



NAIA Self-Report Violation Report Form

Should any chief executive officer, faculty athletics representative, athletics director and/or coach become aware of an apparent institutional violation involving an athlete or institutional representative, it is the responsibility of the FAR or AD to report the violation to the Conference Eligibility Chair, with copies sent to the National Office. Failure to abide by any part of this regulation shall be considered unethical conduct and shall prompt an investigation by the National Conduct and Ethics Committee, with appropriate action against the institution for withholding information.

1. Student's Name & ECID or coach(s) involved / Sport _____
Institution: _____
Conference _____

2. Rule violated: _____ ARTICLE: _____ SECTION: _____ ITEM: _____
All pertinent information regarding the violation should be attached to this sheet.

3. Faculty Athletics Representative signature: _____

Athletics Director Signature: _____

4. Annual Rules Education / New Employee Rules Ed Certification _____

For the Athletics Director: I certify (☐ YES / ☐ NO) that the coaches and/or administrative staff members involved or identified in this self-report have completed the required NAIA Rules Education training at the time the reported violation occurred, in accordance with NAIA Bylaw Article I, Section B. This testament must always include written confirmation that the Athletics Director and Faculty Athletics Representative have completed the required training.

5. Required Items for Self-Report

1. Written Statement from the AD/ FAR/ Compliance Administrator providing an overview of the violation on an institutional letterhead.
2. Documentation explaining violation details (email correspondence, statements, academic transcripts, ECP documents, etc.).
3. For violations involving student-athlete ineligibility, institutions must submit documentation detailing each contest/ meet/ tournament in which the student-athlete competed while ineligible.
4. For violations involving student-athlete ineligibility, please include copies of official or unofficial transcripts.
5. Explanation for lack of annual rules education training (if applicable). A follow-up self-report may be required by the committee.

6. Date sent to Conference Eligibility Chair: _____ / _____ / _____

Send this form as a cover sheet with the accompanying documentation and transcript to your Conference Eligibility Chair. All six areas of this form must be completed. The Conference Eligibility Committee will review the information, make a recommendation, then forward all documentation to the national office for a final decision by the appropriate committee.