

NAIA Eligibility Center – Roles of NAIA School Staff

This guide covers some of the roles NAIA school staff have related to the NAIA Eligibility Center.

Athletics Directors:

- Check out the line-up of valuable [resources](#) to assist you in educating your staff.
- Use [NAIAHelp](#) to make sure your institution's information (sports sponsored, coaches' contact info, PlayNAIA permissions, etc.) is up-to-date.
- Designate a point person for communications efforts to the EC. Then list them as the 'EC Contact' person in NAIAHelp.
- Determine who on your staff is responsible for managing the [Short List](#) and [NAIA Connections](#) inquiries.
- Tell coaches to remind recruits to register as early as possible in the recruiting process at PlayNAIA.org. Students are encouraged to register well in advance of the first date of NAIA class enrollment.
- Set expectations with students, parents and athletic administration; delayed engagement = getting sidelined.
- Review this process, roles and responsibilities with your FAR, coaches, athletics and admissions staff.

Coaches:

- You're the front line contact point with prospective student-athletes so you play an important role in helping students equip themselves to PlayNAIA. Help students understand the importance of registering early to avoid delays.
- Check out the line-up of valuable [resources](#) to assist you and your recruits through the eligibility process.
- Encourage students to complete the big three well in advance of their first NAIA enrollment date: 1.) submit a PlayNAIA profile, 2.) submit all required documents and 3.) be added to a school's Short List.
- Review what [prospective student-athletes](#) will need to do and discuss with them their responsibilities if they want to PlayNAIA. It is also important to inform high school guidance counselors, high school coaches and parents about the process.
- Confirm with your athletics director that you've been given permission in NAIAHelp to access your institution's PlayNAIA Manager to build a [Short List](#) and receive information from prospective student-athletes who want to connect with your campus and athletics program.
- Spring and winter sport athletes who enroll in the NAIA campus in the fall should receive a decision in the fall. Decisions should be for the term in which the student is enrolling in the NAIA; don't wait to receive a decision until the winter or spring term – get your rosters squared away in the fall.
- Set expectations with students and parents; delayed engagement = getting sidelined.
- Encourage students to submit transcripts early; avoid delays.
- Pay close attention to the notes section that accompany student decisions as it often includes important information.
- Communicate with your 'EC Contact Person' to have your eligibility questions answered.

Faculty Athletics Representatives:

- Check out the line-up of valuable [resources](#) to assist you in educating your athletic department about the Eligibility Center process and their responsibilities.
- Encourage students to complete the big three well in advance of their first NAIA enrollment date: 1.) submit a PlayNAIA profile, 2.) submit all required documents and 3.) be added to a school's Short List.
- Review NAIA Eligibility Center decisions; requests for reviews must be submitted with 45 days of a decision.
- Encourage coaches to have students submit transcripts early; avoid delays

- Confirm with your athletics director that you've been given permission in NAIAHelp to access your institution's PlayNAIA Manager. Login to PlayNAIA Manager at PlayNAIA.org to search and view your school's [Short List](#), monitor prospective students' progress through the process and view their eligibility determinations.
- Certify the eligibility of all students enrolled on your campus.
- Spring and winter sport athletes who enroll in the NAIA campus in the fall should receive a decision in the fall. Decisions should be for the term in which the student is enrolling in the NAIA; don't wait to receive a decision until the winter or spring term – get rosters squared away in the fall.
- Pay close attention to the notes section that accompany student decisions as it often includes important information.
- Share knowledge and help spread best practice tips with other industry experts (talk with Registrars, FARs, compliance administrators, etc.).

Registrars:

- Check out the line-up of valuable [resources](#) to inform you about the Eligibility Center process.
- Encourage students to complete the big three well in advance of their first NAIA enrollment date: 1.) submit a PlayNAIA profile, 2.) submit all required documents and 3.) be added to a school's Short List.
- Spring and winter sport athletes who enroll in the NAIA campus in the fall should receive a decision in the fall. Decisions should be for the term in which the student is enrolling in the NAIA; don't wait to receive a decision until the winter or spring term – get your rosters squared away in the fall.
- Review NAIA Eligibility Center decisions; requests for reviews must be submitted with 45 days of a decision.
- Pay close attention to the notes section that accompany student decisions as it often includes important information.
- Encourage coaches to have students submit transcripts early; avoid delays.
- Certify the eligibility of all students enrolled on your campus; sign the eligibility certificates.
- Confirm with your athletics director that you've been given permission in NAIAHelp to access your institution's PlayNAIA Manager. Login to PlayNAIA Manager at PlayNAIA.org to search and view your school's [Short List](#), monitor prospective students' progress through the process and view their eligibility determinations.
- Share knowledge and help spread best practice tips with other industry experts (talk with Registrars, FARs, compliance administrators, etc.).
- Get involved and share your expertise with the NAIA Registrar's Association.

