etc.) must certify that students participating in these sports are eligible for all terms in which the competition takes place. A statement signed by the registrar, athletics director, and faculty athletics representative noting that the students have been re-evaluated and are eligible may be submitted in lieu of the official eligibility certificate to the eligibility chair within 21 days after the close of the term or prior to the first competition after the close of a term, whichever is later.

In any case, institutions must recertify [submit an updated certificate] students by February 1 for second semester carryover sports or by April 8 for third quarter carryover sports, as appropriate. Should the 21-day extension period be later than February 1/April 8 due to the attachment of the interterm to the first term, the later date is acceptable for filing.

See **CASEBOOK** (pg. 106-107) for additional information

SECTION K. PROCESSING OF ELIGIBILITY CASES

1. Eligibility cases are defined as cases where an actual or possible violation of an NAIA rule or regulation has taken place.
2. Should the Eligibility Chair after reviewing all information determine that a violation has not occurred, the case will be closed at that time.
3. Eligibility cases which are initiated by an institution must be submitted by the faculty athletics representative and the athletics director at that institution to the Eligibility Chair.

When apparent violations come to the attention of the Eligibility Chair, the Eligibility Chair shall notify in writing the faculty athletics representative, the athletics director, and the chief executive officer of the institution before processing the case.

4. The Eligibility Chair shall inform the Conference Commissioner/President (where appropriate) and the national eligibility staff liaison of each new eligibility case being investigated upon receipt of the case.
5. Upon receipt of an actual or apparent violation, the Eligibility Chair shall obtain the following information and send it to the eligibility committee members, the national eligibility staff liaison, and the chief executive officer of the institution being investigated:
 - a. All pertinent data on the case (type of violation, date, place, etc.).
 - b. An up-to-date transcript of the student(s) involved.
 - c. A written statement signed by the institution's athletics director and faculty athletics representative concerning the case and corrective steps to be taken by the institution.
 - d. Statement from the student(s) involved, if possible.
6. A recommendation from the eligibility committee as to the disposition of the case shall be submitted by the Eligibility Chair on behalf of the conference to the chief executive officer of the institution being investigated and the national eligibility staff liaison for dispersal to the National Eligibility Committee.
7. The chief executive officer, after reviewing the case and the eligibility committee recommendation or conference action, may within seven days of receipt send a response to the national eligibility staff liaison which will be included in the material sent to the NAIA National Eligibility Committee.
8. In eligibility cases involving the participation of an ineligible student, [Article VI, Section B, Item 6](#) in the Bylaws is to be applied by the institution.
9. Institutions are encouraged to contact their Eligibility Chair for clarification of an existing regulation. The Eligibility Chair may give interpretations of existing regulations but may not give a ruling on a specific individual.

When the Eligibility Chair deems it desirable, the request may be forwarded to the National Office for clarification by the NAIA National Eligibility Committee.

10. The conference/A.I.I. commissioner shall inform in writing the institution's athletics director and chief executive officer when an institution receives a warning, reprimand or suspension related to misconduct in competition.
11. Conferences may not make final determinations relative to cases where a violation has occurred. All eligibility cases must be processed through the NAIA National Eligibility Committee or the NAIA National Conduct and Ethics Committee for appropriate action.
12. Conference action taken by an affiliated conference whose requirements are more stringent than those of the NAIA will be supported by the NAIA. Should a conference member be found to be in violation of an Association rule the case will be processed to include a recommendation from the conference.

In cases where NAIA members belong to a non-affiliated conference, the NAIA National Eligibility Committee shall rule whether such conference action against a member institution shall be respected and supported.

See [CASEBOOK](#) (pg. 107-108) for additional information

SECTION L. PROCESSING REQUESTS FOR AN EXCEPTIONAL RULING TO A STANDARD RULE

In exceptional cases, where extenuating circumstances exist, an institution may request an exceptional ruling to a standard rule. Such a request may be made before or after participation of the student(s) involved. If applicable, such student(s) shall be withheld from further competition until the case is closed.

Exceptional cases are to be processed as follows:

1. The request for an exceptional ruling must be submitted to the Eligibility Chair by the faculty athletics representative and the athletics director of the institution requesting the ruling. The request must include all pertinent information concerning the request. Transcripts, the standard rule in question, and the reasons why an exceptional ruling should be granted must be included.
2. The Eligibility Chair shall see that the request for an exceptional ruling is forwarded to the National Office along with the eligibility committee's recommendation. The Conference/A.I.I. Commissioner or President shall also receive a copy of the request and the eligibility committee's recommendation.
3. The institution requesting the exceptional ruling shall secure a recommendation from the conference (where applicable). The conference recommendation shall be sent to the National Office.
4. The institutional request and all documentation shall be sent to the National Eligibility Committee, through the national eligibility staff liaison, for a ruling. The ruling shall apply only to the specific case and will not establish a precedent.

SECTION M. HARDSHIP REQUESTS

1. A hardship request is a request for an exception to the season of competition regulation. Hardships deal only with seasons of competition.

See **CASEBOOK** (pg. 108) for additional information

2. All hardship requests must meet the following criteria.
 - a. They must involve an injury or illness which is beyond the control of the student or coach and which incapacitates the student from competing further during the sport season in question as verified by the attending physician (M.D. or D.O.) who must have examined the student during the sport season in question.
 - b. The student involved shall not have participated in more contests or dates, excluding scrimmages, in the affected sport during the sports season than those listed for the sport:

Baseball	8 contests
Basketball	5 contests
* Cross Country	2 meets
Football	2 contests
* Golf	2 contests
Soccer	3 contests
Softball	3 dates
* Swimming & Diving	2 meets
Tennis	3 dates/tournaments
* Track & Field - Indoor	1 meet
* Track & Field - Outdoor	2 meets
Volleyball	4 dates

- * Wrestling 3 dates
[* Scrimmages are not allowed in these sports.]

Hardships cannot be requested for students who are incapacitated in the last regular-season contest or postseason competition.

See **CASEBOOK** (pg. 109) for additional information

- c. All applicable information must appear on the completed certificate. This certificate, along with a transcript from all previous institutions the student has attended, is to be sent to the National Office for processing.
 - d. Participation by a student after being examined by a physician for the incapacitating injury or illness and before receiving written medical clearance shall nullify hardship considerations.
3. The hardship request must be submitted by the Faculty Athletics Representative or Athletics Director of the institution requesting the exception. Before a request or appeal can be considered, the following material must be submitted:
- a. A current transcript of the student involved.
 - b. A completed official NAIA Hardship Request Certificate.
4. Conference/A.I.I. recommendations, if any, shall be considered, but only the decision of the National Eligibility Committee shall be recognized by the NAIA in hardship cases.

ARTICLE VI

INFRACTIONS AND PENALTIES

- SECTIONS
- A. Enforcement
 - B. Infractions
 - C. Penalties
 - D. Notification of Penalties
 - E. Appeals

SECTION A. ENFORCEMENT

The Council of Presidents has the power to enforce provisions of the Constitution and Bylaws and all other policies.

The Council of Presidents has authorized the National Eligibility Committee to act on behalf of the Association in processing all eligibility cases and, when appropriate, to apply appropriate penalties of [Article VI, Section C](#) (bylaws) which are not reserved exclusively to the Council of Presidents. The National Conduct and Ethics Committee shall also be empowered to process all conduct and/or ethics cases and apply appropriate penalties of [Article VI, Section C](#) (bylaws) which are not reserved exclusively to the Council of Presidents.

See **CASEBOOK** (pg. 109) for additional information

The Council of Presidents is empowered by the membership as the only body which may expel member institutions or deny specific sports sponsorship for member institutions. Such action shall not be taken lightly and will be considered only after a full review by an appropriate committee has been conducted and a recommendation for such action has been submitted to the Council for action.

SECTION B. INFRACTIONS

- 1. INSTITUTIONAL VIOLATION(S): AN ADMINISTRATIVE ERROR NOT REQUIRING FORFEITS

An administrative error is defined as an eligibility case where one or more students who were otherwise academically eligible were left off the official eligibility certificate **OR** where the filing of the official eligibility certificate was completed correctly but was filed after the date of first competition and within five days of the first contest. In such cases the following shall apply.

- a. Forfeitures shall not be required for contests in which improperly certified students who were otherwise eligible competed.
 - b. Such institutions also shall receive an official warning for the first offense.
 - c. Repeated violations of certification procedures shall lead to an official reprimand and/or probation and/or suspension of the sport or of all sports sponsored in the affected program (men's and/or women's).
2. **INSTITUTIONAL VIOLATION(S): USE OF INELIGIBLE ATHLETES OR OTHER VIOLATIONS OF BYLAWS REGULATIONS WHICH REQUIRE INSTITUTIONAL FORFEITS:**

Forfeits are required in cases where the National Eligibility Committee or the affected institution has determined that a competing student was academically ineligible, an eligibility certificate was submitted over 5 days late, or other Bylaws regulations have been violated, other than administrative error(s) defined above.

3. **REPORTING VIOLATIONS: AN INSTITUTIONAL RESPONSIBILITY**

Should any chief executive officer, faculty athletics representative, athletics director, and/or coach become aware of an apparent institutional violation involving an athlete or institutional representative of any member institution, it shall be the responsibility of the individual to notify their athletics director and faculty athletics representative of that violation immediately. The athletics director or faculty athletics representative upon being notified shall contact in writing the athletics director and faculty athletics representative at the institution in question and send copies of the notification to the National Office and the Eligibility Chair. This notification shall take place within five days of receiving the information. Failure to abide by any part of this regulation shall be viewed as unethical conduct and shall cause an investigation by the National Conduct and Ethics Committee for appropriate action against the institution for withholding information.

See **CASEBOOK** (pg. 109) for additional information

4. **DECLARATION OF INTENT TO PARTICIPATE IN NAIA POSTSEASON COMPETITION**

Should an institution declare its intent to participate in cross country, football, golf, soccer, tennis, basketball, and/or baseball in the men's program; basketball, cross country, golf, soccer, softball, tennis and/or volleyball in the women's program, then decline an invitation to participate or change its declaration after the filing deadline, it shall be suspended in the affected sport for the next academic year in which the institution sponsors the sport on an intercollegiate level in the NAIA. Institutions suspended due to a failure to meet declaration of intent requirements shall not be permitted to participate in NAIA national championship competition. The suspended institution may, at the conference's discretion, be permitted to participate in conference postseason competition and/or receive conference awards. Upon written request by the affected institution within 30 days of notification of suspension, the National Administrative Council may revoke the suspension and apply alternative penalties as deemed appropriate.

5. **DELINQUENT FILING OF DECLARATION OF INTENT TO PARTICIPATE CERTIFICATE**

Institutions which fail to file the Official Declaration of Intent to Participate Certificate in the men's program for cross country, tennis, golf, football, soccer, basketball, and baseball and in the women's program for cross country, tennis, golf, basketball, soccer, softball, and volleyball with the National Office by May 1 shall:

- a. be declared ineligible to participate in NAIA postseason competition in those sports in which they are delinquent;
- b. cause statistical service of NAIA to be denied in the sport(s) found delinquent; and
- c. cause their students and coaches within the delinquent sport(s) to be ineligible for NAIA awards in the delinquent sport(s) for that season.

6. VIOLATIONS OF REQUIREMENTS FOR AFFILIATED CONFERENCES

Should an affiliated conference fail to meet established requirements, the National Administrative Council may apply sanctions including, but not limited to, the following:

- a. Place the conference on official warning for a specified time. A warning is notification that a violation has occurred and notification that future violations will lead to stronger penalties.
- b. Place the conference on official reprimand for a specified time. A reprimand is notification that a violation has occurred, which requires a written response of corrective measures to be taken by the institution.
- c. Place the conference on probation for a specified time. Probation is notification that a serious violation has occurred, which requires a written response of corrective measures to be taken by the conference. Any future violation while on probation may lead to suspension of the conference. Probation shall be listed on the NAIA website.
- d. Place the conference on suspension for a specified time. Suspension of a conference shall cause the institutions which are members of the conference to forfeit all automatic bids (either conference bids or unaffiliated groupings) to NAIA National Championships competition. Teams from suspended conferences may be selected for NAIA National Championship events through the "at-large" process.

7. CONDUCT IN COMPETITION

It is the responsibility of the offending institution to provide written notification to its commissioner of any incidents of misconduct during a contest, including ejections from a contest, within five days of the incident.

Any coach or student-athlete ejected on one or more occasions while representing an NAIA member institution in competition shall be subject automatically to the following penalties:

- a. Suspension for the next contest after the coach or student-athlete is ejected for the first time (in one sport) in a single season.
- b. Suspension for the next two contests if a coach or student-athlete accumulates two ejections (in one sport) in a single season. This includes post-season play and may carry over to the following year depending on when the ejection occurs.
- c. Ineligibility for the remainder of all regular-season and post-season participation if a coach or student-athlete accumulates three ejections (in one sport) in a single season. Should the third ejection occur in either of the last two contests of the year, the coach or returning student-athlete will be suspended for the first two contests of the following year.

Any coach who changes employment from one NAIA institution to another NAIA institution while subject to a pending suspension due to misconduct during a contest must serve the term of the suspension at the new institution.

A transfer student who was suspended or declared otherwise ineligible due to misconduct while

representing an institution in competition, must serve the period of suspension at the institution to which the student transfers before intercollegiate participation shall be permitted.

Ejections are not subject to appeal. Suspensions may be appealed to the Conduct and Ethics Committee with initial notification to, and recommendation from, conference/Association of Independent Institutions.

NOTE: If sport specific rules are more stringent than NAIA rules, the institution must also conform to the sport specific rules.

8. USE OF AN INELIGIBLE STUDENT IN INTERCOLLEGIATE COMPETITION

See **CASEBOOK** (pg. 109-110) for additional information

Any member institution which permits the use of a student who is ineligible according to NAIA rules and standards in either program in which it holds membership shall thereby automatically:

- a. forfeit all contests in which the ineligible student participated or the institutional violation occurred. Letters of notification and forfeiture of contests won shall be sent to the athletics director of the offended institution with copies of the letter to the appropriate Eligibility Chair and the NAIA National Office;
- b. charge the ineligible student with a season of competition for participating while ineligible;
- c. charge the student with a second season of competition in that sport if the ineligible student re-establishes eligibility within the same season the student was declared ineligible and participates after re-establishing eligibility;
- d. cause a review of the case by the appropriate committees of this Association. The ineligible student may be assessed additional penalties up to being declared ineligible for further intercollegiate competition for withholding information or supplying false or incomplete information;
- e. supply to the Eligibility Chair and, if applicable, the conference commissioner/president a complete statement concerning the ineligible participation, including a listing of the ineligible student's college work (transcript preferred), a statement of institutional action to correct the situation which led to the violation, and a statement from the student(s) if possible;
- f. be suspended from participation in all postseason events sponsored by the NAIA only in the sport in which the ineligible student participated, until all required information is submitted.

NOTE: The sport in which the violation occurred shall remain suspended from participating in NAIA events until the case is finalized by the appropriate committee of the Association, which will notify the institution involved.

- g. have the case reviewed by the appropriate committees of this Association. The institution may be subject to additional penalties.

9. VIOLATIONS REVIEWED BY THE CONDUCT AND ETHICS COMMITTEE

The chief executive officer of an institution reported to be in violation shall be notified of the allegation prior to a formal investigation. The National Conduct and Ethics Committee shall collect and consider all information regarding the issue, and, in cases where violations are found to have occurred, take action as authorized in [Article VI, Section C](#) of the Bylaws.

The Council of Presidents is empowered by the membership to suspend or expel member institutions whose athletics conduct or behavior has clearly violated the Code of Ethics or recruitment policy.

Should a possible violation of the NAIA Coaches Code and/or Code of Ethics occur involving one or more institutions participating in a national championship during the course of competition at the site of the National Championship, the National Championship 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. Such 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.

SECTION C. PENALTIES

The NAIA National Eligibility Committee and/or National Conduct and Ethics Committee after reviewing the violation(s) shall apply one or more of the following courses of action.

1. Place any or all of the institution's athletics program on official warning for a specified time. A warning is an institutional notification that a violation has occurred and notification that future violations will lead to stronger penalties.
2. Place any or all of the institution's athletics program on official reprimand for a specified time. A reprimand is an institutional notification that a violation has occurred which requires a written response of corrective measures to be taken by the institution.
3. Place any or all of the institution's athletics program or staff on probation for a specified time. Probation is an institutional notification that a violation has occurred which requires a written response of corrective measures to be taken by the institution. Any future violation while on probation is likely to lead to suspension of any or all athletics programs. Probation shall be listed on the NAIA website .
4. Require the institution to withhold the student in question from competing in one or more contests the current or next sport season and/or charge the student with one or more additional seasons of competition and/or ban the student from further intercollegiate competition. Banning of a student may result from improper conduct, withholding information or supplying false information about previous seasons of competition or attendance at institutions of higher learning.
5. Require the institution to relieve athletic staff of NAIA-designated responsibilities for a set period of time and/or ban the staff member(s) from further involvement in the institution's NAIA-sponsored athletic programs. During this time the staff member(s) is prohibited from engaging in all NAIA-sponsored activities involved with any NAIA member's athletics program. Banning of athletic staff may result from improper conduct, violating the NAIA Coaches Code, or supplying false information regarding eligibility or financial aid. All decisions in which an NAIA member institution's athletic staff representative is banned will be reviewed by the NAIA Council of Presidents prior to notification of the staff member and the NAIA member institution and is subject to review and modification at the discretion of the Council of Presidents at any time.
6. Place any or all of the institution's athletics program or staff on suspension for a specified time. Suspension shall deny the institution's participants and/or staff member(s) in the affected sport(s) the opportunity to participate in any postseason competition. The specific sport(s) and their participants shall also be excluded from the national awards program, and all statistical services during the period of suspension. Institutional suspensions shall be listed on the NAIA website during the suspension period.

7. Deny voting privileges during the suspension to institutions which have their total athletics program on suspension. Such institutions are no longer considered to be in good standing within the Association.
8. Recommend to the NAIA Council of Presidents the denial of specific sports sponsorship for a member institution for a specified time.
9. Recommend to the NAIA Council of Presidents the withdrawal of institutional membership.

SECTION D. NOTIFICATION OF PENALTIES

The chief executive officer of the institution involved shall be notified of action taken by the appropriate council or its duly appointed committee. The National Office shall also inform the eligibility chair and the conference/A.I.I. (where applicable) of the action taken.

SECTION E. APPEALS

An institution (Chief Executive Officer, Athletics Director or Faculty Athletics Representative) shall have the right to request an appeal of a ruling by the National Eligibility Committee, the National Conduct and Ethics Committee, the National Administrative Council, the Competitive Experience Committee and/or the Council of Faculty Athletics Representatives on behalf of the institution and/or student to the National Coordinating Committee, within 30 days of notification, provided:

1. There is new or additional evidence pertinent to the case that was not considered in reaching the initial decision.
2. The decision reached was demonstrably capricious or arbitrary and/or
3. There was demonstrable bias or discrimination which influenced the decision.

The Chief Executive Officer, the Faculty Athletics Representative, or the Director of Athletics may request an appeal of the findings to the National Coordinating Committee on one or more of the listed grounds. The request for an appeal must be made in writing to the NAIA Chief Executive Officer/President within 30 days of the notification to the school of the original decision. The letter should clearly state the reasons for the requested appeal and include documentation and information to support that request.

An affiliated conference commissioner may, on behalf of an institution, appeal a decision regarding championship alignment. The process for requesting such an appeal shall be followed as outlined above.

The National Coordinating Committee will review the written request for appeal and reach one of the following decisions:

1. No sufficient grounds exist for allowing the appeal, or
2. The appeal is justified and the case is returned to the appropriate national committee for reconsideration
3. The appeal is justified and the case will be decided by the National Coordinating Committee.

All current rights to provide testimony/evidence remain for the appealing institution under investigation in both the original and appeal process.

The National Coordinating Committee shall be informed of all committee findings as part of its responsibility for reviewing appeals of the National Eligibility Committee and the National Conduct and Ethics Committee.

ARTICLE VII

AMATEUR RULES AND REINSTATEMENT PROCEDURES

- SECTIONS
- A. Definition of an Amateur
 - B. Acts Permitted by NAIA Amateur Code
 - C. Recognized Awards Received by Students
 - D. Acts that Result in Loss of Amateur Standing
 - E. Reinstatement Application Procedures

SECTION A. DEFINITION OF AN AMATEUR

1. To properly control competition in the NAIA program, only amateur students shall be eligible to participate in a given sport. An amateur is a student who engages in athletics contests for educational values, personal pleasure, satisfaction, and for the love of the sport, not for monetary or material gain.
2. A student who becomes a professional in a particular sport recognized by the NAIA is considered a professional in that sport only (except for the sport-specific exception listed below) and therefore is ineligible for intercollegiate competition in that sport, except as permitted by the governing legislation of the NAIA.

EXCEPTION: A student who becomes a professional in cross country, indoor track and field or outdoor track and field is considered a professional in all three sports.

EXCEPTION: A student who becomes a professional in indoor or arena football is considered a professional in the sport of football.

EXCEPTION: A student who becomes a professional in indoor soccer is considered a professional in the sport of soccer.

SECTION B. ACTS PERMITTED BY NAIA AMATEUR CODE

See **CASEBOOK** (pg. 110-111) for additional information

The following acts will NOT cause an athlete to lose amateur standing.

1. Playing with an amateur team against a professional team or player if under the sponsorship or approval of NAIA or the governing body of the sport concerned.
2. Participating as a member of a team while not receiving remuneration (expense reimbursement) beyond actual expenses of travel, meals and lodging only from the immediately previous city to the event, even though other members of the team may receive remuneration in excess of NAIA amateur limits. Expenses must be itemized and properly documented.
3. Receiving reasonable compensation for officiating or coaching in amateur, recreational or interscholastic programs. A student may solicit and be paid reasonable compensation on a lesson basis.
4. Coaching at the intercollegiate level when compensation (if any) meets the criteria set forth in [Article II, Section B](#) of the Bylaws. Such compensation shall be considered athletic aid, as defined by official NAIA policy, and shall be reported as such.

5. Competing in a non-team athletics contest, certified as amateur by that sport's national governing body, and receiving financial reimbursement (expense reimbursement) for such participation when such remuneration does not exceed the actual expenses for travel, meals and lodging only from the immediately previous city to the event. Expenses must be itemized and properly documented.
6. Participating in radio or television programs for the purpose of promoting an amateur athletic event where no remuneration is provided.
7. Receiving reasonable compensation for supervision of physical education, playground, or recreational activities.

SECTION C. RECOGNIZED AWARDS RECEIVED BY STUDENTS

The NAIA shall recognize the following award structure as conforming to the amateur regulations of this Association.

Individual awards presented to a student in recognition of athletics participation shall be approved by the member institution and conference, if applicable, and shall conform to the following requirements.

1. All such awards must be of a personal nature. Cash awards or certificates redeemable for cash shall cause a student to lose amateur standing within the NAIA.
2. A student may receive more than one award while being recognized (example: a first-place team trophy and an outstanding-performer watch) but the value of each individual award shall not exceed \$500.00 nor shall the combined value of all such awards exceed \$600.00.

EXCEPTION: An individual participating in a recognized amateur event while not institutionally identified or in such events held during the summer in which the individual is not representing an institution shall adhere to the award regulations of the National Governing Body of that particular sport, provided such awards do not conflict with item 1 of this section.

SECTION D. ACTS THAT RESULT IN LOSS OF AMATEUR STANDING

See **CASEBOOK** (pg. 111) for additional information

The following acts will cause a student to lose amateur standing for participation in intercollegiate competition recognized by NAIA in the sport where any or all such acts occur.

1. Receiving (directly or indirectly) expense reimbursement beyond actual expenses of travel, meals and lodging only. Expenses must be itemized and properly documented.
2. Signing a contract with any professional team.
3. Participating in any athletics contest as a professional or as a member of a team where the student in question receives remuneration exceeding the actual expenses of travel, meals and lodging only.
4. Exploiting for remuneration athletic ability or fame through exhibition or radio or television appearance, or using athletic fame to write for news media for pay beyond actual expense.
5. Receiving remuneration for use of name or picture to promote any commercial product or enterprise.
6. Entering into an agreement of any kind to compete in professional athletics, with either a professional sports organization or with any individual or group of individuals authorized to represent the athlete with a professional sports organization.

SECTION E. REINSTATEMENT APPLICATION PROCEDURES

A student who has lost amateur status in a sport shall have amateur standing reinstated in that sport upon satisfying the following conditions.

1. Ceasing to participate in violation of NAIA amateur-standing regulations.
2. Being charged a season of competition in that sport for every competition season in which the student competed in any manner as a professional or in which the student was in violation of the NAIA amateur code.
3. Fulfilling two consecutive semesters/three consecutive quarters (or equivalent) of attendance at the NAIA institution at which the student wishes to participate prior to being allowed to represent the institution in that sport in any manner in intercollegiate athletics.
4. Having appropriate verification regarding satisfaction of these criteria submitted to the NAIA National Coordinating Committee for review and final dispensation.

ARTICLE VIII

STANDING COMMITTEES

(This Article is excluded from the Bylaws Amendment Procedures as per [Article I, Section W](#) of the bylaws. Revisions may be made by appropriate Governing Councils to allow them to exercise their responsibility.)

- SECTIONS
- A. [Policies of Selection](#)
 - B. [Committee Recommendations](#)
 - C. [Standing Committees and Descriptions](#)

SECTION A. POLICIES OF SELECTION

A great deal of the planning and work on the various projects of the NAIA is accomplished by standing committees. These committees are established by the Council of Presidents at their request or the request of one of the governing councils. The Council of Presidents shall strive for equitable and/or proportionate representation, as applicable, from each program on these committees.

Each standing committee has a member from one of the councils to serve as a coordinator. A chair, vice chair and other officers deemed necessary to administer the committee are established and are perpetuated by recommendations from the committee to the affected council.

SECTION B. COMMITTEE RECOMMENDATIONS

Recommendations from the committee shall be submitted to the NAIA Chief Executive Officer/President who shall direct them to the appropriate council(s) for review and action.

The NAIA Chief Executive Officer/President shall notify the committee and general membership of action taken.

SECTION C. STANDING COMMITTEES AND DESCRIPTIONS

1. Awards/Hall of Fame: This committee annually reviews the Association's recognition and awards programs and recommends revisions, additions, or deletions, where appropriate, to the National Administrative Council. The Hall of Fame Program, recognition programs, special awards, awards of merit, trophies, bowls, banners and plaques to championship teams and individuals, All-America and Scholar Athlete certificates, all-tournament team awards, and other awards authorized by the Association, are under the review and jurisdiction of this committee. This committee is comprised of five (5) members from the NAIA-ADA, two (2) members from the NAIA-FARA, three (3) members from the Coaches Associations, and a member of the SIDA. The chair is elected by this group. The National Administrative Council shall make the appointments to this committee. The term of appointment shall not exceed three years and is renewable.

2. Conduct and Ethics (National):

This committee shall be charged with reviewing and acting upon:

- a. cases involving inappropriate conduct of a physical or verbal nature by players, coaches, or fans;
- b. cases involving violations of the NAIA Code of Ethics;
- c. cases involving violations of the Athletic Financial Aid Policy [see the policy manual];
- d. cases involving violations of the campus visitation/tryout, financial assistance, recruitment, scheduling and/or frequency of play regulations;
- e. cases in which a student or institutional representative provides false or inaccurate information to the NAIA or to a member institution; and/or
- f. cases involving violations of the declaration of intent to participate in postseason-play regulations.

