



Rules Education Training Requirements & FAQs





Who is required to
complete rules
education training?



Who is required to complete rules education training?

Any individual involved in the administration of athletics and those ensuring accurate certification of NAIA athletes must complete rules education training. This includes, but is not limited to:

- ✓ Athletics Directors
- ✓ Assistant ADs
- ✓ FARs
- ✓ Registrars
- ✓ Compliance Administrators
- ✓ Coaches
- ✓ Assistant coaches
- ✓ Members of coaching staff (i.e., volunteer coach and GA's)
- ✓ Sports Information Directors
- ✓ Athletic Trainers



Who is NOT required to complete annual training?

- Hourly workers, student workers, graduate assistants not on the coaching staff, or volunteers hired under the athletics department who do not participate in coaching, advising, or guiding student-athletes, and who have no role in the administration or certification process.
- This may include, but is not limited to, individuals who run the game clock, handle game day operations, work at concessions, work in the ticket office, or judge track meets.



Which course do
you take?





ATTN: New Athletics Directors
2024-2025 Required Rules Ed Training

Required Training for New
Employees: Athletics Directors

Learning Plan 2 hrs 15 mins 5/28/2024

Required training for new ADs
must take the training within 60
days of hire, or prior to the
submission of the next eligibility...

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Training for New ADs

- This training is specifically for new ADs.
- Training must be completed within 60 days of hire, or prior to the submission of the next eligibility certificate, whichever is earlier.
- Newly hired associate or assistant ADs can complete this training at their ADs discretion.
- If the associate or assistant AD will not have drug testing, recruiting, or frequency of play/ scheduling responsibilities, new administrators training is appropriate.



ATTN: New Coaches
2024-2025 Required Rules Ed Training

Required Training for New Employees: Coaches
Learning Plan 2 hrs 5/28/2024

New hires must take the training within 60 days of hire or prior to first contest date, whichever is earlier.

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Training for New Coaches

- This includes newly hired head coaches, assistant coaches, graduate assistants, and volunteer coaches.
- Must complete training within 60 days of hire.
- If the first competition is scheduled within the 60-day period, the coach must complete the training prior to coaching in the first competition.
- Training modules within this track do not include the ECP rules for certification. If a coach needs familiarity with ECP rules, an optional module is available.



ATTN: All New Administrators
(Including FARs & Registrars)
2024-2025 Required Rules Ed Training

Required Training for New
Employees: All Supporting...

Learning Plan 1 hr 25 mins 4/25/2024

These modules cover information
for individuals that are in the
supporting admin role and/ or are
involved in student-athlete...

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Training for New Administrators

- This training course is for new FARs, registrars, compliance & all other athletic admin/advising support.
- Training must be completed within 60 days of hire, or prior to submitting the next eligibility certificate, whichever is earlier.
- Note that this training course excludes lessons on recruiting, frequency of play/scheduling, and drug education. If an administrator needs familiarity with these topics, they can take the learning track for new ADs or take these courses separately.

Training for Returning NAIA Members



ATTN: Returning NAIA Members
2024-2025 Required Rules Ed Training

Required Training for
Returning Staff, Admin, &...

Learning Plan 20 mins 5/23/2024

Returning staff, administrators, &
coaches: Annual training to be
completed prior to the start date
for competition for any sport...

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- All returning members, regardless of their role, must complete this learning track.
- The annual training must be completed before the start date of competition for any sport sponsored by the institution.
- This learning track includes updates on new bylaws, reminders about drug testing applications, and relevant clarifications on general bylaws.



How will institutions
be able to track
training completion?



Rules Education Completion Report

- The athletics director is responsible for ensuring that all athletics personnel on their campus completes rules education training.
- There will be a report that ADs can pull in NAIA Connect that will track training completion.
- Due to the current implementation of NAIA Connect, instructions for how to pull the completion report will be shared later this summer.





How is training
completed without an
NAIA Connect login?



Accessing Rules Education Training

- Not all individuals who are required to complete the rules education training will have full access to NAIA Connect. (i.e., assistant coaches)
- ADs will be asked to forward a [Self-Registration Link](#) to individuals who do not have NAIA Connect access.
- Those who have a username/login for NAIA Connect cannot use the Self-Registration link to access training. (An error message will occur when the individual's email is already linked to an account.)





Frequently Asked Questions



FAQ #1: Moving from one NAIA school to another

Question: I have been coaching in the NAIA for five years. However, I have been hired at a different NAIA institution for next year. Do I need to take the new coaches training or the returning members training?

Answer: Any new coach or staff member hired at an NAIA institution, regardless of prior NAIA coaching or work experience, must complete the "new" required training upon being hired at the new NAIA institution.



FAQ #2: Training deadline for winter/spring sports

Question: Can the basketball coaching staff wait to take the training prior to our first basketball competition?

Answer: No. The training must be completed prior to the first competition of any sport at your institution. For example, if soccer is the first sport to compete in the fall, then the training must be completed prior to the start date for competition for the sport of soccer.



FAQ #3: Submission of eligibility certificate

Question: How do I know if an eligibility certificate will be submitted prior to the 60-day deadline?

Answer: This is where communication with your certification team is key! Speak with the FAR, registrar, and coaches of the sports that are currently in season or about to be in season to gauge the status of the certification process.



FAQ #4: Coaching & completion of the training

Question: A new head coach is finalized on a Thursday. The team's first competition is on Friday. Can the coach still participate before finalizing the training?

Answer: No, the coach cannot coach in the competition until the training is complete. They can be present but will not be able to coach until the training is complete.

FAQ #5: Time to complete training

Question: Why is the approximate length of time to take the training different for new administrators versus ADs and coaches?

Answer: Each group has specific modules included in their required training. The ADs are required to take all modules whereas new administrators are not required to complete modules not associated with their positions (i.e., frequency of play module).

