



2018-2019 Basketball Coaches Manual



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The Official Ball of NAIA Men's Basketball: Spalding TF-1000 Legacy
For Information on NAIA Corporate Partners, go to:
http://www.naia.org/ViewArticle.dbml?DB_OEM_ID=27900&ATCLID=205327408



Division I

- October 23 Release of pre-season basketball ratings.
- November 1 DEADLINE for the National Office to receive affiliated conference/A.I.I. tournament plans.
- December 4 First regular season rating.
- December 4 RELEASE of first NAIA National Player of the Week by 5 PM (Central) – continued every Tuesday, ending February 26.
- February 15 RECEIPT DEADLINE for submitting Daktronics NAIA Men's Basketball Scholar-Athlete Nomination Form to Scholar-Athlete Coordinator & NAIA Buffalo Funds Five-Star Team Champions of Character Award.
- March 12 DEADLINE for teams advancing to postseason play to submit official postseason roster form to NAIA national office
- March 12 DEADLINE for designation affiliated conference/A.I.I. champions.
- March 13 FINAL RATING
RELEASE of the 32 participating teams and national championship bracket
RECEIPT DEADLINE for sending all-conference/A.I.I. teams to National Office.
- March 19 NAIA Division I Men's Tip-Off – Kansas City, Mo.
- March 20-26 82nd Annual NAIA Division I Men's Basketball National Championship – Municipal Auditorium, Kansas City, Mo.
- March 23 6th ANNUAL All-Star Weekend – 3-Point Shootout, Dunk Contest – Municipal Auditorium, Kansas City, Mo.
- March 25 RELEASE of NAIA Division I Men's Basketball Daktronics-NAIA Scholar Athletes – available after 3:00 p.m. (CST) at www.naia.org.
- March 28 RELEASE of NABC-NAIA Division I Men's Basketball All-America teams, National Championship All-Tournament Team, National Championship Most Valuable Player and Coach of the Year
- April 6-8 NABC Annual Convention, Minneapolis, Mn.
- April 7 NABC-NAIA Annual Business Meeting, Minneapolis, Mn.
- June 30 DEADLINE for submitting NAIA Scholar-Team Nomination Forms

Division II

- October 23 Release of pre-season basketball ratings.
- November 1 DEADLINE for the National Office to receive affiliated conference/A.I.I. tournament plans.
- November 27 First regular season rating.
- November 27 RELEASE of first NAIA National Player of the Week by 5 PM (Central) – continued every Tuesday, ending February 19.
- February 15 RECEIPT DEADLINE for submitting Daktronics NAIA Men's Basketball Scholar-Athlete Nomination Form to Scholar-Athlete Coordinator & NAIA Buffalo Funds Five-Star Team Champions of Character Award.
- February 26 DEADLINE for teams advancing to postseason play to submit official postseason roster form to NAIA national office
- February 26 DEADLINE for designation affiliated conference/A.I.I. champions.
- February 27 FINAL RATING
RELEASE of the 32 participating teams and national championship bracket
RECEIPT DEADLINE for sending all-conference/A.I.I. teams to National Office.
- March 5 NAIA Banquet of Champions, Sioux Falls, SD.
- March 6-12 28th Annual NAIA Division II Men's Basketball National Championship – The Sanford Pentagon, Sioux Falls, SD
- March 11 RELEASE of NAIA Division II Men's Daktronics NAIA Scholar-Athletes – available after 3:00 p.m. (CST) at www.naia.org.
- March 14 RELEASE of NABC-NAIA Division II Men's Basketball All-America teams, National Championship All-Tournament Team, National Championship Most Valuable Player and Coach of the Year
- March 23 3rd ANNUAL All-Star Weekend – 3-Point Shootout, Dunk Contest – Municipal Auditorium, Kansas City, Mo.
- April 6-8 NABC Annual Convention, Minneapolis, Mn.
- April 7 NABC-NAIA Annual Business Meeting, Minneapolis, Mn.
- June 30 DEADLINE for submitting NAIA Scholar-Team Nomination Forms



Five Year Championship Calendar

2019			
March 12	Division I Affiliated Conference/Independent Deadline	March 20-26	NAIA Division I National Championship, Municipal Auditorium, Kansas City, Mo.
Feb. 26	Division II Affiliated Conference/Independent Deadline	March 6-12	Division II National Championship, Sanford Pentagon, Sioux Falls, SD
2020			
March 10	Division I Affiliated Conference/Independent Deadline	March 18-24	Division I National Championship, Municipal Auditorium, Kansas City, Mo.
March 3	Division II Affiliated Conference/Independent Deadline	March 11-17	Division II National Championship, Host – TBD
2021			
March 2	Affiliated Conference/Independent Deadline	March 18-23	National Championship, Host – TBD
2022			
March 1	Affiliated Conference/Independent Deadline	March 17-23	National Championship, Host – TBD
2023			
February 28	Affiliated Conference/Independent Deadline	March 16-21	National Championship, Host – TBD

PLAYING RULES AND REGULATIONS

A. PLAYING RULES

Rules governing NAIA regular-season and postseason play are the National Collegiate Athletic Association (NCAA) Men's Basketball Rules. Unless otherwise noted in the coaches manual.

To order an NCAA Rulebook (or download a .pdf copy go to www.ncaapublications.com). Rules defined as experimental by the official NCAA Rules and Regulations Handbook are prohibited from use in national tournament play.

B. GAME OFFICIALS

Game officials for affiliated conference/A.I.I. play may be selected by the affiliated conference/A.I.I. men's basketball committee or the affiliated conference/A.I.I. executive committee. Game fees and expense allowances for game officials shall be established by the affiliated conference/A.I.I. executive committee.

The NAIA Department of Championships contracts 12 game officials each to work the Division I and II national championships. Nominees are submitted by the affiliated conference/A.I.I. commissioners. Officials are selected and evaluated by national assignor and/or coordinator of officials. The NCAA Men's Basketball Rules are utilized for all games.

C. SEASON RECORDS

Won-loss records for all member institutions participating in men's basketball shall include ONLY those games played against accredited, upper-level, degree-granting institutions, and SHALL NOT include games against junior college, club, foreign (Canada excluded), or military teams. Competition against institutions holding associate membership in the NAIA or members of the National Christian College Athletic Association shall be considered as satisfying this requirement.

D. OFFICIAL BALL

The official ball for the national championship series competition is the Spalding TF-1000 Legacy. Spalding will ship official basketballs with the appropriate NAIA logo for exclusive use in the national tournament. The NAIA strongly recommends the use of the Spalding TF-1000 Legacy Basketball for all regular season and affiliated conference/A.I.I. play.

E. CHEERLEADERS AND SPIRIT GROUPS

Pyramids higher than 2 ½ 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 ½ persons high.")

No external force shall be used by cheerleaders to propel the body at NAIA conference, independent, and/or national events (EXAMPLES: trampoline, springboard, clasped hands, etc.)

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, and national championships.

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 policy call 1-800-533-6583.

CONDUCT IN COMPETITION

A. 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 player or coach serving a game suspensions shall be restricted to the designated spectator areas and prohibited from any communication or contact, direct or indirect, with the team, coaches, bench personnel and/or game officials from the start of the game to its completion, including any overtime periods. While the suspended coach or player is allowed on the field and in the bench area during pregame activities, the suspended player may not be dressed in their game uniform and they may not take part in any warm-up activities.

Ejection reports must be completed by the NAIA game official ejecting a student-athlete or coach and the athletic director of the ejected student-athlete or coach. The form must be submitted to the NAIA within 48 hours after the completion of the contest. Please visit: [Ejection Report Form Access](#).

POSTSEASON COMPETITION

RESPONSIBILITIES OF PARTICIPATING INSTITUTIONS

A. OFFICIAL PARTY

The official party for each team participating in postseason play is 15, with no more than 15 players in uniform. A maximum of 21 credentials may be issued per team, 15 uniformed players and 6 additional personnel. However, 15 is the official traveling party.

Official Postseason Roster forms will now be filled out via the SIDHelp admin website at www.naiasports.org/admin and sent to the NAIA national office. If you do not have a log-in account, please go to the link and sign up. You must have an account in order to fill out the roster forms as the forms will no longer be available through coaches' manuals. Once you log-in, please follow these instructions:

1. There will be a section titled "Forms and Rosters". Click on the link "Official Postseason Rosters".
2. Fill out the roster form.

Postseason rosters will be processed entirely electronically. The administrator completing the postseason roster will sign electronically. Postseason rosters no longer need to be sent to the NAIA National Office. Do not send postseason rosters via email or fax to the national office.

If you have trouble with the on-line nomination form, please contact the NAIA Athletic Communications Department at BCygan@naia.edu. Any other general questions related to the official postseason rosters, please contact the Sport Manager.

The list of up to 15 eligible players (official postseason roster and entry form is on SID-Help) MUST be submitted by March 12 (Division I) and February 26 (Division II).



A copy of this roster **MUST** be hand-carried to the site of the conference/A.I.I. and national tournaments, and presented to the supervisor (conference/A.I.I. men's basketball chair for conference tournaments and the NAIA Tournament Committee for the national championship) prior to that institution's participation in the tournament.

The deadline for certifying the official roster of 15 players is 30 minutes prior to the first game of any conference tournament, or at the coaches meeting of the national championship. **Once the tournament begins, no player may play who is not on the official roster.**

B. EXPENSES

Each participating team shall be responsible for its own expenses en route to, during, and from all postseason events.

C. INSURANCE

Each participating team shall provide its own medical, hospitalization, travel and accident insurance for all members of its official party.

D. COACHES RESPONSIBILITY

The coach or other designated person for each participating team must be in attendance and responsible for his/her team at all times while at the site of the tournament. This person shall accept the responsibility for the conduct of his/her student-athletes at the tournament site during the tournament and at all activities connected with the team's tournament participation. In case of property damage, the offending institution shall be held financially responsible.

E. REPORTING SCORES

Scores from all games of the affiliated conference/independent tournaments must be reported to the NAIA scoreboard via the Dakstats Web-Sync feature within 24 hours of the game/session.

