



NAIA SWIMMING & DIVING 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.

Reporting / Entering Forfeits

REPORTING FORFEITS TO THE TOP TIMES COORDINATOR

Forfeits require an email submission to Nate Duell (nathand@tabor.edu), NAIA Swimming and Diving Top Times Coordinator. Please include the following information: (a) name and date of event(s), (b) ineligible student-athlete's name and institutions, and (c) the corresponding NEC case number (if applicable).

REPORTING FORFEITS TO THE NAIA SCOREBOARD

Update the NAIA Scoreboard using the appropriate method employed by your institution for reporting results (e.g. school websites using SIDHelp, conference websites using SIDHelp or the national SIDHelp website). Change the team score(s) to zero and remove the ineligible student-athlete's result(s). Eligible student-athletes will retain their individual accomplishments. In the case of a dual meet, the final score should read 11-0.

Rule Book Definitions:

Swimming and Diving – [Official Rule Book](#)

Use NCAA Playing Rules (2012-13)

Rule 7 Scoring (Section 1, page 75)

Dual Meet Final forfeit score: 11-0