The committee is comprised of three (3) members from the NAIA-ADA and two (2) members from the NAIA-FARA. Each association shall select their own members with the committee chaired by a member of the NAIA-ADA. This committee shall report to the National Administrative Council. This committee is authorized to impose penalties on institutions' athletics programs, coaches and/or students as authorized in [Article VI, Section C](#) of the bylaws.

3. Constitution and Bylaws:

The functions of the Constitution and Bylaws Committee are as follows.

- a. To be responsible for an annual review of the Constitution and Bylaws.
- b. To work with amendment presenters to assure the intent of the proposal has been met and determine the effect the proposal will have on current regulations not addressed in the proposal.
- c. To present an opinion on all bylaws amendment proposals to the membership at the Annual Meeting.

This committee shall make recommendations to the Council of Presidents regarding the Constitution and Bylaws.

This committee shall be chaired by the chair of the National Eligibility Committee and shall include a representative of each of the councils (National Administrative Council, Council of Faculty Athletics Representatives, and Council of Presidents) and the entire National Eligibility Committee.

4. Conference Information Directors:

This committee is charged with promoting and publicizing events, programs, and activities within the conference. This committee reviews all phases of conference publicity and information as well as providing guidance on national policy involving statistics and other information-related items. All recommendations are submitted to the National Administrative Council, which oversees this committee. This committee includes all conference and information directors and is organized to include a Chair, a Vice Chair, and a Secretary.

5. Competitive Experience Committee:

This committee is appointed by and reports to the Council of Faculty Athletics Representatives. A member of the Council of Faculty Athletics Representatives shall be appointed by the CFAR to serve as chair. The committee shall consist of seven members (including the chair), and shall include, at a minimum, three active institutional faculty athletics representatives or conference eligibility chairs, three directors of athletics currently employed at an NAIA member institution and a conference commissioner currently employed by an affiliated NAIA conference.

The committee's duties include:

- a. Oversight of operations of the NAIA National Eligibility Center. The committee shall prepare reports related to the operation of the eligibility center for review periodically by the CFAR and Council of Presidents.
- b. Development of policies (for review by the CFAR) related to administration of the NAIA National Eligibility Center, including definitions and determination of elite-level competition.
- c. Review of appeals submitted by member institutions related to eligibility determinations for individual student-athletes rendered by the NAIA National Eligibility Center.

6. Divisions of Competition Committee:

This committee is appointed by and reports to the National Administrative Council. The committee shall consist of five to seven members which shall include a minimum of two active coaches. The committee shall deal with the implementation and administration of divisions of competition in those sports approved for divisional competition.

The committee's duties include:

- a. Hearing appeals of divisional placement.
- b. Recommending the reassignment of teams to postseason competitive groupings when competition is not available otherwise.
- c. Establishing working policy for the administration of divisions of competition.

7. Eligibility (National):

- a. The National Eligibility Committee is appointed by the Council of Faculty Athletics Representatives to serve as the official body to administer all eligibility matters.

- b. An officer of the Council of Faculty Athletics Representatives is named each year to serve as coordinator for this committee and to work closely with the committee in the administration of the program. The National Eligibility Committee is composed of three to five members from widely spread geographic areas, normally selected from Faculty Athletics Representatives whose normal function in their institution or conference makes them knowledgeable and skillful in this area.
- c. National Eligibility Committee:
 - i. Operates under policies developed by the Council of Faculty Athletics Representatives and works with the NAIA Chief Executive Officer/President in the disposition of all eligibility cases, problems or interpretations.
 - ii. Acts as the interpreting body of the Constitution and Bylaws for the Association.
 - iii. Is authorized to impose penalties on an institution's athletics program and/or charge an institution with the responsibility of imposing sanctions on students as authorized by [Article VI, Section C](#) of the bylaws.
 - iv. Initiates such changes in NAIA standards or policies as it feels are in the best interest of the organization and makes recommendations for consideration by the annual meeting body and membership.
 - v. Works with the faculty athletics representatives and athletics directors of member institutions in developing a national program of rules and standards.

8. Gender Equity, Committee on

This committee will consist of nine (9) members--one member from each council, one from the National Coordinating Committee and five members-at-large. Members representing the four councils and the National Coordinating Committee will be appointed by the respective chairs. The five members-at-large are appointed by the Council of Presidents. The Committee on Gender Equity reports to the Council of Presidents. The purpose of this committee is to raise the level of awareness about issues related to women in sport and to facilitate the advancement of both men and women in sport and in the governance of all phases of the NAIA.

9. International Relations and Competition:

This committee is responsible for surveying all areas of international athletics and to make recommendations for a practical program for the organization which will provide opportunities and challenges for individual athletes and teams, and fulfill the NAIA's responsibility as a national collegiate administrative body with membership in all National Governing Bodies

(NGB's), the United States Olympic Committee (USOC), and the United States-International University Sports Federation (US-IUSF).

This committee shall be established by and report to the Council of Presidents.

ARTICLE IX
ASSOCIATIONS OF NAIA

- SECTIONS A. Organization of Associations within the NAIA
 B. Association Recommendations
 C. Associations and Descriptions

SECTION A. ORGANIZATION OF ASSOCIATIONS WITHIN THE NAIA

Each association shall have a member from an appropriate council as its coordinator. Officers necessary to conduct the business of each association shall be elected from among the members of each association.

SECTION B. ASSOCIATION RECOMMENDATIONS

Each association shall hold an annual meeting at a time established by that association.

Recommendations from each association shall be presented to the NAIA Chief Executive Officer/President who shall route the recommendation to the appropriate council for action. The NAIA Chief Executive Officer/President shall notify each association and the general membership of action taken.

SECTION C. ASSOCIATIONS AND DESCRIPTIONS

1. Athletics Directors Association (NAIA-ADA):

This association is organized to foster the professional growth and development of all member institution representatives who are engaged in the administration of intercollegiate athletics.

Periodic newsletters and NAIA Athletics Directors Workshops are used to effect an exchange of ideas and information to enhance the administration of programs and the NAIA.

Additional projects to extend professional services to NAIA athletics directors shall be adopted from time to time.

2. Athletics Trainers Association (NAIA-ATA):

This association is organized to promote the growth of certified athletics trainers within the NAIA, educate the membership on the importance of injury prevention and rehabilitation, assist the association in staffing national events with certified trainers, promote in-service training, and in all ways act to upgrade the athletics training profession.

Membership shall be open to all those performing in the capacity of trainers at member institutions. Classification of membership is as follows:

- a. Certified: NAIA trainers who are certified by the National Athletics Trainers Association (NATA).
- b. Associate: Full/part-time students who act as student trainers.
- c. Advisory: Team physicians of NAIA institutions.

3. Conference Commissioners Association (NAIA-CCA)

This association recommends policies for the continued operation of the national conference affiliation program for men's and women's programs. The association works to strengthen interconference and conference-association relationships. It isolates problems common to NAIA conferences and organizes to study and achieve solutions to these problems. This association shall meet twice annually, once in conjunction with the National Convention and one other time each year. Each affiliated conference shall have its Commissioner or President eligible to vote on association business. The association shall elect its own Chair, Vice-Chair and Secretary.

4. Faculty Athletics Representatives Association (FARA):

This association makes recommendations to the Council of Faculty Athletics Representatives on all phases of the intercollegiate athletics program, particularly in the areas of academic requirements and policies. This association includes all faculty athletics representatives and shall meet annually during the NAIA National Convention.

5. Association of Independent Institutions (NAIA-A.I.I.):

NAIA members that are in good standing and not members of a conference shall hold membership in the Association of Independent Institutions (A.I.I.). This Association makes recommendations to the National Administrative Council regarding policies for operation of the national independent institution program for men's and women's programs. It isolates problems common to all independent institutions and organizes to study and achieve solutions to these problems. This association shall meet once a year in conjunction with the National Convention. Each independent institution shall be eligible to have one vote on association business. The association shall elect its own President, Vice-President and Secretary. A faculty athletics representative and a registrar from an independent institution also will serve on the Administrative Council.

The Association of Independent Institutions shall:

- a. Facilitate effective and active participation in the NAIA legislative process and governance structure;
- b. Work with the appropriate NAIA committees regarding championship opportunities for A.I.I. members;
- c. Oversee the certification of eligibility for students at independent institutions and provide a mechanism for review of exception requests, violations and appeals;
- d. Provide weekly statistics services in the sports of men's and women's soccer, volleyball, men's and women's basketball, baseball and softball;
- e. Select All-Independent teams in the sports of men's and women's soccer, men's and women's cross country, volleyball, men's and women's basketball, baseball and softball;
- f. Provide recognition programs for students from all A.I.I. member institutions;
- g. Provide timely communication between the National Office and A.I.I. members;
- h. Develop budget and financial operations to ensure fiscal accountability and responsibility.

6. National Association of Intercollegiate Athletic Coaches Associations (NAIACA)

All active coaches at member institutions shall hold membership in the sport association in which they coach.

The NAIA Coaches Associations (NAIACA) are charged with the responsibility for carrying out programs beneficial to the coaches of the organization.

Each sport recognized by the NAIA shall establish a coaches association. Officers shall be elected from within the membership of each association with lengths of terms to be either for one or two years as decided upon by each association.

The NAIACA programs are conducted subject to the NAIA Constitution and Bylaws and association policies.

The objective of each association shall be:

- a. To help maintain the highest possible standards in the coaching profession.
- b. To arrange for and conduct clinics in its sport.
- c. To arrange for discussions on various phases of athletics problems.
- d. To promote professional growth within the coaching profession.
- e. To take a leading role in the investigation of playing rules deemed desirable by the majority of the membership and to make recommendations for adoption or revision of rules in accordance with the desires of the majority.

Each NAIACA is charged with the formulation and distribution of a standard of ethics for the member coaches of its association and the establishment of means whereby such rules of conduct may be enforced throughout the membership.

All recommendations to achieve these objectives will be reviewed by the National Administrative Council for action.

7. Registrars Association (NAIA-RA):

This association makes recommendations to the Council of Faculty Athletics Representatives regarding the format of the official eligibility certificate, conversion tables/equivalency scores to be used for GED students and international students who will be first-time entering freshman students; interprets applications of unusual institutional calendars; and provides general guidance in its area of expertise.

This association includes all registrars at member institutions.

The association shall meet annually during the National Convention of the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

8. Sports Information Directors Association (NAIA-SIDA):

This association is responsible for the promotion and publicity of its member institutions. Membership is open to individuals of each member institution who are delegated the duties and responsibilities of handling sports information and promotion. Through its membership, the association recommends policies and procedures for statistical services and publication contests. NAIA-SIDA works closely with College Sports Information Directors of America (CoSIDA) in the promotion of all intercollegiate athletics.

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CASEBOOK

The following approved rulings are based on the official Bylaws. Each approved ruling is found under the respective bylaw(s) for which it applies.

ARTICLE I, SECTION F, ITEM 1

❖ **Scheduling**

Approved ruling: The scheduling limitation is established per season. Any game, match or contest which must be cancelled may be re-scheduled with the same or another opponent so long as the total number of games played does not exceed the allowable limit for either institution or athlete.

Contests which are forfeited in accordance with approved NAIA policy shall count against the allowable schedule limit (See NAIA Policy Handbook – Pages 136-137).

❖ **Split Squads**

Approved ruling: When a squad (i.e., golf, tennis, track) is split into two or more teams to compete in different matches or meets in a single day and no individual athlete competes in more than one meet or match on that day, this competition will be counted as only one varsity contest as it applies to the limit on number of contests.

❖ **Tournaments/Pre- and Postseason**

Approved ruling: Conference tournaments held at the end of the season are considered postseason and will be approved by the NAIA. Such tournaments do not count in the maximum number of scheduled contests/dates allowed. Conference or other tournaments held prior to the end of the season shall count against the allowable schedule limitation.

ARTICLE I, SECTION F, ITEM 2

❖ **Scrimmages and Scheduling**

Case: Are scrimmages allowed in all sports?

Approved Ruling: No. In the sports of cross country, golf, swimming and diving, track and field, and wrestling scrimmages are not allowed. In the above sports all athletics competition against competitors not identified with the institution shall be included in the maximum number of varsity games, contests, or playing dates the institution may schedule. Such contests also apply to the maximum number of playing dates, contests, or games in which a student may compete in a sport during an academic year. This applies to contests meeting the definition of a scrimmage, and participation in such contests is considered regular season competition.

ARTICLE I, SECTION F, ITEM 5

❖ Break Periods

Question: What constitutes a break during the 24-week practice and competition season?

Approved Ruling: A break is any week (Sunday 12:01 a.m. through Saturday 11:59 p.m.) or series of consecutive weeks in which no practice or competition occurs. Scheduled breaks for the institution which meet the definition (such as Christmas vacation) must be counted as one of the three allowable breaks if no practice or competition occurs.

ARTICLE I, SECTION F, ITEM 6

❖ Conditioning

Approved Ruling: Conditioning and weight-training activities that do not utilize equipment associated with a sport will not be considered practice in that sport.

❖ Activity Classes

Approved Ruling: A college activities class involving the teaching of sports skills which is open to all students will not be considered practice. A college activities class involving the teaching of sport skills open only to invited students shall apply to the practice/competition season of that sport.

❖ Alumni Games/Season of Competition

Approved Ruling: An alumni contest is considered by the NAIA to be an "in house" event and shall be treated the same as an internal practice.

ARTICLE I, SECTION J

❖ Change from Intercollegiate to Club Status, Notification

Question: Our institution has decided to participate in soccer at the club level rather than the intercollegiate level. We earlier notified the NAIA that we were to be an intercollegiate program in soccer. What must we do to effect the change?

Approved Ruling: A letter must be sent to the Conference Commissioner/President or the Association of Independent Institutions (as appropriate), the Eligibility Chair, and the National Office with notification of the change. Your institution must also notify each institution you have scheduled in the sport of soccer. In that the NAIA does not recognize club sport participation, the institutions whom you originally scheduled as an intercollegiate program cannot count your club games for their won-loss record or for statistics.

Playing date agreements need not be honored by a member institution due to your institution's change from intercollegiate to club status.

❖ **Change of Team Status—Ineligible for Postseason**

Approved Ruling: If your institution changes the designation of a sport from club to intercollegiate status, or from intercollegiate to club status, that sport shall not be considered for NAIA postseason competition for one calendar year from when the change occurred.

ARTICLE I, SECTION M, ITEM 1(a)

❖ **Inter-term Stand Alone**

Approved Ruling: A student who becomes academically ineligible at the end of the fall term (for example, due to the 9/24/36 credit hour rule) shall be withheld from competition. The student may, however, regain eligibility at the end of the inter-term if the student makes up the academic deficiency and grades are submitted to the registrar in the normal manner for posting on the transcript.

❖ **Certification for Inter-term Stand Alone**

Approved Ruling: An institution is required to certify eligibility after each term and after the inter-term, for those students enrolled in the inter-term, to determine eligibility.

ARTICLE I, SECTION M, ITEM 1(b)

❖ **Attachment of Inter-term to First Term, Ineligible Student**

Approved Ruling: A student who is academically ineligible at the start of the fall term cannot become eligible until the end of the inter-term. The institution has extended the first term through the inter-term by taking this option.

Even though a student may have passed enough hours at the end of the first academic term, that student would not be eligible for participation until the end of the extended term, which would be the end of the inter-term. Conversely, a student who is eligible at the beginning of the fall academic term could not lose academic eligibility until the close of the inter-term.

❖ **Attachment of Inter-term to First Term, Ineligible Student**

Question: Our institution has declared its inter-term part of the first term. We have a student who was not eligible during the fall term due to the 24/36 credit hour rule. At the close of our normal fall term, the student earned 14 credit hours and combined with the credit hours earned last spring the student now has 24 hours earned during the past two terms. Is this student eligible?

Approved Ruling: No. By institutional choice your institution elected to attach the first term to the inter-term. For athletic eligibility certification, your institution's fall term does not end until the close of the inter-term. In that your fall term does not close until four more weeks and in that students cannot re-establish eligibility during a term, the student will not be certified as eligible until the completion of the inter-term and the recording of the grades on the transcript.

❖ Attachment of Inter-term to First Term, Eligible Student

Approved Ruling: A student who would appear not to be academically eligible at the end of the “regular” term would still remain eligible until the end of the inter-term because the inter-term is part of the extended first term. Eligibility would not be determined until the end of the inter-term. A first-term freshman enrolled in 12 credit hours would still remain eligible through the inter-term. At the end of the inter-term, eligibility would be checked, and at that time the student would have to have passed 9 hours to remain eligible for the spring term.

ARTICLE I, SECTION M, ITEM 1(c)

❖ Inter-term Attached to Spring Term on a 4-1-4

Approved Ruling: Students who are not eligible upon completing the fall term, would not be able to regain eligibility until the completion of the spring term. The inter-term could not be used to re-establish eligibility as it would be considered as part of the extended spring term.

❖ Inter-term Attached to Spring Term on a 4-4-1

Approved Ruling: Institutions that have a 4-4-1 type calendar or its equivalent would check eligibility only at the end of the regular fall term and again at the close of the inter-term. Students who would normally become ineligible at the end of the second term would retain eligibility through the inter-term by having the second term extended through the inter-term.

ARTICLE I, SECTION N, ITEM 1

❖ Summer Credits and the 24 Credit Hour Rule (Non-identified Student)

Question: A prospective student passed only 21 credit hours the last two terms at the community college he attended during the last school year. The student completed three credit hours of “D” work during summer school at the community college, and the hours are recorded on the student’s transcript. Our institution will not transfer “D” grades to our records. Can we use the summer credits of “D” work to satisfy the 24 credit hour rule?

Approved Ruling: In this situation, the summer credits may be used to satisfy the NAIA’s 24 credit hour rule. These hours would also be applied in meeting the progress rule in order to participate for the second, third, and fourth season but **only** for the first term of attendance at your institution. The hours were taken in good faith at the institution where the student was identified, and that institution recognized the credits as evidenced by placing the credit hours on its transcript.

❖ Summer Credits and the 24 Credit Hour Rule (Identified Student)

Case: A student who attended our institution and played for us last year passed 21 credit hours the last two terms. The student attended a summer session at a nearby institution and completed three hours of “D” work. Our institution will not transfer “D” grades to our records. Can we use the summer credits of “D” work to satisfy the 24 credit hour rule?

Approved Ruling: In this situation, the credits cannot be used to satisfy the 24 credit hour rule. Unlike the example above, this student was identified at your institution. The course work was not accepted by the institution where the student is identified. If the identifying institution will not accept the credit, the NAIA will not recognize such work. The key factors in determining if summer credit will be applied to meet the 24 hour rule are: 1) the hours are approved by the institution where the student is identified; 2) the hours are accepted by the institution where the student is identified.

❖ **Non-use of Summer Credit and the 24 Hour Rule**

Question: A student passes 4 hours during the summer term, 12 hours during the following fall term, and 8 hours during the next spring term. Does this meet the requirements of the 24 hour rule?

Approved Ruling: No. In this case, the summer credit was earned prior to one of the two terms of attendance. For summer credit to be applied, it must be earned after one or both of the two terms being applied.

❖ **Summer Attendance**

Question: A student attends institution "A" during the regular school year and institution "B" during the subsequent summer session. The student returns to institution "A" for the fall term. Is the student's eligibility affected by his attendance at institution "B"?

Approved Ruling: If the student intends on using the credit hours earned at institution "B" for eligibility purposes (e.g., satisfaction of the 24-credit-hour, progress rule, etc.) at institution "A", institution "A" has to accept those hours and place those hours on its transcript. The student is not considered a transfer student.

ARTICLE I, SECTION N, ITEM 2

❖ **CLEP, Correspondence and Extension Courses**

Question: A student starts and completes a three hour correspondence or extension course approved by the home institution after the beginning of the fall term. The three hours give the student 24/36 credit hours. Can these hours be applied to meet the 24/36 hour rule for fall eligibility?

Approved Ruling: No. Hours to be applied to meet the 24/36 hour rule must be earned prior to the current term.

If an extension course was first attended prior to the first day of class of a term or the student completed the first lesson of a correspondence course prior to the first day of class of a term, the credit would be applied to the term in which the institution would normally record the credit on the transcript.

Credit for CLEP courses is applied to the term in which the institution would normally record the credit on the transcript.

ARTICLE I, SECTION P, ITEM 1

❖ Exchange Programs

Approved Ruling: Students are identified with the institution where their fees are paid and their records are kept and not where they attend class. If exchange students from your institution pay their fees to your institution and their records are kept by your institution, they are considered identified with your institution. Should fees be paid and/or records kept at the exchange institution, the student shall become identified with that institution unless advance written approval has been received from the NAIA National Eligibility Committee for this program.

ARTICLE I, SECTION X

❖ Institution Offering Associate and Baccalaureate Degrees

Case: A student receives an associate degree from an institution that offers a four-year degree. Upon receiving the associate degree, can the student transfer to an NAIA institution and have the 16 week residency requirement waived?

Approved Ruling: No. The student is identified with the four-year institution athletically even though the student was in the two-year program. The 16 week residency requirement shall apply as applicable.

ARTICLE II, SECTION C, ITEM 3(a)

❖ Non-identified Students

Case: Our institution's basketball team will tour Japan over the summer, and will compete against teams from that country during the tour. May recently-graduated high school students, who will enter our institution this fall, play on our team during the tour?

Approved Ruling: No. Since your institution is being represented, all participating students must have been identified with your institution during the spring term. Allowing students who are not yet identified with your institution to participate in such a tour would also violate NAIA tryout regulations.

❖ Tryouts

Approved Ruling: An institution's "campus" shall be defined as institutional property or the practice/playing area where an institution conducts its regular season practices and/or contests. Tryouts of prospective students, in accordance with NAIA bylaws, shall not constitute practice, although institutional team members may be involved. Tryouts must be institutional policy and must apply to all students with special talents. The policy cannot apply solely to athletes.

❖ Summer Participation

Approved Ruling: Prospective students (entering freshman and transfers) are not permitted to practice or compete with an institution's team prior to the beginning of the 24-week season, regardless of the student's stated commitment to the institution. This prohibition includes practice and competition (including foreign tours) during the summer prior to the student's enrollment at the institution. Prospective students are allowed to engage in informal conditioning activities with continuing student-athletes.

ARTICLE II, SECTION D, ITEM 1

❖ Responding to Contact from a Student

Question: I attempted to recruit a graduating high school senior this summer. This student was interested in our institution but the decision was made that the student would stay close to home and enroll at a local school. The student called me this fall expressing his displeasure with the current institution and now wishes to transfer. Since I have been in contact with this student since high school, do I have an obligation to inform the student's current institution of the renewed interest in my institution?

Approved Ruling: Most definitely! The NAIA recruitment regulation clearly speaks to this situation. The student in question is enrolled with an institution. You, therefore, cannot discuss the possibility of transferring (requirements, possible financial aid, team openings, etc.) until the athletics director or faculty athletics representative at the other institution has been notified in writing of the student's declared interest in your institution.

Common courtesy and ethical behavior can best describe this regulation. Your response to any student who has practiced or competed for another institution (two-year or four-year) should follow the lines of, "I appreciate your interest in our institution, but we are required to notify your current institution in writing of this interest before we can talk to you about transferring." This notification to the other institution must be made within 10 days of contact, but the quicker the notification, the quicker you can discuss transferring with the student.

The only time institutional notification is set aside is when the student is a junior college graduate or has completed eligibility at the junior college and was in attendance the immediately previous or current term at his junior college.

ARTICLE II, SECTION E

❖ International Competition Exception

Question: When the Pan American Games, Olympic Games, World University Games, or any other NAIA-approved international competitions are held during a term and the lateness of their competition prevents a student from enrolling in a term, may such a student compete for the member institution during this term?

Approved Ruling: Identification will be waived for any participant in NAIA-approved international competition who may, by reason of participation, not be able to enroll (or who is required to enroll in a reduced load, i.e., less than 12 hours) during the term in which such competition is held. However, officials of each institution using athletes under this exception must, before such participation occurs, submit to their Eligibility Chair and to the National Office the names of all athletes participating under this exception.

- a. Such a student will be eligible to compete in intercollegiate contests, including NAIA events, upon returning from approved international competition, provided the student:
 - (1) Meets all eligibility requirements except the 12 credit hour enrollment rule, and
 - (2) Was enrolled at the institution during the immediately preceding term.
- b. Participation under this exception after returning to the institution will count as one of the four permitted seasons of competition.
- c. The student shall not be charged with a term of attendance for such participation if the student is carrying less than twelve (12) institutional credit hours.

ARTICLE II, SECTION F, ITEMS 1 & 2

❖ Foreign Attendance

Approved Ruling: For purposes of computing duration of eligibility for athletic participation, a year of attendance at a foreign college or university shall count as two semesters or three quarters.

ARTICLE V, SECTION A

❖ Unattached Competition

Question: We have a student practicing with our wrestling (or track) team who does not wish to represent our institution or use a season of competition this year but is interested in competing on his own in open meets as an unattached athlete. Is this permissible?

Approved Ruling: Under certain conditions, this is allowable. As the word “unattached” states, the students would have no attachment to your institution’s athletics program regarding the open event.

A coach or a representative of the athletics department cannot enter the student in the event; the institution cannot provide transportation to the event, from the event or at the event for the unattached athlete; the institution cannot provide meals or housing for the unattached athlete with regard to the event; the unattached athlete cannot wear an institutional uniform nor use the institution’s name in the open event; students competing “unattached” are not covered by institutional athletic insurance for open competition and must be made aware of the restriction; the open competition and participation must conform to NAIA amateur regulations.

Adherence to these conditions would allow a student practicing with your team to compete in open events without being charged a season of competition in a sport for such an open competition.

ARTICLE V, SECTION B, ITEM 2

❖ Submitting Eligibility Certificates

Approved Ruling: Your institution must certify the eligibility status of each athlete before the athlete participates in any intercollegiate contest. The NAIA Official Eligibility Certificate, the Certificate of Clearance, and if applicable, the Freshman Eligibility Form, the Transfer Player Eligibility Statement, and the Non-Resident Student or Enrollment Competitive Experience Form must be sent to your Eligibility Chair before competition is allowed. Students competing prior to submitting the proper forms are participating ineligibly. Penalties for delinquent filing can be severe.

❖ Certification of student-athlete for Scrimmage/ Exhibition

Case: Must a student be certified as eligible to participate in scrimmage or exhibition contests with teams outside the institution?

Approved Ruling: Eligibility certification is required for all students before representing their institution in any manner (scrimmages, exhibition or intercollegiate) against competitors not directly identified with the institution in any sport recognized by the NAIA. Your institution must mail (postmarked) eligibility certification to your Eligibility Chair prior to participation.

❖ Junior Varsity/Freshman Team Competition

Question: A student is not eligible under NAIA Eligibility Rules. May the student play on the institution's junior varsity, freshman, or any other non-varsity team?

Approved Ruling: No.

ARTICLE V, SECTION B, ITEM 8

❖ Identification/9 Hour Rule

Question: A student entering college for the first time this fall is considering enrolling for eight (8) hours at our institution and carrying four (4) hours at a nearby institution. In that the student would be carrying a total of 12 hours, with the majority of those hours at our school, is the student eligible?