AFFILIATED CONFERENCE/A.I.I. CHAMPIONSHIPS

Each of the affiliated conferences with six institutions playing men's basketball in the same division are entitled to qualify its representative to the NAIA Division I or Division II Men's Basketball National Championship either through regular-season conference play or a postseason conference tournament.

If a conference/A.I.I. drops below the threshold of 6 sponsored teams, leaving 5 teams remaining, the conference/A.I.I. 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. drops to 4 or fewer sponsored teams, the remaining teams are only eligible for qualification to the national championship through the at-large selection process.

Each qualified affiliated conference receives one berth to the national championship, unless a conference has 10 or more competing institutions, in which case 2 berths will be given. Conferences with 15 or more will receive 3 berths.

Independent NAIA institutions are members of the Association of Independent Institutions (A.I.I.). Both Division I and Division II A.I.I. members will receive an automatic berth to their respective national tournament through a postseason qualifying tournament.

Those institutions which have not qualified for the national championship by winning the conference/A.I.I. championship (or additional conference berth) may be considered for an at-large berth. The number of available at-large berths varies for each national tournament.

Affiliated Conference/A.I.I. postseason tournament plans must be submitted no later than November 1.

A. DATES AND SITES

The dates and sites of the affiliated conference/A.I.I. men's basketball championships shall be determined by the affiliated conference/A.I.I. executive committees. The deadline date for completion of the men's basketball affiliated conference/A.I.I. championships is 11:59pm on:

Division I: March 12, 2018

Division II: February 26, 2018

All postseason games must be played on an official court measuring 94' x 50', with seating for a minimum of 750, and with rectangular glass backboards. It shall be the responsibility of the appropriate affiliated conference/A.I.I. committee to consider such items as lighting, spectator comfort, player accommodations, a minimum of four feet of space between the boundary line of the court and bleachers and/or chairs, and normal liability precautions when approving host sites. A careful inspection of game facilities for spectator and participants' safety shall be conducted prior to each game.

B. ADMINISTRATION

Affiliated conference/A.I.I. tournaments are under the direct control and supervision of the leadership of the individual conferences/A.I.I. groups. It is recommended that the affiliated conference/A.I.I. commissioner or a representative of the conference/A.I.I. executive committee be present at all conference/A.I.I. tournament games as the tournament supervisor. Each affiliated conference/A.I.I. group is responsible for:

1. Administration and interpretation of the postseason playoff plan, including all qualifications and selection procedures.
2. Certification of approved sites for playoff games.
3. Announcement of participating teams, seeding, pairings, game times, and sites immediately at the established time for final team selection.
4. Assignment of a tournament supervisor to each game/session site and provision of complete instructions for game/session administration.
5. Assignment of a certified athletic trainer.
6. Establishing physician and ambulance service on-site or immediately on call throughout the tournament.
7. Approving the selection and assignment of all tournament officials.
8. Reporting results of all tournament games to the NAIA National Office.
9. Ordering the championship awards.
10. Establishing appeal policies.
11. Videotaping all postseason tournament games. If no tournament is held, a tape of the last game played for each team should be used for the film exchange at the national tournament.
12. Supervising the administration of the game(s) including pre-game protocol, cheerleader activity, crowd control, supervision of the game officials, and the post-game awards ceremony.

NATIONAL CHAMPIONSHIP

A. ADMINISTRATION

The NAIA Division I and II Men's Basketball National Championships are under the direct control and supervision of the NAIA Men's Basketball Tournament Committees which are appointed by the NABC-NAIA. The tournament committees are responsible for carrying out the policies approved by the NAIA National Administrative Council (NAC) such as seeding of participating teams, the management of the national tournament games, and the general welfare of the participating teams and coaches.

Other responsibilities include conducting a tournament coaches' meeting, working with, evaluating, assigning game officials, and coordinating both pre- and post-tournament ceremonies. Should a member of the tournament committee have his/her team qualify for the national championship, the NAIA Men's Basketball Sport Manager will appoint an alternate on the committee.

B. QUALIFICATION OF TEAMS

Each affiliated conference (and the A.I.I. in each division) with six teams competing in the same division shall automatically qualify one representative to the national championship of its respective division. If a conference/A.I.I./unaffiliated drops below the threshold of 6 sponsored teams, leaving 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 drops to 4 or fewer

sponsored teams, the remaining teams are only eligible for qualification to the national championship through the at-large selection process.

One host berth shall be granted to Dakota State University or Northwestern College for the Division II championship should they fail to qualify through these qualification procedures. Should Dakota State University or Northwestern College fail to automatically qualify for the Division II championship, a .600 winning percentage is required to activate the host berth. As conference host of the Division I tournament, a member of the Heart of America Athletic Conference will receive a host berth.

In the event two or more teams receive the same number of points (tied) in the final rating, and are ranked in a position to receive an at-large berth, the tie will be broken as follows:

- 1.) Head to head result between tied teams. If still tied (one win/one loss) go to #2
- 2.) Win/loss percentage vs. common opponents
- 3.) Accumulated ratings points in last four ratings grids
- 4.) Calculate differential between highest/lowest ratings after displacement (removing high/low rating) for both teams. Team with smaller differential is rated above team with greater differential.
- 5.) Vote of National Oversight Committee.

NOTE – Tie-breaking criteria stops at any time the tie is broken. These criteria should be used by all conference/A.I.I./unaffiliated group raters to determine what order to list tied teams in their weekly rating.

C. FORMAT

The final round of the Division I and II men's basketball championship series is a 32-team, single-elimination national tournament. The first round (16 games) is played on Wednesday and Thursday. The second round (8 games) is conducted on Friday. The quarterfinals (4 games) are held on Saturday. The semifinals (2 games) are played on Monday. The tournament concludes with the championship game on Tuesday.

D. SEEDING

The 32 teams in each championship are seeded based on a composite ranking of the national rating committee and NABC-NAIA seeding and bracketing policies. A conference call that includes the National Tournament Committee, NAIA Men's Basketball Sport Manager, the NAC sport liaison and the NAIA Director of Athletics Communications will be held to determine the final bracket. The conference call participants shall:

1. Confirm composite ranking of the 32 qualified teams.
2. Place teams on a straight 32-team bracket (1-32, 2-31, 3-30, etc.)
3. Adjust the bracket to accommodate the following NABC-NAIA policies:
 - a. For the Men's Division II championship, if the host team is receiving an automatic bid and is hosting on their home court, the host team cannot receive a seed lower than #24. If the team is seeded higher than #24 they will be slotted accordingly, but if not the team will be placed in the 24 seed.
 - b. Non-conference teams that have played in the regular season can be paired in the first round.
 - c. Teams from the same affiliated conference can be placed in the same half but must be in different quarters. It is understood that special considerations will need to be made when a conference is represented by more than four teams in any given national tournament.
 - d. The top two seeds in each quadrant will not be guaranteed a Wednesday game. Teams that are competing on Wednesday should have a second round opponent that competed on Wednesday and Thursday winners should compete against Thursday Winners.
 - e. Teams located in a time zone east of the host site time zone will not be scheduled in the last game of the night session in the first round.
 - f. Teams located in a time zone west of the host site time zone will not be scheduled to play in the first game of the day session in the first round.
 - g. All four teams who have a number 1 seed will not be scheduled in the last game of the night session in the first round.
 - h. The time schedule shall be so drawn as to permit a minimum of 18 hours between starting times of games or any given team. The tournament draw may cause an exception to this rule.

- i. The evening games shall generally be assigned to the top seeded teams and/or those teams considered having the best drawing power when possible.
- j. The bracketing committee has the prerogative to adjust seedings and/or game times to comply with the criteria listed above.
- k. National broadcast requests via either television or video streaming for game starting times will be honored if available. Radio requests cannot be honored in assigning game times.

Official seeding, first-round pairings, and game times are announced by the NAIA National Office on March 13, (Division I) and February 27 (Division II).

E. TOURNAMENT SELECTION PROCESS APPEALS

If there is misapplication of NAIA policy and procedures regarding 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 National Office - 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 (NAC) 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 oversight committee will review ratings to prevent any ratings process violations or unethical use of the ratings process.

F. TEAM TRAVEL

Championship events are to be financially independent in that income from those events is to cover expenses of the event. A program of national and local sponsors is to be developed for the purpose of providing sufficient money (together with event income) to allow schools to participate in national championships at minimum expense to the institution.

The association will not reimburse meal costs of participating teams or individuals.

In order to minimize travel expenses, the NAIA has entered into an agreement with Short's Travel for air travel. This arrangement offers the NAIA and its member institutions the services of the nation's leading air travel company which specializes in sports and association travel.

1. Transportation - Travel reimbursement to member institutions participating in NAIA postseason events are not guaranteed by the association for any event. Only those institutions that secure air travel through Short's Travel shall be eligible for event travel reimbursement. Please visit <http://www.shorts.travel.com/NAIAchamps> to upload team rosters and contact information, then call Short's Travel at 844-619-7044 to book your travel arrangements. All coaches will need a username and password which will be provided by the National Office. In order to be eligible for reimbursement, all schools are expected to use Short's Travel for any air travel. All air travel expenses incurred shall be the financial responsibility of the institution. Airline reservations made through any other source will not qualify for reimbursement, if reimbursement funds are available.

If traveling by air, the cost of ground transportation from campus to airport and return is not a reimbursable expense. Institutions located within 500 miles of the event shall receive travel reimbursement based on ground transportation rates

regardless of whether the team flies or drives. At-site/local transportation is included in the team travel expenses unless provided by host.

2. Lodging - All teams will be assigned to a specific hotel by the NAIA, and a minimum of 10 rooms will be blocked for each of the team's official party of 15 persons. Teams pay all room, tax, and incidental charges. All participating teams must stay at the assigned property designated by the NAIA to be eligible for participation and any financial reimbursements.

G. INCLEMENT WEATHER POLICY

If inclement weather should cause travel delays for any team(s) competing in the national tournament, it will be up to the discretion of the NAIA Sport Manager and the tournament games committee to make changes to the championship bracket to accommodate such delays.

H. ADDITIONAL INFORMATION

Prior to the tournament, an information packet will be posted online on the NAIA website for all potential qualifiers which will include specific instructions regarding transportation, housing, practices, and all responsibilities upon qualification. Please handle these responsibilities as early as possible.

