



NAIA SOFTBALL FORFEIT PROCEDURES

Athletics Directors

Refer to [Article VI, Section B, Item 8](#) in the NAIA Official & Policy Handbook when the National Eligibility Committee requires forfeits for violations involving participation by an ineligible athlete. Letters of notification and forfeiture of contests won shall be sent to the athletics director of the offended institution(s). Electronic copies should be submitted to the appropriate conference/A.I.I. personnel and the National Office. To send electronic copies, complete and submit a [Required Forfeit form](#) and upload the electronic copies of the forfeit letter(s) to the form. Institutions must properly submit all letters within 10 business days of receipt of the NEC closing letter. Institutions appealing the determination to the National Coordinating Committee may delay submitting required letters until completion of the NCC decision.

Sports Information Directors

Refer to [NAC Policy XXV, Section A, Item 11](#) in the NAIA Official & Policy Handbook when the National Eligibility Committee requires forfeits for violations involving participation by an ineligible athlete. All statistics accumulated by the ineligible student 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 an NAIA National Championship, honors and placings will be vacated by the offending team/athlete and final results will not be adjusted.

Entering Forfeits in Presto Stats:

FORFEITS PRIOR TO END OF SEASON

Open the applicable contest to change all of the stats accumulated by the ineligible student-athlete from that individual to a team statistic. Save your changes as you go and all edits will update automatically on the network. All eligible individuals' statistics will remain intact.

Once edits have been made, go to your Presto schedule and change the score to 7-0. Then, click the edit button on the top right-hand side to edit the schedule to type either an H-Forfeit or V-Forfeit in the Notes Field.

FORFEITS AFTER END OF SEASON

All forfeits required after the end of the season must be approved by NAIA Legislative Services. No changes may be made to any game following the end of the season without written approval by NAIA Legislative Services and/or NAIA Athletics Communications.

Rule Book Definitions:

SOFTBALL – [Official Rule Book](#)

Use NCAA Playing Rules (2012 and 2013)

6.2.3 (Rule 6, page 58)

Final forfeit score: 7-0