Approved Ruling: No. The student must be enrolled for a minimum of nine (9) credit hours at a NAIA institution and at least three (3) hours at another institution in order to be identified. The student mentioned above would not be charged a term of attendance at either institution.

❖ Maintaining Institutional Identification

Case: A student is carrying 12 hours at our institution this fall and is representing our institution in intercollegiate athletics. The student drops a four (4) hour course but enrolls for four (4) hours at a nearby institution the same day. Does this student retain eligibility since the 12 hours enrollment rule is still being met?

Approved Ruling: No. Upon reducing the class load to less than nine hours at a NAIA institution the student is no longer eligible.

❖ **Identification, Attending Two Institutions**

Question: A student plans to enroll and carry nine institutional credit hours at our institution (NAIA) this fall and three credit hours at a nearby institution. The three hours at the other institution have been approved for institutional credit by our institution. Will this student satisfy the requirement of carrying 12 institutional credit hours at the time of participation?

Approved Ruling: Yes, the student is identified with your institution and meets the requirements of being enrolled in a minimum of 12 institutional credit hours.

❖ **Branch Campus Identification**

Question: A student is attending a branch campus of an NAIA member institution. May the student compete in the intercollegiate program for the parent institution?

Approved Ruling: No, nor may a student at the parent institution participate for a branch campus.

❖ **Enrollment and Attendance of Class**

Question: A student was enrolled at another institution last year for the fall term but has stated to us that he did not attend any class. In that the definition for identification requires enrollment in twelve (12) or more hours and attendance of any class, are we correct that the student is not charged with a term of attendance in this instance?

Approved Ruling: If indeed the student can verify non-attendance of any class for the term in question, then the term would not be charged as one of the 10 semesters, 12 trimesters, or 15 quarters that a student has to complete eligibility. In that the enrollment of courses for the term is listed on the transcript, the student must provide written verification from each instructor for the course enrolled in that the student did not attend any class (or the instructor is not aware of attendance). Without such verification the student will be charged a term of attendance for this term.

Please Note: A student who did not attend any classes but who represented the institution in an intercollegiate contest will be charged with a term of attendance and a season of competition. (For NAIA institutions only-this does not include scrimmages)

❖ **Participation Prior to Enrollment in the Fall**

Approved Ruling: When an institution has scheduled an intercollegiate contest prior to the opening of school in the fall, a student shall be allowed to represent the institution although the student is not officially identified at the time of participation. The NAIA Official Eligibility Certificate must be filed with the Eligibility Chair with the column requesting "Institutional Credit Hours Enrolled in this Term" showing at least 12 hours enrolled.

Should a student compete and then not enroll in the term in which competition occurs, a season of competition and a term of attendance shall be charged for such competition.

❖ **Pre-Enrollment Participation and Transfer**

Question: A student participates in a football game played before the fall term officially starts. May the student then transfer to another institution and be eligible immediately? Will the student be charged with a season of competition or a term of attendance?

Approved Ruling: The student would not be eligible immediately. Since a student becomes identified with an institution upon participation in an intercollegiate contest, this student would have used one season of competition for football and be charged a term of attendance. In addition to applying the transfer rule, this student would be required to meet the normal progress rule for second, third or fourth seasons of competition as applicable.

ARTICLE V, SECTION B, ITEM 9

❖ **Required Courses to Meet the 12 Hour Enrollment Rule**

Question: Our institution requires some freshmen to take basic English and math or both. These courses are required by the institution, but no institutional credit is given. In that the courses are required for those students needing them to earn a degree, may we count these courses to fulfill the 12 institutional credit hour enrollment rule and for the 9/24/36 credit hour rule in the future?

Approved Ruling: No. In that these courses are not approved by your institution as credit courses they may not apply in meeting the 12 hour enrollment rule. The registrar will be required to certify that each course being applied toward eligibility shall apply as credit towards graduation or is required and recognized as institutional credit hours. Each course stands on its own merit.

In this case, should the English and math courses (where no credit is given) reduce the student's class load to less than twelve (12) institutional credit hours, the student would not be charged with a term of attendance.

❖ **Graduate Hours and 12 Hour Enrollment Rule**

Question: May graduate credit hours be included in the 12 credit hours in which a student must be enrolled?

Approved Ruling: Yes.

❖ **Recognition of Credits**

Question: Our term ends this Friday. A student waiting to establish eligibility (the 24/36 hour rule) will have passed 26/38 credit hours at the end of the term. Is this student eligible as soon as the grades are turned in by the professors?

Approved Ruling: When the grades are submitted in the normal manner to the registrar for posting on the transcript and the student is properly certified, the student is then recognized as having the credits apply in meeting NAIA regulations.

❖ Institutional Credit

Approved Ruling: Students enrolling for courses must have those courses count toward and institutionally-approved degree or courses must be required and recorded as institutional credit hours in order to:

1. Use the course hours to apply to 12 credit hours participation rule
2. Use the course hours to apply to the 12 credit hour term of attendance rule
3. Use the course hours to apply to the 24/36 credit hour rule for continued eligibility.
4. Use the course hours to apply to the progress rule for participation the second, third, and/or fourth season of competition.

Each course shall be evaluated independently by the registrar to determine if the course counts toward an institutionally-approved degree or is required and awarded institutional credit.

❖ Non-Credit Courses

Approved Ruling: A remedial course for which institutional credit hours are not granted may not be counted toward satisfying the requirements of the 12 hour enrollment rule, the 9/24/36 hour rules, or the progress rule for participation the second, third, or fourth season.

❖ Institutional/Required Courses

Question: Students must be enrolled in 12 institutional credit hours or required credits. What other type courses are there?

Approved Ruling: Courses required by your institution but not recognized by your institution as college or institutional credit would not apply and never have applied to meet the 12-hour enrollment rule (or 24/36 hour rule). If, for example, your institution requires a student to take English 099 but notes "NC" or "no credit" or equivalent on the transcript, the student cannot count this course for eligibility certification. If English 099 is required and given credit and a grade, but not considered as degree credit for the student, it will apply for eligibility certification.

Should your institution accept only eight hours of a physical education activity to be applied to a degree and the student is enrolled in such an activity course having already earned the eight hours, the current enrolled course cannot be used to satisfy the 12 Hour Rule or be applied to the 24/36 Hour Rule for future terms.

ARTICLE V, SECTION B, ITEM 10

❖ Non-Collegiate Competition

Question: A member institution schedules an athletic contest with a non-collegiate team (service, town, club, etc.). May ineligible players be used by the member institution for this contest?

Approved Ruling: No. The contest is considered to be intercollegiate for the member institution, and its students must meet all eligibility requirements.

❖ **Discontinuance of Sport During a Season: Forfeits**

Approved Ruling: Once an institution announces discontinuance of a sport it must notify all institutions remaining on the schedule as well as their Conference Commissioner/President or Association of Independent Institutions (as appropriate), Eligibility Chair, and the National Office.

ARTICLE V, SECTION B, ITEM 11

❖ **Ten Semesters/Identification**

Question: One of our students completed nine (9) semesters of attendance at the close of the spring term. The student wishes to compete in a spring sport. We understand the student could enroll in eleven (11) hours for the fall term, not be charged a term of attendance, and use the 10th semester in the spring and thus compete while completing degree work. Is this correct?

Approved Ruling: Yes, if this arrangement is considered academically sound by your institution's athletics committee, the student, and parents. Close evaluation should always be given whenever a student's academic pursuits are extended. In this instance, the student would not be identified with your institution in the fall (enrolled in a non-term) and would become eligible the day after the fall term ends.

❖ **Define a Term**

Question: For the coming fall term, we will be enrolling a student in six hours of required remedial English and math courses. These courses will not apply to a degree and will not be recognized as credit hours by our institution. The student also will be enrolled in six (6) hours of degree work. We understand that this student will not be charged with a term of attendance for such enrollment (12 hours) this fall.

Approved Ruling: You are correct. A student is identified and charged a term upon enrolling in twelve (12) or more institutional credit hours at a single institution or at least nine (9) or more institutional credit hours at an NAIA institution with at least three (3) hours at another institution and attending any class. Institutional credit hours are defined as those which count toward an institutionally-approved degree or are required by the institution and recognized as institutional credit hours on the transcript. The above student would only be enrolled in six (6) institutional credit hours as defined by the NAIA and thus would not be identified.

If such a student were a recent high school graduate, NAIA identification would not occur until spring enrollment and attendance (12 or more institutional credit hours), and the student would be considered an incoming freshman athletically at that time.

❖ **Summer Attendance**

Question: A student attends institution "A" during the regular school year and institution "B" during the subsequent summer session. The student returns to institution "A" for the fall term. Is the student's eligibility affected by his attendance at institution "B"?

Approved Ruling: If the student intends to use the credit hours earned at institution "B" for eligibility purposes (e.g., satisfaction of the 24-credit-hour, progress rule, etc.) at institution "A", institution "A" has to accept those hours and place those hours on its transcript. The student is not considered a transfer student.

ARTICLE V, SECTION B, ITEM 16

❖ 16 Week Residency Period and Practice

Case: Can a student athlete, who must in residence for the 16 week residency period, practice with the team during the 16 week residency period?

Approved Ruling: As long as the student is enrolled at the institution during the residency period, the student can practice with the team.

ARTICLE V, SECTION B, ITEM 18

❖ Attendance at a Non-Accredited Institution

Case: A student attends a non-accredited college, either junior or senior college, which may or may not sponsor an intercollegiate athletics program. What is the status of such a student?

Approved Ruling: For institutions in the United States, the NAIA shall use the Accredited Institutions of Post Secondary Education book published by the Council on Post Secondary Accreditation by the American Council on Education in determining if terms are to be recognized by the NAIA. If an institution is listed in the above publication at the time of a student's attendance, the student is transferring from this institution shall be charged terms of attendance, seasons of competition, and be required to meet residency regulations as applicable.

If the institution is not listed in the Accredited Institutions of Post Secondary Education book and is not an associate member, the student is considered not to have attended an institution of higher learning with regard to athletic eligibility. Foreign postsecondary institutions are considered accredited when determining terms of attendance.

❖ Alumni Games/Season of Competition

Approved Ruling: An alumni contest is considered by the NAIA to be an "in house" event and shall be treated the same as an internal practice.

❖ Discontinuance of a Sport During a Season

Question: When an institution discontinues a sport immediately, during the season, are the athletes charged a full season of competition?

Approved Ruling: If an institution cancels the remaining season in a sport having completed one half or less of its regular schedule, students on the team at the time of discontinuance shall not be charged with a season of competition in that sport, provided the students are eligible at the time the sport was discontinued.

❖ **Exhibition Contests/Season of Competition**

Question: We have a student who has competed in an exhibition contests against a NCAA Division I team in basketball this past October, and we would like to “redshirt” the student for the season in order to save a year of eligibility. Is this possible?

Approved Ruling: No. Exhibition contests are applied to the definition of a season of competition and applied to the allowable contest limit for that sport. The student would be charged a season of competition in the sport of basketball.

❖ **Scrimmages/Season of Competition**

Question: Our institution schedules five baseball scrimmages in the fall. No score is kept; the contest is not on either school’s regular season schedule; and no admission is charged. These scrimmages are a means of evaluating talent for our team in the spring. Are the students who compete in these scrimmages charged a season of competition?

Approved Ruling: As long as these “scrimmages” fit the definition of a scrimmage ([Article V, Section B, item 17](#)) this competition shall not apply to the season of competition definition. Students who compete only in scrimmages are not charged a season of competition.

❖ **Transfer Students and Seasons of Competition**

Question: A student is transferring from one NAIA institution to another NAIA institution, how do we determine their seasons of competition?

Approved Ruling: The previous seasons of competition for a transfer student will be determined under the rules of the NAIA.

Question: A student is transferring from a institution **which is not** governed by the NAIA (ex: NCAA, NJCAA, etc.) to a NAIA institution, how do we determine their seasons of competition?

Approved Ruling: The previous seasons of competition for a transfer student will be determined under the rules of the association (ex: NAIA, NCAA, NJCAA, NCCAA) from which the student transfers.

ARTICLE V, SECTION B, ITEM 19

❖ **Define a Term**

Question: We will be enrolling a student in twelve (12) institutional credit hours; (9) hours will be at our institution and (3) hours will be at a nearby institution. Will this student be charged with a term of attendance?

Approved Ruling: Yes. A student is identified and charged a term upon enrolling in twelve (12) or more institutional credit hours at a single institution or at least nine (9) or more institutional credit hours at an NAIA institution with at least three (3) hours at another institution and attending any class. Institutional credit hours are defined as those which count toward an institutionally-approved degree or are required by the institution and recognized as institutional credit hours on the transcript. The above student would only be enrolled in twelve (12) institutional credit hours as defined by the NAIA and thus would be identified, and charged with a term of attendance.

❖ **Attendance at a Non-Accredited Institution**

Case: A student attends a non-accredited college, either junior or senior college, which may or may not sponsor an intercollegiate athletics program. What is the status of such a student?

Approved Ruling: For institutions in the United States, the NAIA shall use the Accredited Institutions of Post Secondary Education book published by the Council on Post Secondary Accreditation by the American Council on Education in determining if terms are to be recognized by the NAIA. If an institution is listed in the above publication at the time of a student's attendance, the student is transferring from this institution shall be charged terms of attendance, seasons of competition, and be required to meet residency regulations as applicable.

If the institution is not listed in the Accredited Institutions of Post Secondary Education book and is not an associate member, the student is considered not to have attended an institution of higher learning with regard to athletic eligibility. Foreign postsecondary institutions are considered accredited when determining terms of attendance.

❖ **Repeat Course/Term of Attendance**

Question: A student is currently enrolled in 12 credit hours at our institution, but four of the hours are "repeat hours" from a course previously passed with a "D" grade. In that the NAIA does not accept the repeat work toward satisfying the 24/36 credit hour rule, may we subtract the hours and thus not charge the student with a term of attendance.

Approved Ruling: No. All repeat courses previously passed shall be applied to the definition of a term of attendance. The allowing of one course previously passed with a "D" grade to count toward satisfying the 12 institutional credit hour rule is an exception to the 12 hour enrollment rule only.

❖ **Term of Attendance/High School**

Approved Ruling: High school students may take twelve (12) or more hours of college credits in a term without establishing a term of attendance.

❖ **Terms of Attendance/Military Service**

Approved Ruling: Members of the armed services, while on active duty, may take twelve (12) or more hours of college work during a term without establishing a term of attendance.

❖ **Ten Semesters/Identification**

Question: One of our students completed nine (9) semesters of attendance at the close of the spring term. The student wishes to compete in a spring sport. We understand the student could enroll in eleven (11) hours for the fall term, not be charged a term of attendance, and use the 10th semester in the spring and thus compete while completing degree work. Is this correct?

Approved Ruling: Yes, if this arrangement is considered academically sound by your institution's athletics committee, the student, and parents. Close evaluation should always be given whenever a student's academic pursuits are extended. In this instance, the student would not be identified with your institution in the fall (enrolled in a non-term) and thus would not become eligible until the day after the fall term ends..

❖ **Withdrawal and Transfer**

Question: A prospective student enrolled for 12 credit hours at an institution this past fall and withdrew after attending classes for seven days. In that the student withdrew within the drop period established by the institution, the institution does not consider the student as having been identified. Since our institution will treat this student as an incoming freshman, will the student be eligible upon enrolling in 12 credit hours this spring and attending one class?

Approved Ruling: No. While the student is recognized academically as an incoming freshman, the student must be treated athletically as a second term freshman. The student would be charged with one term and zero credit hours for enrolling an attending any class prior to withdrawing. This student would be required to earn 9 credit hours before becoming eligible for his/her second term of attendance.

❖ **Term of Attendance, Night School, Extension, Correspondence**

Question: Does enrolling in night school, extension, or correspondence courses for twelve (12) or more institutional credit hours at a single institution during a single term constitute a term of attendance?

Approved Ruling: Yes.

ARTICLE V, SECTION C, ITEM 2(a)

❖ **Untimed ACT/SAT Scores**

Approved Ruling: Students diagnosed with a learning disability may use untimed ACT/SAT test results to meet freshman eligibility standards. However, the test must be arranged, approved and conducted according to the procedure established by the ACT or SAT national office for the administration of such tests. Minimum score results needed to meet NAIA freshman eligibility standards still must be achieved.

❖ **ACT/SAT Testing**

Question: We have a freshman student who has entered school the fall term but does not meet the freshman regulations because of the ACT/SAT scores. May the student take the ACT/SAT during the current fall term and use the results to meet the freshman regulation, allowing the student to play in the spring?

Approved Ruling: Yes, provided the test was taken on a national testing date, the minimum score is achieved, and the results are received from the national test center in the usual manner before the student represents your institution. The key factor is that the test must be taken prior to the beginning of the term in which the student initially participates. The student would be eligible the first day he/she attends a class in the spring. As a reminder, residual tests are not acceptable.

❖ **ACT/SAT Results**

Approved Ruling: The ACT/SAT results must be obtained from the appropriate National Testing Center. The test score strip mailed by ACT/SAT and affixed on the high school transcript is acceptable. Residual tests are not acceptable.

Approved Ruling: In order for the score from the ACT/SAT to be counted as eligible, the test must be taken on a national testing date at a national testing site.

ARTICLE V, SECTION C, ITEM 2(b&c)

❖ **Overall High School GPA of 2.000**

Approved Ruling:

- a. Should a high school use a four point scale, the high school GPA shall be used
- b. Should a high school use something other than a four point scale (example, a 12 point scale which uses the + and -), the registrar shall convert all high school grades to the four point scale and then establish the GPA.
- c. Should the high school report grades in percents the member institution is to receive from the high school the percent grading scale. A student in the "C" range is considered to have met this regulation.

❖ **High School Graduation in Upper Half of Class**

Approved Ruling: Graduation in the upper half of the student's graduating class as certified by the high school is interpreted to mean the class ranking listed on the high school transcript. The class rank must appear on the student's transcript, leaving certificate or other academic document. If the student's class rank does not appear on the above-mentioned documents, a letter from the student's principal or headmaster, written on the school's letterhead and with the school's official seal, stating that the student meets the class rank requirement can be accepted.

❖ **Freshman Certification/GPA and Class Rank**

Approved Ruling: The GPA and class ranking shall be determined from the student's high school transcript which includes all course work taken through the term immediately prior to graduation. (Example: The 8th term of school in which 8 terms is necessary for a student to graduate.)

❖ **Freshman Certification/Class Rank**

Question: An incoming freshman student graduates number 50 out of a high school graduating class of 100. Does this meet the requirement of being in the upper half of the high school graduating class?

Approved Ruling: Based on the rulings of the National Eligibility Committee, this student would meet this requirement.

Question: If a prospective student-athlete attends multiple high schools, how is the grade point average determined?

Approved Ruling: The GPA listed on the student-athlete's final transcript is the GPA that will be used to determine initial eligibility.

❖ **Freshman Certification and Prep School Attendance**

Question: May a high school graduate attend a prep school and use such attendance to meet the freshman entrance requirements?

Approved Ruling: Once a student graduates from high school his or her class ranking will not change. Attendance at a preparatory school will not affect this regulation. Should a student be identified with a preparatory school for one full academic year, the GPA at the preparatory school shall be combined with the overall high school GPA for application to the freshman rule.

❖ **GED, "Home Schooling" and the Freshman Requirements**

Approved Ruling: The GED will be recognized as satisfying the grade point average equivalent. The GED student must achieve a score of 18 on the Enhanced ACT or 860 on the SAT to meet the freshman requirements.

Home-schooled students must receive the certificate (or equivalent) granted by the appropriate state verifying successful completion of home schooling requirements **and** achieve the minimum ACT/SAT score to meet the freshman requirements.

❖ **International Students and the Freshman Requirements**

Approved Ruling: An incoming freshman international student shall first be reviewed under the same conditions required of a regular freshman student. The evaluation listed below shall be applied only if the high school GPA and class ranking cannot be determined.

If a student has graduated from a high school outside of the United States or one of the U.S. territories and the high school transcript is such that the grade point average cannot be determined and the class rank is not available, this student can be ruled eligible by meeting the specific institution's admission criteria for international students and by meeting the following NAIA criteria:

1. A score of 18 on the Enhanced ACT or 860 on the SAT
2. Meet the entering freshman requirements as defined for students from each country in the most current Guide to International Academic Standards for Athletics Eligibility published by the NCAA (based on AACRAO guidelines).

The TOEFL will not be accepted for freshman certification.

(NOTE: The Guide is available online at ncaa.org)

ARTICLE V, SECTION C, ITEM 3

❖ 12-Hour Enrollment Rule

Case: During a term, a student drops a course, lowering the total hours of enrollment to less than twelve (12).

Approved Ruling: The student becomes immediately ineligible for participation as soon as the current academic load is reduced to less than 12 hours.

❖ Identification, Attending Two Institutions

Question: A student plans to enroll and carry nine institutional credit hours at our institution this fall and three credit hours at a nearby institution. The three hours at the other institution have been approved for institutional credit by our institution. Will this student satisfy the requirement of carrying 12 institutional credit hours at the time of participation?

Approved Ruling: Yes, the student is identified with your institution and meets the requirements of being enrolled in a minimum of 12 institutional credit hours.

ARTICLE V, SECTION C, ITEM 5

❖ Summer Attendance

Question: A student enters college for the first time in the summer, and then enrolls at another college for the fall term. May the student apply the summer credit to meet the 9/24/36 institutional credit hour rule?

Approved Ruling: No. In that summer was the first enrollment for the student, and in that summer attendance does not identify a student with an institution, the hours earned in the summer cannot count toward the 9/24/36 hour rule.

❖ Failing Grade

Question: A student earns two "C's" and two "F's" the first freshman term in four, three-hour courses. Since all grades go on the permanent record of the student and these hours are, therefore, "credited to the student," does this satisfy the nine (9) hour rule for a second term student to be eligible?

Approved Ruling: No. The athlete is not eligible in that the student did not pass nine (9) institutional credit hours as required of all first term freshmen.

❖ **Incomplete Grades**

Question: A first-term freshman passes eight (8) hours and receives four (4) hours of incomplete work. An extension of time is granted to complete the work as the student is otherwise passing the incomplete course. Does this student satisfy the nine (9) hour rule required for second term freshmen?

Approved Ruling: No. The student has not passed the nine (9) institutional credit hours required for all first term freshmen and is therefore ineligible. Upon making up this incomplete and having the grade submitted to the registrar for posting on the transcript, the nine (9) hour rule would then be satisfied. The athlete shall not compete until this incomplete is made up, the grade is submitted to the registrar as described above and the student is properly certified as eligible. The same application of this rule applies to the 24/36 hour rule.

ARTICLE V, SECTION C, ITEM 6

❖ **24/36 Hour Rule vs. Progress Rule**

Case: Can you explain the difference between the 24/36 hour rule and the progress rule for participation in a second season of competition? If a student has earned 24/36 hours in the last two terms of attendance, isn't the progress rule met as well?

Approved Ruling: The 24/36 hour rule and the progress rule are two separate concepts and are to be applied independently. The 24/36 hour rule states that a student must have accumulated a minimum of 24/36 institutional credit hours in the two semester/three quarter immediately previous terms of attendance. These hours are always taken at face value, even if a transfer is involved and the new institution does not accept all of the hours.

The progress rule involves institutional credit recognized by the student's current institution, with an exception for entering transfer students. Transfer students use the credit hours from the previous institution(s) only for the initial term at the new institution.

❖ **Summer Hours and the 24 Hour Rule**

Question: A student passes 12 credit hours during the spring term, passes six (6) credit hours during the following summer term, and passes 6 credit hours during the next fall term (although enrolled in twelve (12) or more hours). Does this meet the requirements for the 24 hour rule?

Approved Ruling: Yes. However, you are reminded that the close of the next term of attendance this student would lose 18 hours (12 from the spring and 6 from the summer) and would be required to again accumulate 24 institutional credit hours in addition to meeting all other academic rules.

❖ **Summer Credits and the 24-Credit-Hour Rule (Non-Identified Student)**

Question: A prospective student passed only 21 credit hours the last two terms at the community college he attended during the last school year. The student completed three credit hours of “D” work during summer school at the community college, and the hours are recorded on the student’s transcript. Our institution will not transfer “D” grades to our records. Can we use the summer credits of “D” work to satisfy the 24 credit hour rule?

Approved Ruling: In this situation, the summer credits may be used to satisfy the NAIA’s 24 credit hour rule. These hours would also be applied in meeting the progress rule in order to participate for the second, third, and fourth season but only for the first term of attendance at your institution. The hours were taken in good faith at the institution where the student was identified, and that institution recognized the credits as evidenced by placing the credit hours on its transcript.

❖ **Summer Credits and 24-Credit-Hour Rule (Identified Student)**

Case: A student who attended our institution and played for us last year passed 21 credit hours the last two terms. The student attended a summer session at a nearby institution and completed three hours of “D” work. Our institution will not transfer “D” grades to our records. Can we use the summer credits of “D” work to satisfy the 24 credit hour rule?

Approved Ruling: In this situation, the credits cannot be used to satisfy the 24 credit hour rule. Unlike the example above, this student was identified at your institution. The course work was not accepted by the institution where the student is identified. If the identifying institution will not accept the credit, the NAIA will not recognize such work. The key factor in determining if summer credit will be applied to meet the 24 hour rule are: 1) the hours are accepted by the institution where the student is identified.

❖ **CLEP, Correspondence, and Extension Courses**

Question: A student starts and completes a three hour correspondence or extension course approved by the home institution after the beginning of the fall term. The three hours give the student 24/36 credit hours. Can these hours be applied to meet the 24/36 hour rule for fall eligibility?

Approved Ruling: No. Hours to be applied to meet the 24/36 hour rule must be earned prior to the current term.

If an extension course was first attended prior to the first day of class of a term or the student completed the first lesson of a correspondence course prior to the first day of class of a term, the credit would be applied to the term in which the institution would normally record the credit on the transcript.

Credit for CLEP courses is applied to the term in which the institution would normally record the credit on the transcript.

❖ **Non-Use of Summer Credit and the 24 Hour Rule**

Question: A student passes 4 hours during the summer term, 12 hours during the following fall term, and 8 hours during the next spring term. Does this meet the requirements of the 24 hour rule?

Approved Ruling: No. In this case, the summer credit was earned prior to both terms of attendance. For summer credit to be applied, it must be earned after one or both of the two terms being applied.

❖ Quarter System/36 Hour Rule

Question: We are on the quarter system and have a student who has completed 9, 12, and 12 credits the last three quarters. Is the student eligible under the 24/36 hour rule?

Approved Ruling: No. Under the 24 semester/36 quarter rule a student in an institution using the quarter system must complete and pass 36 institutional credit hours during the last three academic terms of attendance to be eligible to participate.

❖ Quarter System/ 36 Hour Rule

Question: A student is transferring from an institution using the quarter system to an institution using the semester system. The student has completed 11, 14, and 11 credits in the last three terms. Is the student eligible under the 24/36 hour rule?

Approved Ruling: Yes. Under the 24 semester/36 quarter rule a student who completes 36 institutional credit hours during the last three quarter terms of attendance is eligible to complete, provided he meets all other eligibility requirements. Additionally, the student must pass 13 institutional credit hours the 1st term of attendance at the semester school to meet the 24 hour rule for the 2nd term at the semester school.