Contacting the National Office - Immediately upon qualifying for the national championship, all affiliated conference/A.I.I. tournament champions are to contact the NAIA National Office to identify its team as the representative to the national championship by emailing:

Division I: Bryton Burtis (Bcurtis@naia.org) | Division II: Marc Burchard (Mburchard@naia.org)

Film Exchange – All postseason tournament play (or if no tournament, then the last game played shall be filmed for the purpose of the film exchange. This policy is to be monitored by the NAIA-NABC.

The film exchange is mandatory. Any violation of the film exchange policy will result in a \$500 fine. In addition, the chair of the Tournament Committee will direct a letter to the Athletics Director (copy the President) of said institution that the coach has neglected to follow NAIA-NABC policy.

Method for film exchange will be posted on the Potential Qualifiers Website.

Team Statistics – Team statistics must be submitted to the national office for inclusion in the media press book. Any team failing to submit statistics will be subject to a \$500 fine.

Check In – Upon arrival in Kansas City or Sioux Falls, teams must check in prior to the coaches' meeting the day prior to the beginning of the tournament. NAIA personnel will be at the headquarters to greet all teams, provide informational packets, and be available to answer questions.

Banquet - There will be a pre-tournament banquet the evening prior to the first day of play to recognize participating teams and NAIA Hall of Fame inductees. All teams are required to be in attendance and appropriate dress is required. Each participating team shall be given 15 complimentary banquet tickets.

Coaches Meeting - There will be a pre-tournament meeting of all coaches prior to the banquet. This meeting shall serve as an informational forum and will include a briefing by a representative of the game officials. Coaches are required to attend this meeting.

Opening Ceremonies - The Parade of Champions—involving all teams, honorary coaches and championship officials—will be held the first evening of competition to officially open the event. All teams are required to participate in this function in full uniform. Per NAIA-NAC guidelines, teams failing to attend required events/functions are subject to a \$1,500 fine.

Honorary Coaches - An "Honorary Coach" program has been organized for the national tournament. Local businesses and civic groups are obtained to serve as local hosts for each of the teams. Honorary coaches sit with their teams at the

banquet, sit on the benches during games, march in the parade of champions, and are available to assist teams and make them feel welcome while at the championship.

Teams are requested to provide two team jackets for their honorary coaches to wear during the tournament. It is considered quite appropriate for teams to provide their honorary coaches with a gift emblematic of their institution or hometown.

Rights Fees - The broadcast of any tournament game is governed by broadcast policies as printed in the NAIA Policy Handbook. Below are rights fees for NAIA Basketball:

	RADIO/VIDEO STREAMING	TELEVISION	WEB BLOGGING**
Commercial	\$200/game + \$75 per* \$250/game/station (delayed)	\$500/game/station (live)	\$75
Non-Commercial	\$150/game + \$50 per*	\$250/match/station (live or delayed)	\$50

* Extra charge associated with any additional radio stations that pick up your school's feed. This does not include if a team posts/advertises the internet broadcast of the opponent.

Web-blogging is any form of live updates by typing on the computer in a public forum where anyone with internet has access to.

All rights fees MUST be paid PRIOR to start of game/championship.
Any questions, contact the NAIA Sports Information Department at 816.595.8000

Notice for Fans - All ticket holders voluntarily assume all risks of property loss and personal injury. Management may revoke the license and eject or refuse entry to the holder by refunding the stated purchase price. The holder agrees that the City of Kansas City/Municipal Auditorium/Heart of America Athletic Conference (Division I) and Sanford Pentagon/Sioux Falls Sports Authority (Division II) and its agents, the NAIA and its agents, and the participants are not liable for injuries resulting from attendance at this event. The holder agrees that alcoholic beverages in any form shall not be allowed to be sold, dispersed, or brought into the public area of this event.

Travel

A. SHORT'S TRAVEL MANAGEMENT

Qualifying institutions are responsible for making their own travel arrangements to the National Championship. The Official Travel Bureau of the NAIA is Short's Travel Management. Please visit <http://www.shorts.travel.com/NAIAchamps> to upload team rosters and contact information, then call Short's Travel at 844-619-7044 to book your travel arrangements. In order to be eligible for reimbursement, all schools are expected to use Short's Travel for any air travel (if reimbursement funds are available).

Short's Travel has contacts with Charter air travel as well as charter buses for ground travel.

Short's Travel Management can also be used for regular season travel planning.

B. NATIONAL CAR RENTAL

National Car Rental/Enterprise Rent-a-Car is offering special rates for the NAIA National Championship. Teams will be able to access these special rates by providing the special NAIA contract ID #: XZ 051 46.

C. MASTER'S TRANSPORTATION



Master's Transportation is the official provider of all shuttles/buses for your sales, lease and rental needs. Please contact Matthew Winston at (816) 651-7121 or Matthew@MastersTransportation.com for more information.

NAIA POLICY HANDBOOK INFORMATION

The NAIA POLICY HANDBOOK can be found [here](#). Please refer directly to the NAIA policy handbook for the following:

Competition:

- A. Declaration of Intent to Participate – Bylaws, Article I, Section L
- B. Frequency of Play and Scheduling – Bylaws, Article I, Section F
- C. Criteria for Countable Contests – National Administrative Council, Article XXV, Section A, Item 12
- D. Reporting Results – National Administrative Council, Article XXV, Section A
- E. Forfeits – National Administrative Council, Article XI
- F. Conduct in Competition Guidelines – National Administrative Council, Article IV
- G. Ejection Policy – Bylaws, Article VI Section B Item 7
- H. Drug Testing and Reinstatement Procedures – Bylaws, Article VIII

Eligibility:

- A. Definitions for Eligibility – Bylaws, Article V, Section B
- B. Eligibility Requirements – Bylaws, Article V, Section C
- C. Transfer Rules – Bylaws, Article V, Sections F-H
- D. Amateur Rules and Reinstatement – Bylaws, Article VII

Recruiting & Financial Aid:

- A. Recruitment – Bylaws, Article II, Section D
- B. Campus Visitations and Tryouts of Prospective Students – Bylaws, Article II, Section C
- C. Financial Assistance – Bylaws, Article II, Section B
- D. Financial Aid Limits – Council of Presidents, Article XII

SUNDAY POLICY PLAY

As a matter of policy, NAIA national qualifying and national championship competition will not be scheduled on Sunday. See NAIA Policy Handbook, National Administrative Council, Article XXIII for additional information.

DRUG TESTING

A. ADMINISTRATION

Drug testing may be done at any randomly selected NAIA National Championship competition for performance enhancing drugs. In accordance with the guidelines set forth by the National Drug Testing and Education Committee, the National Office will select which championships will incorporate drug testing each year. Student-athletes may be tested before, during and/or after NAIA National Championships.

For more information regarding championship drug testing, the [National Administrative Council Drug Testing Policy Manual](#), the safety of supplements and over-the-counter medications and resources to increase awareness on your campus, please visit – www.naia.org/wellness

B. DRUG TESTING CONSENT FORM

Each academic year all eligible NAIA student-athletes must sign a [Drug Testing Consent Form](#) in which he or she consents to be tested for the use of drugs prohibited by the NAIA Banned Substance List to participate in any NAIA National Championship competitions. This consent form shall be administered by the institution.

To ensure all student-athletes participating in NAIA National Championship competitions have signed a consent form and such form is on record with the institution, a representative of each institution participating in any NAIA National Championship competition must sign an Official Certification of Student-Athlete Consent Form at check-in. An institution has not completely checked in at a NAIA National Championship until this form is signed and submitted along with a copy of the institution's official postseason roster.

It is recommended that before the season begins that an institution has all student-athletes complete the form to minimize the possibility of issues occurring when the postseason roster is submitted at a NAIA National Championship.

C. MEDICAL EXEMPTION FORM

The NAIA recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the NAIA allows exemptions to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. Exemptions may be granted for substances included in the following classes of banned drugs – Stimulants, anabolic agents, beta blockers, diuretics, peptide hormones, anti-estrogens, and beta-2 agonists.

[Medical Exemption Form](#)

RATINGS MANUAL

A. GENERAL INFORMATION

- A. **Overall philosophy:** Sport ratings are the cornerstone for championship selection and seeding (excluding Baseball, M/W Soccer, M/W Tennis) and overall NAIA publicity of their sports programs. The ratings process is a complex one and every step is vital to the integrity and accuracy of all ratings. The NAIA National Office appreciates the knowledge and time commitment put forth by all members of the ratings committee, conference oversight committee, national oversight committee and conference commissioners. The entire ratings process is constructed by membership, specifically the National Administrative Council (NAC). If a rater is interested in the process and wishes to make changes, each sport Coaches' Association has the authority to propose changes at their annual sport coaches' business meeting.
- a. During the 2017 National Convention, the NAC established a 3-year sunset period on the bi-weekly ratings calendar for all sports (excluding Football, M/W Soccer), which would end the sunset period after the third year of implementation after the 2018-19 academic year. The Council's rationale regarding their decision is to give the process a fair amount of time to evaluate across the board and gather data. Currently, there is no significant difference in the rankings and NAIA staff time is saved.
- B. **Frequency of Ratings:** The NAIA releases a preseason rating on October 23. NAIA Basketball ratings are conducted on a bi-weekly basis beginning on November 28 for Division II and December 5 for Division I. The "final rating" (AFTER affiliated conference/group national qualifying tournaments) used for seeding and/or at-large selection will still be referred to as the final rating; and the post-championship rating will be referred to as the postseason rating. The postseason rating will follow the same process (conference/group rating and national recommendation followed by national ballot and national ratings oversight) as all other ratings. The only stipulation in the postseason rating is that the national championship team MUST be the #1-rated team in both their conference/group rating AND the postseason national rating. National raters will be required to rate the national champion #1 on their final ballot/rating.
- C. **Dates of Ratings:**

Rating	Men's Division I
Preseason	October 23 (Tues.)
#1	December 4
#2	January 2
#3	January 15
#4	January 29
#5	February 12
#6	February 26
Final	March 13 (Wed.)

Rating	Men's Division II
Preseason	October 23 (Tues.)
#1	November 27
#2	December 13
#3	January 8
#4	January 22
#5	February 5
#6	February 19
Final	February 27 (Wed.)