Compliance Administrators:

- Check out the line-up of valuable [resources](#) to assist you in educating your athletic department about the Eligibility Center process and their responsibilities.
- Encourage students to complete the big three well in advance of their first NAIA enrollment date: 1.) submit a PlayNAIA profile, 2.) submit all required documents and 3.) be added to a school's Short List.
- Review NAIA Eligibility Center decisions; requests for reviews must be submitted with 45 days of a decision.
- Pay close attention to the notes section that accompany student decisions as it often includes important information.
- Encourage coaches to have students submit transcripts early; avoid delays.
- Set expectations with coaches and staff; delayed engagement = getting sidelined.
- Spring and winter sport athletes who enroll in the NAIA campus in the fall should receive a decision in the fall. Decisions should be for the term in which the student is enrolling in the NAIA; don't wait to receive a decision until the winter or spring term – get your rosters squared away in the fall.
- Confirm with your athletics director that you've been given permission in NAIAHelp to access your institution's PlayNAIA Manager. Login to PlayNAIA Manager at PlayNAIA.org to search and view your school's [Short List](#), monitor prospective students' progress through the process and view their eligibility determinations.

- Share knowledge and help spread best practice tips with other industry experts (talk with Registrars, FARs, compliance administrators, etc.).
- Certify the eligibility of all students enrolled on your campus.

Conference Registrars:

- Definition: A current registrar, associate, or assistant registrar at a member institution, with three (3) or more years of direct NAIA eligibility experience; appointed by the conference/independent association commissioner and approved by the conference governing body. Has a proven institutional record of NAIA compliance at the member institution, with demonstrated understanding of the application of technology in registrar and athletic eligibility operations and student service delivery. This role takes on some or all of the following responsibilities:
- Facilitate conference activities in relation to the evaluation of student records, adherence to FERPA guidelines and the understanding and application of NAIA eligibility rules by member institutions.
- Assist the Conference Commissioner in the coordination and dissemination of information regarding conference and national eligibility requirements to the conference registrars. Serve as a training resource for new conference registrars and/or institutional eligibility personnel as requested.
- Assist the Conference Commissioner and conference eligibility chair in developing policies for collecting, recording and maintaining student athletic eligibility records (if applicable) within FERPA guidelines, e.g., grades, registration data, transcripts and athletic eligibility documents.
- Collaborate with conference athletic administrators, FARs, and registrars to facilitate and improve conference communication and services to student-athletes, including the development of online resources as well as other communication tools.
- Establish a conference records repository that catalogs historical conference information including championships, athlete awards, hall of fame or other conference honorees and/or other records as appropriate and directed by the Conference Commissioner.
- Participate in conference activities and serve on conference committees as requested by the Conference Commissioner or other conference administrators.
- Serve as a member of the NAIA Registrars Association Advisory Council for one term during tenure as Conference Registrar.
- Attend NAIA Convention once per term of appointment.

Conference Eligibility Chairs:

- Make the NAIA Eligibility Center a centerpiece of your conference education efforts. Become familiar with the eligibility determination process and make sure athletics directors at your member schools understand the resources available to them to assist athletics department staff.
- Educate local high school principals and guidance counselors about the NAIA Eligibility Center and the capabilities of the High School Portal. [Click here](#) for a line-up of valuable resources to assist you in your efforts.
- Encourage school staff to understand the big three needed for students to receive a decision on time: 1.) complete a submitted profile, 2.) submit all required documents and 3.) be added to a school's Short List.
- Confirm that you have both school-level and conference-level permissions in NAIAHelp to access your institution's and your conference's PlayNAIA Manager. Login to PlayNAIA Manager at PlayNAIA.org to search and view your school's [Short List](#), monitor prospective students' progress through the process and view their eligibility determinations. With your school login you will only be able to view students on your institution's Short List. With your conference-level permissions in PlayNAIA Manager, you will be able to view the eligibility results of all students through a student look up.
- It is important to note that spring and winter sport athletes who enroll in an NAIA campus in the fall should aim to receive a decision in the fall. Students do not need to wait for the term in which they plan to compete to receive a decision from

the NAIA Eligibility Center. As long as students maintain full-time and continuous enrollment at their NAIA school after receiving an eligible decision from the center, students can be certified by the campus.

Conference Commissioners:

- Make the NAIA Eligibility Center a centerpiece of your conference education efforts. Become familiar with the eligibility determination process, the [Short List](#) and NAIA Connections and make sure athletics directors at your member schools understand the resources available to them to assist athletics department staff.
- Educate local high school principals and guidance counselors about the NAIA Eligibility Center and the capabilities of the High School Portal. [Click here](#) for a line-up of valuable resources to assist you in your efforts.
- Educate coaches about the Eligibility Center process and their responsibilities.
- Encourage students to complete the big three well in advance of their first NAIA enrollment date: 1.) complete a submitted profile, 2.) submit all required documents and 3.) be added to a school's Short List.
- Spring and winter sport athletes who enroll in the NAIA campus in the fall should receive a decision in the fall. Decisions should be for the term in which the student is enrolling in the NAIA; don't wait to receive a decision until the winter or spring term – encourage rosters to be squared away in the fall.
- Set expectations with institutions; delayed engagement = getting sidelined.
- Encourage coaches to have students submit transcripts early; avoid delays.