❖ Transfer and the 24/36 Hour Rule

Case: A freshman student transfers from an institution which uses the quarter system to an institution which uses the semester system. In the fall and winter quarter terms she completes and passes 13 and 11 institutional credit hours. The student passes 12 credit hours in the spring semester at her new institution. Will she meet the requirements of the 24/36 hour rule due to her passing 36 hours in her previous three terms of attendance and be eligible for the fall semester?

Approved Ruling: No. A student must accumulate 36 institutional credit hours in the previous three quarter terms of attendance. If a student does not complete three quarter terms, the rule of accumulating 24 institutional credit hours in the previous two terms of attendance takes precedent. In this instance, the student has accumulated only 23 hours in the previous two terms of attendance and is not eligible.

❖ Summer Attendance

Question: A student attends institution "A" during the regular school year and institution "B" during the subsequent summer session. The student returns to institution "A" for the fall term. Is the student immediately eligible to compete?

Approved Ruling: Since the student was identified with institution "A", the hours taken during summer school at institution "B" must be transferable and placed on the transcript at institution "A" to be acceptable toward eligibility. The student is not considered a transfer student but must satisfy all other eligibility rules.

❖ **Summer Attendance**

Question: A student enters college for the first time in the summer, and then enrolls at another college for the fall term. May the student apply the summer credit to meet the 9/24/36 institutional credit hour rule?

Approved Ruling: No. In that summer was the first enrollment for the student, and in that summer attendance does not identify a student with an institution, the hours earned in the summer cannot count toward the 9/24/36 hour rule.

❖ **Mixed Terms and the 24 Credit Hour Rule**

Question: A student completed 10 semester hours during the first term at a junior college and completed 12 quarter hours the next term at our institution. As a matter of institutional policy we convert all hours to our terms, and thus the 10 semester hours would equal 15 quarter hours. Using this method, the 15 and 10 quarter hours would total more than 24 hours the two previous terms. Is this permissible in determining NAIA eligibility?

Approved Ruling: No. Credits earned at a school are not to be converted but taken at face value when applying the 24 credit hour rule. In this case, the athlete has completed only 22 hours of credit the last two terms and would not be eligible.

❖ **Second, Third and Fourth Season—Converting Credits**

Approved Ruling: Credits used in satisfying the rule requiring the passing of 24/36 institutional credit hours the two semester/three quarter immediately previous terms of attendance are taken at “face value” from the transcripts for transfer students.

This is not true in certifying eligibility for the progress rule (second, third or fourth season) for transfer students. These hours must be converted after one term of identification to the grading system used by the student’s identified institution. Only those converted credits recorded on the transcript may be used to meet the progress rule.

❖ **Graduating Junior College Student Exception**

Approved Ruling: If a junior college student met the graduation requirements for an associate degree within five semesters or seven quarters of attendance, the student shall be exempt from the 24/36 credit hour rule for the first term upon transferring to an NAIA institution. This exception requires that graduation occur. The institution applying for this exception on behalf of the student must submit a complete transcript, including graduation date, from the junior college with the NAIA Official Eligibility Certificate. Students receiving this exception must pass a minimum of 12 institutional credit hours the first term at a member institution to retain eligibility for the second term.

ARTICLE V, SECTION C, ITEM 8

❖ **2.000 GPA for Junior Academic Standing**

Question: I understand all students classified as a junior or above academically must have a minimum cumulative grade point average (GPA) of 2.000. Can you explain how this will be applied to transfers as opposed to students already identified with my institution?

Approved Ruling: The GPA for students with continuing identification at your institution shall be calculated according to the official institutional policy for all students. The GPA for entering transfer students shall be calculated by dividing all quality points achieved by the total number of hours attempted for all courses listed on all official transcripts from all institutions previously attempted.

Students already identified with your institution and transfer students having completed one term at your institution shall use the GPA determined by your institution's transcript for certification.

NOTE: This regulation applies only to those students classified by your institution (registrar) as having reached junior academic status or above.

ARTICLE V, SECTION C, ITEM 9

❖ **24/36 Hour Rule vs. Progress Rule**

Case: Can you explain the difference between the 24/36 hour rule and the progress rule for participation in a second season of competition? If a student has earned 24/36 hours in the last two terms of attendance, isn't the progress rule met as well?

Approved Ruling: The 24/36 hour rule and the progress rule are two separate concepts and are to be applied independently. The 24/36 hour rule states that a student must have accumulated a minimum of 24/36 institutional credit hours in the two semester/three quarter immediately previous terms of attendance. These hours are always taken at face value, even if a transfer is involved and the new institution does not accept all of the hours.

The progress rule involves institutional credit recognized by the student's current institution, with an exception for entering transfer students. Transfer students use the credit hours from the previous institution(s) only for the initial term at the new institution.

❖ **Recognition of Credits**

Question: Our term ends this Friday. A student waiting to establish eligibility (the progress rule) will have passed 24/36 credit hours at the end of the term. Is this student eligible as soon as the grades are turned in by the professors?

Approved Ruling: When the grades are submitted in the normal manner to the registrar for posting on the transcript and the student is properly certified, the student is then recognized as having the credits apply in meeting NAIA regulations.

❖ **Progress Rule—Transfer Credit taken at Face Value First Term Only**

Approved Ruling: A transfer student bringing in "D" credit may have the "D" credit hours applied to all academic requirements the first term the student is identified only. Thereafter only those credits which are accepted toward a degree or are required by your institution and placed on your institutional transcript may apply.

Example: A transfer student played two seasons for a community college and has completed 12 credit hours each of his four semesters at the college. The student's 48 credit hours contain 14 hours of "D" which your institution will not transfer in although it will accept the remaining hours. After attending your institution for one term, the student will be credited with having only 34 credit hours plus the hours passed at your institution. The student must have 48 institutional credit hours to play the third season and so must have passed 14 institutional credit hours the first term to participate the second term.

❖ **Progress Rule—Converting Credits**

Approved Ruling: Credits used in satisfying the rule requiring the passing of 24/36 institutional credit hours the two semester/three quarter immediately previous terms of attendance are taken at "face value" from the transcripts for transfer students.

This is not true in certifying eligibility for the progress rule (second, third or fourth season) for transfer students. These hours must be converted after one term of identification to the grading system used by the student's identified institution.

Only those converted credits recorded on the transcript may be used to meet the progress rule.

❖ **2.000 GPA for Participants in Third and Fourth Seasons**

Approved Ruling: Students must achieve a minimum GPA of 2.000 on a 4.000 scale in order to compete the third and/or fourth season in a sport. This GPA must be maintained during the grading period of competition.

The GPA for students with continuing identification at your institution shall be calculated according to the official institutional policy for all students. The GPA for entering transfer students shall be calculated by dividing all quality points achieved by the total number of hours attempted for all courses listed on all official transcripts from all institutions previously attended.

ARTICLE V, SECTION C, ITEM 12

❖ **Re-taking a Failed Course**

Question: May a student repeat a course which was previously failed and have it count toward the current 12 hour enrollment rule and, if passed, toward the 24/36 hour rule?

Approved Ruling: Yes. If the course was failed originally it is not considered a repeat course.

❖ **Repeat Courses and the 12/24/36 Credit Hour Rules**

Question: May a student repeat a course which was previously passed and count the credit hours toward satisfying the 12 hour rule and the 24/36 hour rule?

Approved Ruling: If the course was initially passed with a grade of “C” (or the equivalent) or better, it may not be counted to satisfy either rule. A maximum of one course per term which has previously been passed with a grade of “D” (or the equivalent) may be counted toward satisfying the 12 hour enrollment rule. However, repeat courses previously passed at any time during the student’s academic career may not be counted toward satisfying the 24/36 hour rule.

EXAMPLE: A student carries (9) hours of new courses and three (3) hours repeating a course in which he had earned a “D” or its equivalent. The student thereby meets the 12 enrollment rule for that term. However, since repeat courses may not be counted in meeting the 24/36 hour rule, this student can use only the nine (9) hours of new courses to apply to the 24/36 hour rule. The student would have to have had a minimum of 15 hours passed the term before the current term to equal 24 hours and be eligible for the following term, or carry and pass 12 hours in addition to the repeat course.

❖ **Repeating a Required Course**

Case: We have a student who is required by institutional policy to repeat a course in which a grade of “D” was earned. While we understand the repeated course cannot be used to satisfy the 24/36 credit hour rule, may the repeat course be used to satisfy the 12 hour enrollment rule?

Approved Ruling: Yes. You are correct that the student who initially earned a grade of “D” or the equivalent may not count the repeated course to satisfy the 24/36 credit hour rule. A maximum of one course each term in which the student has previously earned a grade of “D” or equivalent may be counted toward satisfying the 12 hour enrollment rule.

ARTICLE V, SECTION C, ITEM 13

❖ **Inter-term Identification**

Approved Ruling: A student attending a specific institution for the first time during an inter-term would become identified upon enrolling in three-fourths (or two-thirds if three-fourths is not appropriate) of the normal inter-term load and attending a class. Such students would be considered to be enrolled in the equivalent of 12 hours and, assuming all other applicable eligibility requirements are met, could represent the institution after being properly certified. The student will not be charged a term of attendance for this inter-term session.

ARTICLE V, SECTION C, ITEM 14

❖ **21 Days of Extension of Eligibility (except Graduation and 10 Semesters)**

Approved Ruling: After the end of a term, an institution has 21 calendar days or until the first contest after the end of the term (whichever is later) to re-check the eligibility of all students who were certified as eligible for the term just ending. This applies only to students being re-certified. Students establishing eligibility for the second term must be certified prior to participation. During this 21-day period, all students who were eligible during the term just ended may continue to represent their institution in intercollegiate athletics. Should a student continue to represent an institution after this 21-day period and not be re-certified, it shall be considered a violation. Further, students declared ineligible by the institution or conference shall lose eligibility immediately upon such declaration.

❖ **Eligibility Termination Upon Completion of 10 Semesters**

Question: A student will complete the 10th semester of attendance on December 17 of this year. We have a tournament scheduled on December 27. May we apply the 21 days extension in order for the student to play in the tournament?

Approved Ruling: No. The 21 days extension period is to allow registrars time to compile grades and re-certify eligibility and this is not applicable in this instance. Completion of 10 semesters of attendance terminates eligibility upon completion of the last class by the student.

ARTICLE V, SECTION C, ITEM 15

❖ **Late Enrollment**

Approved Ruling: A student completing enrollment after the date established and published by an institution for enrollment of regular full-time students must be withheld from all participation until establishing two full calendar weeks of residency.

Competition may begin the 14th day after attending class.

ARTICLE V, SECTION D, ITEM 2

❖ **Recognition of Credits**

Question: Our term ends this Friday. A student waiting to establish eligibility (the 24/36 credit hour rule) will have passed 24/36 credit hours at the end of the term. Is this student eligible as soon as the grades are turned in by the professors?

Approved Ruling: When the grades are submitted in the normal manner to the registrar and are posted on the transcript and the student is properly certified, the student is then recognized as having the credits apply in meeting NAIA regulations.

ARTICLE V, SECTION D, ITEM 3

❖ **Trimesters/Not Attending Third Term**

Question: May a student participate in a spring sport during the third trimester although not enrolled?

Approved Ruling: Yes, if the student has completed 24 or more hours since the beginning of the current school year, was identified the previous term at the institution and is otherwise eligible.

❖ **Trimesters/Attending Second and Third Terms**

Question: May a student attend only the second and third trimester and compete in spring sports?

Approved Ruling: Yes, if the athlete has passed 24 credit hours in the previous two terms attended and carries 12 or more hours during the term of participation.

ARTICLE V, SECTION D, ITEM 5

❖ **Graduate/Second Baccalaureate Degree Students**

Approved Ruling: Students enrolled in a graduate program, a second baccalaureate program, a 5th year teacher education program, or continuing and completing a second major area of study may retain athletic eligibility within the NAIA provided:

1. The student is returning to the same institution where the undergraduate degree was earned.
2. The student has not completed 10 semesters, 12 trimesters, or 15 quarters of attendance.
3. The student has not competed four seasons in the sport.

The registrar must certify in writing to the Eligibility Chair that all conditions of the exception have been met prior to participation of the student.

ARTICLE V, SECTION E, ITEM 1

❖ **Eligibility Termination Upon Completion of 10 Semesters**

Question: A student will complete the 10th semester of attendance on December 17 of this year. We have a tournament scheduled on December 27. May we apply the 21 days extension in order for the student to play in the tournament?

Approved Ruling: No. The 21 days extension period is to allow registrars time to compile grades and re-certify eligibility and this is not applicable in this instance. Completion of 10 semesters of attendance terminates eligibility upon completion of the last class by the student.

❖ **Counting Terms of Attendance (Semesters/Quarters/Trimesters)**

Question: A student has transferred from a trimester or quarter school to a semester school (or vice versa). How does one calculate the number of terms of attendance?

Approved Ruling: All terms (not hours) are converted to the type of term used by the institution currently being attended. The terms are converted as follows:

- 1 semester = 1 1/2 quarters – 1 1/5 trimesters
- 1 quarter = 2/3 semester

1 trimester = 5/6 semester

NOTE: This conversion refers only to terms of attendance. Credit hours earned at an institution are not converted but rather applied at face value.

❖ **Fractions of Terms**

Question: My total terms in both quarter and semester attendance add up to a fraction (9 and 1/3 semester terms). Am I eligible to participate if I have 2/3 of a term left?

Approved Ruling: Yes. Also, you are permitted to play out the entire term. However, if you have less than one-half a term remaining at the beginning of a term, you have completed your eligibility.

ARTICLE V, SECTION E, ITEM 3

❖ **21 Days of Extension of Eligibility**

Approved Ruling: After the end of a term, an institution has 21 calendar days or until the first contest after the end of the term (whichever is later) to re-check the eligibility of all students who were certified as eligible for the term just ending. This applies only to students being re-certified. Students establishing eligibility for the second term must be certified prior to participation. During this 21-day period, all students who were eligible during the term just ended may continue to represent their institution in intercollegiate athletics. Should a student continue to represent an institution after this 21 day period and not be re-certified, it shall be considered a violation. Further, students declared ineligible by the institution or conference shall lose eligibility immediately upon such declaration.

ARTICLE V, SECTION F, ITEM 3

❖ **Student Withdrawal Who Later Returns to Same Institution**

Case: A student becomes identified with an institution on September 5, the official opening date of classes as stated in the college catalog, and withdraws on September 28 because of illness or accident (23 days of attendance) and returns the following term to the same institution.

Approved Ruling: Because the student did not officially withdraw from college within 21 days following the official opening day of classes, a term of attendance will be charged. An institution may request an exceptional ruling under [Article V, Section L](#).

❖ **Student Withdrawal Who Later Returns to Same Institution**

Case: A student becomes identified with an institution where classes officially open on September 13. The student then withdraws on October 4 and later returns to the same institution. (Without becoming identified at another institution)

Approved Ruling: Because the 21-day rule begins the day following the official opening date of class, (September 14 would be the first day), the student's 21st day would be on October 4 and a term of attendance would not be charged in this instance. However, if participation in a game takes place during this time the student would be charged with a season of competition. NOTE: This only applies to students returning to the same institution.

ARTICLE V, SECTION F, ITEM 5

❖ Student Withdrawal and Transfer

Case: A student becomes identified with an institution where classes officially begin on September 13. The student withdraws October 4, or sooner, and transfers to another institution.

Approved Ruling: Although the student withdrew within 21 days following the official opening date of classes, the 21-day rule would not apply because the student transferred to another institution. The student is charged with a term of attendance and zero credit hours at the first institution and must abide by the transfer rule, and the 24/36 hour rule. Upon identification at the second institution, the student will be charged with a second term of attendance.

❖ Withdrawal and Transfer

Question: A prospective student enrolled for 12 credit hours at an institution this past fall and withdrew after attending classes for seven days. In that the student withdrew within the drop period established by the institution, the institution does not consider the student as having been identified. Since our institution will treat this student as an incoming freshman, will the student be eligible upon enrolling in 12 credit hours this spring and attending one class?

Approved Ruling: No. While the student is recognized academically as an incoming freshman, the student must be treated athletically as a second term freshman. The student would be charged with one term and zero credit hours for enrolling and attending any class prior to withdrawing. This student would be required to earn 9 credit hours prior to the spring term, before becoming eligible.

ARTICLE V, SECTION F, ITEM 6

❖ Transfer/Suspension

Question: A student has enrolled at our institution and was admitted in good standing. The student has been placed on suspension at the previous institution. In that our institution has admitted the student in good standing, does the previous suspension affect eligibility within the NAIA?

Approved Ruling: Yes. The student must establish two full semesters (or the equivalent) at your institution or wait until the suspension period at the previous institution has been terminated before becoming eligible.

EXCEPTION: A transfer student who has been suspended (or its equivalent) for failure to meet institutional academic requirements, but still meeting NAIA eligibility requirements, shall not be subject to this restriction provided the student has not participated in intercollegiate athletics at any collegiate institution for one full calendar year after

suspension from the original institution.

❖ **Suspension within Previous Athletic Department**

Question: A student has enrolled at our institution and was admitted in good standing. The student was placed on suspension by the previous institution's athletic department. In that our institution has admitted the student in good standing, does the previous suspension for violating athletic department policies affect eligibility within the NAIA?

Approved Ruling: Yes. The student must establish two full semesters (or the equivalent) at your institution or until the institutional suspension policy at the suspending institution has been terminated, whichever is shorter. This residency of two semesters is still required if the student was allowed to attend the previous institution after the athletic department policy suspension. However, violation of team / coach's rules is not considered the same as institutional athletic department policies.

ARTICLE V, SECTION F, ITEM 10

❖ **Participation at Different Institutions During Same Season/Transfer**

Question: A student participates in a given sport (basketball, fall tennis, etc.) during the first term of an academic school year. The student then transfers to a member institution of the NAIA for a second term. May the student represent the institution in the same given sport during the second term?

Approved Ruling: Yes, if the student is otherwise eligible. Such a student would, however, be charged with two seasons of competition in the same academic year if the student is charged a season of competition by the first institution and charged a season of competition by the NAIA institution. See exception immediately below.

❖ **JUCO Graduate Competes for Two Different Institutions/Same Year**

Approved Ruling: A junior college graduate who competed at the junior college and then transfers to a member institution during the same sport season and is otherwise eligible shall be charged only one season of competition in a sport for representing two different institutions in the same sport during an academic year.

ARTICLE V, SECTION G, ITEM 1

❖ **Discontinued Institution and Transfer**

Question: If an institution discontinues operation, what is the eligibility status of an athlete from that institution if and when the student transfers to an NAIA institution?

Approved Ruling: The 16 week residency requirement is waived for such a student, provided the student transfers within one calendar year of the discontinuance of the institution.

❖ **Discontinued Sport and Transfer**

Question: When a college or university drops a sport, may a student who participates in that sport transfer from that institution to another without having to satisfy the transfer rule?

Approved Ruling: Yes, provided the student satisfies all other eligibility requirements and transfers within the first two full terms after the institution announces the discontinuance of that sport and provided the institution does not announce reinstatement of that sport while the student is still attending the institution.

❖ **Institution Offering Associate and Baccalaureate Degrees**

Case: A student receives an associate degree from an institution that offers a four-year degree. Upon receiving the associate degree, can the student transfer to an NAIA institution and have the 16 week residency requirement waived?

Approved Ruling: No. The student is identified with the four-year institution athletically even though the student was in the two-year program. The 16 week residency requirement shall apply as applicable.

ARTICLE V, SECTION G, ITEM 2

❖ **16 Week Residency Residency/Quarter System**

Question: A student transfers to an institution employing the quarter system at the start of the 12 calendar week quarter. Assuming this student must meet the 16 weeks residency requirement, when would this regulation be met?

Approved Ruling: The day following the end of the 16th calendar week of residence.

ARTICLE V, SECTION G, ITEM 3

❖ **Establishing Eligibility After the Close of the Regular Season**

Question: A student completes the 16 weeks residency period and otherwise satisfies the academic requirement after the close of the regular sport season of the institution. May the student compete in NAIA postseason competition that starts after this date?

Approved Ruling: No. The student must have been eligible during the regular season to be eligible for NAIA postseason. The student is eligible for the next term of attendance.

ARTICLE V, SECTION I

❖ **Military Service**

Approved Ruling: This exception automatically excuses a veteran from the application of all entrance requirements (freshman rule, residency rule, 24/36 hour rule, progress rule) and makes the veteran eligible immediately upon registration as a regular student carrying 12 or more credit hours.

The Eligibility Chair must be furnished with a copy of the student's discharge paper in order for a student to be certified under this exception. Students using this exception shall be charged with terms of attendance and seasons of competition for terms and seasons used prior to entry into the military service.

To be eligible during the second term after re-entering college, the student (veteran) may use EITHER of two options:

a. Satisfying the regular 24/36 hour rule as it applies to the last term before entering service and the first term after returning.

OR

b. Passing nine (9) credit hours in the first term after returning and being accepted in good standing. (The last term before entering service would not apply to this option).

❖ **Military Service Duration to Apply Exception**

Approved Ruling: The application of the Military Service Exception is limited to the first two (2) full semesters/trimesters or first three (3) full quarters immediately following release from active duty.

Question: I was released from active duty in April 1996. I did not enroll in college in either the fall term 1996 or the spring term 1997. I plan to enroll in the fall term 1997. May I apply the Military Service Exception Rule?

Approved Ruling: No. You have exceeded the duration of application of the Military Service Exception and are not entitled to the any part of the exception.

❖ **Military Service Exception Applies to One Institution**

Approved Ruling: The Military Service Exception can be applied at one member institution only. Upon transfer to a second member institution all provisions of [Article V](#) apply.

ARTICLE V, SECTION J, ITEM 1

❖ **Submitting Eligibility Certificates**

Approved Ruling: Your institution must certify the eligibility status of each athlete before the athlete participates in any intercollegiate contest. The NAIA Official Eligibility Certificate, the Certificate of Clearance, and if applicable, the Freshman Eligibility Form, the Transfer Player Eligibility Statement, and the Non-Resident Student or Enrollment Competitive Experience Form must be sent to your Eligibility Chair before competition is allowed. Students competing prior to submitting the proper forms are participating ineligibly. Penalties for delinquent filing can be severe.

❖ **Certification of Scrimmage**

Case: Must a student be certified as eligible to participate in a scrimmage or exhibition contest with teams outside the institution?

Approved Ruling: Eligibility certification is required for all students before representing their institution in any manner (scrimmages or intercollegiate) against competitors not directly identified with the institution in any sport recognized by the NAIA. Your institution must mail (postmarked) eligibility certification to your Eligibility Chair prior to participation.

ARTICLE V, SECTION J, ITEM 2

❖ **21 Days of Extension of Eligibility (Recertification)**

Approved Ruling: After the end of a term, an institution has 21 calendar days or until the first contest after the end of the term (whichever is later) to re-check the eligibility of all students who were certified as eligible for the term just ending. This applies only to students being re-certified. Students establishing eligibility for the second term must be certified prior to participation. During this 21-day period, all students who were eligible during the term just ended may continue to represent their institution in intercollegiate athletics. Should a student continue to represent an institution after this 21 day period and not be re-certified, it shall be considered a violation. Further, students declared ineligible by the institution or conference shall lose eligibility immediately upon such declaration.

❖ **Attachment of Inter-term to First Term, Ineligible Student**

Approved Ruling: A student who is academically ineligible at the start of the fall term cannot become eligible until the end of the inter-term. The institution has extended the first term through the inter-term by taking this option.

Even though a student may have passed enough hours at the end of the first academic term, that student would not be eligible for participation until the end of the extended term, which would be the end of the inter-term. Conversely, a student who is eligible at the beginning of the fall academic term could not lose academic eligibility until the close of the inter-term.

❖ **Attachment of Inter-term to First Term, Ineligible Student**

Question: Our institution has declared its inter-term part of the first term. We have a student who was not eligible during the fall term due to the 24/36 credit hour rule. At the close of our normal fall term, the student earned 14 credit hours and combined with the credit hours earned last spring the student now has 24 hours earned during the past two terms. Is this student eligible?

Approved Ruling: No. By institutional choice your institution elected to attach the first term to the inter-term. For athletic eligibility certification, your institution's fall term does not end until the close of the inter-term. In that your fall term does not close until four more weeks and in that students cannot re-establish eligibility during a term, the student will not be certified as eligible until the completion of the inter-term and the recording of the grades on the transcript.

❖ **Attachment of Inter-term to First Term, Eligible Student**

Approved Ruling: A student who would appear not to be academically eligible at the end of the "regular" term would still remain eligible until the end of the inter-term because the inter-term is part of the extended first term. Eligibility would not be determined until the end of the inter-term. A first-term freshman enrolled in 12 credit hours would still remain eligible through the inter-term. At the end of the inter-term, eligibility would be checked, and at that time the student would have to have passed 9 hours to remain eligible for the spring term.

ARTICLE V, SECTION K

❖ **Request for an Eligibility Ruling**

Case: We have a student wanting to participate this weekend but there is some concern about the student's eligibility status as expressed by our faculty athletics representative. Due to the lack of time, may our institution call the Eligibility Chair, a member of the National Eligibility Committee, or the National Office for a telephone ruling?

Approved Ruling: No. Neither the Eligibility Chair nor the National Office can rule on an eligibility case. The National Eligibility Committee is the only body designated within the Association that may rule on eligibility cases, and such rulings will be made only after receipt and review of all information pertaining to the case.

The faculty athletics representative of each member institution is charged with the responsibility of certifying that a student has complied with all regulations established by the membership. While the faculty athletics representative relies heavily upon the information received from the registrar and, to some extent, the athletics director and coach, the final decision is that of the faculty athletics representative.

The request for clarification of a specific rule may be requested by phone from your Eligibility Chair, but the clarification shall apply only to the specific rule. The final determination with regard to eligibility status of an individual again rests with the institutional faculty athletics representative.

ARTICLE V, SECTION M, ITEM 1

❖ Hardship – Contests counting against the Hardship Limit

Case: A student plays in six basketball games and discontinues participation because of illness or accident.

Approved Ruling: The student is charged with a season of competition in basketball in that the participation limit for basketball is five contests. Each sport has specific limitations and these are absolute.

NOTE: As an exceptional ruling, scrimmages shall not apply to the limitation of contests but must be listed on the hardship request and noted as a scrimmage. However, exhibitions are to be included when determining the number of contests participated in when processing medical hardship requests.

❖ Hardship and Exceptional Ruling

Question: If the hardship appeal is granted, does the term of attendance in which the student attended and/or participated, count as a term? What if no credits were earned during this term due to the student dropping out?

Approved Ruling: Yes, the term during which the student dropped out of college counts as a term of attendance, regardless of whether credit is earned, unless the student withdraws within 21 days following the official opening date of classes and returns to the same institution. Since the term counts, the student must meet all regulations of the NAIA before being eligible again for participation. If the withdrawal is medically supported the institution may request an exceptional ruling in addition to a hardship to not apply the term of withdrawal to meet the 24/36 institutional credit hour rule upon the student's return.

❖ Hardship – Identification of a Transfer

Question: A student receives an NAIA hardship. May that student transfer and receive an automatic waiver of the 16 week residency requirement?