- D. **Total Number of Raters:** The Division I ratings committee is comprised of 10 raters and Division II has 12 raters. Each affiliated conference/A.I.I./Unaffiliated group has one rater.
- E. **Ongoing Bi-Weekly Ratings Deadlines || Weekly Rating Schedule:**

Wednesday night / Thursday morning	12:01 a.m. (CDT)	SIDHelp (www.naiasports.org/admin) system opens up for the new ratings period
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By Monday	Noon (CDT)	Submit conference/group ratings using SIDHelp (www.naiasports.org/admin).
Monday	12:01 p.m. (CDT)	National voting open in SIDHelp (www.naiasports.org/admin).
Tuesday	10 a.m. (CDT)	National ballots due in SIDHelp (www.naiasports.org/admin).
Tuesday	10 a.m. to noon (CDT)	National Oversight reviews grid and processes rationale requests within SIDHelp
Tuesday	10 a.m. to 2 p.m. (CDT)	Raters available for rationale requests - raters should have email access during this time. If raters are unable to access e-mail, they must notify the national office prior to submitting conference/A.I.I./unaffiliated group ratings.
By Tuesday	5 p.m. (CDT)	Release of national rating on-line at www.NAIA.org .

- F. A bi-weekly conference and national rating will be conducted beginning with the preseason poll.
- G. The ratings are compiled from the balloting of the 10-member Division I and 12-member Division II rating committee.
- H. Three conference calls will be conducted during the season to exchange information. All calls will be at 12:30 p.m. (CDT). Dates of these calls and more information will be sent by the NAIA National Office.
- I. Although this is not mandatory, it is strongly recommended by the Men's Basketball Coaches Association that each week the conference/group rating committees collect competition results for the week and then convene via conference call each Monday for a consensus rating of their respective areas.
- J. There is a mandatory preseason (educational) conference call and webinar. Each rater must have computer access during this call. The national office will facilitate this training session and review SIDHelp during this call and computer access is mandatory. Instructions and the date will be sent to all raters at least one week prior to the call.
- K. If the conference/group rater cannot participate on a scheduled ratings conference call (either during the season or the preseason webinar) they must do one of the following:
- Provide a written conference/group report to the NAIA National Office prior to the conference call or
 - Find a replacement from their conference/group oversight committee to represent the group on the call.
 - If neither of those 2 items occurs, then no teams in that specific conference/group are eligible for ratings that week and the rater is penalized for not participating on the conference call.
- L. The weekly ratings national grid (a spreadsheet that shows the top 30 rating and votes from each national rater) will be sent to all national raters after the weekly rating is posted on-line and released to the media. The information included in this grid is **confidential** and raters must not share this grid with anyone.
- If the grid is shared via any electronic means by the rater, that rater is removed from their position for the rest of the year.
- M. Coaches are permitted to send information to their respective conference/group rater only. If, as a rater, you are receiving correspondence from coaches outside your conference/group, please contact the NAIA National Office.
- N. If information is inaccurate on any conference/group/national rating, here is the process for any school administrator to take:
- For incorrect information on the conference/group rating (such as win-loss record; scores), contact the respective rater.
 - For incorrect information on the national rating, contact both the respective rater and the NAIA National Office.
 - For concerns regarding the conference/group rating, contact the respective rater and the conference/group commissioner.

- e. For concerns regarding the national rating, contact your rater, a National Oversight Committee member and the NAIA National Office.
- O. Any questions regarding information in this manual should be directed to the NAIA National Office.

B. RATINGS POLICIES & PROCEDURES

- A. Both the conference/group and national ballots need to be submitted in SIDHelp (<http://www.naiasports.org/admin/>) by their appropriate deadlines.
- B. Each rater submits their conference/group rating, which is then used by all national raters to compile a Top 30 national ballot.
- C. Raters can rate any team on their conference/group ballot and any number of teams that merit top-30 national rating consideration. Teams not listed in a conference/group ballot are ineligible for that rating. Here is recommended ratings criteria, created by the NAC:
 - a. If a sport-specific ratings committee does not have established group and national ratings criteria that has been approved by the NAC, then the NAC recommends that each sport ratings group uses the following (non-weighted) criteria when compiling both conference/group and national ratings:
 - i. Overall win-loss record
 - ii. Head-to-head results (with most recent result taking precedence)
 - iii. Win-loss record vs. common opponents
 - iv. Win-loss record vs. nationally-rated teams
 - v. Strength of schedule (based on the NAC-approved strength of schedule component per sport)
- D. Raters are allowed one tie of only two teams at any position in their conference/group rating.
- E. Raters are not allowed any ties to their conference/group rating in the final rating. You must use the tie-breaking criteria, found in Section J, for the final rating and breaking ties.
- F. When a rater submits a tie in any conference/group rating, the rater is required to submit rationale pertaining to those ties. That rationale is a programming requirement in SIDHelp.
- G. Conference/group ratings and national ratings received after the deadline will not be included in the officially published Top 25 rating.
- H. In order for any team to be eligible for ratings, all contest results must be reported by that institution to the NAIA Scoreboard (www.naiasports.org/admin/) within 24 hours of completion. Institutions failing to report results **for two consecutive weeks, or four total weeks** during the season will not be eligible for ratings for the remainder of the season.
- I. Campaigning for ratings votes for one's own team shall be considered inappropriate and unethical. Campaigning shall be construed as using fax, mail, e-mail or telephone to contact a coach or group of coaches to solicit support for one's team or players. Organized public relations campaigns dedicated to that same end shall also be deemed unethical.
- J. **NEW for 2018-19:** For the postseason poll, each rater is expected to consider the entire season for each team and not just take into account postseason play.
- K. Follow this step-by-step process on a bi-weekly basis (see deadlines in Section A):
 - 1. **Conference/Group Oversight submission:** Prior to conference/group rating submission deadline, the rater is required to share their conference/group rating with their Conference Oversight Committee for review. This must occur prior to official submission of conference/group rating in SIDHelp.
 - 2. **Conference/Group rating submission:** Submission of the conference/group rating is done in SIDHelp (www.naiasports.org/admin/).
 - a. Raters are allowed to make an unlimited amount of changes to the conference/group rating in SIDHelp prior to the submission deadline. You can save your work in SIDHelp and come back to make changes prior to the deadline.
 - b. Conference/group ballots received after the deadline will not be included in rating.
 - c. The following information must be included for every team on the conference/group rating:
 - i. Team's overall win/loss/tie record
 - ii. Result of each contest for the rating period – win/loss and the score
 - iii. Site and opponent
 - iv. National rank of opponent (including non-NAIA opponents)

- v. Opponent affiliation, if not an NAIA member institution (NCAA DI, DII, DIII, NCCAA, Other)
 - vi. Team's national rating in the previous week's national poll.
3. **Top 30 national rating submission:** Submission of the Top 30 national rating is done in SIDHelp (www.naiasports.org/admin).
- (a) Raters must vote in rank order specified by each conference/group rater (i.e. the #2-rated team in a conference/group rating cannot be ranked higher than the #1 team in that same conference/group on any national ballot).
 - (b) No ties are allowed on national ballots.
 - (c) In the event of a tie on the conference/group rating, the national rater has a choice to rate that tied team on the national ballot in the order they deem appropriate, provided the tied teams follow the overall conference/group order. Here is an example: Team A and Team B are tied at #2 from a conference rating. The national rater can choose to rate Team B ahead or behind Team A on their national rating, provided Teams A and B are listed after the #1 team from that conference.
 - (d) Raters have one chance to save and submit their national rating in SIDHelp. They are not allowed to save their work half-way through submission to come back to it. It is encouraged to write out your Top 30 on paper and then submit in SIDHelp.
 - (e) National ratings received after the deadline will not be included in rating.
 - (f) Prior to tabulating each weekly Top 30 rating by the national office, the highest and lowest ratings (a non-rating is a low rating) for each team (including those receiving votes) will be removed and the rating will be recalculated with a bonus rating point added to each team for every ballot (including discounted ballots) that appear on the weekly tabulation. Non-submitted ballots and/or removed ballots are NOT factored into the above tabulations (i.e. a non-submitted ballot cannot serve as a low rating).
 - (g) Teams who receive only one point in the national ballot will not be listed in the "Receiving Votes" category of the press release distributed to the public and posted on NAIA.org.
 - (h) A rating will not be conducted if 50% of the raters do not submit a national ballot. Ratings that fail to reach the 50% participation standard cannot be delayed or postponed.
4. **National Rating Request for Rationale process:** Raters are expected to be available via email and cell phone during the communicated request for rationale timeline (see deadlines in Section A).
- a. This step of the process will be done either via email or in SIDHelp and is sport specific.
 - b. The National Office will facilitate this step of the process, which includes the National Oversight Committee.
 - c. If a member of National Oversight requests rationale from a rater, that rater is required to provide detailed written explanation for those team(s) in which rationale is requested.
 - d. Any appeals and the final decision to remove a rater are handled by the National Oversight Committee.
 - e. See "National Oversight Committee" section for the entire National Oversight Committee process.
5. Removal of a rater is authorized when any combination of the following four (4) incidents occur three (3) times during a ratings calendar year:
- a. Failure to submit a conference/group OR national ballot.
 - b. Failure to respond to a National Oversight rationale request.
 - c. Failure to represent conference/group on a rating conference call – preseason webinar or regular-season calls.
 - d. Removal of a conference/group or national rating ballot.
6. Standard protocol to follow when a rater/group is penalized and ultimately loses rating privileges:
- a. First Offense: Warning letter (e-mail correspondence) sent to rater after first offense/incident (See section above). Respective Conference/group commissioner and national oversight committee copied on all correspondence.
 - b. Second Offense: Warning letter to rater after second offense/incident and the rater is informed that they will lose their national rating privileges following a third offense/incident. The NAIA National Office contacts conference/group commissioner for procedures in submitting conference/group ratings if the affected group loses their rating privileges.

- c. Third Offense: Rater is removed and conference/group loses national rating privileges after third documented offense. Respective conference/group commissioners and national oversight committee copied on all correspondence.

If a conference/group has its rater removed, that conference/group loses its rater voting privileges for the remainder of the current ratings season. However, the conference/group must still submit a conference/group rating so that teams in the conference/group can receive ratings votes from all other national raters.