Approved Ruling: No. The student in this case did represent the previous four-year institution. While the hardship approval does waive the contests for the previous season with regard to applying the season as one of the four seasons allotted, the student is still considered to have competed.

❖ **Hardship – Transfer With No Previously Approved Hardship**

Approved Ruling: Students transferring from a non-member institution to a member institution who would qualify for NAIA hardship consideration will have their requests honored for processing IF the requests are fully documented and include the appropriate verification from the previous institution.

ARTICLE V, SECTION M, ITEM 2(b)

❖ **Scrimmage Contests for Hardship Requests**

Approved Ruling: Scrimmages shall not be included in the number of contests or dates established for hardship requests, but they must be listed on the hardship request and noted as a scrimmage.

ARTICLE VI, SECTION A

❖ **Withholding an Athlete from Participation**

Approved Ruling: If there is reasonable doubt as to a student's eligibility, the National Eligibility Committee (NEC) may direct an institution to withhold a student from competition pending a final ruling.

ARTICLE VI, SECTION B, ITEM 3

❖ **Protest Stipulation**

Question: May a NAIA institution lodge a protest questioning the eligibility of a specific student on another institution's team?

Approved Ruling: Yes. Such protest must be documented and must be submitted in accordance with the NAIA bylaws. However, if the protest is submitted less than 15 days prior to the beginning date of an NAIA event or championship, and if the student in question has been duly certified by the institution as eligible for competition in that event or championships, it shall not receive consideration until after the NAIA national event is completed.

Should the protest be upheld, penalties shall include forfeiture of any individual or team honors won. Institutions considering the filing of such a protest are cautioned to ensure that a basis for protest does, indeed, exist and can be documented.

ARTICLE VI, SECTION B, ITEM 8

❖ Ineligible Participation – Institution

Approved Ruling: The institution shall automatically be suspended from competing in all NAIA postseason competition in the program affected until clearance is given by the National Eligibility Committee and shall forfeit all contests in which the ineligible student was used.

❖ Ineligible Participation – Student

Case: A student participates in one or more contests while ineligible.

Approved Ruling: The ineligible student shall be charged with a term of attendance and a season of competition in that sport by the institution as standard procedure. In addition, the National Eligibility Committee may require the institution to charge the student with additional seasons of participation as a penalty.

❖ Ineligible Participation – Student Re-establishes Eligibility

Approved Ruling: If a student participates, is subsequently ruled ineligible in a given sport, and then re-establishes eligibility during the same season, the student may be charged with a second season of competition in that sport if the student again competes during the same season in which the student initially was ruled ineligible.

ARTICLE VII, SECTION B

❖ Competition Against Professional

Question: Is it permissible within NAIA eligibility rules for a student to compete on a collegiate team against a professional team?

Approved Ruling: Yes, if the game is under the sponsorship or has written approval of the NAIA or of the sport's governing body. No, if the game does not have the approval of the NAIA.

❖ Playing with Players Having Lost Amateur Standing

Question: May a student compete on a non-professional team where some players are receiving compensation in excess of travels, meals and lodging?

Approved Ruling: Yes, provided the team is not considered professional in any manner and the student in question receives no more than actual expenses for travel, meals, and lodging. Such expenses must be documented and itemized.

❖ Officiating/Coaching

Approved Ruling: A student may coach or officiate at the amateur, recreational or interscholastic level for reasonable compensation. A student may coach at the intercollegiate level as long as compensation (if any) meets the criteria set forth in [Article II, Section B](#) of the bylaws and, as compensation is institutionally controlled, must be included in the year-end report as institutionally-related financial aid. The student may belong to an official's association without prejudice to amateur standing.

❖ **Employment of Students**

Case: May an athlete be employed in a position where athletics skill is utilized without jeopardizing eligibility?

Approved Ruling: With certain restrictions, employment in areas such as summer camps, recreation programs, municipal centers, or private clubs will not jeopardize an athlete's eligibility. Students may solicit and be paid a reasonable amount on a lesson basis or wages must be paid on a fixed hourly, weekly, or monthly basis that is commensurate with the going rate for such employment. Students may give instruction when incidental to the overall job requirements. Students may not endorse or promote for remuneration, in money or in kind, any commercial venture or product.

ARTICLE VII, SECTIONS B & D

❖ **Tryouts at Professional Camps**

Approved Ruling: Attendance at a professional camp to participate in a tryout is not a violation of amateur standing in the NAIA if there is a) no contract (player or agent); b) no financial payment (may be housed and fed); c) no participation against other teams.

❖ **Semi-Professional Teams**

Question: We have a student who has signed an agreement to play for a semi-professional soccer team. Although this team bills itself as "semi-professional," none of the players receive more than actual expenses of travel, meals, and lodging. Has the student lost amateur standing?

Approved Ruling: Yes, because the team includes the word "professional" in its advertising. The student is considered to have signed an agreement with a professional team.

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COUNCIL OF PRESIDENTS

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The membership has authorized the Council of Presidents to initiate policies within the field of governance of the affairs of the NAIA ([Article IV, Section C](#) of the NAIA Bylaws).

In carrying out their duties as charged by the membership of the Association, the Council of Presidents has established the following policies.

I. COMPOSITION OF THE COUNCIL OF PRESIDENTS

The Council of Presidents shall be elected from institutional chief executive officers and is composed of conference and Association of Independent Institutions (All) representatives, and members elected at-large. Serving as ex-officio members shall be the Chair of the National Coordinating Committee, the Chair of the National Administrative Council, the Chair of the Council of Faculty Athletics Representatives, the Chair of the Conference Commissioners Association, the Chair of the NAIA Sports Information Directors Association, and the President of the Athletics Directors Association.

Audit Review Committee of the Council of Presidents

The Audit Review Committee reports directly to the COP and is independent of the Executive Committee. Duties of the ARC include:

Ongoing review of financial statements, audit and management letters

COP review of Conflict of Interest Form

Quarterly meetings to review the management letter items and other current topics

Quarterly reviews of financial statements with approval of COP Executive Committee

Make recommendations to the Council of Presidents regarding the engagement of the NAIA's audit firm.

II. ELECTION/APPOINTMENT TO THE COUNCIL OF PRESIDENTS

A. One council member shall be elected in each conference.

B. There shall be representation from independent and public institutions, affiliated conferences and All members, Divisions I and II, minorities, and women.

III. ELECTION/APPOINTMENT PROCESS

The Council of Presidents' year begins on January 1. It is the intent of the election/appointment process to have full membership of the Council determined no later than September 1 in order that new members have the opportunity to observe the fall meeting prior to beginning their terms of office.

A. Regular Elections

1. May A communique will be sent to all chief executive officers within each conference and All with vacancies stating the status of the current Council of Presidents member and requesting signed authorizations from those chief executive officers willing to serve and to have their names listed on the official ballot.
2. June A ballot will be sent to all chief executive officers within each conference or All with vacancies containing the name(s) of those who indicated a willingness to serve. A plurality of votes cast will elect.
3. July If a tie occurs, a run-off election will be conducted.
4. August Announcement of Council of Presidents membership.
5. When needed, the President/Chief Executive Officer can modify this process and time frame.

B. Special Elections Vacancies

Except as noted below, when a vacancy exists in an elected position, the President/Chief Executive Officer will notify the Chair of the Council of Presidents of that fact and then proceed to

conduct an election to fill the vacancy. That election will be conducted in the same manner as a regular election, except that the time frame may be different.

C. At-Large Elections

1. August The Executive Committee of the Council of Presidents will elect at-large members to the Council of Presidents.
2. August Announcement of Council of Presidents membership.

D. At-Large Vacancies

When a vacancy occurs in an at-large position, it shall be filled by appointment of the Executive Committee of the Council of Presidents.

E. Short Term Vacancies

When a vacancy occurs with less than a year remaining in the term, the Constitution empowers the appointment of a replacement. In this situation, the President/Chief Executive Officer will request that the Chair of the Council of Presidents appoint a chief executive officer to serve the remainder of the term.

IV. COUNCIL OF PRESIDENTS DESIGNEE

A member of the Council of Presidents (COP) who serves as a conference or independent representative may choose a designee to attend COP meetings in his or her place. For a COP conference representative, the designee must be a president from an institution within the conference. For a COP All representative, the designee must be a president from an independent institution. Once appointed, the designee may be changed during the term of the COP representative only if the current designee is no longer serving as a CEO within the applicable conference or All. During COP meetings, designees shall have the right to voice opinions and to speak to issues before the Council and shall have voting privileges on behalf of the designated conference/All representative.

COP at-large members are excluded from this policy.

V. ASSOCIATION FINANCES

- A. The fiscal year shall be July 1 through June 30. A budget shall be adopted for each fiscal year and it must be in balance.
- B. An audit firm will be employed to make an annual financial audit to be reported directly to the Audit Review Committee of the Council of Presidents.
- C. Fiscal policy goals and guidelines:
 - 1. Championship events should be financially independent with income from a specific event to cover expenses of that event. If funds are not sufficient, then a formula for equitable distribution will be utilized.
 - 2. National and local sponsors are to be developed for the purpose of providing additional reimbursement to institutions participating in national championships.
 - 3. The Association should provide a reserve equal to 60 days' operating expenses.
 - 4. A quasi-endowment fund should be established and, at the end of each year, the Executive Committee and the President/Chief Executive Officer shall determine how much will be added to this fund.
 - 5. A convention registration fee should be established each year based on the actual cost of the convention to the Association.

VI. DUES

- A. Annual membership dues will be determined by the Council of Presidents.
- B. Member institutions holding dual affiliation in the NAIA and the NCAA or CIAU may request an alternate dues structure from the Council of Presidents.

VII. TRADEMARK

The name National Association of Intercollegiate Athletics, initials NAIA, logo and other NAIA symbols and insignia are registered in the United States Patent and Trademark office. The name, initials and marks are fully protected and are the exclusive property of the Association. Expressed, written approval by the NAIA

President/Chief Executive Officer is required for the use of the NAIA initials, name or marks including use at NAIA events.

VIII. REIMBURSEMENT POLICIES

A. Team Travel

Travel reimbursement to member institutions participating in postseason events is not guaranteed by the Association for any event. All transportation and housing expenses incurred to attend an NAIA championship shall be the financial responsibility of the institution. The NAIA will reimburse from remaining championship profits, up to 100 percent of transportation and housing expenses of the official party, to those institutions that used the NAIA travel service. Reimbursement will not be available to institutions not using the NAIA travel service. 75% of net income from opening round events will be used for travel reimbursement in the sports of football, soccer, volleyball, and baseball.

The traveling team will receive and pay the transportation bill (air and/or ground) and any meal and housing bills incurred to and from, and while at the National Championship site. Exceptions will not be made to these policies unless approved in advance in writing by the NAIA CEO.

1. Transportation

Institutions located within 750 (800 for football) miles of the event shall receive travel reimbursement based on ground transportation rates, regardless of whether the team flies or drives. Institutions located over 750 (800 for football) miles from the event may be reimbursed for either ground or air transportation at the NAIA's discretion, depending upon geography and distance from NAIA-designated airports.

Opening Rounds (Soccer, Volleyball, Baseball)

There are two categories for transportation reimbursement:

1. Trips less than 750 miles:

- a. Ground transportation only. Air travel will not be eligible for reimbursement without prior written approval from the NAIA Department of Championships.
- b. Expenses for one standard 55 passenger bus, or up to two 15-passenger vans. Institutions are responsible for arranging all ground transportation needs.
- c. Teams traveling close to 750 miles may submit a written request to the NAIA Department of Championships for approval to use air travel. Written request must be accompanied by
 - the estimated cost of ground transportation
 - a quote from the NAIA travel service for the cost of airline tickets.
- d. Any airline tickets purchased without written approval from the NAIA Department of Championships will not be eligible for reimbursement.

2. Trips over 750 miles:

- a. Air transportation may be used.
- b. Commercial airline flights for up to a certain number of the official party (depending on sport).
- c. Institutions using commercial flights must use the NAIA travel service. An institution not using the NAIA travel service for commercial flights will be ineligible for reimbursement, unless prior written approval was attained from the NAIA Department of Championships. Any such requests must be accompanied by:
 - a quote from the NAIA travel service for the cost of airline tickets.
 - a quote for alternative proposed travel arrangements.

- d. The traveling team's institution is responsible for transportation expense incurred from campus to the NAIA designated airport for departure and return.

Football

There are three categories for transportation reimbursement:

1. For trips under 400 miles:
 - a. Pre-approved expenses for one 55 passenger bus & one additional vehicle.
2. For trips between 400 and 800 miles:
 - a. Pre-approved expenses for two 55 passenger buses.
3. For trips over 800 miles:
 - a. Air transportation may be used.
 - b. Institutions using commercial flights must use the NAIA travel service. An institution not using the NAIA travel service for commercial flights will be ineligible for reimbursement, unless prior written approval was attained from the NAIA Department of Championships. Any such requests must be accompanied by:
 - a quote from the NAIA travel service for the cost of airline tickets.
 - a quote for alternative proposed travel arrangements.
 - c. Charter flights will be coordinated by the NAIA through an approved air charter company. All institutions that charter a flight must be prepared to pay for all costs associated with the flight up front. When charter air travel is used, the NAIA reimburses the institution for 60 seats at a predetermined rate. It is the responsibility of the traveling school to sell the additional seats beyond the above mentioned 60.
 - d. The traveling team's institution is responsible for transportation expense incurred from campus to the NAIA designated airport for departure and return.

2. Housing

The host institution arranges a hotel block for the traveling team's official party while at the competition site. The traveling team is financially responsible for the cost of the rooms and must provide receipts with the Traveling Team Expense Form to be eligible for reimbursement.

- b. All traveling teams must stay at the designated hotel or assigned property in order to be eligible for the event and any reimbursement funds.
- c. A maximum number of rooms will be eligible for expense reimbursement.
- d. In the sports of volleyball and soccer, for trips less than 400 miles (one way) a maximum of 2 nights stay will be eligible for reimbursement. For trips 400 miles or greater a maximum of 3 nights stay will be eligible for reimbursement.

B. Expense Report

Within 15 days after participating in an opening round, the traveling team shall submit the Traveling Team Expense Report Form with receipts to the NAIA National Office. The institution's president and the director of athletics will be notified when expense reports are not submitted within 15 days following the opening round competition.

Submitting incomplete or late expense reports may jeopardize the institution's eligibility for reimbursement.

Reimbursement will be generated from opening round bid guarantees minus expenses and will be approved by the Council of Presidents following the completion of fall national championships. Reimbursement funds will be released in February for fall championships and July for spring championship.

B. Individual Travel (See C. for Council of Presidents' travel.)

Individuals attending meetings or events as representatives of an association, committee, council, or officially representing the NAIA shall be covered by the following travel policy.

1. All travel must be approved in advance by the NAIA staff liaison responsible for the committee or activity.
2. Some of the NAIA's associations, due to their budgets, may find it impossible or inadvisable to reimburse their representatives for the full expenses incurred. In those cases, they may approve a definite honorarium for the traveler. Under no circumstances may this honorarium exceed actual travel costs incurred.
3. The NAIA will be responsible only for direct travel between the home base to the point of the assignment. Variations, such as side trips, will be paid for by the traveler.
4. Housing arrangements to include location, rates, and length of stay, must be approved by the NAIA.
5. Meals will be reimbursed only for the actual cost incurred by the traveler. Daily meal allowance should not exceed \$30.00.
6. The following travel expense guidelines will be followed for reimbursement purposes.
 - a. Local Travel Individuals will be reimbursed for local ground transportation to and from airport (see Ground Travel), parking fees, tolls, taxis, or shuttle fees.
 - b. Ground Travel Reimbursement may be claimed at the current rate approved by the Council of Presidents. However, ground travel claims must not exceed the cost of the lowest available air travel fare.
 - c. Air Travel Upon receiving approval of travel request from the national staff liaison, all air travel arrangements **MUST** be made through the NAIA official travel agency. Authorization will be given to the NAIA travel agency to charge the air travel directly to the NAIA. Travel schedules may be adjusted by the NAIA to receive the maximum reduction in fares.

Individuals who change their air schedules, thereby increasing the fare or causing a penalty fee, shall be financially responsible for the increase in fare or penalty unless approved in advance by the NAIA.
 - d. Reservations When making reservations, identify yourself, your institution, and the staff liaison contact. Be prepared to give the agent the following information:
 - (1) date of departure
 - (2) origin and destination
 - (3) date of return
 - (4) special requests or preferences (i.e., general departure times)
 - (5) business and home telephone numbers of traveler
 - (6) address to which ticket should be delivered (generally, your flight will be confirmed while you are on the telephone)
 - e. Change of If you need to cancel or change reservations, call the

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| | Reservations | staff liaison as soon as possible. Before making a change, check to see if your ticket is non-refundable or non-changeable. If the ticket is non-refundable or non-changeable, and the ticket is changed <u>at the traveler's choice</u> , any extra charges or fees will be at the traveler's expense. |
| f. | Unused or Canceled Tickets | If any portion of a ticket is unused or canceled, <u>never</u> destroy the ticket. The ticket MUST be returned immediately to the NAIA staff liaison for proper credit. (Note: This is VERY IMPORTANT because the refund process for a lost or stolen ticket can take six to eight months. ALWAYS return tickets to the NAIA IMMEDIATELY.) |
| g. | Lost or Stolen Tickets | If a ticket is lost or stolen, call the travel agent immediately. |
| h. | Delivery of Tickets | The NAIA travel agent is responsible for the delivery of tickets to the traveler before the date of departure. Street addresses are absolutely necessary for tickets to be delivered properly. When reservations are made too late for tickets to be mailed, arrangements will be made for the traveler to pick up the tickets at the airport terminal. (Note: When tickets are to be picked up at the prepaid desk, the traveler will be required to show adequate identification.) |

C. Council of Presidents' Travel

1. Individual members of the Council of Presidents are responsible for their expenses to the meeting held during the national convention. Council members are acting as representatives of their respective institutions and should be reimbursed accordingly.
2. The NAIA will provide airline ticket, or mileage reimbursement, and up to two nights hotel accommodations for attendance at the Fall meeting of the Council of Presidents. All other costs, including airport to hotel transportation, meals, and incidentals, are to be paid by the Council of Presidents member.
3. Should the Council of Presidents be requested to have a special meeting, other than during the national convention or the regular fall meeting, representatives shall be reimbursed in accordance with the above stated policy.

IX. INSTITUTIONAL FINANCIAL AID POLICY

A. Definition of Institutional Financial Aid

All aid institutionally managed or controlled, exclusive of Pell grants, state grants, SEO grants and loans not controlled by the institutions.

B. Athletes Counting Toward Limits

Each institution will identify and report its varsity roster for each sport from the total list of all its student-athletes certified as eligible in that sport. The financial aid policy, including the aid limits, will apply to varsity participants only. Financial aid to JV-only participants will not count against the institution's allowable limits and will not be reported to the NAIA.

No limit will be placed on the number of student-athletes on any varsity roster, nor on the combined total number of all varsity and JV athletes. A varsity-roster athlete will be defined as any athlete who participates for any length of time as a designated varsity participant. An athlete must be designated as varsity if he/she competes in any intercollegiate contest that: 1) is included in the institution's or the individual's varsity statistics and/or won-loss record, OR 2) can be used for qualification for postseason competition, (track and field, swimming and diving, wrestling,

women's golf), OR 3) can be counted toward team scoring (track and field, swimming and diving, wrestling, etc.) for the institution's varsity team. All varsity rosters will be submitted with end-of-year financial reports.

NOTE: Designation of varsity or junior varsity status must be made at the time of scheduling for team sports and upon submission of entry forms for individual sports (track and field, swimming and diving, wrestling, etc.). In individual sports, athletes cannot qualify for postseason competition based on results of contests in which they are designated as junior varsity.

Provision has been made for an alternate from a JV program to replace a student-athlete on a varsity roster who must drop off the team due to a season-ending injury, verified by a physician, MD or DO, or other comparable personal crisis, but not due to a varsity student becoming ineligible. In such replacement cases a season of eligibility will be used by both athletes per current policy, but no change will be made in counting financial aid. That is, the aid of the original varsity player will count toward the limit, and the aid of the replacement player from the JV program will not count for that season.

C. Countable Aid

Any and all financial assistance to student-athletes that is funded by the institution, controlled or allocated by the institution, regardless of category, title or original source. Countable aid includes athletic grants or scholarships, academic scholarships, leadership and/or performance scholarships, outside scholarships administered by the institution, tuition waivers, benefits, room credits, meal credits, institutional loans and work study, as defined in financial aid packages and funded by the institution or government.

D. Non-Countable Aid

Aid that is not funded, controlled, or allocated in any significant way by the institution. Non-countable aid includes Pell, SEO, federal or state grants, benefits and/or scholarships; loans not controlled by institutions; state-mandated tuition waivers and institutionally funded tuition waivers for employee dependents attending the institution of the employee.

E. Multi-Sport Athletes

In the case where a student is a varsity participant in more than one sport, that student's aid shall be equally prorated to each sport. Institutions are permitted to prorate financial aid if students participate in sports sponsored by either the NAIA or the NCAA. In order to prorate the student's aid, each sport to which the student's aid will be applied must meet the requirements of varsity intercollegiate sport outlined in NAIA Bylaws Article V, Section B, Item 20.

The current list of sports sponsored by either the NAIA or the NCAA is:

- Archery
- Badminton (W only)
- Baseball
- Basketball
- Bowling (W only)
- Cross Country
- Equestrian (W only)
- Fencing
- Field Hockey
- Football
- Golf
- Gymnastics
- Ice Hockey
- Lacrosse
- Rifle
- Rowing (W only)
- Rugby (W only)
- Skiing
- Soccer
- Softball
- Squash (W only)
- Swimming and Diving
- Synchronized Swimming (W only)
- Team Handball (W only)
- Tennis
- Track and Field
- Volleyball
- Water Polo
- Wrestling

F. Academic Exemption

Academically gifted students will be exempted from the aid counted by use of the following criteria.

1. Aid to continuing students with a 3.60 cumulative GPA or top 10% of class will not count against the limits.
2. Only one-half of the aid to continuing students with a 3.30 - 3.59 cumulative GPA or upper 11%-25% class ranking will count against the limits.
3. Aid to entering freshmen will be exempted upon achievement of minimum SAT/ACT scores (1050/23=half exemption, 1200/27=full exemption) or cumulative high school GPA (3.50-3.74=half exemption, 3.75-4.0=full exemption) or high school class rank (top 11%-25%=half exemption, top 10%=full exemption).

The following guidelines should be used in academic factoring.

1. Institutions may use GPA from either the seventh or final high school semester for incoming freshmen. For home school students, use ACT/SAT scores. For students from high schools that do not grade, use ACT/SAT scores or class rank.
2. Transfer students' exemptions are determined in the same way as eligibility, using the GPA at face value for first term only.
3. International students' exemptions are determined in the same way as eligibility, using the ACT/SAT score, class rank or GPA, if determined.
4. ACT/SAT taken on national test date during the fall term can be counted as if it were taken in the spring or summer.
5. For continuing students, use the cumulative GPA immediately preceding the fall term of the year being reported.

G. Upper Limits for Institutional Aid

Football	24	Baseball	12
Basketball (Div. I)	11	Softball	10
Basketball (Div. II)	6	Golf	5
Volleyball	8	Soccer	12
Track & Field	12	Tennis	5
Cross Country	5	Wrestling	8
Swimming & Diving	8		

Institutions not in compliance with the financial aid policy will be subject to the following sanctions by the NAIA National Conduct and Ethics Committee.

1. First instance of violation of the financial aid limit: Reprimand and the financial aid limit in the affected sport(s) will be lowered by the amount the institution was in violation.
2. Second instance of violation of the financial aid limit: Probation and the financial aid limit in the the affected sport(s) will be lowered 1.5 times the amount the institution the amount the institution was in violation.
3. Third instance of violation of financial aid limit: Suspension and the financial aid limit in the affected sport(s) will be lowered 2 times the amount the institution was in violation.

NOTE: These are guidelines only. The Conduct and Ethics Committee has the discretion to vary from these sanctions in their decisions. The Council of Presidents also has discretion to alter these guidelines as deemed necessary.

H. Requesting an Exception

Institutions that do not philosophically fit in with the financial aid policy may exercise their rights as members to request an exception. An institution or a conference may submit to the COP through the National Administrative Council a request for exception if this policy or its implementation procedures harm or threaten to harm a school or the conference unfairly and/or unintentionally. The responsibility to propose an alternative policy and/or procedures shall reside with the requesting school or conference (as appropriate). If the request is from a single institution, its

conference must support the request for the exception. Or, in the case of an independent, the Association of Independent Institutions must support the request for the exception.

Requests for exception must be submitted by the institution's CEO. Requests may be granted on a yearly basis or multi-year schedule subject to review by COP.

X. YEAR-END REPORTS (INSTITUTIONAL)

Each member institution is **required** to file the following forms with the NAIA national office yearly.

- A. Certification of Compliance with Frequency of Play and Scheduling Report
- B. NAIA Substance Abuse Certification of Compliance Report
- C. Institutional Financial Aid Report
- D. Varsity Roster for Institutional Teams
- E. An accounting of national championship expenses

The certification forms will be mailed to the chief executive officers of all NAIA institutions in May of each year, and will be applicable for the school year just ending. **Institutions shall have until September 1 to complete the certificates and return to the NAIA national office.**

Institutions delinquent in filing any of the above certificates shall be *suspended* from all NAIA postseason competition. The suspension shall be lifted upon receipt of the completed certificates in the NAIA national office.

XI. OPERATION OF NON-SCHOOL SUPPORTING ORGANIZATIONS (BOOSTER CLUBS)

The NAIA recognizes the importance of booster clubs and similar support groups to the institution and to the community, provided such assistance is rendered in an educationally-sound manner.

- A. The NAIA requires each institution to have complete control over all funds being used to assist the institution's athletics program.
- B. The NAIA requires that all scholarship assistance be controlled by the faculty through the regularly constituted committee on student loans and scholarships. The NAIA further requires that all donations to the scholarship fund by an athletic booster club be deposited in the general scholarship fund to be controlled by the above committee. The scholarships may carry the name of the donor, but there can be no requirement or commitment that compromises general financial aid principles of the institution.
- C. It is recommended that an institutional representative (athletics director, faculty athletics representative, or business manager) act as a consultant to the booster club in all matters relating to the institution and its programs.

Because the athletics department at an NAIA institution is considered a part of the total institutional structure, rather than a separate adjunct, **all** financial assistance given by a booster club must be administered by the institution, as are all general funds, rather than directly by the athletics department.

- D. The key to an effective booster club is to not lose sight of the club's primary purpose of assisting the institution. The institution must remain in control of its athletics program, and is **totally** responsible for **all** action taken by organizations associated with it and purporting to represent it. Non-school supporting organizations generate their income through dues, raffles, sales, fund-raising programs, and other such activities, and these funds are to be accounted for in a professional manner, and are subject to audit by the institution.
- E. Non-school supporting organizations or individuals **cannot** give any financial assistance, in kind or in money, to any prospective or current student-athlete nor to the student's family or relatives.
- F. Non-school supporting organizations or individuals may assist an institution in sponsoring a tournament, but the control of the tournament, such as selecting teams, officials, scheduling, etc., must remain under the control of the institution.