C. SELECTION OF RATERS

- A. All raters are selected by their respective conference/group Commissioner. Each Commissioner is required to send both rater and conference/group oversight committee contact information to the NAIA national office via NAIAHelp by Aug. 1 of each year. Each Commissioner establishes appropriate selection criteria and guidelines for their rater.
- B. For the selection of a rater from an Unaffiliated Group, it is the responsibility of all Commissioners within that Group to agree on one rater representing that Group.
- C. It is strongly recommended for the rater to be a current NAIA head coach in that sport.

D. RATER EXPECTATIONS

- A. The NAIA expects every rater to have an unbiased and objective opinion as to conference/group status. Each rater is expected to rate the top-30 teams in the nation, regardless of affiliation (conference/A.I.I./unaffiliated group).
- B. The NAIA expects every rater to submit requested information by the designated deadlines. Any ratings submitted after the deadline or submission of incomplete ratings will not be counted.
- C. Raters are expected to submit both their conference/group and national ballots, according to the deadlines.
- D. Share your conference/group rating with your Conference Oversight Committee prior to official submission in SIDHelp. Each commissioner assigns the Conference Oversight Committee.
- E. Raters will monitor teams in their weekly conference/group rating to make sure those teams are posting results and updating their win/loss records within 24 hours after each scheduled contest. If the rater finds that a team is NOT reporting scores/updating their record, they must contact the institution (Head Coach and Athletic Director) via email and copy the Conference/Group Commissioner(s) and the NAIA National Office.
- F. Encourage communication amongst coaches within their conference/group. However, it is unacceptable and unethical for coaches to campaign for their school to another conference/group rater.
- G. If a rater is unable to fulfill this commitment, the NAIA National Office must be notified immediately.
- H. Raters are recommended to:
 1. Attend the National Championship
 2. Have consistent exposure to teams in several conferences
 3. Have a willingness to serve
 4. Have the support of the conference/independent sport chair

E. CONTESTS RESULTS & REPORTING PERIOD

- A. The ratings period follows the timeline of Monday through Sunday contests. In cases of bi-weekly ratings, all results from Monday through Sunday of the following week will be considered for that rating period. (i.e. A rating occurs on Tuesday, Nov. 18, contest results will be considered from Monday, Nov. 3 through Sunday, Nov. 16.)
- B. In cases such as a long break (more than 1 week) between the preseason rating and the regular-season #1 rating, all contests during that time frame will be considered. (e.g. in basketball, the preseason rating is Oct. 24 and the regular-season #1 rating is Dec. 5. In that case, all contests from Monday, Oct. 23 through Sunday, Dec. 3 will be used for the first regular-season rating).
- C. In order for any team to be eligible for ratings, all contest results must be reported by that institution to the NAIA Scoreboard ([via naiasports.org/admin/](http://via.naiasports.org/admin/)) within 24 hours of completion. Institutions failing to report results for two consecutive weeks, or four total weeks during the season will not be eligible for ratings for the remainder of the season. This policy is a mandate by the NAC and listed in the NAIA official & policy handbook.

- D. Raters and coaches should coordinate with your school administration (such as sports information personnel) to report results using only one of the following methods. Reporting at more than one level can cause previously submitted results to be overwritten.
 - a. School websites that use SIDHelp: Reporting here automatically reports to the conference scoreboard (if the conference uses SID Help) and national scoreboard.
 - b. Conference Websites that use SIDHelp: reporting here automatically reports to the national scoreboard.
 - c. National SID Help website (www.naiasports.com/admin): report here only if neither the school nor the conference uses SID Help.

F. NATIONAL OVERSIGHT COMMITTEE

- A. The NAIA National office will work with sport coaching officers to recruit and appoint National Oversight Committee members. The National Oversight Committee will consist of three (3) members:
 - a. A member of NAC Postseason Selection & Ratings Committee.
 - b. Two coaches from appropriate sport with the following criteria:
 - i. One coach must have prior rating experience and can be an active or former coach still involved in the NAIA.
 - ii. One coach must be a current officer in coaches' association
- B. The NAC Postseason Selection & Ratings Committee liaison is an active member of each National Oversight Committee.
- C. National Oversight Committee will review each national rating grid prior to the official announcement of the rating. This typically is a 2-4 hour process during each ratings period.
- D. Here is recommended criteria for the National Oversight Committee to consider when reviewing rationale:
 - a. Look for inconsistencies on an on-going weekly basis from a specific rater
 - b. Is there a concern about a rater(s) consistently ranking their conference/group higher/lower than the average?
 - c. Does the rater consistently consider the ranking criteria recommended by the NAC and apply that philosophy to their rating?
 - d. Is there a clerical error by the rater where he/she unintentionally placed that team, or didn't rate that team, in error?
 - e. Is there value to request rationale, even when it is considered that the grid throws out the highest and lowest (non-ranking) ballot? It's important to make this differentiation and not get "nit-picky" about an outlier team because that vote is already thrown out in the tabulation of the grid.
- E. Here is the process the National Oversight Committee takes to request rationale on a national rating:
 - a. Upon completion of national ballot submission by all raters, the NAIA National Office will begin the process by alerting National Oversight Committee via email the grid is ready to be viewed within the SIDHelp system.
 - b. At this point, there are two processes, dependent upon the sport. The process will be determined during the preseason webinar. For those sports where we use the traditional email method, use the following steps. If you don't use the "email" method, but instead the automated SIDHelp process, move to section (c).
 - i. Each member of the National Oversight Committee e-mails their vote (approval/denial). If they do not approve of the grid, the Oversight member is required to do the following in an email to the National Office: name of rater, conference, teams and reasons for needing rationale.
 - ii. If written rationale is requested for the rater, then the rater(s) in question is required to email the entire Oversight Committee, and copy NAIA National Office, with their rationale in explicit detail.
 - iii. The Oversight Committee will then either accept that rationale by majority decision (2-of-3 members need to accept), and if that occurs, the process is complete. If 2-of-3 members reject that rationale, then the rater is asked to provide further clarification.
 - iv. The process continues until one of the following occurs: the Committee is satisfied with the rationale, or the ballot is removed (only after 2nd occurrence of rejected rationale) due to the rater not willing to change their rationale/ballot.

- c. For those sports where we use the automated SIDHelp process, use the following steps:
 - i. Each National Oversight Committee member will log into the SIDHelp system (naiasports.org/admin) and review the master grid within SIDHelp by doing the following: select the link "Export Ratings Worksheet" under "National Ratings" section. The master grid will download to an Excel file. Open the Excel file to view the master grid.
 1. Note: National Oversight Committee members must create a SIDHelp account and request certain access. Do this at least 48 hours prior to the first ratings period.
 - ii. After viewing the grid, select the link "dashboard" on top left corner which serves as the "home" button.
 - iii. Then, click "submit National Oversight rationale request" under "National Ratings" section. A screen will appear with a dropdown menu of the sport. Choose your sport and click "go" and a list of raters will appear.
 - iv. If you wish to request rationale for a specific rater's ballot, click the "submit new rationale request" button located to the immediate right side of their name. This will open a dialog box where you can write the specific items that you need additional information on from the rater. Once you are done typing in that dialog box, click "send message."
 - v. Once your rationale request is submitted, an automatic email will be sent to the email address linked to the rater's SIDHelp account. Additionally, the other oversight members linked to that specific sport will receive an automated email letting them know that rationale has been requested by you. Oversight members can tell when rationale has been requested of a specific rater, because the "View Rationale Thread" link is available.
 - vi. Now, the rater will log into the SIDHelp system and provide their rationale. Once the rater submits rationale, an automatic email will be sent to all members of National Oversight. Next, you need to view the rationale that is submitted by the raters in SIDHelp and click on "submit National Oversight rationale request" under the "National Ratings" section. On the screen with the list of names, you will notice to the right side of the specific rater's name, that there is a new link "view rationale thread".
 - vii. Click "view rationale thread" and view the explanation from the rater under the gray box.
 - viii. At this point, National Oversight must act and execute 1 of the following options:
 1. A committee member can vote to approve or deny the rationale. You do this by scrolling down to the middle of the page and the section "Submit Rationale Decision." A majority vote (2-out-of-3) by the oversight committee to accept will close the rationale dialog. If majority votes to deny, then the rater is responsible to either a) provide further rationale for National Oversight or b) change his/her ballot.
 2. A committee member can post a message to ask additional details on the rationale submitted by the rater.
 3. A committee member can open the raters ballot for edits (in the case of a clerical error by the rater). For this, one of the committee members should click the "Make Editable" link on the left side of the raters name. This opens up the ballot for a rater to make changes to. No further action is needed by National Oversight as an automatic email is sent to the rater that their ballot is open for editing.
- F. Steps c. (iii) through c. (viii) above will be repeated until the rationale process is complete.
- G. If a rater does not provide written rationale prior to the deadline, the penalty system is as follows:
 - i. 1st instance – written warning (ballot is still included in that week's rating)
 - ii. 2nd instance – rater(s) ballot is removed for that week
- H. In each of the two instances above, the NAIA National Office copies all parties (rater, national oversight, conference/group Commissioners).
 - i. NOTE: National Oversight Committee members have the ability to remove the national ballot in ONLY the final regular-season rating, if rationale is not provided by rater, the rationale is not accepted by majority of national oversight and/or the ballot is deemed to jeopardize the integrity of the rating. This ballot removal may occur during the first instance of the penalty system (ie, ballot removal doesn't have to wait until the second instance during final regular-season rating). Removal of ballot must be approved by at least two National Oversight Committee members.

- I. No email vote or email communication from a National Oversight Committee member for two (2) total ratings constitutes NAIA National Office contact. National Oversight Committee members are held to the same guidelines as conference/group/national raters in terms of completing their weekly responsibilities.

G. RATINGS GRIEVANCE PROCEDURE

- A. Conference/Group Oversight Committee is responsible for monitoring conference/group weekly rating.
- B. Rater-to-Rater grievances are facilitated through the NAIA National Office with National Oversight Committee serving as a resource.
- C. Appeals are processed through NAC Ratings & Postseason Selection Committee.
- D. Here is the process to take for a rater to submit a grievance:
 - a. email the NAIA National Office your grievance within the constructed timeline
 - b. the NAIA National Office will work with National Oversight to process the grievance

H. FINAL RATING/SEEDING RATING INFORMATION

- A. The final rating occurs after the completion of the specific sport qualifying conference/group tournaments.
- B. Results of every contest (including affiliated conference/group qualifying tournaments) up to submission of final Conference/group rating are included for the final rating
- C. The final rating is used to determine the national championship tournament at-large qualifying teams in all sports (with the exception of baseball, men's and women's tennis, and men's and women's soccer which uses a modified RPI rating or selection committee).
- D. The NAC has mandated all sports to follow the established final rating calendar.
- E. Tie-breaking criteria is required to be used for all final ratings and stops at any time the tie(s) is broken. This criteria should be used by all conference/group raters to determine the order to list tied teams in any weekly Conference/group rating. NOTE – Listing of tied teams is NOT alphabetical...the tie-breaking criteria MUST be used to determine order of tied teams in the conference/group rating. The following criteria will be used to break ties in the final rating for all sports:
 - a. Head-to-head result between tied teams. If still tied (one win/one loss) go to second criteria
 - b. Win/Loss percentage vs. common opponents
 - c. Accumulated ratings points in the previous four ratings grids (not including current weekly grid).
 - d. Calculate differential between highest/lowest rating after displacement (removing high/low ratings) for both teams. Team with smaller differential is rated above team with larger differential.
 - e. Vote of National Oversight Committee.
- F. In addition to serving as the selection mechanism for at-large team qualification, the final rating (with the exception of baseball, men's and women's tennis, and men's and women's soccer which uses a modified RPI rating or selection committee)) will also serve as the mechanism to seed the national championship tournament field. National championship qualifying teams that are not rated in the final rating will be seeded at the discretion of the Seeding & Bracketing Committee in each sport. Based upon additional seeding/bracketing criteria in each sport, the seeding rating may not always mirror the final rating.

I. CONFERENCE COMMISSIONER EXPECTATIONS

- A. You must have an account in SIDHelp (www.naiasports.org/admin) since that is the only location for you to view the details and comments of all conference/group ratings (see instructions below on how to access SIDHelp) of all conferences.
- B. Designate a three-person conference/group oversight committee to monitor their weekly ratings. The commissioners must provide names and contact information for their respective conference/group oversight committee members to the national office and submit in NAIAHelp prior to Aug. 1 each year. If a conference/group does not have a designated oversight committee in place, they will not be able to submit conference/group and national top-30 ratings.
- C. Submit your sport rater representative (current head coach) for all sports your conference sponsors. This assignment is done by you in NAIAHelp prior to Aug. 1 each year.
- D. For the selection of a rater from an Unaffiliated Group, it is the responsibility of all Commissioners within that Group to agree on one rater representing that Group.

- E. Remind all of your sport raters about their mandatory attendance at the preseason instructional webinar and the in-season conference calls. Failure to attend these by your rater (or assign a fill-in for that webinar) will result in a strike.
- F. Each Commissioner will get an email (generated automatically from SIDHelp) that is sent two-hours PRIOR to any sport conference/group rating deadline. This action is a friendly reminder to the Commissioner that your conference/group rating has not been submitted and there is two hours remaining to submit.
- G. Each Commissioner has the opportunity to submit a conference/group rating on behalf of your rater. This submission must be done in SIDHelp prior to the scheduled deadlines.
- H. It is your choice to access and view any conference/group ratings. Here are instructions on how to access all conference/group ratings:
 - a. Between 12:01 p.m. CST and 2 p.m. CST every Monday that a rating is conducted – Log in to SIDHelp admin (www.naiasports.org/admin) – many of you may need to click there and create a username and password to get started. Once you sign-up, give the national office 24 hours to provide appropriate access.
 - b. Click on “View conference ratings” under “Conference ratings” headline
 - c. Keep “all conferences” on your first dropdown menu.
 - d. On dropdown menus, choose your sport, date (should default to current week)
 - e. Suggestion is to NOT check the boxes on right side so that you can view all comments from raters and the results

J. GLOSSARY

- A. Frequently Used Terms
 - a. Conference Oversight Committee = a committee, created by each Conference Commissioner, to review, analyze and approve each conference/group rating prior to official submission in SIDHelp.
 - b. Final Rating = the rating that occurs after all qualifying conference/group tournaments. This rating determines the at-large championship qualifiers and championship seeding for a variety of sports (excluding Baseball, Men’s Soccer, Women’s Soccer, Men’s Tennis and Women’s Tennis as these sports use a National Selection Committee).
 - c. NAC = National Administrative Council. A membership group comprised of athletic administrators representing all of the conferences. This Council has the authority to oversee all policies and procedures related to ratings.
 - d. National grid = a spreadsheet that shows the national rating and votes from each national rater. This is not to be shared with anyone.
 - e. National Oversight Committee = a committee, comprised of a NAC member, a former rater and current head coach/officer, with a mission to review, analyze and approve each national rating prior to official announcement.
 - f. Postseason Rating = the rating that occurs after the sport National Championship. The national champion team will be the #1-ranked team in the national rating.
 - g. SIDHelp = database where all conference/group and national ratings are submitted. The website is www.naiasports.org/admin.

REPORTING RESULTS AND STATISTICS

A. REPORTING RESULTS

All contest results must be reported to the NAIA Scoreboard within 24 hours of completion in order to be eligible for team and/or individual weekly ratings and honors. 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. Scores must be reported via the DakStats Web-sync feature or through the NAIA Scoreboard. To enter through the NAIA Scoreboard, visit www.naiasports.org/admin and log in with your user name and password.

Instructions for reporting results in SIDHelp: User should first go to their school website if they use SIDHelp; if not, go to the conference website. If they don't use SIDHelp for their school or conference website, go to the NAIA SIDHelp admin site (www.naiasports.org/admin). All of our SIDHelp websites (school, conference, NAIA) admin sections use the domain name and then add "/admin/" to the end of it. For example, if you are a Mid-Central College Conference school and you log-in to the MCC conference website, you would go to <http://www.mid-centralconf.org/admin/>. If you don't follow these instructions, you may potentially have to report to three different SIDHelp websites.

***Institutions failing to report results for two consecutive weeks, or four total weeks during the season will be subject to a monetary penalty. The first violation will continue to be a warning. Any second violation (first penalty), will be a \$500 fine. The third violation will be a \$1,000 fine and a loss of postseason awards. The fourth violation will be a \$1,000 fine and will be dealt with at the discretion of membership services. Fines will be due within 30 days of notification.

- A. Mandate for reporting scores: In order for schools to be eligible for conference/A.I.I./unaffiliated group or national ratings, results from games must be reported to the NAIA Scoreboard (via SIDHelp) within 24 hours of completion of contest.

Institutions failing to report statistics and/or results for two consecutive weeks, or four total weeks during the season will not be eligible for the national statistical reports or ratings for the remainder of the season and subject to a monetary penalty. The first violation will continue to be a warning. Any second violation (first penalty) will be a \$500 fine. The third violation will be a \$1,000 fine and a loss of postseason awards. The fourth violation will be a \$1,000 fine and will be dealt with at the discretion of membership services. Fines will be due within 30 days of notification. (Refer to Reporting Results section of Coaches' Manual for more detailed information.)

- B. Avenues for reporting: Scores can manually be entered at www.naiasports.org/admin.
1. To register for the NAIA Scoreboard, visit www.naiasports.org/admin and click on "Don't have a password? Click here to register now."
 2. Complete the information and enter a school-based e-mail and a password of your choice.
 3. All registrations must be approved by the NAIA prior to access being granted, so please allow ample time for approval.
 4. If you have an active SIDHelp account you do not have to re-register. Your username/password is saved in the system.

All results must be reported online to the NAIA Scoreboard within 24 hours of completion of competition to be eligible for that week's ratings. Please coordinate with your sports information personnel to report using only one of the following methods. Reporting at more than one level can cause previously submitted results to be overwritten.

- 1) School websites that use SIDHelp: Reporting here automatically reports to the conference scoreboard (if the conference uses SID Help) and national scoreboard.
- 2) Conference Websites that use SIDHelp: reporting here automatically reports to the national scoreboard.
- 3) National SID Help website (www.naiasports.com/admin): report here only if neither the school nor the conference uses SID Help.

All SIDHelp websites (school, conference, NAIA) admin sections use the domain name and then add "/admin/" to the end of it. Eg. Schools in the Kansas Collegiate Athletic Conference can log into the KCAC conference website, <http://www.kcacsports.com/admin>.

B. STATISTICS

An in-season, weekly national statistical report is produced utilizing DakStats for basketball. To be eligible for the statistical report, a student-athlete must play in 75 percent of team games played. Only statistics from games against varsity teams from upper-level, degree-granting institutions should be submitted. Categories will be determined on a sport-by-sport basis and by the NAIA Sports Information Department.

It is strongly recommended that the host institution be responsible for both team's official statistics. The home team must notify opposing team at least 72 hours prior to contest if official stats will not be provided. The opposing team can file an appeal if they feel an error was made in the official stats 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 stats.

It is vital that sport records maintain a certain level of integrity and accuracy. The NAIA urges the official statistician for every sport to become familiar and have a working knowledge of the statistical manual. For men's basketball, please refer to www.ncaa.org and go to the men's basketball page and the statisticians' manual link. The book can be downloaded in PDF format and is free.

AWARDS

A. NATIONAL PLAYER OF THE WEEK

An NAIA National Player of the Week (one in each division) will be selected by the NAIA Department of Sports Information. Nominations must be made by an affiliated conference sports information director. The National Office will NOT accept nominations from anyone but the affiliated conference sports information director or his/her designated representative. Affiliated conference/independent groupings may nominate only one athlete per division for national consideration.

B. ALL-AMERICA

The selection committees for the NAIA Men's Basketball All-America teams are made up of the NAIA National Tournament Games Committee (Division II) and the All-American Selection Committee (Division I). To be eligible for All-America selection, a player must have been named to a team coordinated and submitted by each affiliated conference/A.I.I. Coaches are not required to submit nomination forms and statistical information per the Coaches Association vote and CAA approval in 2006. The NAIA Athletics Communications department will provide statistical information for candidates. The All-America teams in both Divisions I and II consist of a first, a second and a third team (10 on each) and a select list of honorable mention. NOTE: Any affiliated conference with 10 or more institutions shall be allowed to nominate 15 players (instead of 10) for NAIA All-American consideration. Selection procedures for All-America are found in Appendix E of this handbook.