For example: If a booster club undertakes a project to resurface an institution's track, this project must be approved by the institution's chief executive officer and/or the appropriate institutional committee. The monies collected can then be applied to the project. A booster club cannot simply give the monies directly to the athletics department or to the coach for this purpose. Institutional clearance, approval and monitoring is required. The same concept is true for all projects relating to physical plant improvements, coaching aids, athletic banquets, coaching travel, team travel, or the hosting of tournaments. Institutional (not just athletics department) approval is needed **before** a project is undertaken.

Active booster clubs working closely with college administrators play an important role in the promotion of educationally-sound athletics. Their efforts, when properly channeled, serve the needs of all students and the community.

XII. NAIA INSURANCE COVERAGES

A. Catastrophic Athletics Injury

1. All NAIA member institutions are required to participate in the NAIA catastrophic athletic injury insurance program for student-athletes.
2. Carrier: Mutual of Omaha Insurance Company
3. Coverage: Provided for participation in scheduled games, supervised practice sessions, and authorized group or team travel that is paid for or reimbursed by the sponsoring organization, in connection with such games or practice sessions.

B. Liability Insurance

1. All affiliated conferences are required to pay a premium each year to cover their cost of NAIA liability insurance.
2. Carrier: K & K Insurance Group, Inc.
3. Coverage: Athletic events that are authorized, sanctioned or scheduled by the NAIA. This coverage will pertain to championships under the auspices of the NAIA. It is extended to affiliated conferences as it pertains to conference championships and other qualifying events.

XIII. SPONSORS AND ADVERTISERS AT NATIONAL EVENTS

Businesses or corporations shall not be solicited as sponsors or contributors to an NAIA national championship, or any NAIA activity or endeavor, without prior written approval of the NAIA Marketing Division.

XIV. TICKET POLICY FOR NATIONAL EVENTS

One complimentary, general admission ticket for all national championship events shall be made available to members of the following groups (upon presentation of a membership card and appropriate identification).

- A. NAIA Conference Commissioners Association
- B. NAIA Athletics Directors Association
- C. NAIA Faculty Athletics Representatives
- D. NAIA Coaches Associations
- E. NAIA Sports Information Directors Association
- F. NAIA Athletic Trainers Association
- G. NAIA Registrars Association
- H. NAIA National Committees

The chief executive officer of each member institution shall receive two complimentary tickets upon presentation of the NAIA membership card and appropriate identification. All cards are non-transferable.

XV. POLICIES FOR POSTSEASON EVENTS - RADIO

- A. All requests for broadcasting of any NAIA national meet, tournament, or game, must be directed, in advance, to the NAIA Department of Sports Information for permission to originate.
- B. Broadcasting space will be assigned as facilities permit.
- C. **Exclusive rights may be granted** to stations (commercial or non-commercial) with the following policies to apply.
 - 1. The participating institutions will determine if exclusive rights are to be granted to any station in their particular markets.
 - 2. If a station is given exclusivity, no other station in that market will be permitted to originate a broadcast or take a feed without permission from the station given exclusive rights.
 - 3. Stations or institutions purchasing exclusive rights may provide feeds of the originating broadcast to other stations.
 - 4. Stations or institutions purchasing rights will be charged a rights fee, as listed at the end of this section.
 - 5. All rights fees must be made payable to the host site and be submitted in advance of the originating broadcast.
 - 6. All necessary lines must be requested and paid for by the originating station.
 - 7. The originating station must submit a listing of all stations on its network, if any, at the time of payment, and will be responsible for the rights fees for all of these stations.
- D. The following is the NAIA policy governing the acceptance of advertisers and advertising copy for broadcasts of NAIA championship events.

Beer, wine, liquor, or any form of alcoholic beverage, or any form of tobacco products, shall not be endorsed by the NAIA, but the advertisement of such products in connection with NAIA events is permissible under the following conditions.

- 1. All such advertisement must receive advance approval from the NAIA President/Chief Executive Officer.
- 2. Alcoholic beverages in any form shall not be allowed to be sold, dispersed, or brought into the public areas of any NAIA event.
- 3. No commercial may relate directly or indirectly by the advertising company of the advertised product to the institution, or athletes involved, or to the NAIA.

XVI. POLICIES FOR NATIONAL TOURNAMENTS - TELEVISION

- A. The NAIA owns television rights to all of its championship meets, tournaments and games, and may award "exclusive rights" to commercial or non-commercial stations.
- B. All stations interested in producing a telecast from any NAIA championship meet, tournament or game must first obtain written approval from the NAIA Department of Sports Information.
- C. The NAIA Department of Sports Information will coordinate arrangements for all telecasts.
- D. All necessary installation of lines, uplinking, satellite transmission, construction of any facilities, cost of talent, and any other production costs, shall be the sole financial responsibility of the originating station.

E. Policies, procedures, and costs for televising of any games in the NAIA Football National Championship Series are as follows.

1. Policies and Procedures

- a. All stations (commercial or non-commercial) interested in producing a telecast of any game in the **football championship series** must receive permission from the NAIA Department of Sports Information. Space will be assigned as facilities permit.
- b. Television stations within a 200-mile radius of the site wishing to air a live or same-day telecast must adhere to the following restrictions.
 - 1) The NAIA will require that 5,000 tickets or 80 percent of the stadium's seating capacity (whichever is applicable) must be sold by noon Thursday of game week for a station to secure a telecast.
 - 2) A stadium's seating capacity will be determined by the NAIA.
- c. Television stations outside a 200-mile radius of the site wishing to air a live or same-day telecast will not be subject to the ticket sale restriction above.
- d. If more than one commercial station in a market expresses interest in producing a telecast of any game(s), then a sealed bid process will be used by the NAIA to determine which station will receive exclusive rights to televise a game.
- e. Stations televising a first-round game in the football championship series have first rights to subsequent games (excluding the championship final) played in the championship series; however, notification must be given by the station to the NAIA no less than 24 hours after the completion of the previous game.
- f. Stations that televise a first-round game in the championship series, but decline to televise a subsequent game, relinquish first rights to the championship game.
- g. Participating stations will agree to run 30-second promotional spots on the two institutions involved in the game, plus a 30-second promotional spot on the NAIA.

2. [Costs - see listing of fees at the end of this section.](#)

3. All rights fees must be paid in advance of the telecast with check submitted to the NAIA game administrator and payable to the host site.

F. Policies, procedures, and costs for televising of any games in the **men's and/or women's basketball tournaments** are as follows.

1. Policies and Procedures

- a. The NAIA, in conjunction with a designated television carrier, may offer interested stations (commercial and non-commercial) and cable systems, an opportunity to purchase rights and receive individual game feeds from the designated television carrier.
- b. All information relative to telecast costs, and procedures for the men's or women's tournaments, should be directed to:

NAIA Department of Sports Information
1200 Grand Blvd.
Kansas City, MO 64106

- G. The following is the NAIA policy governing acceptance of advertisers and advertising copy for telecasts of NAIA championship events.

Beer, wine, liquor, or any form of alcoholic beverage, or any form of tobacco products, shall not be endorsed by the NAIA, but the advertisement of such products in connection with NAIA events is permissible under the following conditions.

1. All such advertisement must receive advance approval from the NAIA President/Chief Executive Officer.
2. Alcoholic beverages in any form shall not be allowed to be sold, dispersed, or brought into the public areas of any NAIA event.
3. No commercial may relate directly or indirectly by the advertising company of the advertised product to the institution, or athletes involved, or to the NAIA.

RIGHTS FEES FOR NAIA NATIONAL CHAMPIONSHIPS

NOTE: The NAIA reserves the right to transfer all television rights to outside agencies and/or host sites, in which case fees may vary.

	<u>RADIO</u>	<u>TELEVISION</u>	<u>WEB BLOGGING</u>
<u>BASEBALL</u>			
Commercial:	\$150/game (non-exclusive) + \$75 per	\$500/game/station (live)	\$75
Non-Commercial:	\$100/game (non-exclusive) + \$50 per	\$250/game/station (delayed) \$250/game/station (live or delayed)	\$50
<u>MEN'S BASKETBALL - DIVISION I</u>			
Commercial:	\$150/game (non-exclusive) + \$75 per	\$500/game/station (live)	\$75
Non-Commercial:	\$100/game (non-exclusive) + \$50 per	\$250/game/station (delayed) \$250/game/station (live or delayed)	\$50
<u>WOMEN'S BASKETBALL - DIVISION I</u>			
Commercial:	\$150/game (non-exclusive) + \$75 per	\$500/game/station (live)	\$75
Non-Commercial:	\$100/game (non-exclusive) + \$50 per	\$250/game/station (delayed) \$250/game/station (live or delayed)	\$50
<u>MEN'S BASKETBALL - DIVISION II</u>			
Commercial:	\$150/game (non-exclusive) + \$75 per	\$500/game/station (live)	\$75
Non-Commercial:	\$100/game (non-exclusive) + \$50 per	\$250/game/station (delayed) \$250/game/station (live or delayed)	\$50
<u>WOMEN'S BASKETBALL - DIVISION II</u>			
Commercial:	\$150/game (non-exclusive) + \$75 per	\$500/game/station (live)	\$75
Non-Commercial:	\$100/game (non-exclusive) + \$50 per	\$250/game/station (delayed) \$250/game/station (live or delayed)	\$50
<u>MEN'S AND WOMEN'S CROSS COUNTRY</u>			
Commercial:	\$150/sport (non-exclusive)	\$300/day (live or delayed) + \$100 per	\$75
Non-Commercial:	\$100/sport (non-exclusive)	\$300/day (live or delayed) + \$100 per	\$50
<u>FOOTBALL</u>			
Commercial:	\$150/game (non-exclusive) + \$75 per	\$500/game/station (live)	\$75
Non-Commercial:	\$100/game (non-exclusive) + \$50 per	\$250/game/station (delayed) \$250/game/station (live or delayed)	\$50

RADIO**TELEVISION****WEB BLOGGING****MEN'S AND WOMEN'S GOLF**

Commercial:	\$150/sport (non-exclusive)	\$300/day (live or delayed) + \$100 per	\$75
Non-Commercial:	\$100/sport (non-exclusive)	\$300/day (live or delayed) + \$100 per	\$50

MEN'S AND WOMEN'S INDOOR TRACK & FIELD

Commercial:	\$150/sport (non-exclusive)	\$300/day (live or delayed) + \$100 per	\$75
Non-Commercial:	\$100/sport (non-exclusive)	\$300/day (live or delayed) + \$100 per	\$50

MEN'S AND WOMEN'S OUTDOOR TRACK & FIELD

Commercial:	\$150/sport (non-exclusive)	\$300/day (live or delayed) + \$100 per	\$75
Non-Commercial:	\$100/sport (non-exclusive)	\$300/day (live or delayed) + \$100 per	\$50

MEN'S AND WOMEN'S SOCCER

Commercial:	\$150/game (non-exclusive) + \$75 per	\$500/game/station (live)	\$75
Non-Commercial:	\$100/game (non-exclusive) + \$50 per	\$250/game/station (delayed) \$250/game/station (live or delayed)	\$50

SOFTBALL

Commercial:	\$150/game (non-exclusive) + \$75 per	\$500/game/station (live)	\$75
Non-Commercial:	\$100/game (non-exclusive) + \$50 per	\$250/game/station (delayed) \$250/game/station (live or delayed)	\$50

MEN'S AND WOMEN'S SWIMMING & DIVING

Commercial:	\$150/sport (non-exclusive)	\$300/day (live or delayed) + \$100 per	\$75
Non-Commercial:	\$100/sport (non-exclusive)	\$300/day (live or delayed) + \$100 per	\$50

MEN'S AND WOMEN'S TENNIS

Commercial:	\$150/sport (non-exclusive)	\$300/day (live or delayed) + \$100 per	\$75
Non-Commercial:	\$100/sport (non-exclusive)	\$300/day (live or delayed) + \$100 per	\$50

VOLLEYBALL

Commercial:	\$150/sport (non-exclusive)	\$500/match/station (live) (Pool Play)	\$25
Non-Commercial:	\$100/sport (non-exclusive)	\$250/match/station (delayed) (all other) \$250/match/station (live or delayed)	\$50

WRESTLING

Commercial:	\$150/sport (non-exclusive)	\$300/day (live or delayed) + \$100 per	\$75
Non-Commercial:	\$100/sport (non-exclusive)	\$300/day (live or delayed) + \$100 per	\$50

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NATIONAL ADMINISTRATIVE COUNCIL

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The membership has authorized the National Administrative Council to initiate operational policies for conference/A.I.I. and national competition, national statistical services, national awards and event management (Article IV, Section E, item 1 of the NAIA Bylaws).

In carrying out its duties as charged by the membership of the Association, the National Administrative Council with the approval of the National Coordinating Committee (Article IV, Section G of the NAIA Bylaws), has established the following policies.

I. ROLES AND RESPONSIBILITIES

The National Administrative Council consists of 32-36 members: one representative from each conference and Association of Independent Institutions, president and vice president from the Athletics Directors Association, chair and vice chair from the Conference Commissioners Association, and at-large members as needed to insure broad representation. There is a minimum of 10 athletics directors and 10 conference commissioners serving on the NAC.

The Executive Committee will set the agenda for full NAC meetings, make action committee assignments, serve as the communication link between action committees and the NAC, and act on behalf of the NAC between meetings. Members will include the chair and chair elect of the NAC and chair of the Awards and Statistics Committee, Championship Competition Committee, Rules and Ratings Committee and Experience and Enhancement Committee.

Each member of the NAC will serve on one of the four committees. Committee responsibilities include:

1. Awards and Statistics – Set policies and procedures pertaining to NAIA awards and statistics.
2. Championship Competition – Set policies and procedures pertaining to national championships.
3. Rules and Ratings – Set policies and procedures pertaining to playing rules and ratings of all sports.
4. Experience and Enhancement – Set policies and procedures pertaining to contest management, conduct in competition, student-athlete experience, opportunities, and development outside of sports competition.

II. NATIONAL CHAMPIONSHIPS

The NAIA organizes and conducts 23 national championships, 12 for men and 11 for women, in the following sports:

- Baseball
- Basketball (Men's – Division I and II)
- Basketball (Women's – Division I and II)
- Cross Country (Men's and Women's)
- Football
- Golf (Men's and Women's)
- Indoor Track and Field (Men's and Women's)
- Outdoor Track and Field (Men's and Women's)
- Soccer (Men's and Women's)
- Softball
- Swimming and Diving (Men's and Women's)
- Tennis (Men's and Women's)
- Volleyball (Women's)
- Wrestling

The basic aim of the national competition structure is to provide quality events through clearly established qualification procedures based upon democratic principles, and in most cases, by direct competition.

Qualification guidelines, procedures and policies, as well as the format for each event, are based on the recommendations of the coaches associations in each sport, subject to the approval of the National Administrative Council. The competing institutions are charged with the responsibility of verifying that all of their competing students are eligible under all NAIA standards.

Each coaches association has structured a sports handbook listing the qualifying standards and entry procedures for postseason competition for the particular sport. The coaches' manuals are compiled each year by the National Office and are available on the NAIA website at www.naia.org.

III. EVENT MANAGEMENT

It is a policy of the NAIA for every institution to demonstrate a commitment to conduct in competition consistent with the NAIA's core values for character-driven athletics. The following standards shall be enforced:

1. After every contest, teams and coaches will stay on the playing surface and shake hands with opponents.
2. Profanity is unacceptable in NAIA competition.
 - a. PA announcement must be made before the invocation/national anthem or player introductions.
 - b. PA announcement must be made to give a warning for profanity/vulgarity when deemed appropriate by the event manager.
3. Support groups (bands, cheerleaders, etc.) must be placed as far away from the opponent's bench as possible.
4. Making personal attacks regarding physical characteristics of a player; coach or official is unacceptable and must be addressed by the crowd control manager.
5. Every institution must assign a person who is solely responsible for crowd control at contests in basketball, football, soccer and other sports as deemed necessary.

Game officials must provide a written report to the conference commissioner/A.I.I when an ejection of a coach or student-athlete occurs during a contest.

IV. CONDUCT IN COMPETITION

Ejections and suspensions

An ejection is an action enforced in conjunction with competition by a game official consistent with the playing rules in that sport. A suspension is required by NAIA bylaws (Article 6, Section B, Item 7) as an additional consequence related to ejections in conjunction with competition.

Ejections are not subject to appeal. Some sport rules allow protests through an official process outlined in each sport rule book.

Suspensions may be appealed starting with the Conference/Association of Independent Institutions. An institution must submit an appeal to their conference within 72 hours of the completion of contest. The conference will submit a recommendation to the national office within 72 hours of receiving the appeal from the institution. The Conduct and Ethics Committee is responsible for all appeals related to suspensions due to ejections of a coach and/or student-athlete.

Once an appeal with appropriate signatures has been submitted to the conference, the student-athlete/coach may continue to participate through the appeal process. If the appeal is not approved, then the student-athlete/coach must sit out of the next scheduled contest(s).

A suspended person cannot be in the competitive venue the day of the contest or communicate with any team personnel or game officials the day of the contest.

V. CONFERENCE / A.I.I. / UNAFFILIATED QUALIFYING PROCEDURES

The following policies are in effect to formulate conference/A.I.I./unaffiliated grouping qualifying tournament plans in the sports of men's and women's soccer, volleyball, men's and women's basketball, men's and women's cross country, men's and women's tennis, men's and women's golf, softball and

baseball. Specific policies, unique to each sport, will also apply as stated in the respective sports manuals.

- A. Conference/A.I.I./unaffiliated grouping qualifying tournament plans must be approved by the Conference Commissioner/A.I.I. and be submitted to the NAIA Department of Championships by the following deadlines:

September 1	Volleyball, Men's and Women's Soccer, Men's and Women's Cross Country
November 1	Men's and Women's Basketball
February 1	Softball, Baseball, Men's and Women's Tennis, Men's and Women's Golf

- B. The NAIA Department of Championships will establish tournament plans in accordance with policies established by the National Administrative Council for those conferences/A.I.I./unaffiliated groupings not meeting the above deadlines.
- C. Only those institutions having declared their "Intent to Participate" in championship events for the above listed sports are eligible to participate in the national qualifying tournaments in the respective sports.
- D. All member institutions in good standing must have the opportunity to qualify for postseason play. National qualifying tournament policies may not create undue hardship on a member institution financially, philosophically, or with regard to affiliated conference requirements.
- E. Institutions must play the following minimum number of contests against accredited, upper-level, degree-granting institutions in the United States and/or Canada to be eligible for NAIA postseason competition.

Volleyball	16 matches
Men's Soccer	10 games
Women's Soccer	10 games
Men's Basketball	18 games
Women's Basketball	18 games
Softball	16 games
Baseball	16 games

The following guidelines are to be used in the development of tournament plans:

Consideration may be given to any one or combination of the following criteria in selecting teams for the conference, independent and unaffiliated championship events: (a) an approved rating system, (b) regular season overall won-loss record, (c) overall won-loss record against NAIA teams within the conference; and/or (d) any system approved by the Conference Commissioner/A.I.I. and the NAIA Department of Championships.

- F. Affiliated conferences/A.I.I./unaffiliated groupings which determine a champion without conducting a championship event must certify that the representative complies with all tournament policies.
- G. When a national qualifying tournament is conducted and a team champion is determined and subsequently fails to honor the declaration of intent and/or is declared ineligible for the next round of the national championship, it is the prerogative of the appropriate Executive Committee to identify its affiliated conference/A.I.I./unaffiliated group representative.

- H. When the distance between participating institutions exceeds 750 miles, a play-in competition should be established.
It is recommended that conferences/A.I.I./unaffiliated groupings limit the number of at-large berths for any playoff to the smallest number necessary to round out tournaments.
- It is recommended that selection criteria for all playoffs be established: (e.g. .500 win/lose record, rankings, national norms and/or head to head competition).
- I. Exceptions to the above policies may be requested by submitting a written request and rationale from the appropriate Executive Committee to the NAIA 30 days prior to the deadline for tournament plans. The NAIA Department of Championships shall submit the appeals and rationale along with their recommendation to the National Administrative Council or their duly appointed committee for a decision. The representative requesting the exception shall not participate in the decision.
- J. The National Administrative Council will review these policies annually with the NAIA Department of Championships and revise policies when applicable.

VI. CHAMPIONSHIP QUALIFICATION

It is the policy of the NAIA that each member institution shall have the opportunity to qualify for the national championship event in each sport through fair and equitable competition. Qualification to national competition shall exist via the following methods.

- A. Meeting established qualification standards
- B. Affiliated conference, A.I.I., unaffiliated grouping competition
- C. At-large selection

Affiliated Conferences

In order to qualify its champion automatically to national competition, an affiliated conference must meet the following criteria:

1. have a minimum of six (6) or multiples of six institutions which sponsor a sport and have declared their intent to participate in NAIA postseason competition in the same division in that sport;
2. declare a champion by regular season play or postseason competition as determined by the conference.
3. If an affiliated conference sponsors a sport that leads to national championship qualification, all members who declare their intent to participate in that sport must qualify through the conference championship play-off plan.

Association of Independent Institutions

In order to qualify its champion automatically to national competition, the A.I.I. must meet the following criteria:

1. Declare a champion by regular season play or postseason competition as determined by the Association of Independent Institutions.
2. Have a minimum of six (6) or multiples of six institutions which sponsor a sport and have declared their intent to participate in NAIA postseason competition in the same division in that sport.

Unaffiliated Groupings

In order to qualify its champion automatically to national competition, the unaffiliated groupings must meet the following criteria:

1. Declare a champion by regular season play or postseason competition as determined by the conference commissioners of the unaffiliated grouping.

Note: In the sports of cross country and golf, if a qualifying event is held, a minimum of six (6) institutions must participate. If no event is held, a berth will be awarded to the top-rated team in the top 25 national poll used for selection.

2. Have a minimum of six (6) institutions which sponsor a sport and have declared their intent to participate in NAIA postseason competition.

It is the policy of the National Administrative Council that should an affiliated conference/A.I.I./unaffiliated group drop below the minimum number of six (6) sponsored teams, leaving five (5) teams remaining, the conference/A.I.I./unaffiliated group must contest its postseason qualifying event as scheduled. The winning team must be rated in the top 25 on the national poll used for selection in order to receive the automatic berth. If the conference/A.I.I./unaffiliated group drops to four (4) or fewer sponsored teams, the remaining teams are only eligible for qualification to the national championship through the at-large selection process.

If the drop occurs before the tournament plan deadline, the newly affiliated grouping may be changed and could move to another existing unaffiliated grouping.

For unaffiliated groupings of five (5) or fewer, as established by the National Administrative Council, the grouping will receive an automatic berth for its highest rated team as long as the team is rated in the top 25 on the national poll used for selection.

VII. QUALIFICATION MODELS AND DEFINITIONS

Basketball (men and women), **Cross country** (men and women), **soccer** (men and women), **volleyball**, **softball**, **baseball**, **golf and tennis** (men and women) will qualify for the national championship event via the following method:

Affiliated conference/A.I.I. champions will qualify automatically to the national competition. Non-affiliated conference institutions will be grouped into competitive units called "unaffiliated." Unaffiliated champions will qualify automatically for the national competition. At-large selections for the national tournament will be based upon existing coaches association policies as approved by the National Administrative Council.

Indoor track and field (men and women), **outdoor track and field** (men and women), **swimming and diving** (men and women) and **wrestling** will qualify for the national championship event by meeting all existing qualification standards/criteria as established annually by each sports' coaches association.

A **football** conference certified by the NAIA shall be eligible to qualify its champion to the championship series provided:

- A. Six (6) or more active members in good standing sponsor intercollegiate football;
- B. Six (6) or more active members in good standing have declared their intent to participate in the NAIA championship program;

- C. The conference members must play an intra-conference round robin schedule if consisting of less than 10 members and conference members of 10 or greater must play at least (7) intra-conference games, and have a written charter/constitution on file with the NAIA Department of Championships
- D. the conference is certified by the NAIA prior to May 1 each year by filing a conference certification form with the NAIA Department of Championships;
- E. the conference certifies its method of determining its champion in case of ties. Only one institution per conference will be recognized as qualifying for the conference championship team berth;
- F. the championship team is rated among the top twenty (20) in the final rating. Independent institutions (those not recognized by the NAIA as a member of a certified football conference) sponsoring **football** shall qualify for the championship series by:
 - A. being a member in good standing and sponsoring the sport of football;
 - B. declaring their intent to participate in the NAIA football program; and
 - C. being ranked in the top 20 in the final rating;

The highest ranked independent (provided they are ranked in the top 20) shall automatically qualify for the football championship series.

The complete qualification plan for each sport shall be published annually in the specific coaches handbook and posted on the NAIA web site.

VIII. TOURNAMENT SELECTION APPEALS PROCESS

If there is misapplication of NAIA policy and procedures regarding national 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 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 sport liaison will be on the selection 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 for each sport will review ratings to prevent any ratings process violations or unethical use of the ratings process.

IX. MIXED TEAM COMPETITION

A mixed team is an intercollegiate team on which at least one individual of each gender participates. Mixed teams are considered as a men's team for sponsorship and postseason qualification purposes. If a mixed team qualifies as a team for postseason competition, the woman must participate in the men's postseason tournament with her team.

Where individuals as well as teams may qualify, a woman competing on a mixed team may be eligible for the women's championship only if the institution does not sponsor a women's team and if she does not qualify for the men's team competition. In such cases, if the woman qualifies as an individual for postseason competition, she will participate in women's postseason play. If there is no women's national championship, she can compete in the men's national championship.

X. ALCOHOL AND TOBACCO PRODUCTS

The use of alcohol, tobacco or tobacco products is not permitted by participants, coaches, cheerleaders, trainers, game administrators, or officials in the playing areas during all NAIA sanctioned competition and practices for such competition. The institution's coaching staff, event games committee, sport manager or host site coordinator (as applicable) shall enforce this policy through the following steps.

- A. On the first offense, the individual(s) and entire team shall receive an official warning.
- B. A second offense will cause expulsion from the practice, game, tournament or event.

Member institutions are strongly encouraged to adopt this policy for all regular season practice and competition.

XI. CHEERLEADING ACTIVITIES AT NAIA SPONSORED EVENTS

The following policy shall apply regarding cheerleading activities at NAIA-sponsored events (conference, independent, unaffiliated or national).

1. Pyramids higher than 2-1/2 persons in height are prohibited at NAIA conference, independent, and/or national events. Pyramid height is measured by body lengths. A shoulder stand is defined as "2 persons in height," a chair or shoulder sit is defined as "1-1/2 persons high."
2. No external force shall be used by cheerleaders to propel the body at NAIA conference, independent, unaffiliated, and/or national events (EXAMPLES: trampoline, springboard, clasped hands, etc.)
3. Cheerleaders will adhere to the American Association of Cheerleading Coaches and Advisors (AACCA) recommendations and safety guidelines for collegiate cheerleading. To obtain a copy of the college safety rules, go to www.aacca.org.

This regulation affects only postseason or approved special events and not regular season competition. Each institution is responsible for the determination of cheerleading activities on its campus during the regular season.

Conference commissioners and the Association of Independent Institutions will have the responsibility of seeing that these regulations are enforced at independent and conference events. The head cheerleader and the sponsor will be required to sign a statement acknowledging abidance of these regulations at all NAIA-sponsored events. Violation of these regulations will lead to immediate dismissal of the cheerleading squad from the facility. They may return as fans with the purchase of a ticket.

One cheerleading squad (in uniform) from a participating institution, not to exceed 14 persons (1 sponsor, 1 mascot and a maximum of 12 cheerleaders) shall be admitted free of charge to all conference, independent, unaffiliated and national championships.

This regulation is not intended in any way to diminish the importance of cheerleading nor to discourage the involvement of cheerleading within the membership, but rather to ensure that adequate safety standards are applied at NAIA-sponsored events.

XII. FORFEITS

- A. Each member institution in a forfeited game shall enter the results of the contest in its records in the same manner as the NAIA to prevent confusion in national ranking of team and coaching

records. See "[National Statistical Service](#)" in this policy section for application of recording statistics.

- B. If a forfeit is declared while a game is in progress, all statistics are voided unless the game has reached "reasonable point of conclusion" (i.e., three quarters completed in football, 30 minutes in basketball, five innings in baseball, five innings in softball, 70 minutes in soccer), in which case all statistics shall count and be reflected in the records. The team's won-loss record and coach's record shall include the forfeit, but if the statistics are voided, all averages in future ranking shall be computed without inclusion of the forfeited game.
- C. If a game is interrupted and the officials do not declare a winner or loser in such a contest the status shall be "no contest." Statistics shall not be counted, nor shall either team's won-loss record or coaches record be changed.
- D. If institutions have agreed to and signed a written contract for a game(s) and one institution fails to abide by that contract, a forfeit shall be awarded to the offended institution provided the following conditions are met. The declaration of intent serves as a contract for all postseason competition.

The NAIA national office must be notified in writing should an institution officially drop a sport during a season. Contracted contests that are dropped after August 10 for fall sports, October 10 for winter sports, and January 10 for spring sports are subject to the awarding of forfeits.

1. The athletics director or faculty athletics representative of the offended institution must submit to the NAIA National Office a written request for the forfeit. The request must be submitted within 10 days of the forfeit in question or prior to the start of postseason competition, whichever is earlier. Faxing is encouraged.
2. A copy of the contract or bracket assignments for postseason play must accompany the written request for the forfeit.

Exception: Weather conditions and/or other acts of God which threaten the safety of an institution's representatives may be evaluated for their impact. Such conditions may or may not be grounds to deny a request for a forfeit.

- E. Women's Soccer Only – If a team forfeits 15% or more games in a season then they are automatically ineligible for postseason competition.

XIII. HOUSING OF TEAMS/INDIVIDUALS AT NATIONAL CHAMPIONSHIPS

All participating teams and individuals in an NAIA national championship event must stay at the designated headquarters hotel or assigned properties on the approved host-site list of participating hotels for the duration of the championship in order to be eligible for the event and any available reimbursement funds. The duration consists of all activities from pre-tournament functions to the championship contest.

XIV. PARTICIPATION IN FUNCTIONS AT NATIONAL CHAMPIONSHIPS

All participating teams and individuals competing in a national championship, including opening rounds, must attend all functions including; Parade of Champions, coaches meetings, opening round celebrations, and Champions of Character nominations. Failure to comply will result in a penalty of a \$1,500 fine to the institution.

XV. NON-RECOGNITION OF MAJOR LEVEL FOOTBALL AND BASKETBALL

- A. Institutions which are classified as NCAA Division I in basketball (men's and women's) shall not be eligible for participation in NAIA championship events, statistical services, or the NAIA awards program in that sport. In that the NAIA does not recognize basketball for those institutions holding NCAA Division I status, eligibility adherence and certification will not be required for the sport of basketball for those institutions.
- B. Institutions which are classified as NCAA Division IA and/or IAA in football shall not be eligible for participation in the NAIA football championship program, statistical services, or the NAIA awards program in football. In that the the NAIA does not recognize football for those institutions holding Division IA and or IAA status, eligibility adherence and certification will not be required for the sport of football for those institutions.

XVI. OFFICIAL ACTION ON COACHES ASSOCIATION PROPOSALS

Each coaches association shall conduct an annual business meeting. Action on proposals from any business meeting must be by a mail ballot or by vote at the sport's annual meeting conducted among member institutions which sponsor the sport.

XVII. OFFICIAL PLAYING RULES GOVERNING MEN'S PROGRAMS

Baseball	Major League Baseball Rules (professional) with NAIA-Baseball Coaches Association modifications. These rules shall be applied to all contests (pre-season, regular-season and postseason) when both institutions are members of the NAIA. To obtain rules, contact: The Sporting News, Book Department, Box 11229, Des Moines, Iowa 50340.
Basketball	Official National Collegiate Athletic Association (NCAA) Men's and Women's Basketball Rules. To view or purchase rules, go to: www.ncaapublications.com
Cross Country	Official National Collegiate Athletic Association (NCAA) Track and Field/Cross Country Rules with NAIA-Cross Country Coaches Association approved modifications. To view or purchase rules, go to: www.ncaapublications.com
Football	Official National Collegiate Athletic Association (NCAA) Football Rules. To view or purchase rules, go to: www.ncaapublications.com
Golf	The Rules of Golf by United States Golf Association (USGA) with NAIA-Golf Coaches Association approved modifications. To obtain rules, contact: USGA, P.O. Box 200, Far Hills, New Jersey 07931.
Soccer	Official National Collegiate Athletic Association (NCAA) Men's Soccer Rules with NAIA-Soccer Coaches Association approved modifications. To view or purchase rules, go to: www.ncaapublications.com
Swimming & Diving	Official National Collegiate Athletic Association (NCAA) Swimming Rules with NAIA-Swimming and Diving Coaches Association approved modifications. To view or purchase rules, go to: www.ncaapublications.com
Tennis	Intercollegiate Tennis Association (ITA) Rules. To obtain rules, contact: ITA, 33 State Road, Suite J, Princeton, NJ 08540
Track & Field	Official National Collegiate Athletic Association (NCAA) Track and Field/Cross Country Rules with NAIA-Track and Field Coaches Association approved modifications. To view or purchase rules, go to: www.ncaapublications.com

Wrestling Official National Collegiate Athletic Association (NCAA) Wrestling Rules with NAIA-Wrestling Coaches Association approved modifications. To view or purchase rules, go to: www.ncaapublications.com

Note: Requests for exceptions to the NCAA playing rules for field and court sponsorship/commercial logo placements must be approved by the NAC Executive Committee.

XVIII. OFFICIAL PLAYING RULES GOVERNING WOMEN'S PROGRAMS

Basketball Official National Collegiate Athletic Association (NCAA) Men's and Women's Basketball Rules. To view or purchase rules, go to: www.ncaapublications.com

Cross Country Official National Collegiate Athletic Association (NCAA) Track and Field/Cross Country Rules with NAIA-Cross Country Coaches Association approved modifications. To view or purchase rules, go to: www.ncaapublications.com

Golf The Rules of Golf by United States Golf Association (USGA) with NAIA-Golf Coaches Association approved modifications. To obtain rules, contact: USGA, P.O. Box 200, Far Hills, New Jersey 07931.

Soccer Official National Collegiate Athletic Association (NCAA) Women's Soccer Rules with NAIA-Soccer Coaches Association approved modifications. To view or purchase rules, go to: www.ncaapublications.com

Softball Official National Collegiate Athletic Association (NCAA) Women's Softball Rules with NAIA-Softball Coaches Association approved modifications. To view or purchase rules, go to: www.ncaapublications.com

Swimming and Diving Official National Collegiate Athletic Association (NCAA) Swimming Rules with NAIA-Swimming and Diving Coaches Association approved modifications. To view or purchase rules, go to: www.ncaapublications.com

Tennis Intercollegiate Tennis Association (ITA) Rules. To obtain rules, contact: ITA, 33 State Road, Suite J, Princeton, NJ 08540

Track and Field Official National Collegiate Athletic Association (NCAA) Track and Field/Cross Country Rules with NAIA-Track and Field Coaches Association approved modifications. To view or purchase rules, go to: www.ncaapublications.com

Volleyball Official National Collegiate Athletic Association (NCAA) Volleyball Rules with NAIA Volleyball Coaches Association approved modifications. To view or purchase rules, go to: www.ncaapublications.com

Note: Requests for exceptions to the NCAA playing rules for field and court sponsorship/commercial logo placements must be approved by the NAC Executive Committee.

XIX. SPECIAL EVENTS

Any preseason or postseason contest, special event, all-star game or tournament involving member institutions that wish to identify with the NAIA as a special event must meet the following requirements and submit the request to the President/Chief Executive Officer.

A. All participating institutions must be members in good standing of the NAIA.

- B. To protect the amateur standing of all athletes involved, all awards must be approved by the NAIA.
- C. All financial obligations and transactions shall be under the jurisdiction of the host institution and/or sponsoring organization(s). All-Star contests will not require expenditure of funds by institutions represented by their athletes. The event will pay for all expenses for all athletes, coaches and support personnel.
- D. The sponsor(s) must file the following with the NAIA National Office seven days prior to the event, or lose the NAIA sanctions.
 - 1. Proof of general commercial liability insurance for the event at a minimum of \$1,000,000 per occurrence naming the NAIA as an additional insured party and including participating legal liability: and
 - 2. A rights fee of \$2500 shall be paid to the NAIA.
- E. Requests for approval of special events during a given academic year must be submitted to the NAIA National Office prior to October 1. Upon receiving the application the NAIA will submit the application to the National Administrative Council for review. A list of proposed sponsors must be supplied at the time of application to ensure that they do not conflict with any national corporate partners.
- F. The NAIA will provide the following services which are to be utilized in connection with the event and its publicity.
 - 1. NAIA logos, for required use in game programs, and other promotional materials.
 - 2. Message from President/Chief Executive Officer of the NAIA for required program use.
 - 3. Camera-ready, one page promotion on the history and purpose of the NAIA for required program use.
- G. As a special event, the NAIA is only approving the event for its membership and is not, through implication or action, assuming financial or legal responsibility for the event.
- H. Approved special events will be listed in appropriate NAIA publications and will carry the Association's official endorsement.
- I. Approved special events will not be applied against the scheduling limitations rule for teams or individual participants.
- J. Corporations with business interests beyond the local area of the special event site shall not be solicited for financial support without the prior written approval of the NAIA. Further, no businesses or corporations shall be identified without prior written approval of the NAIA.
- K. Alcoholic beverages and tobacco products of any form shall not be advertised, sold, disbursed or brought onto the site of the special event.

XX. FOOTBALL SPECIAL EVENTS

Any preseason or postseason contest, special event, All-Star game or tournament involving member institutions that wish to use the NAIA name or logo in any form or purpose must meet the following requirements. The NAIA may require additional information at any time concerning the request for a special event (financial obligations, institutional expenses, awards presentation process, goals/objectives, expected or actual attendance figures, etc.).

- A. All participating institutions must be members in good standing with the NAIA.
- B. No team may accept an invitation to a post season bowl game until the 16 teams have been selected to the NAIA FCS. No team may play in a postseason and preseason special event in the same year. Teams qualifying for the FCS may not accept an invitation to another postseason event.
- C. To protect the amateur standing of all athletes involved, all awards must be approved by the NAIA.
- D. Financial Responsibilities Host: All financial obligations and transactions shall be under the jurisdiction of the host institution and/or sponsoring organization(s). All-Star contests will not require expenditure of funds by institutions represented by their athletes. The event host will pay for all expenses for all athletes, coaches and support personnel. All financial responsibilities will be handled directly by the host institution or sponsoring organization with no direct billing to any participating institution other than the host. Expenses include; travel, housing and meals for athletes, coaches and support personnel of the participating institutions while traveling to and from the special event site. The official travel party to a football special event shall not exceed seventy (70) people.
- E. The sponsor(s) must provide the following to the NAIA National Office thirty days prior to the event;
 - 1. Proof of general commercial liability insurance for the event at a minimum of \$1,000,000 per occurrence naming the NAIA as an additional insured party and including participating legal liability: and
 - 2. A rights fee of \$2500 shall be paid to the NAIA. NAIA representatives will attend the football special event.
- F. Requests for approval of football special events must be submitted to the NAIA National Office a minimum of one (1) year prior to the first event. The NAC will review the application and approve or deny the request within 60 days of being submitted. The following information should be submitted at the time of application/request; list of proposed sponsors to ensure there is not a conflict with NAIA national corporate partners; business plan; means/criteria of invitation for participating institutions and any other materials deemed necessary by the applicant.
- G. All institutions being considered must be approved by the NAIA before invitations are extended.
- H. Waiting Period: An institution may not accept invitations to a football special event in consecutive years. A one (1) year/competitive season waiting period between football special events must be met prior to accepting an invitation to participate in another football special event. The NAIA football National Championship Series is excluded from this waiting period.
- I. The NAIA will provide the following services which are to be utilized in connection with the event and its publicity.
 - 1. NAIA logos, for required use in game programs, and other promotional materials.
 - 2. Message from Chief Executive Officer/President of the NAIA for required program use.
 - 3. Camera-ready, one page promotion on the history and purpose of the NAIA for required program use.

4. Camera-ready, advertisements for NAIA corporate partners as deemed necessary by the NAIA marketing department.
- I. As a special event, the NAIA is only approving the event for its membership and is not, through implication or action, assuming any financial or legal responsibility for the event.
- J. Approved special events will be listed in appropriate NAIA publications and will carry the Association's official endorsement. The NAIA will place endorsed football event information on the NAIA web site prior to the start of the football season. Other services requested by the host/sponsor may be considered (web links, fact sheets, press releases, etc...), but must be submitted at least three weeks prior to the desired posting date.
- K. Approved special events will not be applied against the scheduling limitations rule for teams or individual participants.
- L. Corporations with business interests beyond the local area of the special event site shall not be solicited for financial support without the prior written approval of the NAIA. Further, no businesses or corporations shall be identified without prior written approval of the NAIA.
- M. Alcoholic beverages and tobacco products of any form shall not be advertised, sold, disbursed or brought onto the site of the special event.

XXI. SUBSTANCE ABUSE PROGRAM

The NAIA is dedicated to promoting and preserving the integrity of athletics for the benefit and welfare of student-athletes. Consistent with that goal, the NAIA is concerned about and resolved to support definitive actions designed to assist student-athletes striving to cope with escalating substance abuse problems in our society. These substance abuses center on drugs, alcohol, tobacco and smokeless tobacco.

Substance abuse is a major societal problem which demands the attention of all segments of society, in particular the education community. The magnitude of the problem compels this association to accept the responsibility to provide leadership in educating student-athletes who may be using or may be under pressure to use these substances.

While maintaining institutional autonomy and individual institutional control, the NAIA is committed to establishing and monitoring requirements which will have a positive impact upon the substance abuse problem as it relates to athletics and, more specifically, to student-athletes. Through this national policy on substance abuse the NAIA desires to communicate a concise message to student-athletes and to other concerned segments of society. The NAIA is committed to facing the issue of substance abuse among student-athletes in a positive, forceful, and straightforward manner. We are determined to bring all available educational resources to bear upon the issue in a caring, yet definitive mode. Therefore, member institutions will be required to undertake the following actions.

- A. Each institution will develop a philosophy statement which expresses the institution's position on substance abuse as it relates to student-athletes, describes the institution's substance abuse education program and delineates the institution's program for evaluating the effectiveness of the education program. Student-athletes should receive a copy of the philosophy statement prior to signing a letter of intent or prior to participation for those not contracted before enrolled.
- B. Each institution will establish a substance abuse education program requiring active involvement of all participating athletes. Institutional programs should be coordinated by the health services department or the counseling department and should utilize all available resources both on and off campus.

- C. Each institution will institute an evaluation program for student-athlete participation and the expectations of the college or university for each athlete's standard of behavior.
- D. Each institution will develop a statement of philosophy on student-athlete participation and the expectations of the college or university for each athlete's standard of behavior.
- E. Each institution will file an annual report describing results of the substance abuse education and evaluation program prior to September 1 each fall. Official institutional reports will be confidential. The official report form will be prepared by the NAIA National Office staff in cooperation with the Athletics Trainers Association.
- F. NAIA National Office staff shall review institution reports and, in cooperation with the Athletics Trainers Association, and make recommendations for consideration by the Council of Presidents and the National Administrative Council.
- G. Institutions shall have their intercollegiate athletics programs declared ineligible for postseason competition until the NAIA Substance Abuse Certificate of Compliance form is on file with the NAIA National Office.

XXII. SUBSTANCE ABUSE POLICY ON POSTSEASON COMPETITION

Any NAIA student suspended for substance abuse by a national or international sports governing body, or by any amateur sports governing body, shall not be allowed to participate in any NAIA conference, independent, unaffiliated or national championship during the imposed period of suspension.

XXIII. SUNDAY PLAY

- A. The NAIA shall fill out a "Sunday Competition Declaration" form with the annual "Declaration of Intent to Participate," to provide institutions an opportunity to declare their policy on Sunday play.
- B. As a matter of policy, NAIA conference, independent, unaffiliated and national championship competition will not be scheduled on Sunday.
- C. If weather-related or other emergency situations develop, or if the competitive requirements necessitate a more expeditious completing of the event, Sunday competition may be permitted provided that the competing institutions are agreeable and advance approval is obtained from the President/Chief Executive Officer prior to the beginning of play.
- D. An institution which has a policy against Sunday competition must inform the tournament/meet director and the President/Chief Executive Officer prior to the beginning of the meet or tournament in order for its team or one of its student-athletes to be excused from competing on Sunday in conference, independent, unaffiliated or national championship play. The institution's policy and request on this matter shall be communicated in written form over the signature of the institution's chief executive officer.
- E. If a participating institution has a policy against Sunday competition, the tournament or meet schedule shall be adjusted, by the tournament director in consultation with the NAIA national office sport manager, to accommodate that institution. Such adjustment shall not require the institution's team or an individual competitor to compete prior to the time originally scheduled.
- F. At individual championships, an athlete is expected to compete according to her/his institutional policy regarding Sunday competition. (Example: if the institution has no policy against Sunday competition, the athlete is expected to compete on Sunday if required by the schedule.)

- G. If a conference, independent, unaffiliated contest or national tournament competition is re-scheduled for Sunday, it may not begin prior to 12:00 p.m. (Noon) local time.

XXIV. VIDEO TAPE POLICY FOR NATIONAL COMPETITION

For all regular season NAIA play, written consent of Athletics Directors or their designee, from both participating institutions must be obtained prior to a third party videotaping an event. No exceptions will be granted to this policy.

The NAIA allows the use of video cameras at all NAIA conference, independent, unaffiliated and national events unless prohibited by host sites or contracts.

XXV. NATIONAL STATISTICAL SERVICE

A. General Policies

1. A weekly national statistics report shall be produced for member institutions that are eligible for postseason in the sports of football, men's and women's soccer, volleyball, men's and women's basketball, baseball and softball.
2. Reporting statistics shall be coordinated under directions provided by the NAIA. It is the responsibility of each institution/conference/A.I.I. to facilitate this process on its own behalf.
3. For all sports, should a member institution be on suspension in a sport, be a first-year member or elect not to participate in NAIA championship events because of participation in or declaration to another championship event, the institution shall waive its right to be included in the NAIA awards programs, statistical programs, national ratings and publications contests for those sports during that season. Although a first-year or suspended member is not eligible for awards program, ratings and publication contests, the institution is still required to report statistics, similar to any other member.
4. 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 the following honors: player of the week, coach of the year, all-conference teams, all-america teams, and sport specific seasonal awards.
5. Institutions failing to report statistics and/or results any two consecutive weeks or a total of four weeks during the reporting period will not be eligible for the national statistical reports or ratings for the remainder of the season.
6. The national per-game ranking shall be based on the number of games an individual actually plays; however, to be ranked, a student-athlete must appear in 75 percent of the team's games. If a player is in the lineup for only one play, the player shall be charged with a game played whether or not the player touches the ball. (*Exception:* if a player appears in a football game only to hold the ball on point-after-touchdown kick attempts, that player shall not be statistically considered for that contest; however, if that player becomes statistically involved [i.e., successfully runs, passes or kicks following an aborted kick attempt], the player shall be statistically identified with that game.)

7. Ranking minimums shall be determined by the NAIA National Office to assure a valid comparative basis. The minimums shall be based on the normal participation or performance levels of the "field" in a given category.
8. Statistical records set by an institution during the time of suspension by the NAIA shall not be carried in statistical releases or in the NAIA Championship History and Records. However, statistical records set by an individual may be counted toward a total four-year record. Should penalty of suspension be limited to a given sport(s) in a particular program, only such sport(s) as stipulated in the suspension shall be affected.
9. The individual statistics of any student-athlete declared ineligible by a member institution, conference/A.I.I. or the NAIA for any remaining portion of a season shall not be included in the national statistical ranking from the date the student-athlete became ineligible.
10. Team statistics in any completed contest which later is termed a forfeit due to administrative action will stand. The actual results of the contest as well as the coach's record will be changed to reflect the forfeit.
11. When an ineligible student participates, all the ineligible student's statistics shall be deleted from the records. Individual statistics earned by eligible students shall stand. All team and individual statistics for the offending opponents shall remain intact and unaffected. In the case of team/individual student-athlete forfeitures at NAIA National Championships, honors and placings will be vacated by the offending team/athlete and final results will not be adjusted.
12. In order for games to be considered countable (i.e., included in statistics, won-loss records, and coaching records), **all** of the following must be true:
 - a. The institution must be **accredited** by one of the six recognized regional accrediting bodies in the U.S., or the Association of Universities and Colleges of Canada (National Christian College Athletic Association membership also satisfies this requirement).

Exception – Competition against the College of the Bahamas will be considered countable for NAIA members in 2010-11.
 - b. The institution must be a **four-year (or upper-level two-year) degree-granting** institution.
 - c. The team must be a **varsity** program.
13. NAIA member institutions found delinquent in filing eligibility certificates, or failing to file NAIA "Declaration of Intent to Participate" certificates, shall be denied NAIA statistical and awards programs in the year affected.
14. The host institution is responsible for official statistics, for both participating teams, for those sports that a weekly national statistical report is conducted. Those sports include volleyball, football, men's and women's soccer, men's and women's basketball, softball and baseball. 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 up to 72 hours after the contest and both teams must change the statistics.

B. Football Statistics

1. All games (regular season, NAIA football championship series, and NAIA sanctioned pre and post-season bowl games) shall be included in official individual and team statistics.
2. The national individual punt return and kickoff return champions shall be determined by average per return with a minimum number of returns required per game.
3. The national individual punting champion shall be determined by the average yards per punt with a minimum number of punts per game.
4. Only up-to-date statistics will be accepted.

C. Basketball Statistics

1. All games (regular season and postseason) shall be included in the official statistics.
2. The national individual and team field goal percentage and three-point field goal percentage champions shall be determined by percentage with a minimum number of field goals made required per game.
3. The national individual and team free throw percentage champion shall be determined by percentage with a minimum of free throws made required per game.
4. The national team rebounding champion shall be determined by rebound margin.

D. Women's Volleyball Statistics

1. All games (regular and postseason) shall be included in the official statistics.
2. Games played during the spring shall not be included in a team's won-loss record and statistics.

E. Men's Soccer Statistics

1. All games (regular and postseason) shall be included in the official statistics.
2. Games played during the spring shall not be included in a team's won-loss record and statistics.

F. Baseball Statistics

1. All games (regular and postseason) shall be included in the official statistics.
2. Games played during the fall shall not be included in a team's won-loss record and statistics.

Official statistics and history for the National Championship Opening Round will be separate from the official statistics and history of the NAIA World Series.

G. Softball Statistics

1. All games (regular and postseason) shall be included in the official statistics.
2. Games played during the fall shall not be included in a team's won-loss record and statistics.

H. Women's Soccer Statistics

1. All games (regular and postseason) shall be included in the official statistics.
2. Games played during the spring shall not be included in a team's won-loss record and statistics.

I. Career Records

1. A student-athlete's statistics shall be counted toward career records if the student-athlete's institution was eligible to participate in the NAIA statistics program during a majority of the student-athlete's career.
2. Career won-loss records and overall winning percentage by coaches shall not be affected by an institution's declaration of intent to participate. When compiling coaching records only records as a head coach at upper level or four-year institutions and games against upper level or four-year institutions are to be included. High school and/or junior college level games do not count. In career coaching records, there is a minimum of 10 years the head coach is required to be at an NAIA institution if carrying over any non-NAIA wins/losses. The carry-over of wins/losses from non-NAIA schools must meet the requirements above in this policy pertaining to upper level and 4-year institutions.
3. In the event that an institution designates co-head coaches, the won-loss records of both coaches for each season they are co-head shall be denoted by an asterisk and footnote, indicating the record, year and names of the co-head coaches.

XXVI. AWARDS

- A. Hall of Fame Award
- B. Player of the Week Awards
- C. All-America Awards
- D. NAIA-Daktronics Scholar-Athlete Program
- E. National Coach of the Year
- F. All-Tournament/Outstanding Athlete Award
- G. NAIA-CTSA "All That's Right in Sports" Award
- H. NAIA Coach of Character Award
- I. *Champions of Character* Team Award
- J. Athletics Director of the Year
- K. Charles Morris Administrator of the Year
- L. Wally Schwartz Faculty Athletics Representative of the Year Award
- M. Larry Lady Officiating Award
- N. Dr. Leroy Walker *Champions of Character* Award
- O. A.O. Duer Scholarship Award
- P. Emil S. Liston Award
- Q. Clarence "Ike" Pearson Award
- R. Al Ortolani Student Athletic Trainer Scholarship
- S. Athletic Trainer of the Year Award
- T. Distinguished Alumnus Award
- U. Awards of Merit
- V. The Lifetime Membership Card
- W. Approved Individual Awards
- X. Gary Spitler Award

A. Hall of Fame

1. Since it was founded in 1952, the NAIA Hall of Fame Award has been the highest honor presented by the Association. Nominees must be persons of outstanding quality, high moral character, fine leadership quality and must be held in high esteem by their colleagues, coaches and athletes. The number of recipients on an annual basis is a maximum of four (4) inductees allowed per sport, but no more than three (3) in any given category within that sport.
2. The Hall of Fame consists of a division for each sport currently or formerly sponsored by the Association and a division for general meritorious service to the NAIA. Each sport division is divided into three categories: athlete, coach and meritorious service.

- a. **Athlete:** To qualify in this category, a nominee must have graduated from an accredited, four-year, degree-granting institution. At least two years of the nominee's intercollegiate athletic competition must have been as a student at an NAIA/AIAW member institution.

The nominee must have attained national recognition in the nominated sport. A student-athlete is not eligible for nomination until five years after completion of intercollegiate eligibility.

- b. **Coach:** To qualify in this category, a nominee must have upheld the ideals and philosophies of the NAIA while striving to serve the best interests of intercollegiate athletics. While winning is the key factor, the person's effect upon student-athletes and fellow coaches is also a very important consideration. To be eligible, a person must have coached a minimum of 15 years in the sport in which recognition is being considered. At least ten (10) years of the nominee's coaching experience at the college level must have been at an NAIA/AIAW institution. The coach must have made significant contributions to the NAIA at the district, conference, regional, and/or national level, and have achieved national recognition in the sport.
- c. **Meritorious Service:** These persons must have, over a period of years, exhibited a dedication and loyalty to intercollegiate athletics, and/or a particular sport, which is in keeping with the NAIA's philosophy. Their work must have made a concrete contribution to the welfare of intercollegiate athletics and to the Association. National championship honorary coaches who have served for twenty (20) years can be considered.