All-America Criteria (Guide used in Selection Process)

1. It is strongly recommended that a player be voted player of the year in their conference/ A.I.I. to be eligible for national player of the year.
2. The nomination form submitted by the conference /A.I.I. will guide the All-America Selection Committee.
3. The All-America Selection Committee will be guided by the voting order of each conference. The Selection Committee will evaluate each nominated player by reviewing the order on the conference nomination ballots, the strength of their team, strength of schedule, and their individual performances.
4. The Conference/Group Player of the Year MUST be the highest vote recipient as listed on the All-Conference/Group Team form that is reviewed by the All-American Selection Committee.
5. The current year's performance by a student/athlete will be used as the primary means of consideration for all All-America team selections.

NEW FOR 2018: Remove the A, B and C designations from the All-America nominations system for all sports that require an All-American nomination process to the National Office. Nominations are to be listed in rank order on the All-America form when submitting those nominations.

C. DAKTRONICS-NAIA SCHOLAR-ATHLETE

Criteria:

- Nominee is junior or above in academic standing.
- Nominee has been in attendance at the nominating institution two full academic years as a non-transfer student or a minimum of one full academic year as a transfer student.
- Nominee has a minimum grade point average of 3.50 (on a 4.0 scale) at the time of the nomination deadline (for transfer students the GPA is only at current NAIA institution).
- Nominee has been certified as eligible and is listed on the eligibility certificate submitted to conference eligibility chair.
- Nomination form is complete and submitted through SIDHelp.
- All the above information is to be received by February 15, 2019 to be eligible for national press release/website, certificate and honors database. All criteria must be met by this date.
- NOTE: There are no statistical/playing requirements needed to receive this award.

Daktronics-NAIA Scholar-Athlete nominations will continue to be filled out via the SIDHelp admin website at www.naiasports.org/admin. You must have an account in order to fill out nomination forms as the forms are no longer available through coaches' manuals. SIDHelp is the only way to nominate student-athletes as a Daktronics-NAIA Scholar-Athlete. If you don't have an account, please sign up and create your own. Your access will be granted (usually) within 24 hours.

Nominations will be processed entirely electronically. In order to complete a nomination, the student-athlete must have approved and signed a release of their cumulative grade point average for nominating purposes. If you or your sports information office does not have a signed release form from the nominated student-athlete on file, a blank document (PDF) will be available for download. This release form does not need to be turned into the NAIA National Office. You are asked to retain it for your institutional records. The administrator nominating the student-athlete will sign electronically.

To be eligible for listing on website, honors database or receive a certificate, forms **MUST BE SUBMITTED BY February 15, 2019**. LATE nominations will be accepted through June 30th of each year, but will not be listed on the website, honors database or receive a certificate.

NOMINATIONS MUST BE COMPLETED ELECTRONICALLY FOR CONSIDERATION. PAPER COPIES ARE NOT TO BE SENT TO THE NAIA NATIONAL OFFICE VIA EMAIL, POSTAL MAIL OR FAX.

D. SCHOLAR TEAM

In recognition of academic achievement, the NAIA names a Scholar Team for all sports in which Scholar-Athletes are recognized. Based on a 3.0 season GPA on a 4.0 scale, all members of the team who appear on the eligibility certificate will be included in the GPA compilation.

Please find the online submission form in our [Official Publications](#) section under Academic Awards.

E. NATIONAL PLAYER OF THE YEAR

A National Player of the Year is selected for both Divisions I and II. Selection is made by the All-America Selection Committee of each division from players nominated to the All-America team from their conference/A.I.I./unaffiliated groupings. The NABC also awards a NABC-NAIA National Player of the Year in each NAIA Division.

The NAIA Department of Athletic Communications will release the Division II and I Players of the Year on March 14 and 28, respectively.

F. NAIA NATIONAL COACH OF THE YEAR

The NAIA National Coach of the Year is awarded in each Division. The selections are made by each division's All-American Selection Committee. Candidates for National Coach of the Year include Affiliated Conference/A.I.I. Coaches of the Year and all other coaches of teams that qualify for their respective national championship. The NABC also awards a NABC-NAIA National Coach of the Year in each NAIA Division.

G. THE NAIA BUFFALO FUNDS FIVE STAR CHAMPIONS OF CHARACTER AWARD

Each sport awards the NAIA Buffalo Funds Five Star Champions of Character Award to one team on a yearly basis and all NAIA teams are eligible for the team award. Teams must be nominated by their institutions. 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. Nomination forms can be found online in the NAIA website in the Coaches' Corner section.

H. NATIONAL CHAMPIONSHIP AWARDS

The NAIA maintains a standardized awards program for the national championships. National championship awards are provided to the official parties of the top four teams. In addition, awards are presented to the All-Tournament Team (ten players including the Tournament MVP), a Hustle Award recipient, a Tournament Most Valuable Player, and a Team Sportsmanship Award. All national championship participants receive NAIA certificates.



I. ORDERING AWARDS

Appropriate conference tournament awards are to be ordered by the conference chair and are the financial responsibility of the conference or the conference tournament host institution. Official NAIA awards MUST be ordered from:

Collegiate Awards, 18081 E. Trafficway St., Springfield, MO 65802

Contact: Brad Stout, brads@collegiateawards.com, 417-873-9280

NAIA National Office Staff Awards Liaison – Kelli Briscoe – kbriscoe@naia.org



COACHES ASSOCIATION

A. NAIA ASSOCIATION OF BASKETBALL COACHES – NAIA DIVISION

The National Association of Basketball Coaches – NAIA Division (NABC-NAIA) is an organization of collegiate basketball coaches whose institutions are in good standing with the NAIA. The NABC-NAIA meets annually at the NABC Convention. The NABC-NAIA elects officers who serve a one-year term and provide leadership for the Association. The NABC-NAIA studies and makes recommendations on all issue affecting the organization and administration of the NAIA men's basketball program. Important standing committees of the NABC-NAIA include tournament committees, which are directly responsible for the administration of the national tournaments. The NAIA and the NAC strongly encourage NAIA men's basketball coaches to join the National Association of Basketball Coaches (NABC). For more information on joining the NABC, go to http://www.nabc.com/membership/pre_application.

B. PAST PRESIDENTS

1959-60 Rex Pyles, Alderson-Broaddus (WV)	1979-80 Jerry Krause, Eastern Washington	1999-00 Brad Horstmann, Southwestern (KS)
1960-61 Rex Pyles, Alderson-Broaddus (WV)	1980-81 Marvin Hohenberger, Defiance (OH)	2000-01 Steve Dodd, Lindsey Wilson (KY)
1961-62 Duane Klueh, Indiana State	1981-82 Steve Stephens, Wisconsin-Parkside	2001-02 Mike Trader, Hastings (NE)
1962-63 James Houdeshell, Findlay (OH)	1982-83 Jim Smith, St. John's (MN)	2002-03 Steve Knight, William Carey (MS)
1963-64 James Houdeshell, Findlay (OH)	1983-84 Howard Lyon, Biola (CA)	2003-04 Tim Schuring, Dakota State (SD)
1964-65 Jack Cotton, Adams State (OH)	1984-85 Ron Slaymaker, Emporia State (KS)	2004-05 Mike McCutchen, Freed-Hardeman TN
1965-66 Jack Cotton, Adams State (OH)	1985-86 Don Meyer, David Lipscomb (TN)	2005-06 Scott Polsgrove, King (TN)
1966-67 Charles Ridl, Westminster (PA)	1986-87 Robert Pratt, Saginaw Valley (MI)	2006-07 Bob Burchard, Columbia (MO)
1967-68 Charles Ridl, Westminster (PA)	1987-88 Hal Smith, Malone (OH)	2007-08 Alan Magnani, Iowa Wesleyan
1968-69 Robert Davis, Georgetown (KY)	1988-89 Bob Wilson, Hawaii-Hilo	2008-09 Kevin Jenkins, Lyon (AR)
1969-70 Robert Davis, Georgetown (KY)	1989-90 Barrett Bates, Anderson (IN)	2009-10 Brad Zarges, Houghton (NY)
1970-71 Jim Gudger, East Texas State	1990-91 Jim Morris, Indiana Southeast	2010-11 Dannton Jackson, Xavier (LA)
1971-72 Jim Gudger, East Texas State	1991-92 Dan Hays, Oklahoma Christian	2011-12 Jim Kessler, Grace (IN)
1972-73 Dean Nicholson, Central Washington	1992-93 Dan Hays, Oklahoma Christian	2012-13 John Moore, Westmont (CA)
1973-74 Dean Nicholson, Central Washington	1993-94 Bruce Haroldson, Pacific Lutheran (WA)	2013-14 Donnie Bostwick, Southwestern Assemblies of God University (TX)
1974-75 Bill Vining, Ouachita Baptist (AR)	1994-95 Paul Patterson, Taylor (IN)	2014-15 Joe Niland, University of Mobile (AL)
1975-76 Bill Vining, Ouachita Baptist (AR)	1995-96 Al Waller, Ozarks (MO)	2015-16 Sean Hanrahan, Warner University (FL)
1976-77 Duane Woltzen, Lakeland (WI)	1996-97 Don Lane, Transylvania (KY)	2016-17 Sean Hanrahan, Warner University (FL)
1977-78 Duane Woltzen, Lakeland (WI)	1997-98 Steve Ridder, Embry-Riddle (FL)	2017-18 Oliver Drake, Midland University (NE)
1978-79 Lynn Farrell, Hastings (NE)	1998-99 Ralph Turner, Union (TN)	

A. NAIA ASSOCIATION OF BASKETBALL COACHES – NAIA VOTING

NAIA Coaches Associations must have a quorum (at least 50% of eligible voters) in order for a sport motion to be heard by the National Administrative Council. All voting will be completed using an online process following the business meeting in order to ensure all head coaches have an opportunity to vote. Motions will still be presented and discussed at the Annual Business meeting. If desired, a "straw poll" can be taken by those present to determine if a motion will be opened for vote to the full coaches association.