3. The following support material must be completed and incorporated into the nominee's packet when the original nomination is submitted.
 - a. Nomination form completely filled out. Nominations may be submitted by past or present member institutions, the various NAIA coaches associations, any recognized national committee or any of the certified affiliated conferences.
 - b. A recent photograph of the nominee.
 - c. Letters of recommendation in support of the nominee for:

Coach and Athlete Category

1. from the current or former president or chancellor/provost of the institution;
2. from the current or former athletics director at the institution;

3. from at least two other members of the athletics staff (past or present) at the institution;
4. from the current or former dean or other faculty member of the institution;
5. from three individuals from competing institutions (current or former) who know the nominee;
6. from current or former members of the news media who have known the nominee for a number of years. If not available, a letter from the current or former sports information director.

NOTE: All letters of recommendation must include a signature and must be submitted on letterhead of the institution or media outlet (where applicable). A letter from an individual can only count toward one category.

- d. Letters of recommendation in support of the nominee for:

Meritorious Service Category

1. letters of recommendation as outlined in Item C (provided nominee is associated with a former or current member institution); **OR**
2. seven (7) letters of recommendation from individuals familiar with the nominee stating her/his significant contributions to the NAIA;

NOTE: All letters of recommendation must include a signature and must be submitted on letterhead of the institution or media outlet (where applicable). A letter from an individual can only count toward one category.

NAIA Hall of Fame nominations are received at the NAIA National Office at any time; however, a June 1 deadline date has been established for the processing of nominations and for maximum involvement of the inductees at the various championships or appropriate sites.

The deadline for materials for all sports and general meritorious services is June 1st. **ALL NOMINATIONS AND ALL NECESSARY SUPPORTING MATERIALS ARE DUE AT THE NATIONAL OFFICE BY THE DEADLINE.** Nominations received after the deadline will be kept on file until the next year.

1. A conference call will be held in August to decide all championship sports, plus general meritorious service.
2. All packets must be mailed to the NAIA National Office and marked "NAIA Hall of Fame."
3. The Hall of Fame liaison **may** contact the institution or coaches association chair for further support materials if the packet is not completed.
4. The Hall of Fame liaison will then notify the conference commissioner and/or coaches association Hall of Fame Chair to request approval/disapproval of a candidate.

5. The ballot is reviewed by the Hall of Fame and Honors Committee which must have a quorum (6) in attendance to conduct business. A minimum of six votes is required for election.
6. The President and Chief Executive Officer will notify those nominees elected to the Hall of Fame. Notification will include the date and place of the presentation of the award.
7. The award consists of a personalized Hall of Fame certificate, indicating sport and category of election, matted and framed. The institution represented by the athlete, coach or administrator receives a duplicate of the certificate for display on campus.
8. Hall of Fame candidates nominated and not elected to the Hall of Fame will be considered for a second time if additional information is provided.

If not elected in a two-year period, the candidate cannot be considered for one year, at which time new nominating forms and all supporting data must then be re-submitted.
9. A candidate may only be considered a total of four (4) times.

B. Player of the Week Awards

The NAIA National Player of the Week is selected from a pool of conference players of the week, beginning with the first awarding in the first week of the season for the following sports (volleyball, men's cross country, women's cross country, football, men's soccer, women's soccer, women's basketball, men's basketball, wrestling, men's swimming and diving, women's swimming and diving, men's indoor track and field, women's indoor track and field, men's outdoor track and field, women's outdoor track and field, men's golf, women's golf, men's tennis, women's tennis, baseball and softball). SID representatives from each conference nominate players for the national award and a voting panel comprised of SIDs from various conferences vote using SIDHelp.

Voting criteria that may be used:

- 1) Statistics/results
- 2) team success
- 3) various records (school, conference, national) broken
- 4) level of competition
- 5) Comments from the specific nomination form

C. All-America Awards

1. All-America awards are annually bestowed on the most outstanding athletes in the various sports in which the program is active.
2. The All-America selection committee of each coaches association recommends criteria, procedures for selection and the implementation of the All-America program in their sport to the National Administrative Council.
3. More detailed information on current selection procedures, including deadlines and support materials necessary, may be obtained in the coaches handbook for each sport. Following is a brief description of the number of athletes selected in the sport.

- a. **Baseball:** Two teams of 17 each; honorable mention listing of 34 players (not position-specific).
- b. **Basketball:** Three teams of 10 for both men's and women's program; honorable mention listing.
- c. **Cross Country:** The top 30 finishers at both the men's and women's national championship.
- d. **Football:** One team (NAIA-AFCA All-American Team) of 25 players (11 offense, 11 defense, 3 specialists).
- e. **Golf (Men):** Two teams of 15 each; honorable mention listing of 15.
- f. **Golf (Women):** One team of 15 and an honorable mention listing of 15.
- g. **Indoor Track and Field:** Top six individuals in each event and the individuals on each of the top six relay teams at the national championships for both the men's and women's program.
- h. **Outdoor Track and Field:** Top six individuals in each event and the individual on each of the top six relay teams at the national championships for both the men's and women's program.
- i. **Soccer:** Three teams of 11 in the men's and women's program; varying number of honorable mention.
- j. **Softball:** Two teams of 20 each; honorable mention listing.
- k. **Swimming and Diving:** Top three individuals in each event and the individuals on each of the top three relay teams at the national championships for both men's and women's program.
- l. **Tennis:** Two teams of 16 players; varying number of honorable mention
- m. **Volleyball:** Three teams of 14 players; varying number of honorable mention players.
- n. **Wrestling:** Top eight individuals in each weight class at the national championships.

- 3. Printed certificates listing the individual members on the first, second and third team, where applicable, will be sent to represented institutions for distribution in the following manner: one to the student-athlete and one to the institution.
- 4. Each sport section of the NAIA Championship History and Records lists by institution those student-athletes named first, second or third team All-America in those sports where selection is not based on finish at a national championship.

D. NAIA-Daktronics Scholar-Athlete Program

- 1. Scholar-Athlete awards are given annually to outstanding student-athletes in the various sports in which the program is active and their respective teams are eligible for NAIA postseason competition. The Daktronics-NAIA Scholar-Athlete programs recognize excellence in the classroom by NAIA-member student-athletes.

2. The Scholar-Athlete selection committee of each coaches' association may recommend national criteria, procedures for selection and implementation of the Daktronics-NAIA Scholar-Athlete program to the National Administrative Council.
3. The following criteria shall be applied by all coaches associations.
 - a. There shall be no minimums or maximum number selected.
 - b. Nominees **must** be a junior or above in academic standing.
 - c. Nominee **must** have a cumulative 3.5 grade point average (on a 4.0 scale) at the time of the nomination deadline.
 - d. Nominee **must** have been in attendance at nominating institution two full years as a non-transfer student or a minimum of one full year as a transfer student.
 - e. Nominee **must** appear on eligibility certificate for sport in which nominated.
 - f. Nominee **must** be nominated for the award.
 - g. Nomination form must be received prior to the deadline to be eligible for national press release/website, certificate and honors database.
 - h. Nomination packet **must** be completed at the time of receipt, including appropriate signatures.
 - i. Faxed nominations will not be accepted.
4. Nomination forms and criteria can be found in the coaches handbook for each sport. In order to be considered, nominations are to be mailed, not faxed, to the appropriate coaches association coordinator.
5. Printed certificates listing all of the Scholar-Athletes in a particular sport are sent to the represented institutions for distribution in the following manner: one to the student-athlete and one to the institution.
6. Late nominations will be accepted through June 30 of each year and each individual must meet all requirements by the original nomination deadline. Note: For all late nominations, student-athletes will not be listed on the national press release/website, certificate and honors database.

E. National Coach of the Year

1. Coaches Associations have an opportunity to identify a national coach of the year for all sports in which a national championship is conducted.
2. Only one individual may be honored for the award.
3. Criteria and method of selection are recommended by the coaches association of that sport to the National Administrative Council.
4. Criteria shall include:
 - a. outstanding coaching record for the year being recognized;
 - b. proven high principles and ethics in the performance of the coaching profession;
 - c. a high degree of respect and goodwill achieved among her/his peers;
 - d. a demonstrated devotion to NAIA principles and philosophies.
5. More detailed information on current selection procedures, including deadlines and support materials necessary, may be obtained in the coaches handbook for each sport. Following is a brief description of the selection procedures for each sport:
 - a. **Baseball:** Voted on by the Past President's Committee and current NAIA-BCA officers from a national ballot listing conference coaches of the year and national championship coaches.

- b. **Basketball:** Men's coach selected by the All-America Committee. Women's selection is coach of the national championship team.
- c. **Cross Country:** Voted on by those coaches attending the national championships.
- d. **Football:** All coaches who are members of the AFCA are eligible and vote through the AFCA website.
- e. **Golf (Men's and Women's):** For men, coach will be selected by the MGCA officers and for women, coach of the national championship team.
- f. **Indoor Track and Field:** Voted on by those coaches attending the national championships.
- g. **Outdoor Track and Field:** Vote of coaches attending national championships.
- h. **Soccer:** Men's coach voted on by all coaches from a national ballot listing national tournament coaches and conference coaches of the year. Women's coach voted on by all coaches from a national ballot listing tournament coaches and conference coaches of the year.
- i. **Softball:** Voted on by all coaches from a national ballot listing which includes conference coaches of year plus quarterfinalist coaches from the national tournament.
- j. **Swimming and Diving:** According to criteria established by the coaches association based on team finish compared to previous years as well as a vote from coaches participating in the national championships.
- k. **Tennis (Men's and Women's):** Coaches of the national championship teams.
- l. **Volleyball:** Vote of committee from a candidate pool that includes conference coaches of the year and national tournament participating coaches.
- m. **Wrestling:** Voted of coaches participating in the national championships.

F. All-Tournament/Outstanding Athlete Award

- 1. All-Tournament teams are selected at most national championship events when appropriate. Size and makeup of the team is appropriate to the sport involved. Tournament committees generally make the selections including a ballot of media and participating coaches.
- 2. In addition, an outstanding athlete/performer may be selected. The selection is primarily based on athletic skill and is usually by a vote of the media and/or participating coaches and/or tournament committee members present at the event.
- 3. Only one individual may be honored for the award.

G. NAIA-CTSA “All That’s Right in Sports” Award

The Citizenship through Sports Alliance (CTSA) and the NAIA have partnered to annually honor one NAIA institution, team or individual for actions that have clear connections to sportsmanship, and bring with them outstanding stories that motivate and inspire. All Buffalo Funds Five Star *Champions of Character* Team Award Winners as well as institutional nominations, are eligible for this special recognition. The recipient (up to 2 team/institutional representatives) will be provided round-trip transportation to the awards ceremony held in conjunction with the annual CTSA Awards Banquet.

H. NAIA Coach of Character Award

The NAIA Coach of Character Award is an annual award given to a head coach of an NAIA institution. The nominee must be employed by the institution a minimum of 5 years and must be clearly outstanding in embracing the five core values of the NAIA *Champions of Character* initiative, methods of teaching character through sport, and community leadership through volunteering, service or other means. The recipient will be provided round-trip transportation and accommodations to the NAIA National Convention.

I. *Champions of Character* Team Award

The *Champions of Character* Team Award sponsored by **Buffalo Funds** is an annual award given at the end of each sport season. Each sport will award *the Champions of Character* Team award to one team on a yearly basis and **all** NAIA teams are eligible for the team award. Teams must be nominated by their institution.

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.

J. Athletics Director of the Year

1. Each affiliated conference/A.I.I. may nominate one athletics administrator based on accomplishments during the previous year. Nominations must be submitted to the Conference Awards Committee. Method of selection is determined by the conference.
2. Each conference/A.I.I. will nominate one athletics director to the NAIA-ADA Awards Committee. The NAIA-ADA Awards Committee will select one recipient to be recognized at the annual Awards Banquet held in conjunction with the NAIA national convention.
3. Nominee must be active as an athletics director at a member institution for a minimum of five (5) years.
4. Nominations from each conference/A.I.I. to the NAIA-ADA Awards Committee must be submitted by July 1, accompanied by:
5.
 - a. a complete resume;
 - b. A maximum of three (3) letters of recommendation from the following: the candidates’ president/chancellor, conference commissioner, and a colleague within the conference.

6. Certificates are provided by the NAIA National Office for the conference recipients and are paid for by the NAIA-ADA. The national award recipient is provided an appropriate plaque at the NAIA-ADA expense.

K. Charles Morris Administrator of the Year Award

1. The award was initiated in memory and honor of past Associate Executive Director Charles Morris. The award will annually recognize a Conference and National Administrator of the Year. The intent is to consider members who are administrators in all phases of NAIA athletic programs (ex. FARs, Eligibility Chairs, Presidents, Commissioners, Sports Chairs, etc.) on college campuses and/or administrators of our conference/A.I.I. organizations. Athletics directors are not to be considered for this award as they are eligible for the ADA Athletics Director of the Year Award.
2. One nomination from each conference and one nomination from the Association of Independent Institutions (A.I.I.) will be forwarded to the national office by July 1. The honorees will be forwarded to the NAC Awards Committee at the summer NACDA meeting.
3. Nomination packet to include:
 - a. Nomination form, provided by the NAIA, will be sent to conference commissioners/A.I.I. after January 1.
 - b. Summary of preceding years' conference/A.I.I., national service honors and achievements
 - c. Summary of preceding years' accomplishments
 - d. Specific letters of recommendation
 - i. President/Chancellor (if affiliated with an institution)
 - ii. Conference Commissioner
 - iii. Colleagues in the Conference or Association of Independents
4. Recognition: The national award recipient will be presented with a certificate and recognized at an annual function in conjunction with the NAIA National Convention.

L. Wally Schwartz Faculty Athletics Representative of the Year Award

1. The FARA has initiated the award to honor past Vice President of Legislative Services, Wally Schwartz. The award will annually recognize a Conference/A.I.I., and National FAR of the Year.
2. Who may qualify:
 - a. Nominees must be active as a FAR in member institutions or Conferences/A.I.I..
 - b. Nominee must have minimum of five years service as a FAR and continue to be associated with their institution, and/or Conference/A.I.I..
3. Nomination Timeline:
 - a. One nominee from each Conference/A.I.I. institution must be sent to the Conference/A.I.I. FAR prior to April 2.
 - b. The Conference/A.I.I. must be received in the NAIA National Office no later than May 7.
4. The National Winner will be selected by the NAIA CFAR.
5. Nomination Packet

- a. Summary of previous years' Conference/A.I.I., National service, honors, achievements and office held.
- b. Summary of previous years' accomplishments
- c. Current photo
- d. Specific letters of recommendation
 - i.* President/Chancellor (if affiliated with an institution)
 - ii.* Conference Commissioner
 - iii.* Colleagues in the Conference

M. Larry Lady Officiating Award

1. Awarded to an official of any sport recognized by the NAIA. It is named in honor of Larry Lady, current NAIA supervisor of officials for basketball, baseball and football and long-time NAIA supporter and administrator.
2. Award Criteria:
 - a. Must have officiated, judged, started, or umpired an NAIA National Tournament or Event at any time during his/her career.
 - b. The nominee does not have to be actively officiating at the time of the nomination to be considered.
 - c. The nominee must have at least 10 years of collegiate officiating service in the sport of nomination.
 - d. Three letters of recommendation must be received with nomination form
 - i.* one letter must be from a coach of the sport of nomination
 - ii.* one letter must be from a Supervisor/Assignor of Officials in the sport of nomination.
3. Nominations may be submitted to the NAIA National Office at any time during the year; however a deadline date of June 15 has been established for the processing of the nominations.
4. Larry Lady Officiating Award candidates nominated and not selected will be considered for a second time. If not elected in a two year period, the candidate cannot be considered for one year, at which time new nominating material may be submitted from the nominator to the committee. A candidate may only be considered a total of four times.

N. Dr. Leroy Walker Character Award

This award was created to honor Dr. LeRoy Walker a former president of the NAIA and President emeritus of the United States Olympic Committee.

The nominee must be a representative of an NAIA institution as a current student-athlete with at least a junior academic status at the nominating institution at the time of nomination. The nominee must be "outstanding" in academic achievement (3.0 G.P.A or higher), campus leadership, community leadership, embracing the five core character values of the NAIA *Champions of Character* initiative, athletic achievement and future ambition.

The recipient will receive a \$1,000 cash award to the institution scholarship fund of recipient's choice. Also, the recipient will receive a specially engraved plaque/revere bowl as a permanent memento of the award.

The recipient will be provided round-trip transportation and accommodations to the annual NAIA National Convention.

O. A. O. Duer Scholarship Award presented by Daktronics

1. Named in honor of the NAIA's former executive secretary who served the association for 26 years, this award has been annually presented since 1967 to a male and female junior student-athlete in any sport who has excelled in scholarship, character, and citizenship.
2. To be eligible, a student-athlete must have an overall grade point average of at least 3.75 (on a 4.00 scale) and be in her/his junior year academically.
3. Nominations are due by a date established by the Council of Faculty Athletics Representatives (not later than mid-February) to the Affiliated Conference or Association of Independents Faculty Athletics Representative and are submitted by an institution's faculty athletics representative.
4. Each affiliated conference/A.I.I. may nominate one student-athlete to the Awards Committee of the Council of Faculty Athletics Representatives which selects the national winner.
5. A \$1,000 cash award to the one male and one female national winner is presented to the winner's institution and an appropriate award is presented to the honorees.

P. Emil S. Liston Award presented by Daktronics

1. Named in honor of the NAIA's first executive secretary and the prime mover behind the men's basketball tournament, this award has been presented annually since 1950 to one junior men's and women's basketball player who has shown high athletic and scholastic achievement.
2. To be eligible, a student-athlete must have an overall grade point average of at least 3.50 (on a 4.00 scale) and be in her/his junior year academically.
3. Nominations are due by a date established by the Council of Faculty Athletics Representatives (not later than mid-February) to the Affiliated Conference/A.I.I. or Conference/A.I.I. Faculty Athletics Representative and are submitted by an institution's faculty athletics representative.
4. Each affiliated conference/A.I.I. may nominate one student-athlete to the Awards Committee of the Council of Faculty Athletics Representatives which selects the national winner.
5. A \$1,000 cash award to the one male and one female National winner is presented to the winner's institution and an appropriate award is presented to the honorees.

Q. Clarence "Ike" Pearson Award

1. This award is annually presented to a member of the NAIA-Sports Information Directors Association (NAIA-SIDA) who has made outstanding contributions to her/his institution, and to the NAIA at both affiliated conference/A.I.I. and national level. Special consideration will be given to involvement in NAIA-SIDA and NAIA championship events.
2. The award commemorates the life and work of Clarence "Ike" Pearson, who served as the chief of statistical services for the men's basketball tournament for 29 consecutive years prior to his death in November of 1976.

3. Nominees must be a member of NAIA-SIDA for five full years.
4. Nominations may be submitted by a chief executive officer, athletics director, conference chair, affiliated conference commissioner/president, conference information director or sports information director. A sports information director also may nominate an NAIA-SIDA member from any other affiliated conference or conference.
5. There is no limit on the number of nominations from an affiliated conference/A.I.I.
6. Nominations must be received at the NAIA National Office no later than March 1 of each year and must include:
 - a. a completed and signed nomination form;
 - b. a support letter from the nominee's director of athletics;
 - c. a support letter from the nominee's chief executive officer or vice president;
 - d. support letters from the nominee's colleagues and members of the media; and
 - e. a copy of the nominee's resume.
7. Nominees who are not selected in a given year shall continue to be nominees for five succeeding years with updates to their file. Nominations need not be resubmitted.
8. Selection is made by the Ike Pearson Award Committee consisting of past recipients of the award and chaired by the most immediate past winner who is still a member of NAIA-SIDA. The selection committee votes via email ballot.
9. The presentation of the Ike Pearson Award, an engraved plaque, is made at the annual NAIA-SIDA awards luncheon at the annual national convention.
10. Previous winners of the award are not eligible for nomination again.

R. Al Ortolani Student Athletic Trainer Scholarship

1. Nominees must be in his/her junior year at a member institution employing a full time NATA-certified athletic trainer.
2. The applicant must have worked as a student trainer for a period of at least one year at the college level.
3. The applicant must be enrolled in a program leading to a Bachelor's Degree.
4. The applicant must have a GPA of 3.00 or above in his/her major field.
5. A scholarship of \$500 will be awarded to the winner for his/her senior year.
6. Nominations must be submitted by April 22.

S. Athletic Trainer of the Year

1. Nominee is a member in good standing in the NAIA-ATA and the NATA as a Certified Athletic Trainer.
2. Nominee currently is employed by an NAIA institution as an Athletic Trainer.

3. Nominee has distinguished themselves as a model of the profession of Athletic Training in personal conduct and professional allied health service to athletes.
4. Nominee is nominated by a Certified Athletic Trainer in good standing in the NAIA-ATA and the NATA OR the nominee's Athletic Director.
5. Nominee has not received this award in the last three years.
6. Nominations must be submitted by April 22.

T. Distinguished Alumnus Award

1. This award is made periodically by the NAIA to former students who have been involved in intercollegiate athletics at member institutions. It is designed to honor individuals who have achieved national or international distinction characterized by universal humanitarian endeavors and civic concern.
2. Nominees must have attained outstanding achievement in their chosen fields, but not necessarily in athletics.
3. Any member institution may submit nominations for the award to the NAIA President/Chief Executive Officer.
4. Previous awardees are: Ronald Reagan, Richard M. Nixon, Henry Iba, Merle Harmon, Joe Foss, Robert Devaney, Arthur Fletcher and Willis Reed.

U. Awards of Merit

1. Awards of Merit are presented by the Association to those persons who have served the NAIA and/or intercollegiate athletics in an exemplary fashion.
2. Examples of persons qualifying for the Award of Merit are: members of advisory committees who render outstanding service; conference chair, conference eligibility chair, conference information directors or coaches association presidents who performed their duties with distinction and skill; and, others whose service to the NAIA is exceptional.

V. The Lifetime Membership Card

1. All Hall of Fame members shall be provided with a lifetime membership card.
2. The lifetime membership card entitles the member to admission to all NAIA events.

W. Approved Individual Awards

1. Individual awards based on athletic, scholastic or service recognition, may be recommended to the Hall of Fame and Honors Committee by member institutions, coaches associations, conferences, Association of Independent Institutions or standing committees for review.
2. All awards associated with the NAIA must be reviewed by the Hall of Fame and Honors Committee, and approved by the National Administrative Council.
3. Only approved NAIA awards may be distributed at all national championship events.

X. Gary Spitler Award

1. Any person submitting four or more entries in the NAIA-SIDA Publications Awards Contests will be eligible providing they meet the criteria set forth for the Publications Contest.
2. Minimum entry of four (4) publications into NAIA-SIDA Publications Contest required.
3. Points are awarded based on the rank of each guide in its respective contest using a 10-9-8-7-6-5-4-3-2-1 scale. Scale is to be used for each contest regardless of number of places awarded.
4. Top four (4) scores are used to calculate total score for award.
5. One point is awarded for any of the top four contests that also received Best Cover in respective category.
6. In the event of a tie after compiling the top four scores, the next highest entry will be used. If still tied, the sixth entries are considered and the procedure will continue until entries have run out. If still tied, the publications chair will break the tie with input from the publications contest committee.

XXVII. AFFILIATED CONFERENCE CERTIFICATION DEADLINE

The annual deadline for Affiliated Conference Certification forms is May 1st. Conference commissioners are required to submit to the NAIA National Office the list of schools that are conference members. Sport qualification plans are created based on this information as well as the information from each institution's Declaration of Intent to Participate. The conference members listed on the certification forms as of the May 1st deadline each year will be included in the qualification plans as a conference member. All schools which are accepted into a conference following the May 1st deadline will not be included as a conference member until the following academic year.

XXVIII. CONFERENCE COMMISSIONERS ASSOCIATION

The following policies have been adopted by the Conference Commissioners Association (CCA):

1. Must conduct at least two in-person meetings of conference athletics administrators annually.
2. The conference commissioner must attend all official meetings of the Conference Commissioners Association.
3. The conference representative on the National Administrative Council must attend all official meetings of the Council.
4. Conference representatives must meet all deadlines for requested information, including but not limited to:
 - a. Nominations for national awards
 - b. Conference tournament plans
 - c. Conference tournament results
 - d. Annual conference certification forms
 - e. Annual conference organization report forms
 - f. Officials' rating forms
 - g. Ratings information
 - h. Statistical information

COUNCIL OF FACULTY ATHLETICS REPRESENTATIVES

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The membership has authorized the Council of Faculty Athletics Representatives to initiate policies for evaluation and implementation of academic standards (Article IV, Section F, item 1 of the NAIA Bylaws).

In carrying out their duties as charged by the membership of the Association, the Council of Faculty Athletics Representatives, with the approval of the National Coordinating Committee (Article IV, Section D of the NAIA Bylaws), has established the following policies.

I. CRITERIA FOR APPOINTMENTS TO THE NATIONAL ELIGIBILITY COMMITTEE

- A. Be a regular member of the faculty or administration of a member institution, but not assigned as a coach or athletics administrator.
- B. Have previous service which would prepare a nominee for the committee, such as: Conference or Regional eligibility Chair, Conference or Regional Faculty Athletics Representative, Conference or Regional Registrar, Council of Faculty Athletics Representatives member, Conduct and Ethics Committee member, etc.
- C. Have institutional support and be willing to donate time weekly to the business of the National Eligibility Committee.
- D. Have consideration for geographic representation.
- E. Have consideration for gender balance applied in the selection process to ensure the Committee is not all male or all female.

II. INTERNATIONAL STUDENTS AND THE FRESHMAN REQUIREMENTS

International students shall abide by the same freshman requirements as American students. However, if a transcript of an international student cannot be evaluated to determine the GPA and the upper half graduation requirement, the international student may qualify as follows.

- A. Obtain a score of 18 on the ACT, or a minimum of 740 SAT score on tests taken prior to April 1, 1995, or 860 on SAT tests taken after April 1, 1995. The test must be taken on a national or international testing date (must adhere to standards listed in Article V, Section C, item 2 of the NAIA Bylaws); **AND**
- B. Meet the incoming freshman requirements as defined for students from each country in the most current *Guide to International Academic Standards for Athletic Eligibility* published by the NCAA (based on AACRAO guidelines).

How the guidebook would be used:

Section 1 states which credentials are to be used from that country, and the average score needed to satisfy the requirement for freshman eligibility. The first paragraph under item 1 is to be revised to read as follows: "A student will be considered an incoming freshman who has obtained..."

Section 2 lists the types of schools that a student might attend after high school graduation and be considered a transfer student if the student has completed at least one year.

Section 3 lists the educational credentials that by themselves would not satisfy eligibility requirements.

Any credentials not listed in Section 1 would have to be presented to the Registrars Association for evaluation. There are over 100 countries listed in the guide.

The current guide may be ordered through the Publications Department of the NCAA, P.O. Box 6222, Indianapolis, IN 46206-6222.

The TOEFEL will not be accepted for freshman eligibility certification.

III. ELECTION TO THE COUNCIL OF FACULTY ATHLETICS REPRESENTATIVES

Council members shall be elected from the faculty athletics representatives present at the convention, rather than through mail ballot. It is important that council members be in attendance at council meetings to properly represent their constituents.