**2018-19 NABC-NAIA DIVISION STANDING COMMITTEES****OFFICERS****(One-year terms)**

President:	Jeff Britt 731.352.4203 brittj@bethelu.edu	Bethel University 325 Cherry Avenue, McKenzie, TN 38201
First Vice President:	Alfred Williams 504.520.5448 awilli39@xula.edu	Xavier University 1 Drexel Drive, New Orleans, LA 70125
Second Vice President:	Ken French 740.245.7294 kfrench@rio.edu	University of Rio Grande 218 N. College Avenue, Box 500, Rio Grande, OH 45674
Secretary:	Oliver Drake 402.941.6526 drake@midlandu.edu	Midland University 900 N. Clarkson Street, Fremont, NE 68025
Past President:	Sean Hanrahan 863.63832602 hanrahans@warner.edu	Warner University 13895 Highway 27, Lake Wales, FL 33859

COMMITTEES**All-America Selection Committee - Divisions I & II**

NABC-NAIA Division Officers, Tournament Games Committee and Conference Representatives

Nominating Committee

Chair:	Donnie Bostwick 75165	Southwestern Assemblies of God Univ., 1200 Sycamore, Waxahachie, TX
Members:	Clark Sheehy Paul Patterson	John Brown University, Siloam Springs, AR 72761 Taylor University, 236 West Reade Ave., Upland, IN 46989

Rating Oversight Committee

Division I:	John Moore Steve Knight Lori Thomas	Westmont College, CA William Carey University, MS Heart of America Athletic Conference
Division II:	Jim Kessler Fred Smith Devin Smith	Grace College, IN Siena Heights University, MI (retired) Concordia University, NE

Liaisons

USA Basketball:	Bob Burchard, Columbia College, 1001 Rogers, Columbia, MO 65216 – rburchard@ccis.edu
NABC:	Bob Burchard, Columbia College, 1001 Rogers, Columbia, MO 65216 – rburchard@ccis.edu
NAC:	Division I: Lori Thomas, Commissioner, HAAC – haaccommissioner@gmail.com
	Division II: Devin Smith, Athletics Director, Concordia University - NE - devin.smith@cune.edu

CONSTITUTION OF NABC-NAIA

ARTICLE I NAME

Section 1. The name of this association shall be the National Association of Basketball Coaches – NAIA Division.

ARTICLE II ORGANIZATION

Section 1. The membership of this association is comprised of men's basketball coaches whose institutions are current members of the National Association of Intercollegiate Athletics. The NABC-NAIA is charged with the responsibility of carrying out programs beneficial to the game of basketball and to the NAIA member coaches of this sport. The activities of this section shall be in accordance with the aims and objectives of the NAIA and under the guidance of the National Administrative Council (NAC).

Section 2. The NABC-NAIA shall submit to the NAIA National Administrative Council statements governing the NABC-NAIA plans and practices for approval and in every way cooperate with the NAC in furthering the stated aims and objectives of this parent organization.

ARTICLE III AIMS AND OBJECTIVES

Section 1. The NABC-NAIA shall supervise and conduct programs utilizing the guidance of the NAIA National Administrative Council which will foster and promote interest and enthusiasm in basketball programs which produce national and conference/A.I.I. recognition for teams, players and coaches.

ARTICLE IV MEMBERSHIP

Section 1. Active membership in NABC-NAIA will be open to any men's basketball coach whose institution is a current member of the National Association of Intercollegiate Athletics.

ARTICLE V VOTING POWER

Section 1. Current membership of NABC-NAIA entitles the member to one vote per school in all democratic action held in open assembly of the association.

ARTICLE VI OFFICERS

Section 1. Officers shall be elected from the active membership of the association at the Annual Meeting as follows: President, 1st Vice-President, 2nd Vice-President, Secretary and Past-President. Such elected officers shall be from institutions which are in good standing in the NAIA.

Section 2. Term of office of the President, 1st Vice-President, 2nd Vice-President and Secretary shall be for one year.

Section 3. The progression in office shall be from Secretary to 2nd Vice-President to 1st Vice-President to President. Each office to be held for one year from one Annual Meeting to the next Annual Meeting. In the event of a vacancy, the normal progression from 2nd Vice-President to President will be accelerated to fill the vacant office and the President of NABC-NAIA is empowered to appoint members for the membership at large to fill the remaining vacant position. Such appointee will not succeed in the normal progression of offices unless duly elected by the membership at the next Annual Election.

Section 4. The Nominating Committee shall be appointed by the President and shall consist of the First Vice-President (chairman) and two additional members selected by the president. This committee shall submit nominations for NABC-NAIA offices and committees. In addition to nominations from the Nominating Committee, nominations for office may be accepted from the floor. Election for the offices

of 2nd Vice-President or Secretary shall be determined by the highest number of votes. The election shall be under the direction of the chairman of the Nominating Committee.

ARTICLE VIII DUTIES OF THE OFFICERS

- Section 1. The duties of the President are to afford leadership and guidance to the NABC-NAIA through all possible channels and to direct his efforts specifically to conduction the Annual Meetings and clinics. The President is the executive officer of all appointed and standing committees of the association. The individual serving in the role of President for the NABC-NAIA during the 2020-21 academic year will also be a member of the Council for Student-Athletes (CSA). This role on the CSA is a two year responsibility, regardless of their term lengths as an officer of the NABC-NAIA.
- Section 2. The duties of the 1st Vice-President are assuming the leadership at all meetings unattended by the president.
- Section 3. The 2nd Vice-President is designated as the membership chairman and he works directly with the conference/A.I.I. chairmen who are designated as conference/A.I.I. membership chairmen. The 2nd Vice-President assumes the leadership designated to the President or 1st Vice-President in the event neither is available to assume their proper roles.
- Section 4. The Secretary-Treasurer shall make an annual report to the NABC-NAIA Executive Committee, supervise the association correspondence, maintain the roster, notify members of meetings and other such duties as are incident to the office.

ARTICLE IX EXECUTIVE COMMITTEE

- Section 1. The Executive Committee of NABC-NAIA is composed of six members; the officers of the association, the association's immediate past-president and the appointed NAIA National Administrative Council (NAC) liaison (ex-officio).

ARTICLE X MEETINGS

- Section 1. The Annual Business Meeting of the association shall be held in conjunction with the National Association of Basketball Coaches Annual Convention at the time and place set by the officers of NAIA.
- Section 2. Voting on all issues shall be by voice or hand in executive sessions or in the open meetings of the association.
- Section 3. Usual order of business at the open business meetings:
- (1) Reading of Minutes
 - (2) Reports of officers
 - (3) Committee reports
 - (4) Old business
 - (5) New business
 - (6) Adjournment

ARTICLE XI AMENDMENTS

- Section 1. A proposed constitutional amendment shall be presented in writing to the President of NABC-NAIA for Executive Committee action. Upon approval of the Executive Committee, amendment must win two-thirds approval vote of current members of NABC-NAIA present at the Annual Business Meeting before amending of constitution will occur. Final approval must be given by the NABC-NAIA Executive Committee and the NAIA National Administrative Council (NAC).



ARTICLE XII COMMITTEES

Section 1. The President of the NABC-NAIA is empowered to appoint committees which will assist in programs designed to produce national and conference/A.I.I. recognition for teams, players and coaches. The President is also encouraged to appoint competent NABC-NAIA members who will assist in any and all ways to foster the aims and objectives of NAIA as they relate to the game of basketball, the participants, the coaches, the spectators and the institutions represented by these groups.

Revised 10/08

Appendix A – NABC-NAIA LEADERSHIP RESPONSIBILITIES

Affiliated Conference/A.I.I. Men's Basketball Chairs

1. Serve as the liaison between affiliated conference/A.I.I. men's basketball coordinating committee and the national office
2. Assist conference/A.I.I. in preparation/coordination of conference/A.I.I. men's basketball postseason playoff plan/postseason tournament
3. Communicate with officers of the NABC-NAIA on any matter relative to the administration of men's basketball in the conference/A.I.I. group
4. Assist with score reporting of all games in conference/A.I.I. tournaments to the national office via phone (816) 595-8000 or the NAIA Scoreboard

National Tournament Games Committee

1. Confirm composite ranking of the 32 qualified teams and place on a straight 32-team bracket
2. Adjust bracket to accommodate scheduling, time zone, and television policies/requests
3. Supervise competing teams: greet upon arrival, prepare informational material, coordinate practice sessions, conduct pre-tournament coaches' meeting, assist with local information/arrangements, and coordinate team check-out, including clearance from hotel and all other responsibilities
4. Supervise game officials: greet upon arrival, coordinate assignments, and inform of all meetings, official functions, special interpretations, and evaluations
5. Supervise all games of the tournament: site inspection, preparation of the bench area, pregame lineups, player/coach conduct, liaison to the game officials, and other items related to the administration of the games
6. Arbitrate/determine decisions involving player/coach conduct and matters beyond the jurisdiction of the officials
7. Coordinate pre-tournament and post-tournament ceremonies
8. Assist the NAIA Sport Manager and the Host Site Coordinator on other matters related to the tournament

Appendix B – NAIA MEN'S BASKETBALL ALL-AMERICA INFORMATION SHEET

1. The NAIA All-America men's basketball team in Division I and Division II is composed of 10 players on the first team, 10 players on the second team, 10 players on the third team, and a select list of honorable mention players.
2. The All-America Selection Committee meets during the week of the men's basketball national championship to select the teams.
3. All all-conference/A.I.I. group forms are e-mailed in early February to all affiliated conference/A.I.I. commissioners. **Division II** and **Division I** all-conference/A.I.I. nominations must be **received on or before their respective Final Rating's date.**
4. In addition to submitting its all-conference/A.I.I. team, the conference/A.I.I. representative should list players in rank order.
5. Also factored into the All-America selection process will be consideration of strength of team, strength of schedule, head-to-head competition versus strong common opponents, and national statistical leaders.
6. To receive All-America consideration, all support material must be received by the appropriate deadline.
7. All-America teams will be announced two days following each division's national championship. The national players of the year will be announced on the same date as the All-America teams for their respective divisions.